

**STATE OF TEXAS:**

**COUNTY OF MILAM:**

**BE IT REMEMBERED, that on Thursday, the 21st day of April A. D. 2016, the Commissioners' Court of Milam County, Texas, convened in Special Session 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 "OPEY" WATKINS, COMMISSIONER PRECINCT NO.1**

**DONALD SHUFFIELD, COMMISSIONER PRECINCT NO. 2**

**JOHN FISHER, COMMISSIONER PRECINCT NO. 3**

**JEFF MUEGGE, COMMISSIONER PRECINCT NO. 4**

**BARBARA VANSAN, COUNTY CLERK**

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

***MILAM COUNTY HEALTH DEPARTMENT POSITIONS AND OTHER MATTERS***

***AND INFECTION CONTROL OFFICER***

**1:00 P.M. – Judge called the meeting to order and established a quorum.**

**Judge – We are here today to proceed with details of staffing of the Health Department with the budget as set for this year and also to talk about an Infection Control Officer.**

**Maribeth – Today I want to hear what your expectations are to move forward. It is not a Maribeth decision. I work for you the Commissioners and the Judge.**

**Muegge – We're moving forward with hiring a Health Director. Need to know how we need to move forward.**

**Maribeth – there are multiple ways you can select a candidate. You can have a couple of people do a first interview and conduct the reference checks on prior employment and then present the top one or two positions to the Commissioners' Court for an interview.**

**Muegge – before we have had committees set for interviews – I know before we have put a couple of commissioners, Danica, Sheriff, and Barbara on committees for different types of things**

**Maribeth – Tiffany is not here to defend herself but I would think it would be good to have HR present during the interviews in case the applicant has any questions about benefits, insurance, etc.**

**Shuffield – I think we should not approve any hiring of any staff before we hire a new administrator. The new administrator should be included on the decision of hiring any staff.**

**Maribeth – I would like to recommend the combining of the Executive Director and Preparedness coordinator positions to be combined. I have given you an example job description outlining the two positions as one. Both positions need to be out in the community talking to people and both need to be in the loop of the Preparedness side because of the money and requirements of the position/grant.**

**Judge – The Commissioners Court is the Governing Board, it doesn't have to be all of us if you don't want but should at least be a couple of you and Maribeth because she is the professional, that's what I would think.**

**Maribeth – It can be done any way you all decide. But ultimately it must be your decision. Bell County has board of health so does not operate under the Commissioners' Court but they would be the ones interviewing the candidates. But again, it is up to you all.**

**Judge – I'm going to propose if we have one person who is a candidate that we interview that person, if more than we interview them also**

**Maribeth – I've had two persons in mind – I approached one but she makes more money than we can pay but the other has a master's in public health, is a registered sanitarian and has worked at the local health level before and has current experience in preparedness. She is out of town this week but is interested in meeting and discussing the job.**

**Judge – it's not going to be easy to fill**

**Maribeth – you never know until you put it out there. I do disagree with what Donald said earlier and was going to request permission to go forward to hire the position involved with the financials on the grants. This is a very critical time because the grants are coming due now. Preparedness grant is due now and we got the Immunization grant just this week for complete. What I would recommend is to allow Danica and Lori to interview the applicants and recommend someone to you all for hiring as soon as possible. Tiffany and Danica think we can use the existing applications we have now and not have to re-advertise and wait. Hiring now would allow me to train the individual and not have to burden Lori with having to train someone new on all of the financial requirements of the grants.**

**Rae Beth – I agree with Maribeth on the financial & think it's good to have that person on board as soon as possible to be on the ground floor of the grants that are starting now.**

**Shuffield – with the opportunity if we do not find someone that we will re-open the position**

**Judge – I propose we have a meeting once a week, probably on Thursdays @ 1:00 in case of having viable candidates – this was make us aware of a forthcoming meeting**

**Muegge – where do we post position?**

**Maribeth – We can send the job description to the executive director at TACCHO (Texas Association of City and County Health Officials), also to the Region to send out to their staff as well as other regions. I would recommend sending the job description directly to our local health departments within area like Brazos County, Bell County etc. because they may have interns or staff working for them that are interested in going for the position. Of course we can advertise in the Cameron, Rockdale and Temple papers. I would not recommend advertising in Austin because it would be too costly. Also I will as TACCHO's executive director, Jennifer to post the position on their website.**

