

FILED
AT 4:28 O'CLOCK P.M.

JAN 14 2026

AMY FINCHER
County Clerk, County Court at Law
Angelina County, Texas
By _____ JR

AGENDA
ANGELINA COUNTY & CITIES HEALTH DISTRICT
Board of Health Meeting

When: 7:00 a.m., Wednesday, January 21, 2026

Where: Classroom/205 Shands Building

https://teams.microsoft.com/join/19%3ameeting_YjRiNmYyMmUtNDRhZS00YTJkLWJkMGMtOTcyODE5ZmEzZTA0%40thread.v2/0?context=%7b%22Tid%22%3a%22b47be331-a44c-4dfb-88cb-12b914a1b9a7%22%2c%22Oid%22%3a%22fd1025b0-ec6b-49c5-9d11-6576ca1672c1%22%7d

Meeting ID: 217 114 919 560 1

Pages

Passcode: 356Nr6iz

- A. Welcome
- B. Prayer
- C. Public Forum
- D. Discuss and Consider the Approval of Minutes from 11/19/2025. 2-6
- E. Discuss and Consider approval of minutes from 12/17/2029. 7-9
- F. Discuss and Consider Approval of September, October and November Financial Statements FY 2026 10-15
- G. Discuss and Consider identifying Trustee members for Endowment Trust. The board of trustees will be composed of eleven (11) members who shall be elected by the Board of Grantor. Three (3) members of the board of trustees will be members of Grantor's Board and include at least one officer of Grantor's Board and eight (8) members shall be residents of Angelina County.
- H. Discuss and consider approval to increase employee's salary for retention purposes from \$32,659.92 to \$37,440.00. and paying retroactive as of 12/16/2025 considering no board meeting was held in December.
- I. Discuss and Consider adding the Safety Officer role to the PHEP Manager position and increasing annual salary by \$2,000, retroactive pay as of 12/16/2025.
- J. Discuss and Consider increasing current NPs' salaries for retention purposes (maximum \$10,000 salary each). With retroactive pay 12/16/25.
- K. Discuss and consider approving title change of Assistant Finance Manager to Assistant Finance Director with a salary increase from \$63,000 to \$68,000 due to additional supervisory responsibilities.
- L. Discuss and consider approval for changes in the Retirement Plan Document: 1.) Allow eligible employees to enroll or change Retirement elections one month during each quarter and 2.) Allow fund to distribute balances to terminated employees after 30 days of separation. 16-19
- M. Discuss and consider approval termination of Hillard and Son Landscaping contract costing \$18,000/year and contracting with a lower annual fees landscaper. 20-38
- N. Discuss and consider approval of terminating contract with Ferrara's Heating & Air Conditioning, Inc. and contracting with other HVAC service based on received bids. 39-122
- O. Discuss and Consider Approving Policies # 200 Development and Revision of Policies and Procedures, 202 Management of Ethical issues, 203 Fraud and Abuse, 300 Leave Without Pay/Family and Medical Leave ACT (FMLA), Extended Medical Leave and Military Family Leave, 307 Holiday Pay, 303 ACCHD Employee Benefit and COBRA Benefits, 401 Performance Evaluations (Probationary period, Mid-year and Annual), 407 Employee Grievances, 410 Correcting Unsatisfactory Performance, 419 Family Planning Training Policy, 514 Personnel Records, 516 Classification of Employees, 517 Intimate Partner Violence and Required Training, 518 Employee Education and Training, 728 Adolescent Counseling for Title X and Family Planning, 803 Bidding Process for Vendors and Contractors, 1013 WIC Referral to Health Services, 1014 WIC Outreach Plan, 1015 WIC Disposal of Records, 1016 WIC Disaster and Safety Plan, 1205 ACCHD and WIC Comprehensive Quality Management, 1404 Facility Safety Inspection Policy, 1405 Fire Drill Procedures, 1406 Child Abduction Prevention and Response Policy, 1407 ACCHD and WIC Closing Procedures, 1408 Medication and Medical Supply Integrity, Expiration Date and Storage, 1409 Employee Response During a Declared Emergency, 1410 Weather Closing and Emergency, 1411 Interim Life Safety Measures, 1412 Active Shooter Policy, 1413 Employee Safety and Workplace Violence, 1414 Outreach Safety, 1415 Parking Lot Safety, 1416 Code 11, 1417 Hazardous Spills, 1418 Bomb Threats, Flood Emergencies, Power Outage, Inclement Weather and Safety. 123-126
- P. Discuss and consider approving reimbursement for Kristina Childress for Indeed charges of a total of \$1,361.23 for job postings.
- Q. Attorney Riley Update on Purchasing the ACCHD Building.
- R. Administrator Update: Yesenia Cabral-Fletcher
- S. Finance Update: Anthony Carter
- T. Adjourn

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF HEALTH
OF
ANGELINA COUNTY & CITIES HEALTH DISTRICT
HELD ON THE 19TH DAY OF NOVEMBER 2025.**

On the 19th day of November 2025, the Board of Health of Angelina County & Cities Health District, Lufkin, Texas convened in a Regular Meeting in the Classroom/205 Shands St, Lufkin TX, 75904, WIC building with the following members, thereof to wit:

BOH MEMBERS PRESENT

Dr. Kyle King
Judge Pete Johnson
Dr. Brittany Hanes
Mayor Trey Wilkerson
Dr. Christina Graves
Commissioner Kenneth Jeffrey
Dr. Karina Urquia
Mayor Todd Ricks

STAFF PRESENT

Yesenia Cabral-Fletcher, Administrator
Anthony Carter, Finance Director
Martha Hernandez, Executive Assistant
Carlos Fernandez, Systems & Facilities Supervisor
Kaleb Ricks, Finance Assistant Manager
Omar Estrada, Director of Environmental Services
Veronica Bryd, Food Inspector
Rebecca Martin, CPW Outreach
Hollin Thompson, WIC Director
Talisha Goolsby, CPW Case Manager

GUESTS PRESENT

Krystal Garcia Riley- Attorney
Dr. Joshua Allen-Medical Director left early

BOH MEMBERS NOT PRESENT

Chief Jesse Moody-Chair
Pam Hooks
Dr. Jerry Johnson
Dr. Emily Todd-Parker
Being absent when the following business was transacted.

- A. WELCOME**- The meeting was called to order by Board Member Mayor Trey Wilkerson 7:13a.m., with a quorum present. Board Member Mayor Trey Wilkerson welcomed the Board and thanked everyone for their attendance.
- B. PUBLIC FORUM**- Board Member Mayor Trey Wilkerson opened the public comment period at 7:14a.m., and one public comment was made. Veroncia Byrd, an ACCHD employee, read a statement regarding her resignation from the organization. There being no more who wished to speak, Mayor Wilkerson closed the Public Forum at 7:17am.
- C. DISCUSS AND CONSIDER STARTING ALL BOARD OF HEALTH MEETINGS WITH A PRAYER AS FIRST AMENDMENT RIGHT CLAUSE “THE FREE EXERCISE CLAUSE”.-APPROVED.**

ACCHD Administrator, Yesenia Cabral-Fletcher presented the request for adding prayer to the beginning of the BOH meetings.

Board Member Commissioner Kenneth Jeffrey moved to approve the prayer request as presented. Board Member Dr. Christina Graves seconded the motion and a unanimous vote to approve was recorded. Board Member Commissioner Kenneth Jeffrey offered the first prayer to start meeting.

CONSENT AGENDA

D. MINUTES OF THE BOH MEETING OF OCTOBER 15TH, 2025 -APPROVED.

Board Member Dr. Karina Urquia moved to approve October 15, 2025, BOH meeting minutes as presented. Board Member Dr. Kyle King seconded the motion and a unanimous vote to approve was recorded.

E. DISCUSS AND CONSIDER APPROVAL OF FY2025 AUGUST (END OF FISCAL YEAR 2025) FINANCIAL REPORT-APPROVED.

Anthony Carter, Finance Director, presented the August Financial Report. Expenses are being reviewed and monitored for better control of these expenses. Quite a few shortfalls have been from cuts in grants this past fiscal year. CYSHCN program is very well funded and looking to make sure all expenses are accounted for. He also reported that he adjusted the budget for next year for employee benefits in Medical Insurance since there were increases in expenses.

Board Member Dr. Kyle King moved to approve the August 2025 Financial Report as presented. Board Member Mayor Todd Ricks seconded the motion and a unanimous vote to approve was recorded.

F. CONSIDER APPROVING THE ETHICS COMMITTEE DECISION RUBRIC, CHARTER AND SUBCOMMITTEE.-APPROVED.

Yesenia Cabral-Fletcher, ACCHD Administrator, presented the Ethics Committee Decision Rubric Charter and the formation of the Subcommittee. Yesenia explained the decision for the formation of this Subcommittee and the members that would be part of this Subcommittee. This is for equal and fair decision making on medical needs of patients. The starting budget for these requests is \$30,000.

Board member Dr. Kyle King moved to approve the formation of the Ethics Committee Decision Rubric Charter and the formation of the Subcommittee. Board Member Dr. Karina seconded the motion and a unanimous vote to approve was recorded.

G. DISCUSS AND CONSIDER YEAR 1-5 ACCHD GOALS – APPROVED WITH CONDITIONS.

Yesenia Cabral-Fletcher, ACCHD Administrator, presented the plans for future goals.

Board Member Commissioner Kenneth Jeffrey moved to approve the consideration of the 1-to-5-year goals for ACCHD with the suggested item , 340B Pharmacy Program be deleted from the list of items. Board Member Commissioner Dr. Karina Urquia seconded the motion and a unanimous vote to approve was recorded.

H. DISCUSS AND CONSIDER NEXT STEPS FOR ENDOWMENT TRUST.-NO ACTION TAKEN

Yesenia Cabral-Fletcher, ACCHD Administrator, recommended the BOH nominate new trustees to be part of the Endowment Board that was established in 2008. Yesenia reported that the Endowment Fund currently has a balance of \$92,000. In 2010, there were three (3) BOH members and eight (8) Community Members as part of the Board of Trustees.

