



**Williamson County and Cities Health District  
Board of Health Meeting  
Wednesday, February 8, 2023, 1:30 p.m.  
355 Texas Avenue  
Round Rock, TX 78664**

The meeting was called to order at 1:30 p.m. by Board of Health Chair Kathy Pierce

- 1) Pledge of Allegiance  
Ms. Pierce led the Pledge of Allegiance
- 2) Roll call was taken.  
Present: Chair Kathy Pierce (Williamson County), Jeffery Jenkins (Taylor), Christopher Copple (Cedar Park), Leigh Wallace (Georgetown), Ed Tydings (Williamson County), Bob Farley (Hutto), Caroline Hilbert (WCCHD).  
  
Absent: Laurie Hadley (Round Rock), Robert Powers (Leander/Liberty Hill)
- 3) Acknowledge staff and visitors; hear any comments.  
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Nancy Ejuma, Dr. Amanda Norwood, Cindy Botts, Michelle Broddrick, Kaitlin Murphee, Ivah Sorber, Khaila Pippin, Lori Murphy

**CONSENT AGENDA**

- 4) Approval of minutes, Regular Meeting, 01/11/2023

**Motion to approve the draft Minutes.**

Moved: Ed Tydings  
Seconded: Bob Farley  
Vote: Approved unanimously

- 5) Approval of Investment Reports, October-December 2022  
Ms. Broddrick handed out a revised version of the agenda report for this item, which included an updated impact to the FY22 budget in the July-December 2022 time period. The updated amount was approximately \$10,000 more than previously stated. Ms. Broddrick explained that one allocation had mistakenly not been included as part of the original documentation and has now been corrected. She also explained that interest earned from WCCHD investments in the January-June timeframe was approximately \$24,000. In the July-December timeframe it was approximately \$147,000. Of that \$147,000, approximately \$100,000 was due to the Board's decision to begin working with the County's Investment Officer in more aggressive funding than through TexPool alone. Texpool also had an increase, due to the positive market, but the impact of the investments overseen by the Williamson County Treasurer have been significant. As such, staff believes that continuing the 3 month, 6 month and 9 month cycling that the County Treasurer has recommended, as funds allow, will continue to be fruitful, in terms of dividend income to the Health District.

**Motion to approve.**

Moved: Jeffery Jenkins  
Seconded: Bob Farley  
Vote: Approved unanimously

- 6) Review of FY22 Budget to Actual, 4<sup>th</sup> Quarter Financials  
Ms. Botts pulled up the slide deck that was previously sent to the Board, as part of the agenda packet, and Ms. Broddrick walked the Board through several of the most impactful elements of the financials. One of the items addressed was the difference in funding from State and Federal Grants. As part of the original budget, the full grant amount was anticipated to be spent, and was not. The difference has been moved to the current year's budget. Medicaid/CHIP reimbursement income was greater than anticipated, which is attributed to an increase in Medicaid-eligible clients and due to the loss of DSRIP funding, which was previously required to be reported as part of the Medicaid administrative fee calculation, more overall revenue was sent back to the Health District for Medicaid claims than in prior years. The Program Fee Revenue Summary includes both collected and refunded program fees. As the Board discontinued the WCCHD Pool Program,

certain fees from that program were refunded and the net balance was updated for the FY22 budget to actuals. Ms. Broddrick moved onto the Budget to Actual Expenditures and addressed a Board Member's question on the spending of the Vehicle Maintenance and Improvement category ending at only 49% of the budgeted amount. Ms. Broddrick stated that the cause for this was primarily due to a \$10,000 budget line item for significant maintenance to a Pool Program vehicle. With the dissolution of the program, the maintenance of the vehicle was no longer needed. As the total of expenditures was less than anticipated, the full amount of reserves to cover these expenditures is significantly less than anticipated, as well. The current year-to-date variance for FY22 Budget to Actual is an excess of \$141,636. Ms. Broddrick stated that questions the Board may have with a positive yield of funds resulting at the end of the fiscal year is: "What are you doing with the money", and "Whose money is that?" With the Health District's new financial processes, those questions will be able to be answered moving forward. In the past, WCCHD budgets have included all member contributions into a single general funds, which made pulling out reporting details like these questions, much more difficult.