**Once someone is hired the training is critical. I would recommend sending the individual through a mentorship program at the State level, have him/her complete the required Incident Command courses online, then send them onto the Region and last send the individual to Bell County or to another local health department because by then the individual will have an understanding of the State and Region requirements and when they get to the local health department level they can visualize how to put it into action at the local level. Of course if we get someone with preparedness experience, I would still recommend sending them through the State's mentorship program and to a local health department. I have already spoken to Cathy Brem at the Bell County Health Department and she is willing to mentor our person on the preparedness side.**

**Muegge – like you said may have someone interested**

**Maribeth – yes and I will meet with her next week. Also one change to the job description is that I think the actual 'hands on' disease surveillance work should be done by someone with clinical background so I think Rae Beth with her clinical background would be the one to take this responsibility. Of course the Executive Director/Preparedness person must be kept in the loop on trending and any increases of cases.**

**Again, I am recommending combining the Executive Director and Preparedness positions. This would help having one person in the public meeting with various community groups with a knowledge of what the health department can do to meet all of their public health needs not just for preparedness and recruitment of volunteers. Sometimes when you are the manager and hear one thing it may open the door to help in other ways and having the overarching look is important.**

**Good interview questions are the key to finding the right person. On their resume or application they may look good but until you ask them questions you won't really know how they would handle a certain situation.**

**Muegge – As I said before I talked to Cathy Brem and asked her opinion about combining the two positions and she thought it would be a good idea**

**Shuffield – what time line are we looking at for finding someone and getting them onboard?**

**Maribeth – I am sorry I do not have a crystal ball to answer that question but the sooner you all approve the job description of combining the two positions and the proposed salary the sooner we can get started. I would recommend Tiffany being the contact for people to send in their application because again if they have questions about benefits she can answer them.**

**Shuffield – I don't know if we can continue to afford you**

**Maribeth – you can always put me on the grant for now as the two positions if you want**

**Muegge – what do the two salaries consist of**

**Maribeth –with combining the executive director's pay and preparedness funding, it would save the county about \$15500/year**

**Watkins – it would be cheaper for the county if we combine**

**Maribeth – we have redone timesheets with more detail on how much time people spend in different areas. For example, Dr. Richardson's salary can have money paid out of the Regional and Local Health Service; Immunization and TB grants because he is our medical consultant for infectious diseases and reviews our standing delegation orders for all of our clinical programs. Of course, it is only \$500 per the three grants and would only reduce the Local Health department budget by \$1500/year but it is appropriate.**

**Let us look at the spreadsheet I have given each of you. Of course I want to verify these numbers with Danica to make sure I projected the correct fringe benefits, insurance, etc. But let us look at the new executive director position. Patsy's salary with fringe benefits and insurance was \$65872/year. I am recommending the new salary for both positions be \$84380/year which includes the fringe benefits that are 18.1% of the salary and insurance.**

**RN, Rae Beth would recommend increasing her salary by \$2900/year to take on the disease surveillance activities part of what she does already with STD, HIV and TB. However, we would pull more of her salary out of the Regional and Local Health Services grant for disease surveillance and a portion out of the TB grant. This would reduce her salary on the Local Health Department budget by \$22,700/year.**

**In looking at the next position and with proposed duties of a clerical position assisting with private flu clinics, doing the paperwork and billing for private vaccines as well as septic duties that we move one of the clerical positions salary back onto the Local Health Department's budget – you already have budgeted \$3000/year so this would add an additional \$15,000/year + fringe benefits back onto the county budget. This is necessary because any staff paid off the grants can only have 5% of their duties be non-grant related. This position's other duties exceed this 5%.**

**Lori's replacement – financial position would be paid off the grants and would only work 30 hours/week. This position had already been approved by you all at a previous meeting. I just need permission to fill the position now.**

