

## AGENDA

### Board of Health Meeting

**When: 7:00 a.m., Wednesday, July 30, 2025**

**Where: Classroom/205 Shands Building**

[https://teams.microsoft.com/meetingOptions/?organizerId=d96c7722-f07f-49b7-af79-53c18a80e62c&tenantId=b47be331-a44c-4dfb-88cb-12b914a1b9a7&threadId=19\\_meeting\\_ZjAyZTA0NmItMTA2Yy00MDIiLWJkZjAtMDY4MDM3M2QzOWly@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=d96c7722-f07f-49b7-af79-53c18a80e62c&tenantId=b47be331-a44c-4dfb-88cb-12b914a1b9a7&threadId=19_meeting_ZjAyZTA0NmItMTA2Yy00MDIiLWJkZjAtMDY4MDM3M2QzOWly@thread.v2&messageId=0&language=en-US)

**Meeting ID: 263 942 905 693 8**

**Passcode: r2qm9Gf6**

	Pages
A. Welcome	
B. Public forum	
C. Discuss and consider approval of minutes from July 9, 2025.	2-5
D. Discuss and consider approval of FY25 Financial Report (May).	6-10
E. Discuss and consider approval of the FY26 Budget Proposal.	11-14
F. Discuss and consider approval of job title and salary changes for Kaleb Ricks (from Executive Assistant, Finance Assistant, Project Specialist to Finance Assistant Manager), Carlos Fernandez (from IT Specialist to Systems and Facilities Supervisor) and Lonnette Martin.	15-20
G. Review all of ACCHD's Banking and Investment Accounts and consider approval transfer of funds from checking to Money Market account and approval deposit of funds to Texpool from Money Market	21
H. Discuss and consider approval of proposal for Fire and Security system repairs	
I. Discuss and consider approval of revised policies and procedures, including but not limited to Conduct Policy Section.	22-62
J. Discuss and consider approval of back pay for Dr Tucker's requested fees.	63-67
K. Discuss and consider the re-establishment of the Endowment Trust and its requirements	68-69
L. Discuss and consider approval of Cybersecurity Liability coverage	70-76
M. Discuss and consider approval of the future sale of Mobile unit under the PHEP grant.	
N. Administrative Update: Previous administrative deficiencies.	
O. Discussion regarding Interim Medical Director Salary.	
P. Review the initiation of Children and Pregnant Women (CPW) Case Manager Program. Estimate revenues reimbursed by Medicaid Managed Care Organizations.	77-81
Q. Administrative Updates: ACCHD Layoffs	
R. Administrative Update: Discuss and review all recent grant applications submitted within last month.	82-93
S. Executive Session pursuant to Texas Government Code Section 551.071 to seek legal advice from attorney regarding the potential liability and legal obligations concerning compensation owed to Dr. Tucker, and other post-employment compensation matters, and all legal matters related thereto.	
Continue open session. Discussion and possible action regarding final compensation that may be owed to	
T. Dr. Tucker, following consultation with legal counsel.	
Adjourn.	
U.	

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF HEALTH  
OF  
ANGELINA COUNTY & CITIES HEALTH DISTRICT  
HELD ON THE 9<sup>TH</sup> DAY OF JULY 2025.**

On the 9<sup>th</sup> day of July 2025, the Board of Health of Angelina County & Cities Health District, Lufkin, Texas convened in a Regular Meeting in the Classroom/205 Shands St, WIC building with the following members, thereof to wit:

**BOH MEMBERS PRESENT**

Chief Jesse Moody-Chair  
Dr. Christina Graves  
Dr. Kyle King  
Mayor Trey Wilkerson  
Dr. Jerry Johnson  
Commissioner Kenneth Jeffrey  
Dr. Emily Todd-Parker  
Dr. Karina Urquia  
Mayor Todd Ricks  
Dr. Karina Urquia

**STAFF PRESENT**

Yesenia Cabral-Fletcher, Interim Administrator  
Anthony Carter, Finance Manager  
Kaleb Ricks, Finance Assistant  
Martha Hernandez, Executive Assistant  
Ann Watson, PH Nurse-Health Educator  
Cortney O'Bryant, CYHCN Program Manager  
Omar Estrada, Director of Environmental Service  
Amanda Granger, Disease Surveillance Nurse  
Clarisa Nava, PHEP Manager  
Kim Johnson, Director of Clinical Services  
Carlos Fernandez, IT Specialist  
Veronica Byrd, Environmental Services Inspector  
Shelia Handy, WIC Specialist  
Rebecca Martin, Family Thrives Specialist  
Marlene Brown, PH Nurse-Health Educator  
Talisha Goolsby, RN Kids Care

**GUESTS PRESENT**

Krystal Garcia Riley- Attorney

**BOH MEMBERS NOT PRESENT**

Pam Hooks  
Dr. Brittany Hanes  
Judge Pete Johnson  
Ricky Conne

- A. WELCOME-** The meeting was called to order by Board Chair Chief Moody at 7am, with a quorum present. Board Chair Chief Jesse Moody welcomed the Board and thanked everyone for their attendance.
- B. PUBLIC FORUM-** Board Chair Chief Moody opened the public comment period at 7:01a.m. There were four individuals that made public statements.
- a. Veronica Byrd, an ACCHD employee, addressed the Board regarding the consideration of staying on a 36-hour 4-day work week.

- b. Shelia Handy, an ACCHD employee, addressed the Board, regarding her pride in working for WIC and the blessing it is to work, especially on the 4-day work week.
- c. Rebecca Martin, an ACCHD employee, addressed the Board, regarding the 36-hour, 4-day work week, it has benefited her especially in taking care of family members.
- d. Ann Watson, an ACCHD employee, addressed the Board regarding the policies not being a one size fits all. Ms. Watson addressed the Board regarding 36-hour 4-day work week, and the benefit of working for this community through ACCHD. Invited the Board to stay involved and visit the Health District. Chief Moody Closed the Public Forum.

## **CONSENT AGENDA**

### **C. MINUTES OF THE SPECIAL CALLED BOH MEETING OF JUNE 25<sup>TH</sup> , 2025** **APPROVED.**

Board Member Dr. Kyle King moved to approve minutes as presented. Board Member Mayor Trey Wilkerson seconded the motion and a unanimous vote to approve was recorded.

### **D. APPOINTMENTS OF PRIMARY AND SECONDARY CONTRACT SIGNING** **AUTHORITY FOR ANGELINA COUNTY & CITIES HEALTH DISTRICT –** **APPROVED.**

The Board Chair Chief Jesse Moody recommended the consideration of appointing Yesenia Cabral-Fletcher as the primary Contract Signing Authority and Anthony Carter as the secondary Contract Signing Authority for Angelina County & Cities Health District. Board Member Dr. Jerry Johnson moved to approve the recommendation as presented. Board Member Dr. Kyle King seconded the motion, and a unanimous vote was recorded.

### **E. APPOINTMENT OF INVESTMENT OFFICER FOR ANGELINA COUNTY & CITIES** **HEALTH DISTRICT PER POLICY 810 – APPROVED.**

The Board Chair Chief Jesse Moody recommended the consideration of appointing Anthony Carter as the Primary Investment Officer and Kaleb Ricks as the Secondary Investment Officer. Board Member Dr. Jerry Johnson moved to approve the recommendation as presented. Board Member Dr. Kyle King seconded the motion and a unanimous vote to approve was recorded.

### **F. RESOLUTION AUTHORIZING PERSONEL TO APPROVE PAYROLL AND** **ACCOUNTS PAYABLE TRANACTIONS - APPROVED.**

The Board Chair Chief Jesse Moody recommended the approval of Yesenia Cabral-Fletcher and Anthony Carter to authorize transactions related to Payroll and Accounts Payable. Board Member Dr. Jerry Johnson moved to approve the recommendation as presented. Board Member Dr. Kyle King seconded the motion and a unanimous vote to approve was recorded.

**G. POSTPONING THE PRESENTATION AND APPROVAL OF THE FY-26 BUDGET PROPOSAL – NO ACTION.**

Yesenia Cabral-Fletcher reported that it was a bit ambitious to have a proposed budget, due to the State Grant Contracts not being confirmed yet, unfortunately the budget was not ready to be presented. Yesenia Cabral-Fletcher did communicate to the BOH that ACCHD did receive notice from the State last week that two additional programs will not get funded for FY-26, those programs are the Family Thrive Project and the First Line Project which total close to half a million that will not be budgeted for grants FY-26. This does impact on the ability to keep staff on, so unfortunately three staff employees will be laid off at the end of August 31, 2025. The additional Federal cuts impacted the State cuts to PHC, and as well as being over budget in this program directly affected this decision. No action was taken.

**H. PRESENTATION AND DISCUSSION OF PROPOSED POLICY CHANGE OF CURRENT 36-HOUR WORK WEEK TO A 40-HOUR WORK WEEK, FOR EXEMPT, NON-EXEMPT, FULL-TIME, AND TEMPORARY EMPLOYEE – APPROVED.**

Board Chair Chief Jesse Moody reported that policies affecting the workflow of a 36-hour work week had not been revised and corresponding policies regarding comp time and how comp time would be awarded had not been revised either. This directly affects the budget on how comp time would be rewarded and whether there was enough time to get the work done. Another concern was whether all employees were correctly classified, exempt, or non-exempt. Payroll policies have not been updated to reflect the current 36-hour work week. Yesenia Cabral-Fletcher stated that from an operations perspective, it is difficult to complete most of the work in a 36-hour work week, at least from the administrative side. It does not allow enough time to get the work completed. It is not sustainable. Board member Mayor Trey Wilkerson moved to approve the recommendation as presented. Board Member Dr. Jerry Johnson seconded the motion and a unanimous vote to approve was recorded.

**I. PRESENTATION AND DISCUSSION OF POLICY 302, TITLED COMPENSATORY POLICY – APPROVED.**

Yesenia Cabral-Fletcher recommended the amended policy to reflect to the Fair Labor Standards Act (FLSA) as amended for compensatory and overtime and based on the employee's classification. All ACCHD employees are salaried employees. If a non-exempt employee works more than 40 hours, the employee will receive compensatory time as compensation for overtime. Exempt employees are not eligible for overtime compensation. Board member Dr. Kyle King moved to approve the recommendation as presented. Board member Dr. Jerry Johnson seconded the motion and a unanimous vote to approve was recorded.

**J. PRESENTATION AND DISCUSSION OF FINANCIAL POLICIES: 803 CLASSIFICATIONS OF EMPLOYEES POLICY, 804 PURCHASE SYSTEM POLICY, 805 SUPPORTING DOCUMENTATION OF DISBURSEMENT POLICY, 806 CASH**



**RECEIPTS AND CASH CONTROL POLICY, 807 PETTY CASH POLICY, 808 GOVERNMENT ACCOUNTING STANDARDS BOARD POLICY, 809 TRAVEL REIMBURSEMENT POLICY, 811 ACCHD ISSUES CREDIT CARD POLICY, 812 ACCOUNTS PAYABLE POLICY - APPROVED.**

Policies were previously sent to the Board of Health members before the meeting to review and make any recommendations. One recommendation was made Policy 805 to add authorized signatures including Administrator, Medical Director, Finance Director/Manager, and/or Board of Health Chair. Board member Mayor Trey Wilkerson moved to approve the recommendation as presented. Board member Commissioner Kenneth Jeffrey seconded the motion, and a unanimous vote was recorded.

**K. PRESENTATION AND DISCUSSION OF JOB DESCRIPTION STATUS CHANGES FROM NON-EXEMPT TO EXEMPT – APPROVED.**

Yesenia Cabral-Fletcher presented the job descriptions for the recommended roles to have a change from non-exempt to exempt status. The following job descriptions were presented: Public Health Nurse-Director of Clinical Services, Public Health Access and Services Director, Disease Surveillance Specialist, Executive Assistant to the Administrator, Program/Project Specialist Public Health Educator, Public Health Emergency Preparedness Manager, WIC Director, Accounts Payable/HR Assistant. All these jobs meet the classification for exempt status. Board member Mayor Trey Wilkerson made recommendation to revise the Monday – Friday work schedule to reflect the final work schedule. Board Member Mayor Wilkerson moved to approve the recommendation as presented with the minor edit. Board Member Dr. Jerry Johnson seconded the motion and a unanimous vote to approve was recorded.

**L. EXECUTIVE SESSION Pursuant to Texas Government Code Section 551.074.**

To deliberate the duties, evaluation, and compensation of the Interim Administrator. The recommendation of a Full-Time Administrator for FY26 Budget Planning Purpose. The BOH may reconvene in the open session to take any action deemed necessary.

Board Chair Chief Jesse Moody reconvened, and a recommendation was made to appoint Yesenia Cabral-Fletcher as the new full time ACCHD Administrator. Board Member Mayor Trey Wilkerson moved to approve the recommendation as presented. Board Member Mayor Todd Ricks seconded the motion, and a unanimous vote was recorded.

There being no further business, Board Chair Chief Jesse Moody adjourned the meeting at 8:00 a.m.

ANGELINA COUNTY & CITIES HEALTH DISTRICT														
REVENUES & EXPENDITURES - FY2025														
			Operating Budget											
			2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	75.00%
REVENUES														
COUNTY & CITIES FUNDS														
	Angelina County		\$ 65,293	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 3,265	\$ 29,382	45.00%
	City Lufkin		\$ 56,905	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 2,845	\$ 25,607	45.00%
	City Diboll		\$ 8,637	\$ 432	\$ 432	\$ 432	\$ 432	\$ 432	\$ 432	\$ 432	\$ 432	\$ 432	\$ 3,887	45.00%
	City Huntington		\$ 3,512	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 176	\$ 1,580	45.00%
	City Hudson		\$ 8,462	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 3,808	45.00%
	City Zavalla		\$ 1,183	\$ 59	\$ 59	\$ 59	\$ 59	\$ 59	\$ 59	\$ 59	\$ 59	\$ 59	\$ 533	45.02%
CNTY&CITIES SUBTOTAL			\$ 143,992	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 64,796	45.00%
STATE OF TEXAS CONTRACTS														
	Imm. Field Nurse		\$ 148,670	\$ 9,595	\$ 9,188	\$ 11,117	\$ 10,887	\$ 11,873	\$ 11,149	\$ 12,846	\$ 13,199	\$ 12,465	\$ 102,317	68.82%
	WIC		\$ 740,541	\$ 61,022	\$ 52,904	\$ 53,630	\$ 54,289	\$ 56,293	\$ 53,751	\$ 57,580	\$ 55,118	\$ 56,417	\$ 501,005	67.65%
	State PHC		\$ 274,400	\$ 47,846	\$ 53,011	\$ 53,195	\$ 54,656	\$ 41,376	\$ 22,727	\$ 11,456	\$ 4,301	\$ -	\$ 288,567	105.16%
	State Family Planning		\$ 135,942	\$ 3,267	\$ 6,908	\$ 629	\$ 2,399	\$ 1,980	\$ 3,575	\$ 3,202	\$ 5,222	\$ 7,407	\$ 34,590	25.44%
	Title V		\$ 43,458	\$ 3,081	\$ 4,079	\$ 2,623	\$ 2,334	\$ 1,937	\$ 3,339	\$ 2,658	\$ 1,837	\$ 133	\$ 22,021	50.67%
	BCCS		\$ 147,236	\$ 5,861	\$ 10,678	\$ -	\$ 6,683	\$ 5,982	\$ 3,305	\$ 9,609	\$ 3,519	\$ 2,565	\$ 48,203	32.74%
	BRLHO		\$ 19,118	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 15,000	78.46%
	Tuberculosis		\$ 38,626	\$ 3,840	\$ 3,957	\$ 3,957	\$ 3,775	\$ 3,957	\$ 3,957	\$ 4,047	\$ 3,957	\$ 3,957	\$ 35,404	91.66%
	Bioterrorism		\$ 159,720	\$ 15,296	\$ 11,241	\$ 9,889	\$ 9,079	\$ 7,150	\$ 9,580	\$ 9,289	\$ 11,217	\$ 11,425	\$ 94,166	58.96%
	Epidemiology		\$ 59,400	\$ 6,017	\$ 5,653	\$ 6,935	\$ 6,882	\$ 6,914	\$ 5,673	\$ 7,202	\$ 3,939	\$ 5,356	\$ 54,570	91.87%
	Pandemic Response 2		\$ 65,998	\$ 2,208	\$ 2,221	\$ 1,696	\$ 2,227	\$ 1,419	\$ 1,890	\$ -	\$ -	\$ -	\$ 11,661	17.67%
	Community Health Bridge		\$ 165,000	\$ 15,891	\$ 15,683	\$ 14,971	\$ 14,343	\$ 14,343	\$ 22,021	\$ 13,883	\$ 20,244	\$ 14,965	\$ 146,343	88.69%
	CSHCN		\$ 151,000	\$ 6,075	\$ 5,247	\$ 4,818	\$ 4,738	\$ 3,723	\$ 4,071	\$ 4,168	\$ 3,959	\$ 3,350	\$ 40,149	26.59%
	Health Equity		\$ 77,925	\$ 5,752	\$ 6,746	\$ 4,965	\$ 4,575	\$ 4,045	\$ 4,040	\$ -	\$ -	\$ -	\$ 30,122	38.65%
	Public Health Infrastructure		\$ 184,683	\$ 21,096	\$ 19,406	\$ 22,609	\$ 24,302	\$ 22,425	\$ 17,347	\$ 28,261	\$ 18,502	\$ 21,878	\$ 195,827	106.03%
	HIV Testing Initiative		\$ 117,290	\$ 8,206	\$ 6,230	\$ 7,467	\$ 7,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,721	25.34%
	Other State/Fed Grants		\$ -	\$ 52,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,103	N/A
STATE OF TX SUBTOTAL			\$ 2,529,007	\$ 268,822	\$ 214,818	\$ 200,168	\$ 210,653	\$ 185,083	\$ 168,093	\$ 165,868	\$ 146,680	\$ 141,584	\$ 1,701,769	67.29%
ENVIRONMENTAL SERVICES														
	Food Service Inspections		\$ 225,975	\$ 22,047	\$ 22,597	\$ 28,428	\$ 23,947	\$ 22,274	\$ 24,014	\$ 24,447	\$ 25,039	\$ 24,039	\$ 216,830	95.95%
	Lodging Inspections		\$ 4,500	\$ 79	\$ 79	\$ 79	\$ 79	\$ 79	\$ 79	\$ 79	\$ 79	\$ 79	\$ 712	15.83%
	Schools/ Day Care Inspections		\$ 39,000	\$ 312	\$ 312	\$ 1,014	\$ 312	\$ 312	\$ 312	\$ 312	\$ 312	\$ 312	\$ 3,514	9.01%
	Food Citations		\$ 4,000	\$ 700	\$ 1,350	\$ 700	\$ 250	\$ 900	\$ 1,250	\$ 750	\$ 2,850	\$ 700	\$ 9,450	236.25%
	Environmental Inspections/Other		\$ 4,000	\$ 75	\$ -	\$ 75	\$ 325	\$ 1,350	\$ -	\$ 325	\$ -	\$ -	\$ 2,150	53.75%
	Pool/Spa Inspection/Citation		\$ 4,400	\$ 48	\$ 48	\$ 248	\$ 348	\$ 48	\$ 48	\$ 48	\$ 48	\$ 148	\$ 1,031	23.44%
	Tanning Salons/Tatoo		\$ 5,300	\$ 114	\$ 481	\$ 114	\$ 114	\$ 114	\$ 438	\$ 297	\$ 114	\$ 114	\$ 1,899	35.83%
ENVIRON SUBTOTAL			\$ 287,175	\$ 23,375	\$ 24,867	\$ 30,659	\$ 25,375	\$ 25,077	\$ 26,141	\$ 26,259	\$ 28,442	\$ 25,392	\$ 235,587	82.04%

