

**Williamson County & Cities Health District  
Board of Health Meeting  
Thursday, November 05, 2009, 6:30 p.m.  
Health District Education Center  
100 West 3<sup>rd</sup> Street, Georgetown, TX 78626**

**MINUTES**

**Agenda Item 1.** The meeting was called to order at 6:30 p.m. by Arlen Zander, Chair  
Present: Robert Stluka, Katherine M. Galloway, Kerry Russell,  
Florence Winkler, Pamela Sanford, Arlen Zander, and W. S. “Chip”  
Riggins Jr., MD, MPH  
Absent: Mary Faith Sterk (excused)

Arlen Zander, Chair, requested a moment of silence for the victims and families of the Fort Hood shooting.

**Agenda Item 2.** Approval of minutes, Regular Meeting, September 9, 2009

Motion: Approve minutes as presented.  
Moved: Robert Stluka  
Seconded: Florence Winkler  
Vote: Approved unanimously

**Agenda Item 3.** Acknowledge staff and visitors; hear any comments

WCCHD staff present: Anita Martinez, Cynthia Guerrero, Paulo Pinto, Jennifer Jackson, Tina Horkey, Mike Caudle, David Bastis, Ryan Moeller, Kay Kelley, Mindy Powell, Michelle Brodrick.

Visitors: Vivian Wood, Williamson County Treasurer and WCCHD Investment Officer.

**Agenda Item 4.** Comments from Vivian Wood, Williamson County Treasurer and WCCHD Investment Officer

Mrs. Wood explained that she has been a certified investment officer since 1996 and is appointed as the Treasurer and Investment Officer for Williamson County by the Commissioner’s Court. She commended the Board of Health and Health District staff for being fiscally conservative with public funds. Mrs. Wood reported that the recession is not over and that interest income is 3% to 4% less than it was this time last year. She explained that there are few options to gain greater interest income. Mrs. Wood described the potential benefits of using CDARS service to manage public funds. Additionally, she offered information in regard to allocating funds in to certificates of deposit. Mrs. Wood stressed that safety is the most critical issue to consider when investing funds.

- Agenda Item 5.** Questions and Answers regarding staff activities
- a. Administration – Anita Martinez,
  - b. Community Health Education and Social Services – Cynthia Guerrero,
  - c. Environmental Health Services – Paulo Pinto,
  - d. Public Health Nursing – Jennifer Jackson,
  - e. WIC and Community Nutrition – Tina Horkey,
  - f. Emergency Preparedness – Mike Caudle/Ryan Moeller,
  - g. Epidemiology – David Bastis.

See attached Division reports.

**Administration** report – Anita Martinez – Ms. Martinez reported that she and Dr. Riggins have met with Linda Orrick of the Texas Municipal League (TML) Intergovernmental Risk Pool and reported that because of our excellent claims history, that the District insurance liability cost will be reduced from the previous year.

**Community Health Education and Social Services** report – Cynthia Guerrero – Ms. Guerrero provided a brief update in regard to a request that has been submitted to the St. David's Foundation. She expects to hear the results of the application in the coming weeks.

**Environmental Health Services** report – Paulo Pinto – Mr. Pinto did not have anything to add to his report.

**Public Health Nursing** report – Jennifer Jackson – Ms. Jackson had nothing further to add to her report.

**WIC and Community Nutrition** report – Tina Horkey – Ms. Horkey reported that the WIC staff served 8,400 clients in October. She added that she was researching retail stores to determine the WIC activity and training. She noted that HEB has a WIC Specialist that trains staff on WIC products and transactions.

**Emergency Preparedness** report – Mike Caudle/Ryan Moeller – Mr. Caudle reported that he and Mr. Moeller are still making contacts in the community. He also noted that the recent POD exercise included 13 volunteers, approximately 50 WCCHD staff members, local support from Williamson County agencies and that 67 vaccinations were offered during the drill. He indicated that it was a very valuable experience for everyone involved. Mr. Moeller reported that he has been coordinating with several local first responder agencies in regard to H1N1 vaccine.

**Epidemiology** report – David Bastis – Mr. Bastis reported that a story regarding pertussis will be published in the Austin American Statesman and that the Health District provided feedback and information for the article.