**The other clerical position has \$3000 paid by the county side and the remainder of the salary paid by the Immunization grant. I am recommending no change to this position but retaining the \$3000/year commitment by the county because this position is the back up for the other clerical position and is responsible for various administrative duties conducted outside the Immunization grant.**

**By re-allocating these positions onto the grants, overall it would save the county \$16, 300/year plus fringe benefits.**

**I have included the potential contract amount with AMR at the bottom of the spreadsheet. If we decide to move forward in giving vaccines in the rural areas, I have projected 160 hours @ \$40/hour so we are looking at \$6400/year for that costs. But even with that additional costs we are still looking at saving the county \$16,300/year. Again I want to get with Danica to re-check all of my figures to make the cost savings/figures are correct.**

**Also I included in your packet the amounts you got back in March 2016 to show how much Medicare and Charlotte Pipe reimbursement we have billed for so far. Of course this money goes back into the general fund – it is does not come back into the health department funds.**

**The only money that must come back into the local health department funds is the money we collect for administering TVFC and Adult Safety Net vaccines. That is a requirement of the Immunization contract.**

**Rae Beth – PHP and director combined?**

**Maribeth – yes if that is what the Commissioners agree to**

**Because of the salary I am proposing I would hope we would get a good candidate that will stay hopefully for at least 3 – 5 years.**

**Muegge – how much do we get back from shots**

**Maribeth – We get about \$20,000/year but again only the TVFC and Adult Safety Net vaccine funds go back into the Local Health Department's budget. Septic and private vaccines go back into the general fund.**

**Muegge – how much do we charge for Zoster vaccine? Someone told me that they had Medicare and could come to the health department for less money.**

**Rae Beth – For Medicare, help me out Maribel – how much does it costs?**

**Maribel – for Medicare, they are not eligible for the Adult Safety Net program so if they come to us they would have to pay upfront the costs of the vaccine and then \$10/one shot administration fee.**

**Rae Beth – like Typhoid vaccine - we tell them how much it costs and collect the money upfront - then order it but it is still cheaper than going to their doctor to get it because they would have to pay for a copay.**

**Judge – I think we should contract with AMR**

**Maribeth – I agree, you will pay as soon as they pull out of the yard but very reasonable price to give services to the rural areas.**

**Muegge - Zika virus vaccine?**

**Maribeth – no vaccine for the Zika virus**

**Judge – I told Byron regardless of how the vote goes I think we need to go with AMR**

**Maribeth – Donald have you had a change of heart to allow us to move forward in hiring the financial position and combining the two positions for the director's position?**

**Shuffield – it's kinda hard to decide when we are hearing it all now**

**Maribeth – I understand and of course if any of you have questions, please let me know. I will be glad to sit down with you and go down the budget line by line. Just let me know.**

**Judge – What do you all think about scheduling now a meeting each Thursday so that if have an applicant or questions we don't have to wait to meet. It will just be a recurring meeting each week.**

**Watkins – I would like to keep it on for the next 3 weeks or so**

**Judge – Are all grants submitted?**

**Maribeth – No, I am working on the Preparedness grant now – Immunization grant just came in this week to complete. Others will be following.**

**Judge – 2017 Budget – we made the decision to keep the Health Department so we have to make budget cuts wherever needed – can't go and tell person we don't have the money**

**Shuffield – I'm in it for the long haul.**

**Judge – we're going to have to cut with or without**

**Shuffield – there have been many people come to me since we voted to keep it, well except for you (Judge) and Opey**

**Maribeth – my allegiance is to pay only by what the job is, I tried to look at every way to cut money out of the county budget and put the expense on the grants.**

**Judge – WIC – we talked about making it separate –**

**Maribeth – Debbie has found a retired financial auditor that we can contract with to do all of the WIC's financials. This is an area that we cannot afford a portion of a**

position to handle all the purchases and financial requirements of the WIC grant but Debbie does have enough money to contract with someone and pay them out of the WIC grant. We do not have to vote on this today but in your packet I have the contract for you to review and hopefully vote on at Monday's Commissioner's Court meeting. Making WIC a stand-alone program is still on the table and I think it is logical. We can go forward if you all want to vote to go forward with that decision.

