



BELL COUNTY PUBLIC HEALTH DISTRICT

www.bellcountyhealth.org

Phone: (254) 532-9800

Twitter: @BellCountyPUBH

Facebook: Bell County Public Health District

MINUTES

Bell County Board of Health

The Bell County Public Health District Board of Health met in regular session Monday November 13, 2023, at 6:00 p.m. The meeting was held at the Bell County Public Health District Main Office, 4236 Lowes Drive, Temple, TX 76502.

REPRESENTATIVES present:

Dr. Andre Avots (City of Temple)
Mr. Michael Blomquist - Chairman (Harker Heights)
Ms. Jennifer Istre (Bell County)
Ms. Kathy Long – alternate (Bell County)
Dr. John Midturi – alternate (City of Temple)
Mr. Russ Nelson – Vice Chairman - (Little River/Academy)
Ms. Charla Peters (Belton)
Mr. Bobby Whitson (Bell County)

REPRESENTATIVES not present:

Dr. Sam Fiala (Killeen)
Mr. Bruce Leonhardt (Morgan's Point)
Mr. David Mitchell – alternate (City of Harker Heights)
Mr. Domingo Montalbo - alternate (City of Little River-Academy)
Mr. Dale Rendon (Holland)

EX OFFICIO:

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

EMPLOYEES PRESENT:

Katie Crane	Jessica Harris	Jennifer Holley	Chrissy Lee	Jason Stanford
Haydee Diaz	Hilton Gilbert	Erin Hughley	Lorelei Livingston	Kent Stephens
Consuelo Elliott	Laura Hernandez	Nicole Koenen	Jessica Macias	Vanessa Williams
Rebecca Flores	George Highsmith	Kurt Krause	Barry Sharp	

OTHERS PRESENT:

Lori Fontenot (former employee)
Melanie Glasgow
Heather Hollister (former employee)
Richard Livingston

I. CALL TO ORDER

The regularly scheduled meeting of the Bell County Public Health District Board of Health was called to order at 6:04 pm on October 16, 2023, by Mr. Blomquist.

II. Roll Call

The presence of a quorum was established.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

No public comments.

V. REVIEW AND ACTION REGARDING MINUTES FROM THE OCTOBER 16, 2023 BOARD OF HEALTH MEETING

- a. Ms. Kathy Long requested that the September 11, 2023 minutes not just say there was an amendment but what that amendment was. Minutes state they were reviewed and amended but doesn't say what the amendment was. In the minutes, she wants it listed what the amendments should be not just list that there were amendments.
 - i. For the September 11, 2023 minutes Ms. Long would like added her requested change that Item 9 Finance Division update that's where the amendment should be. That Item 9 Finance Division update – Ms. Hayes provided financial documentation in advance to include status update of all credit cards. She would request that it be stated that Ms. Hayes distributed financial documentation and strike in advance because those documents were received in the meeting.
 - ii. For the September 11, 2023 minutes, Ms. Long would also like added her request that the review of the bank reconciliation was provided in advance and she requested that we strike in advance as they were distributed in the meeting.
- b. For the October 1, 2023 minutes, on the representatives not present, Mr. David Broecker had resigned and should be removed. Salado also currently has no alternate.
- c. Motion to approve the October 16, 2023 minutes with the proposed amendment was made by Mr. Nelson and seconded by Ms. Peters. The motion passed unanimously.

VI. BOARD ACTIONS

- a. No Board actions this meeting for this section.

VII. DISTRICT DIRECTOR REPORT

- a. Ms. Yeager noted that the Health District extended the community assessment until midnight on December 15, 2023. The Health District has received just under 500 responses to date.
- b. Building Updates
 - i. Killeen building update – The foundation issue has been completed. The cost was right under \$40,000. The foundation went from 4 inches out of level to ½ inch out of level.
 - ii. Killeen WIC Building update - Killeen WIC moved back into their original space in September 2023. The TML claim had closed, and no claim had been submitted. Ms. Koenen spoke with TML and that claim was reopened until November 30, 2023, and \$29,000 has not been submitted for re-imburement.

