

## AGENDA

### Board of Health Meeting

**When: Wednesday July 9th, 2025 7:00 a.m.**

**Where: Classroom/205 Shands Building**

[https://teams.microsoft.com/join/19%3ameeting\\_NGUxMDZjMDAtMjZjYi00YjI4LWJkMjgtODNiNDMyN2NmZDg2%40thread?context=%7b%22Tid%22%3a%22b47be331-a44c-4dfb-88cb-12b914a1b9a7%22%2c%22Oid%22%3a%22d96c7722-f07f-49b7-af79-53c18a80e62c%22%7d](https://teams.microsoft.com/join/19%3ameeting_NGUxMDZjMDAtMjZjYi00YjI4LWJkMjgtODNiNDMyN2NmZDg2%40thread?context=%7b%22Tid%22%3a%22b47be331-a44c-4dfb-88cb-12b914a1b9a7%22%2c%22Oid%22%3a%22d96c7722-f07f-49b7-af79-53c18a80e62c%22%7d)

**Meeting ID: 276 939 018 369**

**Passcode: r3ec2MS9**

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|-----------|--|-------|
| <b>A.</b> | Welcome  | pages |
| <b>B.</b> | Public Forum   |       |
| <b>C.</b> | Discuss and consider the approval of minutes from June 25, 2025.   | 2-4   |
| <b>D.</b> | Discuss and consider approval of appointing Yesenia Cabral-Fletcher as the primary Contract Signing Authority and Anthony Carter as the secondary Contract Signing Authority.  |       |
| <b>E.</b> | As per Policy 810 titled Investment Officer, discuss and consider approval of appointing Anthony Carter as the Primary Investment Officer and Kaleb Ricks as the Secondary Investment Officer.   | 5-8   |
| <b>F.</b> | Discuss and consider approval to authorize Yesenia Cabral-Fletcher and Anthony Carter to approve Payroll and Accounts Payable transactions.  |       |
| <b>G.</b> | Discuss and consider approval of FY26 Budget Proposal.   |       |
| <b>H.</b> | Discuss and consider approval of a 40-hour work week instead of the current 36-hour work week for Exempt, Non-Exempt, Full-time and Temporary Employees.   | 11    |
| <b>I.</b> | Discuss and consider approval of Policy 302, titled Compensatory Policy.   | 9-10  |
| <b>J.</b> | Discuss and consider approval of all policies under section: Financial Policies: 803 Classification of Employees, 804 Purchase System, 805 Supporting Documentation of Disbursement, 806 Cash Receipts and Cash Control, 807 Petty Cash, 808 Government Accounting Standards Board, 809 Travel Reimbursement, 811 ACCHD Issues Credit Card, 812 Accounts Payable.  | 12-27 |
| <b>K.</b> | Discuss and consider approval of Job description status changes from Non-Exempt to Exempt for the following Job descriptions: Public Health Nurse- Director of Clinical Services, Public Health Access and Services Director, Disease Surveillance Specialist, Executive Assitant to the Administrator, Program/Project Specialist Public Health Educator, Public Health Emergency Preparedness Manager, WIC Director, Accounts Payable/HR Assitant. | 28-42 |
| <b>L.</b> | Executive Session: Pursuant to Texas Government Code Section 551.074, to deliberate the duties, evaluation, and compensation of the Interim Administrator and Full-time Administrator for FY26 Budget Planning Purposes. The Board may reconvene in open session to take any action deemed necessary.  |       |
| <b>M.</b> | Adjourn  |       |

FILED  
AT 3:02 O'CLOCK P.M.  
JUL 03 2025

AMY FINCHER  
County Clerk, County Court at Law  
Angelina County, Texas  
By [Signature]

**ANGELINA COUNTY & CITIES HEALTH DISTRICT**  
**BOARD OF HEALTH BOARD MEETING**  
**Classroom/205 Shands Building**  
**June 25, 2025**

**BOH MEMBERS PRESENT**

Chief Jesse Moody  
Dr. Christina Graves  
Dr. Brittany Hanes  
Dr. Kyle King  
Trey Wilkerson  
Dr. Jerry Johnson  
Judge Pete Johnson  
Commissioner Kenneth Jeffrey  
Dr. Emily Todd-Parker  
Mayor Todd Ricks

**STAFF PRESENT**

Dr. Kindrell Tucker, Medical Director  
Kaleb Ricks, Finance Assistant  
Yessenia Cabral-Fletcher, Interim Administrator,  
Omar Estada, Director of Environmental Services  
Beth Malloy, Director of WIC Services  
Sarah Adams, Director of Access and Eligibility  
Veronica Byrd, Environmental Services Inspector  
Anthony Carter, Finance Manager

**GUESTS PRESENT**

Krystal Garcia Riley – Attorney

**BOH MEMBERS NOT PRESENT**

Pam Hooks  
Dr. Karina Urquia

The meeting was called to order by Mr. Moody at 7:00AM, with a quorum present.

**Item A. Welcome**

Mr. Moody welcomed the Board and thanked everyone for their attendance.

**Item B. Public Forum**

No comments/ questions were addressed to the board.

**Item C. Discuss and Consider Approval of Minutes from May 21, 2025**

Mr. Moody presented the minutes from May 21, 2025, for the board members' consideration and approval. Dr. Kyle King approved. Second, to the motion by Dr. Hanes. All were in favor, and no one opposed.

**Item D. Discuss and Consider Approval of Financial Report for April FY25.**

Ms. Cabral-Fletcher thanked the Board for the vote of trust in voting her as the Interim Administrator. Ms. Cabral-Fletcher ensured the Board of Health, fully committed to restoring the Board's trust, aligning with rules, laws, regulations, and policy. Over the next months, ACCHD Administration will be focused on balancing finances, building strong public relations with community leaders and partners, restoring compliance and regulation, reducing disruption to operations, and promoting continuity. Ms. Cabral-Fletcher introduced the ACCHD New Finance Manager, Anthony Carter (Tony), who presented the Finance report for April FY25. Mr. Carter reviewed revenues and departments that are “ahead of schedule”, meaning that we received more in reimbursement than expected for that period of time. The departments that are ahead of schedule include PHC, TB program, taxes at 90% this year, Medicaid, CHIPS, County Gold Card, and Women’s Health.

Mr. Carter reviewed the expenditures that are over budget, which include: temporary personnel, Radiology, Pharmaceuticals, Laboratory, Audits and consultant fees, storage building, and custodial services. rent (at 68% vs the expected 66%), software maintenance fees, custodial supplies, medical expenses, and retirement fees.

Mr. Carter reviewed the Balance Sheet: Cash Balance is at 837,000 dollars. Fund Balance is at 1,018,036.29 with a reserve of inventory \$ 389,309,309.66. Our policy is to have a reserve balance for the entire pharmaceutical inventory. Mr. Carter asked if there were any questions or comments before proceeding.

Mr. Carter presented a SWOT analysis of the current status and vulnerabilities. ACCHD is positioned as an Integrated practice with multiple programs providing services. However, documentation standards for the budget are not up to date. Payroll systems require extensive involvement, which disrupts operations. Gaps in policies impair our ability to respond to the operations. Federal budget cuts will impact services. Assessment revealed that there is an over FTE allocation within some programs. Staff reporting is being overworked and undercompensated. We are unable to collect the appropriate revenue due to overallocation of staff. There was an over-reporting of Medicaid patients, which will impact reimbursement. PHEP program experiencing reductions.

ACCHD will be looking into Indirect rate negotiation in order to bring additional dollars.

Ms. Cabral-Fletcher emphasized our commitment to correcting the deficiencies. Mr. Moody stated Finance Auditor reported concerns with Financial practices. Mr. Moody asked what Board member could assist. Ms. Cabral-Fletcher stated that we are actively performing audits to ensure checks and balances are in place. Mr. Moody asked for the Board's consideration for the April FY25 Financial report approval. Judge P Johnson approved, and Dr Johnson seconded the motion. All in favor, none opposed.

**Item E. Discuss and Consider Transitioning Employee from Closing Grant: Angelina Cares-Working Towards a Healthier Tomorrow from Episcopal Health to Admin Support.**

Ms. Cabral-Fletcher reported on transitioning employees to admin support and the possibility of salary changes. Mr. Carter reported on the salary and financial impact. Ms. Cabral-Fletcher discussed the title of the position as Executive Assistant to the Administrator and an Exempt position. Mr. Moody asked if the employee was aware that her salary would go down. Ms. Cabral-Fletcher reported employee is aware, and we are looking at the finances before overcommitting. Mr. Wilkerson recommended keeping the employee's salary intact. Dr King made a motion to table the decision. Mr. Moody made a motion to take no action.

