

STATE OF TEXAS:

COUNTY OF MILAM:

BE IT REMEMBERED, that on Wednesday, the 23rd day of September 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

JOHN FISHER, COMMISSIONER PRECINCT NO. 3

JEFF MUEGGE, COMMISSIONER PRECINCT NO. 4

BARBARA VANSAN, COUNTY CLERK

Others present, to-wit:

John Redington, Legal Counsel

Others absent, to-wit:

DONALD SHUFFIELD, COMMISSIONER PRECINCT NO. 2

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

OPENING REMARKS AND INTRODUCTION OF STAFF

REVIEW OF QUARTERLY FINANCIAL STATEMENT

WIC UPDATE

FEE SCHEDULE INCREASE / REVISION

OVERVIEW OF PREPAREDNESS PROGRAM / ROLE

NEXT STEPS:

LEVEL OF FINANCIAL TRANSPARENCY – STEPS TAKEN SINCE 07-07-15

OPEN DISCUSSION ON FUTURE MEETING FORMATS / INFORMATION

Maribeth –

- **The staff has been very helpful and welcoming. I have worked the past 39-1/2 years in public health on both the financial & clinical sides. I did not apply for this job you all sought me out. You brought me into this job with certain expectations based on my job experiences. You (to the Court) are in charge, I'm not. If you ever have questions or concerns, my door is always open and if I am not in the office my personal cell is XXX-XXX-XXXX. I bring this up because I have a report that one of my staff is going behind my back and meeting with each of you, the commissioners. This employee also took one of you (Commissioners) in her Rockdale office to speak to the nurse, Melissa Miller who was leaving. Melissa confirmed to that Commissioner that we do not need two full time nursing positions and that I am working on solution(s) for the times of year where the workload is heavy. If you do not trust me, I cannot do the job. Don't have a problem with people questioning my decisions; however, if the intent of the communication or confrontation is not for the good but with the intent of malice either attacking me personally or my professional reputation, I have a problem with that sort of communication. Politically I have no dog in any race, I do not live here, I do not own property and I do not vote here. I know change is hard and my intent for the change is to meet the needs of the people of Milam County but at the same time be a good steward of our tax dollars. I hated to bring this up at this time but felt it needed to be said. Are there any concerns or questions before we start?**

REVIEW OF QUARTERLY ACTIVITIES AND FINANCIAL WORKSHEET/REPORT

Maribeth

- **I have brought several staff to this meeting. Each time I would like different staff members to present a short presentation on what they do within the health department.**
- **Today's presentation will be using the same format and data that Patsy presented in the past with only a modification of the spreadsheet to show the revenue collected under the specific work areas.**
- **During my time here, 1st month we worked on record keeping issues 2nd month billing – identified more than one person to complete all the financial duties to keep the check & balances. Any accounting practice will tell you it needs to be more than just one person doing the financial tasks.**
- **Been working since I came to get the State office staff to conduct a financial review of all grant funding. This has finally been scheduled for the week of October 19 – 23, 2015 for the Immunization and Preparedness programs. Judge asked me to send an email to you, Jeff because you are Judge Pro-Tem. Would like you to attend at least the wrap up session along with the Judge?**

Jeff – Yes

Maribeth -

- **I will not know the exact date/time for wrap up until closer to or during the audit but will inform the Judge and Jeff as soon as I know of the date/time. We will get a formal report on the visit at a later date that will be shared with all the commissioners.**
- **WIC billing- Because WIC had conducted a financial review in February 2015; they would not do another audit. So WIC staff from Austin came to us to provide a technical assistance review on WIC billing and financials.**
- **Patsy did everything and there were no written procedures. She did all the purchasing, billing and reconciliation of all budgets and grants. This is not good accounting practices. We are initiating with the help of Lori, Danica, Olivia and Maribel a more “check and balance system” with multiple staff involvement for all purchasing, billing and reconciliation of fees collected and grant related activities.**

Judge spoke on:

- **Budget now approved**
- **Commenting on Health Department Budget – Patsy proposed this budget before she retired.**
- **What we reduced**
 - * **Secretary, Maribel Gonzales part of salary, other paid out of immunizations.**
 - * **\$27,745 out of the 2016 Budget / \$91,850 reduced to \$69,550 (1/2 of one nurse salary)**
- **Patsy said move if we can to grant money**
- **Maribeth said there was not sufficient money on any grant to support the entire salary of the nurse. (Melissa).**

Maribeth –

- **I told Melissa that I would let her know immediately if there was a chance of her position being deleted. That is what I did and we discussed alternative employment with part time under the preparedness grant and told her I had not pursued this as a possibility until I knew the loss of the position was going to happen or if she would even be interested. At the conclusion of our discussion, Melissa told me about a job fair in Rockdale and I allowed her to go.**
- **Is that a fair way of putting it?**
- **I even asked her not to share with anyone our discussion about redoing her position because I had not talked to Judge or Danica or anyone about it until I knew she was interested. She told me to go forward with looking into it but she needed her health insurance. I got with Danica and was told for Melissa to continue her health insurance the job would require her working 28 hours a**

week. I was not confident that we had that much money in any of the grants to support the 28 hours a week.

- **I met with Melissa the next day in the Rockdale clinic to tell her this and she started the conversation to tell me when she went to the job fair she was offered a job before she left with a signing bonus, increase in salary, benefits, and the use of a car.**

WIC DIRECTOR – DEBBIE OLBRICH / June, July and August report

- **Received little money for extended time (mentioned hours worked). Extended hours do not give a lot of extra money but are appreciated by the clients. We have looked at other WIC projects that work a different number of hours per day and per week but right now do not want to change.**

Muegge – everything in WIC is mandated by the State?

Debbie – 100% - every penny must be accounted for and it is a reimbursement program. No money is given upfront.

Maribeth – with WIC have to have changes to budget pre approved. All grants require some sort of pre-approval, for example, if changing more than 25% of the total budget around you must get it approved.

Debbie – I always got pre-approval for all changes regardless of the percent or dollar amount. My primary person to call is Benny Jasso from DSHS. But he is retiring October 9th.

Muegge – Lee County doesn't have a Health Department, Burleson, and Robertson?

Maribeth – Region 7 consists of seven local health departments Bell, Brazos, Hays, McLennan, Milam, Travis and Williamson counties. All other counties the public health services are provided by the staff in Region 7. You may have one nurse covering 2-3 counties each.

Judge – we have a health department. My opinion is we may be able to revise; but there are some things required by the State, some we cannot change, again my opinion.

Maribeth – every county in Texas must provide the essential public health services whether it is done by a local health department or health service region. Those essential public health functions are TB, STD, HIV and Immunizations.

Judge – But for other services, kind of like the Veterans thing; may have to cut back

Judge to Debbie – kind of taking you out of your comfort zone. When Maribeth is done with us what will this mean toward getting the financial job done in the WIC office? What are your concerns?

Debbie – we will have 3 full time staff; 1 part time staff; Marie. I am the breastfeeding counselor, I am over the peer counselor, I work clinic and I am responsible for managing the staff so taking on the financial side has never been my interest and unless you want me working nights and weekends, it is not something I can do. I think it should remain with whoever the incoming director is; I don't think I can do it.

Judge – do we want WIC to report directly to us instead of to the health director?

Maribeth – again checks & balances needed for any accounting duties; she would be doing all and this is not good.

Debbie – we have to rely on what we make to run the program. I have spoken to friends who do not handle financial & billing.

Maribeth – We are going to a financial training on October 1st and also Bell County has offered for us to visit their financial people to discuss how they handle WIC and other grant programs.

Debbie – At times, I do get request for additional funding what I am doing. Bennie always said “ask for more than what you need and you might get what you really need.” The current funding takes care of our salaries and minimal supplies. There is not always extra money.