Ms. Broddrick reminded the Board that the presented FY22 Budget to Actual totals are not finalized, does not include accruals, and that this is done as part of the Annual Financial Review (AFR) and Audit. The accruals and finalization of the FY22 Financials may not end with a surplus of funding, and the difference may need to be funded out of reserves, as originally anticipated, but it may not be as much as originally projected. Should there be any surplus, Staff's recommendation would likely be to put it into a Capacity Transition Fund. The FY22 AFR is expected to be completed and presented to the Board at the May 2023 Board meeting.

#### **No Action Taken– Informational Item**

#### **REGULAR AGENDA**

- 7) Discuss, consider, and take appropriate action on parameters for Board approval of WCCHD contracts  
Ms. Hilbert began by stating that similar to the conversation the Board had at a prior meeting about which policies they would like to be brought forward for approval, and which fell under the purview of operational, and did not need Board approval, Staff is bringing forth the subject of contracts. Ms. Hilbert explained that over the past year, Staff has brought forth every contract and agreement that WCCHD has entered, whether there has been a financial or political implication. While there has been a benefit to that, in that the Board could learn about the types of contracts and agreements that WCCHD enters in the normal course of work, moving forward, from a year of assessment, Staff would like to ask for more clarity on what the Board would like to see brought to them versus what the Board is comfortable with the Executive Director signing, etc. Ms. Hilbert stated that Staff's recommendations including bringing forth any contracts that are \$10,000 or more, all grant opportunities that have not already been approved as part of the annual budget, and any interlocal agreements, which are those between two governmental agencies. MOAs, MOUs and regular, year-after-year, funding would be at the Executive Director's discretion. Ms. Hilbert also clarified that all contracts and agreements, whether they came to the Board for approval, would be reviewed by legal.  
  
Ms. Hilbert stated that \$10,000 as the minimum for Board approval is based on the current WCCHD Procurement Policy. Staff is aware of all contracts in 2022, as all were brought before the Board, but does not have a full list of contracts prior to that. Staff will be working on a Records Retention project in the coming year to address this, moving forward. Based on the 2022 list of contracts, using the recommendations on policies previously stated, approximately, 10%-15% of the contracts would not have been brought to the Board. Mr. Tydings asked what the next dollar amount grouping in the Procurement Policy is, after \$10,000. Ms. Ejuma answered that it was \$25,000. Mr. Farley asked what the under \$10,000 contracts related to. Ms. Hilbert gave examples in 2022, such as a temporary contractor to help in completing the CHA, an agreement with another local health agency to assist with providing X-rays and exams to some of our patients, as well as several "no cost" agreements for collaboration. Mr. Tydings asked if Ms. Hilbert had any concerns with short turn-around contracts, which the Board might not have time to review. Ms. Hilbert explained that a question she had related to this issue is if contracts with subcontractors, as part of a previously approved grant should also be brought to the Board for approval. For example, if the Board approves a new grant, approves the Letter of Intent, for the receipt of the grant, does the Board also wish to approve a \$20,000 subcontractor agreement for deliverables outlined in the grant and Letter of Intent they have already reviewed and approved? Ms. Wallace asked for more information on if the \$10,000 related to multi-year contracts. She informed the Board that the City of Georgetown's City Council will allow for Staff approval of continuing years if they approve the first year of the contract. Ms. Broddrick stated that there are very few multi-year business contracts. Historically, the Board only approved new engagements, regardless of the dollar amount, but with the new Board coming on in late 2021, that practice changed to all contracts, for transparency. Ms. Broddrick stated that she understood renewals to be engagements that the Board has previously approved and will approve as part of the annual budget moving forward, not that Staff approves separately from the Board. Ms. Wallace stated that she was comfortable with that process unless there is a problem and then Staff can bring a new engagement to the Board for approval. Mr. Jenkins asked if WCCHD has contracts that have no end date. Ms. Broddrick stated that a few did. Mr. Jenkins stated that the City of Taylor, in those cases, has a process that internally reviews all contracts on an eight-year cycle to ensure that the vendors are still the best value for the work. Mr. Copple stated that his only concern is that \$10,000 is too low. Mr. Tydings and Ms. Wallace agreed. Ms. Hilbert asked if the Board could provide clarity on bringing contracts above \$25,000, if that was the requested minimum, that were already approved as part of a new grant opportunity. For example, if the Board approves a grant for \$100,000, knowing that \$27,000 will be for a contractor, once the contractor is selected and the contract is ready for approval, does that contract need to be approved by the Board? Mr. Jenkins stated that the City of Taylor did not require that. Ms. Wallace stated that the City of Georgetown did, but only for contracts over \$50,000. She stated that she appreciated the question as it would be more efficient for staff and might be something she recommends for her City. Mr. Tydings stated that his concern was in hamstringing the process for Staff. Ms. Hilbert stated that some of the grant requirement turnarounds have been on tight timelines, with having to get all contracts approved by the Board, even if the spending of the funds was already approved as part of the grant. Ms. Pierce confirmed that all contracts would get reviewed by legal, regardless of if they came to the Board for approval, and Mr. Copple suggested that these "twice approved" contracts, as

