

STATE OF TEXAS:

COUNTY OF MILAM:

BE IT REMEMBERED, that on Tuesday, the 24th day of November A. D. 2015, the Commissioners' Court of Milam County, Texas, convened in a Special Meeting in the Commissioners' Courtroom, Milam County Courthouse, 102 S. Fannin, Cameron Texas, with the following members of the Court present, to-wit:

DAVID BARKEMEYER, COUNTY JUDGE

RICHARD WATKINS, COMMISSIONER PRECINCT NO.1

DONALD SHUFFIELD, COMMISSIONER PRECINCT NO. 2

JOHN FISHER, COMMISSIONER PRECINCT NO. 3

JEFF MUEGGE, COMMISSIONER PRECINCT NO. 4

Jodi Morgan, DEPUTY COUNTY CLERK

Others absent, to-wit:

BARBARA VANSAN, COUNTY CLERK

And the proclamation having been made the Court was in session, the following business came on to be considered:

REVIEW HEALTH DEPT PERSONNEL MATTERS

REVIEW OF QUARTERLY FINANCIAL STATUS

DEPARTMENT UPDATES

Called to Order: 1:00pm

Maribeth- At the last meeting, I was asked to look into the Septic Duties. I spoke to Tim Blackman with TCEQ and his response was that it must be managed at a county level. He said the qualifications to inspect septic systems are they must get the TCEQ certification and pass the test. He said he is very happy with Danielle. Our office sent out the new fee schedule to the newspapers and to all the licensed installers we work with. We have not received any negative feedback. We did

receive one phone call from an installer asking about the design fee of \$100.00 but he was not upset.

PHeP & SNS Coordinator

Maribeth- I would like to discuss a realignment of positions today. I have discussed this with Monica, Christine and Danica.

PHeP & SNS Coordinator- This was Monica's position; Monica resigned suddenly. As of right now we are contracting with her on an hourly basis to take care of some outstanding duties and possible be available to train her replacement. This contract is through the end of December. I would like to have a change in classification for the position of a clinical provider due to the fact that most disasters we would participate with would involve a clinic or some type. Also I am recommending a reduction in salary due to preparation of an upcoming 13% reduction in 2017 funding. For example, if there is a disaster this position is responsible for getting the clinic set up, ordering the appropriate medications/vaccines and all our health department nurse, Rae Beth has to do to assist is walk into the clinic and start providing services. I have asked Susan and Tiffany to make up the selection panel for this position since this person will be working very closely with Susan and Tiffany is the HR representative.

Judge - what type of person would apply?

Maribeth- They have to be licensed or certified in Texas to administer vaccines or issue medication. I have had an RN that has approached me about a job but don't if he wants full time employment or not.

Shuffield- Who is the person?

Maribeth- Pat Sheguit. However, I think we should put it out there and see who applies.

Judge- So for a paramedic this would be an increase in pay?

Maribeth- Yes and a paramedic would have experience working with ICS and the preparedness side of the job.

Shuffield- Hiring someone for this job, should we the commissioners vote on this? TAC says we are responsible for the Health Department. I would like to know who is being hired.

Judge- My opinion the Head of the Department does the hiring and firing.

Shuffield- Yes, except the Health Department is overseen by us. Its just a procedure, not taking anything away from Maribeth.

Judge- The Head of the Department is what we would make the decision on. Then they would manage the Department.

Shuffield- Well do what you want to do and if the rest want to follow; I am just doing what TAC said.

Maribeth- Donald Would you like to be on a selection panel for the hiring?

Shuffield- No, but I just want us to follow the TAC guidelines

Muegge- Just bring up in Commissioner Court and we would approve.

Judge- Lets do what Donald is recommending.

Maribeth- Ok so how do you want to do this? Donald will you state your motion?

Motion by Commissioner Shuffield, seconded by Judge Barkemeyer for Maribeth to make the decision to hire for the PHeP & SNS position. This motion has been put to vote prevailed, the vote being unanimous.

