



# GALVESTON COUNTY HEALTH DISTRICT

UNITED BOARD OF HEALTH

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

## AGENDA

Monday, December 5, 2022 – 3:30 PM

**CONSENT AGENDA:** ALL ITEMS MARKED WITH A SINGLE ASTERISK (\*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE UNITED BOARD OF HEALTH. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

***PROCEED TO BOTTOM OF THIS DOCUMENT FOR APPEARANCE & EXECUTIVE SESSION GUIDELINES***

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation in order to participate in this proceeding should, within two (2) days prior to the proceeding, request necessary accommodations by contacting GCHD’s Executive Office Manager at 409-938-2273, or via email at [awolff@gchd.org](mailto:awolff@gchd.org).

ANY MEMBERS NEEDING TO BE REACHED DURING THE MEETING MAY BE CONTACTED AT 409-938-2288

### REGULARLY SCHEDULED MEETING

**Meeting Called to Order**  
**Pledge of Allegiance**  
**Prayer**

- Item #1 .....Comments from the Public
- \*Item #2 **ACTION**.....Agenda
- \*Item #3 **ACTION**.....Excused Absence(s)
- \*Item #4 **ACTION**.....Consider for Approval Minutes from November 9, 2022  
UBOH Meeting
- \*Item #5.....Receive and File Informational Reports
  - a) Morbidity Report
  - b) CHW Preliminary September 2022 Financial Report
- \*Item #6 **ACTION**.....Consider for Approval Quarterly Investment Report for the Period  
Ending September 30, 2022 Submitted by the Chief Financial  
Officer
- \*Item #7 **ACTION**.....Consider for Approval Quarterly Worker’s Compensation Report  
for the Period Ending September 30, 2022
- \*Item #8 **ACTION**.....Consider for Approval Changes to the Employee Leave Policy and  
Hours Worked and Compensatory/Overtime Policy Submitted by  
HR Manager
- \*Item #9 **ACTION**.....Consider for Approval Addendum to the Employee and Pre-Hire  
Immunizations and Screening Policy Submitted by Director of  
Community Health Services
- Item #10.....Executive Report and COVID-19 Update Submitted By  
Chief Executive Officer/Local Health Authority

- Item #11 **ACTION**.....Consider for Approval October 2022 Financial Report Submitted by the Chief Financial Officer
- Item #12 **ACTION**.....Consider for Approval Annual Fund Balance Reserve of the General Fund as of September 30, 2022, Submitted by the Chief Financial Officer
- Item #13 **ACTION**.....Consider for Approval the Use of a Recruitment Firm not to Exceed the Amount of \$20,000 to be Taken out of Fund Balance Submitted by the Chief Financial Officer
- Item #14 **ACTION**.....Consider for Approval the Use of Robert Half Employment Agency Company not to Exceed the Amount of \$50,000 for 2 New Hires to be Taken out of Fund Balance Submitted by the Chief Financial Officer
- Item #15 **ACTION**.....Consider for Approval the Use of Funds from Fund Balance Not to Exceed \$135,000 for 2023 Employee Benefits Submitted by the Chief Financial Officer
- Item #16 **ACTION**.....Consider for Approval 2023 UBOH Meeting Dates Submitted by the Chief Executive Officer
- Item #17 **EXECUTIVE SESSION** .....Texas Government Code Section 551.071, Consultation with Attorney: the Galveston County Health District United Board of Health will enter into an executive session as permitted under the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, pursuant to Section 551.071 of the Government Code: to seek the advice of its attorney about pending or contemplated litigation or on a matter in which the duty of the attorney to the Galveston County Health District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act relating to 20-CV-1656; Dr. Abdul-Aziz Alhassan v. Galveston County Health District pending in the 405th District Court of Galveston County, Texas
- Item #18.....Reconvene into Regular Scheduled Meeting
- Item #19 **ACTION**.....Possible Action from Executive Session
- Item #20.....Comments from Board Members

**Adjournment**

**Next Meeting: January 25, 2023**

**Appearances Before United Board of Health**

The Galveston County United Board of Health meetings are conducted under the provisions of the Texas Open Meetings Act, and members of the public that wish to address the Board about an item presented on the agenda shall be offered three minutes to do so. The Board cordially requests that individuals desiring to make a such a statement notify the Board of their intention by writing their name on the sign-in sheet located at the Boardroom’s main entrance.

A citizen desiring to make comment to the Board regarding an item not listed on the agenda shall submit a written



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH**

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

request to the Chief Executive Officer by noon on the Wednesday immediately preceding the Wednesday of the Board meeting. A statement of the nature of the matter to be considered shall accompany the request. The Chief Executive Officer shall include the requested appearance on the agenda, and the person shall be heard if he or she appears.

## **Executive Sessions**

When listed, an Executive Session may be held by the United Board of Health in accordance with the Texas Open Meetings Act. An Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting Coastal Health & Wellness advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the United Board of Health shall announce the basis for the Executive Session prior to recessing into Executive Session. The United Board of Health may only enter into Executive Session if such action is specifically noted on the posted agenda.



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH**      9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item #2**

**Agenda**



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item #3**

**Excused Absence(s)**



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item #4**

**Consider for approval Minutes from November 9<sup>th</sup>, 2022 UBOH Meeting**



# GALVESTON COUNTY HEALTH DISTRICT

*Protecting and promoting the optimal health and well-being of Galveston County.*

## Galveston County Health District United Board of Health Meeting Minutes November 9, 2022

### Board Members

#### Present:

Zach Davidson  
Annette Jenkins, PharmD  
Della Brown, RN  
Donna B. Weaver, MD, FAAFP  
Gayle Olson Koutrouvelis, MD, MPH, FACOG  
Philip Keiser, MD, Ex -Officio  
CEO, Local Health Authority

Meeting was called to order at 12:35 pm by Mr. Davidson.

#### **Items #1 Comments from the Public**

There were no comments from the public.

#### **Item #2-7 Consent Agenda**

Mrs. Brown made a motion to approve consent agenda items two through seven. Dr. Jenkins seconded the motion, and the board unanimously approved the consent agenda items two through seven.

#### **Item #8 Executive Report, COVID-19 and Monkey Pox Update Submitted by the Chief Executive Officer**

Philip Keiser, MD, Chief Executive Officer, and Local Health Authority, presented the Executive Report and provided an update on COVID-19, Flu and Monkey Pox

#### **Item #9 Consider for Approval September 2022 Financial Report Submitted by Chief Financial Officer**

Kenna Pruitt, Controller, presented the September 2022 financial report. A motion to approve the financial report as presented was made by Mrs. Brown. Dr. Jenkins seconded the motion, and the board unanimously approved the financial report.

#### **Item #10 Consider for Approval Proposed Annual Fees for Environmental Services Effective November 1, 2022 Submitted by Chief Financial Officer**

Kenna Pruitt, Controller, presented the Annual Fees for Environmental Services Effective November 1, 2022. A motion to approve the fees as presented was made by Mrs. Brown. Dr. Jenkins seconded the motion, and the board unanimously approved the Environmental Services fees.

#### **Item #11 Update on FEMA Items Sent for Reimbursement Submitted by Chief Financial Officer**

Kenna Pruitt, Controller, presented an update on the FEMA reimbursement items. No action was taken on this item. The board requested an update every quarter.

#### **Item #12 Update on the GCHD Strategic Health Plan Development Submitted by Public Health Policy Specialist**

Shelby Evan, Public Health Policy Specialist, presented the current status on the development on the new Strategic Health Plan for GCHD. Ms. Evans asked to Board to take a short survey for their input into the new plan.

**Item #13 Comments from Board Members**

All Board members thanked Ms. Evans for her presentation on the new Strategic Health Plan. Ms. Brown really appreciates all the positivity amongst staff. Mr. Davidson and Dr. Weaver are glad to see all the outreach efforts.

The meeting was adjourned at 1:21 pm.

\_\_\_\_\_  
Chair/Vice-Chairperson

\_\_\_\_\_  
Date



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item # 5**

**Receive and File Informational Reports**



# GALVESTON COUNTY HEALTH DISTRICT

## Morbidity Report

|                                    | 2017 | 2018 | 2019 | 2020   | 2021   | Jan-Oct 2022 |
|------------------------------------|------|------|------|--------|--------|--------------|
| Amebiasis                          | 2    | 0    | 0    | 0      | 0      | 0            |
| AIDS*                              | 10   | 3    | 0    | 1      | *10    | *1           |
| Botulism                           | 1    | 0    | 0    | 0      | 0      | 0            |
| Campylobacteriosis                 | 41   | 48   | 27   | 14     | 32     | 17           |
| Candida Auris                      | -    | -    | -    | 0      | 9      | 29           |
| Chagas                             | 0    | 0    | 0    | 0      | 2      | 0            |
| <i>Chlamydia trachomatis</i>       | 1648 | 1584 | 1422 | 881    | 1,160  | 1,062        |
| <i>Chikungunya</i>                 | 1    | 0    | 0    | 0      | 0      | 0            |
| COVID 19                           | -    | -    | -    | 20,180 | 40,521 | 37,694       |
| Creutzfeldt-Jakob Disease          | 1    | 0    | 0    | 1      | 0      | 1            |
| Cryptosporidiosis                  | 2    | 9    | 9    | 0      | 6      | 3            |
| Cyclosporiasis                     | 3    | 3    | 5    | 6      | 9      | 4            |
| Cysticercosis                      | 0    | 0    | 0    | 1      | 0      | 0            |
| Dengue                             | 1    | 0    | 0    | 0      | 0      | 0            |
| Elevated Blood Lead                | 32   | 19   | 22   | 15     | 23     | 20           |
| <i>E.coli</i> , enterohemorrhagic  | 12   | 13   | 8    | 4      | 3      | 12           |
| Gonorrhea                          | 448  | 509  | 449  | 351    | 438    | 359          |
| Haemophilus Influenzae             | 5    | 8    | 3    | 3      | 2      | 5            |
| Hepatitis, type A                  | 3    | 1    | 3    | 1      | 1      | 2            |
| Hepatitis, type B (acute)          | 4    | 1    | 1    | 5      | 0      | 1            |
| Hepatitis, type C (acute)          | 3    | 4    | 6    | 0      | 3      | 7            |
| Hepatitis, type E (acute)          | 0    | 1    | 0    | 0      | 1      | 0            |
| HIV infection*                     | 45   | 28   | 23   | 17     | *19    | *3           |
| Influenza associated Pedi death    | 0    | 0    | 1    | 0      | 0      | 0            |
| Influenza isolate                  | 3970 | 4125 | 5312 | 4281   | 155    | 2,711        |
| Legionellosis                      | 4    | 6    | 9    | 6      | 5      | 5            |
| Leishmaniasis                      | 0    | 0    | 0    | 0      | 0      | 0            |
| Listeriosis                        | 1    | 0    | 1    | 1      | 2      | 2            |
| Lyme Disease                       | 0    | 0    | 1    | 1      | 1      | 0            |
| Malaria                            | 0    | 0    | 0    | 0      | 0      | 2            |
| Measles                            | 0    | 0    | 1    | 0      | 0      | 0            |
| Meningococcal infection            | 2    | 0    | 0    | 0      | 0      | 0            |
| Monkeypox                          | -    | -    | -    | -      | -      | 8            |
| Multi-Drug Resistance Organism     | 67   | 61   | 47   | 48     | 23     | 13           |
| Mumps                              | 1    | 0    | 1    | 0      | 0      | 0            |
| Opioid associated death*           | 29   | 33   | 23   | 43     | *48    | *28          |
| Pertussis                          | 5    | 15   | 11   | 0      | 2      | 0            |
| Q Fever                            | 1    | 0    | 0    | 0      | 0      | 0            |
| Salmonellosis                      | 56   | 57   | 82   | 39     | 49     | 62           |
| Shigellosis                        | 10   | 25   | 75   | 35     | 22     | 19           |
| Spotted Fever Rickettsioses        | 2    | 2    | 0    | 0      | 1      | 2            |
| Strep. Infection, invasive pneumo. | 16   | 31   | 31   | 13     | 20     | 11           |
| Suicide*                           | 58   | 53   | 39   | 21     | *31    | *28          |
| Syphilis                           | 45   | 61   | 35   | 24     | 41     | 40           |
| Tuberculosis                       | 7    | 14   | 12   | 4      | 9      | 12           |
| Tularemia                          | 0    | 0    | 0    | 0      | 1      | 0            |
| Typhoid Fever                      | 0    | 0    | 0    | 1      | 0      | 0            |
| Typhus Fever                       | 17   | 40   | 22   | 45     | 51     | 44           |
| Varicella (Chickenpox)             | 22   | 18   | 17   | 7      | 0      | 6            |
| <i>Vibrio</i> infection            | 6    | 4    | 5    | 1      | 6      | 4            |
| West Nile Virus Infection          | 0    | 1    | 0    | 0      | 5      | 0            |
| Yersiniosis                        | 1    | 0    | 0    | 2      | 2      | 2            |
| Zika                               | 0    | 0    | 0    | 0      | 0      | 0            |
| Foodborne illness complaints       | 49   | 57   | 49   | 32     | 35     | 31           |
| Rabies in animals                  | 5    | 1    | 2    | 1      | 5      | 2            |

**\*Please note: Numbers are preliminary reports; therefore, these numbers are subject to change.**

Public Health Services · Coastal Health & Wellness · Emergency Medical Services · Animal Resource Center

*The Galveston County Health District (GCHD) is the local public health agency for Galveston County, Texas.*

*GCHD provides services and programs that protect the everyday health and well-being of Galveston County.*

P.O. Box 939 La Marque, Texas 77568 • (409) 938-7221

# COASTAL HEALTH & WELLNESS

Governing Board



## FINANCIAL SUMMARY

For the Period Ending

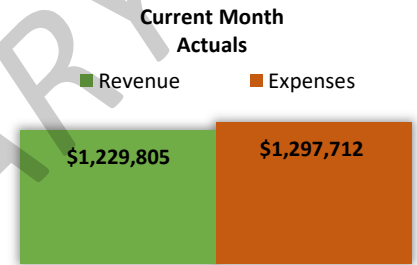
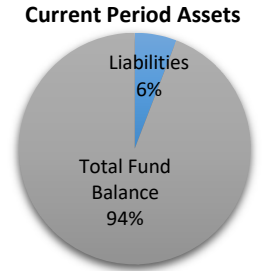
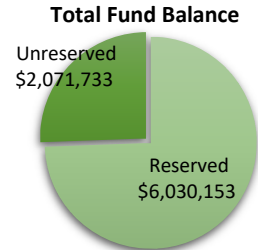
*September 30, 2022*

October 27, 2022

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

**CHW - BALANCE SHEET**  
as of September 30, 2022

|   | Current Month<br>Sep-22 | Prior Month<br>Aug-22 | Increase<br>(Decrease) |
|---|-------------------------|-----------------------|------------------------|
| <b>ASSETS</b>                               |                         |                       |                        |
| Cash & Cash Equivalents                     | \$7,787,149             | \$7,447,253           | \$339,896              |
| Accounts Receivable                         | 2,880,644               | 2,760,138             | 120,505                |
| Allowance For Bad Debt                      | (1,426,676)             | (1,384,842)           | (41,834)               |
| Pre-Paid Expenses                           | 314,187                 | 201,983               | 112,205                |
| Due To / From                               | (289,259)               | 263,789               | (553,048)              |
| <b>Total Assets</b>                         | <b>\$9,266,046</b>      | <b>\$9,288,321</b>    | <b>(\$22,275)</b>      |
| <b>LIABILITIES</b>                          |                         |                       |                        |
| Accounts Payable                            | \$53,940                | \$104,337             | (\$50,397)             |
| Accrued Salaries                            | 464,324                 | 368,295               | 96,029                 |
| Deferred Revenues                           | 24,642                  | 24,642                | 0                      |
| <b>Total Liabilities</b>                    | <b>\$542,906</b>        | <b>\$497,274</b>      | <b>\$45,632</b>        |
| <b>FUND BALANCE</b>                         |                         |                       |                        |
| Fund Balance                                | \$8,131,580             | \$8,131,580           | 0                      |
| Current Change                              | 591,560                 | 659,466               | (67,907)               |
| <b>Total Fund Balance</b>                   | <b>\$8,723,140</b>      | <b>\$8,791,047</b>    | <b>(\$67,907)</b>      |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b>\$9,266,046</b>      | <b>\$9,288,321</b>    | <b>(\$22,275)</b>      |



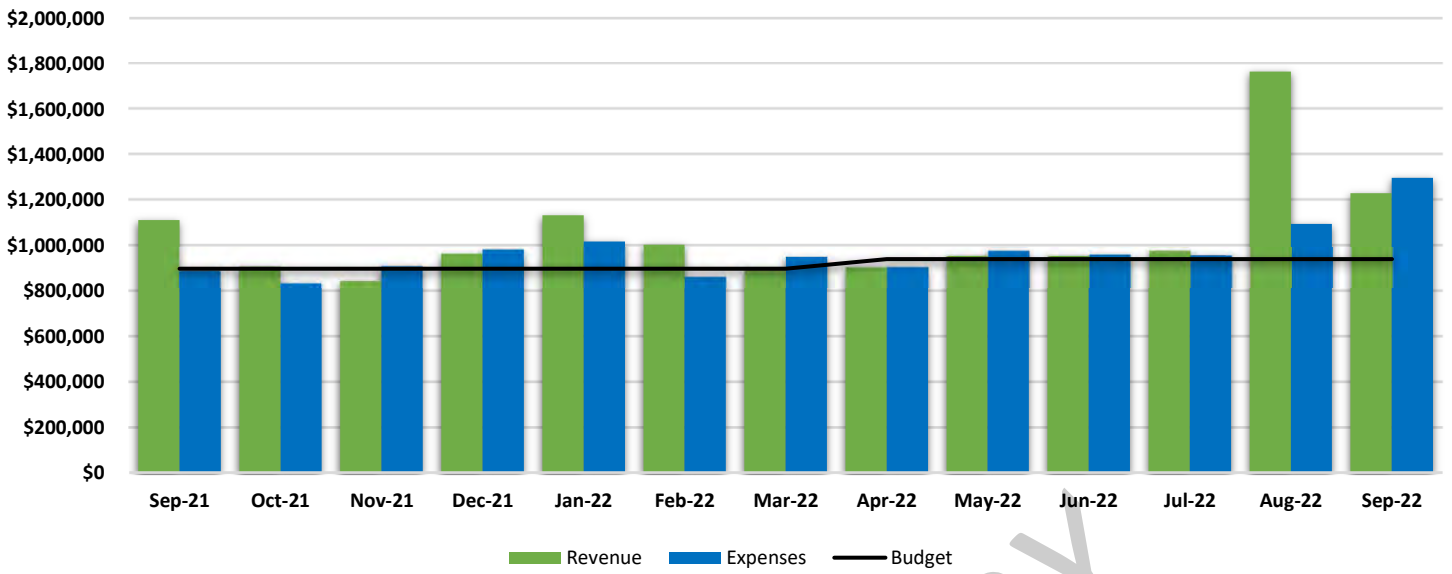
**CHW - REVENUE & EXPENSES**  
as of September 30, 2022

|                             | MTD Actual<br>Sep-22 | MTD Budgeted<br>Sep-22 | MTD Budget<br>Variance | YTD Actual<br>thru Aug 2022 | YTD Budget<br>thru Aug 2022 | YTD Budget<br>Variance |
|-----------------------------|----------------------|------------------------|------------------------|-----------------------------|-----------------------------|------------------------|
| <b>REVENUE</b>              |                      |                        |                        |                             |                             |                        |
| County Revenue              | \$311,222            | \$311,222              | \$0                    | 1,867,333.50                | \$1,867,334                 | -                      |
| DSRIP Revenue               | 0                    | 62,500                 | (62,500)               | 712,500                     | 375,000                     | 337,500                |
| HHS Grant Revenue           | 633,604              | 269,783                | 363,821                | 2,540,828                   | 1,618,700                   | 922,128                |
| Patient Revenue             | 280,771              | 290,952                | (10,181)               | 1,590,508                   | 1,745,712                   | (155,203)              |
| Other Revenue               | 4,208                | 4,976                  | (768)                  | 59,103                      | 29,854                      | 29,249                 |
| <b>Total Revenue</b>        | <b>\$1,229,805</b>   | <b>\$939,433</b>       | <b>\$290,372</b>       | <b>6,770,272</b>            | <b>\$5,636,599</b>          | <b>1,133,673</b>       |
| <b>EXPENSES</b>             |                      |                        |                        |                             |                             |                        |
| Personnel                   | \$701,400            | \$618,574              | (\$82,826)             | 3,919,665.58                | \$3,711,442                 | (\$208,224)            |
| Contractual                 | 102,223              | 77,767                 | (24,456)               | 526,625                     | 466,601                     | (60,024)               |
| IGT Reimbursement           | 235,125              | 20,569                 | (214,556)              | 235,125                     | 123,413                     | (111,713)              |
| Supplies                    | 90,127               | 84,323                 | (5,804)                | 510,391                     | 505,940                     | (4,451)                |
| Travel                      | 8,468                | 3,278                  | (5,190)                | 16,924                      | 19,668                      | 2,744                  |
| Bad Debt Expense            | 41,834               | 33,454                 | (8,380)                | 255,493                     | 200,723                     | (54,770)               |
| Other                       | 118,536              | 101,469                | (17,068)               | 714,489                     | 608,814                     | (105,675)              |
| <b>Total Expenses</b>       | <b>\$1,297,712</b>   | <b>\$939,433</b>       | <b>(\$358,279)</b>     | <b>6,178,712</b>            | <b>\$5,636,599</b>          | <b>(\$542,113)</b>     |
| <b>CHANGE IN NET ASSETS</b> | <b>(\$67,907)</b>    | <b>\$0</b>             | <b>(\$67,907)</b>      | <b>591,560</b>              | <b>\$0</b>                  | <b>591,560</b>         |

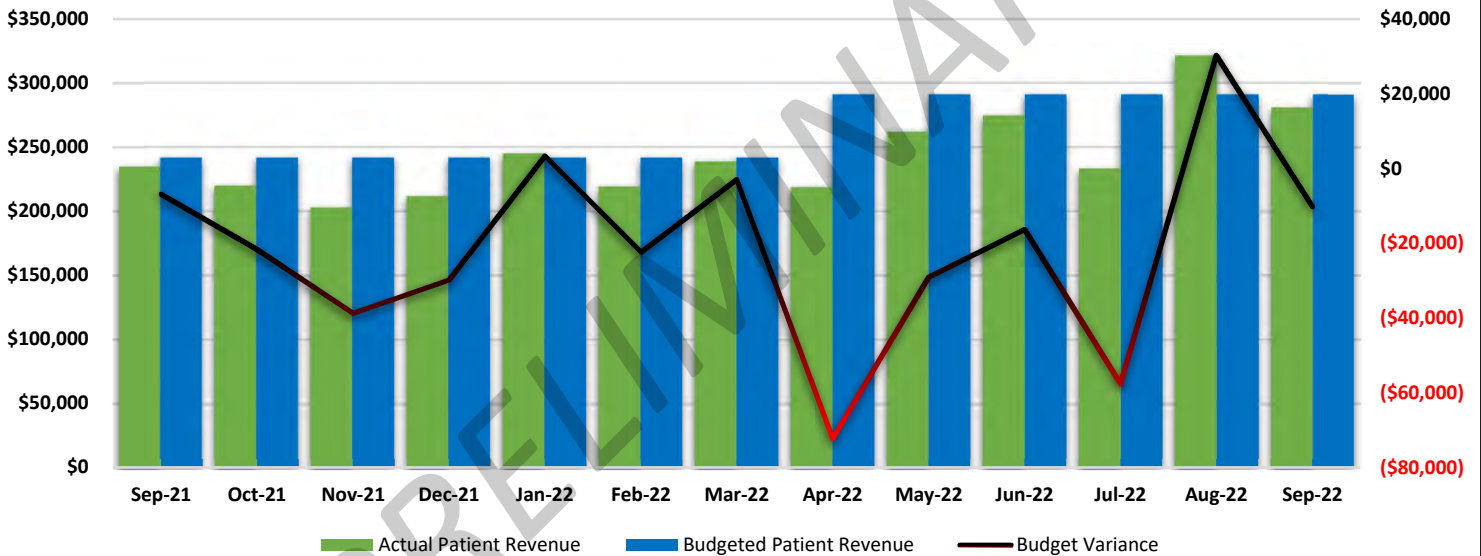
**HIGHLIGHTS**

- **Fund Balance:** For the month of September the total fund balance was \$8,723,140, a decrease of \$67,907 from August. Decrease due to IGT Reimbursement paid in September for DSRIP revenue received prior month.
- **Revenue:** MTD revenue was \$1,229,805 which is over budget by \$290,372. YTD revenue was \$6,770,272 and is over budget by \$1,133,673. The large difference between actual and budget for MTD and YTD is due to the extra funding from HHS and the DSRIP revenue coming in all at once.
- **Expense:** MTD expenses were \$1,297,712 which is \$358,279 over budget. YTD expenses were \$6,178,712 which are \$542,113 over budget. This difference between actual and budget is due to the increase in personal and other personal changes as well as the IGT payment. The overage in personnel is offset by revenue from the HRSA ARP grant.

