



# BELL COUNTY PUBLIC HEALTH DISTRICT

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## **AMENDED MINUTES**

### Bell County Board of Health

The Bell County Public Health District Board of Health met in regular session Monday, December 11, 2023 at 6:00 p.m. The meeting was held at the Bell County Public Health District, Temple, TX 76502.

#### **REPRESENTATIVES present:**

Dr. Andre Avots (Temple)  
Mr. Michael Blomquist - Chairman (Harker Heights)  
Dr. Sam Fiala (Killeen)  
Dr. Jennifer Istre (Bell County)  
Mr. Bruce Leonhardt (Morgan's Point)  
Mr. Domingo Montalbo (Little River-Academy)  
Ms. Charla Peters (Belton)  
Mr. Dale Rendon (Holland)

#### **REPRESENTATIVES not present:**

Mr. Russ Nelson (Little River-Academy)  
Mr. Bobby Whitson (Bell County)

#### **EX OFFICIO:**

Ms. Amy J. Yeager, District Director  
Dr. Lara Via, Health Authority

#### **EMPLOYEES PRESENT:**

Nina Cobb	Rebecca Flores	Jennifer Holley	Lorelei Livingston
Katie Crane	Laura Hernandez	Nicole Koenen	Barry Sharp
Consuelo Elliott	George Highsmith	Chrissy Lee	Kent Stephens
			Vanessa Williams

#### **OTHERS PRESENT:**

Lori Fontenot (former employee)      Richard Livingston      Kira Swensen

I. **CALL TO ORDER**

- a. The regularly scheduled meeting of the Bell County Public Health District Board of Health was called to order at 6:00 pm on December 11, 2023, by Mr. Blomquist.

II. **Roll Call**

- a. The presence of a quorum was established.

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENT**

- a. Ms. Nina Cobb made a public comment.

V. **REVIEW AND ACTION REGARDING MINUTES FROM THE NOVEMBER 13, 2023, BOARD OF HEALTH MEETING**

- a. A motion was made to approve the minutes as written by Dr. Avots. That motion was seconded by Dr. Istre. That motion passed unanimously.

VI. **BOARD ACTIONS**

- a. No actions listed.

VII. **DISTRICT DIRECTOR REPORT**

- a. Building updates –
  - i. The Killeen WIC building update was that Ms. Koenen and her team were able to find \$50,364.60 of expenses for the building updates that TML will be re-imbursing the Health District for.
  - ii. An auction was held at the West Adams building and about half the furniture was auctioned. Mr. Wright the landlord is still in the process of showing the building with several candidates. The water has been turned off as the landlord mentioned they do not need that on to show the building.
- b. Goals and objectives
  - i. All Division Directors met their 30-day goals. All Division Directors have scheduled appointments with Ms. Yeager to discuss their three-month goals (mid-December through mid-February).
  - ii. The Leadership Team and staff have continued to work on finances.
- c. The 2024 Holiday Schedule was submitted to the Board of Health members that included changes to floating holidays and personal holidays.
- d. Organization/Structural changes
  - i. Ms. Yeager shared a new organizational chart announcing changes in the structures of Administration, Community Health, and Emergency Preparedness.
    - 1. The first change will be bringing in an Administration Division Director. This person will focus on the functions in administration and the finance staff and HR staff will now report to this person. Two HR specialists from a temp agency have been hired to help. Additionally, a few finance positions will also be added. These administrative positions will be covered by the Workforce Grant for now. However, at some point in the next year to year and a half, these positions necessary to operate the Health District will need to be covered by general funds as it is highly unusual to have a grant that will cover administrative positions beyond the Indirect Cost Allocation.

2. The District has also merged the Community Health Division and the Emergency Preparedness Division into the Community Health and Preparedness Division which will be led by Rev. Barry Sharp as the Division Director.
  3. A retirement letter was submitted to Administration by Mr. George Highsmith, the Retail Food Division Director for June 7, 2024. Mr. Highsmith will retire after 32 years of service.
- e. Medical/Infectious Disease update was provided to the Board of Health in advance. Dr. Via reported updates on several key diseases in Bell County. The flu and RSV had a slight increase. No increases in Covid currently. Flu vaccines (pediatric) in the Temple and Killeen clinics have been administered. There are 8 active TB patients and 17 latent patients. Ms. Sammatha Huff works diligently and makes home visits to observe the patients taking their medication and that these patients are in isolation. The PrEP clinic had a soft opening in November with established patients.

VIII. **FINANCE DIVISION UPDATE**

- a. Current account balances – Payroll account is currently at \$1,026.94. PNC general account is at \$329,127.27 and the TexPool account has a balance of \$3,237,315.34.
- b. All new Bell County Public Health District business numbers have been obtained including EIN, DUNS, UEI, and Texpool Account (internal numbers). ABA, and Comptroller account. Awaiting final approval letter for new Tax Identification in order to notify all vendors and funders with all new numbers.
- c. Current financial status for all State/Federal grants – Notification of an extension for the Health Disparities grant through 5/31/2026. Opportunity for additional funds of \$141,419.00 beginning Spring, 2024 pending the CDC. The Health District continues to work with DSHS to recover the \$408,951.90 from the CPS/COVID grant that was submitted and processed but not received.
- d. Preparing to write and submit a grant for a Women’s Preventative Health Mobile Unit.
- e. Audits
  - i. Single audits for FY22 and FY23 will take place once BCPH contract CPA and Auditor agree that things are in place to conduct them.
  - ii. HHSC Women’s Health Program audit will be February 21-22, 2024 and will require 1 board member to attend the exit audit and is yet to be scheduled.
  - iii. HHSC WIC audit will be February 21-22, 2024 and will also require the board member participation in the exit conference and possibly entrance conference.
- f. Progress toward increasing fees for service
  - i. OSSF has researched and will be completing an analysis of other local health departments/districts.
  - ii. Clinical Services and Systems – client data has been reviewed. The clinics are triple booking and calling the no shows and that has helped to increase the number of patients in Killeen and are still assessing the low patient number situation in the Temple clinic.
- g. Continue to identify and implement ways and opportunities to curb spending.
- h. Progress toward getting a revised FY2024 budget – A new chart of accounts will be established. Quickbooks will allow the Health District to start fresh and will include data entry, analysis, bank reconciliations and a revised budget. A revised budget will be submitted to the board in late February or early March 2024 per Chrissy Lee.
- i. An update on the credit from RK Marshall for the Lowes Drive building is that we have a \$15,000 credit plus another \$1,000-\$1,500.00 and will be getting that credit soon.
- j. All credit cards from previous employees have been cancelled and there are only 2 active currently.

IX. **DIVISION/PROGRAM REPORTS** – Provided in advance

X. **NEW BUSINESS** - There are still vacancies for alternates.

XI. **NEXT MEETING:**

- i. Date: Monday, January 22, 2024
- ii. Location: 4236 Lowes Drive, Temple, TX 76502
- iii. Time: 6:00 p.m. Meeting

XII. **ADJOURNMENT** This meeting was adjourned at 7:36 p.m.