MARIBETH / QUARTERLY REPORTS/SPREADSHEET –

Maribeth

- **On the spreadsheet, I am using the same format as Patsy except I have listed out the revenue under the specific service areas as well as the septic and grant funding information. Also, I have included on this quarter's report, the information from the first two quarters so we will have quarters 1-4 on the same sheet.**
- **Starting with Melissa's activities – as discussed with Melissa gone, well child services and money will go away –**

Muegge – what is well child?

Maribeth –

- **checkups by age at different mile markers. The philosophy in public health for several years is for the child to have a 'medical home' for both well child and sick care. If the doctor only sees you when you are sick he doesn't know if anything else is going on if his office is not doing the well child checkups.**

Muegge – is well child not mandated?

Rae Beth – the client can lose Medicaid if they do not have the well child visit. During August, we didn't do any well child because Dr. Richardson was out.

Maribeth

- **well child care service is not mandated nor required by any grant we get. Yes, we will have to educate our parents, head start programs and providers. We**

will lose money in the health department's general fund for what has been collected for well child but we are not a for profit organization. For other services, STD, HIV, TB and Immunizations - if people cannot pay they are not denied.

Rae Beth Summers – STD/HIV, TB, immunizations are going up to \$10. We are going up on those, correct?

Maribeth – if the men here say it is okay. The new fee schedule is on today's agenda to discuss.

Muegge – For extra help, are you proposing for someone to come in the fall?

Maribeth – Yes and we need to work with schools to get immunized before school starts but August, October and November are our 'busy times' with back to school and flu.

Rae Beth – Standards could come in to help and have in the past with flu clinics. We do need help with what we do for Charlotte Pipe – what can we pay?

Maribeth

- **I understand I can find out from Standards and Girling what they charge and make a recommendation for approval. I am working with AMR as well to see what they can do for/with us both as a company and with the individuals that work for AMR on their 'off schedule'.**
- **On October 20 Region 7 is holding Immunization training and I am encouraging all the different nurses and paramedics to attend. It is free and the nurses get CEUs.**
- **On the spreadsheet you will see the number of vaccines given as well as how much money was collected for administration fee on Texas Vaccines for Children program and private pay clients.**
- **Christine – line item for County Indigent Care because she has her own budget – December 1st thru January 31st. She does a great job monitoring and keeping costs down.**
- **Since my arrival, Lori has done a lot to help with the budget stuff. Could not have done any of this without the help of Lori and Danica.**
- **Since we have been working hard on the budget and billing, Olivia has offered to help with some of the septic duties.**
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- **Lori is the submitter for flu claims. There is a cost to purchase the vaccines so there is a line item on the budget of \$35,000 for vaccines. But on the spreadsheet it shows that during this year we were able to get \$31,583 from Medicare and \$7380 from private pay just for flu vaccines.**
- **Maribel's duties are here but she also orders and resupplies the vaccines as well as conducts classes on car seat safety with S&W and Hillcrest. She is bilingual so it is an asset.**
- **Danielle Donnelly is the septic inspector and is a contract employee. The paperwork for the permit is done by county employees and she only does the inspections, re-inspections and complaints. There is \$40,000 for contract services on the health department's budget and to this billing date we have paid out \$32,117.40.**
- **Grants – Since I came in July, we have not spend any money except for lights, flushing toilets and supplies necessary to provide services because we didn't know what we had. Since my arrival, we have followed Patsy's methodology for billing the grants. Because there were no instructions, every time we billed we had to review previous months and go backwards to determine how to bill. Patsy did everything from purchasing, payment and reconciliation so no one else knew how things were handled, etc. Until our review in October we will continue the same process as Patsy but feel it will change after the reviews. So until we complete the financial WIC training on October 1st and complete the audits in October for Preparedness and Immunization we are continuing with the processes Patsy had in place. The spreadsheet shows how much we have gotten reimbursed from the grants as well as the remaining balances.**
- **For the TB grant (state and federal), it was discontinued on 08-31-15 but we are working with the regional staff to get the same money through the region because they do not wish to take on the responsibility for Milam County. In the past we have had to make a cash match contribution of 10% for the TB contracts for both the state and federal money. I have been working with the region to get the requirement to pay match out of the contract because we do provide space, utilities, etc. Region 7 staff and medical director agree but it has to be approved by Austin's legal department. It has been sent and we are waiting.**

Judge to Danica – where were we getting money to match?

