

Abilene-Taylor County Public Health District  
Health Advisory Board Minutes  
December 12<sup>th</sup>, 2017

The Abilene-Taylor County Public Health District (ATCPHD) Health Advisory Board met on Tuesday, December 12<sup>th</sup>, 2017 at 1:00 p.m. in the ATCPHD conference room. For the purpose of considering the following agenda items.

Present were the following: Dr. Robert Hawley, DDS; Dr. Peter Norton, MD; Tom Perini; Annette Lerma; Dr. Dell McKnight; James McCoy; Shane Price, and Chace Craig

**Item 1: Call to Order** – Dr. Hawley called the meeting to order at 1: 00 p.m.

**Item 2: Review and Approval of Minutes from August 15<sup>th</sup> Meeting**

Dr. Hawley asked the board to review the minutes. Dr. Hawley motioned if any members objected to minute approval; Motion was seconded and carried; Minutes were approved.

**Item 3.1: Organizational Structure of Health Services as a Department of the City of Abilene, (Annette Lerma, Assistant Health Services Director)**

- Mrs. Lerma spoke about becoming our own department as of October 1, 2017. The Health Department has always been equivalent to the Abilene Library or Zoo. Santos Navarrette is the Director of Health Services Department and reports to Mindy Patterson the Assistant City Manager. The Health Services Department Director now has a voice at the table with City management and can give perspectives on public health issues, education, and budget. The dentist position has been filled as of January 2, 2018, her name is Dr. Jennifer Ezeh, and she's been in practice for 5 years. Dr. Ezeh is currently practicing at Community Health Service Agency in Greenville, TX.

**Item 3.2: Health Services FY 18 Budget, (Annette Lerma, Assistant Health Services Director)**

- Mrs. Annette Lerma discussed the health budget works differently than your usual budget. Our budget is like a moving target. We currently have seventeen budgets for different programs. Funded through state, federal, local grants, city, and county contributions. Seven of the programs are completely grant funded by the federal and state grants. Most of the grants have requirements such as matching so, the city gives a percentage of the grant. In 2017 we over spent in TB, primary healthcare, bioterrorism, and dental. On a side note we did save exponentially in lab, environmental health, and breast and cancer cervical screenings which covered some of the loss. Annette and Santos have worked steadily to adjust the funds accordingly.

**Item 3.3: Number of flu shots provided to the community (Barby Jeffers, Nursing Program Manager)**

- Mrs. Barby Jeffers informed everyone that the nursing staff provided 283 High Dose flu shots to the elderly population, 44 Pediatric flu, 986 Quad, and 62 Ref Quad flu. The staff provided a total of 1,375 to the public which is an exponential growth from 2016. They previously ordered two thousand and were left with more supply than demand. A decision was made down size the order and we currently have 300 left.

**Item 3.4: Funding Loss by US Committee for Refugee and Immigrants Contract (Barby Jeffers, Nursing Program Manager)**

- Mrs. Jeffers discussed USCRI's 100,000 budget decrease which led to the dismissal of the nursing staff's interpreter. Last year the USCRI had 75,000 refugee's arriving to the United States and this year it was only 45,000. The staff provides the refugee's their initial health care exam. Barbara also adjusted the budget by proceeding with lab cuts.

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**Item 3.5: Community Garden Expansion (Veronica Escalona, Health Management Coordinator)**

- Mrs. Escalona informed the board about the garden's growth. On November 1, 2017, 24 city employees dedicated their time to build garden beds. After three and a half hours we built an additional 12 beds, bringing the total to 24. There are 9 beds of winter vegetables that will be available to pick in a couple weeks. The purpose of the Community Garden is to give the community access to a healthier living. The garden is located at 1902 Shelton in Abilene, TX next to MERCY Clinic. The staff is always given appreciation and compliments on the garden. They always see the community lending a hand or providing for their families. The VISTA Program volunteers have already signed up to assist in the spring.

