



**Williamson County and Cities Health District  
Board of Health Meeting  
Wednesday, November 11, 2021, 10:00a.m.  
City of Round Rock Public Library  
216 E. Main Street, Room B  
Round Rock, TX 78664**

The meeting was called to order at 10:02 a.m. by Board of Health Chair Kathy Pierce.

- 1) Pledge of Allegiance  
This item was skipped, when no flag was found to be available.
- 2) Roll call was taken.  
Present: Chair Kathy Pierce (Williamson County), Ed Tydings (Williamson County), Laurie Hadley (Round Rock), Jeffery Jenkins (Taylor), Chris Copple (Cedar Park), Rick Beverlin (Leander/Liberty Hill), Bob Farley (Hutto), Dr. Caroline Hilbert (WCCHD).  
  
Absent: David Morgan (Georgetown) – Arrived after Roll Call
- 3) Acknowledge staff and visitors; hear any comments.  
Staff members and visitors present: Richard Hamala of Tiemann, Shahady & Hamala, Cindy Botts, Michelle Broddrick, Ivah Sorber, Dr. Amanda Norwood, Martha Dickie of Almanza, Blackburn, Dickie & Michell, LLP, Brooks Bennett of the City of Georgetown, Matt Wojnowski of the City of Hutto, Allison Stewart, Danielle Weston, Michelle Evans

Ms. Weston gave public comment on Item 5: Presentation – Overview of WCCHD COVID-19 Phased Gating Stages

**REGULAR AGENDA**

- 4) Approval of minutes, Regular Meeting 10/13/21; Regular Meeting 10/18/21

Ms. Hadley asked for clarification on the minutes from 10/18/21. She, Mr. Tydings, Ms. Pierce, Mr. Foley and Mr. Beverlin all commented that their understanding of the items to be brought forth to the 11/10/21 agenda was different than reflected in the actual motion recorded within the minutes of 10/18/21. The Board discussed remembering that a request had been made for the 11/10/21 meeting to include a detailed review of the FY22 Budget. Ms. Hadley clarified that it was her understanding that the Board did not wish to review and approve the FY22 Budget at the same meeting. Ms. Broddrick and Dr. Hilbert clarified that they had also heard discussion at the 10/18/21 meeting that the Board wished to review and fully understand the FY21 Budget, prior to reviewing the FY22 Budget and alter the layout of the FY21 Budget schedules. With a very small Finance team, Dr. Hilbert explained that staff was not able to accomplish both tasks and began with the FY21 Review, as the approved motion for the FY21 Budget Amendment agenda item requested a FY21 tutorial and a special session in December on FY22. The Board agreed that the motion did not reflect their intention, and another meeting, in the form of a Board Budget Workshop, will need to be had prior to approving the budget at a regular meeting in December. Ms. Broddrick stated that the Board would have the full FY22 Draft Budget for their review, prior to the scheduled Board Budget Workshop.

**Motion to approve the minutes from Regular Meeting 10/13/21 and Regular Meeting 10/18/21.**

Moved: Laurie Hadley  
Seconded: Jeffery Jenkins  
Vote: Approved unanimously

- 5) Presentation – Overview of WCCHD COVID-19 Phased Gating Stages, Allison Stewart

Ms. Stewart presented an overview of the WCCHD COVID-19 Phased Gating Stages, the current incidence rate and Gating Stage, and the intention of Staff to move to the Centers for Disease Center (CDC) COVID-19 Risk Levels, rather than the current WCCHD Gating Stages. Ms. Stewart explained that as the WCCHD Phased Gating Stages are based off of the CDC Risk Levels, there should be no discernable difference to the community, other than providing a clearer link between community transmission in Williamson County and the recommendations of the CDC, based on those transmission numbers. She clarified that the change would occur the following week. Ms. Hadley asked for clarification on the transition of the WCCHD Gating Stages to that of the CDC Risk Levels. Ms. Stewart stated that while the WCCHD Dashboard would remain, the website would have the CDC based Risk Level displayed, rather than the WCCHD Gating Stage Color. She expanded that the information would essentially be the same, the “color” would just now be coming directly from the CDC, so that community members aren’t confused as to how the colors are determined by WCCHD. Ms. Hadley also asked for clarification on the fact that the CDC colors remain as recommendations and Ms. Stewart affirmed that was correct, stating that the Health District does not make policy, just recommendations. Dr. Norwood stated that while the Gating Stage and Masking Recommendations will now come directly from the CDC, the Health District does intend to maintain its COVID-19 Dashboard.