Danica – no money

Maribeth – Patsy, Rae Beth & Melissa's time, no actual money

Rae Beth – salaries, Olivia & Maribel part time

Lori – I am paid out of RLLS & immunizations

Rae Beth – so Lori doing septic work is that illegal?

Maribeth

- **I don't know if illegal is the term I would use, but as I stated earlier we are following the procedures set up by Patsy and have not changed anything until we have financial audit. Lori handling the septic processes was set up by Patsy when Lori was hired and we have not changed anything.**
- **When we go through the audits in October 2015 we will find out what we need to change. Just like the nurses record only time spent in TB and all other hours for the month are charged to Immunization grant, is that correct when we are doing other things such as TB, well child, etc. I am sure we will get questioned about time keeping in the various programs.**

Danica – is Lori handling the grants going to be a problem?

Maribeth – don't know until we get through the audits.

- **Preparedness - we did find out when completing the end of year with Preparedness that Patsy was charging indirect costs and in our WIC technical assistance review we were told you cannot charge indirect costs to one grant it must be to all. We questioned preparedness staff in Austin. They looked into it and told us that was correct so they removed the indirect costs charged of approximately \$6500 from the remaining portion of the budget.**
- **Since staff only record time spent on specific duties and not all I feel we will be questioned on time sheets. Just like WIC breaks down their time spent in various areas of the program, i.e. breastfeeding, peer counseling and admin, we will have to probably do the same with time spent in various program areas.**

Debbie – for WIC everything has to be documented on time sheets.

Maribeth

- **within the general WIC funding – the columns for redemption money is blank, not sure where Patsy got this from but hopefully after the WIC financial training on October 1st we will know more.**
- **Also, Bell County has offered us technical assistance with billing, etc.**

Any more questions about the budget?

FEES – MARIBETH

Starting January 1, 2016 we are proposing increase in fees for clinical services and septic permits.

- **Vaccines for Children administration fee - proposing \$10 for 1 dose; more than 1 dose \$20**

- **STD / HIV testing – increase from \$10 to \$20. Rae Beth agreed increase was needed.**
- **Private pay vaccines – recommend no set rate - whatever the cost for the vaccine is plus the administration fee of \$10 for one and more than 1 \$20**
- **TB Testing for school - \$10 and employment - \$20**
- **If the clients do not want to pay private pay costs, they can go somewhere else.**
- **Those that qualify for TVFC or other grant programs, if they cannot pay they will not be turned away.**

Judge – do you want to approve the clinic charges and septic charges separately?

Muegge – concern is if well child is mandated?

Muegge – we will only have one nurse?

Judge – we do not have enough money in the budget for 2 full time nurses

Maribeth – well child care services is not a part of any of the grants we get so if we continue it must be out of the county budget

Judge – we would have to pay part time out of county budget

Opey – recommend we go with increase & do away with well child care

John – what does it do? Will they have to go to their private doctor? What if they can't pay?

Maribeth – for the Medicaid clients, they will have to go to their assigned doctor.

Muegge – for the year you show 209 well child. How will we notify families?

Maribeth – send letters; I think Head Start will work with us to get the information to the parent.

Rae Beth – we see Head Start kids & a lot of CPS

Maribeth – Melissa did a great job but it is not the way public health is going.

Judge – what other counties are still doing well child care?

Maribeth – none that I know of; we want the child to have a medical home.

Fisher – they don't have to go to Temple?

RaeBeth – It is more convenient for the client to come to us and there is not a lot of resources in the county.

Monica – the HOP will take them to Temple or anywhere they need to go for their visits. There are resources available but requires planning and they can call their assigned Medicaid insurance provider for information and help.

Maribeth – I understand there are limited resources in Milam County. We will need to educate the parents to reach out now for future well child visits. None of us can call our primary physician today and expect to have a physical exam today – generally we have to wait sometimes 2-3 months.