**Item F. Discuss and Consider the Approval of 3 3% Salary Increase for Three Employees Working Part-Time Hours to Full-Time Hours (36).**

Ms. Cabral-Fletcher reported several proposals for salary increases in order to ensure the job classification policy is followed for three employees. Ms. Cabral-Fletcher reported that the operations support the hour increase for three employees; however, we need to explore the required funding for those increases. Mr. Carter introduced three proposals for salary increases, which include a 3% increase, requiring 6,152.90 in fund allocation. Option B 36/40 shift increase, would require \$16,033.50 in fund allocation, and Option C, which would be a prorated hourly increase and would require \$28,047.06 in fund allocation. Ms. Adams provided an overview of the staff's position on current hours and job satisfaction. Mr. Carter emphasized that the Affordable Care Act supports benefits for employees who have exceeded hours; however policy does not. Ms. Cabral-Fletcher reported the need to further evaluate funding and recommended avoiding changes and re-evaluating in the next Budget season in September to reflect appropriate compensation. Attorney Riley provided insight on avoiding grandfathering employees, considering that there is an inconsistency and excessive exceptions to the policy. Ms. Cabral-Fletcher emphasized the importance of policy compliance and our commitment to following policies. Ms. Cabral-Fletcher recommended avoiding the exceptions. Mr. Wilkerson recommended changes policy. Mr. Carter and Cabral-Fletcher emphasized that more personnel will be needed to ensure that we are operating and creating a strain on the budget. Attorney Riley recommended looking at all the policies to avoid reviewing a policy in isolation. Mr. Moody recommended an alignment with County Policies. Mr. Moody made a motion to take no action until funding is further reviewed.

**Item G: Discuss and Consider Approval for BIDS for Roofing Maintenance Causing Leaks**

Ms. Cabral-Fletcher reported leaks post-rain or storm. Five contracts reported different assessment findings, such as rook vs foundation problems. Ms. Cabral-Fletcher is requesting Board of Health guidance on the

repairs. The lowest BID was Alpha One restoration. Alpha One Restoration provided 2 Bids. With one providing more expensive repairs. The first BID was for \$525.00, and the second assessment was for \$780.00. Work included replacing screws on gable and clean and caulk. The second BID was from Langston Construction with a BID of 3,000. Work included resealing, adjusting nails. The last BID was from Seychel Roofing, and they would seal cracks on walls. For \$1375.00. The landscaping company will also be asked to pour more soil in order to divert water away from the building. Dr King made a motion to approve for Alpha One Restoration BID. Board members second the motion.

**Item H. Discuss and Consider Approval to Change the TexPool Amending Authorized Representative.**

Ms. Cabral-Fletcher requested Board Approval for TexPool changes to authorized representative for Board Approval for Mr. Carter to be appointed as the Investment Officer and for approval for Ms. Cabral-Fletcher and Mr. Carter to be approved to be the Authorized Contract Signers. Attorney Riley requested clarification on required training. Ms. Cabral-Fletcher and Mr. Carter reported being scheduled for training within 90 days.. Mr. Moody requested Board Approval. All in favor. Non apposed. Mr. Wilkerson highlighted that approval for Investment Officer and Authorized Contract Signers is not granted, considering those items are not on the current agenda. Ms. Cabral-Fletcher proposed to meet in early July in order to consider for Board Approval the required authorizations.

**Item I. Discuss and Consider Future Policy Manual Review and Approval from the Board of Health.**

Ms. Cabral-Fletcher requested Board consider reviewing sections within the policy manual rather than individual policies in order to support the operations. Mr. Moody requested highlighting changes in red in order to help the Board understand what changes are recommended.

**Item J: Discuss and Consider Approval of Policy 302 Compensatory Time.**

Ms. Cabral-Fletcher reviewed all the information within the policy. Mr. Wilkerson requested clarification on payment for employees who work over 36 hours, considering that employees are all on salary. Ms. Cabral-Fletcher stated, Comp time would be granted after 40 hours. Mr. Moody recommended revisiting the 36-hour work week, considering conflicts with the other policies and operations, and instead considering a 40-hour work (4 days/ 10 hours) week. Board members made a motion to take no action on policy 302.

**Item K: Administrative Updates on Health District Programs and Activities: Federal Budget Cut Analysis, MAC, Cancer Screening and Early Detection Application.**

Ms. Cabral-Fletcher provided information on the Cancer Screening Application. Other items have already been discussed by Mr. Carter (see above).

**Item L. Adjourn**

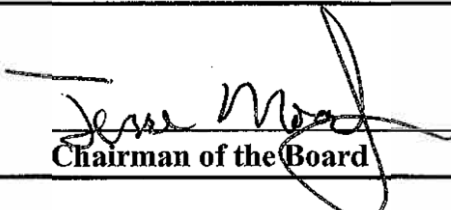
**Item M. Executive Session to discuss Audit Function**

**Item N. Executive Session to deliberate the duties and responsibilities and compensation for Interim Administrator and Full-Time Administrator.,**

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Administrator

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Chairman of the Board

**Subject: Investment Policy**

**Effective Date: April 9, 2025**

**Supersedes: February 12, 2025**

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### **1. Investment Officer**

The Financial Director, if there is a current and acting Financial Director, or, if not, then the Administrator and/or Financial Manager, is appointed by the Board of Health as Investment Officer of the Angelina County & Cities Health District (ACCHD) Fund (the "Fund").

The Investment Officer shall not authorize any action with respect to investment of the Fund unless those actions are reviewed and approved by the Board of Health and signed by at least two Board of Health officers. This limitation does not extend to the review of reports and financial information or consultation with ACCHD's consultants regarding investments of ACCHD's funds. The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule, which is that investments shall be made with judgment and care under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The prudent investor rule shall be applied in the context of managing the overall portfolio.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that appropriate action is taken to control adverse actions.

### **2. Objectives & Purpose**

Investment objectives should be, in order of priority:

- (1) preservation and safety of principal,
- (2) liquidity, and
- (3) yield or the achievement of the highest rate of return.

To ensure adequate yields or security of the Fund investments, the Board of Health may execute trust agreements with professional investment firms where necessary, with consideration to investment diversification and the quality and capability of management.

It is the intent of this policy at all times to conform to the Public Funds Investment Act, codified in Chapter 2256, Subchapter A, of the Texas Government Code (the "Code").

### **3. Rules and Procedures Governing Investment of Funds:**

From time to time, the Investment Officer shall determine what funds are available to be invested. Funds governed by this policy may be invested in the instrument described below, all of which are authorized by Chapter 2256 of the Code. Investment of the ACCHD funds in any instrument or security not authorized for investment under the Code is prohibited. The ACCHD will not be required to liquidate an investment in an untimely manner that becomes authorized subsequent to its purchase.

A. Money Market Funds or invested in obligations of the United States or its agencies and instrumentalities, with a stated final maturity date of no greater than 2 years. Also, other obligations where the principal and interest of which are unconditionally guaranteed or issued by or backed by the full faith and credit of the state or the United States or their respective agencies and instrumentalities. Secured Time Deposits must be issued by a state or national bank or a savings and loan association domiciled in this state and is guaranteed or insured by the FDIC or its successor or secured by obligations as described by Chapter 2256.009 (a).

Any obligation in which is so invested shall be kept and held safely in either Physical (safekeeping receipts) or "Book Entry" Form. Earnings from investments, with Board of Health approval, may be reinvested or removed to the General Operation Accounts of the Fund. All monies shall be invested in such manner as will, in the opinion of the Board of Health, produce the maximum yield reasonably obtainable, considering the safety of the investment.

B. Local government investment pools, which meet the requirements of Section 2256.016 of the Code, are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service and are authorized by resolution of the Board.

C. All funds invested shall be secured in the manner and to the fullest extent permitted or required by law. The face value of the investment shall be no more than 80% of the pledged security unless secured by a valid pledge of the direct obligation of the United States having an aggregate market value at all times at least equal to the monies invested or by separately purchased insurance of a limit at least equal to the monies invested.