ANGELINA COUNTY & CITIES HEALTH DISTRICT														
REVENUES & EXPENDITURES - FY2025														
			Operating Budget											
			2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	75.00%
PREVENTION & OTHER														
	Immunization		\$ 25,000	\$ 2,973	\$ 3,505	\$ 1,306	\$ 1,283	\$ 1,564	\$ 1,064	\$ 1,686	\$ 1,450	\$ 1,625	\$ 16,456	65.82%
	TB Testing		\$ 15,000	\$ 1,400	\$ 720	\$ 1,680	\$ 380	\$ 420	\$ 660	\$ 1,020	\$ 1,000	\$ 940	\$ 8,220	54.80%
	Influenza		\$ 8,000	\$ -	\$ 480	\$ 2,790	\$ 330	\$ 210	\$ 90	\$ 120	\$ 180	\$ 150	\$ 4,350	54.38%
	Pneumonia		\$ 500	\$ -	\$ 120	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -	\$ 480	96.00%
	Meningitis		\$ 9,500	\$ -	\$ 300	\$ 700	\$ -	\$ 1,140	\$ -	\$ 2,510	\$ 150	\$ -	\$ 4,800	50.53%
	Hep B, Hep A		\$ 17,500	\$ 225	\$ 75	\$ -	\$ -	\$ 390	\$ 235	\$ 245	\$ 150	\$ 950	\$ 2,270	12.97%
	MMR, Polio, IPV, HPV, Varicella		\$ 14,000	\$ 370	\$ 305	\$ 855	\$ 640	\$ 1,840	\$ 65	\$ 1,215	\$ 760	\$ 1,460	\$ 7,510	53.64%
	Hearing & Vision		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Temple/Endowment - SBHC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	CheckingMoney Market Account		\$ 40,000	\$ 2,327	\$ 2,190	\$ 2,382	\$ 6,986	\$ 3,809	\$ 3,078	\$ 109	\$ 5,247	\$ -	\$ 26,127	65.32%
	Local Grants		\$ 5,000	\$ -	\$ -	\$ 4,500	\$ 52,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,603	1132.05%
PREVENTION SUBTOTAL			\$ 134,500	\$ 7,295	\$ 7,695	\$ 14,452	\$ 61,721	\$ 9,373	\$ 5,192	\$ 6,905	\$ 9,057	\$ 5,125	\$ 126,815	94.29%
PRIMARY CARE														
	Angelina Cnty Tax		\$ 1,000,000	\$ 203,612	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 999,612	99.96%
	Medicaid		\$ 230,000	\$ 35,997	\$ 21,215	\$ 17,076	\$ 15,777	\$ 19,083	\$ 20,290	\$ 21,777	\$ 17,506	\$ 17,325	\$ 186,046	80.89%
	CHIPS		\$ 4,500	\$ 1,202	\$ 150	\$ 485	\$ 95	\$ 599	\$ 920	\$ 135	\$ 345	\$ 40	\$ 3,971	88.24%
	Provider Fees		\$ 10,000	\$ 1,042	\$ 1,322	\$ 649	\$ 730	\$ 692	\$ 639	\$ 758	\$ 986	\$ 682	\$ 7,500	75.00%
	Pharmacy Fees		\$ 30,000	\$ 2,148	\$ 2,825	\$ 2,154	\$ 2,063	\$ 2,592	\$ 2,184	\$ 2,473	\$ 2,671	\$ 2,212	\$ 21,322	71.07%
	County Gold Card		\$ 30,000	\$ 1,895	\$ 5,561	\$ 6,066	\$ 5,318	\$ 7,220	\$ 5,742	\$ 7,307	\$ 7,016	\$ 6,764	\$ 52,889	176.30%
	Incentive Payments		\$ 10,000	\$ -	\$ 143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143	1.43%
	STD Program		\$ 7,500	\$ 410	\$ 540	\$ 240	\$ 340	\$ 290	\$ 320	\$ 450	\$ 380	\$ 440	\$ 3,410	45.47%
	Laboratory		\$ 1,750	\$ 90	\$ 210	\$ 60	\$ 135	\$ 75	\$ 10	\$ 75	\$ 150	\$ 60	\$ 865	49.43%
	Medicaid Administration Claimin		\$ 110,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 54,000	49.09%
	Temple Foundation		\$ 250,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 75,000	30.00%
	Episcopal - Healthy Baby Initiati		\$ 54,930	\$ 3,940	\$ 237	\$ 5,821	\$ 3,273	\$ 3,418	\$ 3,196	\$ 2,313	\$ 6,639	\$ 6,633	\$ 35,469	64.57%
	Thriving Families		\$ 230,250	\$ 15,068	\$ 14,672	\$ 19,927	\$ 19,911	\$ 21,494	\$ 23,192	\$ 21,753	\$ 21,393	\$ 21,914	\$ 179,323	77.88%
	Episcopal - Women's Health		\$ 150,000	\$ 18,805	\$ 13,022	\$ 12,841	\$ 13,022	\$ 12,841	\$ 12,841	\$ 13,023	\$ 12,841	\$ 12,841	\$ 122,077	81.38%
	DSRIP/PHP-CCP		\$ 534,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Allow. for Uncoll.		\$ (10,000)	\$ (17,593)	\$ (5,380)	\$ (4,717)	\$ (4,234)	\$ (5,376)	\$ (5,383)	\$ (5,844)	\$ (4,968)	\$ (4,826)	\$ (58,321)	583.21%
PRIMARY SUBTOTAL			\$ 2,643,623	\$ 280,948	\$ 168,350	\$ 174,435	\$ 170,263	\$ 176,762	\$ 177,784	\$ 178,054	\$ 178,792	\$ 177,918	\$ 1,683,307	63.67%
TOTAL REVENUE Before Adjustments			\$ 5,738,297	\$ 587,640	\$ 422,930	\$ 426,913	\$ 475,213	\$ 403,494	\$ 384,409	\$ 384,285	\$ 370,171	\$ 357,219	\$ 3,812,274	66.44%
ADJUSTMENTS TO REVENUES														
	Donated Pharmaceutical		\$ 1,750,000	\$ 171,904	\$ 187,493	\$ 189,365	\$ 130,153	\$ 114,725	\$ 111,651	\$ 80,191	\$ 196,225	\$ 101,875	\$ 1,283,583	73.35%

ANGELINA COUNTY & CITIES HEALTH DISTRICT														
REVENUES & EXPENDITURES - FY2025														
			Operating Budget											
			2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	75.00%
	Building Lease		\$ 294,003	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 220,502	75.00%
	State Vaccines		\$ 320,000	\$ 28,434	\$ 24,077	\$ 22,239	\$ 9,063	\$ 52,750	\$ 11,950	\$ 13,590	\$ 29,273	\$ 29,222	\$ 220,597	68.94%
TOTAL REVENUES			\$ 8,102,300	\$ 812,478	\$ 658,999	\$ 663,018	\$ 638,929	\$ 595,470	\$ 532,511	\$ 502,566	\$ 620,169	\$ 512,816	\$ 5,536,956	68.34%
After Adjustments														
EXPENDITURES														
PERSONNEL														
	Salaries		\$ 3,180,219	\$ 272,017	\$ 225,061	\$ 228,745	\$ 231,709	\$ 232,351	\$ 234,460	\$ 250,941	\$ 231,463	\$ 236,442	\$ 2,143,189	67.39%
	Fringe		\$ 691,623	\$ 51,638	\$ 59,246	\$ 54,989	\$ 56,251	\$ 54,420	\$ 49,470	\$ 62,552	\$ 55,987	\$ 56,409	\$ 500,961	72.43%
	Retirement Exp		\$ 76,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Annual / Sick Pay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Temporary Personnel		\$ 50,050	\$ 3,472	\$ 3,106	\$ 6,177	\$ 5,008	\$ 4,799	\$ 5,803	\$ 5,824	\$ 2,813	\$ 3,464	\$ 40,465	80.85%
PERSONNEL SUBTOTAL			\$ 3,998,365	\$ 327,127	\$ 287,414	\$ 289,910	\$ 292,968	\$ 291,570	\$ 289,732	\$ 319,318	\$ 290,263	\$ 296,315	\$ 2,684,616	67.14%
CONTRACTUAL/PROFESSIONAL SERVICES														
	Radiology		\$ 132,025	\$ 15,944	\$ 12,781	\$ 11,343	\$ 14,704	\$ 8,451	\$ 6,291	\$ 6,495	\$ 14,745	\$ 12,369	\$ 103,122	78.11%
	Pharmaceutical		\$ 1,000	\$ -	\$ 672	\$ 465	\$ 106	\$ -	\$ -	\$ -	\$ 469	\$ 266	\$ 1,976	197.63%
	Laboratory		\$ 107,206	\$ 17,078	\$ 331	\$ 8,603	\$ 11,573	\$ 7,689	\$ 1,477	\$ 2,573	\$ 31,789	\$ 30	\$ 81,144	75.69%
	Pharmacist		\$ 14,400	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 10,800	75.00%
	Audit		\$ 28,900	\$ 432	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 13,000	\$ 21,432	74.16%
	Consultants		\$ 113,922	\$ 9,026	\$ 10,657	\$ 11,108	\$ 13,144	\$ 7,351	\$ 6,609	\$ 9,184	\$ 9,799	\$ 6,118	\$ 82,996	72.85%
	Other Professional Services		\$ 69,627	\$ 12,271	\$ 12,978	\$ 15,804	\$ 8,789	\$ 7,829	\$ 2,189	\$ 3,582	\$ 1,923	\$ 4,080	\$ 69,445	99.74%
	IT Network Services		\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,914	\$ 3,799	\$ 7,769	\$ 3,873	\$ 20,355	28.87%
	Health Messaging/Outreach		\$ 62,000	\$ 1,285	\$ 105	\$ 1,832	\$ 618	\$ 574	\$ 6,833	\$ 609	\$ 6,717	\$ 428	\$ 19,000	30.65%
	PRN		\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Medical Director/Supervising Phy		\$ 51,036	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 33,750	66.13%
CONTRACT SUBTOTAL			\$ 746,616	\$ 60,986	\$ 42,474	\$ 54,105	\$ 53,884	\$ 44,844	\$ 33,263	\$ 31,191	\$ 78,160	\$ 45,114	\$ 444,020	59.47%
UTILITIES & MAINTENANCE														
	Rent		\$ 11,000	\$ 900	\$ 900	\$ 900	\$ 100	\$ 1,600	\$ 1,100	\$ 1,000	\$ 1,000	\$ 1,000	\$ 8,500	77.27%
	Storage Building Rentals		\$ 3,263	\$ 940	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 4,700	144.04%
	Utilities		\$ 72,080	\$ 6,556	\$ 5,115	\$ 4,991	\$ 4,859	\$ 5,119	\$ 4,399	\$ 4,466	\$ 4,600	\$ 5,110	\$ 45,214	62.73%
	Telephone		\$ 68,017	\$ 5,660	\$ 5,982	\$ 6,149	\$ 6,152	\$ 6,511	\$ 2,360	\$ 2,412	\$ 2,693	\$ 2,550	\$ 40,468	59.50%
	Custodial		\$ 28,020	\$ 6,379	\$ 3,429	\$ 3,476	\$ 5,508	\$ 2,550	\$ 3,094	\$ 4,188	\$ 3,306	\$ 3,086	\$ 35,015	124.97%
	Lawn Maintenance		\$ 20,016	\$ 2,918	\$ -	\$ -	\$ -	\$ 2,670	\$ 1,335	\$ 4,311	\$ 2,340	\$ 2,581	\$ 16,155	80.71%
	Central Monitoring		\$ 5,208	\$ 264	\$ 563	\$ 264	\$ 211	\$ 585	\$ 271	\$ 121	\$ 1,280	\$ 1,706	\$ 5,264	101.08%
	Satellite TV/First Alert		\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Repairs & Maintenance		\$ 68,445	\$ 8,587	\$ 2,615	\$ 2,040	\$ 3,568	\$ 1,382	\$ 6,208	\$ 13,164	\$ 3,410	\$ 43,691	\$ 84,664	123.70%
UTILITIES & M SUBTOTAL			\$ 276,349	\$ 32,202	\$ 19,073	\$ 18,291	\$ 20,867	\$ 20,886	\$ 19,238	\$ 30,132	\$ 19,099	\$ 60,192	\$ 239,980	86.84%

ANGELINA COUNTY & CITIES HEALTH DISTRICT														
REVENUES & EXPENDITURES - FY2025														
			Operating Budget											
			2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	75.00%
OFFICE EXPENSE														
	Supplies		\$ 68,118	\$ 22,748	\$ 7,172	\$ 1,048	\$ 1,958	\$ 2,262	\$ 1,919	\$ 4,973	\$ 2,174	\$ 2,798	\$ 47,052	69.07%
	Postage		\$ 9,310	\$ 569	\$ 648	\$ 436	\$ 219	\$ 481	\$ 510	\$ 323	\$ 324	\$ 590	\$ 4,101	44.05%
	Computer Software		\$ 45,215	\$ 451	\$ 289	\$ 295	\$ 170	\$ 153	\$ 146	\$ -	\$ 292	\$ 156	\$ 1,950	4.31%
	Software Maintenance Fees		\$ 40,100	\$ 100	\$ 100	\$ 2,314	\$ 5,100	\$ 16,676	\$ 5,769	\$ 6,240	\$ 5,460	\$ 914	\$ 42,673	106.42%
	Printing		\$ 21,645	\$ 2,757	\$ 2,132	\$ 259	\$ 498	\$ 722	\$ 153	\$ 872	\$ 544	\$ 1,051	\$ 8,987	41.52%
	Custodial Supply		\$ 8,775	\$ 1,474	\$ 768	\$ 1,249	\$ 925	\$ 537	\$ 989	\$ -	\$ 742	\$ 583	\$ 7,267	82.82%
	Miscellaneous		\$ 37,973	\$ (657)	\$ 637	\$ (3,240)	\$ 1,259	\$ (3,192)	\$ 771	\$ (1,375)	\$ 754	\$ (2,267)	\$ (7,309)	-19.25%
OFFICE SUBTOTAL			\$ 231,136	\$ 27,443	\$ 11,745	\$ 2,361	\$ 10,129	\$ 17,639	\$ 10,256	\$ 11,033	\$ 10,290	\$ 3,826	\$ 104,722	45.31%
MEDICAL EXPENSE														
	Medical		\$ 104,350	\$ 18,745	\$ 8,865	\$ 6,350	\$ 12,352	\$ 8,442	\$ 2,679	\$ 9,873	\$ 4,003	\$ 14,468	\$ 85,777	82.20%
	Laboratory		\$ 2,000	\$ 552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ 766	38.28%
	Pharmaceutical		\$ 108,918	\$ 10,946	\$ 6,087	\$ 6,043	\$ 7,845	\$ 6,956	\$ 6,983	\$ 6,137	\$ 9,395	\$ 5,849	\$ 66,241	60.82%
	Breast Feeding		\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 906	\$ -	\$ 906	67.13%
MEDICAL SUBTOTAL			\$ 216,618	\$ 30,243	\$ 14,952	\$ 12,393	\$ 20,197	\$ 15,398	\$ 9,662	\$ 16,010	\$ 14,304	\$ 20,531	\$ 153,690	70.95%
TRAVEL														
	Auto Insurance		\$ 2,000	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 1,116	55.79%
	Mileage Reimb		\$ 20,003	\$ 714	\$ 987	\$ 682	\$ 644	\$ 701	\$ 337	\$ 377	\$ 1,048	\$ 312	\$ 5,802	29.01%
	Gas & Maint		\$ 6,700	\$ 594	\$ 179	\$ 147	\$ 70	\$ 202	\$ 66	\$ 140	\$ 122	\$ 1,014	\$ 2,534	37.82%
	Prof Education		\$ 34,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TRAVEL SUBTOTAL			\$ 62,953	\$ 1,432	\$ 1,290	\$ 953	\$ 838	\$ 1,027	\$ 527	\$ 641	\$ 1,294	\$ 1,450	\$ 9,451	15.01%
FURNITURE & EQUIPMENT														
	Medical		\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Computers		\$ 70,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
F & E SUBTOTAL			\$ 73,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RENTAL/LEASE														
	Copier		\$ 17,200	\$ 1,262	\$ 1,252	\$ 1,251	\$ 1,248	\$ 1,249	\$ 1,236	\$ 1,263	\$ 1,253	\$ 1,264	\$ 11,277	65.56%
RENTAL SUBTOTAL			\$ 17,200	\$ 1,262	\$ 1,252	\$ 1,251	\$ 1,248	\$ 1,249	\$ 1,236	\$ 1,263	\$ 1,253	\$ 1,264	\$ 11,277	65.56%
OTHER														
	Clinician Benefits		\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79	\$ -	\$ 79	1.32%
	Liability		\$ 40,000	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 22,114	55.29%
	CSHCN Emergency Funds		\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Dues/Subs		\$ 12,180	\$ (864)	\$ 320	\$ 575	\$ -	\$ 729	\$ 600	\$ 472	\$ 795	\$ 150	\$ 2,778	22.80%

ANGELINA COUNTY & CITIES HEALTH DISTRICT														
REVENUES & EXPENDITURES - FY2025														
			Operating Budget											
			2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	75.00%
	Seminar & Prof		\$ 12,520	\$ 3,174	\$ 300	\$ -	\$ 177	\$ 992	\$ 25	\$ 1,922	\$ 35	\$ 1,660	\$ 8,285	66.18%
	Cobra Admin		\$ 4,135	\$ 109	\$ 109	\$ 106	\$ 103	\$ 106	\$ 106	\$ 103	\$ 109	\$ 103	\$ 953	23.05%
	Educ Material		\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,986	\$ 2,007	\$ 672	\$ 4,665	42.41%
	Retirement fees		\$ 5,000	\$ 1,150	\$ 580	\$ 593	\$ 586	\$ 596	\$ 597	\$ 591	\$ 631	\$ 612	\$ 5,936	118.72%
	Cash Short		\$ -	\$ -	\$ 552	\$ (42)	\$ (5)	\$ (5)	\$ (60)	\$ (10)	\$ 176	\$ (14)	\$ 592	0.00%
	Legal Fees		\$ 25,000	\$ -	\$ 1,575	\$ 1,500	\$ 315	\$ -	\$ 2,100	\$ 1,650	\$ 420	\$ 855	\$ 8,415	33.66%
OTHER SUBTOTAL			\$ 115,835	\$ 6,026	\$ 5,892	\$ 5,189	\$ 3,634	\$ 4,875	\$ 5,825	\$ 9,171	\$ 6,709	\$ 6,495	\$ 53,817	46.46%
TOTAL EXPENDITURES			\$ 5,738,297	\$ 486,721	\$ 384,092	\$ 384,453	\$ 403,763	\$ 397,489	\$ 369,739	\$ 418,759	\$ 421,372	\$ 435,186	\$ 3,701,573	64.51%
Before Adjustments														
ADJUSTMENTS TO EXPENDITURES														
	Donated Pharmaceutical		\$ 1,750,000	\$ 171,904	\$ 187,493	\$ 189,365	\$ 130,153	\$ 114,725	\$ 111,651	\$ 80,191	\$ 196,225	\$ 101,875	\$ 1,283,583	73.35%
	State Vaccines		\$ 320,000	\$ 28,434	\$ 24,077	\$ 22,239	\$ 9,063	\$ 52,750	\$ 11,950	\$ 13,590	\$ 29,273	\$ 29,222	\$ 220,597	68.94%
	Building Lease		\$ 294,003	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 220,502	75.00%
TOTAL EXPENDITURES			\$ 8,102,300	\$ 711,559	\$ 620,161	\$ 620,557	\$ 567,479	\$ 589,464	\$ 517,840	\$ 537,040	\$ 671,370	\$ 590,784	\$ 5,426,255	66.97%
After Adjustments														
EXCESS OF REVENUE			\$ -	\$ 100,919	\$ 38,838	\$ 42,461	\$ 71,450	\$ 6,006	\$ 14,671	\$ (34,474)	\$ (51,201)	\$ (77,968)	\$ 110,701	
OVER (UNDER) EXPENDITURES														
	Adjustment for Pharmaceutical Invento		\$ -	\$ (14,993)	\$ (15,906)	\$ (53,512)	\$ 18,366	\$ 77,673	\$ (32,106)	\$ 15,907	\$ (15,744)	\$ 92,219	\$ 71,904	
EXCESS OF REVENUE				\$ 85,925	\$ 22,932	\$ (11,052)	\$ 89,816	\$ 83,679	\$ (17,435)	\$ (18,567)	\$ (66,945)	\$ 14,252	\$ 182,605	
OVER (UNDER) EXPENDITURES														

**ANGELINA COUNTY & CITIES HEALTH DISTRICT**  
**Proposed Budget FY2026**

	Approved Budget FY2025	Proposed Budget Restricted FY2026	Proposed Budget Unrestricted FY2026	Proposed Budget FY2026	Change in Budget FY2026	Explanation of Change
<b>REVENUES</b>						
<b>COUNTY &amp; CITIES FUNDS</b>						
Angelina County	\$ 65,293	\$ -	\$ 130,586	\$ 130,586	\$ 65,293	
City Lufkin	\$ 56,905	\$ -	\$ 113,810	\$ 113,810	\$ 56,905	
City Diboll	\$ 8,637	\$ -	\$ 17,274	\$ 17,274	\$ 8,637	
City Huntington	\$ 3,512	\$ -	\$ 7,024	\$ 7,024	\$ 3,512	
City Hudson	\$ 8,462	\$ -	\$ 16,924	\$ 16,924	\$ 8,462	
City Zavalla	\$ 1,183	\$ -	\$ 2,366	\$ 2,366	\$ 1,183	
<b>CNTY&amp;CITIES SUBTOTAL</b>	<b>\$ 143,992</b>	<b>\$ -</b>	<b>\$ 287,984</b>	<b>\$ 287,984</b>	<b>\$ 143,992</b>	
<b>STATE OF TEXAS CONTRACTS</b>						
Imm. Field Nurse	\$ 148,670	\$ 148,670	\$ -	\$ 148,670	\$ -	
						Previous budget accounts for mid-year
WIC	\$ 740,541	\$ 710,156	\$ -	\$ 710,156	\$ (30,385)	funding change
State PHC	\$ 274,400	\$ 330,098	\$ -	\$ 330,098	\$ 55,698	
State Family Planning	\$ 135,942	\$ 80,924	\$ -	\$ 80,924	\$ (55,018)	Program funding reduced
Title V	\$ 43,458	\$ 43,458	\$ -	\$ 43,458	\$ -	
BCCS	\$ 147,236	\$ 72,974	\$ -	\$ 72,974	\$ (74,262)	Program funding reduced
BRLHO	\$ 19,118	\$ 19,118	\$ -	\$ 19,118	\$ -	
Tuberculosis	\$ 38,626	\$ 36,786	\$ -	\$ 36,786	\$ (1,840)	20% reduction in funds
Bioterrorism	\$ 159,720	\$ 114,874	\$ -	\$ 114,874	\$ (44,846)	28% reduction in funds
EPI Investigation	\$ 59,400	\$ 59,400	\$ -	\$ 59,400	\$ -	
Community Clinical Health Bridge	\$ 165,000	\$ 165,000	\$ -	\$ 165,000	\$ -	
CPW	\$ -	\$ -	\$ 220,147	\$ 220,147	\$ 220,147	New program in the coming year
CSHCN	\$ 56,000	\$ 67,000	\$ -	\$ 67,000	\$ 11,000	
CYSHCN	\$ 95,000	\$ 110,440	\$ -	\$ 110,440	\$ 15,440	
Thriving Families	\$ 230,250	\$ -	\$ -	\$ -	\$ (230,250)	Program ended
HIV Testing Initiative	\$ 117,290	\$ -	\$ -	\$ -	\$ (117,290)	Program ended
Pandemic Response Phase 2	\$ 65,998	\$ -	\$ -	\$ -	\$ (65,998)	Program ended
Community Health Equity	\$ 77,925	\$ -	\$ -	\$ -	\$ (77,925)	Program ended
						Surplus from Year 1 spread for years 3-
Public Health Infrastructure Grant	\$ 184,683	\$ 202,492	\$ -	\$ 202,492	\$ 17,809	5
Rural Mental Health Initiative	\$ -	\$ 113,690	\$ -	\$ 113,690	\$ 113,690	New program in the coming year
<b>STATE OF TX SUBTOTAL</b>	<b>\$ 2,759,257</b>	<b>\$ 2,275,080</b>	<b>\$ 220,147</b>	<b>\$ 2,495,227</b>	<b>\$ (264,030)</b>	
<b>ENVIRONMENTAL SERVICES</b>						
Food Service Inspections	\$ 225,975	\$ 206,711	\$ -	\$ 206,711	\$ (19,264)	Decrease due to regulatory limits
Lodging Inspections	\$ 4,500	\$ 900	\$ -	\$ 900	\$ (3,600)	Decrease due to regulatory limits
Schools/ Day Care Inspections	\$ 39,000	\$ 11,701	\$ -	\$ 11,701	\$ (27,299)	Decrease due to regulatory limits
Food Citations	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
Environmental Inspections/Other	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
Pool/Spa Inspection/Citation	\$ 4,400	\$ 4,400	\$ -	\$ 4,400	\$ -	
Tanning Salons/Tattoo	\$ 5,300	\$ 5,300	\$ -	\$ 5,300	\$ -	