This proposal was tabled for further discussion in the future; it was recommended that members of the BOH form a nominating committee and reach out to city managers to seek recommendations for candidates. The board of health decided to table this request to gather more information and time to nominate new members.

I. DISCUSS AND CONSIDER APPROVAL OF YOUTH SUPPORT PROGRAM COMMITTEE, FORMULATED BY ACCHD AND COMMUNITY LEADERS-.

Yesenia Cabral-Fletcher, ACCHD Administrator, presented the committee charter and creation of the Youth Support Program Committee.

Board Member Judge Pete Johnson moved to approve the charter and the formation of the Youth Support Program Committee. Board Member Dr. Brittany Hanes seconded the motion and a unanimous vote to approve was recorded.

J. DISCUSS AND CONSIDER APPROVING POLICIES TITLED: 421 Salary Increase Based on Merit, 515 Volunteer Staff Policy, 1000 WIC P Plan for Coordination of Program Operations, 1001 WIC Inventory Property Management, 1002 WIC Provision of Services to Individuals with Disabilities, 1003 WIC High Risk Referrals, 1004 WIC Child Abuse Reporting, 1005 WIC Civil Rights Complaints, 1006 WIC Infection Disease Control, 1007 WIC Satellite Clinics, 1008 WIC Contingency Plan for CA, 1009 WIC Extension of Timeframes, 1010 WIC Procedures for Issuing and Cleaning Multiuse Pumps, 1011 WIC Procedure for Proof of Identify, 1012 WIC Transfer of Records Procedure, 1300 Pharmacy Class D Compliance, 1301 Normal Pharmacy Operations and Emer. Ops, 1302, Licensing and Regulations, 1303 Pharmacy Inventory, 1304 Drug Recall, 1305 Drug Storage, 1306 Contaminated Drugs, 1307

Correct Labeling of Medications, 1308 Auxiliary Labels, 1309 Drug Destruction Policy, 1310 Drug Donation and Drug Proc, 1311 Drug Proc Purchasing, Ordering and Receiving, 1312 Drug Theft and Drug Diversion, 1313 Drug Error Reporting, 1314 Drug Packaging, repackaging and Labeling, 1315 Drug Requiring Special monitoring, 1316 Pharmacy Record Keeping, 1317 Pharmacy Security, 1318 Pharmacy Sanitation and Organization, 1319 Drug Expiration and Procedure, 1320 Pharmacy Quality Assurance and Retrospective Pharmacy Review, 1321 Pharmacy Staff training, 1322 Drug Information and Patient Edu, 1323 Medication Error, 1324 Pharmacy Formulary, 1325 Pharmacy library, 1326 Drug Samples, 1403 Downtime Procedures, 1404 Facility Safety Inspection .-APPROVED.

Yesenia Cabral-Fletcher, ACCHD Administrator, presented to the Board of Health the policies to be considered as follows: #421 Salary Increase Based on Merit, #515 Volunteer Staff Policy, #1000 WIC P Plan for Coordination of Program Operations, #1001 WIC Inventory Property Management, #1002 WIC Provision of Services to Individuals with Disabilities, #1003 WIC High Risk Referrals, #1004 WIC Child Abuse Reporting, #1005 WIC Civil Rights Complaints, #1006 WIC Infection Disease Control, #1007 WIC Satellite Clinics, #1008 WIC Contingency Plan for CA, #1009 WIC Extension of Timeframes, #1010 WIC Procedures for Issuing and Cleaning Multiuse Pumps, #1011 WIC Procedure for Proof of Identify, #1012 WIC Transfer of Records Procedure, #1300 Pharmacy Class D Compliance, #1301 Normal Pharmacy Operations and Emer. Ops, #1302, Licensing and Regulations, #1303 Pharmacy Inventory, #1304 Drug Recall, #1305 Drug Storage, #1306 Contaminated Drugs, #1307 Correct Labeling of Medications, #1308 Auxiliary Labels, #1309 Drug Destruction Policy, #1310 Drug Donation and Drug Proc, #1311 Drug Proc Purchasing, Ordering and Receiving, 1312 Drug Theft and Drug Diversion, 1313 Drug Error Reporting, #1314 Drug Packaging, repackaging and Labeling, #1315 Drug Requiring Special monitoring, #1316 Pharmacy Record Keeping, #1317 Pharmacy Security, #1318 Pharmacy Sanitation and Organization, #1319 Drug Expiration and Procedure, #1320 Pharmacy Quality Assurance and Retrospective Pharmacy Review, #1321 Pharmacy Staff training, #1322 Drug Information and Patient Edu, #1323 Medication Error, #1324 Pharmacy Formulary, #1325 Pharmacy library, #1326 Drug Samples, #1403 Downtime Procedures, #1404 Facility Safety Inspection.

Board Member Commissioner Kenneth Jeffrey moved to approve the policies as recommended. Board Member Dr. Kyle King second the motion, and a unanimous vote was recorded.

K. ATTORNEY RILEY UPDATE ON PURCHASING ACCHD BUILDING

Attorney Krystal Garcia Riley reported no new update. She has not been able to connect with St. Luke's Hospital administrator, Eric Robinson.

L. FINANCE UPDATE: ANTHONY CARTER

Anthony Carter, Finance Director, reported that ACCHD is in good financial standing. He also reported that a new personnel member has been hired to help with credentialing for providers in Medicaid.

M. ADMINISTRATIVE UPDATE: YESENIA CABRAL-FLETCHER.

Yesenia Cabral-Fletcher, ACCHD Administrator, reported that a previous ex-employee has been actively recruiting team members for a new clinic that will be opening in Lufkin next year. Many rumors on whether ACCHD is financially sound have been addressed and debunked. ACCHD also applied for a \$50,000 grant from the Alzheimer's' Association for Healthy Brain Initiative was submitted.

She also reported that ACCHD has a Memo of Understanding with Angelina County Jail to continue to provide STD services.

She also reported that an emphasis is being put on bringing some major improvements to the aesthetics of the building.

Ms. Cabral-Fletcher reported that the WIC satellite site in Diboll is closed due to improvements that need to be made to the building. Landlords have been contacted and should have all major repairs finished by January 2026.

The Youth Support Program is in full planning momentum and going strong. The customer satisfaction surveys for ACCHD Quality Assurance are underway and has shown some favorable results. Credentialing is going well and moving forward. The next point of focus is on employee morale. An anonymous suggestion box for employees has been placed in the breakroom for concerns.

N. ADJOURN.

There being no further business, Board Member Mayor Trey Wilkerson adjourned the meeting at 8:06a.m.

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF HEALTH
OF
ANGELINA COUNTY & CITIES HEALTH DISTRICT
HELD ON THE 17TH DAY OF DECEMBER 2025.**

On the 17th day of December 2025, the Board of Health of Angelina County & Cities Health District, Lufkin, Texas convened in a Regular Meeting in the Classroom/205 Shands St, Lufkin, TX, 75904, WIC building with the following members, thereof to wit:

BOH MEMBERS PRESENT

Chief Jesse Moody-Chair
Judge Pete Johnson
Dr. Kyle King
Mayor Trey Wilkerson
Commissioner Kenneth Jeffrey
Dr. Karina Urquia

GUESTS PRESENT

Krystal Garcia Riley- Attorney
Dr. Joshua Allen-Medical Director

STAFF PRESENT

Yesenia Cabral-Fletcher, Administrator
Anthony Carter, Finance Director
Martha Hernandez, Executive Assistant
Carlos Fernandez, Systems & Facilities Supervisor

BOH MEMBERS NOT PRESENT

Dr. Christina Graves
Mayor Todd Ricks
Pam Hooks
Dr. Brittany Hanes
Dr. Jerry Johnson
Dr. Emily Todd-Parker

Being absent when the following business was transacted.

- A. **WELCOME**- The meeting was called to order by Board Chair Chief Jesse Moody at 7:25 a.m., with no quorum present. Board Chair Jesses Moody welcomed the Board and thanked everyone for their attendance.

- B. **PRAYER**- Prayer was offered by Board Member Commissioner Kenneth Jeffrey.

- C. **PUBLIC FORUM**- Board Chair Chief Jesse Moody opened the public comment period at 7:30a.m., and no public comment was made. The Public Forum closed at 7:30 am.

CONSENT AGENDA

- D. **MINUTES OF THE BOH MEETING OF NOVEMBER 19TH , 2025 -NO ACTION TAKEN.**

No action was recorded due to lack of quorum.

E. DISCUSS AND CONSIDER APPROVAL OF FY2026 SEPTEMBER & OCTOBER FINANCIAL REPORT-NO ACTION TAKEN

No action was recorded due to lack of quorum.

F. DISCUSS AND CONSIDER IDENTIFYING POTENTIAL TRUSTEE MEMBERS FOR ENDOWMENT TRUST. THE BOARD OF TRUSTEES WILL BE COMPOSED OF ELEVEN (11) MEMBERS WHO SHALL BE ELECTED BY THE BOARD OF GRANTOR. THREE (3) MEMBERS OF THE BOARD OF TRUSTEES WILL BE MEMBERS OF GRANTOR'S BOARD AND INCLUDE AT LEAST ONE OFFICER OF GRANTOR'S BOARD AND EIGHT (8) MEMBERS SHALL BE RESIDENTS OF ANGELINA COUNTY.-NO ACTION TAKEN.

No action was taken due to lack of quorum.

G. DISCUSS AND CONSIDER APPROVAL TO INCREASE AN EMPLOYEE'S SALARY FOR RETENTION PURPOSES FROM \$32,659.92 TO \$37,440.-NO ACTION TAKEN

No action was taken due to lack of quorum.

H. DISCUSS AND CONSIDER APPROVAL FOR CHANGES IN THE RETIREMENT PLAN DOCUMENT: 1). ALLOWS ELIGIBLE EMPLOYEES TO ENROLL OR CHANGE RETIREMENT ELECTIONS ONCE PER 3 MONTHS PERIOD AND 2). ALLOWS FUNDS TO BE DISTRIBUTED TO THE TERMINATED EMPLOYEES AFTER 30 DAYS OF SEPARATION.-NO ACTION TAKEN.