D. Any person seeking to sell authorized investments to the Fund shall acknowledge in writing that they have read and will comply with this policy and Chapter 2256 of the Code.

### **4. Management Reports**

At the end of each quarter, the Investment Officer shall prepare a written report concerning the current status and holding of all Fund investments. The report shall be delivered to the Board of Health.

## 5. Conflicts

The Investment Officer and any other ACCHD officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

The Investment Officer and any ACCHD officer or employee shall disclose any material financial interests in financial institutions that conduct business with the ACCHD and shall further disclose any large personal financial or investment positions that could be related to the performance of the Fund. Such disclosures shall be made if the individual:

(1) has a personal business relationship as defined by Section 2256.00S(i) of the Code with a business organization offering to engage in an investment transaction with the Health District; or

(2) is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the entity. A personal business relationship exists if:

- (a) the Investment Officer or other officer or employee involved in the investment process owns ten percent (10 %) or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- (b) funds received by the Investment Officer or other officer or employee involved in the investment process from the business organization exceed ten percent (10%) of such individual's gross income for the previous year or
- (c) the Investment Officer or other officer or employee involved in the investment process has acquired from the business organization during the previous year's investment with a book value of \$2500 or more for the personal account of such individual.





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Administrator

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Chairman of the Board

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**Subject: Compensatory Time Versus Overtime Pay**

**Effective Date: July 9, 2025**

**Supersedes: April 30, 2024, and June 19, 1996**

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**Policy:**

The Angelina County & Cities Health District will adopt the Fair Labor Standards Act (FLSA) as amended for compensatory and overtime and based on the employee's classification. (See policy 803 for Classification of Employees). Below are definitions provided by the Fair Labor Standards Act (FLSA), governing the Texas public sector workforce.

**Overtime**

ACCHD non-exempt employees are eligible to earn up to 24 hours of compensatory time in lieu of overtime if the non-exempt employee has worked in excess of 40 hours in a work week. **All ACCHD employees are salaried employees. If a non-exempt employee works in excess of 40 hours, the employee will receive compensatory time as compensation for overtime.** Exempt employees are not eligible for overtime compensation. ACCHD makes exempt status determinations based on the Fair Labor Standards Act.

**Compensatory Time**

The term compensatory time and compensatory time off means hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation and for which the employee is compensated at the employee's regular rate. Exempt employees are not eligible for compensatory or overtime compensation. In lieu of overtime compensation, ACCHD non-exempt employees:

1. Can earn up to 24 hours of compensatory time.
2. Must use the compensatory time within 12 months of accrual.
3. Must maintain detailed records of hours worked to ensure they are compensated for all hours worked, including compensatory time off.
4. **Will be paid compensatory time as referenced by the FLSA 29 U.S. Code § 207 (o) (1) or as amended.**
5. Shall, upon termination of employment, be paid for up to 24 hours of unused compensatory time.
6. Will be informed of the FSLA Act requiring an employee to be informed, prior to the performance of work, that compensatory time will be paid in lieu of overtime.
7. Must inform their supervisor of the need to work additional hours prior to working extra time.
8. Will be given credit for travel times as working time.

9. Must submit a leave request to their immediate supervisor, documenting compensatory time.
10. Will be used before any other type of leave.

### Qualification Chart

Employee Classification	Overtime Qualification	Compensatory Time (In Lieu of OT) Qualification	Cap of Compensatory Time	Compensatory Time Expiration	Comp Time Pay Out Qualification
Exempt	No	No	N/A	N/A	No
Non-Exempt	No	Yes (must be prior approved)	24 hours	Before 12 months of accrual	Yes
Full Time	No	Yes (must be prior approved)	24 hours	Before 12 months of accrual	Yes
Part Time	No	Yes (must be prior approved)	24 hours	Before 12 months of accrual	Yes
Temporary	No	Yes (must be prior approved)	24 hours	Before 12 months of accrual	Yes

I \_\_\_\_\_ (initials) agree to receive compensatory time off in lieu of cash overtime compensation. I understand that I cannot accrue more than 24 hours of compensatory time within a given period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Administrator

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Chairman of the Board

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**Subject: Classification of Employees**

**Effective Date: July 9, 2025**

**Supersedes: Policy: July 9, 2025, May 21, 2025**

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**Policy:**

Angelina County & Cities Health District ("ACCHD") groups employees based on categories. These categories are listed as exempt, non-exempt, regular full-time, part-time, and temporary. All employees, regardless of classification, are required to document their hours worked in a timesheet.

**Exempt Employee:**

An exempt employee is defined as one who primarily engages in executive, administrative, or professional work in nature, as defined by the Fair Labor Standards Act, as amended.

This category is eligible for all ACCHD employee benefits (Refer to the Compensatory Time policy for additional information.)

**Non-Exempt Employee:**

A non-exempt employee is defined as one who performs services and receives wages that are subject to payroll law and are eligible for all ACCHD employee benefits (Refer to the policy on Compensatory Time for additional information.)

**Regular Full-Time Employee;**

A regular, full-time employee is defined as an employee who is regularly scheduled to work 40 hours per week and is eligible for all ACCHD employee benefits.

**Part-Time Employee:**

A part-time employee is defined as a personnel member who is regularly scheduled to work less than 40 hours per week and is not eligible for ACCHD employee benefits except for pro-rated annual and sick leave.

**Temporary Employee:**

A temporary employee is defined as a personnel member who works full-time or part-time for a specified period and is not eligible for ACCHD employee benefits.

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Administrator

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Chairman of the Board

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**Subject: Purchasing System**

**Effective Date: July 9, 2025**

**Supersedes: July 28, 2010**

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**Policy:**

Angelina County & Cities Health District (ACCHD) establishes a process for purchasing systems. All purchases must be properly approved. All supporting purchasing documentation must be supplied to the purchasing clerk before ordering. The purchase order should include information regarding the purchase and include the program to which the expenditure is to be charged. All purchase requisitions will be submitted to the program supervisor for preliminary approval. The Administrator will approve all purchases. The designee can approve the purchase in the absence of the Administrator.

**Procedure:**

1. A purchase order number will be issued by the purchasing clerk for all approved purchase requisitions. The purchase requisition and the purchase order will be retained by the purchase clerk (Refer to the Record Retention Policy to determine how long the records must be retained on file). All incoming purchases will be verified by the purchasing clerk and matched with the corresponding purchase requisition and purchase order.
2. The purchasing clerk is responsible for matching invoices with supporting purchase documentation and giving the information to the finance department (or, if there is no acting Financial Director, then to the Administrator or Financial Manager) for payment.
3. A copy of the check and the supporting purchase documentation will be returned to the purchasing clerk for filing under the vendor's name.
4. All individual items with an anticipated purchase price of \$500 or more will require three verifiable verbal or written quotes.
5. All individual items that have an anticipated purchase price of \$5,000 or more must be approved by the Board of Health and will require competitive sealed bids, except for individual items that have been approved for purchase by a grantor agency or foundation.
6. If services or items have a cost greater than \$10,000, Administration will determine if

the item or project is governed by a local, state, or federal contract. If the item or project is governed by a government contract, then the Board of Health must provide approval for costs equal to or greater than \$10,000. If the project or item is not governed by a government contract, then the Board of Health will review and determine approval for costs equal to or greater than \$25,000. All individual items or services that have an anticipated purchase price of \$10,000 or more must be purchased by the competitive sealed bid process.

7. Grouping purchases of items or services for a specific project or purpose (for example, furnishing an exam room or building a network system) can be considered as an individual item and subject to the purchasing policies above.

The individual who signs the delivery ticket is responsible for assuring accuracy and ensuring perishable merchandise is refrigerated.

Disbursements made for routine activities such as utilities, telephone service, administrative fees, insurance, payroll taxes, etc., will not require a purchase requisition.

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**Administrator**

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**Chairman of the Board**

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**Subject: Supporting Documentation for Disbursements**

**Effective Date: July 9, 2025**

**Supersedes: March 10, 2010**

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**Policy:**

Angelina County & Cities Health District (ACCHD) will maintain all supporting documentation, such as invoices, receiving reports, approval forms, purchase orders, copies of checks, etc., for each disbursement. These documents will be filed and will be available for retrieval. ACCHD will adopt the Record Retention Plan and schedule issued by the Texas State Library and Archives Commission. The purchasing clerk will be responsible for maintaining and organizing the original documentation for all disbursements. See the policy titled Purchasing Systems for purchasing procedures and the State of Texas Record Retention Policy Manual for specific details.