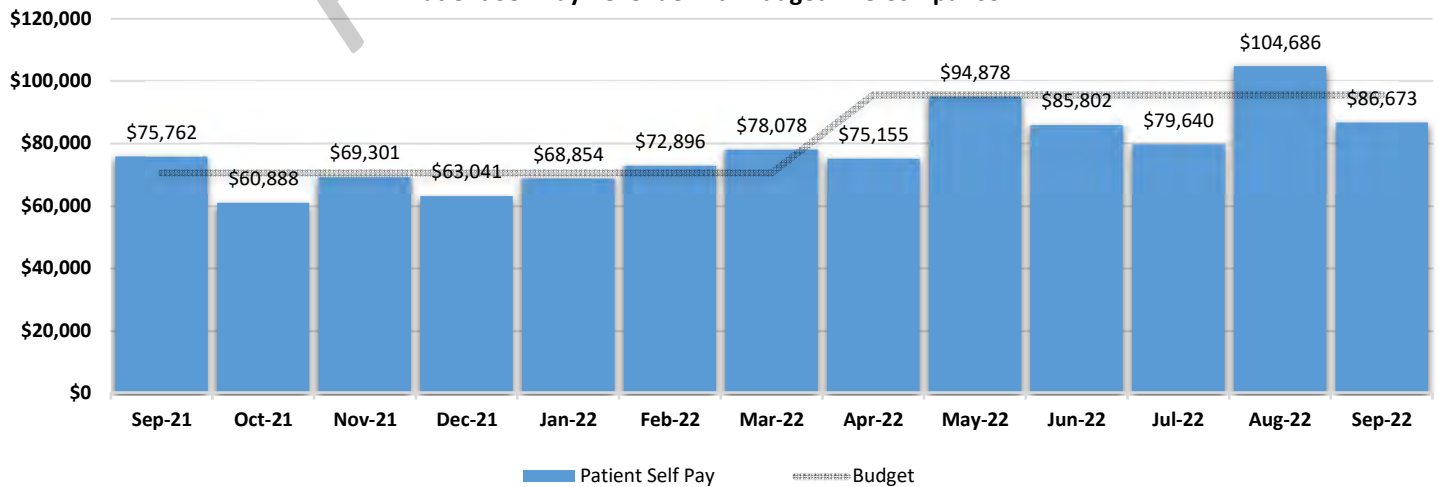
**Actual Revenue & Expenses in Comparison to Budget**



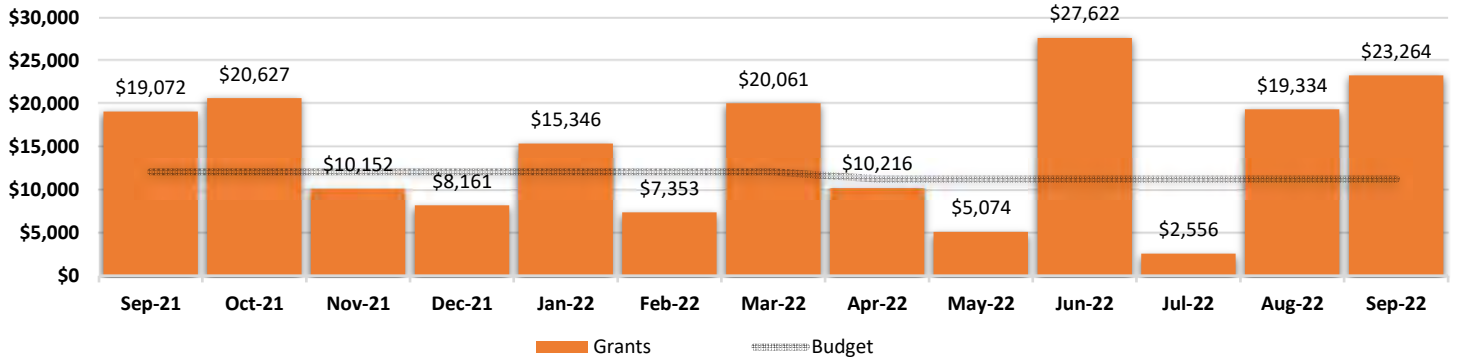
**Actual Patient Revenue Rec'd vs Budget with Variance**



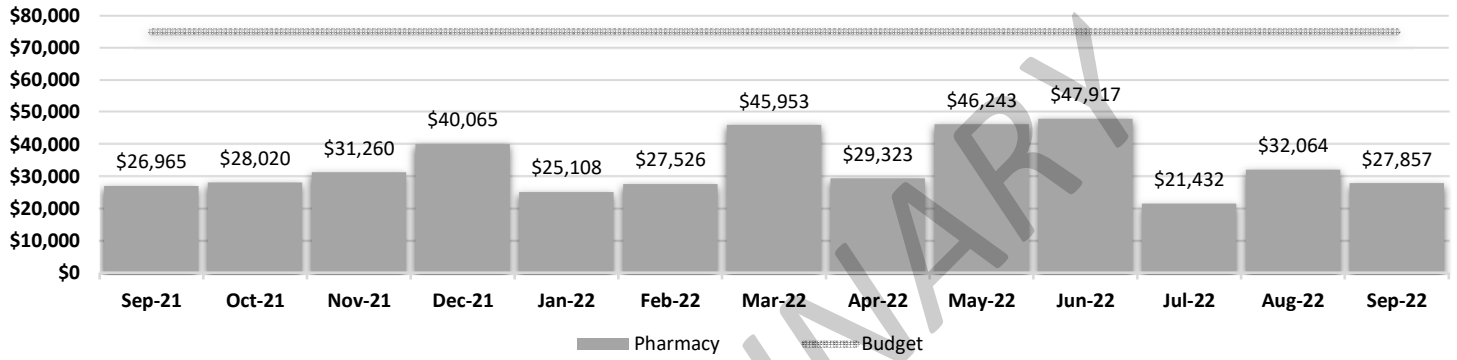
**Patient Self Pay Revenue with Budget Line Comparison**



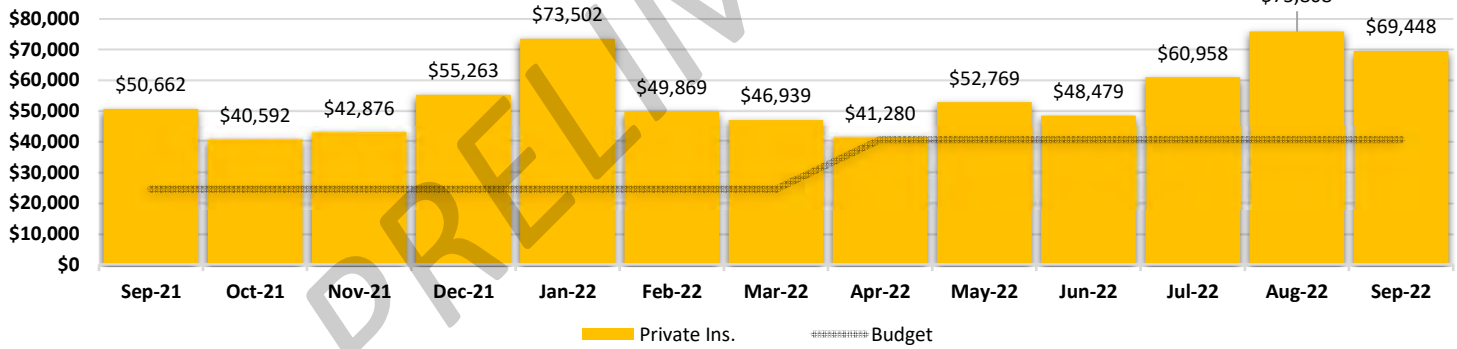
**Title V & Ryan White Revenue with Budget Line Comparison**



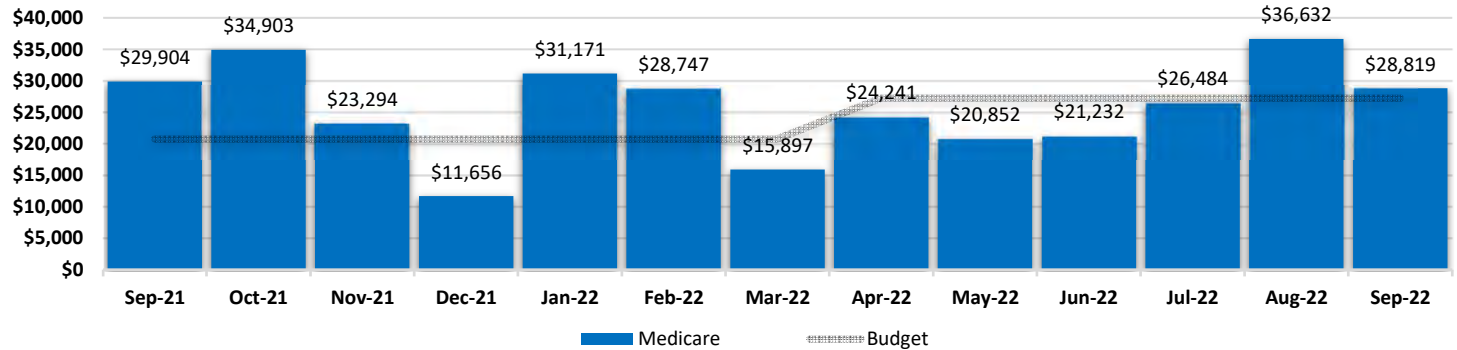
**Pharmacy Revenue with Budget Line Comparison**



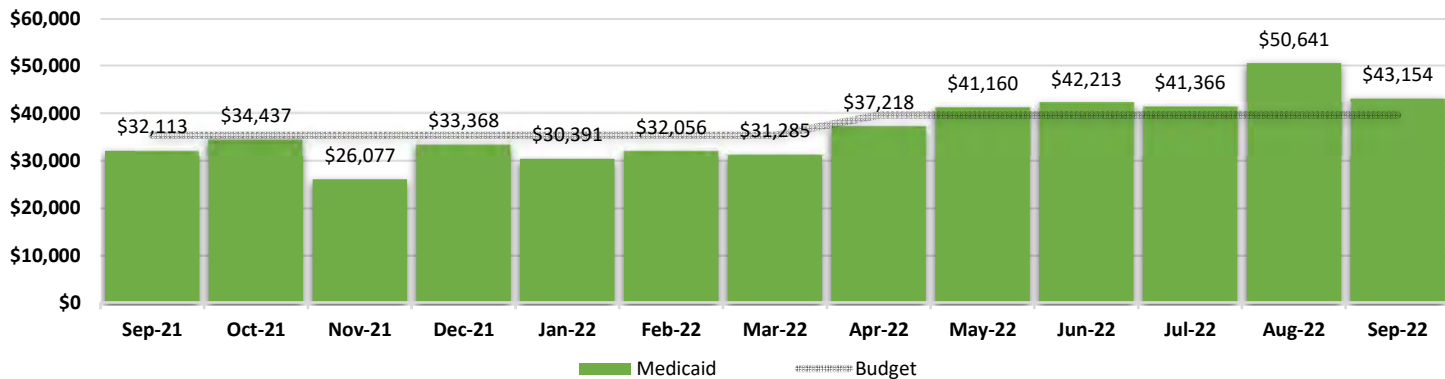
**Private Insurance Revenue with Budget Line Comparison**



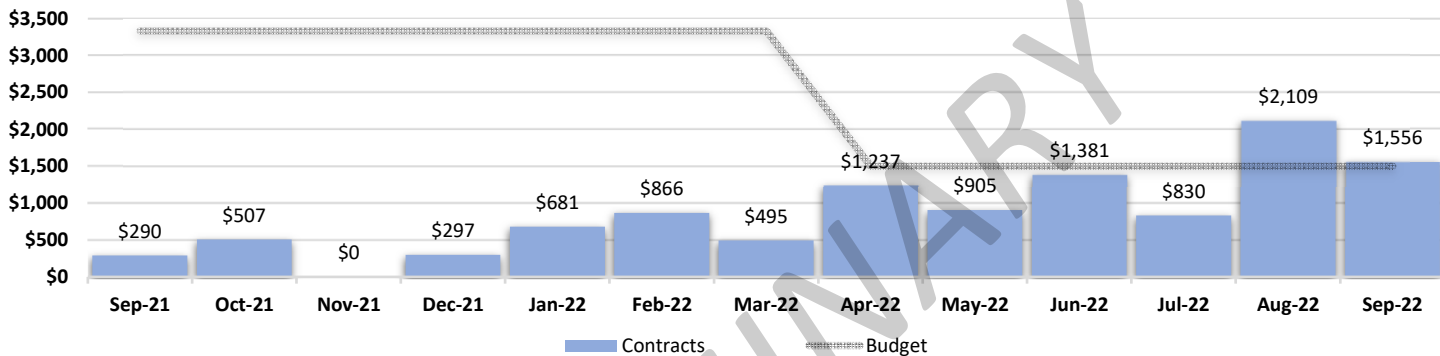
**Medicare Revenue with Budget Line Comparison**



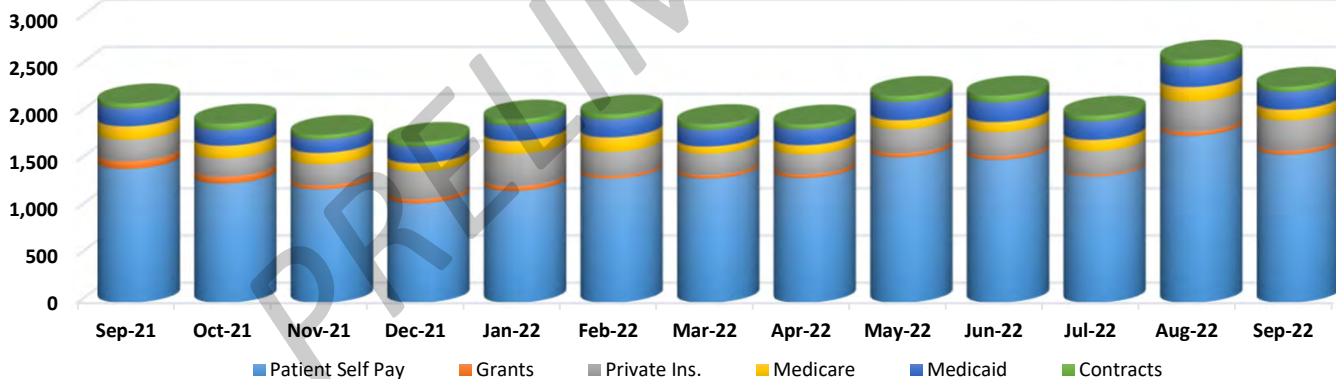
**Medicaid Revenue with Budget Line Comparison**



**Contract Revenue with Budget Line Comparison**



**Total Number of Patient Visits**



**Coastal Health & Wellness**  
**Statement of Revenue and Expenses for the Period ending September 30, 2022**

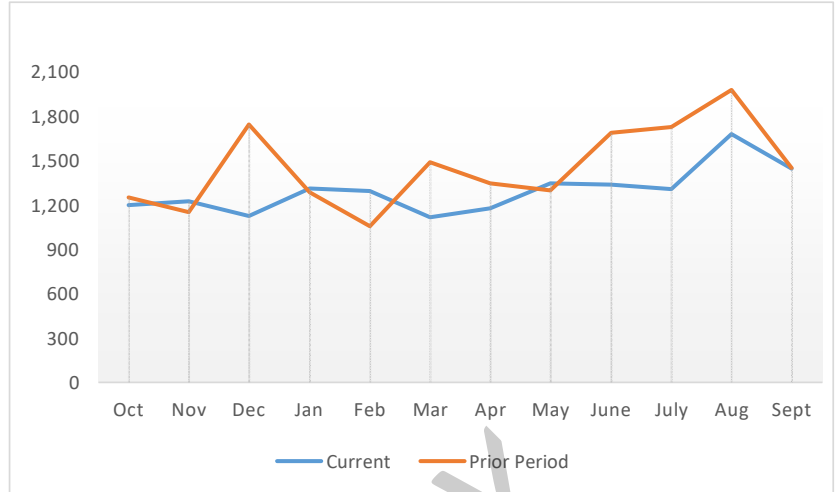
| Cost Category   | Account Description                 | Annual Budget        | Period Ending 09/30/22 | MTD Budget        | MTD Budget Variance | YTD Actual          | YTD Budget          | YTD Budget Variance |
|-----------------|-------------------------------------|----------------------|------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Grouping</b> | <b>Revenue</b>                      |                      |                        |                   |                     |                     |                     |                     |
| HHS             | HHS Grant Revenue - HRSA            | 3,237,400            | 633,604                | 269,783           | 363,821.09          | 2,540,828           | 1,618,700           | 922,128             |
|                 | <i>Base Funding</i>                 | 3,237,400            | 259,575                | 269,783           | (10,208)            | 1,533,400           | 1,618,700           | (85,300)            |
|                 | COVID ECT                           | -                    | 545                    | -                 | 545                 | 6,488               | -                   | 6,488               |
|                 | Hypertension (HTN)                  | -                    | -                      | -                 | -                   | 2,939               | -                   | 2,939               |
|                 | COVID ARP                           | -                    | 373,484                | -                 | 373,484             | 998,000             | -                   | 998,000             |
| HHS             | HHS Grant Revenue - Other           | -                    | -                      | -                 | -                   | -                   | -                   | -                   |
| Patient         | Grant Revenue (Title V, Ryan White) | 135,140              | 23,264                 | 11,262            | 12,003              | 88,066              | 67,570              | 20,496              |
| Patient         | Patient Fees                        | 1,146,988            | 86,673                 | 95,582            | (8,910)             | 526,834             | 573,494             | (46,660)            |
| Patient         | Private Insurance                   | 487,920              | 69,448                 | 40,660            | 28,788              | 348,741             | 243,960             | 104,781             |
| Patient         | Pharmacy Revenue - 340b             | 900,000              | 27,857                 | 75,000            | (47,143)            | 204,836             | 450,000             | (245,164)           |
| Patient         | Medicare                            | 327,375              | 28,819                 | 27,281            | 1,538               | 158,261             | 163,688             | (5,427)             |
| Patient         | Medicaid                            | 476,000              | 43,154                 | 39,667            | 3,487               | 255,751             | 238,000             | 17,751              |
| Other           | Local Grants & Foundations          | 16,208               | -                      | 1,351             | (1,351)             | -                   | 8,104               | (8,104)             |
| Other           | Medical Record Revenue              | 14,000               | 126                    | 1,167             | (1,041)             | 3,852               | 7,000               | (3,149)             |
| Other           | Medicaid Incentive Payments         | -                    | -                      | -                 | -                   | 36,600              | -                   | 36,600              |
| County          | County Revenue                      | 3,734,667            | 311,222                | 311,222           | -                   | 1,867,334           | 1,867,334           | -                   |
| DSRIP           | DSRIP Revenue                       | 750,000              | -                      | 62,500            | (62,500)            | 712,500             | 375,000             | 337,500             |
| Other           | Miscellaneous Revenue               | -                    | 191                    | -                 | 191                 | 877                 | -                   | 877                 |
| Other           | Gain on Fixed Asset Disposals       | -                    | -                      | -                 | -                   | -                   | -                   | -                   |
| Other           | Interest Income                     | 24,500               | 3,581                  | 2,042             | 1,539               | 16,383              | 12,250              | 4,133               |
| Patient         | CHW Contract Revenue                | 18,000               | 1,556                  | 1,500             | 56                  | 8,018               | 9,000               | (982)               |
| Other           | Local Funds / Other Revenue         | 5,000                | 310                    | 417               | (106)               | 1,391               | 2,500               | (1,109)             |
|                 | <b>Total Revenue</b>                | <b>\$ 11,273,198</b> | <b>\$ 1,229,805</b>    | <b>\$ 939,433</b> | <b>\$ 290,372</b>   | <b>\$ 6,770,272</b> | <b>\$ 5,636,599</b> | <b>\$ 1,133,673</b> |
|                 | <b>Expenses</b>                     |                      |                        |                   |                     |                     |                     |                     |
| Personnel       | Hourly Pay                          | 5,919,231            | 571,807                | 493,269           | (78,538)            | 3,148,743           | 2,959,616           | (189,128)           |
| Personnel       | Supplemental/Merit Compensation     | -                    | 536                    | -                 | (536)               | 536                 | -                   | (536)               |
| Personnel       | Provider Incentives                 | 5,000                | 750                    | 417               | (333)               | 6,000               | 2,500               | (3,500)             |
| Personnel       | Overtime                            | 24,000               | 3,162                  | 2,000             | (1,162)             | 18,213              | 12,000              | (6,213)             |
| Personnel       | Part-Time Hourly Pay                | 217,127              | 25,781                 | 18,094            | (7,687)             | 161,113             | 108,564             | (52,550)            |
| Personnel       | Comp Pay Premium                    | -                    | -                      | -                 | -                   | 209                 | -                   | (209)               |
| Personnel       | FICA Expense                        | 471,649              | 43,951                 | 39,304            | (4,647)             | 245,314             | 235,825             | (9,490)             |
| Personnel       | Texas Unemployment Tax (SUTA)       | 11,808               | 51                     | 984               | 933                 | (1,305)             | 5,904               | 7,209               |
| Personnel       | Life Insurance Expense              | 16,166               | 1,521                  | 1,347             | (173)               | 8,438               | 8,083               | (355)               |
| Personnel       | Long Term Disability Coverage       | 15,038               | 1,166                  | 1,253             | 87                  | 6,590               | 7,519               | 929                 |
| Personnel       | Employer Paid Health Insurance      | 418,938              | 29,114                 | 34,912            | 5,798               | 169,838             | 209,469             | 39,631              |
| Personnel       | Worker's Comp Insurance             | 18,501               | (4,974)                | 1,542             | 6,516               | 2,204               | 9,251               | 7,046               |
| Personnel       | Cobra Expense                       | -                    | 100                    | -                 | (100)               | 226                 | -                   | (226)               |
| Personnel       | Health Reimbursement Account        | -                    | (2)                    | -                 | 2                   | (0)                 | -                   | 0                   |
| Personnel       | Employer Sponsered Healthcare       | 72,991               | 5,677                  | 6,083             | 405                 | 27,961              | 36,496              | 8,535               |
| Personnel       | Pension/Retirement                  | 232,434              | 22,759                 | 19,370            | (3,390)             | 125,584             | 116,217             | (9,367)             |
| Contractual     | Outside Lab Contract                | 205,632              | 18,054                 | 17,136            | (918)               | 106,755             | 102,816             | (3,939)             |
| Contractual     | Outside X-Ray Contract              | 18,720               | 1,584                  | 1,560             | (24)                | 10,224              | 9,360               | (864)               |
| Contractual     | Misc Contract Services              | 390,792              | 55,623                 | 32,566            | (23,057)            | 253,947             | 195,396             | (58,551)            |
| Personnel       | Temporary Staffing                  | -                    | -                      | -                 | -                   | -                   | -                   | -                   |
| Contractual     | CHW Billing Contract Services       | 90,000               | 7,831                  | 7,500             | (331)               | 41,590              | 45,000              | 3,410               |
| IGT             | IGT Reimbursement                   | 246,825              | 235,125                | 20,569            | (214,556)           | 235,125             | 123,413             | (111,713)           |
| Contractual     | Janitorial Contract                 | 196,438              | 16,395                 | 16,370            | (25)                | 98,372              | 98,219              | (153)               |
| Contractual     | Pest Control                        | 960                  | 435                    | 80                | (355)               | 836                 | 480                 | (356)               |
| Contractual     | Security                            | 30,660               | 2,301                  | 2,555             | 254                 | 14,902              | 15,330              | 428                 |
| Supplies        | Office Supplies                     | 90,600               | 8,898                  | 7,550             | (1,348)             | 52,596              | 45,300              | (7,296)             |
| Supplies        | Operating Supplies                  | 258,000              | 30,021                 | 21,500            | (8,521)             | 194,781             | 129,000             | (65,781)            |
| Supplies        | Outside Dental Supplies             | 52,000               | 6,329                  | 4,333             | (1,996)             | 37,919              | 26,000              | (11,919)            |
| Supplies        | Pharmaceutical Supplies             | 600,000              | 44,041                 | 50,000            | 5,959               | 199,890             | 300,000             | 100,110             |
| Supplies        | Janitorial Supplies                 | 1,200                | -                      | 100               | 100                 | -                   | 600                 | 600                 |
| Supplies        | Printing Supplies                   | 5,280                | 617                    | 440               | 424                 | 731                 | 2,640               | 1,909               |