Indigent Health

Maribeth- Christine Box left rapidly too. This is a critical position; I have an employee who said she would take over but did not want to take a cut in pay. She does not use the county insurance because she has her husband's insurance. She is very intelligent and has a broad base of work experience. To move her over would save the county over \$7,000.00 plus Christine had longevity pay as a fringe benefit which would be an additional \$480.00 savings. This would be considered a lateral position.

Shuffield – who is this person?

Maribeth - Lori Wallace is the employee interested in taking over the Indigent Health.

Danica Lara-Auditor- Lori has done well, she has stepped up to the plate and done great with the billing. She started with the county last year.

Maribeth- Christine said the best way to train for this position is to go to another county. Christine left Friday, I asked her to give me a list of counties and contact names/numbers that she would recommend training under.

Muegge – can this be done?

Danica - Yes, to transfer Lori it would be a straight line transfer or a lateral transfer.

Judge- Financially this job is very important from a budget stand point.

Maribeth- People have health issues every day, so this position is very important. This is a slow time of the year, so whoever takes the job this is the ideal time to get trained.

Danica - When would she take over?

Maribeth- When is best?

Danica - Monday starts a new pay period.

Motion by Judge Barkemeyer, seconded by Commissioner Muegge for Maribeth to transfer Lori Wallace to the position of Indigent Health position. This motion has been put to vote prevailed, the vote being unanimous.

Grant Position

Maribeth-Grant Position, this position is right now a 40 hour position. This can only do grant billings. After looking into volume of workload this can be cut back to 30 hours a week. Can we post this position only in house for those employees losing their jobs? The entire position is paid out of the different grant funds.

Shuffield- Is any background needed for the job?

Maribeth- Accounting, Excel, clerical duties. I would like them to be detailed oriented, be able to work with a team and be able to meet deadlines. I asked Tiffany and Danica to serve on the selection panel for this position; since they would be working together on the billings.

Judge- I think we should ask in house first.

Maribeth- How would we advertise?

Danica - You have to open up to all employees, post on the bulletin board in the courthouse.

Maribeth- The position could have been 28 hours but we wanted to be able to offer insurance so we bumped it up to 30 hours.

Judge- How long is the funding since it's a grant?

Maribeth- Immunization Grant has been around since the 80's.

Danica - When she interviews she would need to stress it is a grant job and if the grant goes away so does the job.

Motion by Commissioner Muegge, to fill the position

Shuffield- Can we just open the position up to everyone? Do you want to just fill in house because they are losing their job or to get someone in qualified?

Maribeth- Someone who is qualified

Seconded by Commissioner Shuffield for Maribeth to open up this position to County Employees and the Public. This motion has been put to vote prevailed, the vote being 4-1, vote passed.

- ***Commissioner Watkins-For***
- ***Commissioner Shuffield-For***
- ***Commissioner Fisher – For***
- ***Commissioner Muegge- For***
- ***Judge Barkemeyer-Against- wanted to open up to county employees first***

Secretary

See attached hand out on job description

Maribeth- When I had the budget review for 2016 I had only been on the job 3 weeks and the Judge asked me to cut back on the health department budgeted amount by looking at a nurse position and the secretary because of the Luminant situation. He stated that Patsy had stated previously that the nurse position was probably not enough to get funded this next year but could I find a position for the secretary on any of the grants. I asked for time to evaluate and go through the financial audit before making a decision. Since that meeting we have had a financial audit completed and was told there were county related things that could not be paid with grant funding. Such as when we go to Charlotte Pipe and hold a clinic – that is using county resources and grant funding to provide clerical support – that is not allowed. So I have been looking at the various ‘county only’ job responsibilities and have come with the ones identified on the handout as not being allowable grant funded activities. They must be paid with county money not grant funding.

I am requesting that the county maintain two separate positions on the County budget at \$3000.00 each + fringe benefits for the \$3000.00. I am recommending two different positions because of work load distribution and clinic flow we can not complete all these county only duties with only one position.

Danica –Health insurance is paid by grant?