<b>ENVIRON SUBTOTAL</b>	\$	<b>287,175</b>	\$	<b>237,012</b>	\$	<b>-</b>	\$	<b>237,012</b>	\$	<b>(50,163)</b>
<b>PREVENTION &amp; OTHER</b>										
Immunization	\$	25,000	\$	38,515	\$	-	\$	38,515	\$	13,515
TB Testing	\$	15,000	\$	-	\$	-	\$	-	\$	(15,000) No basis for previous allocation
Influenza	\$	8,000	\$	-	\$	-	\$	-	\$	(8,000) No basis for previous allocation
Pneumonia	\$	500	\$	-	\$	-	\$	-	\$	(500) No basis for previous allocation
Meningitis	\$	9,500	\$	-	\$	-	\$	-	\$	(9,500) No basis for previous allocation
Hep B, Hep A	\$	17,500	\$	-	\$	-	\$	-	\$	(17,500) No basis for previous allocation
MMR, Polio, IPV, HPV, Varicella	\$	14,000	\$	-	\$	-	\$	-	\$	(14,000) No basis for previous allocation
Checking Account Interest	\$	40,000	\$	40,000	\$	-	\$	40,000	\$	-
<b>PREVENTION SUBTOTAL</b>	\$	<b>129,500</b>	\$	<b>78,515</b>	\$	<b>-</b>	\$	<b>78,515</b>	\$	<b>(50,985)</b>
<b>PRIMARY CARE</b>										
Angelina Cnty Tax	\$	1,000,000	\$	1,000,000	\$	200,000	\$	1,200,000	\$	200,000 New county budget
Medicaid/HTW/THS	\$	230,000	\$	-	\$	200,000	\$	200,000	\$	(30,000)
CHIPS	\$	4,500	\$	-	\$	4,500	\$	4,500	\$	-
Provider Fees	\$	10,000	\$	7,500	\$	2,500	\$	10,000	\$	-
Pharmacy Fees	\$	30,000	\$	-	\$	30,000	\$	30,000	\$	-
County Gold Card	\$	30,000	\$	-	\$	30,000	\$	30,000	\$	-
Incentive Payments	\$	10,000	\$	-	\$	10,000	\$	10,000	\$	-
STD Program	\$	7,500	\$	-	\$	7,500	\$	7,500	\$	-
Laboratory	\$	1,750	\$	-	\$	1,750	\$	1,750	\$	-
Medicaid Administration Claiming	\$	110,000	\$	-	\$	90,000	\$	90,000	\$	(20,000) Patient survey data correction
Temple Foundation	\$	250,000	\$	100,000	\$	-	\$	100,000	\$	(150,000) One-time funding for IT (\$150,000)
Episcopal - Healthy Beginnings	\$	54,930	\$	-	\$	-	\$	-	\$	(54,930) Program ended
Episcopal - Women's Health	\$	150,000	\$	127,500	\$	-	\$	127,500	\$	(22,500) Lowered contract
Baylor	\$	5,000	\$	-	\$	5,000	\$	5,000	\$	-
										Actual projected uncollectible accounts
Allow. for Uncoll.	\$	(10,000)	\$	(65,000)	\$	(10,000)	\$	(75,000)	\$	(65,000) \$77,000
<b>PRIMARY SUBTOTAL</b>	\$	<b>1,883,680</b>	\$	<b>1,170,000</b>	\$	<b>571,250</b>	\$	<b>1,741,250</b>	\$	<b>(142,430)</b>
<b>TOTAL REVENUE</b>	\$	<b>5,203,604</b>	\$	<b>3,760,608</b>	\$	<b>1,079,381</b>	\$	<b>4,839,989</b>	\$	<b>(363,615)</b>
<b>Before Adjustments</b>										
<b>ADJUSTMENTS TO REVENUES</b>										
Donated Pharmaceutical	\$	1,750,000	\$	-	\$	-	\$	1,750,000	\$	-
Building Lease	\$	294,003	\$	-	\$	-	\$	294,003	\$	-
State Vaccines	\$	320,000	\$	-	\$	-	\$	320,000	\$	-
<b>TOTAL REVENUES</b>	\$	<b>7,567,607</b>	\$	<b>3,760,608</b>	\$	<b>1,079,381</b>	\$	<b>7,203,992</b>	\$	<b>(363,615)</b>
<b>After Adjustments</b>										
<b>EXPENDITURES</b>										
<b>PERSONNEL</b>										
Salaries	\$	2,885,913	\$	2,113,861	\$	637,938	\$	2,751,799	\$	(134,114)
Fringe	\$	611,543	\$	459,344	\$	106,424	\$	565,768	\$	(45,775)
Retirement Exp	\$	72,423	\$	56,490	\$	6,620	\$	63,110	\$	(9,313)
Temporary Personnel	\$	50,050	\$	-	\$	13,264	\$	13,264	\$	(36,786)



<b>PERSONNEL SUBTOTAL</b>	<b>\$</b>	<b>3,619,929</b>	<b>\$</b>	<b>2,629,696</b>	<b>\$</b>	<b>764,245</b>	<b>\$</b>	<b>3,393,941</b>	<b>\$</b>	<b>(225,988)</b>
<b>CONTRACTUAL/PROFESSIONAL SERVICES</b>										
Radiology	\$	132,025	\$	84,107	\$	18,000	\$	102,107	\$	(29,918)
Pharmaceutical	\$	1,000	\$	42,632	\$	-	\$	42,632	\$	41,632
Laboratory	\$	107,206	\$	67,405	\$	19,807	\$	87,212	\$	(19,994)
Pharmacist	\$	14,400	\$	14,400	\$	-	\$	14,400	\$	-
Audit	\$	28,900	\$	10,915	\$	17,985	\$	28,900	\$	-
Consultants	\$	113,922	\$	52,947	\$	25,352	\$	78,299	\$	(35,623)
Other Professional Services	\$	69,627	\$	135,484	\$	17,703	\$	153,187	\$	83,560
IT Network Services	\$	70,500	\$	32,617	\$	37,737	\$	70,354	\$	(146)
Health Messaging/Social Media Services	\$	58,978	\$	48,260	\$	12,987	\$	61,247	\$	2,269
Medical Director/Supervising Physician	\$	48,036	\$	40,804	\$	7,232	\$	48,036	\$	-
<b>CONTRACT SUBTOTAL</b>	<b>\$</b>	<b>644,594</b>	<b>\$</b>	<b>529,571</b>	<b>\$</b>	<b>156,803</b>	<b>\$</b>	<b>686,374</b>	<b>\$</b>	<b>41,780</b>
<b>UTILITIES &amp; MAINTENANCE</b>										
Rent	\$	11,000	\$	12,460	\$	-	\$	12,460	\$	1,460
Storage Buildings	\$	3,263	\$	3,462	\$	-	\$	3,462	\$	199
Utilities	\$	72,080	\$	69,334	\$	9,650	\$	78,984	\$	6,904
Telephone	\$	68,017	\$	59,215	\$	8,700	\$	67,915	\$	(102)
Custodial	\$	28,020	\$	23,030	\$	5,900	\$	28,930	\$	910
Lawn Maintenance	\$	20,016	\$	17,653	\$	3,066	\$	20,719	\$	703
Central Monitoring	\$	5,208	\$	4,564	\$	918	\$	5,482	\$	274
Satellite TV/First Alert	\$	300	\$	200	\$	100	\$	300	\$	-
Repairs & Maintenance	\$	58,445	\$	52,052	\$	11,100	\$	63,152	\$	4,707
<b>UTILITIES &amp; M SUBTOTAL</b>	<b>\$</b>	<b>266,349</b>	<b>\$</b>	<b>241,970</b>	<b>\$</b>	<b>39,434</b>	<b>\$</b>	<b>281,404</b>	<b>\$</b>	<b>15,055</b>
<b>OFFICE EXPENSE</b>										
Supplies	\$	61,418	\$	43,294	\$	5,048	\$	48,342	\$	(13,076)
Postage	\$	9,310	\$	7,580	\$	1,870	\$	9,450	\$	140
Computer Software	\$	45,215	\$	5,500	\$	4,500	\$	10,000	\$	(35,215)
Software Maintenance Fees	\$	40,100	\$	32,300	\$	7,800	\$	40,100	\$	-
Printing	\$	21,645	\$	7,820	\$	5,125	\$	12,945	\$	(8,700)
Custodial Supply	\$	8,775	\$	8,012	\$	1,275	\$	9,287	\$	512
Miscellaneous	\$	37,973	\$	810	\$	6,090	\$	6,900	\$	(31,073)
<b>OFFICE SUBTOTAL</b>	<b>\$</b>	<b>224,436</b>	<b>\$</b>	<b>105,316</b>	<b>\$</b>	<b>31,708</b>	<b>\$</b>	<b>137,024</b>	<b>\$</b>	<b>(87,412)</b>
<b>MEDICAL EXPENSE</b>										
Medical	\$	100,350	\$	73,580	\$	26,850	\$	100,430	\$	80
Laboratory	\$	2,000	\$	1,297	\$	703	\$	2,000	\$	-
Pharmaceutical	\$	103,918	\$	44,303	\$	12,500	\$	56,803	\$	(47,115)
Breast Feeding	\$	1,350	\$	2,094	\$	-	\$	2,094	\$	744
<b>MEDICAL SUBTOTAL</b>	<b>\$</b>	<b>207,618</b>	<b>\$</b>	<b>121,274</b>	<b>\$</b>	<b>40,053</b>	<b>\$</b>	<b>161,327</b>	<b>\$</b>	<b>(46,291)</b>
<b>TRAVEL</b>										
Auto Insurance	\$	2,000	\$	1,418	\$	-	\$	1,418	\$	(582)
Mileage Reimb	\$	19,668	\$	11,155	\$	807	\$	11,962	\$	(7,706)
Gas & Maint	\$	6,500	\$	2,000	\$	4,500	\$	6,500	\$	-
Prof Education	\$	29,250	\$	14,435	\$	8,652	\$	23,087	\$	(6,163)
<b>TRAVEL SUBTOTAL</b>	<b>\$</b>	<b>57,418</b>	<b>\$</b>	<b>29,008</b>	<b>\$</b>	<b>13,959</b>	<b>\$</b>	<b>42,967</b>	<b>\$</b>	<b>(14,451)</b>

<b>FURNITURE &amp; EQUIPMENT</b>						
Medical	\$	-	\$	2,539	\$	2,539
Office	\$	-	\$	3,000	\$	3,000
Computers	\$	55,225	\$	1,500	\$	(53,725)
<b>F &amp; E SUBTOTAL</b>	<b>\$</b>	<b>55,225</b>	<b>\$</b>	<b>7,039</b>	<b>\$</b>	<b>(48,186)</b>
<b>RENTAL /LEASE</b>						
Copier	\$	17,200	\$	14,500	\$	(320)
<b>RENTAL/LEASE SUBTOTAL</b>	<b>\$</b>	<b>17,200</b>	<b>\$</b>	<b>14,500</b>	<b>\$</b>	<b>(320)</b>
<b>OTHER</b>						
Clinician Benefits	\$	6,000	\$	4,620	\$	-
Liability	\$	40,000	\$	30,800	\$	-
Dues/Subs	\$	12,180	\$	9,590	\$	46
Seminar & Prof	\$	12,520	\$	7,862	\$	(1,158)
Cobra Admin	\$	4,135	\$	3,185	\$	-
Educ Material	\$	11,000	\$	5,584	\$	(1,690)
Retirement fees	\$	5,000	\$	3,432	\$	-
Legal Fees	\$	20,000	\$	17,161	\$	5,000
<b>OTHER SUBTOTAL</b>	<b>\$</b>	<b>110,835</b>	<b>\$</b>	<b>82,234</b>	<b>\$</b>	<b>2,198</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>5,203,604</b>	<b>\$</b>	<b>3,760,608</b>	<b>\$</b>	<b>(363,615)</b>
<b>Before Adjustments</b>						
<b>ADJUSTMENTS TO EXPENDITURES</b>						
Donated Pharmaceutical	\$	1,750,000	\$	-	\$	-
State Vaccines	\$	320,000	\$	-	\$	-
Building Lease	\$	294,003	\$	-	\$	-
	\$	-			\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>7,567,607</b>	<b>\$</b>	<b>3,760,608</b>	<b>\$</b>	<b>(363,615)</b>
<b>After Adjustments</b>						
<b>EXCESS OF REVENUE</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>OVER (UNDER) EXPENDITURES</b>						

Cash Expenditure only	Approved 2025	% of expenditure	Proposed 2026	% of expenditure
PERSONNEL SUBTOTAL	\$ 3,619,929	69.6%	\$ 3,393,941	70.1%
CONTRACT SUBTOTAL	\$ 644,594	12.4%	\$ 686,374	14.2%
UTILITIES & M SUBTOTAL	\$ 266,349	5.1%	\$ 281,404	5.8%
OFFICE SUBTOTAL	\$ 224,436	4.3%	\$ 137,024	2.8%
MEDICAL SUBTOTAL	\$ 207,618	4.0%	\$ 161,327	3.3%
TRAVEL SUBTOTAL	\$ 57,418	1.1%	\$ 42,967	0.9%
F & E SUBTOTAL	\$ 55,225	1.1%	\$ 7,039	0.1%
RENTAL/LEASE SUBTOTAL	\$ 17,200	0.3%	\$ 16,880	0.3%
OTHER SUBTOTAL	\$ 110,835	2.1%	\$ 113,033	2.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,203,604</b>	<b>100.0%</b>	<b>\$ 4,839,989</b>	<b>100.0%</b>

**Angelina County & Cities Health District  
Position Description**

**Job Title: Finance Assistant Manager**

**FLSA Status: Exempt**

**Department: Administration**

**Supervisor: Administrator/Finance Director**

**Position Summary:**

Performs advanced (senior-level) administrative support or technical assistance program assistance for the Administrator and Finance Director/Manager. Assists the Administrator and Finance Director/Manager with financial, budget and accounting tasks. Draft contracts, conducts bookkeeping, ensures adherence to established procedures for financial record-keeping and reporting. Assists the Finance Director/Manager with classifying income and expense documents, balancing individual accounts at the end of each accounting period, preparing monthly, quarterly and annual financial reports. Assists with applying financial best practices and resolving accounting challenges, including developing new procedures and reporting formats as needed. Assists with designing program-specific data collection systems for multiple reporting requirements. May assist in grant writing and policy development to support various programs. Schedules meetings and answers phones for the Admin department. Coordinates correspondence requiring follow-up to and from the Administrator and Finance Director/Manager. Disseminates information, maintains filing systems, and performs internal administrative support work. Assists with staff hiring, onboarding, and facility issues/updates, and is a backup for other administrative positions. Exercises tact, diplomacy, and planning to accomplish assignments. This position works under limited supervision, with considerable latitude for initiative and independent judgment. This position may require extra hours to meet defined deadlines and support ACCHD's critical reporting requirements. Serves as a critical backup for executive leadership and is integral to leading public health programs within the district. May train others. May supervise the work of others.

**Education and Licensure**

Graduation from an accredited high school or the equivalent.

Graduation from an accredited university with a minimum four-year business degree with a major in accounting or finance is preferred.

May be substituted for 5-7 years of related work and an associate's degree.

**Essential Functions:**

- Attends work on a regular and predictable schedule following ACCHD's leave policy and performs other duties as assigned.
- Provides high-level administrative support to the Administrator and Finance Director/Manager. This position may delegate and assign work to other teams across the organization.
- Serves as liaison to and responds to routine inquiries from other agencies and ACCHD staff.
- Receives, analyzes, prioritizes, and disseminates administrative assignments. Reviews and coordinates communication via telephone, mail, email. Reviews and creates drafts for grants, contracts, and other administrative documents requiring the Administrator's approval.

- Provides guidance and technical assistance to staff in preparing and submitting assignments and documents requiring the Administrator's approval.
- Advises staff on administrative policies and procedures; participates in developing and revising policies and procedures. Participates in internal controls audits.
- Assists with the ACCHD Board of Health activities.
- Serves as backup to the Administrator and Finance Director/Manager, performing tasks as needed during their absence, ensuring continuity of operations.
- Assists in compiling and analyzing data, making calculations, and preparing reports.
- Assists the Financial Director with the annual audit and assorted duties as requested. Must be able to perform complex payroll tasks, maintain payroll records, and be able to complete reports required by the State and Federal Government.
- Coordinates program activities, monitors progress, and reports on outcomes. Collaborate with program managers and staff to achieve program goals.
- Assists in researching funding opportunities and writing grant proposals. Works closely with the executive team to ensure compliance with all grant requirements. Tracks grant submissions and reporting deadlines.
- Assembles, tracks, and summarizes information and materials for the Administrator and Finance Director/Manager.
- Prepares, interprets, and disseminates information concerning agency programs and procedures.
- Performs payroll processing tasks, maintains payroll records, and completes state and federal reporting requirements.
- Assists with financial compliance with grant funding sources and develops financial reporting systems for multiple programs.
- Manages the preparation and submission of financial statements, ensuring compliance with local, state, and federal regulations.
- Ensures compliance with investment policies and prepares investment reports for Finance Director/Manager to review. Must attend Public Funds Investment Act training.
- Other duties as assigned include but are not limited to actively participating and serving in a supporting role to meet the organization's obligations for disaster response and recovery activation. Duties may require an alternate shift pattern assignment and location.

**Work Schedule:** 40-hour work week per clinic hours, or as duties require. Duties may require travel and work outside of scheduled clinic hours.

**Knowledge and Abilities:**

- Skill in communicating effectively both orally and in writing.
- Skill in time management and planning, prioritizing, and organizing workload to meet deadlines.
- Skill in using Microsoft Office applications, including Word, Excel, PowerPoint, SharePoint, and especially Outlook email and calendar applications.
- Administrative Skills: Proficient in office software and machines (Microsoft Office Suite, SharePoint, Forms), record keeping, and time management.
- Attention to Detail: Highly organized, can handle sensitive information accurately, and maintain confidentiality.

The above information reflects the general duties considered necessary to describe the principle responsibilities of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent to the position. I have read this Position Description and have had the opportunity to ask questions concerning its content and understand the responsibilities expected of me.

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Employee Signature

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Date

**Angelina County & Cities Health District  
Position Description**

**Job Title: Systems and Facility Supervisor**

**FLSA Status: Exempt**

**Department: Administration**

**Supervisor: Administrator**

**Position Summary:**

The Systems and Facility Supervisor plays an important role in overseeing the IT and Facility operations at Angelina County & Cities Health District (ACCHD). Systems supervision includes ensuring computing and network administration, and systems functionality. The supervisor will oversee activities associated with a local area network and perform network and database administrative work, ensuring efficient storage, retrieval, customization, and archiving of data to optimize integrated database systems. The supervisor also plans, oversees, develops, and maintains data integrity while troubleshooting and upgrading the local area network, computer server hardware, and software. Oversees the Client/Server domain environment and safeguards the Information Technology Infrastructure for ACCHD. Maintains telephone systems, electronic medical records (EMR) systems, internal network systems, and Public Health Information Network. Will ensure policies and procedures are updated and implemented. The Facilities element of the supervisor's role creates a safe and efficient work environment by ensuring that all facilities-related activities align with the organization's goals and comply with relevant regulations. The Facility supervisor's responsibility includes working with contracted vendors and acquiring bids for necessary work. Supervises the upkeep of buildings and grounds, including scheduling regular maintenance, repairs, and renovations. Oversees the work of contractors to ensure compliance with safety regulations and quality standards. Inspects facilities to ensure they meet health, safety, and environmental regulations. Collaborates with Administrator and Finance Director/Manager to develop and manage budgets for facility operations, ensuring cost-effectiveness and efficient use of resources. Supervises the custodial staff, including maintenance, cleaning, and ensures high performance and service delivery. Learning and knowledge of mechanical, electrical, plumbing, and HVAC systems is essential. Strong multitasking and organizational abilities to manage various projects and tasks effectively. Excellent interpersonal and communication skills to interact with staff, vendors, and contractors.