**Coastal Health & Wellness**  
**Statement of Revenue and Expenses for the Period ending September 30, 2022**

| Cost Category | Account Description                | Annual Budget        | Period Ending 09/30/22 | MTD Budget        | MTD Budget Variance | YTD Actual          | YTD Budget          | YTD Budget Variance |
|---------------|------------------------------------|----------------------|------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Supplies      | Uniform Supplies                   | -                    | -                      | -                 | -                   | 51                  | -                   | (51)                |
| Supplies      | Controlled Assets (i.e. computers) | 4,800                | 821                    | 400               | (421)               | 24,423              | 2,400               | (22,023)            |
| Other         | Postage                            | 9,000                | 465                    | 750               | 285                 | 3,132               | 4,500               | 1,368               |
| Other         | Telecommunications                 | 67,812               | 4,002                  | 5,651             | 1,649               | 32,752              | 33,906              | 1,154               |
| Other         | Water                              | 372                  | -                      | 31                | 31                  | 153                 | 186                 | 34                  |
| Other         | Electricity                        | 18,000               | (125)                  | 1,500             | 1,625               | 5,787               | 9,000               | 3,213               |
| Travel        | Travel, Local                      | 3,200                | 137                    | 267               | 129                 | 737                 | 1,600               | 863                 |
| Travel        | Travel, Out Of Town                | -                    | 1,203                  | -                 | (1,203)             | 6,554               | -                   | (6,554)             |
| Travel        | Training, Local                    | 30,135               | 5,578                  | 2,511             | (3,067)             | 7,638               | 15,068              | 7,429               |
| Travel        | Training, Out Of Town              | 6,000                | 1,549                  | 500               | (1,049)             | 1,995               | 3,000               | 1,005               |
| Other         | Rentals                            | 58,440               | 3,550                  | 4,870             | 1,320               | 30,422              | 29,220              | (1,202)             |
| Other         | Leases                             | 519,924              | 43,327                 | 43,327            | 0                   | 259,961             | 259,962             | 1                   |
| Other         | Maint/Repair, Equip.               | 90,799               | 7,906                  | 7,567             | (339)               | 46,036              | 45,400              | (636)               |
| Other         | Maint/Repair, Bldg.                | 3,017                | -                      | 251               | 251                 | -                   | 1,509               | 1,509               |
| Other         | Maint/Repair, IT Equipment         | -                    | -                      | -                 | -                   | 518                 | -                   | (518)               |
| Other         | Insurance, Auto/Truck              | 108                  | 8                      | 9                 | 1                   | 46                  | 54                  | 8                   |
| Other         | Insurance, General Liability       | 10,908               | 866                    | 909               | 44                  | 5,193               | 5,454               | 261                 |
| Other         | Insurance, Bldg. Contents          | 14,736               | 1,217                  | 1,228             | 11                  | 7,302               | 7,368               | 66                  |
| Other         | Operating Equipment                | -                    | -                      | -                 | -                   | (8,575)             | -                   | 8,575               |
| Other         | Newspaper Ads/Advertising          | 23,900               | 765                    | 1,992             | 1,227               | 6,076               | 11,950              | 5,874               |
| Other         | Subscriptions, Books, Etc.         | 18,000               | 1,435                  | 1,500             | 65                  | 8,329               | 9,000               | 671                 |
| Other         | Association Dues                   | 34,975               | 1,000                  | 2,915             | 1,915               | 36,260              | 17,488              | (18,773)            |
| Other         | IT Software / Licenses             | 299,566              | 44,299                 | 24,964            | (19,335)            | 237,297             | 149,783             | (87,514)            |
| Other         | Prof Fees/Licenses/Inspections     | 4,670                | 637                    | 389               | (248)               | 2,236               | 2,335               | 99                  |
| Other         | Professional Services              | 22,800               | 6,625                  | 1,900             | (4,725)             | 28,229              | 11,400              | (16,829)            |
| Other         | Med/Hazard Waste Disposal          | 5,400                | -                      | 450               | 450                 | 3,374               | 2,700               | (674)               |
| Other         | Transportation                     | 6,000                | 81                     | 500               | 419                 | 1,458               | 3,000               | 1,542               |
| Other         | Employee Betterment                | -                    | 1,393                  | -                 | (1,393)             | 1,393               | -                   | (1,393)             |
| Other         | Board Meeting Operations           | 600                  | 99                     | 50                | (49)                | 1,926               | 300                 | (1,626)             |
| Other         | Service Charge - Credit Cards      | 8,600                | 989                    | 717               | (272)               | 5,097               | 4,300               | (797)               |
| Other         | Cashier Over/Short                 | -                    | -                      | -                 | -                   | 86                  | -                   | (86)                |
| Bad Debt      | Bad Debt Expense                   | 401,446              | 41,834                 | 33,454            | (8,380)             | 255,493             | 200,723             | (54,770)            |
| Other         | Miscellaneous Expense              | -                    | -                      | -                 | -                   | -                   | -                   | -                   |
|               | <b>Total Expenses</b>              | <b>\$ 11,273,198</b> | <b>\$ 1,297,712</b>    | <b>\$ 939,433</b> | <b>\$ (358,279)</b> | <b>\$ 6,178,712</b> | <b>\$ 5,636,599</b> | <b>\$ (542,113)</b> |
|               | <b>Net Change in Fund Balance</b>  | <b>\$ -</b>          | <b>\$ (67,907)</b>     | <b>\$ -</b>       | <b>\$ (67,907)</b>  | <b>\$ 591,560</b>   | <b>\$ -</b>         | <b>\$ 591,560</b>   |

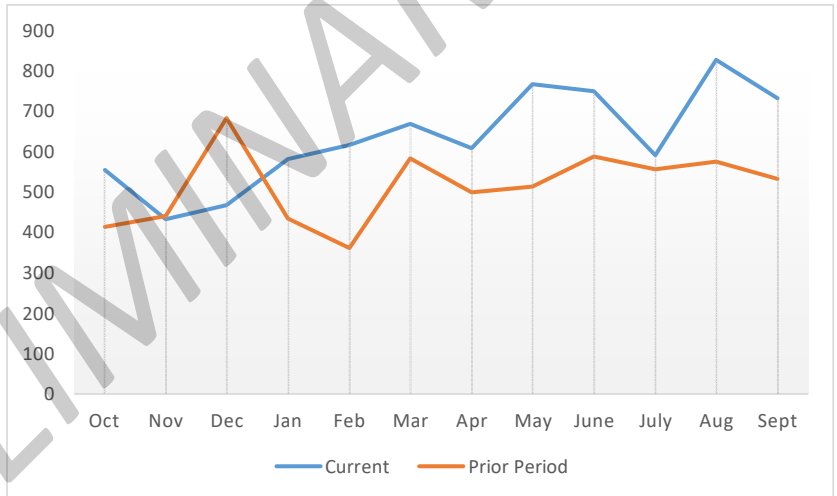
**Medical Visits**

|      | <u>Current</u> | <u>Prior Period</u> |
|------|----------------|---------------------|
| Oct  | 1,198          | 1,251               |
| Nov  | 1,227          | 1,150               |
| Dec  | 1,124          | 1,745               |
| Jan  | 1,311          | 1,288               |
| Feb  | 1,294          | 1,058               |
| Mar  | 1,119          | 1,488               |
| Apr  | 1,178          | 1,345               |
| May  | 1,345          | 1,299               |
| June | 1,337          | 1,689               |
| July | 1,309          | 1,727               |
| Aug  | 1,684          | 1,980               |
| Sept | 1,445          | 1,450               |
|      | <u>15,571</u>  | <u>17,470</u>       |



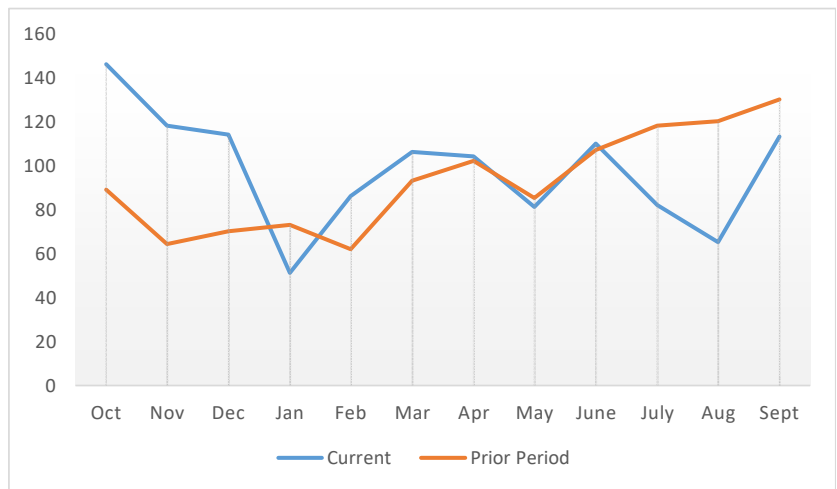
**Dental Visits**

|      | <u>Current</u> | <u>Prior Period</u> |
|------|----------------|---------------------|
| Oct  | 554            | 412                 |
| Nov  | 433            | 440                 |
| Dec  | 466            | 682                 |
| Jan  | 580            | 433                 |
| Feb  | 616            | 361                 |
| Mar  | 668            | 582                 |
| Apr  | 607            | 499                 |
| May  | 766            | 512                 |
| June | 748            | 587                 |
| July | 591            | 555                 |
| Aug  | 827            | 574                 |
| Sept | 732            | 532                 |
|      | <u>7,588</u>   | <u>6,169</u>        |



**Counseling Visits**

|      | <u>Current</u> | <u>Prior Period</u> |
|------|----------------|---------------------|
| Oct  | 146            | 89                  |
| Nov  | 118            | 64                  |
| Dec  | 114            | 70                  |
| Jan  | 51             | 73                  |
| Feb  | 86             | 62                  |
| Mar  | 106            | 93                  |
| Apr  | 104            | 102                 |
| May  | 81             | 85                  |
| June | 110            | 107                 |
| July | 82             | 118                 |
| Aug  | 65             | 120                 |
| Sept | 113            | 130                 |
|      | <u>1,176</u>   | <u>1,113</u>        |



**Vists by Financial Class - Actual vs. Budget**  
**As of September 30, 2022 (Grant YTD 04/01/22 - 09/30/22)**

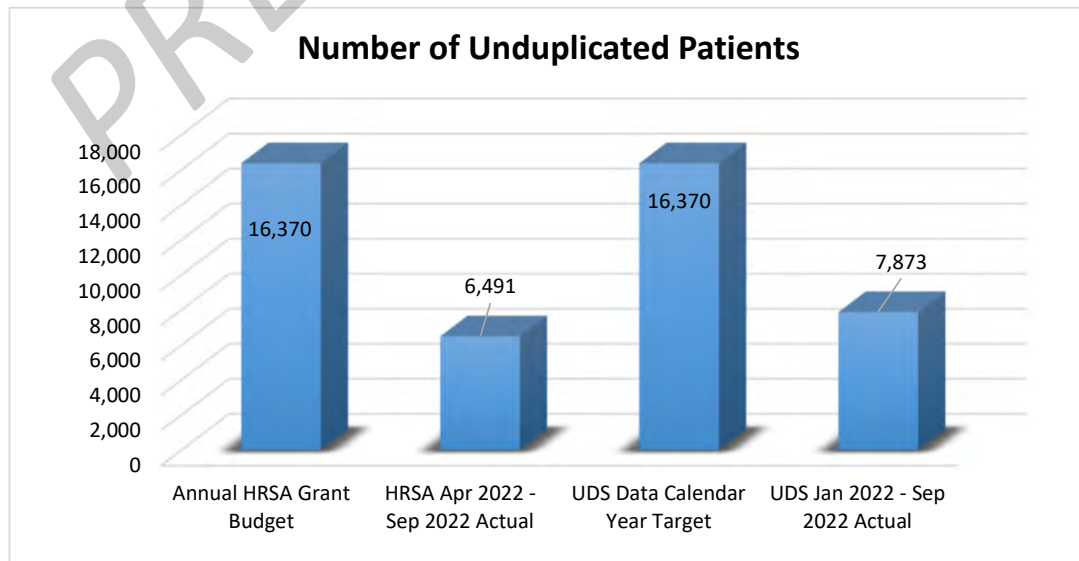
|  | Annual HRSA Grant Budget | MTD Actual   | MTD Budget   | Over/(Under) MTD Budget | YTD Actual    | YTD Budget    | Over/(Under) YTD Budget | % Over/(Under) YTD Budget |
|--|--------------------------|--------------|--------------|-------------------------|---------------|---------------|-------------------------|---------------------------|
| Medicaid                                     | 3,400                    | 190          | 283          | (93)                    | 1,338         | 1,700         | (362)                   | -21%                      |
| Medicare                                     | 2,425                    | 117          | 202          | (85)                    | 715           | 1,213         | (498)                   | -41%                      |
| Other Public (Title V, Contract, Ryan White) | 993                      | 94           | 83           | 11                      | 597           | 497           | 101                     | 20%                       |
| Private Insurance                            | 4,435                    | 318          | 370          | (52)                    | 1,641         | 2,218         | (577)                   | -26%                      |
| Self Pay                                     | 24,404                   | 1,571        | 2,034        | (463)                   | 8,942         | 12,202        | (3,260)                 | -27%                      |
|  | <b>35,657</b>            | <b>2,290</b> | <b>2,971</b> | <b>(681)</b>            | <b>13,233</b> | <b>17,829</b> | <b>(4,596)</b>          | <b>-26%</b>               |

**Unduplicated Patients - Current vs. Prior Year**  
**UDS Data Calendar Year**  
**January through December**

|                       | Current Year Annual Target | Jan 2021 - Sep 2021 Actual | Jan 2022 - Sep 2022 Actual | Increase/ (Decrease) Prior Year | % of Annual Target |
|-----------------------|----------------------------|----------------------------|----------------------------|---------------------------------|--------------------|
| Unduplicated Patients | 16,370                     | 7,209                      | 7,873                      | 664                             | 48%                |

**Unduplicated Patients - Current vs. Prior Year**  
**HRSA Grant Year**  
**April through May**

|                       | Annual HRSA Grant Budget | Apr 2021 - Sep 2021 Actual | Apr 2022 - Sep 2022 Actual | Increase/ (Decrease) Prior Year | % of Annual Target |
|-----------------------|--------------------------|----------------------------|----------------------------|---------------------------------|--------------------|
| Unduplicated Patients | 16,370                   | 6,156                      | 6,491                      | 335                             | 40%                |





# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item #6**

**Consider for Approval Quarterly Investment Report for the Period Ending September 30,  
2022 Submitted by the Chief Financial Officer**

**Galveston County Health District  
Investment Report  
For the period ending September 30, 2022**

| General Fund                                | Money Market Account |              |              |
|---|----------------------|--------------|--------------|
|   | Jul                  | Aug          | Sep          |
| Beginning Balance                           | 3,042,742            | 3,013,966    | 2,655,178    |
| Deposits                                    | 270,000              | 275,000      | 1,325,000    |
| Withdrawals                                 | (300,000)            | (635,000)    | (940,000)    |
| Interest Earned                             | 1,224                | 1,212        | 1,391        |
| Ending Balance                              | \$ 3,013,966         | \$ 2,655,178 | \$ 3,041,568 |
| Current Yields                              | 0.50%                | 0.50%        | 0.62%        |
| Previous Quarter Yield (04/2022 to 06/2022) | 0.40%                | 0.40%        | 0.41%        |

| Tex Pool Investments |           |           |
|----------------------|-----------|-----------|
| Jul                  | Aug       | Sep       |
| 17,334               | 17,357    | 17,389    |
| -                    | -         | -         |
| -                    | -         | -         |
| 22.35                | 31.93     | 34.48     |
| \$ 17,357            | \$ 17,389 | \$ 17,423 |
| 1.521%               | 2.163%    | 2.413%    |
| 0.304%               | 0.623%    | 1.001%    |

| Galveston Area Ambulance Authority          | Money Market Account |              |              |
|---|----------------------|--------------|--------------|
|   | Jul                  | Aug          | Sep          |
| Beginning Balance                           | 4,583,520            | 4,330,431    | 4,957,280    |
| Deposits                                    | -                    | 840,000      | 270,000      |
| Withdrawals                                 | (255,000)            | (215,000)    | (330,000)    |
| Interest Earned                             | 1,911                | 1,849        | 2,346        |
| Ending Balance                              | \$ 4,330,431         | \$ 4,957,280 | \$ 4,899,626 |
| Current Yields                              | 0.50%                | 0.50%        | 0.60%        |
| Previous Quarter Yield (04/2022 to 06/2022) | 0.40%                | 0.40%        | 0.41%        |

| Tex Pool Investments |           |           |
|----------------------|-----------|-----------|
| Jul                  | Aug       | Sep       |
| 21,650               | 21,678    | 21,718    |
| -                    | -         | -         |
| -                    | -         | -         |
| 27.98                | 39.83     | 43.06     |
| \$ 21,678            | \$ 21,718 | \$ 21,761 |
| 1.521%               | 2.163%    | 2.413%    |
| 0.304%               | 0.623%    | 1.001%    |

| FY22 Summary                         | General Fund    |              |       |
|--------------------------------------|-----------------|--------------|-------|
|                                      | Interest Earned | Avg Balance  | Yield |
| October 1, 2021 to December 31, 2021 | 3,018           | 3,009,938    | 0.06% |
| January 1, 2022 to March 31, 2022    | 2,896           | 2,941,288    | 0.06% |
| April 1, 2022 to June 30, 2022       | 3,013           | 2,997,043    | 0.13% |
| July 1, 2022 to September 30, 2022   | 3,915           | 2,847,223    | 0.32% |
| YTD Totals                           | \$ 12,842       | \$ 2,948,873 | 0.57% |

| GAAA            |              |       |
|-----------------|--------------|-------|
| Interest Earned | Avg Balance  | Yield |
| 4,727           | 4,706,725    | 0.05% |
| 4,497           | 4,570,624    | 0.06% |
| 4,681           | 4,656,180    | 0.13% |
| 6,217           | 4,558,431    | 0.32% |
| \$ 20,121       | \$ 4,622,990 | 0.57% |

| General Fund                           | Q1           | Q2           | Q3           | Q4           | YTD Comparison   |
|--|--------------|--------------|--------------|--------------|------------------|
|  | Oct 1-Dec 31 | Jan 1-Mar 31 | Apr 1-Jun 30 | Jul 1-Sep 30 | Total as of 9/30 |
| Interest Yield Year to Year Comparison |              |              |              |              |                  |
| FY2019                                 | 0.43%        | 0.47%        | 0.47%        | 0.46%        | 1.83%            |
| FY2020                                 | 0.40%        | 0.36%        | 0.21%        | 0.20%        | 1.17%            |
| FY2021                                 | 0.19%        | 0.14%        | 0.05%        | 0.05%        | 0.43%            |
| <b>FY2022 (Current year)</b>           | <b>0.06%</b> | <b>0.06%</b> | <b>0.13%</b> | <b>0.32%</b> | <b>0.57%</b>     |

| Galveston Area Ambulance Authority     | Q1           | Q2           | Q3           | Q4           | YTD Comparison   |
|--|--------------|--------------|--------------|--------------|------------------|
|  | Oct 1-Dec 31 | Jan 1-Mar 31 | Apr 1-Jun 30 | Jul 1-Sep 30 | Total as of 9/30 |
| Interest Yield Year to Year Comparison |              |              |              |              |                  |
| FY2019                                 | 0.43%        | 0.47%        | 0.47%        | 0.46%        | 1.83%            |
| FY2020                                 | 0.40%        | 0.36%        | 0.21%        | 0.20%        | 1.17%            |
| FY2021                                 | 0.19%        | 0.14%        | 0.05%        | 0.05%        | 0.43%            |
| <b>FY2022 (Current year)</b>           | <b>0.05%</b> | <b>0.06%</b> | <b>0.13%</b> | <b>0.32%</b> | <b>0.57%</b>     |



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item #7**

**Consider for Approval Quarterly Worker's Compensation Report for the Period Ending  
September 30, 2022**



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 8**

**Consider for Approval Changes to the Employee Leave Policy and Hours Worked and  
Compensatory/Overtime Policy Submitted by HR Manager**

-Approved  
 UBOH 12/05/2022  
 -Effective 08/30/2004

Deleted: 04

Deleted: 13

# Employee Leave Policy

## Audience

This policy applies to all full-time benefits eligible personnel who are employed by the Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”).

## Policy

It is the District’s policy to provide leave as listed below to full-time employees receiving benefits. Paid leave does not count as hours worked when determining hours paid at the gross overtime hourly rate. Employees will not accrue any leave while on any type of extended unpaid leave of absence unless the employee falls under the Uniformed Services Employment & Reemployment Rights Act (USERRA). Part-time positions at GCHD will be hired with no benefits, with the exception of required retirement program deductions.

## Vacation Leave

Vacation leave is paid time-off to be used for vacation or other personal activities. It is the employee’s responsibility to request supervisory approval for use of vacation leave at least two weeks prior to use, when feasible. (*Reference: Attendance Policy*)

When an employee reaches three months of employment, the amount of vacation leave they have accrued during that span will be dropped into their vacation balance for use.

Any employee transferring from full-time with benefits to part-time without benefits status will be paid the balance of their accrued, unused vacation leave. Employees will be paid the balance of their accrued unused vacation leave upon termination or resignation if proper notice is given as outlined in the District’s *Separation of Employment Policy*. (*Reference: Separation of Employment Policy*)

Vacation leave will accrue based on the following schedule:

| <i>Full-Time District Employees (Based on 8 Hour Days)</i> |                              |                        |                       |                           |                          |                         |                        |
|--|------------------------------|------------------------|-----------------------|---------------------------|--------------------------|-------------------------|------------------------|
| Service Time   | Hours Accrued Per Pay Period | Hours Accrued Per Year | Days Accrued Per Year | Maximum Carryover (Hours) | Maximum Carryover (Days) | Maximum Accrual (Hours) | Maximum Accrual (Days) |
| 0 to 3 months  | None                         | N/A                    | N/A                   | N/A                       | N/A                      | N/A                     | N/A                    |
| 3 months - 4 years   | 3.077                        | 80                     | 10                    | 40                        | 5                        | 80                      | 10                     |
| 5 - 9 years  | 4.615                        | 120                    | 15                    | 80                        | 10                       | 120                     | 15                     |
| 10-14 years  | 6.154                        | 160                    | 20                    | 120                       | 15                       | 160                     | 20                     |
| 15-19 years  | 7.692                        | 200                    | 25                    | 140                       | 18                       | 200                     | 25                     |
| 20+ years  | 9.231                        | 240                    | 30                    | 160                       | 20                       | 240                     | 30                     |

| <b>Full-Time Coastal Health &amp; Wellness Physicians, Midlevels and Dentists (Based on 8 Hour Days)</b> |                                     |                               |                              |                                  |                                 |                                |                               |
|--|-------------------------------------|-------------------------------|------------------------------|----------------------------------|---------------------------------|--------------------------------|-------------------------------|
| <b>Service Time</b>  | <b>Hours Accrued Per Pay Period</b> | <b>Hours Accrued Per Year</b> | <b>Days Accrued Per Year</b> | <b>Maximum Carryover (Hours)</b> | <b>Maximum Carryover (Days)</b> | <b>Maximum Accrual (Hours)</b> | <b>Maximum Accrual (Days)</b> |
| 0 to 3 months  | None                                | N/A                           | N/A                          | N/A                              | N/A                             | N/A                            | N/A                           |
| 3 months - 4 years   | 4.615                               | 120                           | 15                           | 40                               | 5                               | 120                            | 15                            |
| 5 - 9 years  | 6.154                               | 160                           | 20                           | 80                               | 10                              | 160                            | 20                            |
| 10-14 years  | 7.692                               | 200                           | 25                           | 120                              | 15                              | 200                            | 25                            |
| 15-19 years  | 9.231                               | 240                           | 30                           | 140                              | 18                              | 240                            | 30                            |
| 20+ years  | 10.769                              | 280                           | 35                           | 160                              | 20                              | 280                            | 35                            |

| <b>Full-Time Galveston Area Ambulance Authority Field Staff (Based on 24 Hour Shifts)</b> |                                     |                               |                              |                                  |                                 |                                |                               |
|---|-------------------------------------|-------------------------------|------------------------------|----------------------------------|---------------------------------|--------------------------------|-------------------------------|
| <b>Service Time</b>   | <b>Hours Accrued Per Pay Period</b> | <b>Hours Accrued Per Year</b> | <b>Days Accrued Per Year</b> | <b>Maximum Carryover (Hours)</b> | <b>Maximum Carryover (Days)</b> | <b>Maximum Accrual (Hours)</b> | <b>Maximum Accrual (Days)</b> |
| 0 to 3 months   | None                                | N/A                           | N/A                          | N/A                              | N/A                             | N/A                            | N/A                           |
| 3 months - 4 years  | 3.692                               | 96                            | 4                            | 48                               | 2                               | 96                             | 4                             |
| 5 - 9 years   | 5.538                               | 144                           | 6                            | 96                               | 4                               | 144                            | 6                             |
| 10-14 years   | 7.385                               | 192                           | 8                            | 120                              | 5                               | 192                            | 8                             |
| 15-19 years   | 9.231                               | 240                           | 10                           | 144                              | 6                               | 240                            | 10                            |
| 20+ years   | 11.077                              | 288                           | 12                           | 168                              | 7                               | 288                            | 12                            |

**Vacation Maximum Carryover Amount**

Vacation leave can accrue past the maximum carryover up to the maximum allowed accrual. Any time the employee's vacation balance reaches the maximum accrual limit the employee will cease accruing vacation until their balance is used and falls below the maximum accrual. Pay periods often cross from one calendar year to the next so the last day of the pay period that includes March 1 (of any given year) will be considered the cutoff date for use of vacation leave, and any balances exceeding the maximum carryover limits will be adjusted accordingly.

**Sick Leave**

Sick leave can be used in cases of accident or illness of the employee, and medical or dental examination and care. Documentation may be required at the discretion of the supervisor.

An employee may use 80 hours of their accrued sick leave for immediate family members as defined through the Family and Medical Leave policy. (*Reference: Family and Medical Leave policy*)

When an employee reaches 30 days of employment, the amount they would have accrued during the first 30 days will be dropped into their sick leave balance for use. Sick leave is not compensable upon termination of employment.

| <i>Full-time District Employees, Coastal Health &amp; Wellness, and GAAA Administrative Employees<br/>(based on 8-hour days)</i> |                                     |                       |                                  |                                  |
|--|-------------------------------------|-----------------------|----------------------------------|----------------------------------|
| <b>Service Time</b>  | <b>Hours Accrued Per Pay Period</b> | <b>Annual Accrual</b> | <b>Maximum Carryover (Hours)</b> | <b>Maximum Carryover (Weeks)</b> |
| 0-30 days  | None                                | None                  | N/A                              | N/A                              |
| 6months+   | 2.46                                | 64 hours              | 480 hours                        | 12 Weeks                         |
| <i>Full-time GAAA Field Employees (based on 24-hour shifts)</i>  |                                     |                       |                                  |                                  |
| <b>Service Time</b>  | <b>Hours Accrued Per Pay Period</b> | <b>Annual Accrual</b> | <b>Maximum Carryover (Hours)</b> | <b>Maximum Carryover (Weeks)</b> |
| 0-30 days  | None                                | None                  | N/A                              | N/A                              |
| 6months+   | 3.69                                | 96 hours              | 576 hours                        | 12 Weeks                         |

**Sick Leave Maximum Carryover Amount**

Sick leave can be accrued past the maximum carryover amount; however, only the maximum carryover amount will be carried over from one calendar year to the next. Year-end balances over the maximum carryover limits will be forfeited. Pay periods often cross from one calendar year to the next so the last day of the pay period that includes December 31 (of any given year) will be considered the cutoff date for use of sick leave. Sick leave is not compensable upon separation of employment.