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**Administrator**

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**Chairman of the Board**

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**Subject: Cash Receipts and Cash Control**

**Effective Date: July 9, 2025**

**Supersedes: March 10, 2010**

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**Policy:**

Angelina County & Cities Health District (ACCHD) controls and maintains all cash receipts to protect the entity from any misappropriation. Physical access to cash receipts and cash receipt records is limited to authorized personnel. All cash received shall be deposited promptly in the ACCHD's bank account.

**Opening Mail Procedures:**

1. A team member who reconciles the general ledger and bank accounts shall open the bank mail.
2. A listing of cash and/or checks received should be prepared by a team member who is independent of any bank reconciliation/general ledger duties.
3. The listing should include name, amount, invoice number, and date of check.
4. A copy will be made of all checks received in the mail and attached to the cash receipt listing.
5. All checks will be properly endorsed upon receipt.
6. All cash and/or checks received in the mail will be deposited daily.

**Daily Operation Receipts Procedure:**

1. All departments will use pre-numbered cash receipts for each daily cash transaction and enter each receipt into a computer database.
2. All checks will be properly endorsed upon receipt.
3. Daily cash receipts and monies will be reconciled to a printout, summarizing daily cash transactions by authorized personnel.
4. All monies will be given to Administration on a daily basis, in its intact and properly secured format.
5. Deposits will be prepared daily by a team member who is independent of bank reconciliation/general ledger duties.

6. All daily printouts, receipts, and deposit slips will be given to the responsible team member in the finance department.
7. The Finance Director, if there is a current or if not, then the Administrator and or Finance Manager, or designee will review and enter the information into the General Ledger.
8. Day Sheet totals will be compared with the daily cash deposited on a daily basis. Any overages or shortages shall be reported to the Administrator.

Cash will not be used to pay expenses.

Employees are not allowed to cash personnel checks at the Angelina County & Cities Health District.



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Administrator

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Chairman of the Board

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**Subject: Petty Cash**

**Effective Date: July 9, 2025**

**Supersedes: March 10, 2010**

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**Policy:**

Angelina County & Cities Health District (ACCHD) maintains a Petty Cash Fund to cover incidental office expenses. The funds will be available to make necessary purchases when issuing a check is impractical. A Petty Cash Agent will be assigned to maintain the fund records and keep the fund properly secured.

**Procedures:**

1. The Petty Cash Fund is to be used for expenses of under \$75.00 and must have administrative approval.
2. A cash receipt must be submitted before reimbursement is made.
3. A record will be maintained listing the purpose of the expenditure. If money is to be given in advance of purchase, the person receiving the money will sign a receipt before the money is disbursed.
4. A reconciliation of the fund will be completed on a monthly basis by the Petty Cash Agent and reviewed by the Finance Director, or if not, then the Administrator and or Finance Manager or designee.
5. A petty cash report will be prepared on a monthly basis.
6. The monthly report will contain itemized transactions and will be submitted for reimbursement to replenish the petty cash fund.
7. Any discrepancies will be reported to the Administrator.

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Administrator

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Chairman of the Board

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**Subject: Government Accounting Standards Board (GASB) 54**

**Effective Date: July 9, 2025**

**Supersedes: February 22, 2012**

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**Background:** The Governmental Accounting Standards Board (GASB) adopted Statement 54, a new standard for governmental fund balance reporting and governmental fund type definitions, which became effective in governmental fiscal years starting after June 15, 2010.

**Policy:** Angelina County & Cities Health District (“ACCHD”) elects to implement GASB 54 requirements and to apply such requirements to its financial statements beginning with the current fiscal year. The fund balance of the ACCHD measures the net financial resources available to finance expenditures of future periods.

The ACCHD’s Unassigned General Fund Balance shall be maintained to provide ACCHD with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The fund balance ACCHD may be committed for a specific purpose or source by formal action of the Board of Health. Amendments or modifications of the committed fund balance must also be approved by a formal action of the Board of Health.

When it is appropriate for fund balance to be assigned, the Board of Health delegates the authority to assign funds to ACCHD’s Administrator or Finance Director/Finance Manager. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, funds shall be expended in the following order: restricted, committed, assigned, and unassigned.

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Administrator

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Chairman of the Board

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**Subject: Travel Reimbursement**

**Effective Date: July9, 2025**

**Supersedes: November 1, 2023**

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**Policy:**

The Angelina County & Cities Health District (ACCHD) promotes education and enhances training for employees by reimbursing travel expenses that are pre-approved and within pre-established guidelines. Employees will be reimbursed for travel expenses incurred on official ACCHD business. Travel expenses shall be defined as mileage, lodging, meals, car rental, parking fees, airfare, and/or other travel costs related to official business, which have been pre-approved by the department supervisor and the Administrator.

**Employee Responsibility:**

1. Complete all travel forms within specific time limits.
2. Provide accurate information regarding travel.
3. Notify the supervisor and Finance Director, or if not, then the Administrator and/or Finance Manager or designee when changes occur in travel plans.

**Supervisor Responsibility:**

1. Ensure all travel documents are accurate and authentic.
2. Immediately notify the Finance Director, or if not, then the Administrator and/or Finance Manager or designee, in writing, if an employee with prearranged travel plans has been terminated.

Failure to follow travel reimbursement procedures may result in travel claim processing delays and forfeiture of reimbursements. An employee who abuses the Travel Reimbursement Policy and Procedure will be subject to disciplinary action.

### **Travel Expenditure Reimbursement:**

All of the expenses must be kept at a reasonable level. Original receipts must be obtained and attached to the Travel Expense Voucher Form for reimbursement. Credit card receipts are not acceptable. The Travel Expense Voucher Form must be submitted to the departmental supervisor with original receipts five working days after the trip. Non-reimbursable travel expenses include valet parking, gifts or mementos, alcohol, and gratuities.

#### **1. Mileage:**

- a. Track actual mileage driven (odometer readings), multiplied by the current IRS mileage reimbursement rate. Alternatively, mileage driven can be calculated from an official Texas map with the City of Lufkin designated as the point of origin.
- b. For routine in-county destinations, such as satellite clinics, supervisors may establish a standard mileage rate in lieu of odometer readings.
- c. Mileage reimbursement within the City of Lufkin is limited to grant-approved travel, the Environmental Program's approved activities, and other operational travel pre-approved by the Administrator.
- d. A Personal Vehicle Mileage Log must be submitted to the department supervisor five working days following out-of-county travel or five days following the end of the month calendar for in-county travel.

#### **2. Lodging:**

- a. The actual cost of the room is not to exceed \$200, excluding tax, per night, except when the purpose of the trip requires lodging at a particular hotel or if the hosting agency has secured special room rates at a particular hotel.

#### **3. Meals:**

- b. Reimbursement for meals is not to exceed \$15 for breakfast and lunch, and \$20 for dinner, as determined by the Meal Reimbursement Determination Form, and will not exceed \$50 daily. (A meal is defined as a reasonably large amount of food that is eaten, such as breakfast, lunch, and dinner).
- c. Reimbursement is excluded for seminars located within the City of Lufkin.

#### **4. Airfare:**

- a. Provide receipts of the actual cost of airfare, including shuttle or taxi between the hotel and the airport.
- b. Airfare is to be prepaid when possible.

#### **5. Vehicle Rental:**

- a. Provide receipts of the actual cost of the vehicle rental and the cost of rental insurance. Use a compact car if available.
- b. Insurance must be purchased with all car rentals.

#### **6. Hotel Parking:**

- a. Provide receipts of hotel parking actual cost.

### **Travel Advance:**

1. An employee may request a travel advance by submitting a Travel Advance Request

- Form to the departmental supervisor two weeks prior to an approved trip.
2. The advance may not exceed 80% of the travel expenses when the expenses include mileage, and up to 100% when the travel expenses do not include mileage.
  3. Following the completion of the trip, the Travel Expense Voucher must be submitted with original receipts to the departmental supervisor five days after the trip.