Mr. Copple asked if the Board of Health took any action in 2020 when the original WCCHD Gating Stages were established. Staff stated that there was not, and Ms. Hadley then clarified that to move to this new process, there is no action that the current Board needs to undo. Dr. Hilbert agreed and confirmed that the presentation and the change is an information item to the Board only.

Ms. Evans, in the audience, asked if she could ask a question regarding the presentation. Ms. Pierce, as Board Chair, allowed it. Ms. Evans asked if Ms. Stewart was aware of any other diseases that healthcare centers or employment centers mandatorily test for. Ms. Stewart responded that most healthcare organizations will mandatorily test for Hepatitis B. Ms. Evans clarified that she meant mandatorily testing patients. Ms. Stewart responded that many long-term care facilities will mandatorily require a general panel, which sometimes includes testing for influenza, although flu is not reported to the Health District on an individual cases basis. Ms. Evans then asked about the COVID-19 vs Flu reporting slide that Ms. Stewart presented and where the flu total numbers came from. Ms. Stewart clarified that both the COVID cases and the flu cases presented in that slide were based on modeling that the CDC does.

Ms. Pierce thanked Ms. Evans for her comments and questions and asked if there were any further questions from the Board. Mr. Tydings asked to go back to Mr. Copple's question in which the Board has never taken action on the Gating Criteria, nor made any recommendations. Any recommendations on criteria for Gating Stages come from the Health District staff. Ms. Botts stated that this was correct- there has been no action by the Board of Health on this topic.

The Board thanked Ms. Stewart for her presentation.

**No Action – Informational Item Only**

**10:30 a.m. – Executive Session called**

**11:20 a.m. – David Morgan arrived for the Meeting and went directly into Executive Session**

**12:01 p.m. – reconvened to Regular Session**

**REGULAR AGENDA**

- 8) Discuss, consider, and take appropriate action on pending or contemplated litigation, settlement matters and other legal matters, including the following:
- a. Litigation or claims or potential litigation or claims against WCCHD or by WCCHD
  - b. Status Update-Pending Cases or Claims
  - c. Employee/personnel related matters
  - d. Other confidential attorney-client matters, including contract and certain matters related to WCCHD defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.
  - e. EEOC Charge of Discrimination 451-2021-02587: Derrick Neal v. Williamson County and Cities Health District and investigation of claims and conduct of former Executive Director Derrick Neal.

**No Action Taken**

- 9) Discuss, consider, and take appropriate action on selection and approval of Scott D. Evans Award recipient.

Mr. Tydings asked for clarification on if the three nominees were for three awards or three options for a single award. Dr. Hilbert clarified that the nominations were three options for a single award. Moving forward, she stated that the nomination forms can be clarified to make the single award clear. Staff can also look at creating several different award categories, as it can be a challenge for many of the internal-facing divisions to meet the external influence criteria of the award.

**Motion to award the 2021 Scott D. Evans Award to Nominee "C".**

Moved: Laurie Hadley  
Seconded: Ed Tydings  
Vote: Approved unanimously

- 10) Discuss, consider, and take appropriate action on WCCHD FY21 Budget – Review of Current Year

Ms. Broddrick began by stating that at the last Board of Health meeting, the Board was asked to approve an amended budget for fiscal year 2021. At the time, those were the best estimates Staff had. She explained that FY21 was like no other year in her 17 years of experience with the Health District and that was in large part due to the availability of additional pandemic-related grant funding. She explained that it is not usual for a single position to work on portions of many grants, requiring every hour worked to be allocated across numerous funding codes. One of the grants awarded to the Health District was a Public Health Workforce Grant, which will benefit Finance, as well as four other Divisions, with additional staffing. The Finance position will be a Grants Manager. This position will act as a liaison between Finance, Executive Leadership and the individual programs to ensure that the grants are being managed as efficiently as possible.