part of grants, could be incorporated into the Executive Director's Report, for visibility to the Board, without the need for actual "approvals".

Ms. Pierce summarized that the Board was leaning towards a \$25,000 minimum for Board approval, with no need to have every contract above \$25,000 come to the Board, if that hinders the operational process. Mr. Tydings stated that the County process is that even if a line item has been approved, if a single purchase from the line item is greater than the single approver limit, it still needs to be approved by the Commissioner's Court. For example, if the approved line item is \$170,000 and his approval is \$50,000, a single purchase of \$60,000 will need to go back to the Commissioner's Court for approval, usually on the Consent Calendar. Ms. Wallace stated that the City of Round Rock may have a different process, in which they "pre-approve" certain line items so as to not hinder the process in returning to City Council for a secondary approval, after the overall budget approval. Mr. Tydings suggested delaying action on this item until Ms. Hadley was able to provide information on how Round Rock handled similar purchases. Ms. Hilbert agreed and stated that she would bring this topic up at the next Administrative Subcommittee meeting, of which Ms. Hadley is a part of. Lastly, Ms. Hilbert asked if the Board had any feedback regarding approval of specific amounts or types of purchases during an emergency. Mr. Copple stated that in the City of Cedar Park, the Executive Leadership team can approve the contract, which is then brought to the Council at the next meeting for ratification. Mr. Jenkins and Ms. Wallace confirmed their cities follow this process, as well, without a limit on the dollar amount when there is a disaster declaration. Ms. Pierce confirmed the County utilizes this process, as well, but with a maximum dollar amount.

#### **No Action Taken**

- 8) Discuss, consider, and take appropriate action on grant applications, including NACCHO Vector Control Collaborative grant  
Ms. Hilbert began by stating that this would be a one-time award of \$10,000 for WCCHD, as mentor, and \$10,000 for a mentee, who would be interested in starting their own vector-control program. The WCCHD \$10,000 would be used for supplies and surveillance, as well as travel to and from the partner county, and for conference registration fees. WCCHD has been in discussions with Bell County as a possible partner for this grant.

