



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, April 15, 2024 at 6:00 p.m. The meeting was held at the Bell County Public Health District, 4236 Lowes Drive, Temple, TX 76502.

REPRESENTATIVES/ALTERNATES present:

Michael Blomquist - Chairman (Harker Heights)
Dr. Sam Fiala (Killeen)
Bert Henry (Salado)
Christie Hurst (Salado Alternate)
Jennifer Istre (Bell County Alternate)
Kathryn Long (Bell County)
Dr. John Midturi (Temple)
Russ Nelson – Vice Chairman (Little River-Academy)
Charla Peters (Belton)
Bill Schumann (Bell County Alternate)
Kira Swensen (Troy)

REPRESENTATIVES not present:

Bruce Leonhardt (Morgan's Point Resort)
Dale Rendon (Holland)
Bobby Whitson (Bell County)

EX OFFICIO:

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

EMPLOYEES PRESENT:

Michelle Crabill	Laura Hernandez	Nicole Koenen	Kent Stephens
Consuello Elliott	George Highsmith	Chrissy Lee	
Rebecca Flores	Jennifer Holley	Barry Sharp	

OTHERS PRESENT:

Shane Geers (Fire Marshal) Sarah Glaser (Attorney) Terris Goodwin Lorelei Livingston 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 6:00 pm on April 15, 2024 by Chairman Blomquist.

II. ROLL CALL – A quorum was established.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT – No public comment

V. REVIEW AND ACTION REGARDING MINUTES FROM THE MARCH 11, 2024 BOARD OF HEALTH MEETING

- a. Mr. Nelson motioned to approve the March 11, 2024 Board of Health minutes as submitted. Dr. Fiala seconded that motion. The motion passed unanimously with no corrections.

VI. BOARD ACTIONS

- a. Presentation of OSSF fee changes and effective date including an update on subdivisions.
 - i. Kent Stephens briefed the Board on the fee changes and included a copy of the fee changes to the Board. The current fees have not been adjusted since 2015. Fee changes will be effective September 1, 2024. The Subdivision Evaluations will be adjusted to \$100 base fee and \$20 per lot starting June 1, 2024. Mr. Blomquist requested feedback from Kent Stephens with any issues with these changes.
- b. Presentation and consideration of Health District donating the 2 inoperable vehicles to municipal paid fire departments.
 - i. George Highsmith briefed the Board that the Health District has 2 inoperable vehicles. After research on the topic and donating, we contacted the paid fire departments in Bell County. Two expressed interested in the vehicles. We will sign the titles to the recipient Fire Departments. The two Fire Departments receiving the donated vehicles are the City of Harker Heights and the City of Temple. They will each pick up the vehicles from our Belton location where they are currently parked.
- c. Presentation, discussion, consideration, and possible action authorizing the creation of a new Leave and Attendance Policy to be effective May 1, 2024, which will replace all language relating to leave and attendance in the current Employee Handbook. (actionable item)
 - i. Ms. Lee briefed the Board on the current outdated Leave and Attendance Policy and highlighted that currently, an absence is classified as being excused or unexcused. Absences will now be considered an occurrence. Three occurrences will be a verbal warning documented in writing, five occurrences will be a written warning, seven occurrences will be a final written warning, and eight occurrences will result in termination of employment. A two-week notice will be requested for scheduled absences. An employee who calls in a day before or a day after a Holiday will be considered an occurrence. Bereavement currently has three consecutive days for immediate family but is requesting eliminating using leave in consecutive days and will change to five days for certain relatives. The occurrences will be in a six-month period and will roll off if no more occurrences happen within those six months. Ms. Lee asked the Board to consider allowing the Health District to draft a policy that allows us to manage our staff situation. These changes are for all non-exempt employees. Discussion occurred between Board members and Ms. Lee. Mr. Henry motioned to table the Leave and Attendance Policy and would like to include maternity and military Leave to see a full and complete policy. Dr. Fiala seconded that motion. That motion passed unanimously. Chairman Blomquist requested that Ms. Lee ensure to run policies such as these through legal council as well. Ms.

Yeager will request copies of the Leave and Attendance policies from municipalities and other Health Districts.

- d. Presentation, discussion, consideration, and possible action authorizing District Director Amy J. Yeager to enter a Contract with Precise Cleaning for the janitorial services at the Killeen WIC office located at 111 Santa Fe Plaza Drive, Killeen, Texas, Bell County.
 - i. Nicole Koenen briefed the Board that the cleaning contract will be \$2,500 per month with a three-month trial period to include window cleaning. Discussion and suggestions occurred including if satisfactory within the three-month period, consider requesting bids for our other buildings and a possible group discount, however consideration for current cleaning contract periods and bid processes would also need to be factored in to this suggestion. Mr. Henry motioned to approve the cleaning contract with a reassessment after the three-month trial period. Ms. Long seconded that motion. That motion passed unanimously.
- e. Presentation, discussion, consideration, and possible action adopting the Texas State Library and Archives Commission *Local Schedule GR, Retention Schedule for Records Common to All Local Governments and Local Schedule HR, Retention Schedule for Records of Public Health Agencies* as the official document retention schedules of the Bell County Public Health District and appointing the Administration Director as the records retention officer. *
 - i. Ms. Yeager briefed the Board about having Ms. Lee, the Administration Director, as the records retention officer. Ms. Lee will be implementing a log that reads what date papers were shredded and/or destroyed and by what statute or by which article in the retention schedule we followed. This will bring the Health District into compliance with Texas Law. WIC has a specific retention policy. Mr. Nelson motioned to adopt the Texas State Library and Archives Commission Local Schedule GR, and Local Schedule HR, Retention Schedule for Records of Public Health Agencies. Mr. Henry seconded that motion. The motion passed unanimously.

