



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, January 22, 2024, at 6:00 p.m. The meeting was held at the Bell County Public Health District, Temple, TX 76502.

REPRESENTATIVES present:

Mr. Michael Blomquist - Chairman (Harker Heights)
Mr. Bruce Leonhardt (Morgan's Point)
Ms. Kathryn Long - Alternate (Bell County)
Dr. John Midturi – Alternate (Temple)
Mr. Russ Nelson – Vice Chairman (Little River-Academy)
Ms. Kira Swensen (Troy)

REPRESENTATIVES not present:

Dr. Andre Avots (Temple)	Ms. Charla Peters (Belton)
Dr. Sam Fiala (Killeen)	Mr. Dale Rendon (Holland)
Dr. Jennifer Istre (Bell County)	Mr. Bobby Whitson (Bell County)

EX OFFICIO:

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

EMPLOYEES PRESENT:

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

OTHERS PRESENT:

David Broecker	John Lett
Terris Goodwin	Richard Livingston
Victoria Howard (BCPH intern)	

I. CALL TO ORDER

The regularly scheduled meeting of the Bell County Public Health District Board of Health was called to order at 6:07 pm on January 22, 2024, by Mr. Blomquist.

II. Roll Call A quorum was established.

a) Welcome new member – Troy representative – Kira Swensen

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

No public comment

V. REVIEW AND ACTION REGARDING MINUTES FROM THE DECEMBER 11, 2023 BOARD OF HEALTH MEETING

Ms. Yeager requested to add that Vanessa Williams was present on the December 11, 2023 meeting. Ms. Long addressed that Ms. Istre to be written as Dr. Jennifer Istre. The motion was made to approve the amended minutes as written by Ms. Long. That motion was seconded by Mr. Leonhardt. That motion passed unanimously.

VI. BOARD ACTIONS

No actions listed.

VII. DISTRICT DIRECTOR REPORT

- a) Building Updates –
 - i. Killeen WIC building updates – The Killeen WIC had it’s final closeout. ALL TML funds were received.
 - ii. West Adams – The building is still vacant, and the property manager is still in search of a new renter.
- b) Ms. Yeager announced the appointment of Chrissy Lee as the new Administration Division Director.
- c) Fire Marshal Update – A new Fire Marshal, Shane Geers, has been appointed. The Fire Marshal agreement with the Health District will continue assisting Retail Food, OSSF and will include that an infectious disease portion to the agreement will be added. The new agreement is still in draft form. A meeting will occur in the coming weeks with BCPH, Judge Blackburn, Shane Geers, a representative from the District Attorney’s office to discuss processes and procedures.
- d) Medical/Infectious Disease Update – Dr. Lara Via briefed the board that currently the PrEP clinic is only being offered to current patients. Pediatric flu immunizations administered in Killeen were 143 out of 200 and in Temple 169 out of 200. There are currently 8 active TB cases and 17 latent cases. Flu is high but is decreasing. Covid numbers are increasing.

VIII. FINANCE DIVISION UPDATE

- a) Account balances as of 1/22/2424
 - i. PNC payroll account \$3,336.34
 - ii. PNC general account \$396,291.60
 - lii. Texpool account \$4,263,846.36 and so far in January \$12,117.32 in interest.
- b) Current financial status for all State/Federal grants
 - i. In December, total funds received through Texpool is \$1,126,776.26 and have gained interest of \$16,158.42.
 - ii. BCPHD continues to work with DSHS to correct the direct deposit situation for one of the Clinical grants to be deposited into the BCPH Texpool account and not Bell County’s Texpool account.

- iii. BCPHD continues to work with the DSHS the CPS/COVID grant funding to find out what was released, what was received, and how we received it.
- c) Audits
 - i. Single audits for FY22-FY23 are pending. BCPHD and our auditor are showing the improvements necessary to begin these audits.
 - ii. HHSC Women’s Health Program audit will be on February 21-22, 2024. This audit will require 1 board member to attend the exit conference call yet to be scheduled.
 - iii. The HHS WIC audit will also be on February 21-22, 2024 and will also require a board members participation for the exit conference, and possibly the entrance conference. More information on the requirements will be sent to the board once received. In-person BOH member needed for entrance conference on February 21st at 9am and exit conference on February 22 at 3pm. BOH members are asked to let us know if you are interested and available.
 - iv. Everybody Texas audit is set for mid-March 2024.
- d) Progress toward increasing fees for service
 - i) OSSF has done some research and analysis of other local health departments/districts. Continued research and calculations are the goal to finalize a new fee schedule by mid-February 2024 to set implementation date.
 - ii) Clinical Services and Systems – BCPHD is currently exploring different options for the Temple clinic. The Belton clinic will offer Family Planning services one day a week starting mid-February as a trial basis.
 - iii) It was mentioned that we are identifying other possible new fees in Retail Food.
- e) BCPHD continues to identify and implement ways and opportunities to curb spending in all Divisions.
- f) Progress toward getting a revised FY2024 budget – BCPHD will be receiving a new FY2024 budget and our accountant is working diligently to complete this task.
 - i) Quickbooks and Sage Business works – staff have spent time learning and digging into Sage Businessworks and we have determined that at this time, Sage Businessworks will continue to be used and make the corrections and additions and suspend our intention to convert to Quickbooks at this time.
 - ii) Data entry, analysis, bank reconciliations, revised budget
- g) Update on bank reconciliations - The last bank reconciliation located in Sage Businessworks was November 2009. The auditor is working diligently on a bank reconciliation.
- h) Update on the credit cards – There are currently three major credit cards from 2 accounts for BCPHD including 2 PNC cards and 1 Walmart card.

IX. DIVISION/PROGRAM REPORTS – Provided in advance

- a. State of the Black Community Address in Killeen is scheduled for February 1st. Please see the flyer in your packet and help spread the word. This is part of our Health Disparities initiative.
- b. Answers to vector surveillance questions were provided regarding the season and next plans.

X. NEW BUSINESS –

- a. There are still vacancies for alternates.
- b. There are still members who need to have their terms reappointed.
- c. BOH will continue to meet monthly on the 2nd Monday with dates adjusted for holidays.

XI. NEXT MEETING:

Date: Monday, February 12, 2024
 Location: 4236 Lowes Drive, Temple, TX 76502
 Time: 6:00 p.m. Meeting

XII. ADJOURNMENT This meeting was adjourned at 7:07 p.m.