The total unbudgeted, additional grant funding awarded to the Health District in FY21 was \$1,438,000. Ms. Hadley asked if the Grants Manager position had been hired yet. Ms. Broddrick stated that the position was going for recruitment within the next 30 days. She also stated that reduction in program fees from what was budgeted, the detail of which was sent out to the Board prior to the meeting, was due to a reduction in payable services, where staff was focusing efforts on pandemic response and the result of the economic climate changes in the retail food industry. Ms. Broddrick explained that with the pandemic, many retail food establishments opted to only provide “take-out” services, not to re-open their “dine-in” areas. This change has different requirements and different fees associated. She also detailed that due to the lack of in person training courses, there were cost savings in the travel and registration fee categories of the budget. Ms. Broddrick also clarified that most of the changes detailed from the originally approved FY21 Budget, were a direct result of new grant funding. She also explained that a large portion of the amended expenses are connected to various partnerships and contractual fees related to grant requirements, as well as efforts to partner in performance measures. Sixty-six percent of the FY21 Budget Amendment were for salary and fringe, due to new activities and roles related to COVID-19. These funds were shifted from the General Funds category to grants. She explained that the Health District review options, at every opportunity, to enhance sustainability and to reduce dependence on General Funds, which come from Member Governments payments. Lastly, Ms. Broddrick reported a reduction in the “unreserved reserve” request to complete FY21. This “unreserved reserve” request will be approximately \$234,366, which is more than the unbudgeted \$70,000 for the Board-requested Analysis of WCCHD Services. She stated that the FY21, originally approved at approximately \$10.3 million and ending at \$11.3 million, with the previously detailed changes, is much smaller than the Member City budgets, though the mechanics essentially the same. The WCCHD Budget is unique in that it is made up of many more slices of the financial pie, due to all the separate sources of funding. Ms. Broddrick concluded by stating that because of the additional cost savings that staff was able to find, although the Board took action at the October 18, 2021, Board Meeting to approve the FY21 Budget Amendment as of that date, her recommendation was for the Board to approve the FY21 Summary Budget as is. She explained that this would be the last item to conclude the FY21 Budget, and will be provided to the Health District’s auditor, assuming that there are no significant changes in November or December 2021. Ms. Broddrick went on to explain that the current budget team consists only of herself and the Interim Executive Director/Deputy Director. Once the Grant Manager position is filled, she can then pull the Senior Accountant to also work on the budget.

Ms. Pierce asked for clarification on which WCCHD Division in the budget detail corresponded to which account number. Ms. Broddrick stated that she would provide a full Chart of Accounts to assist the Board with the FY21 Budget, but that she had planned to make each Division’s program codes much clearer in the FY22 Budget document and schedules. Ms. Broddrick explained that the budgeting process begins in Excel, before being uploaded to the accounting software. Mr. Morgan expressed concern about the ease of formula errors when working with Excel. Ms. Broddrick stated that the current accounting software has limitations to building the budget within it, but that Finance will review options for new software in the future. Adopting new software or adapting the current software has been considered to cost-prohibitive in the past. Mr. Foley asked for clarification from the Board on whether there would be a full “Board Workshop” on the FY22 Budget. He expressed that he wanted to be able to more fully understand the structure of the budget so that Board Members could be more supportive of the Health District. He felt, as this was the first time he had a chance to review the budget detail, it was too much to absorb in a single setting. Various Board members agreed with this statement. Mr. Morgan then stated that he appreciated the level of work that Staff had put into getting the FY21 Budget Summary available for the Board’s review at this meeting. He was able to see the structure of the Budget -which Divisions were impacted, the amendments that have been made, how it was booked, etc. He would further review the final FY21 Budget Summary on his own to get “caught up” on the process of managing the Health District’s budget, as it differs from the municipal budget he is used to reviewing. He concluded with stating that he has no other needs for staff to bring back on the FY21 Budget.

Mr. Tydings mentioned that he is used to the Commissioners Court budget amendment process and asked for clarification on the number of budget amendments in the budget detail, which seemed like an “overwhelming” amount, and asked if this was normal for the Health District to bring forth to the Board. Ms. Broddrick stated that the number of budget amendments for FY21 were unusual, but that the number seemed larger than might be typical because each of the 17 or 18 grants the Health District received impacted multiple different accounts. These are not unique budget amendments, but parts of a single amendment that impacts many different accounts. Mr. Tydings then clarified that Staff is not asking for additional funds but moving funds from one area to another. Ms. Broddrick confirmed this was accurate. The Health District received approximately \$1.4M in grants and are using the amendment process to show the Board where the Health District is spending this money. Mr. Jenkins added that many Cities have also found that grants have been plentiful in the past year, but that the receipt of the grants also come with a lot of work, and he is pleased that the Health District has a plan for managing the increased number received. Ms. Hadley and Mr. Morgan asked if action needed to be taken on this item, as last meeting the Board approved the FY21 Budget Amendment, or if this was an informational item only. Ms. Broddrick clarified that she was requesting action, as the presentation of the FY21 Budget Summary as part of Item 10 of this meeting’s agenda, shows an updated “unreserved reserve”.