**Personal Leave**

Personal leave is intended to provide staff with flexibility in their work situations by allowing paid time away from work to accommodate sudden emergencies, personal business, or appointments. Situations warranting the use of personal leave will need to be approved by the employee's supervisor. The last day of the pay period that includes December 31 (of any given year) will be considered the cutoff date for use of personal leave. Year-end balances at the end of the year will not be carried over. Personal leave cannot be used upon notice of resignation or termination and is not compensable upon separation of employment.

| <i>Full-time District Employees, Coastal Health &amp; Wellness, and GAAA Administrative Employees<br/>(based on 8-hour days)</i> |  |                          |
|--|--|--------------------------|
| <b>Service Time</b>  | <b>Time</b>                                    | <b>Maximum Carryover</b> |
| 3-months+  | 24 hours per year<br>(can be used by the hour) | N/A                      |
| <i>Full-time GAAA Field Employees (based on 24-hour shifts)</i>  |  |                          |
| <b>Service Time</b>  | <b>Time</b>                                    | <b>Maximum Carryover</b> |
| 3-months+  | 48 hours per year<br>(can be used by the hour) | N/A                      |

**Funeral Leave**

When a death occurs in an employee's immediate family, full-time employees will be granted up to 24 hours of paid leave. Immediate family members are defined as the employee's spouse, employee's children, spouse's children, parents, brothers, sisters, grandparents, grandchildren, great-grandparents, great-grandchildren, a person identified as a legal guardian, and for a person who resides in the employee's household. It is the employee's responsibility to notify his/her supervisor and Human Resources of the need for funeral leave as soon as possible. The employee must also provide required documentation for proof of relationship to the deceased family member. (Reference: *Attendance Policy*)

**Jury Duty Leave**

Full-time employees summoned for Jury or Grand Jury duty or as a witness under judicial subpoena will be granted paid leave of absence for the time they are summoned. The employee is responsible for notifying his/her supervisor as soon as possible and to provide proof from the court of the date(s) and time(s) of their jury duty or court summons. The time spent on jury duty that coincides with the employee’s regular work time is counted as straight time for overtime calculations. If the employee is not selected as a juror, the employee is expected to return to work if more than 50% of the employee’s shift remains at the time the employee is released from service. Proof of attendance is required to be turned in to the supervisor.

**Military Leave**

**Paid Military Leave**

Under Texas Law, those employees who are members of the state military forces or any of the reserve components of the United States Armed Forces, are entitled to fifteen days (120 hours) of paid military leave for each fiscal year to attend required training or duty. A written request along with a copy of the military orders is to be submitted to Human Resources for approval prior to the commencement of the leave. Benefits continue to accrue during the fifteen-day period.

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**Unpaid Military Leave and Veterans Re-employment**

It is the District’s policy to comply fully with the Uniformed Services Employment and Reemployment Rights Act (USERRA). While on unpaid military leave employees may not accrue additional vacation or sick leave, just like employees on unpaid FMLA.

**Continuing Education Leave**

Full-time physicians, physician assistants, nurse practitioners, counselors, dentists, and dental hygienists will be provided continuing education leave consistent with the annual licensure requirement(s). Continuing education leave must be approved at least two-weeks in advance and consistent with written guidelines. Annual continuing education leave may be from 1- 40 hours (no more than 5 business days annually) as necessary to meet annual continuing education requirements. Continuing education leave is not compensable upon termination of employment, nor can it be carried over to a new calendar year.

| <i>Licensed Medical/Dental Provider Continuing Education Leave</i> |              |                          |
|--|--------------|--------------------------|
| <b>Service Time</b>  | <b>Time</b>  | <b>Maximum Carryover</b> |
| 0-6 months   | None         | N/A                      |
| 6 months+  | 1 – 40 Hours | None                     |

**Holiday Pay**

The District recognizes 11 paid holidays per year. The holiday schedule is located on the District’s extranet site.

Full-time non-exempt employees who receive advanced approval and who work on a District recognized holiday will receive eight hours of holiday pay in addition to time worked.

Full-time GAAA field employees who work on a holiday receive up to twelve hours of straight pay for time worked on the holiday in addition to pay for actual hours worked. The GAAA field employee holiday schedule will be released each year along with the District’s holiday schedule. (Reference: *Hours Worked and Compensatory/Overtime Policy*)

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If the employee is on approved FMLA leave, he/she will not be paid for any holiday that falls during the leave unless the employee is supplementing FMLA leave with vacation or sick leave on the day before and the day after the holiday, in which case holiday pay may be received.

Employees absent without prior approval on the workday immediately before or after the holiday forfeit holiday pay. (Reference: *Hours Worked and Compensatory/ Overtime, Attendance and Family and Medical Leave Policies*)

**Emergency Leave**

Emergency leave is available to full-time and part-time employees, if scheduled to work, in the event of a Health District emergency which would result in the closure of District facilities. The Chief Executive Officer or designee must approve Emergency Leave. (Reference: *Emergency Operations Policy*)

**Administrative Leave**

Administrative leave with pay may be granted with the approval of the Chief Executive Officer or designee for circumstances such as mandatory referrals to the Employee Assistance Program (“EAP”) and for other extenuating circumstances. (Reference: *Employee Assistance and Employee Corrective Action Policies*)

**Extenuating Circumstances and Leave Without Pay**

In the cases of extenuating circumstances, the employee may submit a written request for the approval of unpaid leave. The request must be submitted through the supervisor to the Human Resources ~~Department~~. All applicable available leave should be exhausted before leave without pay is considered.

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**Neutral Absence Control**

Any employee away from work for whatever reason for a period greater than six consecutive months will be terminated from the District, except those employees who are out under USERRA as outlined by federal law.

**Employee Responsibilities**

- Receive proper approval from his/her supervisor based on the type of leave requested;
- Provide documentation for use of sick leave, if requested by their supervisor;
- Ensure electronic timesheets are completed properly and submitted according to deadlines;
- Consider business needs when requesting leave; and
- Report timesheet issues and concerns to their supervisor and the IT Help Desk.

**Supervisor Responsibilities**

It is the supervisor’s responsibility to (Reference: *Attendance Policy*):

- Review the biweekly leave report provided by payroll to ensure excessive compensatory time and/or vacation hours are not being accrued that may impact budget;
- Inform employees of carryover limits and possible loss of accrued time;
- Request documentation in a fair and consistent manner from employees utilizing sick leave;
- Ensure electronic timesheets are completed properly and submitted according to deadlines;
- Monitor time and attendance of employees on an ongoing basis;
- Consider business needs when approving or rejecting requests for time off; and
- Communicate the departmental expectations to all assigned employees.

**Laws**

It is the intent of this policy to be in compliance with the Fair Labor Standards Act, Texas Payday Law and Uniformed Services Employment and Reemployment Rights Act.

**Violation**

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension or dismissal.

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# Hours Worked and Compensatory/Overtime Policy

## Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees.

## Policy

This policy is for routine (non-disaster) circumstances only. (*For emergencies or disaster circumstances refer to the GCHD Emergency Operations policy*). It is the District’s policy to work within the Fair Labor Standards Act and Texas Payday Laws. While this policy focuses on routine circumstance, GCHD expects that employees will work in excess of standard hours when requested and necessary to meet business needs or respond to public emergencies. Failure to do so may result in corrective disciplinary action.

## Employee Categories and Definitions

*FLSA Exempt Employee* – an employee who is **not subject** to the overtime provisions of the FLSA due to an executive, administrative, or professional exemption.

*FLSA Non-exempt Employee* – an employee who is **subject** to the overtime provisions of the FLSA.

|  | Employee Leave<br>(Vacation, Sick, etc.)                      | Medical,<br>Dental &<br>Vision<br>Insurance | LTD,<br>AD&D, &<br>Dependent<br>Life | TCDRS | 457 Deferred<br>Compensation<br>Plan |
|--|---|---|--------------------------------------|-------|--------------------------------------|
| <b>Health District, Coastal Health &amp; Wellness, and GAAA Administrative Staff</b> |   |   |                                      |       |                                      |
| Full-time with benefits (at least 40 hours per week)                                 | Full benefits in accordance with <i>Employee Leave</i> policy | Yes   | Yes                                  | Yes   | Yes                                  |
| Part-time with benefits (at least 29 hours per week)                                 | No  | Yes   | No                                   | Yes   | No                                   |
| Part-time without benefits (less than 29 hours per week)                             | No  | No  | No                                   | Yes   | No                                   |
| *Temporary/Seasonal  | No  | No  | No                                   | No    | No                                   |
| <b>GAAA Field Staff</b>  |   |   |                                      |       |                                      |
| Full-time with benefits (at least 48 hours per week)                                 | Full benefits in accordance with <i>Employee Leave</i> policy | Yes   | Yes                                  | Yes   | Yes                                  |
| Part-time (at least 24 hours per month)  | No  | No  | No                                   | Yes   | No                                   |

*\*Temporary/Seasonal Employee* – an employee who is hired for the duration of a specific project, to fill a position until a non-temporary candidate is hired, is a seasonal position, or is free to accept or decline a work offer on a daily basis.

*Compensatory Time* – hours worked over 40 hours \***actually** worked in a workweek that are accrued at time and one-half and can be used as time off (for FLSA non-exempt employees).

*Overtime* – time and one-half compensation for time worked that puts the employee over 40 hours \***actually** worked in the workweek (for FLSA non-exempt employees).

*Flex-time* – for exempt employees only. Flex-time is an adjustment of the employee’s routine schedule in consideration of pre-approved time worked beyond routine (ex. beyond 8-5) to achieve a minimum workweek of 40 hours. Flex-time must be pre-approved by the supervisor and typically occurs in the same work week. Flex-time does not accumulate beyond the two week pay period.

*Alternate Work Schedule* – set work hours which do not fall within the District’s normal business hours.

### **Hours of Operation**

The normal business hours of the District are 8:00 A.M. to 5:00 P.M. Monday through Friday. Regular District office hours for most employees correspond to these hours with one hour for lunch for a total workweek of 40 hours. Coastal Health & Wellness hours include additional evening and weekend hours per Health Resources and Services Administration (HRSA) and Governing Board policy (Reference: *CHW Clinic Operational policy*). GAAA field hours of service are 24/7. A typical workweek is two shifts, 24 hours in length with one to three days off in between (Reference: *GAAA Standard Operating Guidelines*).

### **Alternate Work Schedule**

All employees should be scheduled in such a way that business needs are met, and business continues. Executive managers may implement alternate work schedules for employees if such implementation is feasible, within operating budget, and does not impact service delivery. Should an employee desire to work an alternate work schedule that falls outside of the District’s standard hours of operation (8:00 am to 5:00 pm), the employee must submit a written request to their manager seeking approval.

### **The Fair Labor Standards Act**

The Fair Labor Standards Act (FLSA) is a federal law that governs wages, hours and working conditions. The District’s workweek for FLSA purposes includes the time between 12:01 A.M. Thursday morning and 12:00 midnight Wednesday.

### **FLSA Exempt Employee**

For District purposes, a **FLSA exempt employee** is one who **is not subject** to the overtime provisions of the FLSA due to an executive, administrative or professional exemption.

In consideration of excess hours worked due to extenuating circumstances, administrative leave may be granted on a case-by-case basis by the Chief Executive Officer or designee. Such leave may be with or without pay. Compensatory and overtime pay does not apply to exempt employees. The next level of supervision may approve flex-time for exempt employees as defined above. (*For emergencies or disaster circumstances refer to the GCHD Emergency Operations policy*).

### **FLSA Non-exempt Employee**

For District purposes, a **FLSA non-exempt employee** is one who **is subject** to the overtime provisions of the FLSA. When such an employee works extra hours, the employee is eligible for:

- equivalent compensation (hour-for-hour compensatory time) for time worked which does not put the employee over 40 hours **\*actually** worked in the workweek;
- time and one-half compensation (overtime) for time worked that puts the employee over 40 hours **\*actually** worked in the workweek; or
- time and one-half off (compensatory time) for time worked that puts the employee over 40 hours **\*actually** worked in the workweek.

**\*Actual hours worked** are those hours an employee is performing District duties/business. Such hours do not include time the employee is on leave or off duty due to a holiday.

A FLSA non-exempt employee **must** be compensated (either in pay or in time off) for all time worked. If approval is not received to work the extra time, the employee must be counseled regarding the requirement to receive proper approval and informed that corrective disciplinary action up to and including dismissal may be taken for future incidents.

Time worked over 40 hours will be compensated with compensatory time. However, programs designated by the Chief Executive Officer or designee may receive paid overtime if budget allows and it is within state and federal requirements. GAAA employees will receive paid overtime for working special events in lieu of comp time.

To ensure business needs are met, the maximum hours of compensatory time that can be earned in a calendar year for GAAA employees is 96 hours. The maximum compensatory time hours GAAA employees can have in their accrual is 40 hours.

### **Holidays**

#### **Employees on Part-time Status**

An employee who is part-time does not receive holiday pay. Should a part-time employee work on a District recognized holiday, he/she will receive straight pay for those hours worked.

Should the holiday fall on a day that the employee is not regularly scheduled to work, he/she will not receive holiday pay.

#### **Employees on Full-time Status**

A full-time with benefits employee receives holiday pay at straight rate equal to eight hours for holidays not worked.

Should the employee work on a District recognized holiday, and already worked 40 regular hours that pay week, he/she will receive time and one half (compensatory time) for the time worked on the holiday and eight hours holiday pay at straight rate.

Should the employee work on a District recognized holiday and did not work 40 regular hours that pay week, he/she will receive straight pay for the time worked on the holiday and eight hours holiday pay at straight rate.

*Examples:*

1. *The pay week is Thursday – Wednesday. The employee works the following schedule:*

*Thursday 8 hours  
Friday Holiday(works six hours)  
Saturday Off  
Sunday Off  
Monday 8 hours  
Tuesday 8 hours  
Wednesday 8 hours*

*The employee will be paid the following:*

*32 regular hours  
8 hours holiday pay at straight rate  
6 hours (straight time) for time worked on the holiday will be added to the employee's comp-time balance*

2. *The pay week is Thursday – Wednesday. The employee works the following schedule:*

*Thursday 10 hours  
Friday Holiday(works 6 hours)  
Saturday 8 hours  
Sunday Off  
Monday 10 hours  
Tuesday 10 hours  
Wednesday 8 hours*

*The employee will be paid the following:*

*40 regular hours  
9 overtime hours (6 hours at time and a half) added to the employee's comp-time balance  
9 overtime hours (6 hours at time and a half for time worked on the holiday) added to the employee's comp-time balance  
8 holiday hours added to the employee's comp-time balance*

3. *The pay week is Thursday – Wednesday. The employee works the following schedule:*

*Thursday 8 hours  
Friday Holiday(works 6 hours)  
Saturday Off  
Sunday Off  
Monday 8 Vacation  
Tuesday 8 sick Leave  
Wednesday 8 hours*

*The employee will be paid the following:*

- 16 regular hours*
- 6 hours (straight time) for time worked on the holiday*
- 8 vacation hours*
- 8 sick hours*
- 8 hours of holiday pay will be added to the employee's comp-time balance*

*Remember: Time worked over 40 hours will be compensated with either compensatory time or overtime, if budget allows and it is within state and federal requirements.*

GAAA field employees receive up to twelve hours of holiday pay at the straight time rate for time worked on the holiday.

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#### **Employees on Alternate Work Schedules Due to Requirement in Program Area**

A full-time with benefits employee on an alternate work schedule receives up to eight hours of holiday pay for holidays not worked. The remainder of regularly scheduled time will be taken from either vacation or compensatory time (whichever is available). Sick leave is not allowed.

Should the employee work on a District recognized holiday, and already have worked 40 regular hours that pay week, he/she will receive time and one half (compensatory time) for the time worked on the holiday and eight hours holiday pay.

Should the employee work on a District recognized holiday and has not worked 40 regular hours that pay week, he/she will receive straight pay for the time worked on the holiday and eight hours holiday pay.

*Examples:*

- 1. The employee is regularly scheduled to work ten-hour days Monday through Thursday and the District recognized holiday falls on a Monday. The employee will receive 30 regular hours, eight holiday hours, and must use vacation, or compensatory time to make up the remaining two hours.*
- 2. Should the employee be regularly scheduled to work ten-hour days Monday through Thursday, and the District recognized holiday falls on a Friday, the employee will have eight hours (for the holiday) added to his/her comp-time balance at straight rate.*

#### **Administrative Leave**

##### **Early Dismissal**

In the event that the Chief Executive Officer or designee allows for an early dismissal (usually before a holiday), administrative leave will be allowed with the immediate supervisor's approval. The amount of admin leave granted will be determined based on the time dismissed and will be based on an 8-hour day from the time early dismissal was allowed up to 5:00 pm. Employees will only be able to record administrative leave if they were scheduled to work during the time admin leave was granted and only if admin leave is needed to meet a 40 hour work week. If the employee worked 40 or more hours in that week, then they will not receive any admin leave. Also, if an employee was scheduled to be off during

this time, admin leave does not apply and the time off should be recorded using other applicable leave (vacation, sick or wellness).

*Examples:*

1. *You were scheduled to work from 8:00 am to 5:00 pm (with a 1-hour lunch) and were dismissed at 3:00 pm. Then you would record: 6 hours worked and 2 hours admin leave. Weekly total is 40 hours or less.*
2. *You were scheduled to work from 8:00 am to 5:00 pm (with a 1-hour lunch) and were dismissed at 3:00 pm. However, you stayed and worked until 4:00 pm. Then you would record: 7 hours worked and 1-hour admin leave. Weekly total is 40 hours or less.*
3. *You were scheduled to work from 8:00 am to 5:00 pm (with a 1-hour lunch) and were dismissed at 3:00 pm. However, you have worked over 40 hours for the week. Then you record your hours worked and will not receive admin leave.*
4. *You are on an alternate work schedule and were scheduled to work from 8:00 am to 7:00 pm (with a 1-hour lunch) and were dismissed at 3:00 pm. Then you would record: 6 hours worked, 2 hours admin leave, 2 hours vacation or comp leave (if available). Sick leave will not be allowed. Weekly total is 40 hours or less.*

### **Employee Responsibilities**

Both Exempt and Non-Exempt employees are responsible for filling out timesheets within the deadlines set for each pay period. Every other Wednesday timesheets should be submitted by the established deadline. Each department may have its own expectations on the payroll deadline. Occasionally, due to holidays, the deadline will be altered, but proper notification shall be sent to all staff by the Accounting Team. If an employee neglects to fill out a timesheet or misses the set deadline, they may face disciplinary action up to and including termination.

It is the employee's responsibility to:

- receive approval from his/her supervisor **prior** to performing work duties outside the regular work hours (unless an emergency situation makes prior approval impractical);
- record compensatory time and overtime in accordance with leave reporting instructions provided by the accounting department (Reference: *GCHD All Hazards Emergency Management Plan*);
- report timesheet issues and concerns to their supervisor and the IT Help desk;
- in the event of an emergency or after hour situation, the employee is to report time worked to the immediate supervisor the following business day; and
- follow time clock procedures, if applicable.

### **Supervisor Responsibilities**

It is the Supervisor's responsibility to:

- review the bi-weekly leave report provided by payroll to ensure excessive compensatory time and/or vacation hours are not being accrued that may impact budget;
- inform employees of carryover limits per the Employee Leave policy and possible loss of accrued time (Reference: *GCHD Employee Leave policy*);

- counsel the employee regarding the requirement to receive proper approval for working hours in excess of 40 during a work week and inform the employee that corrective disciplinary action up to and including dismissal may be taken for future incidents if prior approval is not received to work extra time;
- only approve paying overtime according to budgetary limits and with the approval of the Chief Executive Officer or designee;
- ensure staff are appropriately compensated for time spent performing duties as a District employee outside regular working hours;
- ensure electronic timesheets are completed properly and submitted according to deadlines;
- allow employees to take compensatory time when requested, provided that its use does not disrupt necessary work activities; and
- grant the use of flex time when appropriate.

Excessive compensatory time balances may have a negative financial impact on the budget and program. Supervisors are responsible for monitoring the accrual and use of compensatory time to ensure that excessive amounts of compensatory time are not being accrued by employees. In general, balances of over 40 hours are considered excessive. As a result, supervisors are expected to work with employees to ensure time off is scheduled within a reasonable time period after compensatory time is accrued.

**Recording and Use of Compensatory and Overtime**

Compensatory time and overtime are recorded and used in 15-minute (one quarter of an hour) increments. Compensatory and/or overtime earned and/or used must be reported on the electronic timesheet during the pay period it is earned and/or used.

**Payment for Compensatory and Overtime**

Accrued but unused compensatory time will be paid when the FLSA non-exempt employee leaves employment with the District for any reason, transfers from one payroll fund to another, or transfers to an exempt position or part-time non-exempt position.

**Violation**

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension or dismissal.

**Law**

It is the intent of this policy to be in compliance with the Fair Labor Standards Act and Texas Payday Laws.



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 9**

**Consider for Approval Addendum to the Employee and Pre-Hire Immunizations and Screening Policy Submitted by Director of Community Health Services**

Addendum to UBOH Employee and Pre-Hire Immunizations and Screening Policy

Effective 05/28/2004

Last Approved UBOH 08/10/2022

**Influenza (Flu) vaccination:**

All employees are strongly encouraged to obtain a yearly seasonal influenza vaccine, as recommended by the Centers for Disease Control and Prevention (CDC).

Category 2 employees and/or those involved in direct patient care are required to be influenza vaccinated annually, or submit a declination form and wear a surgical mask while engaged in direct patient care during flu season.

Influenza vaccines will be provided to employees at no-cost at Coastal Health and Wellness (CHW) Medical Clinic or Galveston County Health District (GCHD) Immunization Clinic. Employees may receive their seasonal influenza vaccine elsewhere if desired. Employees must submit a valid vaccine record upon receiving vaccination to their supervisor, Immunizations Program Manager, **and** Human Resources.

The Declination of Influenza Vaccination Form (Attachment A) must be completed and submitted to their supervisor, Immunizations Program Manager, **and** Human Resources no later than October 15<sup>th</sup> of each calendar year. Any employee who has previously declined may change their mind at any time.

Masking will be required within clinical areas, in addition to direct patient care if the influenza vaccine is declined, during flu season.

# GALVESTON COUNTY HEALTH DISTRICT

*Protecting and Promoting the Optimal Health and Well-Being of Galveston County*

**Zach Davidson**  
Chairman, United Board of Health



**Philip Keiser, MD**  
Local Health Authority  
Chief Executive Officer

## Declination of Influenza Vaccination

My employer, Galveston County Health District, recommends that I receive influenza vaccination to protect myself, patients, staff, and others in the healthcare facility.

I acknowledge that I am aware of the following facts (please read and check each box):

- Influenza is a serious respiratory disease. Each year in the United States, influenza kills thousands of people and causes hundreds of thousands of hospitalizations.
- Influenza vaccination is recommended for me and all other healthcare personnel to protect our staff and our facility's patients from influenza, its complications, and death.
- If I contract influenza, I can shed the virus for 24 hours before any influenza symptoms appear. During the time I shed the virus, I can transmit influenza to patients and staff in this facility.
- If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread influenza to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
- I understand the strains of virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines over time. Therefore, vaccination against influenza is recommended every year.
- I understand that it is impossible to get influenza from influenza vaccine.
- The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and all patients in this healthcare facility.

I have read and fully understand the information on this declination form and understand that I can change my mind at any time and accept influenza vaccination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Department \_\_\_\_\_

# Declination of Influenza Vaccination

My employer or affiliated health facility, \_\_\_\_\_, recommends that I receive influenza vaccination to protect myself, patients, staff, and others in the healthcare facility.

I acknowledge that I am aware of the following facts (please read and check each box):

- Influenza is a serious respiratory disease. Each year in the United States, influenza kills thousands of people and causes hundreds of thousands of hospitalizations.
- Influenza vaccination is recommended for me and all other healthcare personnel to protect our staff and our facility's patients from influenza, its complications, and death.
- If I contract influenza, I can shed the virus for 24 hours before any influenza symptoms appear. During the time I shed the virus, I can transmit influenza to patients and staff in this facility.
- If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread influenza to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
- I understand that the strains of virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines over time. This is why vaccination against influenza is recommended every year.
- I understand that it is impossible to get influenza from influenza vaccine.
- The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my coworkers and all patients in this healthcare facility.

Despite these facts, I am choosing to decline influenza vaccination for the following reasons:

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- I understand that I can change my mind at any time and accept influenza vaccination.

