



BELL COUNTY PUBLIC HEALTH DISTRICT

4236 Lowes Drive • Temple, TX 76502

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Amy J Yeager, MPH
BCPHD District Director

Lara Via, MD
Health Authority

BOARD of HEALTH

MEETING AGENDA

September 11, 2023, at 6:00 p.m.

BCPH Main Office, 4236 Lowes Drive, Temple, Texas 76502

Items marked with an asterisk (*) indicate voting items.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Recognition of Patriot Day and National Day of Service and Remembrance
- V. Review and action regarding Minutes from the August 14, 2023, Board of Health meeting *
- VI. Board Actions – items with an (*) indicate vote of the Board of Health (BOH)
 - a. Presentation, discussion, consideration, and possible action on the adoption of an Employee Classification Policy created to ensure the accurate classification of employees and convert all current salaried non-exempt employees to hourly non-exempt employees, to be effective September 24, 2023. *
 - b. Presentation, discussion, consideration, and possible action on the adoption of a Compensatory Time Policy created to reestablish the accrual, use, applicability, and payout of Compensatory Time for overtime worked, to be effective September 24, 2023. *
 - c. Presentation, discussion, consideration, and possible action ratifying an executive coaching agreement executed by and between Life Together Coaching LLC and the Bell County Public Health District through its District Director, Amy J. Yeager, for leadership training and coaching services for the Clinical Services & Systems Division for services rendered August 2023-October 2023 in the amount of \$13,900. (Budgeted item under trainings in the Public Health Workforce Grant) *
 - d. Presentation, discussion, consideration, and possible action authorizing the execution of a Master Service Agreement by and between HealthStream and the Bell County Public Health District through its District Director, Amy J. Yeager, for an online training library and policy management platform - 3 options presented. (Budgeted item under trainings in the Public Health Workforce Grant) *
 - e. Presentation, discussion, consideration, and possible action authorizing the Bell County Public Health District Director, Amy J. Yeager to commence a search for temporary finance staff in the

interim search for a Finance Director and execute any contracts needed within allowable budget constraints. *

VII. Fire Marshal Update

- a. Update on Fire Marshal – Bobby Whitson, Amy J. Yeager

VIII. District Director Report

- a. Division Changes of Significance
 - i Bell County Public Health District Finance Director submitted her resignation. Her last day will be September 13, 2023.
 - 1 We will seek temporary help while this position is being filled.
- b. Dissemination of the countywide survey as part of the Community Health Assessment will begin on September 11, 2023 and close on November 5, 2023 at 11:59 p.m.
- c. First all-staff meeting will be held on September 21, 2023 at Killeen Civic and Conference Center. Agenda will include agencywide training, Public Health 101, and all-staff activities.
- d. Building Updates
 - i Killeen Building updates (Kent Stephens)
 - ii Killeen WIC Building repair updates (Nicole Koenen)
 - iii West Adams Building update (Amy J. Yeager)
- e. Medical/Infectious Disease Update – report provided in advance

IX. Finance Division Update

- a. Account balances as of 9/7/2023
 - i PNC account ending in 5033 - \$219,232.75
 - ii Texpool account ending in 0001 - \$3,139,762.52
- b. Review of bank reconciliations for January-August 2023
 - i PNC account ending in 5033
 - ii Texpool account ending in 0001
- c. Updated policy/procedures for tracking insurance policies for all affected staff and status of all current staff insurance policies
- d. Current financial status for all State and Federal grants
- e. Status update on all credit cards
- f. Update on BCPHD Single Audit for FY22 and FY23

X. Division/Program Reports – provided in advance

- a. Any questions for Division Directors

XI. New Business

- a. Discussion of Board Member terms and elections
- b. Current status of Cities and Towns in Bell County, Texas regarding BOH for members and/or alternates
 - i Bartlett (no member, no alternate)
 - ii Bell County – 1 (yes member, yes alternate)
 - iii Bell County – 2 (yes member, no alternate)
 - iv Belton (yes member, yes alternate)
 - v Ft Hood (no member, no alternate)
 - vi Harker Heights (yes member, yes alternate)

- vii Holland (yes member, no alternate)
- viii Killeen (yes member, no alternate)
- ix Little River-Academy (yes member, yes alternate)
- x Moody (no member, no alternate)
- xi Morgan's Point Resort (1 member, no alternate)
- xii Nolanville (no member, no alternate)
- xiii Rogers (no member, no alternate)
- xiv Salado (yes member, yes alternate)
- xv Temple (yes member, yes member)
- xvi Troy (no member, no alternate) – Amy met with the City of Troy and will help them to recruit a member and an alternate

XII. Public Comment

XIII. Next Meeting: Monday, October 2, 2023
 Location: 4236 Lowes Drive, Temple, Texas
 BOH Meeting: 6:00 p.m.

XIV. Adjournment

This meeting is being conducted in accordance with the Texas Open Meeting Law.
 {V.T.C.A., Government code, 551.001 et seq.}

The Board of Health is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073); discussing personnel matters (Section 551.074); or discussing security personnel or devices (Section 551.076). If the Board of Health determines to go into executive session on any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

This meeting is being conducted in accordance with the Americans with Disabilities Act {42 USC 12101 (1991)}.

The facility is wheelchair accessible and handicap parking is available.

Requests for sign interpretive services are available upon request received at least 48 hours prior to the meeting.

To plan for those services, please call (254) 773-4457, District Director's office or

(TDD) 1-800-RELAY TX (1-800-734-2989).

Certification

I certify that the above notice of a regular Board of Health meeting was posted in the main entrance of the Health District office at 4236 Lowes Drive, Temple, Texas before 6:00 p.m. September 8, 2023 and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

 Amy J. Yeager, MPH, District Director