#### **Agenda Item 6.**Health District update – Dr. Chip Riggins

Dr. Riggins said that his first couple of months have been interesting and that he is grateful for the orientation that the District provides all new employees. He reported that he has been able to meet with all of the commissioners and he appreciated the BOH Directors who have facilitated and participated in those meetings. Dr. Riggins reported that District has been diligently organizing and participating in conference calls and meetings that are taking place to coordinate the plans for the H1N1 vaccine and response. He commented that the current pandemic is characteristic of how our work in public health is often difficult. We have the responsibility for managing scarce resources on the front end of the response and then when the vaccine resources come in after the new year, we will be responsible for marketing and organizing to push out what is likely to be a huge quantity of vaccine. The district has had to make the best of a difficult situation this fall with H1N1 striking as we are continuing to see the surge in Pertussis cases in the county. The key is to focus on common themes that will assist in containing both diseases such as the cocooning initiative and immunization capacity building.

**Agenda Item 7.**Discussion and possible action regarding Accreditation

Dr. Riggins stated that he had provided the board with a NALBOH resolution on accreditation and a resource document with links to various tools and references relating to accreditation on the internet. He explained that accreditation would ensure that the organization has processes in place that would guarantee quality public health practices. Dr. Riggins commended the board for identifying accreditation as a goal during their strategic planning session this year. He stated that after meeting with our elected officials and being oriented to current district operations, that the process of preparing for accreditation would encompass all the major goals of the district and organize them under a single coordinated effort. Dr. Riggins explained that he foresees the process taking several years. In response to a question from Mrs Galloway, Ms. Martinez added that most District processes would not necessarily change to prepare for accreditation but many more would need to be put into writing. Dr. Zander supported the concept and shared his experiences regarding the benefits of accreditation that he realized through his roles in education. Mr. Russell inquired whether the accreditation process would be tailored to Texas Statutes and Public Health practices and Dr. Riggins explained that we would be working through the Public Health Accreditation Council of Texas (PHACT) to insure that it was relevant to our circumstances.

Motion: The WCCHD Board of Health authorizes and directs the Executive Director and staff to initiate preparations in anticipation of application for Accreditation by the Public Health Accreditation Board. The Board requests a WCCHD Accreditation Plan be developed for discussion and approval at a future meeting. The Board authorizes an assessment of the costs, benefits, and incentives related to the Accreditation process and the impact on the board and its governance role.

Moved: Kerry Russell  
Seconded: Robert Stluka  
Vote: Approved unanimously

**Agenda Item 8.**Discussion and possible action regarding WCCHD TexPool investment options

Based on the report given by Ms Wood, a brief discussion of the options available to the District ensued and Dr. Zander suggested that a workgroup or committee be formed to discuss and research investment options and that the group bring a recommendation to a future meeting. Dr. Zander and Mrs. Galloway will work with Anita Martinez and Michelle Broddrick on the committee.

**Agenda Item 9.**Discussion and possible action regarding approval of grants and contracts

Contracts to be authorized:

Texas Department of State Health Services  
Contract #2010-032883-001  
CHS–Child Injury Prevention  
\$136,877 for the period 9/01/2009 through 8/31/2010

Contract 2010-033295-001  
NSS–WIC Local Agency-NOIMM  
\$1,304,621 for the period 10/01/2009 through 9/30/2010

Motion: To authorize Dr. Riggins and Anita Martinez identified as the authorized representatives of WCCHD to bind this organization under these contracts.  
Moved: Kerry Russell  
Seconded: Robert Stluka  
Vote: Approved unanimously

**Agenda Item 10.** Discussion and possible action regarding revision of FY 2009 budget

Ms. Martinez outlined some of the proposed changes to the FY 2009 budget. Those included an amendment to reflect the County and City contributions for the approved FY 2010 funding request for the months of October through December 2009. Additionally, there is a reduction in the projected Environmental revenue. An increase to the nursing revenue is necessary as more immunization income was collected than originally anticipated. In addition, a reduction in interest income was proposed as the rate earned has been less than originally projected.

Motion: That the Board approve the revised FY 2009 WCCHD operating budget as presented.  
Moved: Robert Stluka  
Seconded: Pamela Sanford  
Vote: Approved unanimously

**Agenda Item 11.** Discussion and possible action regarding adoption of FY 2010 budget

Ms. Martinez explained that the Williamson County contribution increased by \$159,443 which represents both an increase in the employer contribution on medical insurance from \$461.50 to \$586.10 per month for each employee, and an increase for the adjustment in the retirement rate from 10.9% to 11.4%, as well as an additional \$15,000 for administrative support the County Indigent Health Care Program.

Additionally, she noted that the member cities of Round Rock, Georgetown, Taylor, Liberty Hill and Hutto are contributing the requested \$1.80 per capita. The City of Cedar Park is contributing \$95,078 or \$9,500 less than requested. Cedar Park used population numbers based on their Planning Department rather than the U.S. Census Bureau data. The City of Leander, while not requesting membership in the district at this time, has approved a contribution of \$20,000 for the FY 2010 – the same amount as that of FY 2009. The aggregate contribution from the member cities has increased by \$22,525.