I have read and fully understand the information on this declination form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (PRINT) \_\_\_\_\_

Department \_\_\_\_\_

REFERENCE: CDC. Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices – United States, . . . Access links to current ACIP recommendations at [www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html](http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html)





# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 10**

**Executive Report and COVID-19 Update Submitted by Chief Executive Officer/Local Health Authority**

Galveston County Health District December 2022 Pulse of the District ([govdelivery.com](http://govdelivery.com))

# COVID- 19, Flu, and Monkey Pox Update

**Submitted By: Dr. Keiser, CEO, Local Health Authority**



Public Health Services · Emergency Medical Services · Animal Resource Center · Coastal Health & Wellness  
*Protecting and promoting the optimal health and well-being of Galveston County.*

[gchd.org](http://gchd.org)  
  

Positive Cases

**98,402**

Active Cases

**365**

Recovered Cases

**97,329**

Deaths

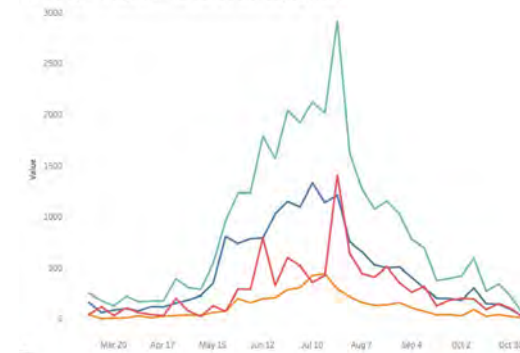
**708**

Case Fatality

**0.7%**

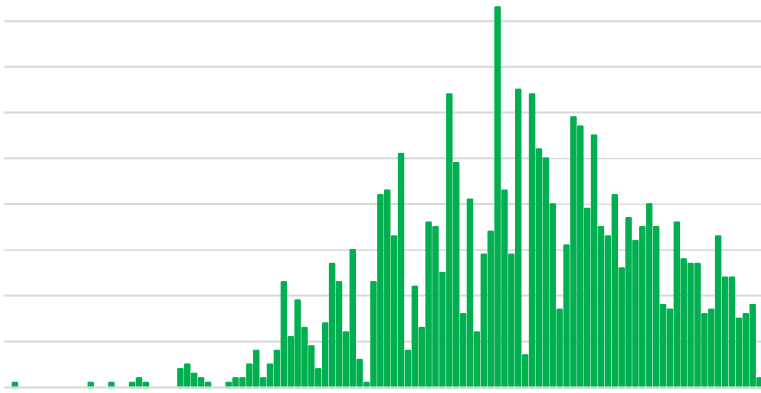


Line Graph Antigen, Primary and Secondary by Week

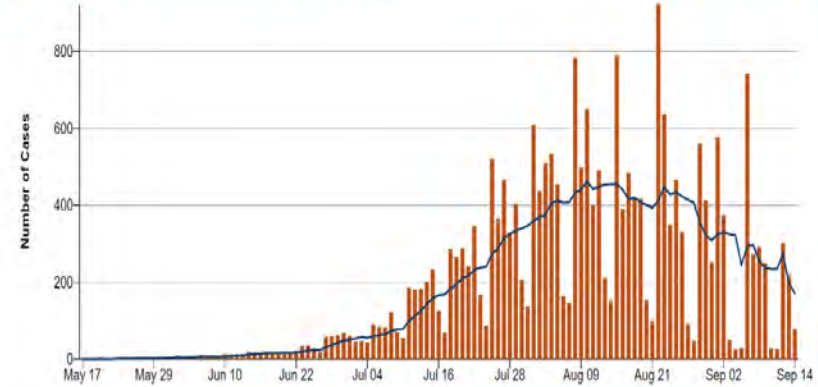


# Monkey Pox

Texas Cases =2756



US Cases ~28730



Galveston County = 8 cases

# Flu and RSV



WORLD | AFRICA

## Uganda Struggles to Contain Its Second-Deadliest Ebola Outbreak

As cases rise, ambulances are running out of fuel and doctors are going without pay, local officials and health workers say.



Red Cross workers carrying an Ebola victim's coffin in Mubende, Uganda.



# Pulse of the District

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Protecting and promoting the optimal health  
and well-being of Galveston County



## **County sees surge in reported flu cases**

*Now is time to get flu vaccine*

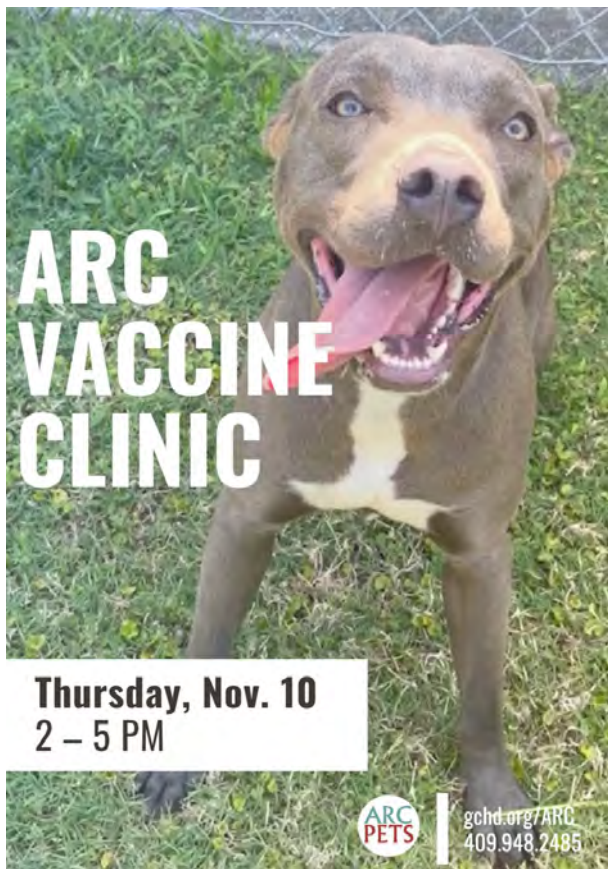
Galveston County Health District will be at

# LONE STAR RALLY




THURSDAY, FRIDAY AND SATURDAY | 12 - 8 PM SUNDAY | 12- 5 PM






**ARC  
VACCINE  
CLINIC**


**Thursday, Nov. 10  
2 – 5 PM**


 | [gchd.org/ARC](http://gchd.org/ARC)  
409.948.2485





**TYPE 2 DIABETES  
DISCUSSION** Community  
Education Class

**NOV. 14**

 **10 - 11 AM**  
Moore Memorial Public Library  
1701 9th Ave. North  
Texas City

 **5 - 6 PM**  
Galveston County Health District  
WIC Classroom  
9850-B Emmett F. Lowry Expressway  
Texas City

 Galveston County  
Health District

GCHD.ORG    

 Coastal  
Health & Wellness

**Marketplace Insurance  
is OPEN for business**

**Need affordable health  
insurance for you and  
your family? We can  
help you find a plan  
that meets your needs!**

**Enroll Nov. 1, 2022 - Jan. 15, 2023**

 409.949.3439  [coastalhw.org/marketplace](http://coastalhw.org/marketplace)

| CHS Outreaches November 2022 |                                  |   |                |
|------------------------------|----------------------------------|---|----------------|
| Date                         | Event                            | Services  | Public/Private |
| 11/1                         | Galveston County Jail            | HIV/Syphilis testing  | private        |
| 11/3                         | Lone Star Rally                  | health screenings/HEAL, Covid boosters, flu, MPX vaccines, HIV/syphilis testing | public         |
| 11/4                         | Lone Star Rally                  | health screenings/HEAL, Covid boosters, flu, MPX vaccines, HIV/syphilis testing | public         |
| 11/5                         | Lone Star Rally                  | health screenings/HEAL, Covid boosters, flu, MPX vaccines, HIV/syphilis testing | public         |
| 11/6                         | Lone Star Rally                  | health screenings/HEAL, Covid boosters, flu, MPX vaccines, HIV/syphilis testing | public         |
| 11/8                         | Galveston County Jail            | HIV/syphilis testing  | private        |
| 11/10                        | Moore Memorial Library           | health screenings/HEAL  | public         |
| 11/10                        | ACCT                             | monkeypox vaccines  | private        |
| 11/10                        | Brazos Place                     | HIV/Syphilis testing, condom distribution                                       | private        |
| 11/10                        | Brazoria County Outreach         | HIV/Syphilis testing, condom distribution                                       | public         |
| 11/12                        | HEAL Turkey Trot 5k & Fun Run    | fun run, health fair  | public         |
| 11/14                        | Moore Memorial Library           | Diabetes class  | public         |
| 11/14                        | Diabetes Class @ GCHD            | Diabetes class  | public         |
| 11/15                        | Galveston County Jail            | HIV/syphilis testing  | private        |
| 11/16                        | ADA House                        | Health screenings, HEAL, diabetes education                                     | private        |
| 11/16                        | ADA House                        | TB testing & education  | private        |
| 11/17                        | Helen Hall Library               | health screenings/HEAL, covid boosters  | public         |
| 11/17                        | ADA House                        | HIV/syphilis testing  | private        |
| 11/18                        | Senior services @ Nessler Center | health screenings/HEAL  | public         |
| 11/18                        | Brazoria County Outreach         | HIV/Syphilis testing, condom distribution                                       | public         |
| 11/22                        | Galveston County Jail            | HIV/Syphilis testing  | private        |
| 11/29                        | Galveston County Jail            | HIV/Syphilis testing  | private        |
| 11/30                        | Mae S. Bruce Library (Santa Fe)  | Diabetes class  | public         |

HEAL

# Turkey TROT



Registration now open!

Free 5K & Fun Run and Health Fair



Saturday, Nov. 12  
10 AM - 1 PM



Texas City High School  
1431 9th Ave. North  
Texas City

FREE online registration open.

FREE on-site registration Nov. 12 at 9 AM.

YOU can help support our HEAL community initiative. Purchase your very own HEAL t-shirt for \$10.



IT'S TIME TEXAS



BlueCross BlueShield of Texas

# WORLD AIDS DAY



## SAVE THE DATES



DEC. 1  
1 - 4 PM



DEC. 3  
10 AM - 2 PM



McGuire-Dent Recreation Center-Gymnasium  
2222 28th St, Galveston



END's  
6106 FM1765, Texas City

JOIN US AS A VENDOR! FOR MORE INFORMATION, CONTACT BRITTANY RIVERS AT [BRIVERS@GCHD.ORG](mailto:BRIVERS@GCHD.ORG) OR 409.938.2270.

GCHD.ORG   



## **GCHD, CHW host Japanese Ministry of Health**

Galveston County Health District and Coastal Health & Wellness in October hosted four infectious disease doctors with the Japanese Ministry of Health, along with two doctors from The University of Texas Health Science Center at Houston.

They visited to understand the strategic approach against the monkeypox virus in the United States and the health district. The group was led by Dr. Norio Omagari, director of the Department of Infectious Diseases at the National Center for Global Health and Medicine in Tokyo, and Dr. Nigo Masayuki, an infectious diseases faculty member at The University of Texas Health Science Center at Houston. The group saw frontline work including community outreach and education, mobile vaccine clinics and clinical care for those infected.



**Employee**

**Appreciation**

**Luncheon**

**DECEMBER 2, 2022**

**11 AM-2 PM**

**COLLEGE OF THE MAINLAND**

**CONFERENCE ROOM**

## PUBLIC HEALTH PROGRAMS

### ANIMAL SERVICES

|                     | October 2021 | October 2022 | 2022 YTD    |
|---------------------|--------------|--------------|-------------|
| Dog and cat intake  | 229          | 207          | 2,207       |
| Adoptions           | 60           | 50           | 471         |
| Returns to owner    | 37           | 46           | 386         |
| Transfers to rescue | 54           | 56           | 605         |
| Owner surrenders    | 13           | 3            | 70          |
| Quarantined animals | 11           | 17           | 137         |
| Field calls         | 86           | 151          | 1,192       |
| ARC clinic revenue  | \$2,407.48   | \$3,189.12   | \$26,381.25 |
| Euthanasia          | 61           | 79           | 600         |
| Private cremations  | 0            | 6            | 40          |

### BIRTH AND DEATH RECORDS (VITALS)

|                                       | October 2021 | October 2022 | 2022 YTD      |
|---------------------------------------|--------------|--------------|---------------|
| Registered records                    | Birth: 418   | Birth: 435   | Birth: 4,124  |
|                                       | Death: 279   | Death: 265   | Death: 2,625  |
| Issued records                        | Birth: 1,155 | Birth: 1,129 | Birth: 11,787 |
|                                       | Death: 315   | Death: 238   | Death: 2,614  |
| Revised records                       |              |              |               |
| Amendments birth/ death               | 27           | 34           | 318           |
| Paternities/ adoptions                | 25           | 22           | 222           |
| Voter death notifications             | 270          | 259          | 3,036         |
| Birth/ death match                    | 170          | 260          | 1,990         |
| Transit permits/ removal or cremation | 41           | 56           | 597           |
| Environmental & consumer health       |              |              |               |
| Renewal health permits                | 12           | 0            | 90            |
| Customers serviced                    | 1,967        | 1,747        | 20,461        |

### COMMUNITY HEALTH SERVICES

| Public Health Nursing                          | October 2021 | October 2022 | 2022 YTD |
|--|--------------|--------------|----------|
| COVID-19 vaccine clinics                       | 31           | 3            | 71       |
| COVID-19 vaccines administered                 | 2,213        | 21           | 1,586    |
| Homebound visits                               | 103          | 89           | 554      |
| COVID-19 testing clinics                       | 0            | 0            | 29       |
| COVID-19 tests administered at testing clinics | 0            | 0            | 898      |

|  |   |     |     |
|--|---|-----|-----|
| Test to treat tests administered         | 0 | 19  | 356 |
| Test to treat medications given          | 0 | 5   | 424 |
| Employee tests given                     | 0 | 3   | 132 |
| EBLL visits                              | 1 | 0   | 9   |
| Monkeypox tests administered             | 0 | 0   | 6   |
| Monkeypox vaccine administered           | 0 | 180 | 830 |
| Diabetes classes                         | 0 | 3   | 12  |
| Health fairs and outreaches              | 0 | 11  | 70  |
| Blood pressures taken                    | 0 | 42  | 490 |
| Blood sugars taken                       | 0 | 31  | 427 |
| Immunizations Department coverage (days) | 0 | 24  | 182 |

| <b>Healthy Concepts STI Clinic</b> | <b>October 2021</b> | <b>October 2022</b> | <b>2022 YTD</b> |
|------------------------------------|---------------------|---------------------|-----------------|
| Total patients seen in clinic      | 46                  | 28                  | 408             |
| Total treated for Chlamydia        | 17                  | 8                   | 157             |
| Total treated for Gonorrhea        | 8                   | 5                   | 92              |
| Total treated for Syphilis         | 21                  | 14                  | 147             |

| <b>Immunizations</b>                       | <b>October 2021</b> | <b>October 2022</b> | <b>2022 YTD</b> |
|--|---------------------|---------------------|-----------------|
| Total perinatal Hep B cases managed        | 4                   | 9                   | 14              |
| Total participating providers in TVFC      | 32                  | 27                  | 27              |
| Total vaccines administered                | 596                 | 530                 | 4,485           |
| Total patients immunized                   | 291                 | 305                 | 2,266           |
| Total TB skin tests administered           | 43                  | 31                  | 385             |
| Total COVID-19 vaccines administered       | 6                   | 481                 | 3,624           |
| Total new adults added to ImmTrac2         | -                   | 153                 | 1,408           |
| Total new adult vaccines added to ImmTrac2 | -                   | 885                 | 8,843           |

|                                     |   |   |    |
|-------------------------------------|---|---|----|
| Total community outreaches attended | - | 3 | 14 |
|-------------------------------------|---|---|----|

| <b>TB Program</b>   | <b>October 2021</b> | <b>October 2022</b> | <b>2022 YTD</b> |
|---|---------------------|---------------------|-----------------|
| TB patients receiving treatment   | 7                   | 7                   | 18              |
| TB suspect cases  | 1                   | 0                   | 3               |
| Directly Observed Therapy (DOT)/ Directly Observed Preventive Therapy (DOPT) delivered to patient | 217                 | 205                 | 3,219           |
| TB clinic visits  | 10                  | 12                  | 142             |
| Field visits to deliver TB medications  | 24                  | 37                  | 365             |
| TB outreach events  | 0                   | 4                   | 51              |

### HEAL

- HEAL activities have resumed amid the current state of the ongoing COVID-19 pandemic. The HEAL website is being updated with current Healthy Eating and Active Living information and encouragement. On March 1, the health district was awarded the Collaborative Innovations in Community Health (CICH) sub-grant from Its Time Texas (ITT) and Blue Cross Blue Shield of Texas. This funding will allow for further HEAL outreach in the community and the return of the HEAL Fun Run.

### WOMEN, INFANTS AND CHILDREN (WIC)

|                           | <b>October 2021</b> | <b>October 2022</b> | <b>2022 YTD</b> |
|---------------------------|---------------------|---------------------|-----------------|
| Total participants served | 4,261               | 4,574               | 54,971          |

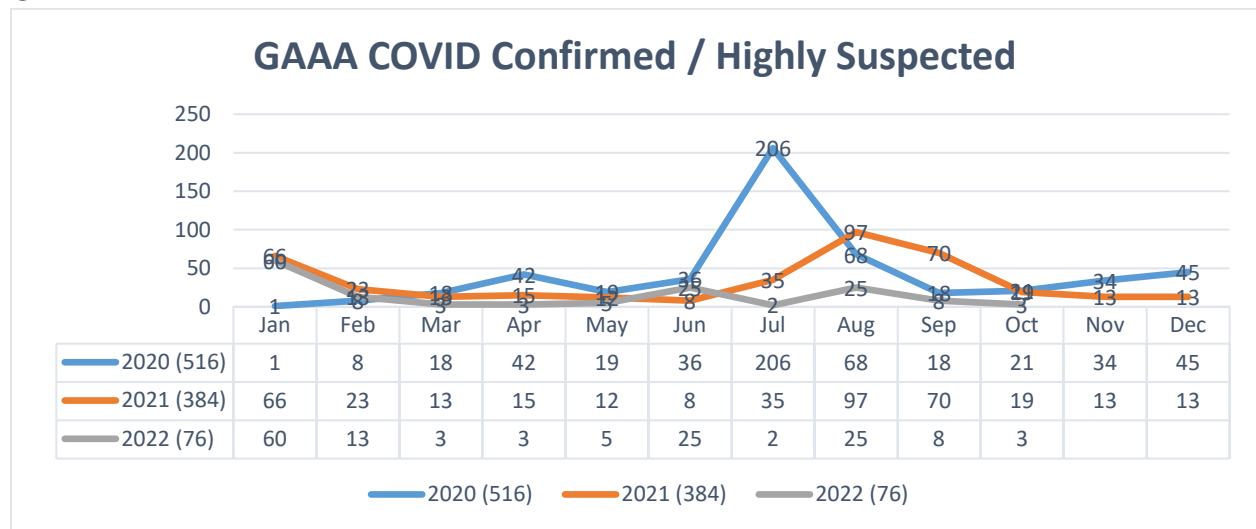
- Texas WIC rolled out the new participant-facing myWIC portal on Nov. 1 to all WIC agencies in Texas. A few of the features in myWIC are that participants are now able to receive notifications to their mobile device such as appointment reminders, ability to scan store items to determine if they are WIC approved, make their own WIC appointment and much more. All WIC staff were trained on how to assist WIC participants with the new application. Many participants downloaded the new application in November.
- Texas WIC remains in close communication with Mead Johnson, the makers of Enfamil, and WIC grocers as efforts to increase supply of contract formula in Texas continue. To ensure WIC clients continue to have access to infant formula, Texas WIC will be extending the availability of alternative brand formulas when the contract formula is not available through Dec. 31.

### COMMUNITY ENGAGEMENT

- The community engagement team attended, participated and/or conducted 18 different outreaches including health fairs, resource fairs, health screenings and health education classes for the month of October. Events took place at community partner locations i.e., Dickinson Library, Texas City Library, Santa Fe Library and local community centers in Texas City and

Galveston. Staff disseminated information to attendees at Galveston County Commissioner Stephen Holmes’ Backyard BBQ, City of Texas City Trunk or Treat, Greater St. Matthew’s Trunk or Treat, food pantry distribution at the Galveston County Food Bank, Moody Gardens Health & Wellness Expo, Moore Memorial Library in Texas City, Mae S. Bruce Library in Santa Fe and ADA House for Women. Two focus groups were conducted at a pre-school and Greater St. Matthews Baptist Church. The groups are part of regularly scheduled HEAL sessions with the students and teachers and focus on aspects of healthy eating. Several flyers for health outreach events and health screenings were developed. Flyers were distributed to individuals and local businesses in the communities where events were held, as well as advertised on social media and in local newspapers. Workers collaborated with Chambers and Waller counties to discuss Hispanic roundtables and focus groups for the future. The health district’s Health Equity HUB online newsletter was distributed to 1,006 recipients.

**GAAA**



### GAAA CALL VOLUME BY CITY

| Call Volume by City | 2020 |      |      |     |      |      |      |      |      |      |     |      | TOTAL |       |
|---------------------|------|------|------|-----|------|------|------|------|------|------|-----|------|-------|-------|
|                     | Jan  | Feb  | Mar  | Apr | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov | Dec  |       |       |
| Galveston           | 1159 | 1136 | 1088 | 897 | 1135 | 1265 | 1388 | 1245 | 1089 | 1176 | 986 | 1000 | 13564 |       |
| Hitchcock           | 95   | 99   | 88   | 87  | 100  | 112  | 101  | 85   | 96   | 114  | 95  | 94   | 1166  |       |
| Bacliff/San Leon    | 140  | 147  | 150  | 144 | 178  | 168  | 185  | 206  | 176  | 191  | 185 | 188  | 2058  |       |
| Kemah/CLS           | 38   | 53   | 56   | 60  | 41   | 57   | 60   | 68   | 69   | 78   | 71  | 52   | 703   |       |
|                     |      |      |      |     |      |      |      |      |      |      |     |      | TOTAL | 17491 |

| Call Volume by City | 2021 |      |      |      |      |      |      |      |      |      |      |     | TOTAL |       |
|---------------------|------|------|------|------|------|------|------|------|------|------|------|-----|-------|-------|
|                     | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec |       |       |
| Galveston           | 1013 | 1081 | 1082 | 1212 | 1275 | 1390 | 1198 | 1366 | 1262 | 1155 | 1015 | 813 | 13862 |       |
| Hitchcock           | 108  | 105  | 118  | 114  | 138  | 131  | 147  | 143  | 147  | 122  | 107  | 114 | 1494  |       |
| Bacliff/San Leon    | 196  | 195  | 185  | 188  | 231  | 157  | 201  | 221  | 196  | 197  | 150  | 179 | 2296  |       |
| Kemah/CLS           | 63   | 57   | 93   | 62   | 78   | 86   | 86   | 55   | 75   | 70   | 46   | 59  | 830   |       |
|                     |      |      |      |      |      |      |      |      |      |      |      |     | Total | 18482 |