Judge – were all kids seen local?

Rae Beth – some were from Lexington & Lee County; my opinion is it's a plus for Milam County to do this.

Judge – we would still be doing this if it weren't for Luminant

Maribeth – well child visits are for kids up to 18.

Motion by Judge Barkemeyer, seconded by Commissioner Muegge to pass the fee schedule including eliminating well child and neonatal test. This motion has been put to vote prevailed, the vote being unanimous.

Maribeth

- **Septic fees on the list. We have never charged the administrative fee of \$20.00 to re-issue a permit but we will start. All these fees have been discussed with Danielle and she agreed with them. Also our last TCEQ audit done they recommended we increase our fees.**

Judge - \$310, how does it compare to other counties.

Maribeth

- **We need to charge what the inspector charges – the contract states we will pay Danielle \$400 per inspection and \$200 per violation. Charging \$310 plus \$100 design review fee will bring us up to what the county's cost is. \$10 of that fee is a required payment to TCEQ.**
- **Also our fees have never differentiated between single family and non-single family dwellings so that is a change.**
- **Bell County encouraged us to charge for tank repair or replacement. Not that we will know about the tank repair or replacement but if we do it would require a review/inspection.**
- **These fees are not paid by the installers it is the home owner's responsibility.**

Judge – the county should at least get back the money they are charging for the inspections, etc. it is not the county's responsibility to eat any costs of the permit for the homeowner.

Fisher – Does all septic stuff have to go through the Health Department?

Muegge – if they don't have a health department who checks septic.

Maribeth – I'm not sure, I can research it and get back with you.

Fisher – never thought of it until now. If it's a losing money deal we don't want to do it.

Judge – I know we have to do the paperwork.

Judge – as far as I can tell the contractors are happy with Danielle.

Rae Beth – very satisfied.

Motion by Commissioner Watkins, seconded by Commissioner Muegge to accept the fee schedule for all septic related duties. This motion having been put to vote prevailed, the vote being unanimous.

PUBLIC PREPAREDNESS – MONICA STEWART

Maribeth – Monica also does disease surveillance but her job is not so much a widget counting program so we want to look at revising her tasks listed on the financial spreadsheet/report for this next year to accurately state what she is doing.

Monica – Susan (Reinders) and I work close together. The County plays a big part in Public Health Preparedness so does the Law Enforcement & School Districts. We have a MOA with school districts so we can use their facilities. If we don't have something we ask Susan. Fire Departments and volunteers play a big factor also – volunteers get training & exercises and those law enforcements who need TCLOSE hours get them. We are stretched thin, we don't have enough staff.

Maribeth – All volunteers are critical – some are hard to recruit, train & keep

Monica – Having a backup person or persons for my job is important - if something happens to me the county or someone else can step up & take over.

- **Luminant will have a full scale exercise on October 7**
- **Will have another full scale exercise in May with the Region. In that scenario, Milam County will receive a pack of medication.**
- **State level – I always fight at regional meetings for more money and resources so that hopefully if something happens Milam County can sustain itself for at least 24 hours.**

Judge – I or Danica can help; we appreciate what you're doing.

Maribeth – we need to start doing back ground checks on volunteers. Need to work with the Sheriff's office to see how that could be done.

Maribeth to the Commissioners – in the future, please take the time to talk to me or see me about your concerns or questions and get to know me before settling on a professional opinion of me.

Rae Beth – So what are we going to do about a nurse?

Maribeth – Can we have permission to contract out help when we need it?

Judge – yes, you know what’s in the budget.

Rae Beth – So will Maribeth set the hourly rate?

Judge – yes

Motion by Judge Barkemeyer, seconded by Commissioner Muegge to adjourn the workshop at 2:00 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 28th day of September 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 September 23rd 2015.

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

STATEMENT OF APPROVAL

September 23, 2015

Commissioner of Precinct No. 1

Commissioner of Precinct No. 3

Commissioner of Precinct No. 2

Commissioner of Precinct No. 4

**Minutes from the September 23rd Milam County
Commissioners Court meeting ends on**