**Motion to approve the WCCHD FY21 Budget, as presented, including staff overtime.**

Mr. Copple asked for clarification on the \$70,000 in staff overtime, that will be approved as part of Item 10, but there will be further discussion on how it occurred as part of Item 11. Mr. Tydings added that if the Board doesn’t like the discussion regarding how it occurred, what could be done, if it already approved as part of Item 10? Ms. Hadley answered that the overtime was already paid out and now staff needs to close the fiscal year- nothing more can be done.

Moved: Laurie Hadley  
Seconded: David Morgan  
Vote: Approved unanimously

11) Discuss, consider, and take appropriate action regarding overtime compensation paid by WCCHD during WCCHD FY20 and FY21.

Ms. Hadley began by stating she wasn't sure how much discussion there was to be had on this item, as it was approved as part of Item 10, and that this was the staff overtime for COVID-related duties that exempt staff was given, after the policy should have ended. Mr. Morgan stated that his understanding was that the reason the overtime continued was that the Executive Director spoke to the Board Chair about the continued need and the Board Chair approved it continue. There was no specific Board action. Mr. Morgan asked if there was specific documentation of the approval. Dr. Hilbert stated that there was not. Staff only had documentation that the Executive Director would "reach out" to the Board Chair about this issue. The following Board meeting, the Board Chair asked, in open meeting, if the Executive Leadership needed to be working the number of hours that they were working? There was discussion about morale and burnout. Executive Leadership responded that staff still needed to keep working COVID response- that WCCHD was the only agency at the County-level that was still in active response mode. Dr. Hilbert went on to state that there were several presentations at subsequent meetings describing to the Board what was paid out in overtime. Mr. Morgan clarified that the overtime was approved by the prior Board in 2020, through the Budget Amendment process and they, as the current Board of Health, approved the overtime from 2021, as part of Item 10. Ms. Hadley added that she wasn't sure that the prior Board had the authority to approve staff overtime, outside of the original policy. Ms. Sorber explained that the Williamson County Catastrophic Pay policy, upon which the original WCCHD policy, which was based, ended in May 2020. At that time, she reached out to the Deputy Director, at the time, and stated that the County policy had ended, would WCCHD follow suit? The Deputy Director reached out to the Board Chair and came back to Staff stating that the policy would continue. The Executive Director, at the time, was also in favor of continuing the policy. When staffing changed at the Executive Level, Staff reached back out and asked if the Catastrophic Pay policy could be re-addressed, as the level of work on both the Finance and HR teams for manually adding Catastrophic Pay is considerable. Ms. Hadley asked if the prior Board Chair was aware that the County policy had ended. Ms. Sorber said she was, and that though there was no separate Board action to continue the policy, past the County policy end date, the Board did provide the authority for the Board Chair to make decisions on behalf of the Board during COVID response. Mr. Morgan asked if there was an action item for the provision of that authority. Ms. Sorber, Ms. Broddrick and Ms. Botts all stated there was. Ms. Pierce asked if the authority was ever removed. Ms. Botts stated it was. Ms. Hadley and Mr. Morgan questioned the legality of such authorization by the Board. They stated that they appreciated the history provided and did not blame Staff for prior Board decisions. Mr. Morgan clarified that the policy was no longer in place. Staff responded that was correct, and July 2, 2021, was the last pay period impacted by the policy. Mr. Jenkins asked what prompted the ending of the policy.

**12:58 p.m. – Bob Foley left the meeting**

Ms. Broddrick answered Mr. Jenkins' question by stating that Staff is invested in doing the best they can for the success of the agency. Though they may not agree with every decision, they will follow through to the best of their ability and will continue to advocate for what they believe is the best option for the Health District. In this case, Staff brought up the issue again when there was a change in Executive Leadership and brought it to the new Board's attention, when there was a change in the Board.

**No Action – Discussion Item Only**

12) Discuss, consider, and take appropriate action on WCCHD FY22 Financial Reporting – Recommendations & Review Schedule

While the presentation was being brought up on the screen for the Board to view, the WCCHD District Leadership Team introduced themselves from the audience. The Board then introduced themselves and the Member City they represent to the District Leadership Team.