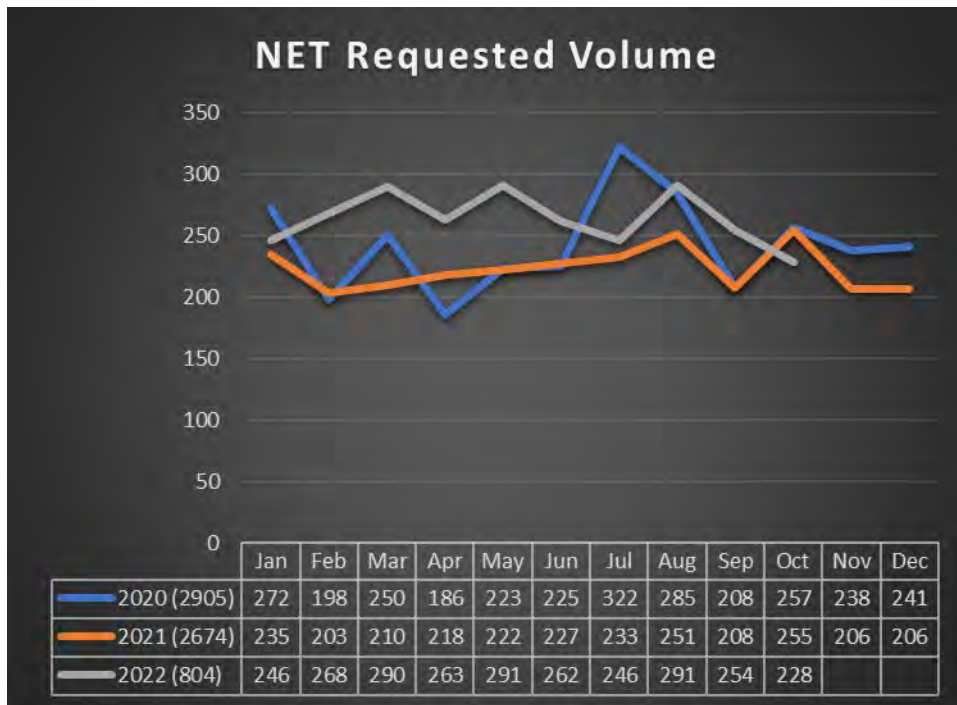
  

| Call Volume by City | 2021 |      |      |     |      |      |      |      |      |      |     |     | TOTAL |       |
|---------------------|------|------|------|-----|------|------|------|------|------|------|-----|-----|-------|-------|
|                     | Jan  | Feb  | Mar  | Apr | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov | Dec |       |       |
| Galveston           | 1031 | 1024 | 1214 | 903 | 1356 | 1334 | 1128 | 1039 | 1229 | 1218 |     |     | 11476 |       |
| Hitchcock           | 104  | 85   | 100  | 118 | 110  | 121  | 119  | 121  | 98   | 118  |     |     | 1094  |       |
| Bacliff/San Leon    | 194  | 159  | 192  | 185 | 153  | 195  | 212  | 232  | 191  | 222  |     |     | 1935  |       |
| Kemah/CLS           | 72   | 45   | 68   | 67  | 80   | 68   | 95   | 70   | 68   | 77   |     |     | 710   |       |
|                     |      |      |      |     |      |      |      |      |      |      |     |     | Total | 15215 |

| GAAA Pediatric RESP Tracking tool* |      |     |     |     |     |     |     |     |     |     |     |     |              |            |
|------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|------------|
|                                    | 2020 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| A: 0-27d                           | 0    | 0   | 1   | 0   | 4   | 2   | 2   | 0   | 1   | 1   | 1   | 1   | 13           |            |
| B: 28d- 1 yr                       | 1    | 1   | 2   | 3   | 1   | 1   | 0   | 0   | 0   | 2   | 0   | 1   | 12           |            |
| C: 1yr-2yr                         | 0    | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 3            |            |
| D: 3yr-6yr                         | 2    | 3   | 0   | 0   | 0   | 1   | 2   | 1   | 1   | 0   | 2   | 1   | 13           |            |
| E: 7yrs-12yrs                      | 3    | 1   | 2   | 2   | 1   | 1   | 2   | 5   | 0   | 3   | 1   | 1   | 22           |            |
| F: 13yrs-19yrs                     | 2    | 4   | 1   | 0   | 1   | 1   | 5   | 0   | 0   | 1   | 2   | 1   | 18           |            |
|                                    |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>51</b>  |
|                                    | 2021 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| A: 0-27d                           | 1    | 2   | 2   | 0   | 0   | 1   | 1   | 2   | 2   | 2   | 2   | 1   | 16           |            |
| B: 28d- 1 yr                       | 1    | 1   | 1   | 4   | 4   | 7   | 4   | 1   | 1   | 1   | 2   | 2   | 29           |            |
| C: 1yr-2yr                         | 0    | 0   | 1   | 0   | 0   | 3   | 4   | 2   | 0   | 0   | 1   | 0   | 11           |            |
| D: 3yr-6yr                         | 0    | 0   | 0   | 3   | 1   | 6   | 5   | 0   | 3   | 0   | 1   | 1   | 20           |            |
| E: 7yrs-12yrs                      | 2    | 1   | 0   | 3   | 1   | 0   | 2   | 1   | 4   | 3   | 2   | 2   | 21           |            |
| F: 13yrs-19yrs                     | 2    | 0   | 2   | 2   | 3   | 2   | 3   | 3   | 1   | 3   | 0   | 2   | 23           |            |
|                                    |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>120</b> |
|                                    | 2022 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                                    | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| A: 0-27d                           | 1    | 1   | 1   | 0   | 0   | 1   | 0   | 1   | 0   | 1   |     |     | 6            |            |
| B: 28d- 1 yr                       | 1    | 1   | 0   | 0   | 3   | 4   | 1   | 6   | 1   | 3   |     |     | 20           |            |
| C: 1yr-2yr                         | 0    | 1   | 1   | 2   | 0   | 1   | 0   | 2   | 1   | 1   |     |     | 9            |            |
| D: 3yr-6yr                         | 0    | 0   | 1   | 3   | 3   | 1   | 4   | 3   | 2   | 3   |     |     | 20           |            |
| E: 7yrs-12yrs                      | 3    | 4   | 0   | 3   | 1   | 2   | 0   | 3   | 3   | 0   |     |     | 19           |            |
| F: 13yrs-19yrs                     | 0    | 1   | 0   | 2   | 1   | 4   | 4   | 1   | 2   | 3   |     |     | 18           |            |
|                                    |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>92</b>  |

\* Includes EMS Provider impressions of :Acute Bronchitis, Acute Respiratory Distress (Dyspnea), Common cold, COVID-19 Confirmed by testing, COVID-19 Exposure to confirmed patient, COVID-19 suspected- no known exposure, influenza, pneumonia, respiratory arrest, respiratory distress, respiratory failure, Respiratory Syncytial (RSV), Severe Acute Respiratory Syndrome (SARS), shortness of breath

| GAAA MUTUAL AID |      |     |     |     |     |     |     |     |     |     |     |     |              |            |
|-----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|------------|
|                 | 2020 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                 | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| Dickinson       | 1    | 7   | 4   | 5   | 6   | 4   | 7   | 3   | 2   | 4   | 6   | 11  | 60           |            |
| Santa Fe        | 2    | 2   | 2   | 1   | 2   | 1   | 4   | 1   | 1   | 1   | 3   | 4   | 24           |            |
| Texas City      | 0    | 3   | 0   | 0   | 1   | 1   | 3   | 0   | 0   | 0   | 0   | 1   | 9            |            |
| LaMarque        | 8    | 5   | 6   | 6   | 8   | 8   | 5   | 6   | 6   | 8   | 9   | 4   | 79           |            |
|                 |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>120</b> |
|                 | 2021 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                 | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| Dickinson       | 9    | 13  | 13  | 13  | 14  | 3   | 24  | 23  | 23  | 24  | 14  | 15  | 188          |            |
| Santa Fe        | 6    | 4   | 1   | 4   | 3   | 4   | 10  | 11  | 13  | 9   | 2   | 2   | 69           |            |
| Texas City      | 2    | 5   | 1   | 0   | 2   | 1   | 3   | 6   | 6   | 1   | 3   | 2   | 32           |            |
| LaMarque        | 3    | 12  | 4   | 0   | 4   | 7   | 2   | 3   | 7   | 2   | 1   | 2   | 47           |            |
|                 |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>336</b> |
|                 | 2022 |     |     |     |     |     |     |     |     |     |     |     | TOTAL        |            |
|                 | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |              |            |
| Dickinson       | 19   | 10  | 10  | 12  | 23  | 22  | 18  | 21  | 24  | 16  |     |     | 175          |            |
| Santa Fe        | 5    | 3   | 3   | 3   | 2   | 2   | 6   | 4   | 3   | 3   |     |     | 34           |            |
| Texas City      | 7    | 11  | 4   | 2   | 13  | 12  | 7   | 12  | 1   | 5   |     |     | 74           |            |
| LaMarque        | 14   | 9   | 4   | 3   | 5   | 2   | 2   | 4   | 0   | 14  |     |     | 57           |            |
|                 |      |     |     |     |     |     |     |     |     |     |     |     | <b>TOTAL</b> | <b>340</b> |



| 2020            |             | 2021            |             | 2022 to 11/1/22 |             |
|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| Total completed | 2609        | Total completed | 2243        | Total completed | 2333        |
| Total Rolled    | 296         | Total Rolled    | 431         | Total Rolled    | 309         |
| <b>Total</b>    | <b>2905</b> | <b>Total</b>    | <b>2674</b> | <b>Total</b>    | <b>2642</b> |
| % rolled        | 11.35%      | % rolled        | 19.22%      | % rolled        | 13.24%      |

- On Oct. 3, GAAA entered into an agreement with another school for internship for students with Axon school. GAAA currently has the same agreement with College of the Mainland and Galveston College.
- On Oct. 16, GAAA provided an ambulance for Toughest 10K Run.
- On Oct. 22, GAAA provided an ambulance for Oktoberfest.
- On Oct. 29, GAAA provided an ambulance for a kickboxing event.

**ENVIRONMENTAL and CONSUMER HEALTH SERVICES**

|                                   | October 2021 | October 2022 | 2022 YTD |
|-----------------------------------|--------------|--------------|----------|
| Food establishment inspections    | 400          | 486          | 3,609    |
| Food service plan review sessions | 10           | 19           | 139      |

|   |     |     |       |
|---|-----|-----|-------|
| Food establishment complaints               | 16  | 9   | 121   |
| Temporary food service permits              | 180 | 129 | 1,268 |
| Septic system inspections                   | 23  | 34  | 318   |
| Septic system complaints                    | 7   | 4   | 63    |
| Swimming pool inspections                   | 27  | 144 | 394   |
| Swimming pool complaints                    | 0   | 1   | 65    |
| Public health nuisance complaints           | 0   | 2   | 18    |
| Air complaints                              | 6   | 3   | 30    |
| Air compliance investigations               | 28  | 12  | 85    |
| Air samples collected                       | 95  | 95  | 959   |
| Surface water samples collected             | 210 | 210 | 1,958 |
| Wastewater treatment plant inspections      | 2   | 0   | 32    |
| Water pollution complaints                  | 1   | 6   | 50    |
| Grease trap inspections                     | 36  | 37  | 377   |
| Beach water samples collected               | 110 | 174 | 2,022 |
| Open records requests completed – pollution | 6   | 5   | 53    |
| Open records requests completed – consumer  | 55  | 30  | 564   |

#### EPIDEMIOLOGY/ PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP)

|  | October 2021 | October 2022 | 2022 YTD |
|--|--------------|--------------|----------|
| COVID-19 variant cases                   | 295          | 293          | 3,526    |
| COVID-19 breakthrough cases              | 373          | 470          | 3,835    |
| COVID-19 breakthrough deaths             | 3            | 1            | 41       |
| COVID-19 hospitalized breakthrough cases | 11           | 15           | 122      |
| COVID-19 reinfection cases               | 58           | 211          | 5,765    |
| COVID-19 cases                           | 1,613        | 825          | 37,691   |
| COVID-19 hospitalizations                | 51           | 19           | 1,047    |
| COVID-19 deaths                          | 19           | 3            | 109      |

|                                  |    |    |     |
|----------------------------------|----|----|-----|
| Total diseases excluding HIV/STD | 21 | 27 | 264 |
| PHEP drills/ exercises           | 1  | 3  | 32  |
| PHEP trainings                   | 6  | 6  | 60  |
| MRC trainings                    | 0  | 4  | 13  |
| New MRC members recruited        | 2  | 1  | 35  |

### HIV/STD SERVICES

|                                | October 2021 | October 2022 | 2022 YTD |
|--------------------------------|--------------|--------------|----------|
| HIV infections                 | 1            | 0            | 5        |
| AIDS infections                | 0            | 0            | 4        |
| Syphilis infections            | 3            | 4            | 45       |
| Chlamydia infections           | 104          | 111          | 1,068    |
| Gonorrhea infections           | 22           | 27           | 369      |
| Referrals for HIV/STD services | 4            | 6            | 108      |
| Brought to treatment           | 2            | 2            | 134      |

### INFORMATION TECHNOLOGY (IT)

- Sergio Rios was promoted to IT system administrator. He previously served as an IT specialist.
- IT is working to find a new cyber security compliance software and is pending signing with the company that currently manages the health district's end user cyber security training.
- IT is currently updating all IT policies and combining most into a single all-encompassing IT policy.

### COMMUNICATIONS

|                    | October 2021                         | October 2022                      | 2022 YTD                           |
|--------------------|--------------------------------------|-----------------------------------|------------------------------------|
| Website users      | 22,809                               | 13,158                            | 170,587                            |
| Pageviews          | 99,550                               | 48,688                            | 723,354                            |
| Average time spent | 1:43 minutes                         | 1:53 minutes                      | 1:43 minutes                       |
| Top pages visited  | COVID-19 Dashboard:<br>19,188        | Home: 7,936                       | Home: 126,153                      |
|                    | Home: 17,996                         | COVID-19 Dashboard:<br>3,997      | COVID-19 Dashboard:<br>122,450     |
|                    | COVID-19 Vaccines: 6,436             | ARC: 3,342                        | ARC: 37,499                        |
|                    | COVID-19 Vaccine<br>Screening: 4,298 | Career Opportunities:<br>2,084    | Career Opportunities:<br>27,495    |
|                    | Career Opportunities:<br>4,001       | Birth and Death<br>Records: 1,615 | Birth and Death<br>Records: 19,320 |

- The health district continues to publish its COVID-19 dashboard at noon Monday-Friday.

- COVID-19 related communication focuses on vaccine availability and education and when to test, as well as the county’s ranking on the COVID-19 Community Level tracker. Messages are shared on the health district’s website, through social media and with community stakeholders.
- Non-COVID-19 case update related social media posts include – October
  - Breast Cancer Awareness Month – education
  - Breast Cancer Awareness Month – employee door decorating contest photos
  - Breast Cancer Awareness Month – employees wear pink photos
  - Breast Cancer Awareness Month – employee activity photos
  - Mental Illness Awareness Week
  - World Mental Health Day
  - National Depression Screening Day
  - Pregnancy & Infant Loss Remembrance Day
  - Flu education – Halloween themed messaging
  - Halloween – employee costume photos
  - Halloween outreach events
  - DEA National Prescription Drug Take Back Day
  - Japanese Ministry of Health visits GCHD and CHW
  - New WIC foods added to benefits
  - HEAL Turkey Trot 5K & Fun Run upcoming event
  - Medical Reserve Corps upcoming meeting
  - Monkeypox vaccine availability
  - Things you should know about monkeypox
  - GCHD/CHW community outreach events
  - Type 2 diabetes education classes
  - COVID-19 vaccine education
  - Healthy Concepts Clinic services
  - Healthy Concepts Clinic outreach events
  - ARC’s low-cost vaccine clinic
  - World Series – employees show support for Houston Astros photos

**HUMAN RESOURCES**

|                      | <b>October 2022</b> | <b>2022 YTD</b> |
|----------------------|---------------------|-----------------|
| Employees hired      | 5                   | 96              |
| Employees terminated | 3                   | 87              |

| <b>Fund</b>          | <b>Active EE count<br/>October 2022</b> | <b>Active EE count<br/>October 2021</b> |
|----------------------|---|---|
| General fund         | 139                                     | 94                                      |
| GAAA                 | 88                                      | 87                                      |
| ARC                  | 12                                      | 11                                      |
| CHW                  | 104                                     | 84                                      |
| Total employee count | 343                                     | 276                                     |
| <b>Fund</b>          | <b>Hired EE count<br/>October 2022</b>  | <b>Hired EE count<br/>October 2021</b>  |
| General fund         | 3                                       | 1                                       |

|                      |   |   |
|----------------------|---|---|
| GAAA                 | 0                                       | 2                                       |
| ARC                  | 1                                       | 0                                       |
| CHW                  | 1                                       | 2                                       |
| Total employee count | 5                                       | 5                                       |
| <b>Fund</b>          | <b>Termed EE count<br/>October 2022</b> | <b>Termed EE count<br/>October 2021</b> |
| General fund         | 1                                       | 3                                       |
| GAAA                 | 0                                       | 4                                       |
| ARC                  | 2                                       | 2                                       |
| CHW                  | 0                                       | 0                                       |
| Total employee count | 3                                       | 9                                       |

| <b>Open positions</b>         | <b>October 2022</b> |
|-------------------------------|---------------------|
| Grant funded (COVID response) | 8                   |
| General fund                  | 5                   |
| GAAA                          | 17                  |
| ARC                           | 12                  |
| CHW                           | 17                  |
| Total open positions          | 59                  |

## CONTRACTS

### Oct. 1-Nov. 28

#### New/Renewed/Amended Contracts

1. Coastal Health & Wellness and the City of League City entered into a Memorandum of Understanding with the purpose of providing rabies titers for City employees.
2. Coastal Health & Wellness contracted Sunny Hays to provide sterile processing training, education, and consulting services.
3. GAAA entered into a letter agreement with Top Shelf Management Group to provide an ambulance during two boxing events.
4. GAAA entered into an agreement with Alvin College for the purpose of providing training and a clinical experience for students.
5. GAAA entered into a letter agreement with First Lutheran Church to provide an ambulance during Oktoberfest.
6. Coastal Health & Wellness entered into an affiliation agreement with Texas Chiropractic College to provide clinical learning experiences to TCC students.
7. GAAA entered into a letter agreement with Galveston County Daily News to provide an ambulance for the latter's "press run" event.
8. GCHD, Galveston Specialty Pharmacy, and Hitchcock Hometown Pharmacy entered into a Memorandum of Agreement with the intent of providing access to PrEP to underserved and/or underinsured residents of Galveston County.
9. GAAA entered in a letter agreement to provide an ambulance during the Lone Star Rally.
10. Coastal Health & Wellness updated its a Memorandum of Agreement with Bay Area Recovery Center.

11. GCHD and Galveston County Emergency Services District #2 entered into a mutual aid agreement where one party mutually responds on emergency calls in substitution of or to assist the other.
12. GAAA and Air Methods have entered into an ambulance services agreement for the former to provide non-emergency ambulance transportation of patients.
13. GCHD and College of the Mainland entered a facility use agreement for GCHD employee appreciation.
14. GAAA entered into a letter agreement with Redbull to provide an ambulance during the Redbull Foam Wreckers event.
15. GAAA entered into a letter agreement with Adrenaline Special Events to provide an ambulance during the Santa Hustle event.
16. Coastal Health & Wellness and UT Arlington resumed its existing affiliation agreement to provide a clinical learning experience for UTA students.
17. GCHD has contracted with iHeartMedia to run radio ads for World Aids Day.
18. GCHD has contracted with Clear Channel Outdoor to provide billboard advertising for World Aids Day.

**Pending Contracts**

1. Galveston County Health District and the County of Galveston are working on an Interlocal Agreement with the purpose of using ARPA funds to develop, implement, and manage a “COVID-19 Response” program.
2. Galveston County Health District and the County of Galveston are working on an Interlocal Agreement with the purpose of using DSHS grant funds to develop, implement, and manage a “COVID-19 Testing & Mitigation Support for Confinement Facilities” program.



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 11**

**Consider for Approval October 2022 Financial Report Submitted by the Chief Financial Officer**

# **GALVESTON COUNTY HEALTH DISTRICT**

United Board of Health



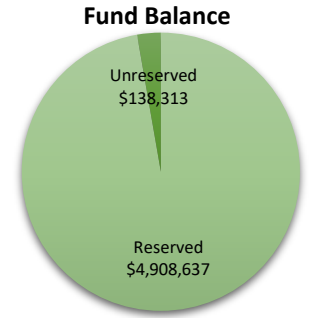
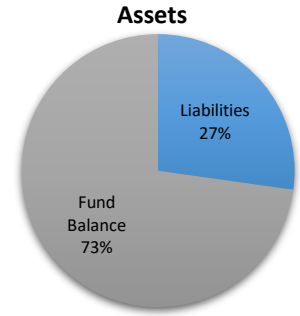
For the Period Ending October 31, 2022

December 5, 2022

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

**GF - BALANCE SHEET** as of October 31, 2022

|   | Current Month<br>Oct-22 | Prior Month<br>Sep-22 | Increase<br>(Decrease) |
|---|-------------------------|-----------------------|------------------------|
| <b>ASSETS</b>                               |                         |                       |                        |
| Cash & Cash Equivalents                     | 3,612,501               | 3,179,178             | 433,323                |
| Accounts Receivable                         | 2,815,646               | 1,972,390             | 843,256                |
| Pre-Paid Expenses                           | 208,954                 | 160,507               | 48,446                 |
| Other                                       | 98,575                  | 71,431                | 27,144                 |
| Due To / From                               | 162,967                 | 295,504               | (132,537)              |
| <b>Total Assets</b>                         | <b>\$6,898,642</b>      | <b>\$5,679,010</b>    | <b>\$1,219,632</b>     |
| <b>LIABILITIES</b>                          |                         |                       |                        |
| Accounts Payable                            | 338,793                 | 108,563               | 230,231                |
| Personnel                                   | 573,643                 | 470,377               | 103,266                |
| Deferred Revenues                           | 909,531                 | 85,826                | 823,704                |
| Other                                       | 6,559                   | 5,813                 | 746                    |
| Due to Galveston County                     | 59,781                  | -                     | 59,781                 |
| <b>Total Liabilities</b>                    | <b>\$1,888,307</b>      | <b>\$670,579</b>      | <b>\$1,217,728</b>     |
| <b>FUND BALANCE</b>                         |                         |                       |                        |
| Prior Year Fund Balance                     | 5,008,431               | 5,169,568             | (161,137)              |
| Current Change                              | 38,519                  | (161,137)             | 199,656                |
| <b>Total Fund Balance</b>                   | <b>\$5,046,950</b>      | <b>\$5,008,431</b>    | <b>\$38,519</b>        |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b>\$6,935,257</b>      | <b>\$5,679,010</b>    | <b>\$1,256,247</b>     |



**GF - REVENUE & EXPENSES** as of October 31, 2022

|                             | Actual<br>Oct-22 | Budgeted<br>Oct-22 | MTD Budget<br>Variance | YTD Actual<br>thru Oct-22 | YTD Budget<br>thru Oct-22 | YTD Budget<br>Variance |
|-----------------------------|------------------|--------------------|------------------------|---------------------------|---------------------------|------------------------|
| <b>REVENUE</b>              |                  |                    |                        |                           |                           |                        |
| County Revenue              | 328,822          | 326,211            | 2,611                  | 328,822                   | 326,211                   | 2,611                  |
| Grant Revenue               | 446,597          | 528,995            | (82,398)               | 446,597                   | 528,995                   | (82,398)               |
| Contract Revenue            | 55,598           | 55,545             | 53                     | 55,598                    | 55,545                    | 53                     |
| Program Revenue             | 100,590          | 131,011            | (30,421)               | 100,590                   | 131,011                   | (30,421)               |
| Interest Revenue            | 3,101            | 1,167              | 1,934                  | 3,101                     | 1,167                     | 1,934                  |
| Other Revenue               | 58,093           | 80,502             | (22,409)               | 58,093                    | 80,502                    | (22,409)               |
| <b>Total Revenue</b>        | <b>\$992,802</b> | <b>\$1,123,431</b> | <b>(\$130,629)</b>     | <b>\$992,802</b>          | <b>\$1,123,431</b>        | <b>(\$130,629)</b>     |
| <b>EXPENSES</b>             |                  |                    |                        |                           |                           |                        |
| Personnel                   | 701,042          | 835,805            | 134,763                | 701,042                   | 835,805                   | 134,763                |
| Contractual                 | 27,749           | 35,117             | 7,368                  | 27,749                    | 35,117                    | 7,368                  |
| Supplies                    | 86,325           | 83,943             | (2,382)                | 86,325                    | 83,943                    | (2,382)                |
| Travel                      | (132)            | 14,393             | 14,525                 | (132)                     | 14,393                    | 14,525                 |
| Capital/Equipment           | 4,500            | 1,125              | (3,375)                | 4,500                     | 1,125                     | (3,375)                |
| Other                       | 134,798          | 200,627            | 65,830                 | 134,798                   | 200,627                   | 65,830                 |
| <b>Total Expenses</b>       | <b>\$954,282</b> | <b>\$1,171,010</b> | <b>\$216,728</b>       | <b>\$954,282</b>          | <b>\$1,171,010</b>        | <b>\$216,728</b>       |
| <b>CHANGE IN NET ASSETS</b> | <b>\$38,519</b>  | <b>(\$47,579)</b>  | <b>\$86,098</b>        | <b>\$38,519</b>           | <b>(\$47,579)</b>         | <b>\$86,098</b>        |

