



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, March 11, 2024 at 6:00 p.m. The meeting was held at the Bell County Public Health District, Temple, TX 76502.

REPRESENTATIVES present:

Dr. Andre Avots - Alternate (Temple)
Mr. Michael Blomquist - Chairman (Harker Heights)
Mr. Bert Henry (Salado)
Mr. Bruce Leonhardt (Morgan's Point Resort)
Ms. Kathryn Long (Bell County)
Dr. John Midturi (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:

Dr. Sam Fiala (Killeen)
Mr. Dale Rendon (Holland)
Dr. Lara Via, Health Authority

EX OFFICIO:

Ms. Amy J. Yeager, District Director

EMPLOYEES PRESENT:

Consuello Elliott	Jennifer Holley	Chrissy Lee
Rebecca Flores	Nicole Koenen	Barry Sharp
George Highsmith	Kurt Krause	Kent Stephens

OTHERS PRESENT:

Terris Goodwin

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 March 11, 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 FEBRUARY 12, 2024 BOARD OF HEALTH MEETING**

- a. Mr. Nelson motioned to approve the February 12, 2024 Board of Health minutes as submitted. Ms. Swensen seconded that motion. The motion passed unanimously with no corrections.

VI. **BOARD ACTIONS**

- a. Board of Health Roles & Responsibilities
 - i. Chairman Blomquist recapped the Board Members of their current Roles & Responsibilities as a Board of Health Member. Chairman Blomquist reminded the Board of Health members that communication should go through the District Director. Then she will determine if it needs to be connected to another staff member and will pass it on as needed.
- b. Discussion, consideration, and possible action exempting the competitive bid process for the consideration of a purchase over the amount of \$50,000 as required by the current Procurement Policy effective April 24, 2023, concurrent with Section 7.0.B.1 Special Purchases.
 - i. Discussion ensued. It was determined that no action was needed. The requested item at hand is on the buy board and meets criteria.
- c. Presentation, discussion, consideration, and possible action authorizing District Director Amy J. Yeager to enter into a 42-month Professional Service Agreement with Blackbaud for the purchase and use of its Financial Edge NXT software solution, for the full-term contract price of \$82,074.
 - i. Ms. Lee briefed the board that Sage is our current financial software but if this program continues to be utilized, the Health District would have to open a new company, starting over from September 1st and re-entering all the data. The state auditor made it clear that SAGE was too old to continue to use as well as specifying that Quickbooks as a stop gap and would not be an option. Accufund was never implemented and was cancelled. Blackbaud only services non-profit sectors and does fund accounting, expense management, grants management and budgeting and is all included in the pricing. The Workforce Grant will cover the price for Blackbaud for the first year of \$26,675.00 since it is an infrastructure product. If the Workforce Grant will not pay for the remaining balance, that balance will come out of BCPHD's reserve. Ms. Lee briefed the Board with the challenges facing Bell County which are grant reporting, allocation management, budget ownership, reconciliations, and added that internal controls were lacking.
 - ii. Ms. Peters recapped what the State requires of Health District as she sat in on the WIC and HHSC audits. The biggest concern was that this was a second finding that had not been corrected the first time and wants to see that progress is being made and moving forward this time around. Ms. Peters also mentioned that the State WIC

was clear that the Health District should not continue to use SAGE as it has bad data and felt like it was too old. We'd have to start fresh September 1st.

iii. Mr. Whitson motioned to authorize Ms. Amy J. Yeager to enter into a 42-month professional service agreement with Blackbaud for the purchase and use of its financial edge NXT software solution or a similar system that will meet these specifications for the full-term contract price of no more than \$82,074 purchase on buy-board. That motion was seconded by Ms. Peters. The motion passed unanimously 9-0.

d. Presentation, discussion, consideration, and possible action authorizing District Director Amy J. Yeager to enter into a Profession Service Agreement with Capital Business Solutions for the implementation of Blackbaud's Financial Edge NXT software in the amount of \$26,775.

i. Mr. Nelson motioned to approve Amy J. Yeager to enter into a professional Service Agreement with Capital Business solutions, for the implementation of Blackbaud's financial edge NXT software or a like-contract with a similar implementation in the amount not to exceed \$26,775. Mr. Leonhardt seconded that motion. The motion passed unanimously 9-0.

VII. DISTRICT DIRECTOR REPORT

- a. Total Solar Eclipse falls on April 8, 2024. This day will be a Holiday for BCPH employees. Specific staff have been identified to work that day and/or be on call. There are three emergency operation centers in the county which are Killeen, Bell County and Temple.
- b. Fire Marshal Update – This meeting has been rescheduled for March 19, 2024.
- c. Medical/Infectious Disease Update - An epidemiology report provided in advance.

VIII. FINANCE DIVISION UPDATE

a. Account balances as of 3/7/2024

1. i. PNC payroll account	\$1,030.78
2. ii. PNC general account	\$258,693.64
3. iii. Texpool account	\$4,616,866.38

b. Audits

- i. Single Audits for FY22-FY23 still pending Auditor deeming we are ready for it
- ii. HHSC Women's Health Program audit report overview

1. This audit was a financial audit. Overall, there were 5 initial findings. The most significant was the need for new accounting software to properly track grant funds (revenue and expenses). The Observation Conference has not been scheduled yet. After that, we will receive a final report. I will share that report with the Board of Health when received. Ms. Peters provided feedback on the audit.

iii. HHS WIC audit report overview

1. This audit was a financial and program audit. Overall, the state was very pleased with the job and performance of our WIC staff. Huge kudos to them! There were several findings on the program side but most were small. Aspects of training was an emphasis on the program side. On the fiscal side, the most significant finding was the need for new accounting software to properly track WIC funds and the request that WIC be its own separate fund. State WIC made it clear that there were 3 options of which we are to tell them this Friday on a call which option we are choosing. The only viable option is the new accounting software. We are on accelerated monitoring on the fiscal side for WIC and will have a call every other

Friday to update them on progress and ask any questions. Ms. Peters, Ms. Long, and Mr. Nelson shared comments and their perspectives on participating in the audits. They reiterated that both state programs emphasized the need for new accounting software. A final WIC audit report will be sent and I will distribute that to the BOH when I receive it.

iv. Everybody Texas Audit program and fiscal desk audit

1. Set for March 19th (onsite at Killeen clinic) and March 30th (desk review of fiscal documents submitted).

c. FY2025 Health District Member Contributions

- i. Discussion about the FY25 member contributions. The census data is not matching and we want to be consistent where we derive the population from to calculate the contributions. The formula and guidance in the Cooperative Agreement is out of date and adding to the challenge. We will have FY25 members contributions to the BOH no later than the May meeting.
- ii. Chairman Blomquist mentioned the need to revise the Cooperative Agreement and that Ms. Yeager has begun that process as it is out of date in many ways.

IX. **DIVISION/PROGRAM REPORTS**

- i. Reports were provided in advance for BOH review.
- ii. Chairman Blomquist mentioned Touch-A-Truck on March 30th as an opportunity for BOH members to help spread the word in their communities to encourage people to attend and know about the event.

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. Chairman Blomquist reminded members of the importance of having an alternate. If you do not have one, please consider working with your municipality to do so.

XI. **NEXT MEETING:**

- i. Date: Monday, April 15, 2024
- ii. Location: 4236 Lowes Drive, Temple, TX 76502
- iii. Time: 6:00 p.m. Meeting

XII. **ADJOURNMENT** This meeting was adjourned at 8:12 p.m.