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Administrator

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Chairman of the Board

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**Subject: ACCHD Issues Credit Card**

**Effective Date: July 9, 2025**

**Supersedes: New Policy**

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**Policy:**

The Angelina County & Cities Health District (ACCHD) will issue credit cards to employees based on their job functions, for pre-approved purchases, and for business purposes. These guidelines describe the appropriate and unacceptable uses of the ACCHD credit cards. Use of ACCHD-issued credit cards guidelines must be followed. Compliance failure will result in the discontinuation of credit card privileges and potentially disciplinary action. The employee designated as the credit card holder is responsible for ensuring the card's safety and protection.

A receipt for each purchase must be obtained, attached to a completed purchase requisition, and submitted to Administration for processing within 5 working days after the purchase.

**Financial Responsibility and Liability**

Employees entrusted with such credit cards shall follow these guidelines and only use for business, essential purposes. Employees must not use the credit card for any personal expenses. If the employee uses the credit card for unauthorized purchases, the cost of such purchase(s) will be recovered in full from the employee's next paycheck. Any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. Alternatively, the employee can immediately reimburse the ACCHD for total expenses. If an employee uses the credit card for personal purposes, the employee will be in violation of this policy and is subject to corrective action, up to and including termination.

**Agreement for Wage Deductions Associated with Improper Use of Health District-Issued Credit Cards**

I, \_\_\_\_\_, hereby certify that I understand and agree to abide by the ACCHD policy regarding use of issued credit cards. This policy has been

explained to me, and I have received a copy of this policy. By signing this acknowledgement, I agree to the following:

The credit card is provided exclusively for ACCHD expenditures sanctioned by ACCHD. Any and all personal use of the card is prohibited. ACCHD may monitor and audit my credit card usage. I have no expectations of privacy for credit card transactions. I am personally responsible for reimbursing ACCHD for any and all unauthorized charges, fees, late expenses, and accrued interest on unauthorized charges.

**In addition, I agree, consent, and authorize ACCHD to deduct from my wages and compensation, in any one or more paychecks, the actual amount of unauthorized charges, fees, and late expenses, as well as all interest accrued on such unauthorized charges, until the amount is repaid in full. I further agree that if I make any personal transactions, I am financially responsible for any such expenses. If such an amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.**

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Employee Signature

Date

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Administrator

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Chairman of the Board

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**Subject: Accounts Payable/Cash Disbursement Procedures**

**Effective Date: July 9, 2025**

**Supersedes: July 28, 2010**

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**Policy:** The Angelina County & Cities Health District (ACCHD) implements procedures to ensure the accountability of financial records.

**Accounts Payable/Cash Disbursement Procedures:**

1. All original invoices and supporting documentation will be submitted to the Finance Director, or if not, then the Administrator and/or Finance Manager or designee for review and proper expenditure coding using cost centers relative to ACCHD programs and funding sources.
2. After review and coding, the finance department will accurately enter invoices into the accounts payable module of the accounting system, including the correct vendor code, invoice date, general description of goods or services, and the amount of the invoice. The accounting system automatically generates an invoice due date in the system.
3. After the invoices have been entered, an invoice master list is generated for review and proofing by the Administrator and/or designee. A manual calculation of the invoices to be paid will be compared to the invoice master list to ensure the accuracy of the cash disbursements.
4. The Administrator will review original invoices and supporting documentation and sign the invoice master list designating approval for the disbursement of funds. If there are any questions or concerns about the amounts, the Finance Director, or if not, then the Finance Manager or designee should provide the necessary information before making any disbursements.
5. The Administrator provides the final approval for check preparation, after which the Finance Director, or if not, then the Finance Manager or designee prepares the disbursements within the accounting system and prints the checks.



6. All cash disbursements are to be made by check unless the item is considered a petty cash item.
  - a. All prepared cash disbursement checks require two signatures.
  - b. Authorized signatures include the Administrator, Medical Director, Finance Director/Manager, and/or Board of Health member.
  - c. The Administrator can designate a backup check signer when necessary.
7. After checks have been signed, the Finance Director or, if not, then the Administrator or Finance Manager will close out the cash disbursement process by posting the invoices and checks to the general ledger.
8. Supporting reports, including the approved invoice master list, will be maintained for each cash disbursement run.
9. A copy of the check will be attached to the original invoice and supporting documentation designating payment of the invoice.

#### **Payroll Procedures:**

1. ACCHD employees are paid semi-monthly with pay dates on the 15<sup>th</sup> and the last day of the month unless the pay date falls on a weekend or holiday.
2. The Finance Director, or, if not, then the Administrator and/or Finance Manager, prepares the semi-monthly payroll, incorporating approved salaries, employee deductions, and any employee status changes.
3. Timesheets are to be prepared by all staff members and submitted monthly.
4. Time should be entered daily into the electronic timesheet.
5. Directors and managers are responsible for reviewing the timesheets for accuracy, appropriateness, and the correct allocation of worked time between designated programs and activities.
6. Directors and managers will immediately alert the Administrator or designee if an employee has reached a leave without pay status.
7. All timesheets will include the signature of the employee and the director/manager.
8. A payroll proofing listing is generated by the Finance Director, or if not, then the Finance Manager or designee, and submitted to the Administrator or in the absence of the Administrator, the Medical Director, and/or Board of Health member for approval before printing the payroll checks.
9. The Administrator and or in the absence of the Administrator, the Medical Director or Board of Health member will review and sign the payroll proofing listing, designating approval for the disbursement of funds.
10. If there are any questions or concerns about the amounts, the Finance Director, or if not the Finance Manager should provide the necessary information before running any disbursements.
11. The Administrator or in the absence of the Administrator, the Medical Director, and/or Board of Health member provides the final approval for check preparation, after which

the Finance Director, or if not, then the Finance Manager, prepares the payroll disbursements within the accounting system and prints the checks.

12. All payroll disbursements are to be made by direct deposit.
13. If checks are being disbursed, all prepared payroll checks will require two signatures. Authorized signatures include the Administrator, Medical Director, and a Board of Health member. The Administrator will designate a backup check signer when necessary.
14. After checks have been signed, the Finance Director, or, if not, then the Administrator and/or Finance Manager, will close out the payroll process by posting the payroll and checks to the general ledger.
15. Supporting reports, including the approved payroll master list, will be maintained for each payroll disbursement run.

### **Property/Fixed Asset Inventory and Records (Reference Material – Contractor’s Financial Procedures Manual (CFPM)).**

Angelina County & Cities Health District will maintain property records for all fixed assets purchased with local funding that meet the \$5,000 per unit threshold and have a useful life of more than one year. In addition, property records will:

1. Be maintained for all property acquired with state grant funds according to the state’s financial procedures and guidelines.
2. Property records will include a description of the property, serial number when available, total acquisition cost, an acquisition date, and a disposition date.
3. A physical inventory of local property and property acquired with DSHS funds will be conducted annually and reconciled to ACCHD property records.
4. Staff responsible for inventory control will seek written approval from ACCHD management and from the state prior to the disposal or reassignment of inventory items.
5. State approvals will be maintained and available for review.
6. The ACCHD will securely purge all computers, media equipment, or copiers with digital memories and storage capacities of all confidential, sensitive, or personal information prior to disposal, repurposing, or physically destroying inventory.
7. ACCHD will develop and maintain property control systems to safeguard against loss, damage, or theft of property.
8. ACCHD will maintain an insurance policy to mitigate property loss, damage, or theft of property.

### **Subcontractor Services and Fiscal Monitoring Plan**

Angelina County & Cities Health District will monitor subcontractors, who provide authorized services, to ensure compliance with policies and basic DSHS requirements for services provided with DSHS funds, including:

1. An annual license review and verification.
2. Clinical record review biannually.
3. Eligibility and billing review.

4. Facility on-site review.
5. Annual client satisfaction evaluation process.
6. Client Abuse Training.
7. Fiscal monitoring of the subcontractor will occur during the clinical record review process to ensure invoicing for services correlates to services provided.
8. All subcontractor invoices for provided services will undergo an administrative review for accuracy and client eligibility to receive services.
9. ACCHD will maintain applicable programmatic and fiscal review records of subcontractors.

**Procurement Procedures:**

The Angelina County & Cities Health District will seek to purchase goods and services that meet the best value for money, efficiency, and effectiveness using sound business practices to ensure a robust procurement process.

1. ACCHD staff will follow the process as outlined in the ACCHD Purchasing System policy.
2. ACCHD will follow purchasing practices as established under federal or state purchasing guidelines as outlined in grant-funded contracts.
3. Efforts will be made to utilize historically underutilized businesses in Texas.

