



# BELL COUNTY PUBLIC HEALTH DISTRICT

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## MINUTES

### Bell County Board of Health

The Bell County Public Health District Board of Health met in regular session Monday, February 12, 2024 at 6:02 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)  
Mr. Bert Henry (Salado)  
Ms. Kathryn Long - Alternate (Bell County)  
Dr. John Midturi – Alternate (Temple)  
Mr. Russ Nelson – Vice Chairman (Little River-Academy)  
Ms. Charla Peters (Belton)  
Ms. Kira Swensen (Troy)  
Mr. Bobby Whitson (Bell County)

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

Mr. Bruce Leonhardt (Morgan's Point Resort)  
Dr. Jennifer Istre (Bell County)  
Mr. Dale Rendon (Holland)

#### **EX OFFICIO PRESENT:**

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

#### **EMPLOYEES PRESENT:**

Katie Crane	Jennifer Holley	Barry Sharp
Rebecca Flores	Chrissy Lee	Kent Stephens

**OTHERS PRESENT:** Lori Fontenot

I. **CALL TO ORDER**

The regularly scheduled meeting of the Bell County Public Health District Board of Health was called to order at 6:02 pm on February 12, 2024 by Chairman Blomquist.

II. **ROLL CALL**

- a. A quorum was established.

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENT**

- a. There was no public comment.

V. **REVIEW AND ACTION REGARDING MINUTES FROM THE JANUARY 22, 2024 BOARD OF HEALTH MEETING \***

- a. Ms. Peters reviewed a typo on Section V and requested a correction. Ms. Long advised the credit cards be specified as two PNC and one Walmart credit card with two accounts tied to those cards. Mr. Nelson motioned to approve the minutes as amended. Dr. Midturi seconded that motion. Motion passed 6-0. Dr. Fiala, Mr. Whitson, and Mr. Henry abstained.

VI. **BOARD ACTIONS**

- a. No board action taken.

VII. **DISTRICT DIRECTOR REPORT**

- a. Positions being posted for current vacancies and new finance positions.
- b. There are currently 15 current vacant positions. The HR Specialist and the Accounting Specialist have been posted. The Grants Accounting Specialist has been hired. The Environmental Health Division will be hiring positions for their Division. WIC and Clinical Services also have open positions.
- c. Fire Marshal Update
  - i. A future meeting will be scheduled with Judge Blackburn and the Fire Marshal and an infections section will be added for control orders for non-compliant patients.
- d. Medical / Infectious Disease Update
  - i. Dr. Via briefed the board that Clinical Services are at their last planning state for the Belton Clinic. They will start with offering immunizations one day per week to see how it works for that area. TB has 6 active cases and 3 are receiving treatment. There are 19 latent patients. Respiratory season is high. The flu is on a steady rise at the moment and Dr. Via reported that respiratory viruses are contagious. Foodborne illness has been on the rise, so please be careful in cross contamination and washing your hands after cooking. Dr. Via will be attending a statewide Family Planning conference at the end of February. Ms. Yeager mentioned that the CDC is actively communicating that the two biggest items for public health to monitor and focus on during 2024 are measles and misinformation.