**Item 3.6: Newly Implemented Environmental Health Data Management System (Terri Auger, Environmental Health Manager)**

- Mrs. Terri Auger spoke about the Digital Health Department from Tyler Technologies. The digitalization is flourishing in Sugarland and Houston, TX. It is FDA approved and it's the best in the country. A few things the Environmental health inspects is restaurants, day cares, and septic's. They currently check 47 categories which include over 100 different things to inspect. With the digital system, they will be able to cut down on paper usage and be more efficient by sending reports by e-mail. That leads to a faster turnaround time. The software engineers stated that the practice model with Abilene data should be ready by mid-January. Currently there is no public portal, but eventually one will be accessible.

**Item 3.7: Blood Borne Pathogen exposure for first responder (Dr. Norton, Medical Health Authority)**

- Dr. Norton discussed the protocol for exposed patients. CDC changes the recommendations for exposure every so often. The responder will be tested for Hep C PCR at three weeks post exposure and will have the final lab completed in 6 months. At first we were focused on the responder, but realized we needed more information about the source. Taking extra precaution to find out precisely what the source is a carrier of. The source will be tested for HIV and Hepatitis. Janet Falade created a spreadsheet for the exposure data. This spreadsheet may be accessed by the Department Infection Control Officers of the Abilene Fire Department, Police Department, Mrs. Jeffers, Janet, and Dr. Norton. The current procedure is to use the COACH Clinic located at the Health Department for processing during regular business hours to receive the exposure packet and get lab draws completed.
- Hendrick has charged up to \$900-\$1400 for the initial lab we charge \$65
- @ 11 private exp. 22 fire exposures for the current year so far

**Item 3.8: Monthly City Council and County Court Public Health Proclamations (Annette Lerma, Assistant Health Services Director)**

- Mrs. Lerma discussed the services the Health Department provides the community. We offer preventive health care through MERCY Clinic and the health department. A vast majority of the community isn't educated about what we do, what we offer, and how we can help. We want people to hear our story by implementing a newsletter and proclamations through city council and Commissioner's Court recognizing special months and events that are dictated to missions of public health interests.

**Item 3.9: 2018 BOH Meeting Dates, (Annette Lerma, Assistant Health Services Director)**

- Mrs. Annette Lerma informed the board of the pre-set BOH Meeting Dates for 2018. The dates will be February 20<sup>th</sup>, May 15<sup>th</sup>, August 21<sup>st</sup>, and November 20<sup>th</sup>.

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**Item 3.10: Possible re-appointment of Dr Peter Norton as Medical Director and Health Authority for the Abilene-Taylor County Public Health District for two years. (Annette Lerma, Assistant Health Services Director)**

- Mrs. Lerma asked for discussion and recommendations from the board members to reappoint Dr. Peter Norton as the Medical Director and Health Authority for the ATCPHD. We will present the Board's recommendation to the Commissioner Court on January 9<sup>th</sup>, 2018 and City Council on January 11<sup>th</sup>, 2018. Dr. Hawley asked for a motion to approve reappointment. Tom Perini made a motion to recommend reappointment. Dr. McKnight seconded. All were in favor. Motion Carried; Re-appointment approved.

**Item 4.1: Adjourn** - Dr. Hawley adjourned the meeting at 2:04 p.m. The next Board of Health meeting will be February 20<sup>th</sup> at 1:00 PM.

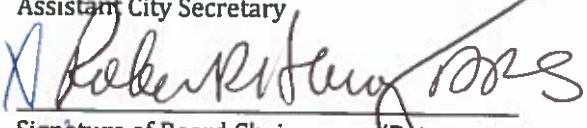
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**CERTIFICATION**

I hereby certify the above notice of a quorum was posted on the Bulletin Board at the City hall of the City of Abilene, Texas on the \_\_\_\_\_ day of December, 2017, at \_\_\_\_\_.

\_\_\_\_\_  
Tiffni Herrera, TRMC  
Assistant City Secretary

  
\_\_\_\_\_  
Signature of Board Chairperson/Date

  
\_\_\_\_\_  
Signature of Recording Secretary/Date