- iii. West Adams Building update –There have been several interested parties to rent the building. A Silent Auction will take place on Saturday November 18th from 8:00 a.m.– 9:30 am. Staff and leadership will be working on this auction to have all furniture removed.
- c. Update on the Goals and objectives for Division Directors
 - i. Ms. Yeager met with all Division Directors and has set a timeline for 30 days. A meeting at the end of the 30 days will be scheduled to see where everyone is with their goals and objectives.
 - ii. An evaluation is the next step for each Division Director once the new evaluation documents are finalized.
 - iii. After the Division Directors receive their evaluation, they will then evaluate their employees.
- d. Medical and Infections Disease update - Dr. Via briefed us that the clinics are close to finalizing the patient portal. The PrEP clinic will be up and running and will start seeing patients on Wednesday is the plan. Epidemiologist update is that the flu had a small increase, TB has 9 active cases and 16 latent cases.

VIII. FINANCE DIVISION UPDATE

- a. Account balances as of 11/09/2023
 - i. PNC account ending in 5033 – \$200,342.52
 - ii. Texpool account ending in 0001 - \$2,956,958.68
 - iii. As of today, 11/13/2023 the totals are as follows:

PNC general account -	\$355,180.59
PNC payroll account -	\$65,998.06
Texpool is currently at	\$2,795,337.37
- b. Current financial status for all State and Federal grants
 - i. Ms. Yeager shared with the BOH a document with the word NOTE at the top as a summary overview of the current status of these grants. She also shared that Ms. Holley had pursued the Comptroller’s Office and was able to get us an online account established and our own mail code separate from Bell County’s (which was the problem we identified with the funds that are being misdeposited in to the Bell County account from one of our grants). She has created a mega matrix spreadsheet with data to include each grant, grant years/period, how much was awarded, how much have we billed, how much did DSHS say they sent to the Comptroller’s Office, how much did the Comptroller’s Office say they sent to Texpool, and how much have we received in Texpool. We have learned a lot of information from this process and data including that there are some nursing grants with gaps in billing never submitted over the past several years and that we had submitted a \$507,000 grant for reimbursement in 2021 and have yet to receive about \$400,000 of it. We will continue to look in to these matters. The RAPPs grant is not including on the NOTE document that was distributed because we recently found out that we even had it.
 - 1. Next steps for us as a checklist for the next things that need to be addressed going forward.
 - 2. Mr. Whitson asked about Quickbooks and Sage and having to reenter the WIC data. We are still using Sage. We will be getting Quickbooks and entering data in to that and use it moving forward. We announced last month that we had cancelled Accufund and will not be using it.
 - 3. We are working with Bell County regarding the funds they have received of ours in about the amount of \$15,000 thus far.
 - 4. \$10,000 NEHA final payment should arrive to us in the coming weeks.
 - 5. Gathering information to provide to RK Marshall to receive our \$15,000 plus credit toward our rent as originally agreed upon for us taking on the move-in improvements.
 - 6. Alsup Plumbing bill of \$12,000 for a \$5,000 bill that we’ve already paid. We are working to rectify this situation that seems to be a mistype on the company’s end that generated this bill.