Maribeth- fringe benefits will be paid on the \$21000.00 reduction for the secretary salary off the grant but not the \$6000.00 – that would need to come out of the county budget

Muegge- Is it a conflict if one person does this all the time?

Maribeth- It is not one person doing all of the county only duties. I am recommending two positions/line items on the budget at \$3000.00 each. That way the remainder of their time is spent on grant related duties.

Judge- Is this on next year’s budget?

Danica - That is what she is talking about-2016

Judge- Where does the \$21,000.00 come from?

Danica - She is saying it is being move to the grant.

Judge- So it’s a line adjustment from Indigent? Or what Grant?

Maribeth- Mostly Immunization

Judge- We are going to only 1 Nurse on the County budget

Maribeth- Yes that has already happened with Melissa leaving. However, if Rae Beth has to go home sick, the first position we talked about the PHeP position would be able to step in if it is just for a couple of hours. However, this position can not be used for like if Rae Beth wanted to take a week’s vacation. That is what we are using the contract money for on the Immunization grant. The line transfer of money would not be shown on the county budget until January 1, 2016.

WIC- Hand out provided

Debbie Olbrich- Our numbers are down because Marie and I were covering both clinics ourselves. Our third employee was out due surgery.

Maribeth- Everything was below budget

Debbie Olbrich- I had Maribeth look at our budget but I want to look into adding a part-time employee. It is frantic when you only have three employees and one is out. When you see around a thousand people a month and only three people doing the certification it is overwhelming. Our Peer Counselor helps out but she is only part-time.

Maribeth- What about making the Peer Counselor full time?

Debbie Olbrich- She does not want to be full-time. If we changed it to full time we would have to advertise publicly the position.

Maribeth- On WICs number we are only showing figures for August and September since this hearing is running early. I will send each of you (commissioners) an updated email, since I can't send it as a group because if you were to respond all that would constitute a quorum.

Maribeth- Myself, Danica and Debbie went to a WIC training and it was very informative. Lori could not go because she was selected for a week long jury.

Judge – do they offer the training at other times?

Maribeth – yes, I believe they said it is offered once a quarter.

Debbie Olbrich- If Lori is moving, will you be getting someone else to do the WIC billing?

Maribeth- Yes, it was outlined in the handout that we are requesting two county positions to be budgeted at \$3000.00 each + fringe to handle all county only duties. Doing WIC financials fall under that because what we provide is not an allowable WIC costs.

Financial Review

See Handout

Maribeth- We have not filed any Medicare claims right now. We have finished our private flu clinics so we will start billing soon.

Judge- Indigent is running a little high; but we really need to be looking at the reimbursements.

Danica - It shows reimbursements on the revenue side which does not go back into the health department's budget.

Maribeth- The way we get reimbursements, Christine does a record search for people she has sent to Medicaid to see if they have become Medicaid eligible. Then looks at the eligible date and see if they had services paid by us after or 90 days prior to Medicaid eligibility. Medicaid allows her to go back to 90 days to

ask for the doctor, hospital or clinic to pay us back for any services we paid for during that time. It is a battle to deal with Scott and Whites billing department because they do not want to give us money back.

Maribeth- When the local hospital was under investigation for fraud, Dr. Richardson would look at each bill and see if it was a viable bill that we were charged for from the hospitals. We got away from that but we are going to pick back up with him helping since Lori is new and needs his expertise.

Preparedness Grant

Maribeth- Monica is contracted hourly thru December 31, she helps us with duties that need to be taken care of and she will be doing training if we hire before then.

Maribeth- I am not sure if you all know but we have a badge making machine. There is a software called Asset Tracking, we are going to see how much it cost. I talked to Susan Reinders and Danica about using it to track equipment or supplies. I think it would help everyone of us out.

Maribeth- I appreciate each of you, some of you have come to my door and spoke with me about things. My door is always open if you have any questions.

Judge- We initially signed a contract with Maribeth; it was an open ended contract, she has agreed to work thru mid next year.

Judge- I have talked to Maribeth about the time when she is no longer going to be with us, what our options are. We do have a couple of alternatives.