## Angelina County & Cities Health District Position Description

**Job Title:** Public Health Nurse – Director of Clinical Services **FLSA Status:** Exempt

**Department:** Primary Care                      **Supervisor:** Administrator / Medical Director

### Position Summary:

Provides supervision and oversight for daily Primary Care nursing and other operational activities. Performs key programmatic administrative duties. This position encompasses supervising and guiding staff, ensuring efficient communication within the health clinic, and acting as a liaison between clients and healthcare providers. The director is expected to perform advanced nursing tasks, consult on program performance and development, and effectively communicate the range of services offered by the department. Responsibilities are carried out under the guidance of licensed healthcare professionals, including Physician Assistants, Nurse Practitioners, and the Medical Director. responsible for planning, implementing, and evaluating public health nursing programs, orientates, teaches, and supervises inexperienced staff nurses. Develops and maintains acceptable methods of recording and reporting that provide proper service control, uniform accounting, and measurement of program results. Assists in the development of policies and procedures by utilizing existing guidelines and standards. Responsible for staff development and in-service training. Serves as a project consultant and assists in the development of inter/intra-agency policies and procedures. Works with nursing schools for student field/clinic experience in public health. Shares responsibility for quality assurance programs. Responsible for Case Management of clients, reportable disease intake reports to TDH, and follow-up on contacts. Also manages Diabetic Eye Program for eligible clients.

Provide direct assistance in the clinical setting. Devises tools and methods of assessment of knowledge and skill areas of nursing personnel. Responsible for nursing personnel and making recommendations for selection and assignment. Performs all related duties as assigned and in all departments. Responsible for Quality Assurance monitoring, which includes chart audits, service deliverance, infection control, Record Review Committee, maintaining all records, and preparing and sending all mandated reports to TDH on a timely basis.

**Education/Licensure:**

Licensed to practice as a Registered Nurse in Texas, plus ten years of full-time paid employment as a licensed nurse in a primary care setting. Experience in management or administrative roles preferred.

### Essential Functions:

Works closely with Medical Director and Administrator on all clinic operations. Working knowledge of all aspects of the medical field with particular emphasis on Maternal & Child Health, TB control, Immunizations, Family Planning, Lab and Primary Health Care. Knowledge of community and how these interact with each other. Must demonstrate professional communications skills both verbally and in written form. Must be able to work independently and achieve goals in a timely fashion. Must be able to organize and prioritize multiple job assignments. Knowledge of nursing procedures and techniques.

Knowledge of professional nursing theory and process, including cultural, social, and economic forces in family, community, and group dynamics. Board knowledge of principles and practices in management, supervision, and interdisciplinary collaboration. Knowledge of organizational structure, administrative process, and projected program expectations. Understanding of Policies/Procedures, JCAHO & OSHA

Codes, Ability to communicate in oral and written form. Ability to apply principles of leadership, education, long range planning and evaluation.

Duties as outlined in OB/GYN and Family Planning Protocols.

Contributes as an effective member of the clinic management team to ensure the clinical services team supports the overall operational activities of the site, including staffing levels.

Ensures that daily patient care huddles are being conducted.

Responsible for planning, implementing, and evaluating public health nursing programs, as well as orienting, teaching, and supervising inexperienced staff nurses.

Interview patients or relatives to obtain appropriate medical/social, health risk profile, health history, and/or immunization status.

Performs screening tests for which he/she has been prepared.

Provides medication according to agency policy and as ordered by a physician.

Takes vital signs and measurements; records findings on appropriate forms.

Draws blood by venipuncture or finger puncture.

Collects specimens for laboratory examination.

Administers medications, immunizations, and treatment – observes patients for unusual symptoms and reactions.

Conducts physical, developmental, and psychosocial assessments of patient health needs and implements appropriate actions.

Assists in developing and implementing community health education programs and treatment or program plans.

Supports the development of departmental protocols, policies, and procedures.

Participates in continuous quality improvement projects to better serve the patient, family, and healthcare system to improve the quality of service provided.

Implements patient teaching in cooperation with the providers.

Maintains records and inventory and prepares oral reports.

Utilizes community relationships to contribute to a better public understanding of health services.

May participate in quality assurance reviews.

Supports organizational initiatives to promote and maintain a strong, positive workplace culture.

Participates on committees as assigned.

Adheres to the Texas Board of Nursing and Texas Nurse Practice Act requirements and other governing agency regulations.

Will adhere to policies and procedures.

Performs related work as assigned.

### **Work Schedule:**

Schedule to adequately provide patient care during clinic operations.

### **Knowledge, Skills, and Abilities:**

Bachelor's degree in Nursing preferred

Minimum 10 years of experience in Primary Health Care

High level of skill at building relationships and providing excellent customer and patient care.

A high degree of knowledge and competency in the practice of nursing and documentation requirements.

Requisite skills and ability to perform assigned nursing tasks.

High level of problem-solving skills to better serve patients and staff.

Strong attention to detail and accuracy.

Ability to be decisive and assertive and act as a role model for clinical staff

Ability to plan and organize

Ability to perform well under stress

Excellent verbal and written communication skills.

Strong application of Microsoft Office and electronic health records.

People Management/Department Management/Business Unit Management:

Supports nursing leadership with the execution of initiatives, goals, programs, and complex organizational change efforts.

Develops communication processes to support quality of care and patient experience.

Ability to participate in clinical management to formulate interventions across multi-disciplinary departments to support standard care and compliance with regulatory standards, and all local, state, and federal regulations.

Ability to develop and manage professional relationships in a complex healthcare environment.

The above information reflects the general duties considered necessary to describe the principal responsibilities of the job as identified and 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

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

**Job Title: Public Health Access & Services Director**

**FLSA Status: Exempt**

**Department: Public Health Access & Services/PHC**

**Supervisor: Administration**

**Position Summary:**

Oversees client registration, scheduling, social service eligibility, and client processing to ensure streamlined access to services and provider scheduling in the Primary Healthcare clinic. This role also oversees the Health District's Immunization Program, ensuring compliance with Texas Immunization standards. The Director works closely with the Clinical Services Director to maintain consistency and efficiency across PHC services, particularly those outlined in the Family Clinical Services contracts.

**Education/Licensure:**

High School Diploma or GED. A degree in Public Health or Public Administration is preferred. Experience in public health and 5 years in a supervisory capacity is acceptable in place of degree requirements. Community Health Worker Certification is recommended.

**Essential Functions:**

- Oversee program management, including planning, organizing, budgeting, supervising, and monitoring for client registration, social service eligibility, and application processing.
- Manage day-to-day financial functions within immunizations and registration.
- Ensure compliance with Texas Immunization standards, including vaccine accountability, provider quality assurance, and perinatal Hepatitis B prevention.
- Supervise the immunization department, including adolescent/adult immunizations, public education, epidemiology and surveillance, and population assessments.
- Implement strategies to improve immunization coverage and develop community partnerships.
- Work with Immunization staff to operationalize computer-based programs (TWICES, ImmTrac, VAOS, ITEAMS).
- Coordinate with the local WIC program to refer patients to a "medical home."
- Serve as the point of contact for Rabies referral and private stock vaccines.
- Report progress toward Immunization work plan objectives and participate in disaster response as part of the Incident Command team.
- Ensure consistent and efficient service delivery in the Primary Healthcare clinic.
- Conduct staff meetings, provide training, and supervise clerical personnel.
- Manage complex medical electronic systems, maintain record accuracy, and ensure compliance with Federal and State regulations.
- Maintain documentation and conduct program audits, quality improvement, and performance management initiatives.
- Conduct quarterly client satisfaction surveys and prepare reports for internal quality assurance and improvement purposes.
- Establish and maintain succession planning to ensure seamless program operations.

**Work Schedule:**

The director's schedule varies to adequately provide support during clinic operations. Clinic hours are Monday to Thursday, 730 AM to 530 PM; hours may vary during the year. Some Saturdays/after hours for community clinics or emergency response efforts.

**Knowledge, Skills, and Abilities:**

- Ability to speak, translate, and write in Spanish is preferred.
- Skill in providing technical assistance to a variety of stakeholders.
- Ability to work effectively in a primary care team with co-workers, federal, state, and local officials, industries, and the public.
- Ability to build and maintain positive working relationships and supervise the work of others.
- Knowledge of immunization requirements for children and adults.
- Working knowledge of computer applications (VAOS, TWICES, ImmTrac, ITEAMS).
- Ability to organize and plan work independently.
- Proficiency in clerical tasks, including typing and computer experience.
- Understanding of eligibility criteria and services offered at the Health District.
- Good health and physical condition to perform job duties effectively.
- Ability to understand and carry out oral and written instructions.