**Education/Licensure:**

An associate's degree or higher degree in Information Technology, Computer Science, or a related field or significant job training and career experience in computer network management, programming and information systems is acceptable with significant experience.

Industry certifications are required within a year of employment and may include CompTIA A+, Microsoft Certified Modern Desktop Administrator Associate, and Cisco Certified Network Associate (CCNA). Needs to have knowledge of mechanical, electrical, plumbing, and HVAC systems.

**Systems Essential Functions:**

*Technical Support:*

- Provides help desk support to end-users, addressing hardware and software issues promptly.
- Troubleshoots desktops, laptops, printers, and mobile devices.
- Ability to diagnose and resolve technical issues efficiently.
- Installs, configures, and maintains operating systems and applications.

*Network Administration:*

- Assists with network setup, including switches, routers, and firewalls.
- Monitors network performance and addresses connectivity issues.

- Ensures data integrity and security.
- Understanding of IP addressing, subnetting, and basic network protocols.
- Knowledge of LAN/WAN concepts.

*Hardware Maintenance:*

- Performs routine hardware maintenance, such as replacing and upgrading components.
- Maintains an inventory of IT equipment and tracks warranties.
- Coordinates with Admin on repairs with vendors as needed.
- Familiarity with desktops, laptops, printers, and peripherals.
- Ability to assemble and disassemble hardware components.

*Software Management:*

- Installs and update software applications across the organization.
- Ensures compliance with licensing agreements.
- Assists users with software-related inquiries.
- Proficiency in Windows and/or macOS environments and basic knowledge of Linux is a plus.

*Security and Data Protection:*

- Implements security protocols to safeguard data and prevent unauthorized access.
- Conducts regular backups and disaster recovery procedures.
- Educates users on best practices for data protection.
- Awareness of cybersecurity threats and preventive measures.
- Adherence to security policies and practices.

*User Training and Documentation:*

- Provides training sessions for staff on IT tools and procedures.
- Creates and maintains technical documentation for systems and processes.
- Fosters a culture of technology literacy within the organization.

*Facilities Supervision:*

- Supervises custodial staff.
- Oversees contracted maintenance work from vendors.
- Acquires bids for necessary work.
- Inspects facilities to ensure they meet health, safety, and environmental regulations.
- Develops an increasing familiarity with mechanical, electrical, plumbing and HVAC knowledge and develops related skills.
- Performs related work as assigned.

**Work Schedule:**

Schedule to adequately cover department operations, Monday through Thursday, during clinical hours. Some after-hours work will be necessary for the position and during maintenance scheduled activities or emergency response efforts. The position also requires availability for public emergency response.

The above information reflects the general duties considered necessary to describe the principal responsibilities of the job as identified. It shall not be considered a detailed description of all work requirements that may be inherent to the position. I have read this Position Description and have had the opportunity to ask questions concerning its content and understand the responsibilities expected of me.

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Employee Signature

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Date

<b>Name</b>	<b>Position (Original)</b>	<b>Position (New)</b>		
Carlos Fernandez	IT Specialist	Systems and Facility Supervisor		
			<b>Salary (Original)</b>	<b>Salary (New) Change</b>
			37,440.00	50,000.00 12,560.00

<b>Name</b>	<b>Position (Original)</b>	<b>Position (New)</b>		
Kaleb Ricks	Executive Assitant of Finance & Administration	Finance Assistant Manager		
			<b>Salary (Original)</b>	<b>Salary (New) Change</b>
			55,000	63,000 8,000.00

<b>Name</b>	<b>Position (Original)</b>	<b>Position (New)</b>		
Lonnnette Martin	Accounting/Human Resources Assistant	Accounting/Human Resources Assistant		
			<b>Salary (Original)</b>	<b>Salary (New) Change</b>
			48,000	52,000 4,000.00



## ACCHD Bank / Investment Accounts

*\*As of June 30, 2025\**

	Account Type	Account Use	Beginning Bal.	Ending Bal.	APY	2025 Interest Earned
ACCHD						
1.	Public Funds Premier Checking	Operating Checking	\$148,671.98	\$531,378.63	0.59%	\$497.76
2.	Public Fund Plat	Money Market (Savings)	\$658,881.39	\$660,776.80	3.56%	\$15,967.64
Endowment						
3.	Public Funds Premier Checking	Operating Checking	\$18,876.35	\$18,879.45	0.20%	\$16.95
4.	Public Fund Plat	Money Market (Savings)	\$73,169.88	\$73,230.02	1.00%	\$362.10
TexPool						
5.	Government Portfolio	Savings	\$0.00	\$0.00	4.15%	\$0.00

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Administrator

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Chairman of the Board

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**Subject: Correcting Unsatisfactory Performance**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, June 20, 1994**

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**Policy:** Angelina County & Cities Health District (ACCHD) provides guidelines to address and improve unsatisfactory performance while supporting employee development. This policy is applicable to all employees in any job classification. Employees are encouraged to seek further training, education, or coaching to correct their performance/behavior. All discussions will be documented and filed within the employee's personnel file. These conversations will also be treated as confidential.

**Unsatisfactory Performance:**

It is defined by many factors. Below are some examples of unsatisfactory performance; however, this list is not comprehensive.

1. Failure to meet established job expectations and goals.
2. Consistent errors in work quality.
3. Poor attendance or punctuality.
4. Inability to collaborate effectively with other team members.
5. Failure to follow rules, laws, regulations, and company policies and procedures.

**Performance Review Process:**

Employees need to be treated with continuity. Objective information regarding performance must be periodically provided. Supervisors must follow the following process:

1. Monitor employees' performance regularly.
2. Identify the issue or performance that is unacceptable.
3. Schedule a discussion with the employee regarding the observed or reported performance.
4. Provide honest and specific feedback regarding the issue and the expected behavior or performance.
5. Document the conversation, including the performance issue, the expected behavior, and the employee's reaction to the conversation.

### **Levels of Corrective Action:**

1. **Coaching conversations:** This is the first or initial attempt to make the employee aware of the unsatisfactory performance/behavior. Supervisors must express good faith in assisting the employee to correct the performance/behavior by providing education, reviewing policy, rules, laws, regulations, and providing guidance. Coaching conversations will be documented in an Interoffice note. These notes will be filed in the employee's Personnel file. Coaching conversations are not punitive. Employees are expected to immediately apply behaviors that correct the performance or behavior.
2. **Verbal Warning:** This conversation will be captured in the ACCHD Corrective Action Form. This level of corrective action follows the Coaching conversation. This is the first level of the punitive process. It is the consequence of the employee's inability to correct the performance/ behavior after the coaching conversation. Supervisors will use sound judgment to determine how much time an employee needs to incorporate the recommendations offered during the Coaching conversation before escalating to a Verbal warning. If the performance or behavior impacts patient safety, our ability to be fiscally responsible, violates any rule, law or regulation, the employee may be issued a verbal warning within days of a coaching conversation.
3. **Written Warning:** This conversation will be captured in the ACCHD Corrective Action Form. This level of corrective action follows the Verbal Warning conversation. This is the second level of the punitive process. It is the consequence of the employee's inability to correct the performance/behavior after the Verbal Warning was administered. Supervisors will use sound judgment to determine how much time an employee needs to incorporate the recommendations offered during the Verbal warning conversation before escalating to the Written Warning stage. If the performance or behavior impacts safety, our ability to be fiscally responsible, violates any rule, law, or regulation, the employee may be issued a written warning within days of a Verbal warning conversation.
4. **Termination:** This conversation will be captured in the ACCHD Corrective Action Form. This level of corrective action follows the Written Warning conversation. This is the final level of the punitive process. It is the consequence of the employee's inability to correct the performance/behavior after the Written Warning was administered. Supervisors will use sound judgment to determine how much time an employee needs to incorporate the recommendations offered during the written warning conversation before escalating to Termination. If the performance or behavior impacts safety, our ability to be fiscally responsible, violates any rule, law, or regulation, the employee may be issued a written warning within days of a Verbal warning conversation. Supervisors must seek approval from the Administrator before escalating to the Termination of an employee.

The Administrator will consult with the ACCHD attorney before terminating an employee. Some offenses are so serious or the situation is such that termination may be justified without going through the process described above. These examples of serious offenses are listed below, but are not limited to those examples: Theft, violence, gross insubordination, harassment, and negligence.

**Performance Improvement Plan (PIP)**

A performance improvement plan can be implemented if unsatisfactory performance is identified through a mid-year or Annual Performance Evaluation. This plan includes:

- a. Clear performance goals and expectations.
- b. Specific timeline for performance improvement.
- c. Identified resources that are available to assist the employee in the performance improvement process.
- d. Regular check-in to assess the process.
- e. Documented follow-up review process to determine if the employee has improved the performance or behavior.

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Administrator

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Chairman of the Board

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**Subject: Remote Work**

**Effective Date: July 30, 2025**

**Supersedes: August 28, 2024**

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**Policy:** Angelina County and Cities Health District (“ACCHD”) recognizes the importance of providing flexible work options to employees while maintaining operational efficiency and accountability. This policy provides guidelines, procedures, and expectations for employees who may work remotely. It aims to ensure that remote work arrangements are conducted in a manner that aligns with ACCHD's data and cybersecurity procedures.

**Eligibility and Approval:**

1. Remote work arrangements are at the discretion of the employee’s supervisor and must be approved by the department head.
2. Employees must have a demonstrated record of meeting performance expectations and adhering to ACCHD policies.
3. Not all positions or job functions may be eligible for remote work, and eligibility will be determined on a case-by-case basis.

**Remote Work Agreement:**

1. Employees participating in remote work must sign a Remote Work Agreement outlining the terms and conditions of the arrangement.
2. The Remote Work Agreement will specify the work schedule, communication expectations, and other relevant details.

**Work Environment:**

1. Employees must create a safe, productive, and professional remote work environment.
2. Adequate and secure internet access is essential, and employees are responsible for any associated costs.

**Work Hours and Attendance:**

1. Remote employees must adhere to their approved work schedule and be available during regular business hours unless alternative arrangements have been approved.
2. Employees must accurately record their work hours and take breaks as ACCHD policies require.

**Communication and Accessibility:**

1. Remote employees are expected to remain accessible via phone, email, and any other approved communication channels during approved working hours.
2. Employees must promptly respond to requests and communications from colleagues, supervisors, and ACCHD leadership.

**Data Security and Confidentiality:**

1. Employees must complete Data Security and Confidentiality training annually and at any other time required by ACCHD.
2. Employees will be trained in social engineering and phishing scams.
3. Remote employees are responsible for safeguarding confidential and sensitive information and for preventing the disclosure of such information to third parties.
4. ACCHD-provided equipment, software, and data must be used in accordance with ACCHD's data security policies and practices.

**Equipment and Supplies:**

1. ACCHD will provide necessary equipment and supplies for remote work, such as laptops and software licenses.
2. Employees are responsible for the proper use and maintenance of ACCHD equipment.
3. Employees must comply with any and all ACCHD policies regarding the use of ACCHD equipment and supplies.
4. All use of ACCHD equipment and supplies will be monitored and employees have no expectation of privacy with regard to their use of ACCHD equipment and supplies.

**Performance Expectations:**

1. Remote employees will be held to the same performance standards and expectations as on-site employees.
2. Supervisors will regularly assess remote employees' performance and communicate feedback.

**Training and Professional Development:**

Remote employees will complete all necessary training to enhance their remote work effectiveness.

**Remote Work Termination:**

1. ACCHD reserves the right to terminate or modify remote work arrangements at any time, with or without cause and with or without prior notice.
2. Employees may also request to return to on-site work, subject to approval by their supervisor and department head.

**Compliance:**

All remote employees must adhere to this policy and all other ACCHD policies and procedures.

**Review and Revision:**

This policy will be reviewed annually and/or sooner if any changes occur to reflect technological changes, best practices, and operational needs. Any updates to this policy will be effective as of the date of such update.

By participating in remote work, employees acknowledge their understanding and acceptance of the terms outlined in this policy. ACCHD is committed to supporting remote work arrangements that benefit employees and the organization.

**Remote Work Guidelines**

To ensure a safe and functional work environment, employees will implement all of the following necessary security controls to the fullest extent:

1. Employees working remotely will be provided with VPN instructions. Employees must ensure that VPN is utilized for all remote work.
2. Data sharing through external cloud applications (OneDrive, etc.) is restricted to only the Texas Department of State Health Services (“DSHS”) or company-approved applications.
3. Only use ACCHD-issued devices for remote work; personal devices are prohibited.
4. Devices used to connect remotely (laptops and PCs) will utilize encryption.
5. Access to Sensitive Company Information, Personally Identifiable Information (“PII”), and electronic Protected Health Information (“ePHI”) will be restricted/limited when an employee is not using a secure workspace or device.
6. Incident Response procedures will include response to incidents originating from or affecting employees working remotely.

Employees will be trained on common social engineering and phishing scams Secure workspace:

1. Employees must be able to lock laptops, devices, and any business-relevant information when not in use.
2. Laptops and devices should be locked out of sight and/or in the trunk if left unattended in a vehicle.
3. Any other business-relevant information (i.e., paper documents with sensitive information) should be limited and stored securely; it is preferred not to take paper documents off campus.
4. Remote work staff should know their environment and who is around them.
5. Safely perform conversations without visitors eavesdropping or shoulder surfing.
6. Use screen protectors when necessary.
7. Restrict the use of devices containing business-relevant information.
8. Employees will not let family members, friends, or anyone but themselves use company-owned computers.

**Remote Network Security:**

1. Wireless security
  - a. Always change default Wi-Fi Router passwords
2. Enable WPA-2 or higher encryption.
3. Ensure your local router firmware is up to date.

4. The use of public Wi-Fi should be limited.
5. Always use a VPN when connecting to public Wi-Fi. Never use public Wi-Fi to send sensitive information without a VPN.
6. Ensure devices are secure with antivirus and antimalware software.
7. Ensure passwords are changed periodically (monthly or quarterly).

**Employee Awareness:**

1. Be extremely cautious of email phishing scams.
2. Limit the use of social media to company-related tasks only.
3. Do not reveal business itineraries, corporate info, or daily routines.
4. Staff should know their environment and who is around them.
5. Safely perform conversations without visitors eavesdropping or shoulder surfing.
6. Use screen protectors when necessary.



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Administrator

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Chairman of the Board

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**Subject: Performance Evaluations (Probationary Period, Midyear and Annual)**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, # 200 October 1, 2000**

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**Policy:** Angelina County & Cities Health District (ACCHD) provides guidelines for a structured performance evaluation process. The performance evaluation process measures the employee's ability to align performance and behavior to ACCHD's vision, mission, policies, and procedures. This process also allows the employee and supervisor to review the employee's accomplishments and areas of improvement. Before the supervisor evaluates the employee's performance, the employee must be given an opportunity to reflect and participate in the self-evaluation process. Performance is measured by scoring the employee's performance as "Not Satisfactory and Requires Improvement", "Meets Standards or Expectation", "Exceeds Standards or Expectation", and "Exceptional". Employees who score "Not Satisfactory and Requires Improvement" must be placed in a Performance Improvement Plan (PIP).

**Definition of Performance Rating:**

1. Not Satisfactory and Requires Improvement: Is defined as requiring immediate improvement due to unsatisfactory performance. This performance does not consistently meet expectations, and development is necessary.
2. Meets Standards or Expectations: Performance meets the standards that are established and expected for the role.
3. Exceeds Expectations: The performance frequently exceeds expected standards and expectations. This reflects that the employee is frequently taking on more responsibilities than expected and leading others to excel. This employee requires minimal supervision or guidance and is always doing the right thing.
4. Exceptional: Performance consistently exceeds expectations and demonstrates exceptional impact on the team, clients, and the operations.

**Probationary Period:**

All new hires must be able to adapt to ACCHD culture, including policies, procedures, mission, vision, rules, laws, and regulations. The probationary period is measured as the first 90 days of employment. The employee that is being evaluated within the probationary period must achieve

a “Meets Standards or Expectations” or a higher rating. If the employee receives a “Not Satisfactory and Requires Improvement” rating, then the employee will be placed in a Performance Improvement Plan, not to exceed an additional 90 days. If the PIP is not successful, the employee will be terminated. The supervisors must complete an evaluation of the 90-day Probationary or PIP period and make recommendations for permanent employee status, extension of probationary period, or termination. The Probationary period evaluation must be documented in the appropriate forms.

**Signatures**

All performance evaluation forms must be completed, dated, and signed by all parties, including the employee, supervisor, and Administrator. The employee's signature on the form does not reflect agreement or disagreement with the evaluation. It is more of a reflection that the evaluation information has been provided to the employee rather than an attestation of agreement of the rating and comments.

**Filing of Performance Evaluations**

All performance evaluations must be filed in the employee’s personnel file.

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Administrator

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Chairman of the Board

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**Subject: Smoking and Vaping Policy**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, July 1, 2001**

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**Policy:** Angelina County & Cities Health District (ACCHD) follows all Federal, State, local, and county no-smoking laws. It is the intent of ACCHD to promote the health and well-being of employees, students, vendors, contractors, and clients. ACCHD does not allow smoking of any tobacco products, smokeless products, marijuana, or vaping products on any of its premises, including satellite clinics, ACCHD vehicles, or anywhere program functions are performed, by employees, vendors, contractors, volunteers, students, or clients. ACCHD employees, during the performance of their duty, will not violate this policy. Signs outside of the building will be posted prohibiting smoking at any of ACCHD's properties. Violations of this policy by employees will be subject to disciplinary action, up to and including termination.

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**Administrator**

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**Chairman of the Board**

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**Subject: Nepotism Policy**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, #505 July 9, 2003**

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Policy: Angelina County & Cities Health District (ACCHD) establishes guidelines to avoid conflicts of interest and accusations, perceptions of biased conduct, and to maintain the confidentiality of restricted information with employees. It is the policy of ACCHD to avoid hiring family members of any current employees. This includes immediate family members of the Board of Health, Administrator, or department supervisors. Immediate family members are defined as mother, father, sister, brother, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, granddaughter, grandson, and 1<sup>st</sup> cousin.

**Related Employees Prior to July 30, 2025**

In the event of reorganization or employment of relatives prior to the establishment of this policy, the lower-ranking employee must be reassigned to a department that has minimal interaction with the higher-ranking employee. No employee in any relationship will supervise, review, or process the work of the other. There must be no interdependence or relationship between the jobs of the individuals concerned, which could be potentially detrimental to the interests of ACCHD and its operations. Relatives who are currently employed prior to the establishment of this policy will not be allowed to work in the same department with each other and must report the relationship to the Administrator. The Administrator will assess if there is no conflict of interest and will approve the Grandfather Clause as long as ACCHD is not in any risk of any kind.

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Administrator

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Chairman of the Board

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**Subject: Expressing Breast Milk in the Workplace**

**Effective Date: July 30, 2025**

**Supersedes: Policy: New Policy**

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**Policy:** Angelina County & Cities Health District (ACCHD) supports the practice of expressing breast milk in the workplace. Reasonable accommodations for the needs of such employees will be provided according to the following guidelines:

1. Employees may use a place within ACCHD's facilities, other than a multiple-user bathroom, that is shielded from view and free from intrusion from other employees and the public, shall be allowed where an employee can express breast milk.
2. An employee who wishes to avail herself of this benefit is expected to give her department reasonable notice so that a schedule can be arranged and a location specified. Reasonable break time will be made available each time a lactating employee has a need to express breast milk.
3. ACCHD is not responsible for ensuring the safekeeping of breastmilk storage in any refrigerator on the premises. The employee is required to store all breastmilk in closed containers and, regardless of the method of storage, take such milk home at the end of the shift.

No one may discriminate in any way against employees who choose to express breast milk in the workplace.

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Administrator

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Chairman of the Board

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**Subject: Personal Phone Calls and Personal Visitors**

**Effective Date: July 30, 2025**

**Supersedes: # 407 Policy: October 30, 2024, March 1, 2001, # 407**

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Policy: Angelina County & Cities Health District (ACCHD) acknowledges the importance of providing exceptional service to its clients. This is achieved by fostering an environment of professionalism. Professionalism is disrupted when an employee becomes distracted from their clients and the normal operations or duties. Disruptions may be caused by personal phone calls or personal visitors. Employees are discouraged from making or accepting personal phone calls while on duty, unless it's an emergency. Emergencies are defined as life-threatening situations with family and home. Employees are also discouraged from having family members or friends at their work stations since doing so may compromise client confidentiality and operational confidentiality, which employees must abide by.

Employees needing to make a personal phone call must do so while on a break and away from clients, vendors, contractors, volunteers, and students. If an employee is experiencing a difficult situation and must have a child at the premises, the employee must get prior approval from their supervisors.