VIII. **FINANCE DIVISION UPDATE**

- a. Account balances as of 2/8/2024
  - i. PNC payroll account \$3,186.89
  - ii. PNC general account \$185,409.46
  - iii. Texpool account \$4,481,033.46
- b. Grant updates
  - i. Mr. Barry Sharp has all grants caught up for FY23 and FY24 through December 2023. Nicole Koenen has all grants caught up until December 2023. Katie Crane is working to get caught up on her grant billings for FY23 and has not begun billing for FY24 as she stated needs a general ledger to complete her billings.
- c. Audit Update
  - i. Single Audits for FY22-FY23 are pending.
  - ii. There will be two audits on February 21-22, 2024. The HHSC Healthy Texas Women Program (finance audit) and the State WIC audit (program and financial audit). On February 21st at 9:00am and February 22nd at 3:00pm at the Lanier building (201 N. 8th Street) Temple, the auditors are requiring one full-time, non-employed board member that has regular oversight and involvement participation is encouraged but not required for the following: pre-conference; Teams meeting on February 16th at 10am-10:30am and post-conference Teams meeting on February 27th at 2pm-3pm. Volunteers for February 21<sup>st</sup> are Russ Nelson, Charla Peters, and Kathy Long. Volunteers for February 22nd are Bobby Whitson, Russ Nelson, Charla Peters, and Kathy Long.
  - iii. Everybody Texas audit is set for mid-March 2024.
- d. Revised FY2024 budget \*
  - i. Ms. Yeager gave an overview of the FY2024 revised budget. This budget includes the WIC award of \$3,642,200.00, a full Family Planning Program fees for service award of \$763,853.00. These amounts may not be fully captured this year; however, these are the awarded amounts. The previous amounts of the telephone expenses will decrease as Ms. Flores has been tracking the bills and has cancelled several phones, Mifi's and negotiating with the upcoming Lighthouse renewal contract. The worst-case scenario includes two parts as follows. If WIC does not spend the amount awarded which will cause a deficit. If the Family Planning Program fees for services and that program does not capture all of their award. Family Planning may only capture \$200,000 and has billed \$215,000 fees for services and have captured \$56,000 but there is still \$563,000 remaining to capture. Medicaid continues to deny Clinical Services claim, so there have been several conversations to make plans on how to fully capture the entire award.
  - ii. Categorical items as in Janitorial and IT may be underestimated and the FY23 Budget was used.
  - iii. Opportunities to move forward:
    - 1. Access and correct the clinic issues to capture the fees for service.
    - 2. Access and adjust in WIC to meet the case load and the awarded amount.
    - 3. Begin the newly found A/R section in SAGE.
    - 4. Clean up the Chart of Accounts.
    - 5. Assess Janitorial costs.
    - 6. Assess building costs and needs.

7. Assessing program costs and needs.
  8. Maintain the G/L in SAGE for accurate depiction of expenses.
  9. Anticipate a future increase in fees for Retail Food Division.
  10. Continue to assess storage needs.
  11. Reduce or change services as needed.
  12. Reduction in cost for legal expenses.
  13. Assess grounds maintenance and lawn services.
  14. Clean miscellaneous category.
  15. Contractual definition clean up.
  16. Pursue replacement for Paycom.
- iv. There was discussion and explanation on various aspects of the revised budget. There was discussion regarding the FY24 Contribution Payments. Ms. Flores will send invoices to those Members who have yet to pay FY24 as a reminder. It was suggested that we send the invoices for each FY on October 1<sup>st</sup>. We typically send them in September. We also send a letter in May informing the Member municipality of the next FY amount that will be due. In addition, Mr. Henry suggested looking into Power BI for spreadsheets that can pull data from different software.
  - v. Mr. Whitson motioned to approve the amended FY 24 Budget. Mr. Henry seconded that motion. Motion passed unanimously 9-0.

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

- a. It was requested that a standardized blurb for the budget update be placed at the top of each Division Report as well as the name at the top who wrote the report.
- b. Mr. Whitson requested an explanation for Clinical Services and the PrEP program and how to maximize the income which seems to come through the pharmaceutical companies. Ms. Yeager explained that once Ms. Crane contacts Brazos County Health District and Williamson Cities and County Health District for guidance on the program and especially on how they maximize funding and then sets up all the necessary components including fiscal components for BCPHD, then Ms. Yeager will approval the release of the communication campaign and more activity by the Community Health section especially with populations with health disparities related to HIV transmission.
- c. Mr. Whitson asked about the expansion of services for the Belton clinic. Ms. Yeager explained that once she receives a solid plan from Ms. Crane, sees the set up and flow, and a plan for staffing across the clinics, then she will be able to assess authorizing this new option.

**X. NEW BUSINESS**

- a. Board Member status updates
- b. Status of Cities and Towns in Bell County, Texas regarding BOH for members and/or alternates including updates on reappointments and expired terms.
- c. Dr. John Midturi has been appointed to represent the City of Temple, and Dr. Avots now serves an alternate. This comes at a time when Dr. Avot's term had expired.
- d. Dr. Fiala and Mr. Whitson are both expired members of the Board.
  - i. Dr. Fiala has attempted to get the City of Killeen to consider his reappointed and that of a proposed alternate. He is working with Nina Cobb on this matter.
  - ii. Mr. Whitson said that he has been reappointed and that Mr. Shuman has been appointed as his alternate. Ms. Yeager asked Mr. Whitson to send over the

minutes or document with this reappointment and appointment. He said he would get it to us.

XI. **NEXT MEETING:**

- i. Date: Monday, March 11, 2024
- ii. Location: 4236 Lowes Drive, Temple, TX 76502
- iii. Time: 6:00 p.m. Meeting

XII. **ADJOURNMENT** This meeting was adjourned at 8:16 p.m.