The above information reflects the general duties considered necessary to describe the principal responsibilities of the job as identified and 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



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

**Job Title: Disease Surveillance Specialist**

**FLSA Status: Exempt**

**Department: Epidemiology/Public Health Preparedness    Supervisor: Clinical Services Director**

**Position Summary:**

The Disease Surveillance Specialist plays a critical role in monitoring, detecting, and responding to infectious diseases. Performs surveillance and reporting activities. Works closely with the Senior Public Health Official to enhance the system for rapid detection of unusual outbreaks of illness that may be related to bioterrorism, infectious diseases, or other public health threats. Is a member of the Public Health Emergency Preparedness Response Team. In charge of gathering reportable disease reports and evaluating - NEDSS reporting. Will coordinate with senior staff to provide training internally and to other medical professionals in the jurisdiction.

**Education/Licensure:**

Master of Public Health or equivalent degree. Registered or Vocational Nurse with at least two years of clinical background in disease surveillance and reporting.

**Essential Functions:**

Act as a liaison between the school nurses, physician offices, hospitals, infection control practitioners, laboratories, and state epidemiologists. Obtain clinical lab specimens for initial testing or follow-up and forward them to the State lab in Austin for testing. A resource to the community by sending alerts as needed through various communication platforms. Provide phone response for emergencies or questions 24/7. Review and evaluate the epidemiological disease investigations, review and prioritize “high-risk” cases and suspects to ensure that all contacts are identified, screened, examined, and appropriately followed according to standards of care to ensure the prevention and control of transmission. Evaluate the contact investigation procedures and provide guidance and instructions to staff and other community health care providers on conducting sound epidemiological disease investigations and contact management. Monitor high-risk cases/suspects to ensure appropriate case management and treatment. Complete case investigation through the National Epidemiological Disease Surveillance System (NEDSS) and manage the case profiles.

**Responsibilities:**

**Surveillance and Data Collection:**

- Collects epidemiological data for the surveillance of specific diseases and conditions.
- Analyzes data trends and patterns related to disease incidence and transmission.
- Summarizes results of analysis and prepares reports.

**Outbreak Investigation:**

- Investigates disease outbreaks promptly.
- Collaborates with other health professionals to identify sources, risk factors, and modes of transmission.
- Implements control measures to contain outbreaks.

**Public Health Informatics:**

- Utilizes data systems and informatics tools to track disease trends.
- Ensures timely reporting of notifiable conditions.
- Maintains accurate and up-to-date records.

**Collaboration and Liaison:**

- Serves as a liaison between local health departments, healthcare facilities, and state agencies.

- Coordinates with hospitals, nursing homes, schools, and other stakeholders.
- Facilitates communication during emergencies.

**Education and Training:**

- Provides training to healthcare professionals on disease surveillance protocols.
- Educates the community about disease prevention and reporting requirements.
- Attends regular training and as required by Texas HHS/DSHS.

**Research and Response Planning:**

- Stays informed about emerging infectious diseases and global health threats.
- Works closely with Preparedness Manager on Epidemiological preparedness capabilities.
- Contributes to response planning and preparedness efforts.

**Work Schedule:**

Schedule to adequately cover department operations, Monday – Thursday 730 am – 530 pm. Will be available 24/7 when required for public health emergencies or local response.

**Knowledge, Skills, and Abilities:**

Experience in disease surveillance, outbreak investigation, and public health. Knowledge of relevant regulations, guidelines, and reporting requirements. Strong analytical skills and attention to detail. Excellent communication and collaboration abilities. Ability to perform diagnostic procedures and conduct case management and investigational interviews with patients, contacts, and health care providers. Ability to prepare reports, develop training, and motivate public health disciplines in program planning and implementation. Ability to collaborate with and guide local health care providers and allied groups, educational and correctional facility staff in infection control and prevention efforts. Ability to advise local health authorities in infection control and prevention. Knowledge of resources available to treat infectious diseases, obtaining clinical specimens, CPR, and NEDSS certification. Ability to work under pressure and with deadlines. Computer skills, knowledge of basic office equipment, and good communication skills. Good health and physical condition sufficient to permit full performance of duties of the position.

The above information reflects the general duties considered necessary to describe the principle 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, had the opportunity to ask questions concerning its content, and understood 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:** Executive Assistant to the Administrator **FLSA Status:** Exempt

**Department:** Administration **Supervisor:** Administrator

**Position Summary:**

Provides advanced high-level administrative support to the Senior Public Health Official. Serves as a critical backup for executive leadership and is integral to leading public health programs within the district. Will assist in grant writing and policy development, learn about all aspects of the Health District, and support its various programs. Maintains calendars, schedules meetings, answers phones, and coordinates travel arrangements and reimbursements. Prepares, disseminates, and tracks assignments. Coordinates correspondence requiring follow-up to and from the Administrator and provides guidance regarding policies and procedures. 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 and works under limited supervision, with considerable latitude for initiative and independent judgment. This position may require extra hours to meet defined deadlines and support the Health District's critical reporting requirements.

**Education/Licensure:**

A bachelor's degree in public health, Health Administration, or a related field is required; a master's degree is preferred. At least five years' experience working for and supporting a senior or executive-level leader as an executive assistant, special assistant, or office manager at a Local Health Department.

**Essential Functions:**

*Administrative Support:* Manage the Senior Public Health Official's calendar, facilitate meetings, and coordinate travel arrangements. Prepare and edit correspondence, reports, and presentations. Maintain confidential files and records. Handle incoming calls and inquiries, directing them appropriately. Maintains a positive approach to problem resolution with staff, the public, other state agency staff, and stakeholders. Advises staff on administrative policies and procedures; participates in developing and revising policies and procedures. This position may delegate and assign work to other teams across the organization. *Backup for Executive Leadership:* Step in for the Senior Public Health Official during their absence, ensuring continuity of operations. Collaborate with other executive assistants to manage cross-functional responsibilities. Performing tasks as needed, including but not limited to monitoring admin email inbox and forwarding messages for additional action, purchasing, and routing open records requests and customer service inquiries. *Program Leadership:* Lead public health programs under the guidance of the Senior Official. Coordinate program activities, monitor progress, and report on outcomes. Collaborate with program managers and staff to achieve program goals. *Grant Writing Assistance:* Assist in researching funding opportunities and writing grant proposals. Work closely with the executive team to ensure compliance with all grant requirements. Track grant submissions and reporting deadlines. *Learning and Support:* Support various departments. Gain a comprehensive understanding of the Health District's structure, programs, and initiatives. Attends relevant training and workshops to enhance skills and knowledge. *Data Management:* Assembles, tracks, and summarizes information and materials for the Administrator; maintains confidentiality of sensitive information. Provides guidance and technical assistance to staff in preparing and submitting assignments and documents requiring the Administrator's approval. *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:**

Onsite Monday through Thursday, 7:30 am to 5:30 pm.

**Knowledge and Abilities:**

*Public Health:* Proficient in public health core principles, terminology, and best practices.

*Administrative Skills:* Proficient in office software and machines (Microsoft Office Suite, SharePoint, Forms), record keeping, and time management.

*Professionalism:* Demonstrate excellence in appearance, demeanor, and leadership, setting a positive example for colleagues and stakeholders.

*Communication:* Excellent verbal and written communication skills.

*Attention to Detail:* Highly organized, can handle sensitive information accurately, and maintain confidentiality.

*Adaptability:* Willingness to learn and adapt to changing priorities.

*Teamwork:* Collaborate effectively with colleagues and stakeholders.

Ability to plan and schedule meetings and make travel arrangements.

Ability to exercise sound judgment in prioritizing multiple tasks and demands.

Ability to understand, interpret, and apply pertinent policies and procedures.

Ability to track assignments and ensure completion.

Ability to analyze and solve complex work problems independently.

Ability to prepare complex correspondence independently, proofread, and edit.

Ability to appropriately handle confidential and sensitive issues and materials.

Ability to exhibit initiative, dependability, resourcefulness, flexibility, creativeness, and independent thought.

Ability to communicate effectively and courteously with internal and external stakeholders.