**HIGHLIGHTS**

Total fund balance of \$5,046,950 as of 10/31/22

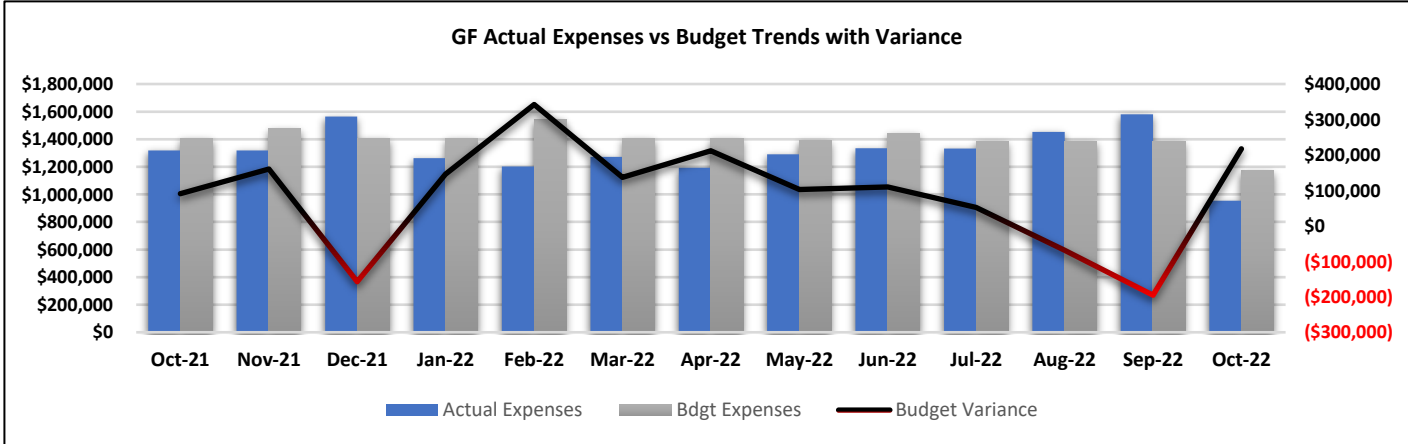
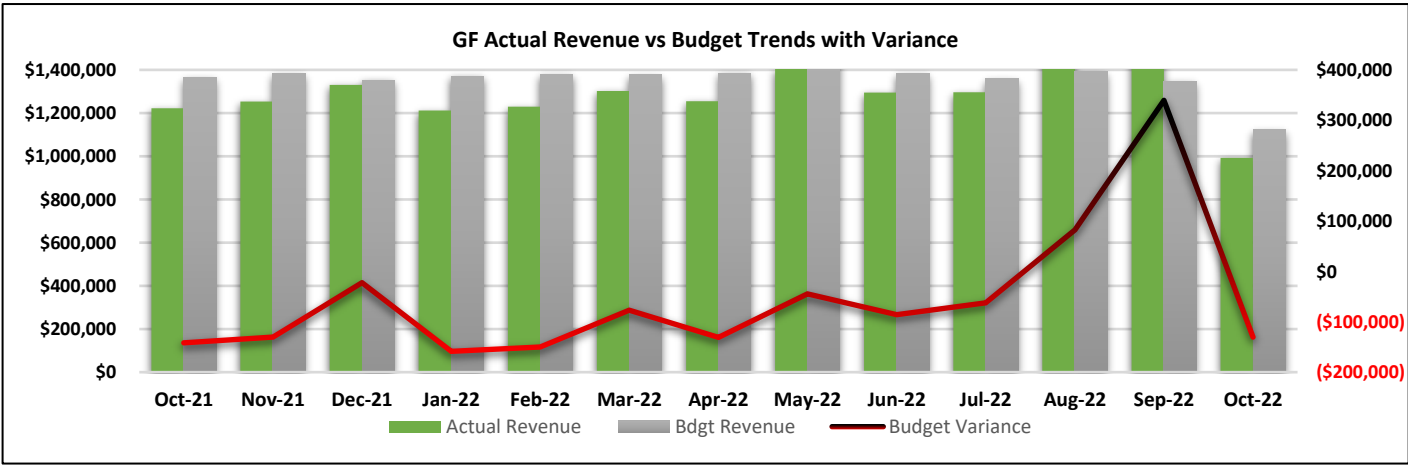
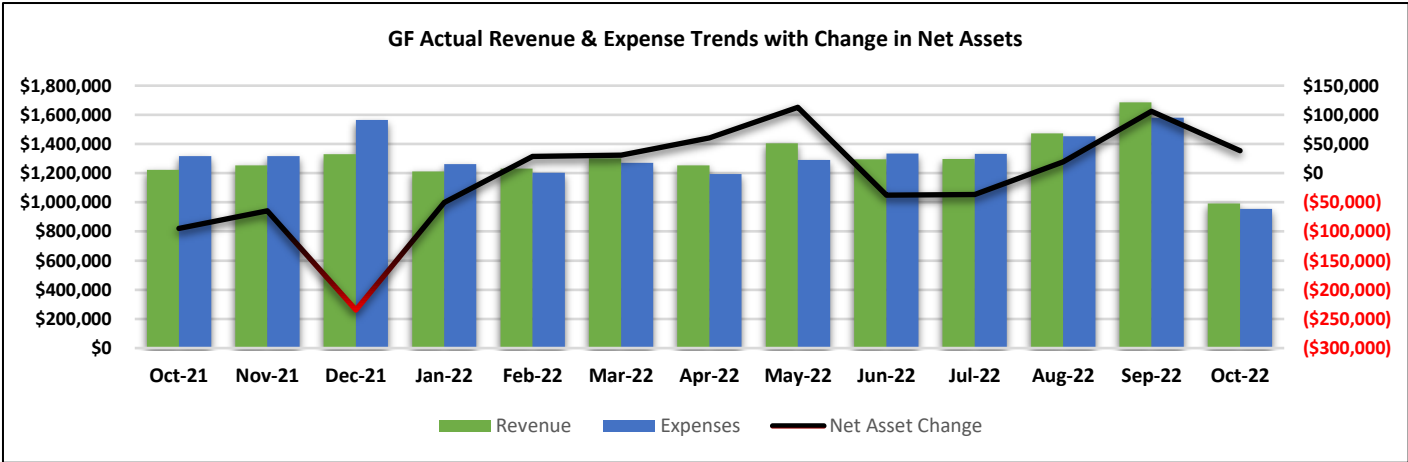
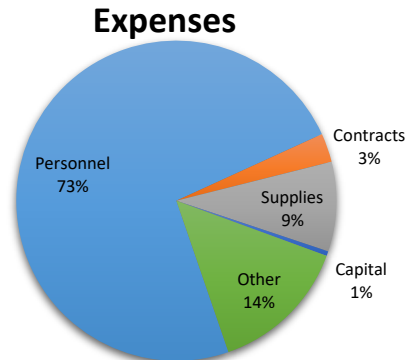
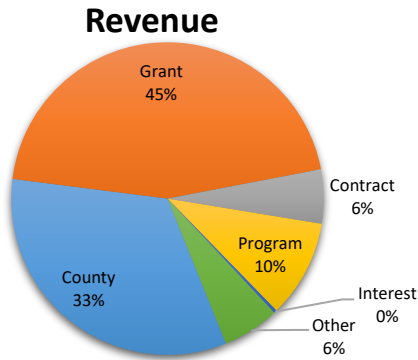
- MTD increase of \$38,519
- YTD decrease of \$38,159

MTD revenues of \$992,802 are lower than budgeted by \$130,629 (11.6%)

YTD revenues of \$992,802 are lower than budgeted by \$130,629 (11.6%)

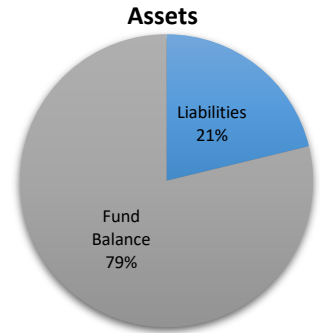
MTD expenses of \$954,282 are higher than budgeted by \$216,728 (18.5%)

YTD expenses of \$954,282 are lower than budgeted by \$216,728 (18.5%)



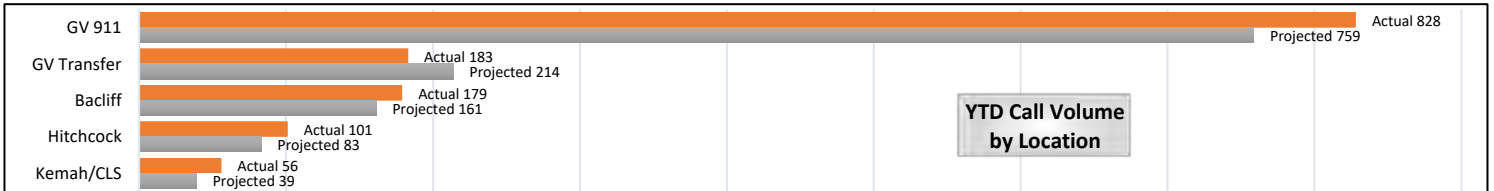
**GAAA - BALANCE SHEET** as of October 31, 2022

|   | Current Month<br>Oct-22 | Prior Month<br>Sep-22 | Increase<br>(Decrease) |
|---|-------------------------|-----------------------|------------------------|
| <b>ASSETS</b>                               |                         |                       |                        |
| Cash & Cash Equivalents                     | 5,162,111               | 5,090,264             | 71,847                 |
| Accounts Receivable                         | 710,942                 | 372,209               | 338,733                |
| Pre-Paid Expenses                           | 269,245                 | 89,704                | 179,541                |
| Other                                       | 4,351                   | 5,223                 | (872)                  |
| Due To / From                               | (22,963)                | (6,245)               | (16,718)               |
| <b>Total Assets</b>                         | <b>\$6,123,686</b>      | <b>\$5,551,156</b>    | <b>\$572,531</b>       |
| <b>LIABILITIES</b>                          |                         |                       |                        |
| Accounts Payable                            | 492,513                 | 125,074               | 367,439                |
| Personnel                                   | 429,012                 | 326,726               | 102,285                |
| Deferred Revenues                           | 435,044                 | 11,730                | 423,314                |
| <b>Total Liabilities</b>                    | <b>\$1,356,569</b>      | <b>\$463,531</b>      | <b>\$893,039</b>       |
| <b>FUND BALANCE</b>                         |                         |                       |                        |
| Prior Year Fund Balance                     | 5,087,625               | 5,013,359             | 74,266                 |
| Current Change                              | (49,283)                | 74,266                | (123,549)              |
| <b>Total Fund Balance</b>                   | <b>\$5,038,342</b>      | <b>\$5,087,625</b>    | <b>(\$49,283)</b>      |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b>\$6,394,912</b>      | <b>\$5,551,156</b>    | <b>\$843,756</b>       |



**GAAA - REVENUE & EXPENSES** as of October 31, 2022

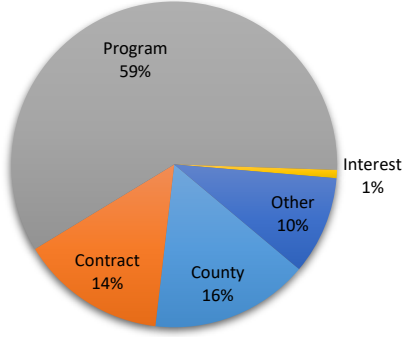
|                             | Actual<br>Oct-22  | Budgeted<br>Oct-22 | MTD Budget<br>Variance | YTD Actual<br>thru Oct-22 | YTD Budget<br>thru Oct-22 | YTD Budget<br>Variance |
|-----------------------------|-------------------|--------------------|------------------------|---------------------------|---------------------------|------------------------|
| <b>REVENUE</b>              |                   |                    |                        |                           |                           |                        |
| County Revenue              | 108,994           | 108,994            | (0)                    | 108,994                   | 108,994                   | (0)                    |
| Contract Revenue            | 100,149           | 156,076            | (55,927)               | 100,149                   | 156,076                   | (55,927)               |
| Program Revenue             | 410,122           | 372,823            | 37,299                 | 410,122                   | 372,823                   | 37,299                 |
| Interest Income             | 5,656             | 1,625              | 4,031                  | 5,656                     | 1,625                     | 4,031                  |
| Other Revenue               | 67,540            | 40,527             | 27,013                 | 67,540                    | 40,527                    | 27,013                 |
| <b>Total Revenue</b>        | <b>\$692,461</b>  | <b>\$680,045</b>   | <b>\$12,416</b>        | <b>\$692,461</b>          | <b>\$680,045</b>          | <b>\$12,416</b>        |
| <b>EXPENSES</b>             |                   |                    |                        |                           |                           |                        |
| Personnel                   | 522,532           | 533,797            | 11,265                 | 522,532                   | 533,797                   | 11,265                 |
| Contractual                 | 27,255            | 25,432             | (1,823)                | 27,255                    | 25,432                    | (1,823)                |
| Supplies                    | 37,566            | 35,439             | (2,127)                | 37,566                    | 35,439                    | (2,127)                |
| Travel                      | 625               | 1,140              | 515                    | 625                       | 1,140                     | 515                    |
| Equipment/Capital           | 102,765           | 82,000             | (20,765)               | 102,765                   | 82,000                    | (20,765)               |
| Other                       | 51,001            | 90,182             | 39,181                 | 51,001                    | 90,182                    | 39,181                 |
| <b>Total Expenses</b>       | <b>\$741,744</b>  | <b>\$767,990</b>   | <b>\$26,246</b>        | <b>\$741,744</b>          | <b>\$767,990</b>          | <b>\$26,246</b>        |
| <b>CHANGE IN NET ASSETS</b> | <b>(\$49,283)</b> | <b>(\$87,945)</b>  | <b>\$38,662</b>        | <b>(\$49,283)</b>         | <b>(\$87,945)</b>         | <b>\$38,662</b>        |



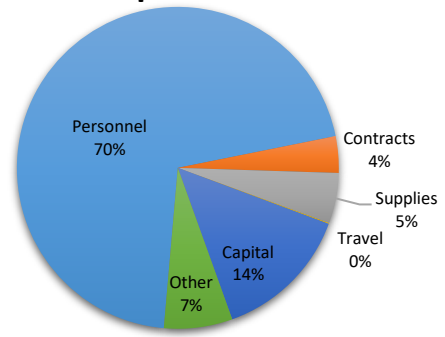
**HIGHLIGHTS**

|   |  |
|---|--|
| <p>Total fund balance of \$6,394,912 as of 10/31/22</p> <ul style="list-style-type: none"> <li>• MTD decrease of \$49,283</li> <li>• YTD decrease of \$49,283</li> </ul> <p>MTD revenues of \$692,461 are higher than budgeted by \$12,416 (1.8%)</p> <p>MTD expenses of \$741,744 are lower than budgeted by \$26,246 (3.4%)</p> | <p>Total call volume of 1,347 as of 10/31/22</p> <ul style="list-style-type: none"> <li>• MTD calls of 1,347 are higher than prior month by 95 calls</li> <li>• YTD call volume is higher than budgeted by 91 calls (7.2%)</li> </ul> <p>YTD revenues of \$692,461 are higher than budgeted by \$12,416 (1.8%)</p> <p>YTD expenses of \$741,744 are lower than budgeted by \$26,246 (3.4%)</p> |
|---|--|

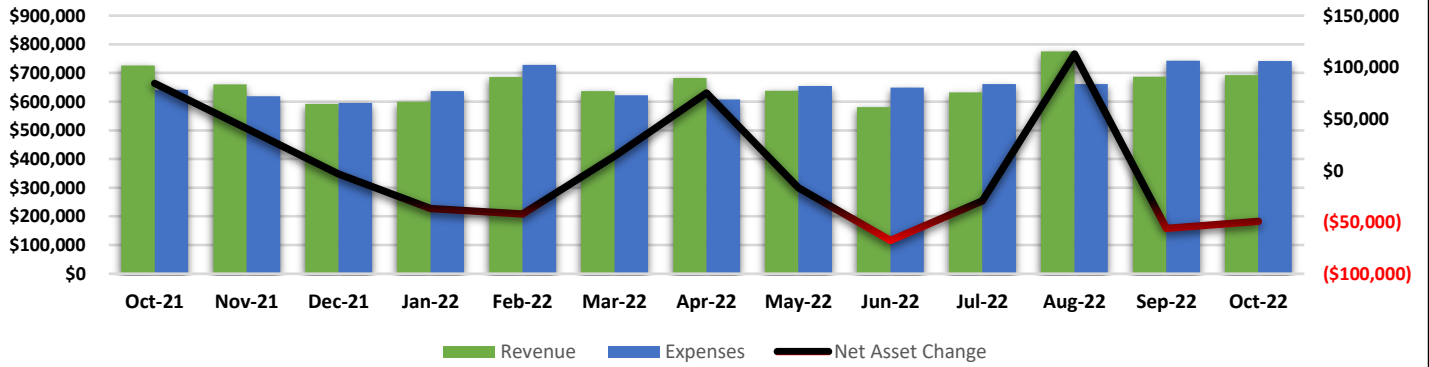
### Revenue



### Expenses

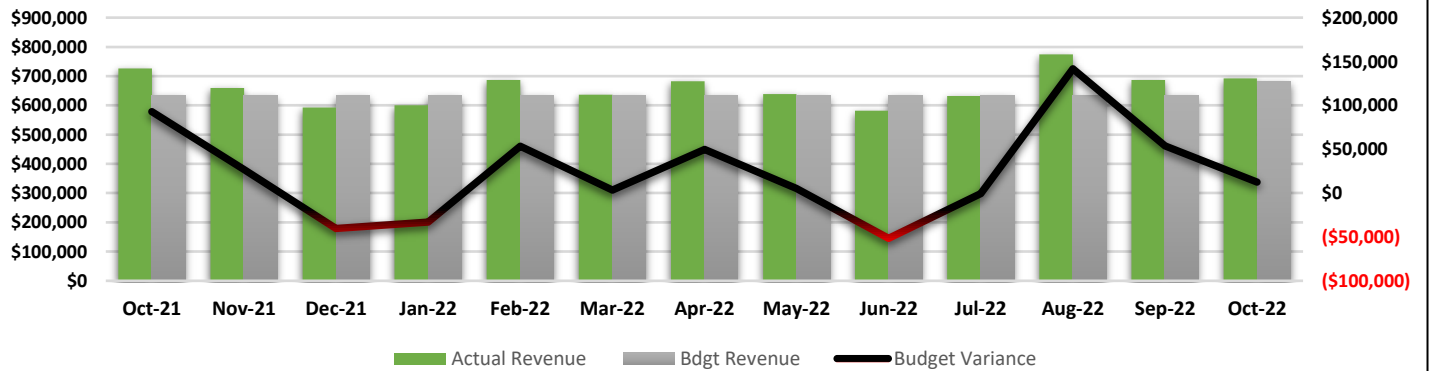


GAAA Actual Revenue & Expense Trends with Change in Net Assets



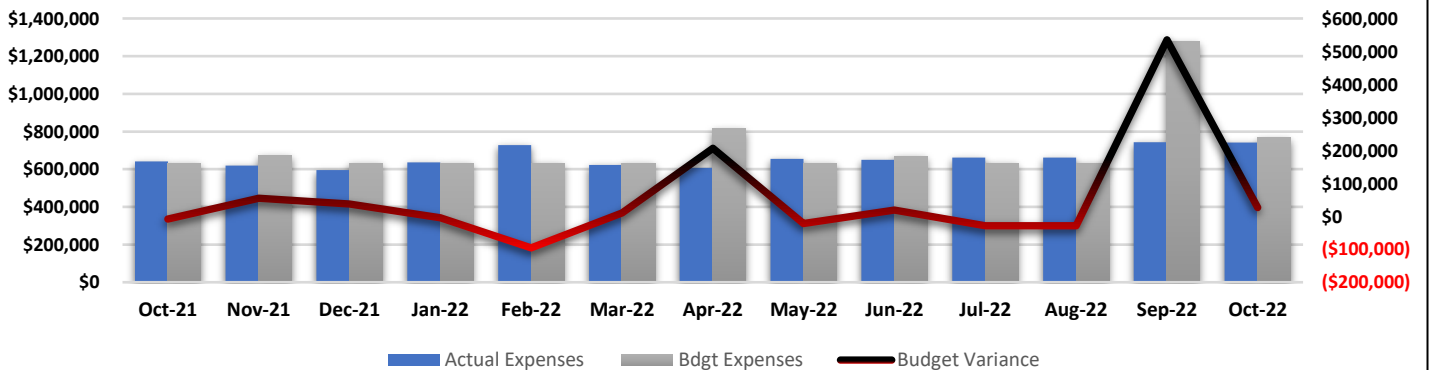
Revenue Expenses Net Asset Change

GAAA Actual Revenue vs Budget Trends with Variance



Actual Revenue Bdgt Revenue Budget Variance

GAAA Actual Expenses vs Budget Trends with Variance



Actual Expenses Bdgt Expenses Budget Variance



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item # 12**

**Consider for Approval Annual Fund Balance Reserve of the General fund as of  
September 30, 2022, Submitted by the Chief Financial Officer**

**General Fund - Proposed Annual Board Approved Reserve  
FY2023**

| Item   | Board Approved Reserve at 9/30/21 | Increase / (Decrease) | Reserve Balance as of 9/30/22 | FY2023             | Proposed Board Approved Reserve at 9/30/22 |
|--|-----------------------------------|-----------------------|-------------------------------|--------------------|--|
| IT Equipment / Software / Consulting           | \$135,450                         | (\$110,851)           | \$24,599                      | \$0                | \$0  |
| Public Health Emergencies                      | \$300,000                         | (\$497,440)           | (\$197,440)                   | \$300,000          | \$300,000                                  |
| CHW Clinic Operations                          | \$374,020                         | \$0                   | \$374,020                     | \$0                | \$0  |
| Leave Payouts                                  | \$40,000                          | \$0                   | \$40,000                      | \$60,000           | \$60,000                                   |
| Animal Services                                | \$671,160                         | (\$3,344)             | \$667,816                     | \$857,854          | \$857,854                                  |
| Other  | \$329,519                         | (\$321,757)           | \$7,762                       | \$93,905           | \$93,905                                   |
| <b>Total Fund Balance Reserve Expenditures</b> | <b>\$1,850,149</b>                | <b>(\$933,392)</b>    | <b>\$916,757</b>              | <b>\$1,311,759</b> | <b>\$1,311,759</b>                         |
| <b>Total Operating Reserve*</b>                | <b>\$3,200,000</b>                | <b>\$0</b>            | <b>\$3,200,000</b>            | <b>\$3,400,000</b> | <b>\$3,400,000</b>                         |
| <b>Total Board-Approved Reserve</b>            | <b>\$5,050,149</b>                | <b>(\$933,392)</b>    | <b>\$4,116,757</b>            | <b>\$4,711,759</b> | <b>\$4,711,759</b>                         |
| <b>Unreserved</b>                              | <b>\$286,718</b>                  | <b>\$604,956</b>      | <b>\$891,674</b>              | <b>\$296,672</b>   | <b>\$296,672</b>                           |
| <b>Total Reserve + Unreserved Balance</b>      | <b>\$5,336,867</b>                | <b>(\$328,436)</b>    | <b>\$5,008,431</b>            | <b>\$5,008,431</b> | <b>\$5,008,431</b>                         |

| <b>FY2022 Reserve</b>                             |                     |
|---|---------------------|
| Reserve for Expenditures                          | \$1,311,759         |
| Operating Reserve*                                | 3,400,000           |
| <b>Total Board Approved Reserve</b>               | <b>\$4,711,759</b>  |
| Proposed Reserve Balance                          | \$4,711,759         |
| Total Unreserved                                  | 296,672             |
| <b>Proposed Board Approved Reserve at 9/30/22</b> | <b>\$ 5,008,431</b> |



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item # 13**

**Consider for Approval the Use of a Recruitment Firm not to Exceed the Amount of \$20,000 to be Taken out of Fund Balance Submitted by the Chief Financial Officer**

PROPOSAL

# Galveston County Health District

## Executive Recruitment Services for Chief of Staff

SUBMITTED BY:  
MELISSA ASHER  
KYLIE WILSON

CPS HR Consulting  
Texas Regional Office  
100 Congress Ave  
Austin, TX 78701  
P: 916-471-3358  
masher@cpsshr.us  
Tax ID: 68-0067209

[www.cpsshr.us](http://www.cpsshr.us)



Your Path to Performance

October 20, 2022

Maria Rojas  
Senior HR Business Partner  
Galveston County Health District  
9850 Emmett F. Lowry Expressway  
Texas City, TX 77591

**Subject: Executive Recruitment Services for Chief of Staff**

Dear Ms. Rojas:

Thank you for reaching out to us to and providing CPS HR Consulting (CPS HR) an opportunity to submit a proposal to assist with the recruitment of a new Chief of Staff for the Galveston County Health District (the District). CPS HR is uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search processes, to include extensive outreach and sourcing to attract highly qualified and diverse candidates, candidate pre-screening, interview facilitation, as well as candidate negotiations and reference/background checks. We also pride ourselves on the “candidate experience” provided to ensure the District is well represented throughout the process.

Our local recruiter based in Seabrook, Texas, Ms. Kylie Wilson, will facilitate and manage this recruitment process for you. She has successfully completed a number of executive recruitments both in Texas, the Houston region and nationwide, especially in the field of parks and recreation. She has vast experience doing in depth outreach and research to find high caliber (active and passive) candidates for every search, especially for “hard to fill” positions.

We are submitting our proposal for a *Partial Recruitment*, and it is our commitment to work in partnership with your organization for a successful outcome.

Thank you for the opportunity to be considered for this engagement. Should you have questions or comments about the information presented in this proposal, **please contact Melissa Asher at [masher@cpsr.us](mailto:masher@cpsr.us) or (916) 471-3358.**

Sincerely,



Melissa Asher  
Senior Practice Leader, Products and Services

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## About CPS HR Consulting

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*CPS HR Consulting (CPS HR) has been assisting organizations with their talent management needs for 35 years.* We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America.

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR is a public agency governed by regulations and public sector concerns. We understand what it is to work with and within government. Unlike other public sector organizations, CPS HR is self-supporting. We employ the strategy, innovation, and flexibility found in the private sector to the client's advantage. CPS HR's unique position in the public arena attracts professionals from both public and private sectors who are driven to help the client reach its organization's vision and mission. We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization "where it is" while also moving it to the next level.

With more than 95 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in **Austin, TX**; Littleton, CO; and Orange County, CA.

# Qualifications

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## Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through *more than 20 years* of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience. We also have a local recruiter based in the Houston area.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR are female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, that includes a diversity sourcing filter.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.

- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Use of Innovative Concepts.** CPS HR currently utilizes LinkedIn Recruiter, the most robust LinkedIn recruiting package, to assist in identifying the candidates who are the best fit for our clients' needs. We use robust advertising platforms and are constantly striving to find the best way to reach passive candidates.

## A strong understanding of Texas local government.

CPS HR Consulting had the pleasure of working with many agencies in Texas on recent projects including: conducting a classification and compensation study for the City of Waxahachie, a total compensation study for Austin Energy, conducting an analysis of the hiring practices performed by the City of Dallas for non-uniformed personnel in which services included reviewing current practices, identifying best industry practices, and providing recommendations for improvement; we have also conducted several executive recruitments for various cities to include Dallas, Bellaire, Baytown, Austin, League City, The Woodlands, Dayton, Dickinson, Galveston Island, Fort Worth, Grand Prairie, Garland, Missouri City, Arlington, Victoria, and the counties of Dallas, Galveston, Harris and Travis.

CPS HR Consulting also performed on-site Conflict Management/Resolution training for the City of Waco, on-site leadership, communication, and Supervisory Skills training for the City of Alamo Heights, Supervisory Skills Academy for the City of Irving, and iterative Lean Continuous Improvement Training for the City of Pearland. In 2018, we conducted an Employee Engagement Survey for Dallas Area Rapid Transit and will be conducting action planning as a next step of the engagement study in 2019. In addition, CPS HR has also conducted several regional supervisory and risk management trainings in the DFW area.

In addition, CPS HR conducts entry-level and/or promotional public safety testing for the cities of Abilene, Ft. Worth, Irving, Arlington, Grand Prairie, and Denison.