VII. DISTRICT DIRECTOR REPORT

- a. Total Solar Eclipse falls on April 8, 2024.
 - i. Ms. Yeager briefed that the Total Solar Eclipse was quiet and peaceful. An internal Hot Wash meeting with all involved will take place and an After-Action Report (AAR) be filed.
- b. Mr. Shane Geers was in attendance and was introduced as the new Fire Marshal for Bell County, Texas. A meeting was held on March 19th with County Attorney, District Attorney's Office, Fire Marshal, Bell County Emergency Manager, Judge Blackburn, Dr. Via, and Ms. Yeager. Some gaps were noticed with individuals who may be contagious and are non-compliant and how to pass them off to the legal system to comply without further exposure of the public. Various people present took on tasks to learn more. Then they will reconvene to continue coordination of efforts. The Fire Marshal agreement is in draft form.
- c. Michele Crabill, the new Accounting Specialist, was introduced.
- d. Touch-A-Truck was held at the Killeen Special Events Center on March 30th. It was another huge success with at least double the number of attendees from last year. There was lots of encouragement to continue the event. The 2025 Touch-A-Truck will be held in Temple as we are rotating this countywide event.
- e. Medical/Infectious Disease Update – (Epidemiology report provided in advance) – Dr. Via briefed the Board that the clinics are short staffed. The Health District is finalizing plans for the PrEP clinic. Immunizations continues to be steady. There are currently four active TB patients, 14 latent patients which has been reduced. This month, the Health District will restart the integrated Vector Management Program to check for West Nile Virus among other viruses.

VIII. FINANCE DIVISION UPDATE

- a. Account balances as of 4/11/2024
 - 1. i. PNC payroll account \$ 18,621.45
 - 2. ii. PNC general account \$ 450,892.91
 - 3. iii. Texpool account \$4,163,722.86
- b. Audits
 - i. Single Audits for FY22-FY23 still pending.
 - ii. HHSC Women’s Health Program audit update
 - 1. This audit was a financial audit and has concluded. The final report was received. The Health District will owe approximately \$8,000 and about \$7,100 was for misbilled salaries. The Health District will send HHSC the check and will correct the findings as indicated on the final report.
 - iii. HHS WIC audit update
 - 1. The WIC audit is complete. WIC will pay the state \$3,086.52. The Health District will send WIC the check and will correct the findings as indicated on the final report.
 - iv. Everybody Texas Audit program
 - 1. Materials were completed and uploaded. The program and fiscal desk audits were rescheduled at the request of the state. The new date is May 15th. (on site at Killeen clinic). Everybody Texas Audit is a funding source for Women’s Health connected to Title X funds.
- c. FY2025 Health District Member Contributions
 - i. The FY25 member contributions will be distributed at the May 13th Board meeting.

IX. DIVISION/PROGRAM REPORTS

- a. Reports were provided in advance for BOH review.

X. NEW BUSINESS

- a. Board Member status updates
 - i. Current status of Cities and Towns in Bell County, Texas regarding BOH for members and/or alternates including updates on reappointments and expired terms.
 - 1. BCPH will be adding Nolanville to the Board of Health.

XI. CLOSED SESSION

- a. Deliberations regarding a Personnel Matter under Tex.Gov. Code Sec. 551.074 and Consultation with Attorneys under Tex. Gov. Code Sec. 551.071
 - i. Deliberate and discuss the grievance filed by the former Director of Clinical Services & Systems.
- b. The Board of Health convened in Closed Session at 8:21 p.m.

XII. RECONVENED

- a. The Board of Health reconvened in Open session at 9:44 p.m.
- b. Mr. Henry motioned to hold a re-instatement hearing for Katie Crane pursuant Personnel Policy Section 312. Dr. Midturi seconded the motion. Any further discussion. Chairman Blomquist is against this motion. Vice-Chairman Nelson is against this motion. Call for a vote. This motion failed with a vote of 3 (for the motion) to 6 (against the motion).
- c. Mr. Nelson motioned to uphold the termination decision. Mr. Blomquist seconded that motion. The motion to uphold the termination of Katie Crane passed unanimously, 9-0.

XIII. NEXT MEETING Monday, May 13, 2024 at 6:00 p.m., 4236 Lowes Drive, Temple, Texas

XIV. ADJOURNMENT This meeting was adjourned at 9:57 p.m.