



**Public Health**  
Prevent. Promote. Protect.

Victoria County Public Health Dept.

## Board of Health Minutes

<b>Board of Health</b>		<b>DATE/TIME: 09.12.2018; 12:00 pm – 1:00 pm CST</b> <b>LOCATION: Victoria City County Health Department Board Room</b> <b>2805 N. Navarro St.</b> <b>Victoria, Texas 77901</b> <b>(361) 578-6281</b>	
<b>OFFICERS:</b> <b>CHAIR:</b> Bonnie Petty, RN <b>VICE-CHAIR:</b> Dr. Daniel Cano M.D. <b>SECRETARY:</b> Derrick L. Neal M.P.A.	<b>MEMBERS:</b> David Murphy, Bonnie Petty (Chair), Bonnie Petty, RN (Vice-Chair), Dr. John McNeill, Dr. Lee Zeplin, Dr. Daniel Cano, Darla Strother, Dr. Javier Vasquez-Ortiz, M.D., Dr. Malcolm Sumbera D.D.S and Henry Holloman  <b>Members present:</b> Bonnie Petty RN, (Chair), Dr. Daniel Cano, (Vice-Chair), Henry Holloman, Darla Strother, Dr. Malcolm Sumbera M.D. & Derrick L. Neal M.P.A., David Murphy  <b>Guests/ Victoria County Staff Present:</b> Delilah Perez RN, Assistant Public health Director, Brittany Burgess MPH, Epidemiologist, Tammy Fikac R.S., Kayla Gutierrez UHV intern, Jodi Sandoval C.H.W., Kim Pagel WIC Director, Victoria Reyna HARP program manager, Sam Friar Finance Director		
Agenda	Key Points	Actions	Due Date and Person Responsible
<b>Call to Order</b>	Presiding Officer: Bonnie Petty RN opened the meeting; Time 12:08		
<b>Roll Call</b>	Delilah Perez RN (filling in for Derrick L. Neal M.P.A.)		
<b>Approval of Agenda</b>	Motion		
<b>Approval of Draft Minutes June 13, 2018</b>	Motion		
<b>1. Citizen Communication</b>			
<b>2. Other Committee Reports</b>	Brittany Burgess MPH, Epidemiologist/ Accreditation Coordinator <ul style="list-style-type: none"> <li>• Accreditation Status</li> </ul>	We have completed both are performance management survey and QI assessment tool. We are on track to start of QI program. Currently, the contractors at the VPHD are typing out our final report to tell us where we are going to start with our QI process. We should have the full report by the end of September, beginning of October. Once we receive this report we can develop our QI committee. Which would be composed of our leadership team, and key performance employees at the VPHD.	

	<p>Delilah Perez RN, Brittany Burgess MPH, Epidemiologist Tammy Fikac R.S.</p> <ul style="list-style-type: none"> <li>Harvey Recovery</li> </ul> <p>Hogg Foundation Jodie Sandoval C.H.W.</p> <ul style="list-style-type: none"> <li>Introduction</li> </ul>	<p>(Delilah) DSHS sent out a note stating that there was money to submit for. The health department choose to apply for immunization. These applications are due by the end of 9/14/18. It will allow us to receive new refrigerators to update our older ones for immunizations. We are also submitting to receive a new generator.</p> <p>(Brittney) the other portion of the grant money we are going to apply for is the infection control portion. The goal for this one will be to host a CIC, which will bring in the Texas infection prevention Infection Control Society. We will reach out to all of the medical community in Victoria County, and a few surrounding counties that were affected from Harvey to get their infection control work groups certified.</p> <p>(Tammy) We currently have four trucks. The grant with not pay for trucks, but we will be asking for new equipment for the trucks. This will advance the currently technology that is equipped in the trucks. It will be updated maps instead of G.I.S. We will be able to print out reports of where they sprayed, how fast they drove, etc.</p> <p>Jodie gave a brief introduction on herself. Explains a little about what the Hogg foundation, Be Well grant covers. Talks about prevention of Mental Health to board members.</p>	
<p><b>3. Board Membership &amp; Board Business</b></p>	<ul style="list-style-type: none"> <li>TACCHO Conference</li> </ul>	<p>February 4-5, 2019. Bonnie will be attending with one other board member.</p>	
<p><b>4. Public Health Department Director's Report</b></p>	<ol style="list-style-type: none"> <li><b>Environmental Services- Tammy Fikac R.S.</b></li> <li><b>HARP - Victoria Reyna</b></li> <li><b>Administration - Delilah Perez R.N.</b></li> <li><b>WIC - Kim Pagel</b></li> <li><b>Animal Control – Craig Kirkpatrick</b></li> <li><b>PHEP – Jena West</b></li> <li><b>Finance – Samantha Friar</b></li> </ol>	<ol style="list-style-type: none"> <li>The environmental covers the water lab as well as other things. We test the Public drinking water in the County. We are flood plain administrators as well. Development standards manual will go up for review October 8 which protects people who move into our county that they are making a vested interested. It comes to subdivision development. It is not strict restrictions, but mainly road constructions, and protecting people in the subdivision and elevation the homes. Looks at drainage as well.</li> <li>In August HARP got audited once again. Currently working on the corrective actions that are needed to be done.</li> <li>Working on the grants explained above.</li> </ol>	

		<ol style="list-style-type: none"> <li>4. Major change in our computer program, and we have had a few issues with the new program. We have had a decrease in patients. We are trying to get the word out to recruit more people.</li> <li>5. Animal control was unable to attend. Animal control was at a meeting with a group called WAG. Next meeting, we will get animal control to give us an update on AC.</li> <li>6. Unable to attend due to meeting downtown for bad weather.</li> <li>7. The budget has allowed a one-time 3% stipend for 2019. Instead of a cost of living increase. We did not lose anyone this year. We have actually gained a spot for a new position.</li> </ol>	
<b>Adjournment: 12:50</b>			
<b>Next Meeting 12/12/2018</b>			
<b>Name-</b>			
<b>Signature Derrick L. Neal</b>			

**Mission:** To promote, protect, and respond to the residents of Victoria County and the communities we serve by providing public health services essential for healthy communities.

**Vision:** The Victoria City County Health Department will be a recognized leader in advancing the health and safety of the community.

**Values:** ACE IT! Accountability, Customer Service, Education, Integrity & Teamwork

**Accountability:** Strive continually to learn and improve to achieve the highest ideals of public service. Take responsibility for our performance in all of our decisions and action.

**Customer Service:**  
 We value and respect diversity and recognize the benefit it brings in understanding and serving all beings.  
 We approach all people with significance, understand, compassion, and dignity.  
 Demonstrate a passion for customer service.  
 Engage and listen intently to customer requirements and expectations

**Education:** Continually seek to educate and learn. Build on our successes, learn from our successes, and build on our failures. Display openness and curiosity to learn from anyone, anywhere, anytime.

**Integrity:** We adhere to ethical and moral standards in performing our duties with a high level of professionalism, while treating the community and colleagues with fairness and respect.

**Teamwork:** Leverage abilities of all team members to meet our common goals. Take initiatives to be part of the solution. Treat team members, customers, partners and suppliers with mutual respect and sensitivity, recognizing the imperative of diversity.

**VCCHD Strategic Plan Goals (SP Goals):**

Strategic Priority I: Increase visibility of VCCHD to community and stakeholders.

Strategic Priority II: Employee engagement in mission, vision, and values.

Strategic Priority III: Actively engage in internal and external policies.