



# BELL COUNTY PUBLIC HEALTH DISTRICT

[www.bellcountyhealth.org](http://www.bellcountyhealth.org)

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## MINUTES

### Bell County Board of Health

The Bell County Public Health District Board of Health met in regular session Monday June 13, 2022, at 5:30 p.m., at 201 N. 8<sup>th</sup> St, Temple, Texas 76501. This meeting provided the option of virtual attendance to members due to COVID-19.

#### **REPRESENTATIVES present:**

Dr. Andre Avots (City of Temple)  
Mr. Michael Blomquist (City of Harker Heights)  
Mr. Wayne Carpenter (City of Belton)  
Dr. Sam Fiala (City of Killeen)  
Ms. Kathy Long (Bell County)  
Mr. John Moseley (City of Morgan's Point Resort)  
Mr. Russ Nelson (City of Little River/Academy)  
Mr. Dave Mitchell (City of Harker Heights - alternate)  
Mr. David Broecker (City of Salado)  
Mr. Dale Rendon (City of Holland)  
Mr. Bobby Whitson (Bell County)  
Mr. Louis Lourcey (City of Rogers)

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

#### **EX OFFICIO:**

Ms. Amy J. Yeager, District Director

#### **HEALTH DEPARTMENT PERSONNEL attending:**

Stephanie Chavez  
Becky Flores  
Cathy Brem  
Amber Oltmann  
George Highsmith  
Kent Stephens  
Consuelo Elliott  
Nikki Morrow  
Anna Garcia

Alicia Grisham

**OTHER:**

Loretta Grisham, former WIC Director

**CALL TO ORDER**

The regularly scheduled meeting of the Bell County Public Health District Board of Health was called to order at 5:30 pm on March 7, 2022, by Mr. Blomquist.

The presence of a quorum was established.

- I. **REVIEW AND ACTION REGARDING MINUTES FROM THE MARCH 7, 2022, BOARD OF HEALTH MEETING**  
The Board of Health minutes from the March 7, 2022 were reviewed. Mr. Nelson motioned to approve the minutes as written and the motion was seconded by Mr. Carpenter. The motion passed.
- II. **PUBLIC COMMENT**  
No public comment
- III. **EXECUTIVE SESSION**  
Mr. Blomquist called Executive session to convene at 5:35 p.m.
- IV. **RECONVENE**  
Board of Health meeting reconvened in open session at 7:05 p.m.
- V. **BOARD ACTIONS**
  - A. **Change in Travel Compensation Policy** – Ms. Yeager asked for a proposal to change from the current travel compensation policy to use the government GSA system. Mr. Nelson made a motion to change the GSA standards. The motion was seconded by Mr. Moseley. The motion passed.
  - B. **Bid for Construction on the Lanier Building** – Ms. Yeager briefed on construction to add employees to the Lanier building to build capacity and requested the Board of Health for suggestions on current layout and construction to accommodate new employees. Mr. Blomquist requested to table the vote on the Lanier construction until further bids are received, and Ms. Yeager gathers more information on the Killeen WIC building lease.
  - C. **Bids for Accounting Software** – Three accounting software options were explored, and bids were received. The District asked for a vote to procure the Accufund software. The request was tabled in anticipation of possibly hiring a Financial Director soon.
  - D. **Bids for Website Development** – Ms. Yeager tabled the discussion for the website development until all bids were available. Amy would like to confirm that our current website company has the capacity to accommodate the GIS system. Amy also expressed concerns with the timing and upkeep of the current website.

E. **Bids for Human Resource Software** - Ms. Yeager discussed human resource software purchasing. Once the new HR director comes onboard, we will explore options and obtain bids.

F. **Quote for IT transition to SharePoint (WIC in July, rest of BCPHD will follow in the fall)** – WIC will transfer to SharePoint in July 2022 and remaining divisions will transfer Fall, 2022. With SharePoint, the Health District can better communicate throughout the entire agency. This agreement was set up prior to Ms. Yeager’s arrival to the Health District. This invoice will be coming soon, per Ms. Yeager.