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Administrator

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Chairman of the Board

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**Subject: ACCHD Cellphone Usage**

**Effective Date: July 30, 2025**

**Supersedes: New Policy**

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**Policy:** Angelina County & Cities Health District (ACCHD) determines on a case-by-case basis the need to provide cell phones. ACCHD cell phones are to be used for business purposes only. Employees are to be mindful that activities conducted on ACCHD cell phones are subject to open records requests. ACCHD strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks. ACCHD bans all employees from texting while operating any ACCHD-owned vehicle. ACCHD employees who are driving their own personal vehicles are also banned from texting while driving on ACCHD business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting, with fines and penalties, including loss of their CDL. Employees in possession of an ACCHD-owned cellular phone are required to take appropriate precautions to prevent theft and vandalism. Each department may set its own rules and regulations regarding personal cell phone usage while at work. Excessive cell phone use may make an employee subject to disciplinary measures.

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Administrator

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Chairman of the Board

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**Subject: Conflict of Interest**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, April 24, 2022**

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**Policy:** Angelina County & Cities Health District (ACCHD) establishes guidelines to avoid conflicts of interest with employees and complies with all applicable employment and labor laws and regulations. ACCHD employees shall not engage in activities that are in conflict with the interests of ACCHD.

The following guidelines must be followed when an employee engages in outside employment:

1. ACCHD employees shall disclose outside employment to ensure there is no conflict of interest.
2. Outside employment shall be defined as receipt of wages, compensation, or other consideration of value from another employer, organization, or individual not affiliated or affiliated with ACCHD for services, products, or benefits rendered. This includes public or private sector employment opportunities. For purposes of this policy, the definition of outside employment includes employees who are self-employed.
3. Employees shall not engage in romantic relationships with vendors or contractors with which ACCHD does business, including entities that are licensed, permitted, or certified by ACCHD. The employee will disclose to ACCHD administration if a relationship with a vendor or contractor that does business with ACCHD is established. Failure to do so may be grounds for disciplinary action or termination.
4. Work-related activities and conduct away from ACCHD must not compete with, conflict with, or compromise ACCHD's interest or adversely affect job performance and ability to fulfill all responsibilities to ACCHD clients. This prohibition also extends to the unauthorized use or application of any ACCHD confidential information.
5. Employees may not solicit or conduct any outside business during work time at ACCHD.
6. ACCHD employees must carefully consider the demands that additional work activity will create before accepting outside employment.
7. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work different hours.



8. Employees must consider their employment with ACCHD as primary. If outside work activity causes or contributes to job-related problems at ACCHD, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with resulting job-related problems.
9. Employees may not use ACCHD paid sick leave to perform work for another employer. Fraudulent use of ACCHD sick time leave or an employee's refusal to comply with ACCHD's request to terminate outside employment may result in immediate termination of employment with ACCHD.
10. Outside employment must be suspended if the ACCHD employee's work status with ACCHD is classified as sick leave, FMLA leave, workers' compensation leave, or restricted/light duty.
11. If an employee's application for or existing outside employment presents a conflict of interest with ACCHD or if such outside employment has any potential for negative impact on ACCHD, the employee will be asked to terminate the outside employment.

**Gifts from Suppliers, Vendors, or Contractors**

ACCHD employees may not accept anything of value from a supplier, contractor, permittee, or client. Things of value may include, but are not limited to, memberships, discounts, gifts, or meals that exceed \$25.00 in value.

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Administrator

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Chairman of the Board

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**Subject: Personal Appearance and Dress Code**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, April 24, 2002**

**Policy:** Angelina County & Cities Health District (ACCHD) establishes guidelines for a professional appearance. Personal appearance is an important element that impacts perception, operations, and public relations. All employees are required to project a positive and professional appearance/image to clients, visitors, vendors, co-workers, and the community. Proper personal appearance includes hygiene, neatness, good health, grooming, proper dressing, and presenting oneself in a manner that reflects a professional image. Supervisors are responsible for ensuring staff follow the guidelines established within this policy on a daily basis. Departments that require a uniform should apply the dress code standards for uniform use according to the employee's duties. Employees requesting accommodation for religious or cultural dress should speak to their supervisors and seek approval. Supervisors should seek guidance from the Administrator when needed. Violations of this policy may result in corrective action, up to and including termination.

**Acceptable Attire includes:**

1. Attire should be clean, neat, and appropriate for the workplace.
2. Business casual: collared shirts, blouses, slacks, skirts, dresses.
3. Scrubs: clean, pressed, and in good condition.
4. Casual Thursdays: As approved by Administration. Jeans and casual tops are acceptable, provided that they are not ripped and in good condition. Hats may be worn as approved by the Administrator.

**Unacceptable Attire:**

1. Clothing with offensive images/graphics or language.
2. Beachwear, pajamas, and overly casual items.
3. Revealing or provocative clothing.

**Footwear:**

1. Footwear must be in clean and good condition and appropriate for the work environment.
2. Flip flops and overly casual sandals should be avoided on standard days.

**Hygiene and Grooming:**

1. Personal hygiene should be daily and maintained as needed during extreme weather days.
2. Hair needs to be tidy and clean. Hair styles and colors must be appropriate to the work environment. Extreme hairstyles such as unnatural colors (green, blue, mohawks, etc.) are not allowed.
3. Nails should be short and clean and conform to infection control standards.
4. Facial hair must be neatly groomed at all times.

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Administrator

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Chairman of the Board

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**Subject: Employee Substance Abuse and Testing Policy**

**Effective Date: July 30, 2025**

**Supersedes: October 30, 2024, June 26, 2002**

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**Policy:** Angelina County & Cities Health District (ACCHD) is a drug-free and alcohol-free workplace. A drug-free and alcohol-free workplace will help ensure a healthy, safe, secure, and productive work environment as well as ensure compliance with all local, state, and federal rules, laws, and regulations, including the Federal Drug-Free Workplace Act of 1988. An employee may not present to work when the employee's ability to perform their duties is impaired by drugs or alcohol. It shall be prohibited for any employee to use, sell, possess, purchase, manufacture, distribute, or be under the influence of any alcohol, inhalant, illegal or illicit drug, or other controlled substance at any time while on ACCHD premises, on ACCHD business, or while operating ACCHD's vehicles. All ACCHD employees must promote public safety by preserving a reputation of integrity, honesty, and responsibility. This policy applies to all employees of ACCHD regardless of rank or position and shall include all employee classifications. Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

### **Pre-Employment Drug Testing**

ACCHD has a pre-employment drug testing requirement that must be passed post-offer, even after an employee starts their first day of work. All offers of employment are conditional upon passing a drug and alcohol test. The employee will sign a consent waiver.

### **Prescription Drugs**

1. An employee may not possess or use unauthorized prescription or over-the-counter drugs. Prescription drugs may only be used under a valid prescription and in accordance with the expressed Provider's orders.
2. Prescription medication that could impair an employee's ability to drive or perform job duties should be reported to administrative personnel.
3. An employee may use prescription and over-the-counter drugs in standard dosage or according to the prescriber's instructions and FDA regulations.
4. An employee taking prescribed or over-the-counter medications is responsible for consulting the provider or a pharmacist to determine if the medication could interfere with the safe and effective performance of his/her job duties.
5. If the use of a medication could compromise an employee's ability to do his/her job or the safety of the employee, fellow employees or the public, the employee must report the

condition to his/her supervisor at the start of the workday or use the appropriate personnel procedures (e.g., call in sick, use leave, request change of duty).

6. A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

**Prohibited Drugs:** All drug results will be reported to the employee's supervisor and the Administrator. The following is a list of drugs for which tests will be routinely conducted.

1. Amphetamines
2. Marijuana
3. Cocaine
4. Opiates
5. Phencyclidine (PCP)
6. Alcohol
7. Depressants

### **Addiction**

1. An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. ACCHD does not sponsor or endorse any specific drug treatment program. The employee is responsible for investigating coverage from the insurance.
2. Any employee who admits to drug use may be terminated.
3. An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protection as required by law. Upon returning to work from a bona fide inpatient treatment facility, the employee will be subjected to a volunteer drug testing program as often as monthly until there is evidence the employee no longer uses. Failure to comply with the requirements of the post-rehabilitative program, including refusing the volunteer testing program, will result in termination. The post-rehabilitative program will last for as long as two years. If at any time the employee tests positive or refuses the volunteer drug test during this post-rehabilitative program, the employee will be terminated.

### **Suspicion-Based Testing**

"Under the influence" shall be defined as having a blood alcohol concentration of .04 or more.

### **Reasonable Suspicion**

Reasonable suspicion shall include, but not be limited to, unusual or erratic or unsafe or aberrant behavior or conduct as determined by a reasonable, prudent person. An employee involved in acts of mischief or vandalism of ACCHD property or public property may be required to submit to a drug/alcohol test. If an employee is having work performance problems or displaying behavior that may be alcohol or drug related or is otherwise demonstrating conduct that may be in violation of this drug and alcohol policy where immediate action is necessary, the supervisor will require that the employee to submit to an alcohol or drug test. The following conditions might be signs of possible alcohol or drug use (not an all-inclusive list):

- Abnormally dilated or constricted pupils

- Glazed stare – redness of eyes (sclera)
- Flushed face.
- Change of speech (faster, slower, slurred)
- Constant sniffing
- Lethargy
- Redness under the nose
- Sudden weight loss
- Needle marks
- Forgetfulness, performance faltering, poor concentration.
- Borrowing money from co-workers or seeking an advance on pay or other unusual displays of need for money.
- Constant fatigue or hyperactivity.
- Smell of alcohol/recent history of alcohol and/or drug abuse
- Possession of illegal drugs
- Difficulty walking
- Excessive, unexplained absences or tardiness
- Dulled mental processes/impaired memory.
- Slow reaction rate
- Information obtained from a reliable person with knowledge.
- Self-admission of intoxication or being under the influence of illegal drugs or alcohol.
- As part of periodic medical examinations provided or required
- As part of an investigation following the disappearance of a controlled drug

Department Heads and/or supervisors must take action if they have reason to believe one or more of the above-listed conditions are indicated and that the substance abuse is affecting their employee's job performance or behavior. The following steps will be taken:

1. Confront the employee involved and keep them under direct observation until the situation is resolved. Inform the employee of the problem with their job performance and specific violations of the policy.
2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline, up to and including termination. All confiscated evidence will be receipted with the signatures of either the supervisor as well as the employee.
4. Department Head will remove the employee from their workstation and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.

The Department Head shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and maintain a copy of this documentation. A copy shall also be shared with the Personnel file.

### **Post-Accident Testing**

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment may be required to be tested. This will be at the discretion of the Department Head.

### **Testing Procedures:**

1. Each employee is expected to cooperate and consent to a drug test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination.
2. The employee will be escorted and driven to the designated facility for specimen collection and/or testing.
3. The employee will be required to follow the drug testing protocol of the medical facility providing the testing.
4. If the employee desires another test to be given, they may do so within two (2) hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee. All initial costs will be paid by ACCHD.
5. The employee will be placed on paid administrative leave until the results of the test are known.
6. The Department Head will make arrangements to ensure that the employee is safely returned to their residence.

An employee may be disciplined or terminated for illegal drug or alcohol use, sale, possession, purchasing, manufacturing, or distribution based on:

1. Drug Testing
2. Direct Observation
3. Evidence obtained from an arrest or a conviction.
4. Employee voluntary admission
5. It shall be prohibited to be under the influence of alcohol during working hours or hours an employee is subject to call back or being on call.
6. Having any detectable level of alcohol in the blood
7. Tampering with or falsification of any drug/alcohol test

### **Confidentiality of Results**

1. Results of tests will not be disclosed to other people, agencies, or companies, or to law enforcement agencies, unless there is an appropriate court order or if required by law, except as follows:
  - a. If there is a dispute, hearing, appeal, grievance, or legal action due to not hiring an applicant as a result of a drug and/or alcohol test, the test results may have to be presented as evidence.
  - b. Test results may also be provided to ACCHD's insurers, workers' compensation providers, or other employee benefits providers that have a legitimate business need to know.

**Grievance and Appeals**

Employees may make grievances or appeals regarding this policy as outlined in the ACCHD's Personnel Policy and Procedure Manual.

**Other Applicable Laws**

This policy is not intended to restrict or limit the ACCHD's rights regarding any other investigation, search, seizure, drug test, alcohol test, or fitness for duty criteria as allowed by any other Federal, State, or local statutes.

I hereby affirm that I have read the above Substance Abuse Policy, understand the provisions therein, and agree to abide by its terms and conditions.

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Signature of Employee

Date Signed

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**Administrator**

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**Chairman of the Board**

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**Subject: Harassment**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, June 26, 2002**

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**Policy:** Angelina County & Cities Health District (ACCHD) is committed to providing a work environment solely based on legitimate job-related considerations. Matters that have no bearing or effect on ACCHD or the job performance of the employee will not be considered in hiring, discipline, termination, and treatment of employees and applicants in the workplace. Employees are accountable for off-duty conduct that brings discredit on ACCHD or impedes the effective delivery of ACCHD services or affects the employee's job performance. Employment decisions in this respect will be made in the context of the situation involved and the level and purpose of the employee's position. free of sexual or any form of unlawful harassment, discrimination, or retaliation. This policy applies to all ACCHD employees or individuals engaged in work activities on behalf of ACCHD, including employees in any job classification, students, contractors, volunteers, and agency employees. Harassment is unlawful against any individual. It is the policy of ACCHD that all employees, customers, clients, contractors, and visitors enjoy a work environment that is free from harassing behavior. Harassment is a form of unlawful conduct and occurs when a person's conduct creates a hostile, offensive, or intimidating work environment. Employees at all levels at ACCHD are expected to conduct themselves in a business, professional manner at all times and refrain from sexual and other forms of harassment, as well as report any violations of this policy.

This policy affirms ACCHD's commitment to respect employees and prohibits conduct in violation of this policy. Violations of this policy will not be tolerated and may result in disciplinary action, up to and including termination. Leaders, including supervisors, managers, program leads, directors, administration or any employee who knows or should know of conduct in violation of this policy, who fail to report such behavior, or fail to take immediate and appropriate action or corrective action, are subject to disciplinary action, up to and including termination. Employees who know of conduct in violation of this policy and who fail to promptly report such behavior are subject to disciplinary action, up to and including termination. Denial or rejection of such conduct by an individual will be subject to investigation. Decisions concerning the individual's employment or engagement, or creation of a hostile or offensive work environment, will be evaluated before a decision of continued employment or engagement is made.

## **Sexual Harassment**



Sexual harassment is a form of workplace harassment. Sexual harassment is defined as unwelcome, uninvited sexual advances, requests for sexual favors, vulgar or obscene remarks, jokes, posters or cartoons and any unwelcome touching or other verbal or physical conduct of a sexual nature. Submission to such conduct, made either explicitly or implicitly, will impact the individual's employment or engagement at ACCHD.

### **Other Forms of Harassment**

Other forms of unlawful harassment or discrimination are also strictly prohibited including but not limited to racial remarks, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, religion, color, national origin, sex, age, disability, genetic information, military status or any other characteristic protected by applicable local, state or federal laws.

Employees who believe this policy has been violated should follow the policy titled Employee Grievances and file a complaint. ACCHD prohibits retaliation, reprisal, intimidation, or discrimination against an employee for opposing unlawful conduct, employment practice, or for good faith alleging or participating in an investigation of harassment.

In some situations, an individual may want to make an effort to resolve the matter himself/herself by telling the person engaging in the undesired action(s) directly. The individual must state that the conduct is inappropriate or offensive, and the conduct or statement is not welcome, appropriate, or appreciated. The individual should command the behavior to stop.

In any case, the employee must inform the Administrator. The Administrator, designee, or HR personnel is responsible for investigating reports of harassment and consulting legal counsel. Within 15 calendar days after receipt of the complaint, the Administrator/ HR personnel will meet with the employee to discuss the resolution. Appropriate action should be taken to remediate the harassment claim.

All supervisors and managers are required to report complaints (verbal or written) and incidents immediately to the Administrator and HR personnel. All employees are expected as part of their employment with ACCHD to cooperate to the fullest extent in any investigation process. All complaints will be promptly and thoroughly handled through an impartial investigation. If the complaint is substantiated, immediate and appropriate corrective action will be taken.

The affected parties shall be informed that the investigation has concluded, and that immediate and appropriate corrective action will be taken. All employees can be assured that complaints will be taken seriously and will be investigated as necessary. All complaints will be dealt with in a discreet and confidential manner to the extent possible.

Employees may also file complaints with the following agencies:

1. U.S. Equal Employment Opportunity Commission
2. U.S. Department of Health and Human Services, Office of Civil Rights

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Administrator

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Chairman of the Board

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**Subject: Code of Conduct**

**Effective Date: July 30, 2025**

**Supersedes: Policy: September 24, 2025,**

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**Policy:** Angelina County & Cities Health District (ACCHD) is committed to maintaining the highest standards of integrity and professionalism. This code of conduct provides guidelines to ensure that all employees, contractors, students, volunteers, and others involved in ACCHD's operations act in a manner that reflects ACCHD's values and supports ACCHD's mission. All employees, contractors, students, volunteers, and others involved in ACCHD's operations must ensure that conduct/behavior even during non-working hours to the extent that it is related to act(s), may not negatively affect the person's ability to perform his/her job duties, and not negatively impact ACCHD's reputation or public relation. Violations of the ACCHD's Code of Conduct can lead to disciplinary action, up to and including termination. ACCHD's values are described, but not limited to:

1. **Integrity:** All ACCHD employees conduct themselves with honesty, ethical standards, and transparency.
2. **Respect:** All individuals are treated with dignity and respect, while valuing inclusiveness and diversity.
3. **Accountability:** Employees take responsibility for their actions and decisions while aligning with rules, laws, regulations, and policy.
4. **Excellence:** ACCHD employees aim to provide services with the highest quality standards while also seeking to improve.
5. **Service:** All ACCHD employees serve with compassion, dedication, and aim for outcomes that benefit the most.
6. **Cultural Competency:** ACCHD employees are committed to obtaining knowledge on different diverse cultures in order to provide exceptional service and reflect respect while doing so.
7. **Equitability:** ACCHD aims to ensure that services are equitable and accessible to Angelina County residents.

**I. Professional Conduct:**

All employees, contractors, students, volunteers, and others involved in the operations of ACCHD are expected to consistently maintain satisfactory performance standards. If performance standards are not met, the individual is subject to formal disciplinary action, up to and including termination.

### **Definitions of Expected Conduct:**

1. **Professionalism:** Maintain a professional demeanor in all interactions with other employees, contractors, students, volunteers, clients, and the public. Dress appropriately. Communicate respectfully and clearly. Avoid behavior that might be considered discriminatory, harassing, or offensive.
2. **Compliance with Rules, Laws, Regulations, and Policy:** All must adhere to all Federal, State, and Local rules, laws, regulations, and policy relevant to their duty.
3. **Privacy and Confidentiality:** All must protect the privacy and confidentiality of all clients, other employees, and the entity. This includes health information and personal identifiers. No one may share information with unauthorized individuals, groups, or organizations.
4. **Conflict of Interest:** All must avoid situations where personal interest conflicts with ACCHD's regular operations or professional duties. All must always disclose to their supervisor if a conflict of interest ever arises. Supervisors must report conflicts of interest to the Administrator.
5. **Honesty and Integrity:** All must provide truthful and accurate information in all communication and reports. All are expected to report to the Administrator any observations of dishonesty, fraud, or misrepresentation.
6. **Psychological Safety:** Employees are encouraged to express their ideas, concerns, and feedback without fear of retaliation, judgment, or retribution. ACCHD fosters a supportive environment of respectful and open communication.
7. **Teamwork:** ACCHD employees are expected to collaborate within their departments and outside of their departments while following the chain of command in order to contribute to the mission and common goal. All are expected to remain positive while engaging in difficult problem-solving dialogues.
8. **Harassment and Discrimination:** Bullying, harassment, discrimination, communicating offensively, or unprofessional conduct will not be tolerated and may result in disciplinary action, up to and including termination.
9. **Health and Safety:** All are expected to follow health and safety guidelines established by regulatory agencies. All are expected to immediately report any unsafe practices or issues to their supervisors.

### **II. Use of Resources**

1. Resources must be used responsibly, ethically, and for their intended purpose. All ACCHD employees are expected to prudently utilize resources while avoiding wasteful actions that lead to the misuse of resources. This includes time, equipment, and funds. All expenditures align with ACCHD's goals and objectives and comply with relevant funding guidelines.
2. ACCHD employees follow the Texas Uniform Grant Management Standards (UGMS) when managing grant funds. This includes managing and following all accounting, record/bookkeeping standards, reporting, and procurement procedures to ensure grant funds are used appropriately and under the grantor's requirements.

3. ACCHD employees will not use ACCHD resources for personal use. Misusing or wasting valuable ACCHD resources or funds can lead to legal and financial consequences.
4. Employees responsible for managing a grant-related resource must ensure that funds are used for their intended purpose. All transactions must be documented in compliance with UGMS and all applicable guidelines.
5. Social Media: ACCHD encourages all to use social media within the parameters of the Social Media policy. Those guidelines should be followed in order to ensure employees do not produce adverse consequences for ACCHD's reputation and public relations (See Social Media policy for more details on the guidelines).
6. All must report observation of employee performance or behavior that are in conflict with this policy to their supervisors. Supervisors must then inform the Administrator. The appropriate leaders/managers will investigate all violations of this policy with promptness and confidentiality. Employees who report in good faith will not be retaliated against.

All employees, contractors, students, volunteers, and others engaged in ACCHD's operations are expected to acknowledge and sign the Code of Conduct policy.