7. We are all caught up on our bills as far as we know except for RW Lonestar Shredding and Kirbo's. Becky is working with both companies to identify what we really owe and what we are still using and then obtain an invoice to pay.
 8. We have set up a system for AP/AR with the current staff to ensure bills get paid.
- c. Projections for Revenue and Expenses for the next 6 months
 - i. Ms. Yeager briefed the board that the expenses were given with what was in SAGE for FY23. Mr. Scott Nix, CPA (contractor) was introduced to the Board. Mr. Nix briefed the board on the 2021, 2022 and 2023 audits. The 2021 audit report was completed on February 11, 2022, by Brockway Gersbach Franklin & Niemeier. The Health District made \$975,000 and \$510,000 of that profit came from the 1115 Medicaid waiver and Mr. Nix called it a gift. The deficiencies were that the Health District did not maintain an AR ledger since conception. Payroll will need to be allocated manually. The 2022 audit has not started, but the balance sheet was at \$994,000 but \$442,000 profit came from the 1115 Medicare waiver, and the same deficiencies in 2021 were also in 2022. The contributions for Bell County are around \$856,000 and that money covers some indirect costs and operations not covered by the grants. Please note that the previous auditor gave the Health District clean audits year after year. For the projections for revenue and expenses, the 2023 data in Sage was used to get an estimation of expenses since checks are cut through Sage and expenses must be entered into Sage in order to cut that check. The revenue was derived from the grant information, municipal contributions, and fees for services listed. These projections are not perfect or complete but are a good start to see a picture of where we are and where we are going with what we know at this time.
 - d. Update on future operations options
 - i. Ms. Yeager distributed a document with Highlighted Accomplishments and Future Operations and Options to give even an idea of what these folks have been finding and doing. Discussed some of the teamwork, tasks, and willingness of people to step up and take the lead on tasks. Told the board the new process from invoices arriving through a check going out the door. Also discussed some next steps. Ms. Holley discussed the additional business numbers she has been able to obtain for the District. Currently awaiting the final piece which is approval of our account from the Comptroller's Office for our new tax identification number which will take 6-8 weeks and we are only at 2 weeks now. Then we will send notification of our new business numbers and W-9 to vendors and funders.
 - ii. Mr. Whitson asked about the hiring freeze. Ms. Yeager acknowledged that we will need to do something about the hiring freeze but have to be cautious because we still don't know exactly where we are. We know we'll need to hire for some positions including some HR and finance staff, patient navigators, and WIC (both of which are funded). Discussion of OSSF staff needs. Discussion of our fees out of line and we need to do a rate study and look at Kent's and then again at George's rates. Discussion of nursing/clinical fees for service that are not being maximized. There is sufficient staffing now but still low patient numbers. Mr. Whitson wants us to prioritize opportunities to bring in income. Becky Flores and Tamra Rene have been working diligently to identify and eliminate wasteful spending on services no longer needed or no longer in use.
 - iii. With regard to Future Operations, we discussed opportunities to cut costs. Discussed that the Auditor and the CPA contractor have been in conversation about the need to conduct the FY 22 and FY 23 single audits. Looking at efficiencies. Looking at what kind of positions do we need in Administration and across the organization to streamline positions and do we have funds to support them. Mentioned that at this time it doesn't look like we need a closure plan; however, should it come to need to do layoffs, Ms. Yeager has developed small to drastic scenarios should it come to that. We don't think we need to do that but we know it needs to be considered just in case. We are trying to minimize or eliminate the possibility of layoffs by doing these other things we have discussed.
 - e. Update on bank accounts
 - f. Update on accounting software – Switching to Quickbooks from Sage
 - g. Update on bank reconciliations

h. Update on credit cards

IX. DIVISION/PROGRAM REPORTS – Provided in advance

Ms. Crane corrected a number she had provided earlier during the NOTE document discussion that she had been asked.

X. NEW BUSINESS

Mr. Blomquist requested that board members with an expired term to update their appointment letters with their authority and get with Ms. Flores in Administration with those updates. Those with expired terms include Dr. Avots, David Broecker (who we have established has rotated off the board), Dr. Fiala, and Mr. Whitson. Please have it done as soon as possible as the terms have expired.

XI. CLOSED SESSION

Closed session began at 8:04 p.m.

a. Executive session pursuant to Texas Government Code Section 551.074 – Personnel matters to deliberate and discuss the appointment, employment, evaluation, reassignment, duties, discipline, compensation, employment contract, or dismissal of the District Director.

XII. RECONVENE (into regular session and consider action, if any, on items discussed in Closed Session)

- a. Reconvened into regular session at 9:16 p.m.
- b. BOH discussed and are pleased with the progress made on the three items from the last meeting and the team coming together. Appreciate the extra effort and duty of all.
- c. Three things to focus on for next meeting
 - i. To continue the goal setting and measurable results with Ms. Yeager's next steps and report on the progress of how the Division Directors are doing with their goals.
 - ii. Specific plan on how we will maximize opportunities in clinical services, increase revenue, and more efficiency.
 - iii. Possibly have a preliminary budget for FY24. Will discuss with Mr. Nix if this would be possible.
 - iv. This is a good first step. The BOH likes what they see and want to continue to see plans to further future of this organization. Goal is to try to not have layoffs.
- d. Mr. Blomquist gave each BOH member an opportunity to say something at this time.
- e. Mr. Blomquist told Ms. Yeager to please reach out to the BOH and ask for help or mentoring as needed.
- f. Mr. Blomquist proposed to consider moving the BOH meetings to during work hours perhaps at 3:00 p.m. so that meetings don't go so late and will help alleviate overtime. This change would not be for the December meeting. Mr. Whitson will not be at the next meeting but will be reappointed by then and will have an alternate. Ms. Istre needs to know one month in advance and so does Dr. Avots if there is a change in time. Mr. Whitson would not be able to meet during the day on Mondays. Mr. Blomquist would not be able to meet during the day on Tuesdays. The board will revisit this discussion at the December meeting.

XIII. NEXT MEETING:

Monday, December 11, 2023
Location: 4236 Lowes Drive, Temple, TX 76502
Time: 5:30 p.m. Dinner
6:00 p.m. Meeting

XIV. ADJOURNMENT This meeting was adjourned at 9:35 p.m.