No action was taken due to lack of quorum.

I. DISCUSS AND CONSIDER APPROVING CURRENT NPs' SALARIES INCREASES DUE TO INCREASE RESPONSIBILITIES THAT RESULTED IN ELIMINATION OF LEAD PA POSITION (MAXIMUM \$10,000 SALARY EACH) – NO ACTION TAKEN.

No action was taken due to lack of quorum

J. DISCUSS AND CONSIDER APPROVAL OF TERMINATION OF HILLARD AND SON LANDSCAPING CONTRACT COSTING \$18,000/YEAR TO AFFORDABLE LANDSCAPING COSTING \$15,000/YEAR.-NO ACTION TAKEN.

No action taken due to lack of quorum.

- K. DISCUSS AND CONSIDER APPROVING POLICIES: #309 RELOCATION INCENTIVE POLICY, #718 DENIAL VS. TERMINATION OF CLIENT SERVICES POLICY AND PROCEDURES FOR DISRUPTIVE PATIENT POLICY, #728 ADOLESCENT COUNSELING FOR TITLE X AND FAMILY PLANNING SERVICES, #727 USE OF ARTIFICIAL INTELLIGENCE FOR PROVIDER AND CLINICAL DOCUMENTATION, #1013 WIC REFERRAL TO HEALTH SERVICES, #1014 WIC OUTREACH PLAN, #1015 WIC DISPOSAL OF RECORDS, #1205 ACCHD AND WIC COMPREHENSIVE QUALITY MANAGEMENT PLAN, #1500 MARKETING STUDENT POLICY. – NO ACTION TAKEN.**

No action was taken due to lack of quorum.

- L. ATTORNEY RILEY UPDATE ON PURCHASING ACCHD BUILDING**

Attorney Krystal Garcia Riley reported no new update. She and Yesenia and Anthony are scheduled to connect with St. Luke's Hospital administrator, Eric Robinson.

- M. FINANCE UPDATE: ANTHONY CARTER**

Anthony Carter, Finance Director, reported that ACCHD is in good financial standing. He also reported that the new personnel member that was hired to help with credentialing for providers in Medicaid is doing a fantastic job. He also gave an update on going live on Pay.Com during January 2026.

- N. ADMINISTRATIVE UPDATE: YESENIA CABRAL-FLETCHER.**

Yesenia Cabral-Fletcher, ACCHD Administrator, gave a report on monthly activities happening at ACCHD. She reported that the lead clinician left employment at ACCHD and he will not be replaced.

She also reported that an emphasis is being put on bringing some major improvements to the aesthetics of the building.

The Youth Support Program is in full planning momentum and going strong. The customer satisfaction surveys for ACCHD Quality Assurance are underway and has shown some favorable results. The month of November Patient Satisfaction had favorable results. The program for Rural Mental Health is looking to hire a full-time counselor as well.

- O. ADJOURN.**

There being no further business, Board Chair Chief Jesse Moody adjourned the meeting at 8:02a.m.

			Month 1	Month 2	Month 3			
ANGELINA COUNTY & CITIES HEALTH DISTRICT								
REVENUES & EXPENDITURES - FY2026								
		Operating Budget						
		2026	Sept	Oct	Nov		YTD	25.00%
REVENUES								
COUNTY & CITIES FUNDS								
	Angelina County	\$ 130,586	\$ 3,265	\$ 3,265	\$ 3,265	\$	\$ 9,794	7.50%
	City Lufkin	\$ 56,905	\$ 2,845	\$ 2,845	\$ 2,845	\$	\$ 8,536	15.00%
	City Diboll	\$ 8,637	\$ 432	\$ 432	\$ 432	\$	\$ 1,296	15.00%
	City Huntington	\$ 3,512	\$ 176	\$ 176	\$ 176	\$	\$ 527	15.00%
	City Hudson	\$ 8,462	\$ 423	\$ 423	\$ 423	\$	\$ 1,269	15.00%
	City Zavalla	\$ 1,183	\$ 59	\$ 59	\$ 59	\$	\$ 178	15.01%
	CNTY&CITIES SUBTOTAL	\$ 209,285	\$ 7,200	\$ 7,200	\$ 7,200	\$	\$ 21,599	10.32%
STATE OF TEXAS CONTRACTS								
	Imm. Field Nurse	\$ 148,670	\$ 15,397	\$ 14,046	\$ 14,466	\$	\$ 43,909	29.53%
	WIC	\$ 710,156	\$ 75,334	\$ 54,467	\$ -	\$	\$ 129,801	18.28%
	State PHC	\$ 330,098	\$ 49,835	\$ 53,318	\$ 56,240	\$	\$ 159,393	48.29%
	State Family Planning	\$ 80,924	\$ 1,963	\$ -	\$ -	\$	\$ 1,963	2.43%
	Title V	\$ 43,458	\$ 2,185	\$ 1,878	\$ 1,981	\$	\$ 6,045	13.91%
	BCCS	\$ 72,974	\$ 1,315	\$ 13,929	\$ 3,902	\$	\$ 19,146	26.24%
	BRLHO	\$ 19,118	\$ -	\$ 3,333	\$ 1,667	\$	\$ 5,000	26.15%
	Tuberculosis	\$ 36,786	\$ 3,381	\$ 3,392	\$ 3,558	\$	\$ 10,331	28.08%
	Bioterrorism	\$ 114,874	\$ 7,062	\$ 4,584	\$ 7,283	\$	\$ 18,930	16.48%
	Epidemiology	\$ 59,400	\$ 9,318	\$ 5,110	\$ 5,524	\$	\$ 19,951	33.59%
	Community Health Bridge	\$ 60,000	\$ 7,453	\$ 6,834	\$ 6,976	\$	\$ 21,263	35.44%
	CPW	\$ 220,147	\$ -	\$ -	\$ -	\$	\$ -	0.00%
	CYSHCN FSCR	\$ 110,440	\$ 5,422	\$ 2,769	\$ 3,092	\$	\$ 11,283	10.22%
	CYSHCN CASE	\$ 67,000	\$ 4,278	\$ 4,359	\$ 4,241	\$	\$ 12,879	19.22%
	Public Health Infrastructure	\$ 202,492	\$ 13,735	\$ 13,947	\$ -	\$	\$ 27,681	13.67%
	Rural Mental Health Initiative	\$ 113,690	\$ -	\$ 17,501	\$ 6,308	\$	\$ 23,809	20.94%
	Other State/Fed Grants	\$ -	\$ -	\$ -	\$ -	\$	\$ -	0.00%
	STATE OF TX SUBTOTAL	\$ 2,390,227	\$ 196,679	\$ 199,468	\$ 115,237	\$	\$ 511,384	21.39%
ENVIRONMENTAL SERVICES								
	Food Service Inspections	\$ 206,711	\$ 122,106	\$ 74,052	\$ 7,033	\$	\$ 203,192	98.30%
	Lodging Inspections	\$ 900	\$ 1,900	\$ 2,998	\$ -	\$	\$ 4,898	544.18%
	Schools/ Day Care Inspections	\$ 11,701	\$ 7,592	\$ 850	\$ -	\$	\$ 8,442	72.15%
	Food Citations	\$ 4,000	\$ 6,250	\$ 50	\$ 250	\$	\$ 6,550	163.75%
	Environmental Inspections/Other	\$ 4,000	\$ 150	\$ 225	\$ 75	\$	\$ 450	11.25%
	Pool/Spa Inspection/Citation	\$ 4,400	\$ 1,600	\$ 500	\$ 600	\$	\$ 2,700	61.36%

ANGELINA COUNTY & CITIES HEALTH DISTRICT								
REVENUES & EXPENDITURES - FY2026								
			Operating Budget					
			2026	Sept	Oct	Nov	YTD	25.00%
	Tanning Salons/Tatoo	\$	5,300	\$ -	\$ -	\$ -	\$ -	0.00%
ENVIRON SUBTOTAL		\$	237,012	\$ 139,598	\$ 78,675	\$ 7,958	\$ 226,232	95.45%
PREVENTION & OTHER								
	Immunization	\$	25,000	\$ 1,130	\$ 990	\$ 680	\$ 2,800	11.20%
	TB Testing	\$	10,000	\$ 680	\$ 480	\$ 220	\$ 1,380	13.80%
	Influenza	\$	5,250	\$ -	\$ 270	\$ 270	\$ 540	10.29%
	Pneumonia	\$	550	\$ -	\$ -	\$ -	\$ -	0.00%
	Meningitis	\$	10,000	\$ 150	\$ -	\$ -	\$ 150	1.50%
	Hep B, Hep A	\$	3,250	\$ -	\$ -	\$ 20	\$ 20	0.62%
	MMR, Polio, IPV, HPV, Varicella	\$	15,200	\$ -	\$ 1,080	\$ 190	\$ 1,270	8.36%
	CheckingMoney Market Account Interest	\$	40,000	\$ 1,931	\$ 3,078	\$ -	\$ 5,009	12.52%
	Local Grants	\$	5,000	\$ -	\$ -	\$ -	\$ -	0.00%
PREVENTION SUBTOTAL		\$	114,250	\$ 3,891	\$ 5,898	\$ 1,380	\$ 11,169	9.78%
PRIMARY CARE								
	Angelina Cnty Tax	\$	1,421,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000	21.11%
	Medicaid	\$	280,000	\$ 27,017	\$ 10,374	\$ -	\$ 37,391	13.35%
	CHIPS	\$	4,500	\$ 1,666	\$ 235	\$ -	\$ 1,901	42.24%
	Provider Fees	\$	10,000	\$ 500	\$ 350	\$ 483	\$ 1,333	13.33%
	Pharmacy Fees	\$	30,000	\$ 2,871	\$ 3,413	\$ 2,735	\$ 9,019	30.06%
	County Gold Card	\$	30,000	\$ 6,057	\$ 5,127	\$ -	\$ 11,184	37.28%
	Incentive Payments	\$	10,000	\$ -	\$ -	\$ -	\$ -	0.00%
	STD Program	\$	7,500	\$ -	\$ -	\$ -	\$ -	0.00%
	Laboratory	\$	1,750	\$ -	\$ -	\$ -	\$ -	0.00%
	Medicaid Administration Claiming	\$	90,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 13,500	15.00%
	Temple Foundation	\$	100,000	\$ 158,333	\$ 8,333	\$ 8,333	\$ 175,000	175.00%
	Episcopal - Women's Health	\$	127,500	\$ 11,996	\$ 11,934	\$ 11,934	\$ 35,864	28.13%
	Baylor	\$	5,000	\$ -	\$ -	\$ -	\$ -	0.00%
	Allow. for Uncoll.	\$	(35,000)	\$ (4,022)	\$ (3,147)	\$ -	\$ (7,169)	20.48%
PRIMARY SUBTOTAL		\$	2,082,250	\$ 308,918	\$ 141,119	\$ 127,985	\$ 578,023	27.76%
TOTAL REVENUE		\$	5,033,024	\$ 656,287	\$ 432,359	\$ 259,760	\$ 1,348,406	26.79%
Before Adjustments								
ADJUSTMENTS TO REVENUES								
	Donated Pharmaceutical	\$	1,750,000	\$ 129,969	\$ 193,967	\$ -	\$ 323,935	18.51%