Preparedness grant – we had unique funding awarded to us for this year. Monica got this together, we allocated \$9000 for pink vest which was given to nursing home residents. In speaking to the region last week I found out that the State is going to purchase these vests and distribute them to our nursing homes in Milam County. So I am asking that you allow me to request from the State to redirect \$9000 to purchase a software to track all of the county's equipment for preparedness and to meet the county's financial tracking requirements of all equipment. Also I would like to suggest that I work with a group to discuss how we can maximize the money and purchase this software. Maybe the committee would be Danica, Susan & maybe someone from the sheriff's office?

Shuffield – Susan do you have a list now?

Susan Reinders – I have a paper list. Waco-McLennan County has this and I have seen it. It can even red flag you when something needs to happen EX: if a truck needs an oil change.

Maribeth – Do you give me permission to request the Pink Vest money be redirected?

**Motion by Commissioner Muegge, seconded by Commissioner Fisher to give Maribeth permission to request the \$9000 for the pink vest to be redirected for the Asset Management. This motion having been put to vote prevailed, the vote being unanimous.**

Judge – are there any oppositions

**Motion by Commissioner Muegge, seconded by Commissioner Watkins to approve the proposed positions salary. This motion having been put to vote prevailed, the vote being unanimous.**

Maribeth – Do I have permission to move forward on filling and training the financial position – Lori & Danica will meet with candidates and bring their top one or two to you all for a decision?

Judge - are we going to post meeting every week? If yes, we can interview the top candidate.

Maribeth – Do I have permission to move forward with the Executive Director position with the job description and salary? Also I can develop a screening document that if we have multiple candidates we can use it to only interview those people that are the best qualified?

**WIC Financial Contract – next Commissioner's Court agenda**

**AMR Contract – next Commissioner’s Court agenda**

**Muegge – we talked about the HOP bus going to housing projects to transport people to the places where AMR is setting up when we do the special clinics.**

**Maribeth – yes I will look into what the costs would be OR maybe we just set up or move the ambulance around closest to the people.**

**Another items for today’s agenda: legislative enacted January 1<sup>st</sup> – need to name an Infectious Disease Officer, after reading it ALL groups that deal with Infectious disease must have an Infectious Disease Officer EX: fire departments, sheriff office, etc. I suggest we ask Byron about this. Most fire departments already have a training officer so maybe these two positions could be combined into one. I think Dr. Richardson and I need to meet to discuss with each other this further. We can offer them training by maybe having a webinar to discuss?**

**Judge – latest County magazine – Jim Allison has an article about this and says the Commissioners Court should name one.**

**Maribeth – Dr. Richardson is our medical doctor and can be named by the Court.**

**Motion by Judge Barkemeyer, seconded by Commissioner Shuffield to name Dr. Richardson as the County Infectious Control Officer. This motion having been put to vote prevailed, the vote being unanimous.**

**Judge – there’s a bunch of people in the audience, do any of you have any questions?**

**Debbie Olbrich – I think you should allow us to contract for the WIC financial duties. John Redington is looking over the contract. We can afford 15 hours/month but there may be some months that we need more than 15 hours. For example when we have our State financial audit, I would like the contractor to be onsite. But again we can afford it.**

**Judge – we may have to line item transfer**

**Maribeth – This would be covered in the WIC grant and not out of the Local Health Department’s budget.**

***Motion made by Commissioner Muegge, seconded by Commissioner Shuffield to adjourn the meeting 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 25th day of April 2016.**

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**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 April 21 2016.

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

**STATEMENT OF APPROVAL**

**April 21 2016**

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**Commissioner of Precinct No. 1**

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**Commissioner of Precinct No. 3**

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**Commissioner of Precinct No. 2**

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**Commissioner of Precinct No. 4**

**SUPPORTING DOCUMENTS**

***HEALTH DEPARTMENT***

***Job Description for Executive Director***

***Contract for Financial Services***

***SB 1574 – Senate Committee Report Version***

***Asset Management Overview***

***Position & Salary Proposal with Grant information***

**Minutes from the April 21 2016 Milam County  
Commissioners Court meeting ends on**