

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS
MONTGOMERY COUNTY PUBLIC HEALTH DISTRICT**

The regular meeting of the Board of Directors of Montgomery County Public Health District was duly convened at 3:30 p.m., November 3, 2022 in the Administrative offices of the Montgomery County Hospital District, 1400 South Loop 336 West, Conroe, Montgomery County, Texas.

1. Call to Order

Meeting called to order at 3:30 p.m.

2. Roll Call

Board Members present

Dr. Curtis Null, Conroe Independent School District, Vice Chairman
Justin Chance, MCHD Board of Directors, Secretary/Treasurer
Judge Mark Keough, Montgomery County Judge, Chairman
Mayor Lynn Scott, City of Panorama Village
Dr. Richard Calvin, City of Conroe, *arrived at 3:34 p.m.*

Non-Voting members present:

Randy Johnson, Montgomery County Public Health District, Executive Director
Dr. Charles Sims, MD, Local Health Director for Public Health District

3. Invocation

Mr. Larry Forester

4. Pledge of Allegiance

Mr. Larry Forester

5. Public Comments

No one made a comment from the public.

6. Special Recognition

Mr. Justin Chance, MCHD board representative was recognized for his service on the Montgomery County Public Health District board from March, 2021 to December, 2022.

7. Approval of Minutes from September 8, 2022 Public Health District Regular Board meeting.

Dr. Null made a motion to approve the minutes from the September 8, Public Health District Regular Board meeting. Mayor Scott offered a second and motion passed unanimously.

8. Report on activities related to Public Health, Epidemiology and Emergency Preparedness. (Melissa Miller, COO – MCHD)

Mrs. Melissa Miller, COO MCHD presented a report to the board on activities related to Public health Epidemiology and Emergency Preparedness.

9. Consider and act on ratification to approve submission of the PH Workforce COVID-19 grant extension for the Montgomery County Public Health District. (Melissa Miller, COO – MCHD)

Judge Keough has requested we table agenda item no. 9 for a future meeting.

10. Consider and act on ratification to approve submission of the IDCU/COVID-19 grant extension for the Montgomery County Public Health District. (Melissa Miller, COO – MCHD)

Mr. Chance made a motion to consider and act on ratification to approve submission of the IDCU/COVID-19 grant extension for the Montgomery County Public Health District. Mayor Scott offered a second and motion passed unanimously.

11. Consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District Community Preparedness Project. (Melissa Miller, COO – MCHD)

Mr. Chance made a motion to consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District Community Preparedness Project. Dr. Calvin offered a second and motion passed unanimously.

12. Consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District Travel and Conference. (Melissa Miller, COO – MCHD)

Dr. Calvin made a motion to consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District Travel and Conference. Mr. Chance offered a second and motion passed unanimously.

13. Consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District M&A. (Melissa Miller, COO – MCHD)

Mr. Chance made a motion to consider and act on resolution to approve submission of the UASI grant application for the Montgomery County Public Health District M&A. Dr. Calvin offered a second and motion passed unanimously.

14. Review and approve financial report regarding District's operations. (Brett Allen, CFO – MCHD)

Mr. Brett Allen, CFO presented the financials to the board.

Dr. Calvin made a motion to accept the financial report regarding District's operations. Dr. Null offered a second and motion passed unanimously.

15. Consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2022. (Brett Allen, CFO – MCHD) (attached)

Mr. Chance made a motion to consider and act upon recommendation for amendment(s) to the budget fiscal year ending September 30, 2022. Dr. Calvin offered a second and motion passed unanimously.

16. Consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2023. (Brett Allen, CFO - MCHD)

Mr. Chance made a motion to consider and act upon recommendation for amendment(s) to the budget fiscal year ending September 30, 2023. Dr. Calvin offered a second and motion passed unanimously.

17. Consider and act on ratification of payment of invoices related to expenditures. (Brett Allen, CFO – MCHD)

Mr. Chance made a motion to approve ratification of payment of invoices related to expenditures. Dr. Calvin offered a second. After board discussion the motion passed unanimously.

18. Consider and approve a job description of the Transition Manager, relating to operations of Public Health. (Jason Millsaps – Montgomery County)

Judge Keough addressed the board on a Transition position for Jason Millsaps and a job description as follows:

1. In this role, the TM will work with the current management team to oversee day-to-day operations.
2. The TM will have the responsibility to act as the BOD's agent for the matter related to or concerning, employees and financial matters to include revenue and expenses.
3. The TM will collaborate and work with any necessary entity/employee internal and external to ensure a seamless transition.
4. The TM will act as point person for the development and direction of a transition, with the assistance of any PHD, MCHD/management and county entities.
5. The TM will have a broad range of responsibility as acting agent with the authority of the board of directors until modified or rescinded.
6. TM will give reports to the Chairman frequently and prepare updated reports for the entire board for each called session.
7. The TM will serve without compensation from the Public Health District.

Mr. Chance approved the Transition Manager Job description for Jason Millsaps presented by Judge Keough. Dr. Null offered a second. After board discussion motion passed unanimously.

Mr. Leonard Schneider advised the board of potential concerns as part of the transition. Judge Keough advised that Jason's job is to get the district the best deal for the least amount of money, within a timeframe that we can either stand alone or go with the county.

19. Discussion of possible relocation and rent of new office space for the health district. (Jason Millsaps – Montgomery County)

Jason advised the board he would get options on new office space together and present to the board at the meeting hopefully in January, 2023. This would give plenty of time next year to transition office space during the process.

20. Discussion of steps and procedures to relocate and change management oversight of MRC Coordinator and Community Preparedness Coordinator to Montgomery County HSEM, including all PHD owned and inventoried items in storage to Montgomery County HSEM. (Jason Millsaps – Montgomery County)

Jason Millsaps advised the board that OEM could absorb in their emergency management office space the MRC Coordinator and Community Preparedness Coordinator positions along with storage. The County would give them an office and key. Melissa Miller advised the concern is the management oversight and her suggestions would be a management agreement with the Public Health district removing these positions from the MCHD management agreement.

21. Consider and act on future meeting dates for 2023. (Randy Johnson, CEO – MCHD)

The recommendation and agreement was for the board to meet on the 2nd Thursday of every month.

22. Discussion of items to be placed on agenda of the next meeting of the Montgomery County Public Health District Board of Directors.

- Next board meeting is scheduled for January 12, 2023
- Mr. Chance recommended the MCHD Representative be changed to any citizen of Montgomery County.
- Management agreement with Jason Millsaps.

23. Adjourn

Meeting adjourned at 4:24 p.m.