Ms. Broddrick began her presentation on FY22 by going over the "pressure points" for the year, as requested by Mr. Morgan at the prior Board Meeting. The first of these included Incentive Pay for employees, which the Interim Executive Director has asked to be redacted this year. Mr. Morgan and Mr. Tydings asked why the Incentive Pay was being redacted. Dr. Hilbert explained that it was her understanding that the Incentive Pay policy was originally put into effect at a time when the Health District had a significant amount of turnover. She added that if the money is available, she would rather use it towards development of Staff. Mr. Morgan asked how the Incentive Pay was structured. Ms. Sorber explained that it was 1% of the employee's annualized salary, twice a year. The first payment covering September through March and the second covering the time frame from March through September. Eligible employees cannot be on disciplinary review, leave without pay (without being on FMLA) and needed to be employed for the full period. Mr. Hamala added that this policy was put in place for a particular time limit, requiring the Board to approve annually. Ms. Sorber clarified that it was approved as part of the FY21 Budget, but prior to that, it was approved by the Board as a separate policy. Ms. Hadley asked what the Health District for "Pay-for-Performance", Cost of Living or Market Adjustment employee pay alteration options. Ms. Broddrick explained that those are part of the regular Budget process, whereas the Incentive Pay policy was intended as a temporary solution to address retention issues. Ms. Sorber further explained that the policy initially went into effect March 2018. Turnover in 2017, she explained was 17%, but that it increased in early 2018 to approximately 35%. Mr. Morgan asked what the annual cost was. Ms. Broddrick approximated \$132,000 for FY21. Mr. Tydings asked for clarification on how the policy was paid out. He expressed concern that pay would be pulled out of employee paychecks. Ms. Broddrick explained that would not occur, as it was paid as a lump sum twice a year. Ms. Hadley asked if Staff was bringing options for Market Adjustments to the Board for review. Ms. Broddrick clarified that all she had at this time were numbers including Merit increases and numbers including Cost of Living (COLA) increases. Ms. Broddrick explained that an increase in staffing is included in

FY22, from the grants received as part of FY21, which is primarily responsible for the difference in total Salary between the two fiscal years. Ms. Broddrick went on to identify another “pressure point” for FY22 to include recruitment costs and offering competitive pay in the current climate as a significant challenge in the coming year. She explained that there are people that are very passionate about public health that don’t wish to do it any longer. Retention in Public Health, in general, during the pandemic has been a challenge and marketing for new staff with competitive pay will continue to be a challenge. This might be an area that the Board would like to look at. Another “pressure point” will be the changes in the Texas Medicaid 1115 Waiver Program. Ms. Broddrick explained that she doesn’t believe that there will be any challenges in this area that the Health District cannot meet, based on the current information, but it is a “pressure point”. She stated that in the current draft version of the FY22 Budget, 77.3% of the Budget is Salary and Fringe costs. Mr. Morgan spoke up and asked if Staff has been receiving Incentive Pay since 2018 and it is removed, the Staff might be surprised to no longer receive it. He suggested the Board consider looking at other compensation options for Staff as part of this process, as well. Mr. Beverlin added that he was previously at a city with a high cost of living, so the city provided a “Live in the Footprint” pay incentive. He went on to say that in the current environment with regards to recruitment, retention, and cost of living in the metro area, he wouldn’t want the removal of the Incentive Pay to create retention issues for the Health District yet again. Mr. Morgan agreed and suggested that the employee compensation discussion needed to be part of a larger discussion. Ms. Sorber added that Employee Retention is a section within the Health District’s Strategic Plan and Staff will be looking at if funds are spent on training, coaching opportunities or other creative solutions that aren’t just an increase in pay, but that show the employees that they are valued members of the Health District.