In the areas of organizational Development, CPS HR Consulting has conducted organizational assessments for the City of Austin, HR Audits for the City of Prosper, a policy and procedure review for the City of Del Rio and Brownsville Utility Board, Succession Planning consulting for the City of Dallas Water Utilities Department, 360 Development Assessments for the City of Georgetown, and employment engagement studies for the City of San Antonio and the Texas Municipal Retirement System.

Finally, CPS HR has also worked with the City of Plano to provide compensation consulting services; the City of Abilene to provide public safety promotional assessments; the Brownsville Texas Public Utility Board to provide succession planning services and review/revision of their employee policies and procedures; we are scheduled to provide organizational change management training for the Capital Metropolitan Transportation Authority this year; and we provide employment examinations for several agencies throughout Texas.

## Previous Experience

Following is a partial list of recent placements for high level management positions from the last 4 years.

| <b>TEXAS RECRUITMENTS WITHIN LAST 4 YEARS</b> |  |                       |
|---|--|-----------------------|
| <b>Agency</b>                                 | <b>Title</b>                               | <b>Year Completed</b> |
| Travis County                                 | Engineering Division Manager               | Current               |
| City of Baytown                               | City Manager                               | Current               |
| Travis County                                 | Risk Safety Specialist II                  | 2022                  |
| Travis County                                 | Finance Director                           | 2022                  |
| City of Bellaire                              | City Manager                               | 2022                  |
| Travis County                                 | Survey Records Manager                     | 2022                  |
| Travis County                                 | Engineer – Development Services            | 2022                  |
| City of Fort Worth                            | City Auditor                               | 2022                  |
| City of Cleveland                             | City Manager                               | 2022                  |
| City of Fort Worth                            | Assistant Director of Human Resources      | 2022                  |
| City of Dallas                                | Assistant Director of Development Services | 2022                  |
| City of Santa Fe                              | City Manager                               | 2022                  |
| City of Grand Prairie                         | Epic – General Manager                     | 2022                  |
| City of Santa Fe                              | City Engineer                              | 2022                  |
| City of Dallas                                | Water Conservation Manager                 | 2022                  |
| Travis County                                 | Senior Engineer – CIP & Public Works       | 2022                  |
| Travis County                                 | Floodplain Project Manager                 | 2022                  |
| City of Dickinson                             | City Secretary                             | 2022                  |
| Galveston County                              | Chief Financial Officer                    | 2022                  |

| TEXAS RECRUITMENTS WITHIN LAST 4 YEARS    |  |      |
|---|--|------|
| City of Dallas                            | Director of Dallas Water Utilities                 | 2022 |
| City of Dickinson                         | Director of Animal Services                        | 2022 |
| The Woodlands, Texas                      | Director of Human Resources                        | 2022 |
| Texas Recreation and Park Society (TRAPS) | Executive Director                                 | 2022 |
| City of Dayton                            | City Manager                                       | 2021 |
| City of Piney Point Village               | City Administrator                                 | 2021 |
| Travis County                             | Public Works Director                              | 2021 |
| City of League City                       | Fire Chief   | 2021 |
| City of League City                       | Finance Director                                   | 2021 |
| City of Dickinson                         | City Manager                                       | 2021 |
| City of League City                       | Director of Human Resources & Civil Service        | 2021 |
| City of Dallas                            | Director of Solid Waste                            | 2021 |
| City of Brownsville                       | Assistant Director - Animal Regulation Care Center | 2021 |
| City of League City                       | Assistant Director of Project Management           | 2021 |
| City of Missouri City                     | Director of Development Services                   | 2021 |
| City of Missouri City                     | Fire Chief   | 2021 |
| Travis County                             | Administrative Services Division Director          | 2020 |
| City of League City                       | City Auditor                                       | 2020 |
| City of Amarillo                          | Drainage Utility Superintendent                    | 2020 |
| City of Amarillo                          | Assistant Solid Waste Superintendent-Disposal      | 2020 |
| Galveston Island Park Board of Trustees   | Chief Financial Officer                            | 2020 |
| City of Sugar Land                        | Intelligent Transportation Systems (ITS) Manager   | 2020 |
| City of Dallas                            | Chief Information Officer                          | 2020 |

| TEXAS RECRUITMENTS WITHIN LAST 4 YEARS |   |      |
|--|---|------|
| City of McAllen                        | Deputy Public Works Director                        | 2020 |
| City of Dallas                         | Park & Recreation Director                          | 2020 |
| City of Austin                         | Assistant Director – Customer & Employee Experience | 2020 |
| City of McAllen                        | Finance Director                                    | 2019 |
| City of Missouri City                  | Fire Emergency Manager                              | 2019 |
| City of Missouri City                  | Chief Financial Officer                             | 2018 |
| City of Dallas                         | Director of Animal Services                         | 2017 |
| Austin Energy                          | Employee Development Director                       | 2017 |
| City of Victoria                       | Director of Development Services                    | 2017 |
| Dallas County                          | HR Director   | 2016 |
| City of Garland                        | Senior Managing Director of Development Services    | 2016 |
| Travis County                          | Executive Manager                                   | 2016 |

## Our Approach and Methodology

### Key Stakeholder Involvement

The Chief Executive Officer on behalf of the District must be intimately involved in the search for a new Chief of Staff. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Chief Executive Officer, other key stakeholders may also be invited to provide input for the development of the candidate profile.

### The District's Needs

A critical first step in a successful executive search is for the Chief Executive Officer to define the professional and personal qualities required of the Chief of Staff. CPS HR has developed a very effective process that will permit the Chief Executive Officer to clarify the preferred future direction for the District; the specific challenges the District is likely to face in achieving this future direction; the working style and organizational climate the Chief Executive Officer wishes to establish with the Chief of Staff; and ultimately, the professional and personal qualities required of the Chief of Staff.

### Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new Chief of Staff. We will contact the Chief Executive Officer and the newly appointed Chief of Staff within six months of appointment to ensure an effective transition has occurred.

### Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates. We use advertisements,

directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

## Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 57% of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also sought candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensured that we captured the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

The result is incredibly diverse candidate pools. Our clients have been quite pleased with our process and end results.

## Hiring during the Digital Age

Long before COVID-19 came into the common vernacular, CPS HR was engaged in a digital transformation to modernize and retool our services to provide remote support to our clients. Our standard platform is Microsoft Teams™, where we collaborate with our team members and even client staff to ensure a seamless flow of information. This investment paid dividends during the remote working revolution over the last two years. We have not observed a decrease in the quality of the recruitment and selection process for our clients, and an overwhelming majority of clients have made hires using only our interview process conducted through Microsoft Teams™. While we are conducting interview processes in person again as desired, clients have been able to interview candidates and feel comfortable about reaching a consensus on a final selection using only the virtual environment without ever having met the candidate.

We are also able to adapt to other technologies and protocols that the client may have. Because our staff has been working remotely for several years, we are extremely flexible and can meet your needs according to your level of comfort and security.

## Scope of Work

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Our proposed executive search process is designed to provide the District with partial recruitment services required to ensure the ultimate selection of a new Chief of Staff uniquely suited to the District's needs.



**Phase I:** Our consultant will meet with the District to ascertain the District's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the District.

**Phase II:** The recruitment process is tailored to fit the District's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

### Phase I - Develop Candidate Profile and Recruitment Strategy

- Task 1 - Review and Finalize Executive Search Process and Schedule**
- Task 2 - Key Stakeholder Meetings**
- Task 3 - Candidate Profile and Recruitment Strategy Development**
- Task 4 - Develop Recruitment Brochure**

The first step in any engagement is a thorough review of the District's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Chief of Staff. Activities will include:

- Identifying key priorities for the new positions and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the District wishes to establish with the positions.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new positions in light of the discussions above.
- Discussing recruitment and selection strategies for the District's consideration to best produce the intended results.

CPS HR will provide a summary to the District stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of this engagement activity, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at [www.cps-hr.us/recruitment-solutions/executive-search](http://www.cps-hr.us/recruitment-solutions/executive-search).

## Phase II – Aggressive, Proactive, and Robust Recruitment

### Task 1 – Place Advertisements

### Task 2 - Identify and Contact Potential Candidates

### Task 3 – Resume Review and Screening Interviews

### Task 4 – Chief Executive Officer Selects Finalists

The recruitment process is tailored to fit the District’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

| Advertising Sources                                     |  |
|---|--|
| ● ICMA  | ● Texas Municipal League                                       |
| ● Governmentjobs.com                                    | ● National Association of County Human Services Administrators |
| ● Careers in Government                                 | ● Strategic Government Resources                               |
| ● Jobs Available  | ● National Association of County and City Health Officials     |
| ● LinkedIn  | ● American College of Healthcare Executives                    |
| ● DiversityJobs.com                                     | ● Association of California Healthcare Districts               |
| ● Engaging Local Government Leaders                     | ● American Public Health Association                           |
| ● Asian American Government Executives Network          | ● Texas Rural Health Association                               |
| ● Texas Association of City and County Health Officials | ● Texas Hospital Association                                   |

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client.

Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

**CPS HR is focused on reaching a diverse candidate pool** and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

***Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.***

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the Chief of Staff brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the District or continuing to ensure the public confidence in the integrity of the District.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Chief Executive Officer. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Chief Executive Officer to review this report and to assist them in selecting a group of finalists for further evaluation.

## Timeline

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The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities for a partial recruitment of a new Chief of Staff are usually completed in 10-12 weeks. The precise schedule will depend on the placement of advertising on the appropriate professional and affiliate website, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is below.

| Task Name                                 | Month 1 |   |   |   | Month 2 |   |   |   | Month 3 |    |    |    |
|---|---------|---|---|---|---------|---|---|---|---------|----|----|----|
|   | 1       | 2 | 3 | 4 | 5       | 6 | 7 | 8 | 9       | 10 | 11 | 12 |
| Initial Meeting                           | ➤       |   |   |   |         |   |   |   |         |    |    |    |
| Draft Brochure                            |         | ➤ |   |   |         |   |   |   |         |    |    |    |
| Brochure Approved/<br>Printed & Place Ads |         | ➤ |   |   |         |   |   |   |         |    |    |    |
| Aggressive Recruiting                     |         |   |   |   | ➤       |   |   |   |         |    |    |    |
| Final Filing Date                         |         |   |   |   |         | ➤ |   |   |         |    |    |    |
| Preliminary Screening                     |         |   |   |   |         |   | ➤ |   |         |    |    |    |
| Present Leading<br>Candidates             |         |   |   |   |         |   |   |   | ➤       |    |    |    |
| Weeks                                     | 1       | 2 | 3 | 4 | 5       | 6 | 7 | 8 | 9       | 10 | 11 | 12 |

## Executive Recruitment Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Ms. Kylie Wilson will be your dedicated Project Manager and Senior Executive Recruiter. Ms. Wilson will work collectively to fulfill the District's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the District.

| Role/Project Assignment                                     | Name         | Phone          | Email            |
|---|--------------|----------------|------------------|
| Project Manager/Senior Executive Recruiter (Local to Texas) | Kylie Wilson | (916) 471-3325 | kwilson@cpshr.us |

### Resume

#### **Kylie Wilson, Senior Executive Recruiter (*resides in Texas*)**

Kylie Wilson has over twenty-five years of professional and management experience in the public sector. Ms. Wilson has worked directly with local government organizations and associations, predominately human resources personnel, city management, parks and recreation, project management, employee development, executive recruitment, strategic planning, live training and workshops and other client needs.

*Ms. Wilson has conducted numerous executive recruitments for all types of organizations for General Manager/Administrators, Chief Information Officers, Chief Financial Officers, City Auditors, City Clerks, Directors for various departments, Housing Policy Directors, along with numerous other manager level positions.*

She has worked in several impactful management roles for municipal government entities in Texas to include the City of Baytown, the City of Missouri City, the City of Georgetown, and the City of League City. She also previously worked for Strategic Government Resources (SGR) overseeing member relations, leadership conferences, job board vacancies, and online learning management system (LMS) opportunities.

She has a passion for public service and a strong skill set for being mission driven and results oriented, while always maintaining an optimistic and engaging demeanor. Ms. Wilson also provided management and oversight to key programs, projects and processes by evaluating City operations and making recommendations to improve operational implementation of a strategic plan, to include short-term and long-term goals and objectives, for City operations, and identifying opportunities for improving methods and procedures.

#### **Employment History**

- Executive Recruiter, CPS HR Consulting

- Assistant to the City Manager, City of League City – City Administration
- Collaboration Manager, Strategic Government Resources (SGR)
- Assistant Director, City of Baytown – Parks & Recreation
- Supervisor, City of Missouri City – Parks & Recreation

### **Professional Experience**

- Provided analytical, administrative, and management support as a liaison between the City Manager and the department executive leadership team, community leaders, associations and citizens.
- Conducts complex review, analysis, and research of projects including those involving City-wide issues, programs, policies and procedures.
- Selects, adapts and applies appropriate research and gathers data and analyzes data and information from various sources on a variety of specialized topics.
- Provided management and oversight to key programs, projects and processes by evaluating City operations and making recommendations to improve operational effectiveness.
- Assists in the proposal development and implementation of a strategic plan, to include short-term and long-term goals and objectives, for City operations, identifying opportunities for improving methods and procedures.
- Worked in a number of impactful management roles for municipal government entities in Texas to include the City of Baytown, the City of Missouri City, and the City of Georgetown.

### **Professional Affiliations**

- National Recreation and Parks Association (1995 to present)
- Texas Recreation and Park Society (1995 to present)
- Texas Municipal League (2015 to present)
- Engaging Local Government Leaders (2015 to present)
- Colorado Recreation & Park Association (2015 to present)
- California Park & Recreation Society (2019 to present)
- International City/County Management Association (2019 to present)
- National Association of Housing & Redevelopment Officials (2019 to present)
- American Planning Association (2020 to present)

### **Education**

- Masters in Business Administration (MBA), Bellevue University
- Bachelors of Science Sports Management, Texas A&M University
- Certified Executive Coach, Bellevue University
- Certified Leader & Manager, University of Houston

## References

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Provided below is a partial list of clients we have recently worked with in providing executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

| CLIENT/POSITIONS  | CONTACT(S)  |
|---|---|
| <b>City of Dickinson</b><br>4403 Highway 3<br>Dickinson, TX 77539   | Mayor Sean Skipworth<br>(281) 377-6202<br><a href="mailto:sskipworth@ci.dickinson.tx.us">sskipworth@ci.dickinson.tx.us</a>  |
| City Secretary (2022)<br>Director of Animal Services (2022)<br>City Manager (2021)  | Kerilyn Bascle, HR Director<br>(281) 337-6235<br><a href="mailto:kbascle@ci.dickinson.tx.us">kbascle@ci.dickinson.tx.us</a>   |
| <b>City of League City</b><br>300 W Walker St<br>League City, Texas 77573   | John Baumgartner, City Manager<br>(281) 554-1414<br><a href="mailto:john.baumgartner@leaguecitytx.gov">john.baumgartner@leaguecitytx.gov</a>                              |
| Director of Finance (2021)<br>Fire Chief (2021)<br>Director of Human Resources & Civil Service (2021)<br>Assistant Director of Project Management (2021)<br>City Auditor (2020) | James Brumm<br>Director of Human Resources & Civil Service<br>(281) 554-1006<br><a href="mailto:james.brumm@leaguecitytx.gov">james.brumm@leaguecitytx.gov</a>            |
| <b>Galveston County</b><br>722 Moody-3rd Floor<br>Galveston, TX 77550   | Arnel R. Wetzel, Jr.<br>Director of Human Resources<br>(409) 770-5350<br><a href="mailto:Arnel.Wetzel@galvestoncountytexas.gov">Arnel.Wetzel@galvestoncountytexas.gov</a> |
| Chief Financial Officer (2021)  |   |
| <b>Galveston Island Park Board of Trustees</b><br>601 Tremont Street<br>Galveston Island, Texas 77550   | Kelly de Schaun, Executive Director<br>(409) 797-5000<br><a href="mailto:kdeschaun@galvestonparkboard.org">kdeschaun@galvestonparkboard.org</a>                           |
| Chief Financial Officer (2020)  |   |

# Professional Fees

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## Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I and II** of the recruitment process. The deliverables also include a brochure and the placement of paid advertising.

| Professional Fixed Fee*   |          |
|---|----------|
| Professional Services for Partial Recruitment (Fixed Flat Rate) | \$19,000 |

*\*Professional fees would be billed and paid monthly.*



***We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the Galveston County Health District in this important endeavor.***

## Appendix A: Sample Brochure



**CHIEF FINANCIAL OFFICER**



## ■ THE COUNTY ■

Galveston County is the 17th largest county in the State and is one of the top beach destinations on the Gulf Coast of Texas, just 50 miles from Houston, encompassing an area of 378 square miles. The County has a population of 351,000 residents and is comprised of the cities Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Galveston, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, and Tiki Island.

The County has a thriving diverse economic base that includes petrochemical, medical, insurance, manufacturing, retail, and tourism. Along with the beautiful beaches and natural habitat, the County is also home to many regional attractions and destinations including Galveston Pleasure Pier, Moody Gardens, Schlitterbahn Waterpark Galveston, Downtown Galveston Historical District, Kemah Boardwalk, and the 4th largest U.S. Cruise Terminal. Residents and visitors to the area also enjoy annual events such as Dickens on the Strand, Mardi Gras, and the Lone Star Motorcycle Rally.

Galveston County has tremendous educational opportunities for public and private primary and secondary schools. The County is also home to higher education institutions, including the University of Texas Medical Branch at Galveston, Texas A&M University of Galveston, Galveston College, and College of the Mainland.

## ■ GOVERNANCE ■

Galveston County is governed by the County Judge, who sits as the chair of the County's Commissioners Court. The County is split into four precincts with each precinct represented by an elected Commissioner that sits on the Commissioners Court, which has oversight of county functions. Other elected positions in Galveston County include the County Clerk, District Attorney, District Clerk, Sheriff, Constables, Tax Assessor-Collector, County Treasurer, District and County Judges including Probate, as well as Justices of the Peace. The County's FY2022 adopted budget is \$151.4 million and has an ad valorem tax rate of \$0.424500. The County employs 1,300 FTEs.

To learn more, go to: <https://www.galvestoncountytexas.gov/>

## • THE DEPARTMENT •

The Department of Professional Services consists of the County Budget Office, Contracts & Risk Management, and Social Services & Economic Assistance.

The mission of the Budget Office is to efficiently facilitate the use of resources by assisting County Officials with planning, researching, and evaluating matters concerning budget and policy. The Department also integrates countywide spending and strategic planning with development and implementation of the annual County Budget.

The Contract Services and Risk Management Program directs the qualitative oversight of various County contracts, general insurance liability policies, and risk management programs. These activities lead to better contractual results and minimizes County financial risk for the cost-effective benefit to taxpayers.

The Social Services & Economic Assistance Program oversees children services, utility and rental assistance, guardianship services, as well as indigent healthcare and burial assistance.

## • THE POSITION •

The Chief Financial Officer (CFO) provides many critical functions for the County including monitoring and enforcing the County's budget, reviewing progress reports and projections, developing financial strategies, recommending mid-year modifications to Commissioners Court as required, as well as preparing the annual CAFR. This position mediates between Commissioners Court and the County Departments, and provides advice and counsel for the County concerning financial matters and ensures operating efficiencies throughout the County. The CFO monitors the County's cash flow to ensure that adequate funds are available to meet county expenditure requirements; works with the County Treasurer to plan for adequate cash liquidity to meet county needs while maximizing earnings; and reports to Commissioners Court concerning budget progress, investment conditions, health and insurance plan conditions, risk management and other related topics. This new leader will also provide advice regarding county policies and procedures, fiscal operations, legislation, and other executive-level issues affecting the county. The CFO shall successfully develop and implement accounting systems, software, policies, and procedures for the department. It is imperative that the CFO has strong principles and practices of public/governmental accounting including budget development, administration, recordkeeping, governmental purchasing practices, and stays current with GAAP and GASB.

## • THE IDEAL CANDIDATE •

The ideal candidate will be an effective and fiscally sound professional with the demonstrated capacity to lead and empower staff and teams around the County regarding budget and financial Department priorities. A passion for encouraging professional growth, developing staff, and building organizational capacity is highly desirable. This key individual needs to be a critical thinker who can identify challenges and opportunities, while also effectively utilizing accounting systems and processes. The new leader must be able to optimize the use of department and organizational resources to meet the ever-changing needs of a highly visible and complex business unit. The ideal candidate must also possess strong management skills to modernize specific functions and re-design the organizational structure to ensure programs and services are delivered effectively and efficiently, that problems get resolved, and details are appropriately covered.



- **Results Oriented** – Improves and sustains superior business performance; ability to manage competing priorities effectively; ability to lead a team of financial analyst professionals through the debt financing process; makes financially-sound decisions; pursues aggressive goals and works hard/smart to achieve them
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to manage a financial operation; perform in-depth analyses and research; develop innovative solutions to debt, economic development and financing problems
- **Inspirational Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions and values of others
- **Collaboration** – Has the ability to maintain effective working relationships with management, elected officials, partner cities, employees, bankers, advisors, underwriters and citizens; bridges roles and responsibilities within the department
- **Financial Development/Acumen** – In-depth knowledge of the principles and practices of debt issuance and management, debt instrument structuring, preferably instruments utilized in municipal government and finance and investment strategies and management; knowledge of public and private debt financings; knowledge of competitive and negotiated transactions.
- **Effective Communicator** – Strong interpersonal, analytical, written and verbal communication and presentation skills, managerial, supervisory, and creative problem-solving techniques; handles sensitive situations with tact and diplomacy
- **Technically Savvy** – Stays abreast of industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations; strong computer skills for spreadsheet design, complex modeling, word processing applications, and remote collaboration.

## ■ EDUCATION/EXPERIENCE ■

Bachelor's degree in Business Administration, Accounting, Finance, or directly related field. Candidates shall have at least ten years of experience in larger-scale government accounting, finance, or closely related experience. Technical knowledge/experience in government finance with a variety of complex debt instruments, maintaining a treasury function, and experience with investments strategies is strongly preferred.

## ■ COMPENSATION AND BENEFITS ■

The salary range for this position is **\$139,100 - \$206,354**. Actual salary will be dependent on the qualifications and experience of the successful candidate. The County also offers a very attractive benefits and retirement package.

## ■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE ■

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, December 10, 2021**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://www.cpsr.us/recruitment/1898>.

For additional information about this position please contact:

**KYLIE WILSON**

**(916) 471-3325 • [kwilson@cpsr.us](mailto:kwilson@cpsr.us)**

**[www.cpsr.us](http://www.cpsr.us)**

**CPS HR CONSULTING**

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

*The County of Galveston is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, gender identity or expression, genetic information, veteran status or any other characteristic protected by law.*





# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health**

**December 2022**

**Item # 14**

**Consider for Approval the Use of Robert Half Employment  
Agency Company not to Exceed the Amount of \$50,000 for 2 New Hires to be Taken out of  
Fund Balance Submitted by the Chief Financial Officer**



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 15**

**Consider for Approval the Use of Funds from Fund Balance Not to Exceed \$135,000 for  
2023 Employee Benefits Submitted by the Chief Financial Officer**

# Galveston County Health District 2023 Health Insurance Cost

|             | <i>Current Cost</i> | <i>New Cost</i> |
|-------------|---------------------|-----------------|
| Total Cost  | \$ 1,470,785.00     | \$ 1,442,076.90 |
| 2023 Budget |                     | \$ 1,309,118.00 |

Amount Over Budget \$ 132,958.90



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 16**

**Consider for Approval 2023 UBOH Meeting Dates  
Submitted by the Chief Executive Officer**

**GALVESTON COUNTY HEALTH DISTRICT**  
*Protecting and Promoting the Optimal Health and Well-Being of Galveston County*

**Jed Webb**  
Chairperson, United Board of Health



**Philip Keiser, MD**  
Local Health Authority  
Chief Executive Officer

***United Board of Health***  
***2023 Meeting Dates at 12:30 pm***

*January 25, 2023*

*February 22, 2023*

*March 29, 2023*

*April 26, 2023*

*May 31, 2023*

*June 28, 2023*

*July 26, 2023*

*August 30, 2023*

*September 27, 2023*

*October 25, 2023*

*December 6, 2023*

**Public Health Services · Coastal Health & Wellness · Emergency Medical Services · Animal Resource Center**

*The Galveston County Health District (GCHD) is the local public health agency for Galveston County, Texas. GCHD provides services and programs that protect the everyday health and well-being of Galveston County.*

P.O. Box 939 La Marque, Texas 77568 • (409) 938-7221

**www.gchd.org**





# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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## **United Board of Health**

**December 2022**

**Item # 17**

**Texas Government Code Section 551.071, Consultation Attorney: the Galveston County Health District United Board of Health will enter into an executive session as permitted under the Texas Open Meetings Act, Chapter 551 of the Government Code, pursuant to Section 551.071 of Government Code: to seek the advice of its attorney about pending or contemplated litigation or on a matter in which the duty of the attorney to the Galveston County Health District under the Texas Disciplinary Rules of Professional Conduct the State Bar of Texas clearly conflicts with the Open Meetings Act relating to 20-CV-1656; Dr. Abdul-Aziz Alhassan v. Galveston County Health District pending in the 405th District Court of Galveston County, Texas**



# **GALVESTON COUNTY HEALTH DISTRICT**

**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

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**United Board of Health**

**December 2022**

**Item # 18**

**Reconvene into Regular Scheduled Meeting**



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health  
December 2022  
Item # 19  
Possible Action from Executive Session**



# **GALVESTON COUNTY HEALTH DISTRICT**

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**UNITED BOARD OF HEALTH** 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**United Board of Health  
December 2022  
Item # 20  
Comments from Board Members**