VI. **FIRE MARSHAL UPDATE** – Fire Marshall was unable to be present, so sent an update with Mr. Whitson. There is an ordinance in place. It is a process when they site a resident. The Fire Marshall has three cases currently. The first notice is a 30-day notice, the second notice is another 30-day notice, third letter is a court date. The Fire Marshal notifies residents and sites them accordingly. Constables are currently working alongside with the Fire Marshal to help keep up with cases. The Fire Marshal is requesting clerical staff from his budget to help keep up with the paperwork coming in.

VII. **DIVISION / PROGRAM REPORTS**

All directors submitted individual reports to the Board of Health. Mr. Whitson briefed Kent Stephens in the Environmental Health Division regarding subdivision regulations with mobile homes and mentioned he has addressed Mr. Stephens concerns. COVID update from Dr. Smith was given by Ms. Yeager. She mentioned the numbers are down for Covid. Ms. Yeager introduced Ms. Bonnie Walton as the new Human Resources Director. Ms. Walton gave the Board of Health a bit of her background. Ms. Chavez briefed on three accounting software programs. (Accufund, Netsuite and Striven), Ms. Chavez suggested Accufund for the Health District. Mr. Whitson motioned to table this purchase for 30 days until the new Finance Director is hired. Mr. Carpenter seconded that motion. The motion passed.

VIII. **FINANCE DIVISION UPDATE** – Ms. Chavez provided an update on the bank reconciliations stating they are caught up until May 2022 as well as most grants. Bills over \$10,000 include Lighthouse, the current auditing firm, and the current employment law firm. Anticipated expenses, vehicle audit. Updates were given on corrective actions from the audit, BOH participation in NALBOH to give the BOH coordination at the local level across the country. Amy suggested that the Board form a sub-committee to learn more about how other health departments collect taxes. Employee handbook will be revised.

IX. **DISTRICT DIRECTOR REPORT**

- A. Updates on various aspects of the Health District over the past 3 months – Ms. Yeager is working on a new organizational chart and will have this finalized soon. There are three new titles that were established: Stephanie Chavez was the Accounting Assistant for the Health District and is now an Accountant. Nina Cobb was in the Immunization Program in Outreach and is now the School Health Nurse Coordinator. Renee Carter was the 1115 Waiver Clerk and is now a Compliance Specialist.
- B. Building revision updates were given on the Belton immunization clinic and the progress has been on delay. GIS will provide data quickly and will be put into place soon. Ms. Yeager briefed on developing staff trainings such as emergency response and the Workforce Development funds will cover all trainings for staff. Ms. Yeager made a temporary change for purchasing to come through the Administration Office prior to any purchases from any department until a new Financial Director is appointed. Timesheets were adjusted to the pay periods. The goal is to get employees paid bi-weekly.
- C. Suggestions for the Board’s consideration – Each division has its own policies and procedures, but one is needed for the entire district per Ms. Yeager. The current employee handbook will be updated. The last update was in 2017. Mr. Blomquist requested that updated handbooks be emailed to the board of health for review.
- D. Update on Member Contribution Letters – contribution letters were mailed out week of June 6<sup>th</sup>.

- E. In the Workforce Grant budget approved by DSHS, frontline workers that were exposed to Covid will be given \$5,000 each in hazard pay. Once the amended budget is approved by DSHS, these funds will be distributed.
- F. Vehicles - Ms. Yeager is verifying the billing for each vehicle to confirm that the Health District is utilizing each vehicle correctly.
- G. Employee recognition – The Board of Health recognizes Ms. Stephanie Chavez and Ms. Becky Flores for their meritorious service to the Bell County Public Health District and going above and beyond. They were both awarded \$5,000 each.

X. **OLD BUSINESS** – Covered

XI. **NEW BUSINESS** – Board of Health – Ms. Yeager briefed on NALBOH and would like each Board of Health member to become a member. The current Cooperative Agreement will be revised, and Ms. Yeager offered the Board of Health the opportunity to participate in re-writing this agreement. Ms. Yeager requested the Board to meet once a month temporarily in person and/or virtually, the board agreed and will rotate locations.

XII. **NEXT MEETING** – 6:00 p.m. on July 15, 2022 at the City of Harker Heights City Hall. No supper.

XIII. **ADJOURNMENT** – This meeting was adjourned at 10:04 p.m.