Ability to maintain effective working relationships with diverse groups and individuals and work through areas of conflict.

Skill in data analysis.

Experience leading the work of others, which includes delegating or assigning work.

The above information reflects the general duties considered necessary to describe the job's principal responsibilities 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

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

**Job Title:**      **Program/Project Specialist  
Public Health Educator**

**FLSA Status:**    **Exempt**

**Department:** **Administration**

**Supervisor:**    **Administrator/Financial Director**

**Position Summary:**

Works closely with administration to complete special program/project goals and objectives. Performs advanced administrative support or technical program assistance work. Work involves accomplishing program/project goals and objectives, dissemination information, program/project data gathering and reporting, maintaining filing systems, and performing internal administrative support work. May train others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**Education/Licensure:**

Graduation from an accredited high school or GED. Some college preferred. Two years of full-time employment in a responsible position that involves administrative support work or technical program area.

**Essential Functions:**

Prepares, interprets, and disseminates information concerning agency programs and procedures. Prepares, edits, and distributes correspondence, reports, forms, and documents. Develops, coordinates, and maintains record keeping and filing systems. Assist in the implementation of program planning. Assist in compiling and analyzing data, making calculations, and preparing reports. Assist the Administrator with client/patient with unique and special needs. Serves as the key liaison with program/project grantor personnel. Performs related work as assigned

**Work Schedule:**

Works a varied work schedule Monday through Friday. Some Saturdays for community clinics.

**Knowledge and Abilities:**

Working knowledge of office practices, office procedures, computer applications, and office machines. Ability to understand and carry out oral and written instructions. Ability to work with people, to seek and accept supervision, to organize and plan own work. Good health and physical condition sufficient to permit full performance of the position.

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: Public Health Emergency Preparedness (PHEP) Manager FLSA**

**Status: Exempt**

**Department: Public Health Preparedness**

**Supervisor: Administrator/Environmental Services Director**

#### **Position Summary:**

Coordinates and directs all Public Health Emergency Preparedness (PHEP) program activities for a three-county jurisdiction (Angelina, Polk, and San Augustine counties) as the [PHEP Cooperative Agreement](#) outlines. Will have direct supervisory authority over the daily operations of the PHEP Program. Will take the lead on agency preparedness assessments and planning, response and recovery efforts, continuity of operations planning, training, and serve in an Incident Command leadership role during a public health emergency or disaster response. Will take the lead role in delegating authority and assigning task force teams to designated areas of need. Will act as Public Information Officer (PIO). Will act as senior public health representative to the City/County Emergency Operations Center (EOC). Will have direct responsibility and authority over all public health operations under the guidance of the local Health Authority.

#### **Education/Licensure and Qualifications:**

Master's degree preferred.

Bachelor's Degree in Health Science, Biology, or Business with a minor in Health Science or equivalent and significant job training and experience in all areas of public health, specifically Public Health Emergency Preparedness and Incident Command System.

AND five years of experience, including one year of supervisory or management experience OR an equivalent combination of education, training, and experience.

#### **Essential Functions:**

Will oversee all public health response operations depending on the event, whether natural or man-made. Responsible for budgets, program requirements, and reporting for PHEP Program to local, state, and federal partners. Develops an annual work plan for the jurisdiction in accordance with [PHEP Capabilities](#). Works closely with the Strategic National Stockpile SNS team on preparedness efforts.

Represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees. Directs Health District staff on training and exercise for jurisdiction. Travels with other team members throughout the jurisdiction to network with emergency management, hospital and medical staff, law enforcement, and other key stakeholders. Develops community partnerships with schools, communities, businesses, industry, and other local and civic organizations. Provides preparedness expertise to the community. Performs related work as assigned.

#### **Work Schedule:**

Schedule to cover department operations, Monday - Friday adequately. Will be available 24/7 when required during emergencies.

#### **Knowledge, Skills, and Abilities:**

Knowledge of incident command strategy and the role of public health in response to natural and man-made disasters as outlined in [Emergency Support Function 8](#) (ESF 8). Background in Public Health Preparedness, emergency management, Incident Command training, and epidemiology. Ability to communicate effectively verbally and in writing. Ability to work effectively with managers, co-workers, federal, state, and local officials, their staff, industry, and the public. Ability to build and maintain positive working relationships. Ability to gather, assemble, correlate, and analyze facts; devise and implement solutions to problems; develop and evaluate policies and procedures; and plan, assign, and supervise the work of others. Knowledge of local, state, and federal program requirements. Fiscal

knowledge or budget. Ability to develop policies, procedures, and concise reports. Ability to handle crisis situations. Completion of ICS 100, 200, 300, 400, IS 700, and 800 is required. Good health and physical condition sufficient to permit full performance of the position.

The above information reflects the general duties considered necessary to describe the job's principal responsibilities 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



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

**Job Title:**        **WIC Director**

**FLSA Status:**        **Exempt**

**Department**    **WIC**

**Supervisor:**        **Administration**

**Position Summary:**

Manages the daily operations of all WIC clinics. Completes monthly reports accurately and promptly. Orders supplies and equipment for WIC. Responsible for the inventory and safety of WIC EBT cards. Handles personnel problems. Facilitates the training of staff. Oversees the work of the Certifying Authorities, the Breastfeeding Coordinator, and the Nutritional Education Coordinator. Assures that State WIC policies are followed. Acts as coordinator of Civil Rights, Abuse Reporting, National Voter Registration Act, and Outreach. Quality Assurance Coordinator for the Health District. Pod leader for the Client Satisfaction Pod.

**Education/Licensure:**

Bachelor's degree from an accredited college or university. Three years experience in management, administration, or supervision, preferable in Public Health. Twelve hours of college nutrition classes.

**Essential Functions:**

Performs supervisory functions for WIC employees, including written and observation evaluations, hiring, staff training, counseling, documenting deficiencies, and termination. Works in the clinic as needed. Creates budgets and monitors revenues and expenditures. Prepares Purchase Voucher B-13 and Quarterly Reports 269A for all grants. Is familiar with WIC policies and makes decisions accordingly. Supervises monthly record reviews, biannual fiscal audits and annual self-audits of records, administration, facilities and observations. Handles disgruntled clients. Coordinates Quality Assurance for the Health District and leads the Client Satisfaction pod. Acts as coordinator for Civil Rights, Abuse Reporting, National Voter Registration Act, and Outreach. Assures that the State owned WIC computers are functional with the help of the WIC Help Desk. Attends out of county trainings and meetings. Assists the administrative staff with necessary tasks for the Health District.

**Knowledge, Skill, and Abilities:**

Good management practices. Financial reporting skills. Computer experience. Ability to make decisions, and delegate authority. Able to speak in public. Knowledge of ACCHD and WIC policies and procedures. Ability to work effectively with individuals and groups. Self motivated and able to motivate others. Able to learn new skills and make changes. Good health and physical condition sufficient to permit full performance of the position.

**Work Schedule:**

Schedule to adequately address duties. The WIC clinic is open Monday to Friday and every other Saturday. Some other hours.

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:** Accounting/Human Resources Assistant   **FLSA Status:** Exempt  
**Department:** Administration  
**Supervisor:** Finance Director/Manager/Administrator

**Position Summary:**

Performs advanced administrative support or technical program assistance work. Work involves dissemination information, maintaining filing systems, and performing internal administrative support work. May train others. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Position serves Human Resources liaison for the agency. Accurately processes daily reports.

**Education/Licensure:**

Graduation from an accredited high school, or the equivalent. Two years of full-time employment in a responsible position that involves administrative support work or technical program area.

**Essential Functions:**

Prepares, interprets, and disseminates information concerning agency programs and procedures. Prepares, edits, and distributes correspondence, reports, forms, and documents. Develops, coordinates, and maintains record keeping and filing systems. Assist in compiling and analyzing data, making calculations, and preparing reports. Assist in the orientation and training of new personnel. Assist Financial Director with the annual audit and assorted duties as requested. Performs related work as assigned

**Work Schedule:**

Works Monday through Friday 8 to 5 pm. Some Saturdays for community clinics.

**Knowledge and Abilities:**

Working knowledge of office practices, office procedures, computer applications, and office machines. Ability to understand and carry out oral and written instructions. Ability to work with people, to seek and accept supervision, to organize and plan own work. Good health and physical condition sufficient to permit full performance of the position.

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