Ms. Broddrick moved onto the next section of the FY22 Budget presentation with an explanation that the FY22 Projections being shown were raw data, prior to any Executive Leadership review. The Salary and Fringe expense projections, she explained, included medical insurance, a Federal Insurance Contributions Act (FICA) of 7.65%, which has not changed from the prior year and the Williamson County-approved 16.18% for retirement. Dr. Hilbert added that the medical insurance amount is based off 108 employees, which is the contracted number of positions that the Health District has with the County for medical coverage. She explained that this year, and in coming years, this will be a pressure point. As Williamson County residents are growing, so is the need for Health District services and our positions will need to increase in the future, as well, to meet that increased need. Ms. Broddrick explained that even if additional positions are included in grant funding it is highly unusual for grants to cover medical insurance or to allow for the use of their funds for this purpose. Ms. Broddrick provided the Board with initial Salary and Fringe totals including a COLA for 4%, the same as approved by Williamson County, with a variance of approximately \$296,000; a Merit of 2%, as approved by Williamson County, with a variance of approximately \$144,000; and a total with the inclusion of both COLA and Merit, with a variance of approximately \$440,000. She also outlined the initial FY22 Operating Budget line items, including totals for both the Priority items and the inclusion of Wishlist items. The variance of the two being approximately \$344,000. Ms. Hadley asked if in reviewing the initial budget requests from the Divisions, the Executive Director has the authority to eliminate items, prior to bringing it to the Board for their review and approval. Ms. Broddrick stated that the Executive Director does, indeed, have that authority, as the individual leading the organization. Ms. Hadley mentioned that the total of base Salary, Fringe and Operating Expenses, equating to approximately \$11.1M is similar to the end total for FY21. Ms. Broddrick confirmed this was correct.

Mr. Morgan asked how Staff anticipated the Revenue side of the budget, aside from the grants received. Ms. Broddrick responded that that step was still to be done for FY22, but that a comprehensive review of the grant funds, and how they are split over the various fiscal years, as a pose to the WCCHD fiscal year will be done shortly by the Finance team. The process, she explained, is that she reviews the fund balances to ensure that sufficient funds will be coming in to cover the identified expenses. Should they not, then that is when the redactions to the expense side of the budget take place. A final projected line-item summary for the Board’s review, no later than Friday, November 19, 2021, ahead of the December Board Meeting/Board Workshop. She further clarified that the revenue side does use the Member City funding letter that went out earlier in the year and the County-adopted FY22 Budget. Mr. Morgan asked if the Budget tied directly back to staff or Board goals for the upcoming year. He explained that this was common for Cities in justifying spending in specific areas. Ms. Broddrick explained that the Health District, as a whole is driven by the Community Health Assessment (CHA), in order to determine community-wide gaps and needs. The Community Health Improvement Plan (CHIP) and the Health District’s Strategic Plan drive the specifics of what the Health District does and serves as the “why”. Ms. Hadley and Mr. Morgan asked who creates the Strategic Plan. Ms. Broddrick explained that the Division Directors create the Plan, based on the CHA and CHIP and the Board of Health approves it. Mr. Morgan then asked how the budget is aligned with these goals. Dr. Hilbert explained that while the Cities may include these goals as part of a “Budget Book”, historically, the Health District has the goals identified in separate documents. Mr. Morgan said that he would be looking for a clear link between the “why” and the identified budget, in the coming year’s budget document.

**No Action – Discussion Item Only**

13) Discuss, consider, and take appropriate action on WCCHD FY23 Budget – Plan for Drafting, Layout, Review

Ms. Broddrick explained that the purpose of the item and the included slide deck presentation, was to provide information for the Board on how she anticipated moving forward with the FY23 Budget in the upcoming calendar year. This plan is based, in part, on prior Board comments regarding inclusion in the Budgeting process. The plan includes evaluation of FY22 Budget in January through June of 2022, planning for FY23 in July and August of 2022, preparation and evaluation of the FY23 Budget in September, October and November of 2022 and Evaluation and Adoption of the FY23 Budget in December of 2022. The Board will begin the process of planning and review of budgetary items for FY23, beginning at the July 2022 Board Meeting and will have opportunities for input at each subsequent meeting up to, and including, the December meeting for adoption of the FY23 Budget. Ms. Hadley commented that the timeline was tight towards the end of the year, which could be problematic. She suggested two meetings in November or December to add options for the Board. There was internal conversation with the Board on the timeline and what items would be discussed at which meeting, as identified in the presentation slide deck. Mr. Morgan stated that as the Board was involved in the process from July through the end of the year, there should

be no surprises once the full Draft Budget is compiled. Ms. Hadley also added that Cities need to go through the Budget process earlier in the year because they have greater posting and notification requirements than the Health District. Should the Board be uncomfortable with the progress or need to see additional items, an additional meeting can be added into the timeline. Dr. Norwood also added, as a new Division Leader to the Budget process, though the Health District must combine approximately 5 different grant fiscal years into our fiscal year, the analysis by the Division Directors for each grant is not as challenging as it may seem. Once the grants are set up by Finance, the budgets are reviewed monthly by the Directors, so moving into the new Health District Budget year, especially if the grant funds over several fiscal years is more of the same maintenance and review that is already occurring.