I \_\_\_\_\_ acknowledge receiving, reading, and understanding the ACCHD Code of Conduct policy. I agree to comply with the principles and guidelines outlined in this policy.

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Print Name

Signature

Date

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Administrator

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Chairman of the Board

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**Subject: Internet Use and Email Policy**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, 417 April 28, 2004**

**Policy:** Angelina County & Cities Health District (ACCHD) provides internet and email access for ACCHD employees for matters that are related to the operations of ACCHD. Employees are discouraged from using the internet and ACCHD email for personal use. ACCHD establishes the following guidelines to ensure employees comply with the appropriate use of ACCHD internet and email. Employees do not have the right to privacy while using ACCHD internet and email. ACCHD reserves the right to routinely monitor internet and email use. Unauthorized use of email or the internet can result in corrective action, up to and including termination.

**Unacceptable and Acceptable Use of Internet and Email Include:**

1. ACCHD internet and email may not be used for transmitting, receiving, or storing any information or communication that is discriminatory (including race, gender, age, disability, national origin, religion, etc.).
2. May not be used for harassment of any kind.
3. No language may be used profane or derogatory in nature.
4. May not use the internet or email for obscene activity in nature.
5. May not be used for any illegal activities.
6. May not be used for personal gain or contrary to ACCHD's interest.
7. Employees are responsible for all content, audio, or images that are received or sent via email or the internet.
8. May not misrepresent others.
9. Must include name and ACCHD information on electronic signatures.
10. May not disclose confidential information via the internet or email.
11. Must be cautious while opening emails and content via the internet.
12. May not download information from the internet without authorization.

I have received a copy of ACCHD Internet Use and Email Policy on the acceptable use of ACCHD internet and email systems. I will follow all the processes within this policy. I understand that if I violate this policy, I may be subject to corrective action up to and including termination.

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Employee Name

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Signature

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Date

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Administrator

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Chairman of the Board

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**Subject: Outreach Safety**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, #416 March 25, 1998**

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**Policy:** Angelina County & Cities Health District (ACCHD) provides guidelines for ACCHD employees, volunteers, and students to remain safe during outreach activities. This policy provides information on the rules of engagement while on outreach activities within the community.

**Procedure:**

1. The outreach committee/team will prepare a preliminary monthly schedule, outlining outreach activities.
2. Outreach staff will inform their supervisor of the location and schedule of the outreach activity.
3. The Outreach staff will communicate any safety concerns to their supervisor as soon as possible.
4. Changes to the activities will be communicated to the outreach team's supervisor.
5. Outreach staff will go into the field as teams whenever possible. If an outreach team member is participating in an activity as one individual employee, the employee will use sound judgment to determine the safety of the activity. Examples of reasonably safe include: events or locations with many individuals present, street outreach during daylight hours, and busy streets. Outreach activities should be coordinated with two employees.
6. The outreach team will employ protective safety measures for each other, such as:
  - a. Keep each other in sight at all times.
  - b. Stay within earshot of each other.
  - c. Develop nonverbal cues to communicate with each other.
  - d. Assess each other's comfort level.
  - e. Present a unified front.
7. Keep actions of the outreach activity clear and deliberate.
8. Carry appropriate literature on hand, including company business cards.
9. Wear comfortable, appropriate, and modest clothing, jewelry and ACCHD ID badge.
10. Maintain confidentiality.
11. Use of alcohol or drugs is prohibited.

12. Do not provide transportation to clients.
13. Limit carrying more than \$10.00 in cash and no credit cards or valuables while on the outreach activity.
14. Check in with local police officers if necessary.
15. Carry a cellphone.

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Administrator

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Chairman of the Board

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**Subject: Attendance and Punctuality**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, October 28, 1998**

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Policy: Angelina County & Cities Health District (ACCHD) expects employees to conduct themselves in a professional manner during their employment. Attendance and punctuality are required in order to ensure clients receive timely services. Employees should arrive at work on time as scheduled, work their shift as scheduled, and leave at the scheduled time. Good attendance reflects meeting the expectations of the employee's job functions, job description, and performance. Good attendance habits also mean the following:

1. Appearing to work, no sooner than 10 minutes prior to the start of the shift.
2. Being at the workstation, ready to work, by the start of the shift.
3. Remaining at the workstation, unless the needs of the job require being elsewhere (except rest breaks and meal breaks).
4. Get approval from the supervisor if you need to work extra hours.

#### **Notice of Absence or Tardiness**

ACCHD recognized that employees may encounter emergency situations that are out of anyone's control. Employees must notify the supervisor by calling within 30 minutes of the start of the shift if unable to arrive at work on time or if unable to report to work. Employees may not text call-outs or late arrivals. Employees may be excused for 3 unplanned tardiness and absences without punitive consequences within 12 months. After 3 unplanned tardiness or two unscheduled absences, employees will be coached and undergo the corrective action process (See the Correcting Unsatisfactory Performance policy). Failure to comply with this policy may result in corrective action, up to and including termination.

#### **Position Abandonment**

Absences for more than 3 consecutive business days will be considered job abandonment. In this situation, ACCHD will process employee separation and will be noted as not rehirable.



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Administrator

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Chairman of the Board

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**Subject: Confidential Provision of Service**

**Effective Date: July 30, 2025**

**Supersedes: December 19, 2023**

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**Policy:** The Angelina County & Cities Health District (ACCHD) will ensure that all programs and services are provided in a confidential manner while adhering to state and federal confidentiality and HIPAA rules and regulations. Employees are trained to understand their obligations to patient confidentiality through the orientation process and annual training. No medical records can be released without the client's written consent unless state or federal rules allow for release. Confidentiality designation within the patient chart includes the preferred method of communication for follow-ups and preferred language selections. Clients accessing services receive verbal and written descriptions of confidentiality policies and of what confidentiality means.

Scope of Services: ACCHD provides access to the community's preventive healthcare services. These services are delivered equitably without discrimination. All programs and services are provided in a confidential manner, adhering to state and federal privacy and HIPAA rules and regulations. Employees are trained to understand their obligations to patient privacy through the Orientation process and annual training.

The Primary Care Clinic is engaged in providing outpatient health services, including:

1. Complete medical histories
2. Complete physical examinations
3. Diagnosis and treatment for common acute and chronic health problems
4. Provide immunization programs, family planning, minor emergency medical care, routine lab tests, and referral services.

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Administrator

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Chairman of the Board

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**Subject: Social Media**

**Effective Date: July 30, 2025**

**Supersedes: New Policy**

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**Policy:** Angelina County & Cities Health District (ACCHD) provides guidance on social media communication and publication. ACCHD's social networking sites shall adhere to applicable federal, state, and local laws, rules, regulations, and policies, including those regulations within the Texas Public Information Act. Relevant ACCHD's social record retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant record retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved ACCHD platforms and tools. For purposes of this policy, "social media" includes, but is not limited to, online forums, blogs, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, SnapChat, Instagram, or any other social platform. All ACCHD policies that regulate off-duty conduct apply to social media activity, including, but not limited to, policies related to illegal harassment and code of conduct. Where no policy or guideline exists, employees are expected to use their best judgment and to take the most prudent action possible. ACCHD reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. ACCHD encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned thereafter:

1. If an employee is uncertain about the appropriateness of a social media posting, they should check with their immediate supervisor.
2. If an employee's posts on social media mention ACCHD, they should make clear that they are an employee of ACCHD and that the views posted are theirs alone and do not represent the views of ACCHD.
3. Do not mention ACCHD supervisors, employees, customers, or vendors without their express consent.
4. Do not cause conflicts. If an employee notices a misrepresentation about ACCHD, they should respond respectfully with factual information, not inflammatory comments.
5. Employees are responsible for what they write or present on social media and avoid profane language or content, defamatory, pornographic, proprietary, harassing, libelous, or hostile content.
6. Reporting Violations:

7. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or behavioral disability, or sexual orientation shall be avoided.
8. Employees or site visitors may not post sexual content or links to sexual content.
9. Employees may not conduct or encourage illegal activity or post any information that compromises the safety of staff or the public.
10. Employees may not use ACCHD's computer equipment for non-work-related activities without written permission or download a social media software application.
11. Social media activities should not interfere with an employee's duties at work; however, employees may utilize social media and social networks to further enhance communication with various organizations in support of ACCHD's goals and objectives.
12. Program managers and supervisors have the ability to publish articles, facilitate discussions, and communicate information through various media related to ACCHD's business and programs after administrative approval has been granted.
13. Employees must comply with copyright laws and cite or reference sources accurately.
14. Any confidential information that is obtained at ACCHD must be kept confidential and should not be discussed through social media.
15. Posts on social media platforms should not discredit ACCHD's programs or any member of our staff, even if the employee did not use an ACCHD computer or if the post did not occur during work hours.
16. Employees can be subject to disciplinary action, up to and including termination, if social media is not used prudently or if there is a perception that this policy has been violated.

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**Administrator**

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**Chairman of the Board**

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**Subject: Dating in the Workplace**

**Effective Date: July 30, 2025**

**Supersedes: New Policy**

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**Policy:** Angelina County & Cities Health District (ACCHD) recognizes that social dating and romantic relationships may develop between two employees. Employees who work in the same department and are dating must inform their supervisor. Romantic or sexual liaisons that develop in the workplace are potentially problematic. Any relationship that results in performance problems, disruptive conduct, or affects operations may result in disciplinary action up to and including termination of the parties involved. Employees found to be engaging in sexual activity while on ACCHD time or within the facility will be disciplined up to and including termination. ACCHD expressly prohibits supervisors from dating or becoming intimately involved with employees they supervise, and failure to adhere to this policy may result in disciplinary action up to and including termination. Supervisors who provide special benefits to employees with whom they are dating are guilty of sexual discrimination and will be disciplined up to and including termination.

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**Administrator**

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**Chairman of the Board**

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**Subject: Property Usage**

**Effective Date:**

**Supersedes: New Policy**

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**Policy:**

Angelina County & Cities Health District's (ACCHD) employees shall be responsible for the care, maintenance, proper use, and upkeep of any ACCHD equipment assigned to them. Employees shall only use equipment, tools, and other ACCHD property that they are authorized to use. Personal use of ACCHD's equipment, supplies, tools, and any other ACCHD property is not permitted and may result in disciplinary action up to and including termination. Improper use may subject an employee to criminal prosecution.

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Administrator

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Chairman of the Board

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**Subject: Employee Safety and Workplace Violence**

**Effective Date: July 30, 2025**

**Supersedes: New Policy**

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**Policy:** Angelina County & Cities Health District ACCHD) is committed to providing a safe workplace for our employees. Each employee must adhere to the general safety standards established for all employees as well as comply with their departmental safety requirements. Safety procedures may differ based on work duties and location. Department Head will provide their employees with specific information pertaining to their positions. Failure to follow the safety standards set by ACCHD subjects an employee to disciplinary action, up to and including termination. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor (See Policy Incident/Adverse Outcome Reporting).

ACCHD is committed to providing a workplace free of violence. ACCHD will not tolerate or condone violence of any kind in the workplace or condone any threats of violence, direct or indirect, including jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or in fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should be aware of their surroundings at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor

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Administrator

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Chairman of the Board

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**Subject: Active Shooter Policy**

**Effective Date: July 30, 2025**

**Supersedes: Policy: New Policy**

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**Policy:** Angelina County & Cities Health District (ACCHD) promotes a safe environment for all employees, clients, visitors, and vendors. All ACCHD employees of all job classifications, as well as regularly on-site contractors (e.g., lab or service personnel), shall follow the established active shooter procedures until given further instructions from law enforcement officers on site or over the phone. These procedures are considered best practices and are consistent with recommendations from law enforcement and emergency preparedness guidance, including in-person Civilian Response Active Shooter Events (CRASE) training. The procedures are designed to minimize harm and promote safety in the event of an active shooter situation. These procedures remain in effect until enhanced systems, such as silent alarms and automated door locking mechanisms, are implemented with consideration for future recommendations from a Workplace Violence Committee.

**Procedure:**

1. Initial Response: If an active shooter or credible threat is suspected, any staff member who suspects an active shooter threat shall immediately announce Code RED over the internal phone paging system.
2. Staff shall immediately call 911.
3. Staff will assist clients in relocating to safe areas, such as offices with locking doors, exam rooms, or closets.
4. Lights should be turned off and doors locked or barricaded if they do not lock.
5. Staff and clients should remain silent and hidden from view.
6. Employees, vendors, contractors, students, volunteers, and clients should not leave the safe area until an All Clear is issued by law enforcement, Administration, or designated personnel.

**RUN, HIDE, FIGHT Guidance:**

All employees should follow the nationally recognized Run, Hide, Fight protocol, adapted to the ACCHD setting:

1. RUN – Evacuate the building if a safe escape path is available. Leave belongings behind and assist clients as appropriate.

2. HIDE – If evacuation is not possible, hide in a secure area (e.g., locked offices, closets). Turn off lights, silence phones, and remain out of view.
3. FIGHT – As a last resort, and only if in immediate danger, attempt to incapacitate the attacker using available objects to protect yourself and others.

**Post-Incident:**

1. Staff may be required to participate in a debrief or After-Action Review (AAR).
2. Staff may be referred to available counseling or mental health resources for support following an incident.

**Training:**

1. All ACCHD employees, volunteers, vendors and students, and regular onsite contractors will participate in annual active shooter and workplace violence training, including Civilian Response to Active Shooter Events (CRASE).
2. Training may be conducted in person or virtually and will be tracked by the Administration for compliance.
3. Refresher training will be provided as needed to align with updated procedures, technologies, or law enforcement guidance.



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**Administrator**

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**Chairman of the Board**

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**Subject: Employee Grievance**

**Effective Date: July 30, 2025**

**Supersedes: Policy: October 30, 2024, June 24, 2009**

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**Policy:** Angelina County & Cities Health District (ACCHD) promotes employee engagement in matters that impact compliance, safety, and job satisfaction. ACCHD encourages employees to de-escalate conflicts and make a good faith attempt to resolve issues at the lowest level of supervision with professionalism and respect, and as quickly as possible. Employees are encouraged to follow all rules, laws, regulations, and policies to avoid conflicts or complaints.

Supervisors are held to a high standard and expected to objectively review or investigate grievances or allegations without making a judgment until all the facts are gathered and analyzed. Supervisors who do not follow this policy will be subject to disciplinary action, up to and including termination. ACCHD promotes an open-door policy with employees within the following framework:

1. Suggestions or complaints will be heard and discussed without prejudice or retaliation.
2. Employees shall inform their supervisors within 5 working days of the incident or incidents causing the complaint, grievance, or concern.
3. Supervisors are encouraged to seek guidance from the Administrator related to the complaint or issue to ensure a quick resolution of the issue within 5 business days of becoming aware of the issue.
4. If the issue is not communicated or resolved within 15 calendar days to the employee, then the employee may file a formal written appeal to the Board of Health.
  - a. The formal written grievance must contain detailed information such as date, time, names of individuals involved or witnesses, description of the event, and attempts to resolve the issue.
  - b. The appeal will be presented to the Board of Health during the next meeting. The decision of the Board of Health will be final.
5. If satisfaction resolution is not reached at this point, the employee may elect to file a federal complaint.
  - a. Federal complaints: While a Federal agency that provides financial assistance ( Section 504 of the Rehabilitation Act of 1973), if any, to the state or local program in which the alleged discrimination took place or with EEOC or with federal agency designated in the Title regulation to investigate complaints in the type of program in which the alleged discrimination took place.

As to cases related to non-employment issues, employment complaints may be filed with the Department of Justice, which will refer to the complaint to the appropriate agency.

6. All complaints and appeals will be filed and retained at ACCHD as dictated by the records retention plan and schedule issued by the Texas State Library and Archives Commission. If the Texas State Library and Archives Commission does not make a recommendation, then the complaints and/or appeals will be retained for 3 years.



ANGELINA COUNTY & CITIES  
HEALTH DISTRICT

The Angelina County & Cities Health District and Dr. Kindrell Tucker enter into this vendor contract for Medical Director responsibilities and to provide supervisory oversight of mid-level practitioners practicing in the Primary Care Clinics. In addition, Dr. Tucker will be on call and accessible 24/7 for any emergency situation needing medical direction or oversight.

Either party may terminate this contract anytime during the grant period for any reason upon providing 30 days notice in writing.

This Vendor Contract will be in effect from **September 1, 2023** through **August 31, 2024**.

**Vendor Information**

**Dr. Kindrell Tucker**  
**1320 S. John Redditt Drive, Suite B**  
**Lufkin, Texas 75904**

The Angelina County & Cities Health District will compensate Dr. Kindrell Tucker at \$2,083.33 per month not to exceed \$24,999.96 for the contract term. Dr. Tucker will provide a monthly invoice for his services at the address below.

**Mail Invoices to:**

**Angelina County & Cities Health District**  
Attn: Accounts Payable  
503 Hill Street  
Lufkin, Texas 75904

By signing this contract, the vendor certifies the subcontractor's status in that they are not delinquent on any repayment agreements; have not had a required license or certification revoked; and have not had a contract terminated by the Department of State Health Services as well as certify that they have not voluntarily surrendered within the past three (3) years any license issued by the Department State Health Services.

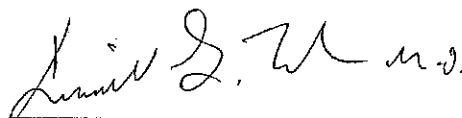
Certification includes visual inspection of state licensing documentation.

State License Review ✓

License Number Q3922

NA 

Kristina Childress, Administrator  
Angelina County & Cities Health District



Dr. Kindrell Tucker

Executed this day September 1, 2023





ANGELINA COUNTY & CITIES  
HEALTH DISTRICT

The **Angelina County & Cities Health District** and **Dr. Kindrell Tucker** enter into this vendor contract to serve as the Health Authority for Angelina County. In addition, Dr. Tucker will be on call and accessible 24/7 for any emergency needing medical direction or oversight.

Either party may terminate this contract at any time during the grant period upon providing 30 days notice in writing.

This Vendor Contract will be effective from **September 1, 2024**, through **August 31, 2025**.

**Vendor Information**

**Dr. Kindrell Tucker**

**1320 S. John Redditt Drive, Suite B**

**Lufkin, Texas 75904**

The **Angelina County & Cities Health District** will compensate **Dr. Kindrell Tucker** at **\$1666.67** monthly, not exceeding \$20,000.04 for the contract term. Dr. Tucker will provide a monthly invoice for his services at the address below.

**Mail Invoices to:**

**Angelina County & Cities Health District**

Attn: Accounts Payable

503 Hill Street

Lufkin, Texas 75904

By signing this contract, the vendor certifies the subcontractor's status in that they are not delinquent on any repayment agreements, have not had a required license or certification revoked, and have not had a contract terminated by the Department of State Health Services. They also certify that they have not voluntarily surrendered any license issued by the Department of State Health Services within the past three (3) years.

Certification includes visual inspection of state licensing documentation.

State License Review \_\_\_\_\_

License Number \_\_\_\_\_

NA \_\_\_\_\_

Kristina Childress, Administrator  
Angelina County & Cities Health District

Dr. Kindrell Tucker

Executed this day, March 20, 2024



ANGELINA COUNTY & CITIES  
HEALTH DISTRICT

The **Angelina County & Cities Health District** and **Dr. Kindrell Tucker** enter into this vendor contract to provide Medical Director responsibilities and supervisory oversight to mid-level practitioners practicing in the Primary Care Clinics. In addition, Dr. Tucker will be on call and accessible 24/7 for any emergency needing medical direction or oversight.

Either party may terminate this contract at any time during the grant period upon providing 30 days notice in writing.

This Vendor Contract will be effective from **September 1, 2024**, through **August 31, 2025**.

**Vendor Information**

**Dr. Kindrell Tucker**

**1320 S. John Redditt Drive, Suite B**

**Lufkin, Texas 75904**

The **Angelina County & Cities Health District** will compensate **Dr. Kindrell Tucker** at **\$3,000.00** per month, not exceeding \$36,000 for the contract term. Dr. Tucker will provide a monthly invoice for his services at the address below.

**Mail Invoices to:**

**Angelina County & Cities Health District**

Attn: Accounts Payable

503 Hill Street

Lufkin, Texas 75904

By signing this contract, the vendor certifies the subcontractor's status in that they are not delinquent on any repayment agreements, have not had a required license or certification revoked, and have not had a contract terminated by the Department of State Health Services. They also certify that they have not voluntarily surrendered any license issued by the Department of State Health Services within the past three (3) years.

Certification includes visual inspection of state licensing documentation.