**ANGELINA COUNTY & CITIES HEALTH DISTRICT
REVENUES & EXPENDITURES - FY2026**

		Operating Budget						
		2026	Sept	Oct	Nov	YTD	25.00%	
	Building Lease	\$ 294,003	\$ 24,500	\$ 24,500	\$ 24,500	\$ 73,501	25.00%	
	State Vaccines	\$ 320,000	\$ 31,369	\$ 18,622	\$ -	\$ 49,991	15.62%	
	TOTAL REVENUES	\$ 7,397,027	\$ 842,125	\$ 669,448	\$ 284,261	\$ 1,795,833	24.28%	
	After Adjustments							
	EXPENDITURES							
	PERSONNEL							
	Salaries	\$ 2,773,086	\$ 205,940	\$ 202,172	\$ 210,921	\$ 619,033	22.32%	
	Fringe	\$ 644,818	\$ 18,906	\$ 51,827	\$ 53,663	\$ 124,396	19.29%	
	Retirement Exp	\$ 63,561	\$ 43,950	\$ -	\$ -	\$ 43,950	69.15%	
	Annual / Sick Pay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Temporary Personnel	\$ 13,264	\$ 11,959	\$ 4,439	\$ 4,564	\$ 20,961	158.03%	
	PERSONNEL SUBTOTAL	\$ 3,494,729	\$ 280,755	\$ 258,438	\$ 269,147	\$ 808,341	23.13%	
	CONTRACTUAL/PROFESSIONAL SERVICES							
	Radiology	\$ 102,107	\$ 10,441	\$ 3,456	\$ 5,616	\$ 19,513	19.11%	
	Pharmaceutical	\$ 42,632	\$ -	\$ -	\$ 498	\$ 498	1.17%	
	Laboratory	\$ 87,212	\$ 18,346	\$ 39	\$ 90	\$ 18,475	21.18%	
	Pharmacist	\$ 14,400	\$ 1,200	\$ -	\$ 3,600	\$ 4,800	33.33%	
	Audit	\$ 35,000	\$ -	\$ -	\$ -	\$ -	0.00%	
	Consultants	\$ 104,799	\$ 8,152	\$ 2,617	\$ 7,920	\$ 18,689	17.83%	
	Other Professional Services	\$ 99,684	\$ 383	\$ 500	\$ 1,099	\$ 1,982	1.99%	
	IT Network Services	\$ 45,354	\$ 8,700	\$ 65	\$ 2,665	\$ 11,431	25.20%	
	Health Messaging/Outreach	\$ 71,109	\$ 4,965	\$ -	\$ -	\$ 4,965	6.98%	
	PRN	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Medical Director/Supervising Physician	\$ 48,036	\$ -	\$ 7,500	\$ 3,750	\$ 11,250	23.42%	
	CONTRACT SUBTOTAL	\$ 650,333	\$ 52,188	\$ 14,177	\$ 25,238	\$ 91,603	14.09%	

**ANGELINA COUNTY & CITIES HEALTH DISTRICT
REVENUES & EXPENDITURES - FY2026**

		Operating Budget							
		2026	Sept	Oct	Nov	YTD	25.00%		
UTILITIES & MAINTENANCE									
Rent	\$	12,460	\$ 2,000	\$ -	\$ -	\$ 2,000	16.05%		
Storage Building Rentals	\$	3,462	\$ 705	\$ 281	\$ 493	\$ 1,479	42.72%		
Utilities	\$	79,084	\$ 12,461	\$ 157	\$ 5,851	\$ 18,469	23.35%		
Telephone	\$	57,832	\$ 5,411	\$ 1,658	\$ 2,492	\$ 9,561	16.53%		
Custodial	\$	28,790	\$ 4,342	\$ 30	\$ 821	\$ 5,193	18.04%		
Lawn Maintenance	\$	20,419	\$ 2,898	\$ -	\$ 1,335	\$ 4,233	20.73%		
Central Monitoring	\$	5,482	\$ -	\$ -	\$ -	\$ -	0.00%		
Satellite TV/First Alert	\$	300	\$ -	\$ -	\$ -	\$ -	0.00%		
Repairs & Maintenance	\$	142,352	\$ 29,566	\$ 16,313	\$ 6,725	\$ 52,604	36.95%		
UTILITIES & M SUBTOTAL	\$	350,181	\$ 57,383	\$ 18,439	\$ 17,717	\$ 93,539	26.71%		
OFFICE EXPENSE									
Supplies	\$	45,811	\$ 8,404	\$ 2,891	\$ 8,422	\$ 19,716	43.04%		
Postage	\$	9,450	\$ 379	\$ 328	\$ 394	\$ 1,101	11.65%		
Computer Software	\$	67,950	\$ 206	\$ 2,283	\$ 2,664	\$ 5,153	7.58%		
Software Maintenance Fees	\$	39,500	\$ 883	\$ -	\$ 1,525	\$ 2,408	6.10%		
Printing	\$	6,970	\$ -	\$ -	\$ -	\$ -	0.00%		
Custodial Supply	\$	9,137	\$ 729	\$ -	\$ -	\$ 729	7.98%		
Miscellaneous	\$	6,385	\$ 1,182	\$ 279	\$ 1,403	\$ 2,865	44.87%		
OFFICE SUBTOTAL	\$	185,203	\$ 11,783	\$ 5,780	\$ 14,409	\$ 31,972	17.26%		
MEDICAL EXPENSE									
Medical	\$	115,530	\$ 8,552	\$ 6,157	\$ 7,986	\$ 22,695	19.64%		
Laboratory	\$	31,523	\$ 311	\$ -	\$ 154	\$ 465	1.47%		
Pharmaceutical	\$	48,803	\$ 8,752	\$ 1,737	\$ 2,348	\$ 12,837	26.30%		
Breast Feeding	\$	2,094	\$ 140	\$ -	\$ -	\$ 140	6.67%		
MEDICAL SUBTOTAL	\$	197,950	\$ 17,754	\$ 7,894	\$ 10,488	\$ 36,136	18.26%		
TRAVEL									
Auto Insurance	\$	1,418	\$ 124	\$ 124	\$ 124	\$ 372	26.23%		
Mileage Reimb	\$	11,784	\$ 316	\$ -	\$ 319	\$ 635	5.39%		
Gas & Maint	\$	6,500	\$ 81	\$ 62	\$ -	\$ 142	2.19%		
Prof Education	\$	16,253	\$ 424	\$ -	\$ 894	\$ 1,319	8.11%		
TRAVEL SUBTOTAL	\$	35,955	\$ 945	\$ 185	\$ 1,338	\$ 2,468	6.86%		

**ANGELINA COUNTY & CITIES HEALTH DISTRICT
REVENUES & EXPENDITURES - FY2026**

		Operating Budget				YTD	25.00%
		2026	Sept	Oct	Nov		
FURNITURE & EQUIPMENT							
Medical	\$	2,539	\$ -	\$ -	\$ -	\$ -	0.00%
Office	\$	3,000	\$ -	\$ -	\$ -	\$ -	0.00%
Computers	\$	1,500	\$ 8,465	\$ -	\$ -	\$ 8,465	0.00%
Lab	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Vehicle	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
F & E SUBTOTAL	\$	7,039	\$ 8,465	\$ -	\$ -	\$ 8,465	0.00%
RENTAL/LEASE							
Copier	\$	16,960	\$ 170	\$ 1,431	\$ 1,345	\$ 2,945	17.36%
RENTAL SUBTOTAL	\$	16,960	\$ 170	\$ 1,431	\$ 1,345	\$ 2,945	17.36%
OTHER							
Clinician Benefits	\$	6,000	\$ -	\$ -	\$ -	\$ -	0.00%
Liability	\$	30,000	\$ 17,341	\$ 2,457	\$ 2,457	\$ 22,256	74.19%
Dues/Subs	\$	7,596	\$ -	\$ 2,500	\$ 129	\$ 2,629	34.61%
Seminar & Prof	\$	11,362	\$ 640	\$ -	\$ -	\$ 640	5.63%
Cobra Admin	\$	4,135	\$ 106	\$ -	\$ 103	\$ 209	5.05%
Educ Material	\$	8,082	\$ -	\$ -	\$ -	\$ -	0.00%
Retirement fees	\$	5,000	\$ 5,220	\$ -	\$ 664	\$ 5,884	117.67%
Cash Short	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%
Legal Fees	\$	17,500	\$ 4,897	\$ -	\$ 450	\$ 5,347	30.55%
OTHER SUBTOTAL	\$	89,675	\$ 28,204	\$ 4,957	\$ 3,803	\$ 36,964	41.22%
TOTAL EXPENDITURES	\$	5,028,025	\$ 457,647	\$ 311,301	\$ 343,485	\$ 1,112,433	22.12%
Before Adjustments							
ADJUSTMENTS TO EXPENDITURES							
Donated Pharmaceutical	\$	1,750,000	\$ 129,969	\$ 193,967	\$ -	\$ 323,935	18.51%
State Vaccines	\$	320,000	\$ 31,369	\$ 18,622	\$ -	\$ 49,991	15.62%
Building Lease	\$	294,003	\$ 24,500	\$ 24,500	\$ 24,500	\$ 73,501	25.00%