**Motion to accept the WCCHD FY23 Budget Process Plan timeline, as presented, with the option to include an additional meeting in November, if necessary**

Moved: Ed Tydings  
Seconded: Laurie Hadley  
Vote: Approved unanimously

14) Discuss, consider, and take appropriate action on WCCHD Policies and Procedures

Ms. Hadley began the discussion by stating that she requested this item be added to the agenda, as well as for staff to provide a copy of the WCCHD Policies and Procedures to the Board. Ms. Hadley stated that many of the policies of the Health District are different than that of municipal or Williamson County policies, which was a concern for her. She suggested to the Board that they review the general administrative and employee policies of the Health District so that they are aware. She gave, as an example, a concern that there is no policy that prevents terminated employees from receiving vacation payouts. In her experience, many of the employment policies are extremely lenient. She suggested that the policies be reviewed by the Board at a later date. Ms. Hadley also commented that in many respects, the Health District mirrors the County's policies and receives County services, such as medical insurance and IT support, but the employee and admin policies don't always match that of the County. Mr. Morgan asked if Ms. Hadley saw anything within the Health District policies that needed to be immediately addressed. Ms. Hadley stated that the vacation payout policy might be one, but that the Board might also need to review the time off accrual policy prior to making adjustments to the vacation payout policy. She stated that the Health District has many more accrual rates than are typical for municipalities. Ms. Broddrick explained that the last time an analysis was done, the Health District's largest competitor was the Department of State Health Services (DSHS) and Texas Health and Human Services Commission (HHSC). The accruals are modeled after that of the State of Texas. If not taken, Ms. Broddrick explained, the hours are lost to sick time, which is non-compensated. Ms. Hadley also mentioned that the Flexible Work Time policy is also extremely lenient, with only requiring six months of employment to participate. She stated that unless the position was posted as a "remote position", she was not comfortable with employees who had only worked for the District for six months taking home home District equipment and having additional freedom. Mr. Morgan and Mr. Beverlin asked how the Health District budgets for these potential payouts – was an employee vacancy percentage or factor accounted for to cover these costs? Ms. Broddrick stated that there are salary savings that the District pulls from to cover any potential costs, but there is no "budgeted" percentage to cover that potential amount. Ms. Hadley added that the only policy she encourages the Health District staff to review sooner, rather than later, is the FMLA policy that states that an employee must use all available sick, comp and annual pay. She believed that this language was against FMLA rules. Ms. Sober clarified that the District's policy is a "congruent" time policy and in order to be paid by the District during FMLA, those times must be taken. After discussion and further clarification by Mr. Hamala and Ms. Sorber, the language in the policy will be altered to include the option to not be paid by the Health District, and retain sick, annual and comp hours, while on FMLA. This has always been an option but was unclear in the reading of the policy. Ms. Pierce asked for clarification from the Board on when they would like to see the payout policy return to the Board for review. Ms. Hadley and Mr. Morgan both stated that this policy could wait until after the first of the year, in order to prioritize the FY22 Budget adoption. Mr. Copple asked for a comparison of the County's policies, highlighting key differences, when they are reviewed in January. Mr. Tydings asked how often policies are reviewed by the Board. Ms. Sorber stated that policies are updated, as needed, not on a regular schedule. Ms. Broddrick suggested to the Board that Staff provide a priority list of policies for them to review in January. Ms. Pierce clarified that the Attendance and Leave Policy and the Work from Home Policy were the two that the Board would like to review in January.