#### **Motion to move forward with the application.**

Moved: Jeffery Jenkins  
Seconded: Leigh Wallace  
Vote: Approved unanimously

- 9) Executive Director's Report  
Ms. Hilbert began by giving a brief overview of the items occurring in the Health District since the Board's last meeting in January. Firstly, there were no employees onboarded, but one part-time employee offboarded. January was a slow month for grant funding opportunities, with only a \$25,000 NACCHO Disabilities grant being submitted, along with a scholarship for two epidemiologists to cover the exam fees for earning their Certification in Infection Control. This certification covers infection control in congregate settings, such as long-term care facilities and daycares. No notice of award or denial of awards were received. WCCHD staff met with the CEO and Construction Supervisor at Georgetown Health Foundation regarding a potential move to the Old Carver Elementary School location. Staff will go back to the building the following week to iron out construction estimate details. Ms. Hilbert stated that she started up "Brown Bag Lunches" with each of the Division teams again to hear their comments and concerns from staff "in the field". Thus far, WIC and Clinical Services have been completed, with the others to be done over the February and March timeframe. Staff in WIC and CS expressed their gratitude to the Board for approving compensation adjustments, COLA and merits.

A previously approved grant, called DSHS Health Disparities, will soon have funding expended through several "mini-grants" to community groups in southeast Georgetown and Taylor communities, which were identified as most heavily hit by COVID-19. Many applications have been received for these mini-grants and staff looks forward to the good work that will happen over the next year. MarCom and QSM are also hard at work on gathering data for a document called the "Impact Report", which will inform the "one-pagers" of city-specific data that were presented to the Cities last year. The full Impact Report is expected to be released by no later than April 2023. Interviews for Environmental Health Sanitarians and the Program Specialist, as approved by the Board in November 2022, have begun. The EH team is also working with legal counsel on an update to the Retail Food Order, which will be brought to the Board for review in March or April. Just prior to the Board Meeting, the first Environmental Health administrative fee was levied and paid. In Operations, which encompasses Administration, Finance and HR, has been working diligently on updating many of the District's manual process into automated one, including the requisition process and the payroll information form processes becoming more centralized. Ms. Hilbert thanked Ms. Ejuma for spearheading these updates. Lastly, additional funding may be coming, as part of the District's TB federal grant, in order to support our work in Tuberculosis screening for recent Ukrainian refugees. Ms. Murphee added that WCCHD is currently seeing 5-10 refugees per week, as a TB screening is required, as part of their immigration to the United States. Ms. Murphee stated that WCCHD is one of the top LHDs in the State of Texas in testing and treating Ukrainian refugees. She also added that the amount of additional funding may increase above what was originally anticipated, to approximately \$45,000, as the funding has to be spent prior to September, and because of that requirement, other LHDs have been turning down the funding. Ms. Murphee does not anticipate that to be a problem for WCCHD.

Ms. Pierce asked for more detail on the environmental health administrative fee. Ms. Hilbert stated that the City of Round Rock's Fire Marshall reached out to our EH team to inform them that a fire alarm had gone off at a restaurant and the fire suppression system had activated. Non-potable water had sprayed over the food and there was concern over whether it was still edible. A WCCHD inspector went

out and informed them it was not. As the inspector was sitting in his car, writing up the report, he viewed an employee of the restaurant go into the dumpster to retrieve the food and bring it back into the restaurant. The inspector confronted the employee and upon returning to the office, staff worked with Executive Leadership and Legal Counsel on the specifics as to how and when an administrative fee could be levied, as it had been many years since the process was last needed.

Mr. Hamala informed the Board that there was no need for Executive Session to be called this meeting. He had only a general update that could be had within Open Session. Mr. Hamala stated that the hearing for the injunction was moved to April, but counsel intends to file a Motion for Summary Judgement prior to then. No other updates.

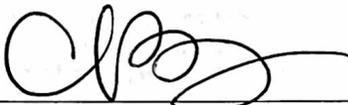
10) Adjourn

**Motion to adjourn.**

Moved: Ed Tydings  
Seconded: Jeffery Jenkins  
Vote: Approved unanimously

**Board Chair Pierce adjourned the meeting at 2:16 p.m.**

Recorded by: \_\_\_\_\_

  
Cindy Botts, Executive Assistant

Reviewed by: \_\_\_\_\_

  
Christopher Copple, Secretary