- **One is the possibility to have Milam County merge with the Regional office out of Temple. But right now they are not interested in that for certain reasons.**
- **Second alternative is to find a Milam County Health Director.**

The Regional office does not have the infrastructure to manage WIC and also Indigent and Septic, so these would have to stay in the county. Commissioners Court would no longer be over the Health Department if the Regional office took over. Maybe one of you Commissioners could like to volunteer to go with me and Maribeth to the Regional office to talk to them.

Maribeth- I have also talked to Dr. Richardson the county physician about his health and asked who his predecessor might be. I asked him to talk to them personally and maybe go with me to approach them since he knows them.

Watkins- I have a friend that visits nursing homes.

Maribeth- Are they a physician?

Watkins- No PA

Maribeth- This position requires a physician licensed in Texas. If we could find a group that would rotate that would be great. Should I step out, if you guys need to discuss anything?

Maribeth- We have not talked to Bell County about taking the WIC office, they may be willing to do that.

Judge- Your contract is open-ended. Does anyone have any discussion that allows her to leave? Speak up.

Muegge- I only have questions about the car

Judge- We own the car

Shuffield- They are expecting the car to come back in January. We estimated about the mileage, so they could give us a bid on an amount they would buy it back at. They don't have a lease license so this was the only way we could do the bid.

Judge- We bought the insurance thru TAC

Judge to Maribeth- Please step out for a moment

Judge- Are there any misgivings about Maribeth?

Muegge- We need to do a timeline with hours.

Shuffield- If we are going to keep our health department, we need to be looking to replace her in time to train someone else. We should be looking for someone else to be training.

Muegge- We need to take into consideration the grants come in September when hiring someone.

Judge- I wish we would know what the Luminant situation is. If we lose a million dollars in funding, we are going to have to cut substantially more. We may have to do without a health department. If our situation with Luminant is good, we can look at hiring a Health Director. We need to check into going with our Regional Department.

Watkins- Can we look at that more in the spring?

Judge- Yes

Muegge- So if we go with the Region we have to keep WIC, Septic and Indigent Health? Who would oversee those departments?

Judge- Commissioners Court

Muegge- We need to have Maribeth here for at least the next 6 months.

Judge- We need to see what is going to happen with Luminant. The five of us has got to stand together. We can't fight each other, we need to get things resolved.

Muegge- Do we need to make a contract?

Shuffield- I don't think we need to lock in for a certain amount of time. Let's leave it open.

Judge- If we pick a director then don't have the money, we will have to let them go. We should wait to see what Luminant does. What about a check point? At the first quarterly meeting in 2016 we can see where we are with things.

Danica- Judge can reinforce the 28 hours a week?

Judge- We need to tell her about the 28 hours budget wise.

Danica- Yes we are having to move money

Judge asked Maribeth to come back in the courtroom

Judge- What we have decided to do is in March of 2016 when we meet for our first quarterly meeting we will see if we have means to hire a director. If so we will pursue hiring a director. If it looks like it's not feasible based on the outcome of Luminant we will talk to the Regional office more.

Judge- We will revisit the subject more in March unless something happens sooner. If we do hire it would be hopefully before Maribeth would leave.

Motion by Commissioner Watkins, seconded by Commissioner Muegge to adjourn the workshop at 2:45 p.m. This motion having been put to vote prevailed, the vote being unanimous.

The above and foregoing Minutes examined and approved in Open Court this 14th day of December 2015.

County Judge

State of Texas:

County of Milam:

I, Barbara Vansa, County Clerk, Milam County, Texas, attest that the foregoing is a true and correct accounting of the Commissioners' Court authorized proceedings for November 24th 2015.

County Clerk and Ex-Officio Member of
Commissioners' Court, Milam County, Texas

STATEMENT OF APPROVAL

December 14, 2015

Commissioner of Precinct No. 1

Commissioner of Precinct No. 3

Commissioner of Precinct No. 2

Commissioner of Precinct No. 4

**Minutes from the November 24, 2015 Milam County
Commissioners Court meeting ends on**