**No Action – Discussion Item Only**

15) Discuss, consider, and take appropriate action on status of issuance of a Request for Qualifications of an Evaluation of WCCHD Services

Dr. Hilbert began the discussion with a reminder that during the September 1, 2021, meeting, the Board approved a motion to finalize and post a Request for Proposal (RFP) to audit the Health District. The purpose of this audit was to review the services of the Health District, identify what was going well and what could be improved. As of the end of October 2021, there had been no proposals submitted on this RFP. Mr. Morgan asked for clarification as to if the deadline for submission the end of the October and that was why it was being addressed now. Ms. Pierce and Dr. Hilbert confirmed it was. Ms. Pierce added that there were approximately 20 views of the RFP posting, but no actual submission of a proposal. Mr. Beverlin asked if the wording for the RFP could be changed to "Organizational Analysis" or something similarly broad to attract new interest in a reposting. Ms. Pierce also suggested sending the revised RFP to those individuals who viewed the original. Mr. Beverlin asked Ms. Pierce to get a list of the vendors that the original RFP went out to as well as the list of the individuals who viewed the RFP from the County's Purchasing Department. Mr. Copple also requested any feedback the Purchasing Department may have regarding why those who viewed the RFP did not submit. Ms. Hadley asked Dr. Hilbert if there was a list of national

organizations, specific to Health Districts, that WCCHD typically looks to for best practices and could reach out to for potential lists of vendors. Dr. Hilbert clarified that the Health District is already Accredited through the Public Health Accreditation Board (PHAB), who looks at best practices. Mr. Beverlin asked if there was a consultant assisting WCCHD with submission of the Accreditation or if there was a peer-review component. Ms. Sorber clarified that Staff did the submission themselves, based on criteria from PHAB, and that there is a peer-review/PHAB review board. Ms. Sorber explained that she is a PHAB-certified Peer Reviewer for other agencies and assisted WCCHD with its Accreditation and Re-accreditation process. Mr. Morgan proposed that the officers of the Board work with Staff to create a short list of agencies to solicit a Proposal for the audit of WCCHD services and to reshape the proposal for reposting. The Board agreed with the suggestion. Mr. Jenkins asked the Board if they had experienced, in their respective cities, fewer bidders for RFPs/RFQs, as that was occurring in the City of Taylor. Ms. Hadley stated that the City of Round Rock was not experiencing few bidders, just significantly increased pricing for the same level of work pre-pandemic. Mr. Tydings asked Staff what their timeline was for Accreditation. Ms. Sorber clarified that the Health District submitted for Re-accreditation at the end of September.

**No Action – Discussion Item Only**

- 16) Discuss, consider, and take appropriate action on assigning a sub-committee to work with the Interim Executive Director on WCCHD Operations

Ms. Hadley informed the Board that a couple of weeks ago, she, Ms. Pierce and Mr. Copple met with Dr. Hilbert to determine if she had any areas of need as Interim Executive Director. The meeting went well, and Ms. Hadley suggested that a regular sub-committee be formalized if the need was there. Dr. Hilbert added that she, also, found the meeting to be extremely helpful and would like to continue more formalized meetings with a sub-committee.

**Motion to form an administrative sub-committee to work with the Executive Director, with the committee members being Laurie Hadley, Chris Copple and Kathy Pierce**

Moved: Laurie Hadley  
Seconded: Rick Beverlin  
Vote: Approved unanimously

Mr. Tydings asked if the Member City representative re-appointment would need to be addressed, prior to committing appointees to the Administrative Sub-Committee. The Board discussed and did not think that would need to be addressed at this time. Ms. Botts added that the re-appointment of several representative seats will be brought before the Board at the next meeting, to address this issue.

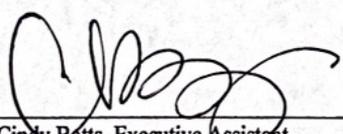
- 17) Adjourn

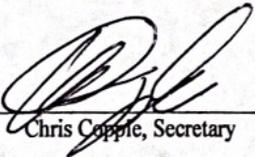
Ms. Hadley requested that prior to adjournment the Board clarify if the next Board meeting would be primarily used as a Budget Workshop. Mr. Morgan proposed that the next meeting serve as the Budget Workshop and if the Board needed additional time to discuss, another meeting could be scheduled. Mr. Jenkins suggested that the regularly scheduled meeting on December 8, 2021, be used for this Workshop. There was discussion from the Board on the potential start time for the December 8, 2021, meeting. It was decided that 1:30 p.m. would be the start time. Ms. Pierce asked about potential locations for the next meeting and Ms. Hadley volunteered the City of Round Rock HR Room, if Room B of the Round Rock Public Library was not available.

**Motion to adjourn.**

Moved: Jeffrey Jenkins  
Seconded: Laurie Hadley  
Vote: Approved unanimously

**Board Chair Pierce adjourned the meeting at 2:17 p.m.**

Recorded by:   
Cindy Botts, Executive Assistant

Reviewed by:   
Chris Copple, Secretary