**ANGELINA COUNTY & CITIES HEALTH DISTRICT
REVENUES & EXPENDITURES - FY2026**

	Operating Budget						
	2026	Sept	Oct	Nov	YTD	25.00%	
TOTAL EXPENDITURES	\$ 7,392,028	\$ 643,485	\$ 548,390	\$ 367,985	\$ 1,559,860	21.10%	
After Adjustments							
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ 4,999	\$ 198,640	\$ 121,058	\$ (83,724)	\$ 235,973		
Adjustment for Pharmaceutical Inventory	\$ -	\$ 159,316	\$ 82,889	\$ -	\$ 242,206		
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		\$ 357,956	\$ 203,947	\$ (83,724)	\$ 478,179		

Affordable Lawn Care & Landscape

897 Peachtree Rd., Pollok, TX 75969

936-212-3590 davidyarbrough31@gmail.com

December 1, 2025

Subject: Contract - Angelina County & Cities Health District
503 Hill Street, Lufkin, TX 75904

Affordable Lawn Care & Landscape will provide the following:

All mowing, edging, trimming, maintaining hedges and flower beds on a weekly basis from March through October and bi-weekly November through February. The weekly services from March through October will be for \$1,500 (Fifteen Hundred) a month, payable as a net 30 and the bi-weekly services from November through February will be for \$750 (Seven Hundred & Fifty) a month payable as a net 30. This will total out to a cost of \$15,000 a year starting January 1st, 2026. All mulch and plants/shrubs will be provided at cost as needed (with prior notification).

If either party decides to void the contract, a 30 notice is requested.

We are fully insured and bonded.

We appreciate the contract and welcome the opportunity to be able to provide your lawn care maintenance services .

David Yarbrough (Owner)

936-212-3590

Davidyarbrough31@gmail.com

David Yarbrough

LAWN SERVICE CONTRACT

This Contract is entered into effective January 1, 2026, between Angelina County & Cities Health District, 503 Hill Street, Lufkin, TX 75904 (“District”), and David Yarbrough, individually and d/b/a Affordable Lawn Care & Landscape, 897 Peachtree Rd., Pollok, TX 75969 (“Contractor”)

- 1. **SERVICES.** Contractor shall provide lawn care and maintenance services at the District’s facility, including: all mowing, edging, and trimming; maintaining hedges and flower beds; weekly service from March through October; and bi-weekly service from November through February
- 2. **COMPENSATION.** The District shall pay Contractor \$1,100 per month for weekly services during the months of January through December; for a total annual cost of \$13,200. The payment terms are as follows: Net 30 days from receipt of invoice. Mulch and plants/shrubs will be provided at cost with prior District approval.
- 3. **TERM AND TERMINATION.** This Contract begins January 1, 2026, and continues until terminated by either party. Either party may terminate this Contract at any time, with or without cause, by providing 30 days’ written notice to the other party.
- 4. **INSURANCE.** Contractor represents that it is fully insured and bonded. Contractor shall maintain, at its own expense: Commercial general liability insurance with minimum coverage of \$1,000,000 per occurrence and workers' compensation insurance as required by Texas law. Contractor shall provide certificates of insurance to the District upon request.
- 5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor, not an employee of the District. Contractor is responsible for all taxes, insurance, and benefits for Contractor and its employees.
- 6. **INDEMNIFICATION.** Contractor agrees to indemnify, defend, and hold harmless the District, its officers, employees, and agents from any claims, damages, losses, or expenses (including reasonable attorney's fees) arising from Contractor's negligent performance of services under this Contract or Contractor's breach of this Contract.
- 7. **PERFORMANCE STANDARDS.** Contractor shall: perform all services in a professional and workmanlike manner and use its own equipment and supplies.
- 8. **NOTICES.** All notices under this Contract shall be in writing and delivered to the parties at the addresses listed above.
- 9. **GOVERNING LAW/ENTIRE AGREEMENT.** This Contract shall be governed by the laws of the State of Texas. This Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements. This Contract may only be modified in writing signed by both parties.

ANGELINA COUNTY & CITIES HEALTH DISTRICT

Administrator Signature _____

Name: Yesenia Cabral-Fletcher



David Yarbrough, individually and d/b/a

Date:
1.1.2026

AFFORDABLE LAWN CARE &
LANDSCAPE



Patriot Lawn Service

405 Ben Dunn Road | Lufkin, Texas 75904
 2818537085 | patriotlawn@yahoo.com | patriotlawnservice.net

RECIPIENT:

Angelina County & Cities Health District
 503 Hill Street
 Lufkin, Texas 75904

Quote #393	
Sent on	Dec 15, 2025
Total	\$568.31

Product/Service	Description	Qty.	Unit Price	Total
Lawn Service- per service	<p>At the request of Mr. Jeffery Burns I was asked to put a quote together for these 2 properties. This quote will be for both properties at 503 Hill St (Health District) & 205 Shands Dr (WIC Office). Invoices are sent out on completion of each visit/service, both properties will be combined on 1 invoice.</p> <p>This will be for a biweekly service throughout the year and will consist of the following:</p> <ul style="list-style-type: none"> -Mowing, edging, weed eating of all grass areas and blowing off all hard services of debris. -Flower beds will be checked each visit for weeds and vegetation and kept clean and free of. <p>(At any time at the request of Management that any flower beds need to be redone, it will be discussed on what the facility is wanting and once approved a separate invoice will be written up for plants and work and will be emailed over).</p> <ul style="list-style-type: none"> - All shrubs and bushes will be kept maintained throughout year. - Grounds will be maintained and kept free of fallen limbs, trees from storms that are small to medium trees that doesn't require additional equipment will be picked up and hauled off. - Any large trees that require additional equipment will be discussed with Management and once/if approved a new invoice will be generated and emailed. - Irrigation system was discussed and Mr. Burns said they have a property manager that maintains the system. - Also discussed Patriot Lawn Service will not perform service if grounds are really wet or during rain, that is to prevent damage, ruts to grass areas. Whatever day we have it scheduled if it rains on that day, we will come the day before or 2 -3 days afterwards depending on rain fall. - Also, Patriot Lawn Service holds a 1-million-dollar liability insurance policy and will be available upon request. - Referrals will be giving upon request. <p>If you have any questions about service or pricing, please feel free to reach out to me. Appreciate your time, Michael Thomason 281-853-7085 Patriotlawn@yahoo.com</p>	1	\$525.00	\$525.00



Patriot Lawn Service

405 Ben Dunn Road | Lufkin, Texas 75904
2818537085 | patriotlawn@yahoo.com | patriotlawnservice.net

Subtotal	\$525.00
Texas (8.25%)	\$43.31
Total	\$568.31

This quote is valid for the next 7 days, after which values may be subject to change.

Minimum pricing for yard work - \$50.00

All invoices are due upon receipt or due date.

Late fees will apply after due date at a rate of 10%, interest will be added to invoices past due over 60 days but not to exceed 19% yearly, and \$35.00 fee will be applied for returned checks.

If contract/agreement is terminated a 30-day notice and reason will be given, and all outstanding invoices will be paid in full.

Signature: _____ Date: _____



CUSTOMER: ANGELINA COUNTY & CITIES HEALTH DISTRICT
 LOCATIONS: 503 HILL STREET
 LUFKIN TX. 75904

CONTACT: YESENIA CABRAL- FLETCHER
 DATE: JANUARY 11, 2026

COMMERCIAL MAINTENANCE AGREEMENT RFP RESPONSE

SEASONAL CHECK UP AND INSPECTION

<u>SPRING</u>	<u>FALL</u>
<ul style="list-style-type: none"> • CHECK OPERATION PRESSURE & REFRIGERANT CHARGE • CHECK TEMPERATURE DROP ON COOLING COIL • CHECK & CLEAR CONDENSATE DRAIN • CLEAN CONDENSER COIL • INSPECT EVAPORATOR COIL FOR CLEANLINESS • INSPECT FOR REFRIGERANT LEAKS • INSPECT/LUBRICATE MOTORS • CHECK ALL SAFETY SWITCHES & CONTROLS • CHECK & ADJUST BELTS & DRIVES • CHECK & CALIBRATE THERMOSTAT • CHECK & TIGHTEN ELECTRICAL CONNECTIONS • INSPECT SYSTEM FOR AIR LEAKS • INSPECT CAPACITORS, CONTACTORS, & RELAYS • CHECK FOR PROPER VOLTAGES & AMPERAGES • INSPECT BLOWER • CHECK BREAKERS & DISCONNECTS 	<ul style="list-style-type: none"> • CLEAN & ADJUST PILOT • CHECK COMBUSTION • INSPECT DRAFT & FLUE • CHECK FOR PROPER IGNITION • CHECK CONTACTORS & RELAYS • CHECK SEQUENCE OF OPERATION • INSPECT/LUBRICATE MOTORS • CHECK ALL SAFETY SWITCHES & CONTROLS • CHECK & ADJUST BELTS & DRIVES • CHECK & CALIBRATE THERMOSTAT • CHECK & TIGHTEN ELECTRICAL CONNECTIONS • INSPECT SYSTEM FOR AIR LEAKS • INSPECT CAPACITORS • CHECK FOR PROPER VOLTAGES & AMPERAGES • INSPECT BLOWER • CHECK BREAKERS & DISCONNECTS

Mechanical Equipment Description

1. Main ACCHD Building located at 503 Hill Street
 - a. Three water-cooled Roof Top Units
 - b. 27 Variable Air Volume (VAV) Boxes. VAV Boxes are zone-level flow control boxes used to regulate air flow volume and temperature to specific areas. Each VAV Box has a thermostat and an air filter.
 - c. One mini-split system in the Vaccination Room.
 - d. One Cooling Tower.