State License Review \_\_\_\_\_

License Number \_\_\_\_\_

NA \_\_\_\_\_

Kristina Childress, Administrator  
Angelina County & Cities Health District

Dr. Kindrell Tucker

Executed this day, March 20, 2024

Dr. Tucker Backpay Calculation	Signed		Signed		FY 25	
	9/1/2023		3/20/2024		Paid	Potential Liability
	Obligation A	Obligation B	Obligation A	Obligation B		
September	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
October	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
November	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
December	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
January	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
February	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
March	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
April	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
May	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
June	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
July	2,083.33	1,666.67	3,000.00	1,666.67	3,750.00	916.67
<b>Total</b>						10,083.37

**ACCHD Endowment Trust**  
GL Account Ledger - Detail By Period  
9/1/2023 through 8/31/2024

Batch	Journal	Entry #	Date	Job	Document	Description	Debits	Credits	Balance
<b>1100.0000</b>		<b>CASH IN BANK</b>							<b>\$9,745.41</b>
275	JE	718	09/06/23		9-1	Donation	\$1,000.00	\$-	\$10,745.41
276	BR	722	09/30/23		BR230930	Bank Reconciliation	2.74	-	10,748.15
278	BR	726	10/31/23		BR231031	Bank Reconciliation	1.82	-	10,749.97
280	JE	729	11/08/23		11-1	Donation Match	3,000.00	-	13,749.97
282	BR	734	11/30/23		BR231130	Bank Reconciliation	2.15	-	13,752.12
283	BR	736	12/31/23		BR20231231	Bank Reconciliation	2.33	-	13,754.45
286	BR	742	01/31/24		BR20240131	Bank Reconciliation	2.34	-	13,756.79
287	BR	744	02/29/24		BR20240229	Bank Reconciliation	2.19	-	13,758.98
290	BR	753	03/31/24		BR20240331	Bank Reconciliation	2.33	-	13,761.31
293	BR	759	04/30/24		BR04302024	Bank Reconciliation	2.26	-	13,763.57
298	BR	769	05/31/24		BT05312024	Bank Reconciliation	2.34	-	13,765.91
299	BR	771	06/30/24		BR06302024	Bank Reconciliation	2.27	-	13,768.18
300	JE	773	07/16/24		7-2	Public Health Access - Bus Tickets	-	80.00	13,688.18
301	BR	775	07/31/24		BR07312024	Bank Reconciliation	2.33	-	13,690.51
302	BR	777	08/30/24		BR08302024	Bank Reconciliation	2.32	-	13,692.83
<b>CASH IN BANK TOTALS:</b>							<b>\$4,027.42</b>	<b>\$80.00</b>	<b>\$13,692.83</b>
<b>1103.0000</b>		<b>MONEY MARKET</b>							<b>\$71,901.57</b>
277	JE	723	09/30/23		9-2	September Interest	59.10	-	71,960.67
276	BR	721	09/30/23		BR230930	Account Activity	-	1.00	71,959.67
279	JE	727	10/31/23		10-1	October Interest	61.12	-	72,020.79
281	JE	731	11/30/23		11-2	November Interest	59.19	-	72,079.98
284	JE	737	12/31/23		12-1	December Interest	61.22	-	72,141.20
285	JE	739	01/31/24		1-1	Jaunuary Interest	61.27	-	72,202.47
288	JE	745	02/29/24		2-1	February Interest	57.37	-	72,259.84
291	JE	754	03/31/24		3-1	March Interest	61.37	-	72,321.21
292	JE	756	04/30/24		4-1	April Interest	59.44	-	72,380.65
294	JE	760	05/31/24		5-1	May Interest	61.47	-	72,442.12
295	JE	762	06/30/24		6-1	June Interest	59.55	-	72,501.67
296	JE	764	07/31/24		7-1	July Interest	61.57	-	72,563.24
297	JE	766	08/31/24		8-1	August Interest	61.63	-	72,624.87
<b>MONEY MARKET TOTALS:</b>							<b>\$724.30</b>	<b>\$1.00</b>	<b>\$72,624.87</b>
<b>3300.0000</b>		<b>UNASSIGNED FUND BALANCE</b>							<b>(\$70,238.98)</b>
<b>UNASSIGNED FUND BALANCE TOTALS:</b>							<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$70,238.98)</b>
<b>3303.0000</b>		<b>RESTRICTED FUND BALANCE</b>							<b>(\$11,408.00)</b>
<b>RESTRICTED FUND BALANCE TOTALS:</b>							<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,408.00)</b>
<b>4100.9000</b>		<b>PUBLIC CHARITY DONATIONS</b>							<b>\$0.00</b>
275	JE	719	09/06/23		9-1	Donation	-	1,000.00	(1,000.00)
280	JE	730	11/08/23		11-1	Donation Match	-	3,000.00	(4,000.00)



**ACCHD Endowment Trust**  
GL Account Ledger - Detail By Period  
9/1/2023 through 8/31/2024

Batch	Journal	Entry #	Date	Job	Document	Description	Debits	Credits	Balance
<b>PUBLIC CHARITY DONATIONS TOTALS:</b>							<b>\$0.00</b>	<b>\$4,000.00</b>	<b>(\$4,000.00)</b>
<b>4390.9000</b>						<b>CHECKING ACCOUNT INTEREST</b>			<b>\$0.00</b>
276	BR	720	09/30/23		BR230930	Bank Reconciliation	\$-	\$1.74	(\$1.74)
278	BR	725	10/31/23		BR231031	Bank Reconciliation	-	1.82	(3.56)
282	BR	733	11/30/23		BR231130	Bank Reconciliation	-	2.15	(5.71)
283	BR	735	12/31/23		BR20231231	Bank Reconciliation	-	2.33	(8.04)
286	BR	741	01/31/24		BR20240131	Bank Reconciliation	-	2.34	(10.38)
287	BR	743	02/29/24		BR20240229	Bank Reconciliation	-	2.19	(12.57)
290	BR	752	03/31/24		BR20240331	Bank Reconciliation	-	2.33	(14.90)
293	BR	758	04/30/24		BR04302024	Bank Reconciliation	-	2.26	(17.16)
298	BR	768	05/31/24		BT05312024	Bank Reconciliation	-	2.34	(19.50)
299	BR	770	06/30/24		BR06302024	Bank Reconciliation	-	2.27	(21.77)
301	BR	774	07/31/24		BR07312024	Bank Reconciliation	-	2.33	(24.10)
302	BR	776	08/30/24		BR08302024	Bank Reconciliation	-	2.32	(26.42)
<b>CHECKING ACCOUNT INTEREST TOTALS:</b>							<b>\$0.00</b>	<b>\$26.42</b>	<b>(\$26.42)</b>
<b>4391.9000</b>						<b>MONEY MARKET INTEREST</b>			<b>\$0.00</b>
277	JE	724	09/30/23		9-2	September Interest	-	59.10	(59.10)
279	JE	728	10/31/23		10-1	October Interest	-	61.12	(120.22)
281	JE	732	11/30/23		11-2	November Interest	-	59.19	(179.41)
284	JE	738	12/31/23		12-1	December Interest	-	61.22	(240.63)
285	JE	740	01/31/24		1-1	Jaunuary Interest	-	61.27	(301.90)
288	JE	746	02/29/24		2-1	February Interest	-	57.37	(359.27)
291	JE	755	03/31/24		3-1	March Interest	-	61.37	(420.64)
292	JE	757	04/30/24		4-1	April Interest	-	59.44	(480.08)
294	JE	761	05/31/24		5-1	May Interest	-	61.47	(541.55)
295	JE	763	06/30/24		6-1	June Interest	-	59.55	(601.10)
296	JE	765	07/31/24		7-1	July Interest	-	61.57	(662.67)
297	JE	767	08/31/24		8-1	August Interest	-	61.63	(724.30)
<b>MONEY MARKET INTEREST TOTALS:</b>							<b>\$0.00</b>	<b>\$724.30</b>	<b>(\$724.30)</b>
<b>6210.9000</b>						<b>MISCELLANEOUS - LOCAL</b>			<b>\$0.00</b>
300	JE	772	07/16/24		7-2	Public Health Access - Bus Tickets	80.00	-	80.00
<b>MISCELLANEOUS - LOCAL TOTALS:</b>							<b>\$80.00</b>	<b>\$0.00</b>	<b>\$80.00</b>
<b>TOTAL OF LEDGER:</b>							<b>\$4,831.72</b>	<b>\$4,831.72</b>	<b>\$0.00</b>



## Cyber Liability Insurance Application

Mike Robison

National Practice Leader

mrobison@crcgroup.com

972-567-6199

Dalla Exec Pro  
Dallas, Tx

### GENERAL INFORMATION

1. Full Name of Applicant: Angelina County & Cities Health District
2. Principal Address: 503 Hill Street
3. Nature of Business (Industry): County Health Department
4. Primary Corporate Website Address: acchd.us
5. Total Employee Count: 53
6. Annual Gross Revenues - Most recent 12 months: 6,881,000 Projected Next 12 Months: 5,200,000
7. Please attach a list of all subsidiaries, affiliated companies or entities owned by the Applicant Please describe (1) the nature of operations of each such subsidiary, affiliated company or entity, (2) its relationship to the Applicant and (3) the percentage of ownership by the Applicant  
The applicant does not own any other companies, but it is associated with the Angelina County & Cities Health District Endowment Trust. The trust holds funding for use by the Health District.
8. Do you engage in any of the following business activities? (select all that apply)  

<input type="checkbox"/> Adult Content	<input type="checkbox"/> Cannabis	<input type="checkbox"/> Cryptocurrency or Blockchain
<input type="checkbox"/> Debt collection agency	<input type="checkbox"/> Gambling	<input type="checkbox"/> Managed IT service provider (MSP or MSSP)
<input type="checkbox"/> Payment Processing (e.g., as a payment processor, merchant acquirer, or Point of Sale system vendor)		
<input checked="" type="checkbox"/> None of the above		
9. Within the Applicant's organization, who is responsible for network security?  
Name: Carlos Fernandez Title: IT Support Specialist  
Email Address: cfernandez@acchd.us Phone Number: (936)414-8148

### DATA COLLECTION INFORMATION

1. Estimate number of unique personally identifiable records maintained (including records stored by third-party providers)  

<input checked="" type="checkbox"/> 0 - 250,000	<input type="checkbox"/> 250,001 - 500,000	<input type="checkbox"/> 500,001 - 1,000,000
<input type="checkbox"/> 1,000,001 - 2,500,000	<input type="checkbox"/> 2,500,001 - 5,000,000	<input type="checkbox"/> 5,000,001 - 10,000,000
<input type="checkbox"/> 10,000,001 +		

PII includes any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
2. Do you deal with protected health information as defined by HIPAA? ☒ Yes ☐ No  
a. If "Yes", do you have procedures and audit practices in place to ensure compliance under the rules and regulations of HIPAA, including the encryption of any electronically transmitted record  
Yes, we have procedures and audit practices in place to ensure HIPAA compliance.
3. Do you deal with biometric information or data such as fingerprints, voiceprints, facial, hand iris or retinal scans, DNA, or any other biological, physical or behavioral characteristics that can be used to uniquely identify a person? ☐ Yes ☒ No  
a. If "Yes", have you confirmed compliance with applicable federal, state, local and foreign laws?  
N/A
4. Do you accept credit or debit card payments ☐ Yes ☒ No
5. If applicable, do you deploy either end-to-end or point-to-point encryption technology on all of you point of sale terminals? ☐ Yes ☒ No



## SECURITY CONTROLS

1. Do you require multi-factor authentication for:
  - a. All remote access to the network including any remote desktop protocol connections? ☒ Yes ☐ No
  - b. All Web based email accounts? ☒ Yes ☐ No
  - c. Local and remote access to privileged user/network administrator accounts? ☒ Yes ☐ No
  - d. Internal and external access to cloud based back-ups? ☒ Yes ☐ No
2. Do you use a commercially available and regularly updated firewall and anti-virus protection system for all your computer systems? ☒ Yes ☐ No
3. Do you use intrusion detection software to detect unauthorized access to your computer systems? ☐ Yes ☒ No
4. Do you filter or scan incoming emails for potentially malicious attachments and links? ☒ Yes ☐ No
  - a. If "Yes", do you have the capability to automatically detonate and evaluate attachments in a sandbox to determine if they are malicious prior to delivery to the end-user? We can expand our capability if necessary for this purpose
5. Are you compliant with the Payment Card Industry (PCI) Data Security Standards? ☒ Yes ☐ No
6. Do you implement SPF, DKIM and DMRAC to protect against phishing messages? ☒ Yes ☐ No
7. Do you use Office 365? ☒ Yes ☐ No
  - a. If "Yes", do you use the Office 365 Advanced Threat Protection add-on? Yes, as Defender 365
8. Do you regularly monitor security vulnerabilities and appropriately patch and upgrade systems & applications? ☒ Yes ☐ No
  - a. Apply security patches within 30 days of release? ☒ Yes ☐ No
9. Is your critical business data backed-up and stored in a secure location? ☒ Yes ☐ No
  - a. if yes, how often:
 

☒ Daily
 ☐ Weekly
 ☐ Monthly
 ☐ Quarterly
 ☐ Every 6 Months
  - b. Does the backup solution include all the following characteristics: kept in a cloud service protected by MFA, has been tested in the last 6 months, and can be used to restore essential network functions within 3 days of a widespread malware or ransomware attack? ☒ Yes ☐ No
  - c. Do you use 3-2-1 backup procedures? Two different media storage types and one copy off site for disaster recovery? ☒ Yes ☐ No
10. Do you test the successful restoration and recovery of key server configurations and date from backups? ☒ Yes ☐ No
11. Do you use a cloud provider to store data or host applications? ☒ Yes ☐ No
  - a. If "Yes", please provide the name of the cloud provider: Microsoft, SharePoint
12. Do you encrypt private or sensitive information stored on the network or cloud? ☒ Yes ☐ No
13. Do you encrypt private or sensitive information stored on mobile devices? ☒ Yes ☐ No
14. Do you use an endpoint detection and response (EDR) tool that includes centralized monitoring and logging of all endpoint activity across your enterprise? ☒ Yes ☐ No
  - a. If "Yes", please provide the name of your EDR provider: Microsoft
15. Are employees required to undergo annual security training? ☒ Yes ☐ No
16. Do you have controls in place which require all fund and wire transfers over \$25,000 to be authorized and verified by at least two employees prior to execution? ☒ Yes ☐ No
17. Does the applicant provide data processing, storage, hosting, or Managed Security Services Provider (MSSP) services to third parties? ☐ Yes ☒ No
18. Has there been a vulnerability assessment in the past 18 months? ☒ Yes ☐ No
19. Do you have a tested business continuity/disaster recovery program in place? ☒ Yes ☐ No

## LOSS/CLAIMS INFORMATION

1. In the past 3 years, has the Applicant or any other person or organization proposed for this insurance:
  - a. Received any complaints or written demands or been a subject in litigation involving matters of privacy injury, breach of private information, network security, defamation, content infringement, identity theft, denial of service attacks, computer virus infections, theft of information, damage to third party networks or the ability of third parties to rely on the Applicant's network? ☐ Yes ☒ No
  - b. Been the subject of any government action, investigation or other proceedings regarding any alleged violation of privacy law or regulation? ☐ Yes ☒ No
  - c. Notified customers, clients or any third party of any security breach or privacy breach? ☐ Yes ☐ No
  - d. Received any cyber extortion demand or threat? ☐ Yes ☒ No
  - e. Sustained any unscheduled network outage or interruption for any reason? ☒ Yes ☐ No
  - f. Sustained any property damage or business interruption losses as a result of a cyber-attack? ☐ Yes ☒ No
  - g. Sustained any losses due to wire transfer fraud, telecommunications fraud or phishing fraud? ☐ Yes ☒ No
2. Is the Applicant aware of any fact, circumstance, situation, event, or Wrongful Act which reasonably could give rise to a Cyber Event, Loss, or a Claim being made against them that would fall within the scope of the Policy for which the Applicant is applying? ☐ Yes ☒ No
3. In the past 3 years, has any service provider with access to your network or computer system(s) sustained an unscheduled network outage or interruption lasting longer than 4 hours? ☒ Yes ☐ No

If "Yes", did you experience an interruption in business as a result of such outage of interruption?

Yes, please see attached service log for Revascent and disclosure regarding use of the ImmTrac System.

**If answered yes to any of the above, please attach full details for each yes answer on a separate attachment.**

## CERTIFICATION AND SIGNATURE

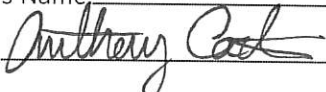
The Applicant has read the foregoing and understands that completion of this application does not bind the Underwriter or the Broker to provide coverage. It is agreed, however, that this application is complete and correct to the best of the Applicant's knowledge and belief, and that all particulars which may have a bearing upon acceptability as an insurance risk have been revealed.

It is understood that this application shall form the basis of the contract should the Underwriter approve coverage, and should the Applicant be satisfied with the Underwriter's quotation. It is further agreed that, if in the time between submission of this application and the requested date for coverage to be effective, the Applicant becomes aware of any information which would change the answers furnished in response to any question of this application, such information shall be revealed immediately in writing to the Underwriter.

This application shall be deemed attached to and form a part of the Policy should coverage be bound.

Must be signed by an officer of the company.

Print or Type Applicant's Name: Anthony Carter Title of Applicant: Finance Manager

Signature of Applicant:  Date Signed by Applicant: 7/24/2025



## Anthony Carter

---

**From:** Krystal Riley <kriley@ssbww.law>  
**Sent:** Tuesday, July 22, 2025 1:55 PM  
**To:** Anthony Carter  
**Cc:** Yesenia Cabral-Fletcher  
**Subject:** Re: Cyber liability application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

I only have knowledge for the past 2 years, not 3 years. For the past 2 years, I can say within my knowledge, it's a "no" for 1a, 1b, and 1c.

I do not think I have the knowledge to answer 2.

### Krystal Garcia Riley

*Attorney – Partner*

1616 South Chestnut, Lufkin, Texas 75901

(936) 633-4231 – Direct

(936) 632-2300 – Office

(936) 632-6545 – Fax

[kriley@ssbww.law](mailto:kriley@ssbww.law)



**SSBWW** Skelton Slusher  
Barnhill Watkins Wells  
ATTORNEYS AT LAW PLLC

**Krystal Garcia Riley**  
*Attorney - Partner*

 [ssbww.law](http://ssbww.law)

Areas of Practice: Civil Appellate Law, Real Estate,  
Natural Resource Law, Corporate Law,  
Estate Planning, Guardianship, & Probate

**Experienced   Innovative   Personal**

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---

**From:** Anthony Carter <acarter@acchd.us>  
**Date:** Tuesday, July 22, 2025 at 1:10 PM  
**To:** Krystal Riley <kriley@ssbww.law>  
**Cc:** Yesenia Cabral-Fletcher <ycfletcher@acchd.us>  
**Subject:** Cyber liability application

Krystal,

We are completing an application for cyber liability insurance and need an answer to this question. Can you give us a definitive answer for questions 1a, 1b, 1c and 2?

I apologize for the High importance flag. We need this policy to meet increasing compliance requirements.

#### LOSS/CLAIMS INFORMATION

1. In the past 3 years, has the Applicant or any other person or organization proposed for this insurance:
  - a. Received any complaints or written demands or been a subject in litigation involving matters of privacy injury, breach of private information, network security, defamation, content infringement, identity theft, denial of service attacks, computer virus infections, theft of information, damage to third party networks or the ability of third parties to rely on the Applicant's network? ☐ Yes ☐ No
  - b. Been the subject of any government action, investigation or other proceedings regarding any alleged violation of privacy law or regulation? ☐ Yes ☐ No
  - c. Notified customers, clients or any third party of any security breach or privacy breach? ☐ Yes ☐ No
  - d. Received any cyber extortion demand or threat? ☐ Yes ☒ No
  - e. Sustained any unscheduled network outage or interruption for any reason? ☒ Yes ☐ No
  - f. Sustained any property damage or business interruption losses as a result of a cyber-attack? ☐ Yes ☒ No
  - g. Sustained any losses due to wire transfer fraud, telecommunications fraud or phishing fraud? ☐ Yes ☒ No
2. Is the Applicant aware of any fact, circumstance, situation, event, or Wrongful Act which reasonably could give rise to a Cyber Event, Loss, or a Claim being made against them that would fall within the scope of the Policy for which the Applicant is applying? ☐ Yes ☐ No
3. In the past 3 years, has any service provider with access to your network or computer system(s) sustained an unscheduled network outage or interruption lasting longer than 4 hours? ☒ Yes ☐ No

If "Yes", did you experience an interruption in business as a result of such outage of interruption?

Yes, Revascent, our EHR service provider, had an outage that impaired our ability to deliver and administer care.

**If answered yes to any of the above, please attach full details for each yes answer on a separate attachment.**

Thank you,  
Anthony (Tony) Carter MAcc  
Finance Manager  
Angelina County & Cities Health District  
503 Hill Street  
Lufkin, Texas 75904  
Office: (936)632-1139  
Cell: (405)812-1080  
Email: [Acarter@acchd.us](mailto:Acarter@acchd.us)



This e-mail message contains confidential, privileged information intended solely for the addressee. Please do not read, copy, or disseminate it unless you are the addressee. If you have received it in error, please call us at (936) 632-2300 and ask to speak with the message sender. Also, we would appreciate your forwarding the message back to us and deleting it from your system.

Ticket Number	Ticket Title	Queue	Primary Resource	Status	Priority	Created	Created By	Complete Date
T20240812.0100	RXBatchRoute	MI Support	Sifuentes, Patty	Complete	Medium	8/12/24 11:10	Fernandez, Carlos	8/12/24 11:15
T20250402.0084	Server Error DocInterpreter	Tech	Lamb, Andy	Complete	High	4/2/25 15:50	Fernandez, Carlos	4/6/25 9:16

Disclosure: ImmTrac

Angelina County & Cities Health District uses ImmTrac through the State of Texas for maintaining and updating immunization records. The ImmTrac system will have occasional outages in excess of 4 hours, however there are no available records of these occurrences from the State for ImmTrac. We do have procedures in place to conduct operations in these circumstances and data is updated accordingly when ImmTrac resumes operations.

Thank you,

Anthony Carter





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# Case Management Providers for Children and Pregnant Women

Case Management for Children and Pregnant Women offers help in every county in Texas.