Furthermore, Ms. Martinez said that the state contracts from the Department of State Health Services for Local Public Health Services, Immunizations, TB, Title V Prenatal Case Management Services, and Title V Population Based Services for Injury Prevention continued at level funding. The Public Health Preparedness program experienced a funding increase, and an increase in the WIC Nutrition services revenue is forecasted due to an increasing participation level. New grants, Case Management for Children with Special Health Care Needs (CSHCN) and Public Health Emergency Response (PHER) for novel H1N1 influenza activities were awarded for FY 2010.

Lastly, the Environmental fees are expected to decrease. Whereas the Nursing clinic fees are expected to modestly increase in FY 2010. Interest income will remain low, and

revenue from the Williamson County Community Clinic Services program (supported by Tobacco funds) will remain level. New funding will be provided for one year by Williamson County for a Tobacco Cessation Program for county employees.

Ms. Martinez explained that since Williamson County did not approve an across the board increase for all County employees, that an increase was not included in the FY 2010 budget for WCCHD employees. In discussing the County's pay for performance program Robert Stluka requested to see a proposal for a 2% - 4% salary increase for WCCHD employees that the Board could consider. Ms. Martinez said that she would gather information and data to present at the next meeting.

Motion: That the Board approve the proposed FY 2010 WCCHD operating budget as presented.  
Moved: Kerry Russell  
Seconded: Florence Winkler  
Vote: Approved unanimously

**Agenda Item 12.** Discussion and possible action regarding adoption of the State of Texas classification and salary schedules revised to include necessary adjustments effective December 25, 2009

Ms. Martinez explained that this has been a standing agenda item at this time of year for the Board to consider and that our wish to have it effective December 25, 2009 would streamline the process for WCCHD Administrative staff and the Williamson County Auditor's Officer.

Motion: Approve the WCCHD Classification/Salary Schedule (modified State of Texas Salary Schedules) for use by WCCHD in FY 2010, effective 12/25/2009.  
Moved: Katherine Galloway  
Seconded: Pamela Sanford  
Vote: Approved unanimously

**Agenda Item 13.** Discussion and possible action regarding permitting vendors at temporary events

The Board considered amending a rule exempting food establishment vendors at events lasting greater than 4 hrs but less than 2 days from a permitting requirement. Dr. Riggins reassured the board that the County rules would now be consistent with existing Texas Food Establishment Rules and ordinances previously passed by the cities of Round Rock, Pflugerville, and Georgetown. Mr. Stluka noted that the Health District's goal should remain the maintenance of high health standards and provision of education to the citizens of Williamson County. He emphasized that his support was due to the public health benefit from the education that would result from the proposed process and not the permit itself. In response to a question regarding food safety at concession stands Dr. Riggins reported that he would be working with the Environmental Health staff to refine that proposal for presentation at a future meeting.

Motion: Adopt the temporary events permit policy as outlined.  
Moved: Robert Stluka  
Seconded: Florence Winkler  
Vote: Approved unanimously

**Agenda Item 14.** Discussion and possible action regarding Operations Policies

No Board action required.

**Agenda Item 15.** This Regular Session may, at any time, be recessed to convene an

Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551. Any subject discussed in executive session may be subject to action during the open meeting.

No Board action.

**Agenda Item 16.** New business – Staff Retreat

All Board of Health members were invited to join the staff training scheduled on Friday, December 04, 2009 at the Georgetown Chamber of Commerce.

Mr. Stluka announced that he and his family would be relocating in January to Port Aransas. He said that it had been a pleasure to serve the people of Williamson County through the Board of Health.

A brief ceremony was held to recognize Ms. Anita Martinez for her service as Interim Executive Director. Staff and Board members thanked her for outstanding leadership during this period. Drs. Zander and Riggins then presented her with a certificate and a memento for her efforts.

**Agenda Item 17.** Set next meeting date, place, agenda (Thursday, January 07, 2010, 6:30 p.m., WCCHD Education Center, Georgetown)

The next regular Board meeting will be Thursday, January 07, 2010, 6:30 p.m., WCCHD Education Center, Georgetown.

**Agenda Item 18.** Adjourn

Motion: Adjourn the meeting at 8:58 p.m.  
Moved: Florence Winkler  
Seconded: Katherine Galloway  
Vote: Approved unanimously

Recorded by: \_\_\_\_\_  
Michelle M. Broddrick

Reviewed by: \_\_\_\_\_  
Katherine M. Galloway, Secretary