2. WIC Building located at 205 Shands Drive
 - a. Seven geothermal heat pumps each with vertical ground loop heat-exchange systems.



CUSTOMER: ANGELINA COUNTY & CITIES HEALTH DISTRICT
 LOCATIONS: 503 HILL STREET
 LUFKIN TX. 75904

CONTACT: YESENIA CABRAL- FLETCHER
 DATE: JANUARY 11, 2026

Commercial Maintenance Scope of Work

1. Perform two seasonal check-ups and inspection visits for each building’s mechanical equipment, as outlined above.
2. Replace all 55 air filters on a quarterly basis using antimicrobial-treated filters.
3. Conduct one annual cooling tower cleaning, including system draining and debris removal, interior power washing, fill media cleaning, belt and motor inspection, system flushing, refill, and restart.
4. Record and maintain an operating log documenting temperature, pressures, voltages, and amperages.
5. Following each seasonal check-up, meet with the facility’s designated contact to review services performed and any identified deficiencies. All repairs and/or parts replacements will require prior customer authorization.

Terms and Conditions:

- Contract term: March 1, 2026, to February 28, 2027.
- All services are to be performed during regular working hours (between 8:00 AM and 4:00 PM) Monday through Friday excluding holidays.
- No upfront billing is required; services will be billed semi-annually following the completion of each seasonal check-up.

Annual Commercial Maintenance Agreement Price \$6,000.00

ALL WORK SHALL BE COMPLETED IN A WORKMAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. IF ANY DEFICIENCIES ARE IDENTIFIED DURING THE INSPECTION, FERRARA’S INSPECTION TECHNICIAN WILL PRESENTED TO CUSTOMER WITH REPAIR ESTIMATES BEFORE ANY ADDITIONAL WORK IS COMPLETED.

Submitted by:
JAKE SQUIERS
GENERAL MANAGER
JSQUIERS@FERRARASHVAC.COM
936-639-5259

Acceptance of Proposal

THIS PROPOSAL AND THE TERMS CONSTITUTE THE ENTIRE AGREEMENT . THIS PROPOSAL BECOMES A CONTRACT UPON WRITTEN APPROVAL BY AUTHORIZED REPRESENTATIVE AND IF ACCEPTED IN WRITING BY THE CUSTOMER WITHIN 30 DAYS OF SUBMISSION DATE.

SIGNATURE: _____ **DATE:** _____

Preventive Maintenance Agreement

Customer: A20560 - Angelina County

Address: 503 Hill Street, Lufkin, TX, 75904

Proposal Date: Sep 03, 2025

Proposal Number: 3944

Account Manager: William (Bill) Pyle



ADDING STORER TO YOUR TEAM

We take a systems approach: Your building is a system made of various pieces of equipment. Traditional maintenance focuses on the equipment, largely ignoring how it operates as a part of the system.

Focusing on operations and maintenance (O&M) –vs- the traditional approach of only focusing on the repair

Deploying preventive, predictive, and proactive maintenance strategies- We take an integrated approach –vs- the traditional method of focusing only on preventative maintenance.

Systems Approach

Shifting our thinking to an overall system approach to maintenance allows us to service your equipment more effectively and ensure the system is operating as designed.

Benefits of this approach include:

- Increasing equipment uptime
- Increasing reliability
- Creating a better working environment for your employees
- Extending equipment life
- Providing resources for capital needs
- Increasing asset value and maximizing return on assets
- Significantly reducing a building's energy, carbon footprint, and operating costs

What You Can Expect When You Choose Storer Services

You will be contacted by our contract manager for a meeting at your location. The purpose of this meeting is to:

- Allow you to meet service management
- Allow the management team to familiarize themselves with your facility, the scope of work and any special considerations regarding your contract that may not have been communicated in the written scope of work
- Review contract tasking schedule
- Contract start date
- Resolution notes
- Storer will inventory and physically tag all equipment under contract to more effectively track and manage those assets. You will be assigned a dedicated project manager, service coordinator, primary technician, and secondary technician.

Entire contract term

Priority Response- downtime is not an option. As a contract customer, you will receive first priority if your system goes down; 24 hours a day, 7 days a week.

Quality Assurance- Storer employs a dedicated quality assurance professional with over 35 years of experience in the HVAC industry. He periodically audits our work performance to ensure you always receive the highest quality service.

Resolution Notes- Storer utilizes MoblieTech® software to dispatch and manage our work in the field. Every technician submits resolution notes at the completion of every service call that describes the work performed at your facility. These resolution notes will be emailed to your designated representative at the completion of every service call.

Safety- Storer Services makes protecting the environment, supporting health and wellness, and promoting safety in the workplace top priorities. It is Storer Services' policy to promote and maintain environmentally responsible practices for the benefit of our customers, consumers, employees and communities in which we operate. We strive to provide all of our employees with a safe environment in which to work, the personal protective equipment to work safely and safety-related training at every opportunity.

Environmental Conscientiousness- Storer's hazardous materials handling policy complies with all State and Federal Laws. All of our technicians are Universal-Certified

for refrigerant handling, and we only utilize certified recovery equipment. We comply with all EPA standards and regulations.

Training- Storer is dedicated to continuously educating our associates and clients. We regularly provide technical training for our associates. As a contract customer, you automatically receive one free “seat” to our technical training seminar “Storer AC Clinics” with other seats available upon request. Additionally, we can offer site-specific or topic-specific seminars based on your individual needs. Contact your account manager for details.

Support- When signing a contract with Storer, you get access to the region's largest technical knowledge base. As a contract customer, you will be assigned a dedicated account manager, service coordinator, Quality assurance representative, and Lead technician. These individuals will work with you to ensure your needs are met and that you are informed about our services. Your dedicated team is supported by our larger team with over 1,500 years of experience in the various disciplines of mechanical systems, all just one phone call away.

Scope of Services - Preventive Maintenance

Preventive Maintenance schedule: Includes

1 Stop Inspection with belt changes and 3 operating inspections on 3 self-contained systems. Quarterly filter changes.

1 inspection on 27 VAV’s with filter changes.

1 stop inspection with belt change on 1 cooling tower.

Id	Description	Type	Manufacturer	Model Number
25002157	AHU #1	_SELF CONTAINED AC 27.5-40 TON	MAMMOTH	G360VB
25002158	AHU #2	_SELF CONTAINED AC 12.5-25 TON	MAMMOTH	G310VB
25002159	AHU #3	_SELF CONTAINED AC 12.5-25 TON	MAMMOTH	G310VB

1801705	FP VAV-1	_VAV W/FAN 000-999	TITUS	DTQP
1801762	FP VAV-2	_VAV W/FAN 000-999	TITUS	DTQP
1801985	FP VAV-3	_VAV W/FAN 000-999	TITUS	DTQP
1801997	Cooling Tower	_COOLING TOWER B 50-99 TONS	EVAPCO	ATW-68B
1802144	FP VAV-4	_VAV W/FAN 000-999	TITUS	DTQP
1802145	FP VAV-5	_VAV W/FAN 000-999	TITUS	DTQP
1802150	FP VAV-6	_VAV W/FAN 000-999	TITUS	DTQP
1802151	FP VAV-7	_VAV W/FAN 000-999	TITUS	DTQP
1802152	FP VAV-8	_VAV W/FAN 000-999	TITUS	DTQP
1802153	FP VAV-9	_VAV W/FAN 000-999	TITUS	DTQP
1802154	FP VAV-10	_VAV W/FAN 000-999	TITUS	DTQP
1802155	FP VAV-11	_VAV W/FAN 000-999	TITUS	DTQP
1802156	FP VAV-12	_VAV W/FAN 000-999	TITUS	DTQP
1802157	FP VAV-13	_VAV W/FAN 000-999	TITUS	DTQP
1802158	FP VAV-14	_VAV W/FAN 000-999	TITUS	DTQP
1802159	FP VAV-15	_VAV W/FAN 000-999	TITUS	DTQP
1802160	FP VAV-16	_VAV W/FAN 000-999	TITUS	DTQP
1802161	FP VAV-17	_VAV W/FAN 000-999	TITUS	DTQP
1802162	FP VAV-18	_VAV W/FAN 000-999	TITUS	DTQP
1802163	FP VAV-19	_VAV W/FAN 000-999	TITUS	DTQP
1802164	FP VAV-20	_VAV W/FAN 000-999	TITUS	DTQP
1802165	FP VAV-21	_VAV W/FAN 000-999	TITUS	DTQP

1802166	FP VAV-22	_VAV W/FAN 000-999	TITUS	DTQP
1802167	FP VAV-23	_VAV W/FAN 000-999	TITUS	DTQP
1802168	FP VAV-24	_VAV W/FAN 000-999	TITUS	DTQP
1802169	FP VAV-25	_VAV W/FAN 000-999	TITUS	DTQP
1802170	FP VAV-26	_VAV W/FAN 000-999	TITUS	DTQP
1802171	FP VAV-27	_VAV W/FAN 000-999	TITUS	DTQP

Type
_ COOLING TOWER B 50-99 TONS

Included Tasks

Task Code	Description
ClnCT-01B	Cooling tower cleaning 50-99 tons
ConPan-001	Control panel inspection.
Bearing-02	Grease cooling tower bearings.
EleMot-001	Check motor electrical for proper operation
BeltStp-03	Contract supplied belt change
BeltVer-02	Check belt operation
EleHtr-001	Cooling Tower Basin Heater Electrical Checks
ClgTwr-Op1	Cooling tower operating inspection
ClgTwr-Op2	Cooling tower operating inspection
TmpChk-001	Cooling tower control setpoint
EquipCo-03	General condition of the equipment.
Follup-004	Complete log; is any follow-up needed?