## Become a Provider

- [Learn about becoming a provider \(PDF\)](#)

[Home](#) > [Search Providers](#) > [Health Services Providers](#) > Case Management Providers for Children and Pregnant Women

- [New Doula and CHW Provider Types for CPW Case Management Services Available December 1, 2024](#) ▹
- [Updates to CPW Program Services Benefit Criteria Effective December 1, 2024](#) ▹

## Case Management and Pregnant Women Services Provider Resources

- [PEMS Best Practices \(PDF\)](#)
- [PEMS Quick Start \(PDF\)](#)
- [Terms \(PDF\)](#)
- [MCO Facility Credentialing One Pager \(PDF\)](#)
- [Final MCP Practitioner Credentialing One Pager \(PDF\)](#)
- [What a CPW Provider needs to know about the CPW Carve-In \(PDF\)](#)
- [Case Management Webinar for Existing CPW Providers](#) ▹
- [Case Management Webinar for New Potential CPW Providers](#) ▹

## CASE MANAGEMENT FOR CHILDREN AND PREGNANT WOMEN

# You can become a case manager.

### What is case management?

Case Management for Children and Pregnant Women (CPW) is a Medicaid benefit that provides health-related case management services to children from birth through age 20 with a health condition and to high-risk pregnant women of any age. Case managers help people access needed medical, social, educational and other services.



### Who can be a CPW case manager?

A case manager must be a licensed social worker, registered nurse, community health worker, or doula. Case managers may work independently or may be employed by or contract with an agency.

Bilingual case managers are needed.

### What do case managers do to connect people with services?

Case managers help people with services such as:

- Accessing behavioral health services or developmental testing.
- Assisting with the special education process or school issues.
- Helping identify community resources, such as nutrition, housing assistance, and parenting services.
- Addressing issues such as substance abuse, homelessness or domestic violence.



### How to become a case management provider.

Individuals and agencies must apply with the Texas Health and Human Services Commission and enroll with Medicaid. Email HHSC at **AskCM@hhs.texas.gov** for information on how to become a case management provider.

Once approved by HHSC, a case management provider may contract with the managed care organizations in their area to provide services.



To learn more about Case Management for Children and Pregnant Women go to [Case Management for Children and Pregnant Women](#)



Case Management  
for Children and  
Pregnant Women



# Case Management for Children and Pregnant Women

## What is Medicaid case management?

Case management is a Medicaid benefit that:

- Helps eligible patients access medically related services.
- Enables patients to follow through on medical recommendations.
- Prevents new health problems or worsening of existing ones.
- Optimizes health-care outcomes for your patients.

## Eligibility Checklist

Is your patient:

- Eligible for Medicaid?
- A child birth through age 20 with a health condition or health risk?
- A woman with a high-risk pregnancy?
- In need of services related to the health condition/risk?

**NOTE:** You don't need to determine eligibility. If a patient appears to have a need for case management services and appears to be eligible, you should make a referral.

Examples of Patient Needs	Examples of Case Management
 <p><b>Medical or Dental Services*</b></p>	<ul style="list-style-type: none"> <li>■ Assisting with finding a doctor or dentist.</li> <li>■ Assisting with finding a behavioral health specialist.</li> <li>■ Linking to developmental testing.</li> </ul>
 <p><b>Educational or Vocational Services</b></p>	<ul style="list-style-type: none"> <li>■ Assisting with the special education process.</li> <li>■ Addressing school issues.</li> <li>■ Helping with transition planning.</li> </ul>
 <p><b>Social Services</b></p>	<ul style="list-style-type: none"> <li>■ Addressing issues such as substance abuse, homelessness or domestic violence.</li> <li>■ Linking to services for financial assistance or transportation.</li> <li>■ Finding other resources, such as respite care.</li> </ul>

\* For children enrolled in STAR Kids or STAR Health, refer to their MCO for medical and dental needs.

## Referrals

Anyone in your office can refer a patient for case management services. To make a referral, either:

- **Call 877-THSTEPS (877-847-8377), or**
- **Fill out the Referral Form on the back and fax to Texas Health Steps.**



**TEXAS**  
Health and Human  
Services

*Case Management  
for Children and  
Pregnant Women*

## Payment Rate Information

Payment rate information is published by procedure code in the applicable Texas Medicaid Fee Schedule located on the Texas Medicaid & Healthcare Partnership (TMHP) website (see Fee Schedules).

Service	Maximum Rate	Limitations	Effective Date
Case Management - Comprehensive Visit Face to Face	\$146.16	One contact/day	01/01/2013
Case Management - Follow up Face to Face Visit	\$122.31	One contact/day	01/01/2013
Case Management - Follow up Telephone contact	\$29.36	One contact/day	01/01/2013
Case management - Comprehensive Visit Face to Face	\$115.46	One contact/day	09/01/2011
Case Management - Follow up Face to Face Visit	\$57.73	One contact/day	09/01/2011
Case Management - Follow up Telephone contact	\$21.65	One contact/day	09/01/2011

The fee schedules and any periodic adjustment(s) to the fee schedules are published in banner messages contained in provider Remittance and Status (R&S) reports, Medicaid Bulletin articles, web postings, provider manual, fee schedules or other provider notification.

<b>Rates</b>	Comprehensive Face to Face	\$ 146.16
	Face to face followup	\$ 122.31
	Telephone follow up	\$ 29.36

Care Requirements:	Client Count	Contacts/month	Comprehensive Face to Face	Face to face followup	Telephone follow up	Revenue per patient	Estimated Total Revenue
Low	20	1	1	4	8	\$ 266.65	\$ 5,333.00
Average	160	4	1	16	32	\$ 952.66	\$ 152,426.32
High	20	12	1	48	96	\$ 3,119.41	\$ 62,388.24
<b>Total</b>	<b>200</b>						<b>\$ 220,147.56</b>

**Assumptions:**

A full-time caseworker will have an average caseload of 100 clients throughout the year. [1]

Patients will be distributed in a rough bell curve: 10% Low care clients, 80% Average care clients and 10% High care clients.

Telephone follow ups will be twice as common as face to face follow ups

The program would employ two full-time case workers (or the FTE equivalent) in its pilot year.

**Sources**

- [1] [https://www.aamcn.org/Guidelines\\_Final%20Draft.pdf](https://www.aamcn.org/Guidelines_Final%20Draft.pdf)

Hello Yesenia,

**Type of Support**

The foundation awards funding for multiple purposes, including: general operating support, project support, capital improvements, and organizational development and capacity building. Except in rare cases, the foundation will not support capital projects nor capital campaigns in Houston.

**Size and Duration of Grants**

The size and duration of grants is matched to the applicant's scale of impact, need, capabilities and opportunities, and typically follow these guidelines:

- The foundation will consider one-year funding for first-time applicants
- The foundation rarely makes grants that exceed 30% of a project or organizational budget

If you have questions regarding your Letter of Inquiry, please contact Tami Musick at either 936-634-3900 or [tmusick@tlltf.org](mailto:tmusick@tlltf.org) (mailto:tmusick@tlltf.org).

## Organization Information

If the correct organization does not appear below, search thoroughly for the organization name to avoid duplication of organizations in the grant system. Our system contains "legal names", do not use acronyms. If you are a new organization, please complete the required fields.

**\* Legal Name of Organization**

As shown on your Exemption Letter

Angelina County & Cities Health District

**\* Organization Name/Common Name**

Angelina County & Cities Health District

**Year Founded**

1967

**Tax ID**

751244376

**Mailing Address**

Please provide the official address in which you receive written correspondence.

503 Hill Street, Lufkin, Texas 75904  
Lufkin, TX 75904  
United States

**\* Phone**

+1 936 632 1139

**Website Address (i.e. www.yourorganizationname.org)**

www.acchd.us

**\* Full-Time Staff**

53

**\* Part-Time Staff**

0

**\* Volunteers**

1

**\* Background**

Provide a brief background of the organization.

Angelina County & Cities Health District (ACCHD) is a public health agency established in 1967 to serve the residents of Angelina County and its partner cities, including Lufkin, Diboll, Hudson, Huntington, and Zavalla. As a local public health district recognized under Texas law, ACCHD exists to protect and promote the health of the community through direct services, disease prevention, and health education.

Health districts in Texas are authorized under the Texas Health and Safety Code, which allows counties and municipalities to form cooperative entities for delivering public health services more efficiently. These districts have the authority to develop local public health policy, enforce health codes and regulations, conduct disease surveillance, and provide preventive services aligned with state and federal health objectives.

ACCHD provides a wide range of services, including primary health care, immunizations, family planning, infectious disease control, HIV and AIDS prevention, chronic disease management, and maternal and child health services. It operates under a governing board composed of representatives from its member jurisdictions, ensuring local oversight and responsiveness to community health needs.

The Health District plays a vital role in responding to public health emergencies, improving access to health, and addressing rural health disparities. It operates from its main office in Lufkin, Texas, and maintains a strong network of partnerships to improve population health across Angelina County.

**\* Please list your board members and administrative staff for your organization.**

Please include their name, title, and # of years on board and/or staff

ACCHD Leadership: Kindrell Tucker, MD -Medical Director/County Health Authority -since July 2022. Yesenia Cabral-Fletcher, RN, MSN - Senior Public Health Official/Administrator - 4 mos. Anthony (Tony) Carter, MAcc - Financial Manager – 1 mo. Kalab Ricks-Finance Assistant - 10mos. Martha Hernandez, CHW- Executive Assistant to the Administrator - 3 years. Kim Johnson, RN -Director of Clinical Services - 23 years. Peter Gergen, PA-C - Lead Clinician – 11.5 years. Sarah Adams - Director of Public Access and Services - 22 years Omar Estrada, RS(c) - Director of Environmental Services - 5 years. Beth Malloy, MS, RDN, LD - Director of Women Infants and Children (WIC) - 19 years. Angelina County & Cities Health District Board of Health: Jesse Moody -Chairman, City of Lufkin, Dr. Jerry Johnson -Vice Chairman, MD -OB/Gyn, Pete Johnson -City of Hudson, Mayor Trey Wilkerson -City of Diboll Mayor Todd Ricks -City of Huntington, Pam Hooks -City of Zavalla, Kenneth Jeffrey -Angelina County Commissioner, Dr. Karina Urquia, MD -Family Medicine, Dr. Cristina Graves, MD -Pediatrics, Dr. Kyle King, DDS -Dental, Dr. Brittany Hanes, PharmD -Pharmacy, Dr. Emily Todd-Parker, DVM -Veterinary.

**\* Please show a summary of the organization's financials for its last completed fiscal year.**

The dollar amounts listed here are to represent the organization's last completed year and must match the submitted 990 and/or Audit. Please be sure all Revenue and Expenses listed balance to what you state are the totals. If you do not have a dollar amount for a required field, please be sure to insert a zero (0) or the system will not let you continue.

Fiscal Year Ending:	August 31, 2024
Revenue:	\$7,377,627.00
Expenses:	\$7,272,510.00
Assets:	\$3,312,727.00
Liabilities:	\$1,023,101.00
Unrestricted Net Assets:	\$1,598,190.00
Data Source:	Audit

## Contact

If the correct contact information does not appear below, search thoroughly for the correct name to avoid duplication of contacts in the grant system (i.e. search using only last name and choose the correct one on the list that is displayed). If you are a new organization, please complete the required fields.

**\*Request/project Contact**

Please provide **both** an **Office** and a **Mobile phone number**.

- Yesenia Cabral-Fletcher

**\*Organization Contact**



This should be the name of the person in the lead role of the organization and whom can sign all legal documents for the organization.

- Yesenia Cabral-Fletcher

Contacts Submitted in Grantee Portal

Yesenia Cabral-Fletcher

Title: Administrator

@ Work (Preferred): ycfletcher@acchd.us

📞 Mobile (Preferred): +1 936 404 1952  
Work: +1 936 404 1952

📍 Work (Preferred): 503 Hill Street  
Lufkin, TX 75904  
United States

Project

\* Project Start Date

11/3/2025

\* Project End Date

8/31/2027

\* Number of People Served

How many people do you intend to serve by the proposed project/program?

100

\* Type of Support

Please choose one category.

- Advocacy

\* Please list all counties the project/program will serve.

Angelina County

\* Project Description

Give a description of what your project/program is, what it will accomplish, and the people who will benefit because of it.

Angelina County & Cities Health District (ACCHD) wishes to partner with T.L.L Temple Foundation to reduce overall mental health disparities and improve the lives of individuals who are living with mental health disparities in Angelina County. ACCHD will do this by delivering comprehensive public and professional education, outreach, delivery of clinical services, follow up navigation to treatment as well as system and policy development to help sustain these initiatives. We will meet these priorities by offering effective and efficient education opportunities to the community. We will also implement policy changes to help sustain these efforts that will improve access to care. Our designated staff will deliver these services in a culturally appropriate manner that focuses on treatment by becoming certified Community Health Workers and Certified CHW Instructors

## Funding & Project/Program Budget

**\* Total Project/Program Budget**

Total dollar amount of the proposed project/program.

\$741,720.00

**\* Requested Funding**

Dollar amount you are requesting from the foundation.

\$741,720.00

**\* When Are Funds Needed**

November 2025

**\* How will the foundation's grant funds be used?**

Provide a brief description of how the requested funds will be used.

Funds requested from the T.L.L Temple Foundation will be combined with funds to be used to pay for the salary and fringe benefits for a case manager and for the fees necessary to certify at least one staff member as an instructor of CHWs and 6 CHWs.

**\* Please show the total budget for the proposed project/program.**

- Notable Sources of Revenue: List all funding for the applicable fields.
- Notable Expenses: You may show up to 15 line items.
- If you are requesting funds for multiple years, please show the year (i.e. 2021, 2022, etc.), in which the funds would be used.

Year:	1
Revenue:	\$0.00
Expenses:	\$379,560.00
Requested Amount:	\$379,559.00
Year:	2
Revenue:	\$0.00

Expenses:	\$362,160.00
Requested Amount:	\$362,161.00

## Attachments

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- Click "Select File" button
- Select the file from your computer, and upload it
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Mobilizing Community Health Workers to Address Mental Health Disparities for Underserved Populations.docx

Hello Yesenia,

### **Type of Support**

The foundation awards funding for multiple purposes, including: general operating support, project support, capital improvements, and organizational development and capacity building. Except in rare cases, the foundation will not support capital projects nor capital campaigns in Houston.

### **Size and Duration of Grants**

The size and duration of grants is matched to the applicant's scale of impact, need, capabilities and opportunities, and typically follow these guidelines:

- The foundation will consider one-year funding for first-time applicants
- The foundation rarely makes grants that exceed 30% of a project or organizational budget

If you have questions regarding your Letter of Inquiry, please contact Tami Musick at either 936-634-3900 or [tmusick@tlltf.org](mailto:tmusick@tlltf.org) (<mailto:tmusick@tlltf.org>).

## **Organization Information**

If the correct organization does not appear below, search thoroughly for the organization name to avoid duplication of organizations in the grant system. Our system contains "legal names", do not use acronyms. If you are a new organization, please complete the required fields.

### **\* Legal Name of Organization**

As shown on your Exemption Letter

Angelina County & Cities Health District

### **\* Organization Name/Common Name**

Angelina County & Cities Health District

### **Year Founded**

1967

### **Tax ID**

751244376

**Mailing Address**

Please provide the official address in which you receive written correspondence.

503 Hill Street  
Lufkin, TX 75904  
United States

**\* Phone**

+1 936 632 1139

**Website Address (i.e. www.yourorganizationname.org)**

www.acchd.us

**\* Full-Time Staff**

53

**\* Part-Time Staff**

0

**\* Volunteers**

1

**\* Background**

Provide a brief background of the organization.

Angelina County & Cities Health District (ACCHD) is a public health agency established in 1967 to serve the residents of Angelina County and its partner cities, including Lufkin, Diboll, Hudson, Huntington, and Zavalla. As a local public health district recognized under Texas law, ACCHD aims to protect and promote the community's health through direct services, disease prevention, and health education. Health districts in Texas are authorized under the Texas Health and Safety Code, which allows counties and municipalities to form cooperative entities for delivering public health services more efficiently. These districts have the authority to develop local public health policies, enforce health codes and regulations, conduct disease surveillance, and provide preventative services aligned with state and federal health objectives. ACCHD offers a wide range of services, including primary health care, immunizations, family planning, infectious disease control, HIV and AIDS prevention, chronic disease management, and maternal and child health services. It operates under a governing board composed of representatives from its member jurisdictions, ensuring local oversight and responsiveness to community health needs. The Health District plays a vital role in responding to public health emergencies, improving access to health care, and addressing rural health disparities. It is based in Lufkin, Texas, and maintains a strong network of partnerships to improve population health across Angelina County.

**\* Please list your board members and administrative staff for your organization.**

Please include their name, title, and # of years on board and/or staff

Kindrell Tucker, MD -Medical Director/County Health Authority - began in July 2022. Yesenia Cabral-Fletcher, MSN, Interim Administrator - 4 mos. Anthony Carter, MAcc, Finance Manager - 1 month. Kaleb Ricks, Executive Assistant, 10 mos. Kim Johnson, RN -Director of Clinical Services - 23 years. Peter Gergen, PA-C - Lead Clinician - 11.5 years. Sarah Adams - Director of Public Access and Services - 22 years Omar Estrada, RS(c) - Director of Environmental Services - 5 years. Beth Malloy, MS, RON, LD - Director of Women, Infants and Children (WIC) - 19 years 4 mos. Angelina County & Cities Health District Board of Health: Jesse Moody -Chairman, City of Lufkin, Dr. Jerry Johnson -Vice Chairman, MD -OB/Gyn, Pete Johnson -City of Hudson, Mayor Trey Wilkerson -City of Diboll Mayor, Todd Ricks -City of Huntington, Pam Hooks -City of Zavalla, Kenneth Jeffrey - Angelina County Commissioner, Dr. Karina Urquia, MD -Family Medicine, Dr. Cristina Graves, MD - Pediatrics, Dr. Kyle King, DDS -Dental, Dr. Brittany Hanes, PharmD -Pharmacy, Dr. Emily Todd-Parker, DVM -Veterinary.

**\* Please show a summary of the organization's financials for its last completed fiscal year.**

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**\*Request/project Contact**

Please provide **both** an **Office** and a **Mobile phone number**.

- Yesenia Cabral-Fletcher

**\*Organization Contact**

This should be the name of the person in the lead role of the organization and whom can sign all legal documents for the organization.

- Yesenia Cabral-Fletcher

## Contacts Submitted in Grantee Portal

### Yesenia Cabral-Fletcher

Title: Interim Administrator

@ Work (Preferred): ycfletcher@acchd.us

📞 Mobile (Preferred): +1 936 404 1952

Work: +1 936 404 1952

📍 Work (Preferred): 503 Hill Street  
Lufkin, TX 75904  
United States

## Project

### \* Project Start Date

11/3/2025

### \* Project End Date

8/31/2026

### \* Number of People Served

How many people do you intend to serve by the proposed project/program?

10

### \* Type of Support

Please choose one category.

- Advocacy

### \* Please list all counties the project/program will serve.

Angelina County

### \* Project Description

Give a description of what your project/program is, what it will accomplish, and the people who will benefit because of it.

By providing cancer treatment to patients that are uninsured, we will continue to serve as a safety net for the Angelina County residents. Our intention is not to become a competitor or serve a high volume of patients that require cancer treatment. We want to be able to provide a sense of hope to a limited volume of patients we serve at ACCHD. Previous data has demonstrated that we have diagnoses 13 patients with one of the 5 most popular cancers, which include, liver, breast, colorectal, cervical and lung cancer within a year however we have not been able to transition these patients into treatment due to limited funding. Our goal is to provide these patients a sense of hope. We don't just want to screen patients for cancers, we want to be able to transition early-stage cancer diagnosis into treatment as well. Because cancer treatment is so expensive, we understand that we can only transition a limited volume of patients. We anticipate transitioning between 5-13 patients into treatment. The people that would benefit from this service would be early-stage cancer diagnosis of lung, cervical, colorectal, liver and breast cancer people living within Angelina County. The requested grant would be for 2 million dollars.

## Funding & Project/Program Budget

### **\* Total Project/Program Budget**

Total dollar amount of the proposed project/program.

\$2,000,000.00

### **\* Requested Funding**

Dollar amount you are requesting from the foundation.

\$2,000,000.00

### **\* When Are Funds Needed**

As soon as possible

### **\* How will the foundation's grant funds be used?**

Provide a **brief** description of how the requested funds will be used.

A small portion of the funds would be used to pay for the salary and fringe benefits for a case manager, and for diagnostic testing and cancer treatment. We want to ensure that these valuable funds are used mostly for the treatment of the early stages of one of the five most common cancers impacting our Angelina County. The case manager would ensure that the patient is transitioned into oncology services and ensure the patient is compliant with the prescribed chemo, radiation, or other treatment. The case manager would also ensure follow-up tests are completed and that the patient does not get billed for those services. The cost of treatment would be billed to ACCHD under the umbrella of this grant.



**\* Please show the total budget for the proposed project/program.**

- Notable Sources of Revenue: List all funding for the applicable fields.
- Notable Expenses: You may show up to 15 line items.
- If you are requesting funds for multiple years, please show the year (i.e. 2021, 2022, etc.), in which the funds would be used.

Year:	1
Revenue:	\$1,000,000.00
Expenses:	\$1,000,000.00
Requested Amount:	\$1,000,000.00
Year:	2
Revenue:	\$1,000,000.00
Expenses:	\$1,000,000.00
Requested Amount:	\$1,000,000.00

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Cancer Temple Grant.docx

Temple Cancer Budget (Annual).V1.xlsx