Type
_SELF CONTAINED AC 12.5-25 TON

Included Tasks

Task Code	Description
ConPan-001	Control panel inspection.
EleIDBM-02	Check indoor blower motor electrical for proper operations.
DampOp-01	Check damper operations.
IDBM-001	Check IDBM assembly for proper operations.
Bearing-01	Grease blower/motor bearings
EvapChk-02	Evaporator coil inspection
ChwDP-1	Check air differential pressure across CHW coil
BeltStp-03	Contract supplied belt change
BeltVer-02	Check belt operation
FiltSvc-01	Contract supplied filter change
ClnDrain	Blow out condensate line & pan
EquipCo-03	General condition of the equipment.
Follup-004	Complete log; is any follow-up needed?

Type
_SELF CONTAINED AC 27.5-40 TON

Included Tasks

Task Code	Description
ConPan-001	Control panel inspection.
EleIDBM-02	Check indoor blower motor electrical for proper operations.
DampOp-01	Check damper operations.
IDBM-001	Check IDBM assembly for proper operations.
Bearing-01	Grease blower/motor bearings
EvapChk-02	Evaporator coil inspection
ChwDP-1	Check air differential pressure across CHW coil
BeltStp-03	Contract supplied belt change
BeltVer-02	Check belt operation
FiltSvc-01	Contract supplied filter change
ClnDrain	Blow out condensate line & pan
EquipCo-03	General condition of the equipment.
Follup-004	Complete log; is any follow-up needed?

Type
_VAV W/FAN 000-999

Included Tasks

Task Code	Description
VAV-002	Variable Air Volume Inspecton
EleMot-001	Check motor electrical for proper operation
EleHeat 01	Electric heat operating inspection
FiltSvc-01	Contract supplied filter change
EquipCo-03	General condition of the equipment.
Follup-004	Complete log; is any follow-up needed?

I appreciate your interest in our services. We look forward to the opportunity to work with you on this project. If you have any questions, please feel free to contact me.

Sincerely,

William (Bill) Pyle
(903) 736-0637

Storer Services
504 W 67th Street
Shreveport, LA 71106

Annual Net Price \$7,812.00

ACCEPTANCE OF PROPOSAL — Each term shall automatically renew for subsequent one-year periods unless Buyer gives Seller written notice of termination at least thirty (30) days prior to the expiration of the then-current term. Following the initial term of this contract, the price for maintenance services will be increased annually by Seller at a rate based on Seller's prevailing cost for labor and material.

Signature: _____

Date: _____

Billing Options: P.O. # _____ Credit Card (info by phone)

Monthly Quarterly Annually

Proposal Terms and Conditions

Acceptance. A Proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written Proposal, on a form provided by Storer Equipment Company, Ltd., without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If your order is not such an acceptance, then this document is Storer's offer, subject to credit approval, to provide the goods and/or Work solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, Storer shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of goods and/or Work by Storer on this order will in any event constitute an acceptance by Customer of these terms and conditions.

Exclusions From Work. Storer's obligation is limited to the Work as defined and does not include any modifications to the Premises under the Americans With Disabilities Act or any other law or building code(s). Optional software applications, EnergyLogIX, TrendView, and EcoRate that may be offered as part of this agreement are subject to BLX Solutions END USER software licensing agreement and annual software maintenance fees.

Construction Procedures. Storer shall supervise and direct the Work using its best skill and attention and have exclusive control over construction means, methods, techniques, sequences and procedures.

Payment Terms and Taxes. Customer shall pay Storer's invoices within net thirty (30) days of invoice date. Storer may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Storer, in which case retention shall be reduced per the Proposal documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required hereby, Storer may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Storer for all reasonable shutdown, standby and start-up costs as a result of the suspension. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% per month on the unpaid balance due or the maximum allowable legal interest rate, retroactive to the due date. Customer shall pay all taxes not legally required to be paid by Storer or alternatively, shall provide Storer with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Storer in attempting to collect amounts due and otherwise enforcing these terms and conditions. Any after-hours services shall be billed according to then prevailing overtime or emergency rates.

Time For Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Storer, all dates provided by Storer or its representatives for commencement, progress or completion are estimates only. While Storer shall use commercially reasonable efforts to meet such estimated dates, Storer shall not be responsible for any damages for its failure to do so.

Access. Storer and its contractors or subcontractors shall be provided access to the Premises during regular business hours, or such other hours as may be requested by Storer and acceptable to the Premises' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Storer's access to correct any emergency condition shall not be restricted.

Permits And Governmental Fees. Storer shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work, which are legally required when bids from Storer's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

Utilities During Construction. Storer shall be provided without charge all water, heat, and utilities during performance of the Work.

Concealed Or Unknown Conditions. In the performance of the Work, if Storer encounters conditions at the Premises that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Storer shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Storer's cost of, or time required for, performance of any part of the Work, Storer shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Proposal Price, Proposal time, or both.

Asbestos, Mold, Mildew, And Hazardous Materials. Storer's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, mold, mildew, bacteria, fungus, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Storer, there are no Hazardous Materials on the Premises that will in any way affect Storer's Work and Customer has disclosed to Storer the existence and location of any Hazardous Materials in all areas within which Storer will be performing the Work. Should Storer become aware of or suspect the presence of Hazardous Materials, Storer may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises, not brought onto the Premises by Storer. Storer shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Storer be obligated to transport or handle Hazardous Material, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

Conditions Beyond Control Of Parties. If Storer shall be unable to carry out any material obligation under this Agreement due to events beyond its control, such as acts of God,

governmental or judicial authority, insurrections, riots, labor disputes, labor or material shortages, fires, or explosions, this Agreement shall at Storer's election (i) remain in effect but Storer's obligations shall be suspended until the uncontrollable event terminates; or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Storer for all parts of the Work furnished to the date of termination.

Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Storer the right, without an election of remedies, to terminate this Agreement by delivery of written notice declaring termination, upon which event Customer shall be liable to Storer for all Work furnished to date and all damages sustained by Storer (including lost profit and overhead): (1) Any failure by Customer to pay amounts due more than thirty (30) days after the date of the invoice therefor; or (2) Any failure by Customer to perform or comply with any material provision of this Agreement.

Indemnification. Storer and Customer shall indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. However, neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. NOTWITHSTANDING ANY CONTRARY PROVISION, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES.

Liability and Warranty. Labor provided under this proposal is warranted for ninety (90) days. Except for any written warranty given by the Manufacturer of the products described in this quotation, Storer Equipment Company and Buyer expressly agree that Storer Equipment Company neither assumes nor authorizes any person to assume for it any other liability in connection with the sale or use of its product, including the goods purchased hereunder. THE MANUFACTURER'S WARRANTY, IF ANY, IS IN LIEU OF, AND STORER EQUIPMENT COMPANY DISCLAIMS ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESSED OR IMPLIED, ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USE OF TRADE OR OTHERWISE, INCLUDING WITHOUT LIMITATION ALL WARRANTIES AS TO THE PRODUCTS CONDITION, USE, OPERATION, DESIGN, QUALITY, CAPACITY, WORKMANSHIP, INSTALLATION, SERVICING, LATENT DEFECTS, COMPLIANCE WITH ANY LAW, ORDINANCE, REGULATION, RULE, CONTRACT OR SPECIFICATION, "MERCHANTABILITY", FITNESS FOR ANY PARTICULAR PURPOSE, AND ALL OTHER QUALITIES AND CHARACTERISTICS WHATSOEVER. Storer shall not be obligated to pay for the cost of lost refrigerant.

THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPH ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN PROPOSAL OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL STORER BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES. IN NO EVENT SHALL STORER BE LIABLE FOR ANY DAMAGES RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.

Applicable Law. This Agreement is made and shall be interpreted and enforced in accordance with the laws of the state in which the Work is performed.

Assignment. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Storer. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's successors and assigns.

Complete Agreement. This Agreement shall constitute the entire Agreement between both parties and this Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Storer is a signatory thereon.

Price Increases. Prices stated are F.O.B point of shipment. Except as otherwise provided below, buyer agrees to pay all other expenses including without limitation taxes, duties, insurance, licenses, permits and freight. Following acceptance by buyer, the prices stated will be increased by the percentage increase in list prices from those effective on the date of buyer's acceptance to those effective on the date of shipment unless prices are stated to be firm on the face of this quotation and any conditions of the firm price quotation are met. Prices stated to be firm is provided that notification of release for immediate production and shipment is received at the factory not later than two months from order receipt. If such release is received later than two months from order receipt date but within five months of order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the two-month firm price period up to the date of receipt of such release. If such release is not received within five months after date of order receipt, the prices are subject to renegotiation or at Storer's option, the order will be cancelled. If for any reason Customer delays shipment after release, prices are subject to increase as stated herein.

Insurance. Storer agrees to carry insurance in the following minimum amounts during the term of this contract:

Commercial General Aggregate Liability \$2,000,000
Automobile Liability (CSL) \$1,000,000
Workers Compensation Statutory Limits

Notices. All notices or other communications under this Agreement shall be in writing and may be delivered in person, or may be sent by receipted courier, facsimile transmission, express mail, e-mail, or postage prepaid certified or registered mail, addressed to the party for whom it is intended, at the addresses set forth in this Agreement. Either party may change its address for notice by giving written notice to the other party of the change. Any notice or other communication shall be deemed given no later than the date actually received.

Preventive Maintenance Agreement

Customer: A20560 - Angelina County

Address: 205 Shands Dr, Lufkin, TX, 75904

Proposal Date: Sep 03, 2025

Proposal Number: 3993

Account Manager: William (Bill) Pyle



ADDING STORER TO YOUR TEAM

We take a systems approach: Your building is a system made of various pieces of equipment. Traditional maintenance focuses on the equipment, largely ignoring how it operates as a part of the system.

Focusing on operations and maintenance (O&M) –vs- the traditional approach of only focusing on the repair

Deploying preventive, predictive, and proactive maintenance strategies- We take an integrated approach –vs- the traditional method of focusing only on preventative maintenance.

Systems Approach

Shifting our thinking to an overall system approach to maintenance allows us to service your equipment more effectively and ensure the system is operating as designed.

Benefits of this approach include:

- Increasing equipment uptime
- Increasing reliability
- Creating a better working environment for your employees
- Extending equipment life
- Providing resources for capital needs
- Increasing asset value and maximizing return on assets
- Significantly reducing a building's energy, carbon footprint, and operating costs

What You Can Expect When You Choose Storer Services

You will be contacted by our contract manager for a meeting at your location. The purpose of this meeting is to:

- Allow you to meet service management
- Allow the management team to familiarize themselves with your facility, the scope of work and any special considerations regarding your contract that may not have been communicated in the written scope of work
- Review contract tasking schedule
- Contract start date
- Resolution notes
- Storer will inventory and physically tag all equipment under contract to more effectively track and manage those assets. You will be assigned a dedicated project manager, service coordinator, primary technician, and secondary technician.

Entire contract term

Priority Response- downtime is not an option. As a contract customer, you will receive first priority if your system goes down; 24 hours a day, 7 days a week.

Quality Assurance- Storer employs a dedicated quality assurance professional with over 35 years of experience in the HVAC industry. He periodically audits our work performance to ensure you always receive the highest quality service.

Resolution Notes- Storer utilizes MoblieTech® software to dispatch and manage our work in the field. Every technician submits resolution notes at the completion of every service call that describes the work performed at your facility. These resolution notes will be emailed to your designated representative at the completion of every service call.

Safety- Storer Services makes protecting the environment, supporting health and wellness, and promoting safety in the workplace top priorities. It is Storer Services' policy to promote and maintain environmentally responsible practices for the benefit of our customers, consumers, employees and communities in which we operate. We strive to provide all of our employees with a safe environment in which to work, the personal protective equipment to work safely and safety-related training at every opportunity.

Environmental Conscientiousness- Storer's hazardous materials handling policy complies with all State and Federal Laws. All of our technicians are Universal-Certified

for refrigerant handling, and we only utilize certified recovery equipment. We comply with all EPA standards and regulations.

Training- Storer is dedicated to continuously educating our associates and clients. We regularly provide technical training for our associates. As a contract customer, you automatically receive one free “seat” to our technical training seminar “Storer AC Clinics” with other seats available upon request. Additionally, we can offer site-specific or topic-specific seminars based on your individual needs. Contact your account manager for details.

Support- When signing a contract with Storer, you get access to the region's largest technical knowledge base. As a contract customer, you will be assigned a dedicated account manager, service coordinator, Quality assurance representative, and Lead technician. These individuals will work with you to ensure your needs are met and that you are informed about our services. Your dedicated team is supported by our larger team with over 1,500 years of experience in the various disciplines of mechanical systems, all just one phone call away.

Scope of Services - Preventive Maintenance

Preventive Maintenance schedule: Includes

1 Stop Inspection and 3 Operating Inspections.

Quarterly filter changes.

Id	Description	Type	Manufacturer	Model Number
1802121	HPU1	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEVB06031T02BOTLD
1802127	HPU2	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEHB04231T01B0LRD
1802128	HPU3	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEVB0303
1802129	HPU4	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEVB003031T
1802130	HPU5	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEVB03631T01BOTLD

1802131	HPU6	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEHB002431T
1802132	HPU7	_SELF CONTAINED WC HP 1-5 TON	TRANE	GEHB03031T
1802133	MUU	_SELF CONTAINED WC HP 6-10 TON	TRANE	GEVB09031D2BB0TBD

Type

_SELF CONTAINED WC HP 1-5 TON

Included Tasks

Task Code	Description
ConPan-001	Control panel inspection.
EleIDBM-02	Check indoor blower motor electrical for proper operations.
EleHeat 01	Electric heat operating inspection
EleCFM-001	Check condenser fan motors 1-2 for proper operations.
EleCir-001	Check circuit 1 compressor 1 electrical for proper operation
RefCir-001	Log refig. circuit #1 refrigerant pressures and temps.
RefLeak-01	Visually check equipment for refrigerant leaks.
TempChk-01	Check condenser split accross condenser coil
BeltStp-03	Contract supplied belt change
BeltVer-02	Check belt operation
FiltSvc-01	Contract supplied filter change
ClnDrain	Blow out condensate line
EquipCo-01	General condition of split/package DX equipment.
Follup-004	Complete log; is any follow-up needed?

Task Code	Description
CleCon-030	Condenser coil cleaning
BeltStp-03	Contract supplied belt change
BeltCus-01	Customer supplied belt change
BeltVer-02	Check belt operation
FiltCus-02	Customer supplied filter change

Type
_SELF CONTAINED WC HP 6-10 TON

Included Tasks

Task Code	Description
ConPan-001	Control panel inspection.
EleIDBM-02	Check indoor blower motor electrical for proper operations.
EleCir-001	Check circuit 1 compressor 1 electrical for proper operation
EleCir-003	Check circuit 2 compressor 1 electrical for proper operation
RefCir-001	Log refig. circuit #1 refrigerant pressures and temps.
RefCir-002	Log refig. circuit #2 refrigerant pressures and temps.
RefLeak-01	Visually check equipment for refrigerant leaks.
CondChk-01	Self contained WC condenser checks
CondFlu-01	Self contained wc condenser flush
cln-strn	Clean Strainer
ClnDrain	Blow out condensate line
FiltSvc-01	Contract supplied filter change
EquipCo-03	General condition of the equipment.
Follup-004	Complete log; is any follow-up needed?

I appreciate your interest in our services. We look forward to the opportunity to work with you on this project. If you have any questions, please feel free to contact me.

Sincerely,

William (Bill) Pyle
(903) 736-0637

Storer Services
504 W 67th Street
Shreveport, LA 71106

Annual Net Price \$5,584.00

ACCEPTANCE OF PROPOSAL — Each term shall automatically renew for subsequent one-year periods unless Buyer gives Seller written notice of termination at least thirty (30) days prior to the expiration of the then-current term. Following the initial term of this contract, the price for maintenance services will be increased annually by Seller at a rate based on Seller's prevailing cost for labor and material.

Signature: _____

Date: _____

Billing Options: P.O. # _____ Credit Card (info by phone)

Monthly Quarterly Annually

Proposal Terms and Conditions

Acceptance. A Proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written Proposal, on a form provided by Storer Equipment Company, Ltd., without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If your order is not such an acceptance, then this document is Storer's offer, subject to credit approval, to provide the goods and/or Work solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, Storer shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of goods and/or Work by Storer on this order will in any event constitute an acceptance by Customer of these terms and conditions.

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Time For Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Storer, all dates provided by Storer or its representatives for commencement, progress or completion are estimates only. While Storer shall use commercially reasonable efforts to meet such estimated dates, Storer shall not be responsible for any damages for its failure to do so.

Access. Storer and its contractors or subcontractors shall be provided access to the Premises during regular business hours, or such other hours as may be requested by Storer and acceptable to the Premises' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Storer's access to correct any emergency condition shall not be restricted.

Permits And Governmental Fees. Storer shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work, which are legally required when bids from Storer's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

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Concealed Or Unknown Conditions. In the performance of the Work, if Storer encounters conditions at the Premises that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Storer shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Storer's cost of, or time required for, performance of any part of the Work, Storer shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Proposal Price, Proposal time, or both.

Asbestos, Mold, Mildew, And Hazardous Materials. Storer's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, mold, mildew, bacteria, fungus, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Storer, there are no Hazardous Materials on the Premises that will in any way affect Storer's Work and Customer has disclosed to Storer the existence and location of any Hazardous Materials in all areas within which Storer will be performing the Work. Should Storer become aware of or suspect the presence of Hazardous Materials, Storer may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises, not brought onto the Premises by Storer. Storer shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Storer be obligated to transport or handle Hazardous Material, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

Conditions Beyond Control Of Parties. If Storer shall be unable to carry out any material obligation under this Agreement due to events beyond its control, such as acts of God,

governmental or judicial authority, insurrections, riots, labor disputes, labor or material shortages, fires, or explosions, this Agreement shall at Storer's election (i) remain in effect but Storer's obligations shall be suspended until the uncontrollable event terminates; or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Storer for all parts of the Work furnished to the date of termination.

Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Storer the right, without an election of remedies, to terminate this Agreement by delivery of written notice declaring termination, upon which event Customer shall be liable to Storer for all Work furnished to date and all damages sustained by Storer (including lost profit and overhead): (1) Any failure by Customer to pay amounts due more than thirty (30) days after the date of the invoice therefor; or (2) Any failure by Customer to perform or comply with any material provision of this Agreement.

Indemnification. Storer and Customer shall indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. However, neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. NOTWITHSTANDING ANY CONTRARY PROVISION, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES.

Liability and Warranty. Labor provided under this proposal is warranted for ninety (90) days. Except for any written warranty given by the Manufacturer of the products described in this quotation, Storer Equipment Company and Buyer expressly agree that Storer Equipment Company neither assumes nor authorizes any person to assume for it any other liability in connection with the sale or use of its product, including the goods purchased hereunder. THE MANUFACTURER'S WARRANTY, IF ANY, IS IN LIEU OF, AND STORER EQUIPMENT COMPANY DISCLAIMS ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESSED OR IMPLIED, ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USE OF TRADE OR OTHERWISE, INCLUDING WITHOUT LIMITATION ALL WARRANTIES AS TO THE PRODUCTS CONDITION, USE, OPERATION, DESIGN, QUALITY, CAPACITY, WORKMANSHIP, INSTALLATION, SERVICING, LATENT DEFECTS, COMPLIANCE WITH ANY LAW, ORDINANCE, REGULATION, RULE, CONTRACT OR SPECIFICATION, "MERCHANTABILITY", FITNESS FOR ANY PARTICULAR PURPOSE, AND ALL OTHER QUALITIES AND CHARACTERISTICS WHATSOEVER. Storer shall not be obligated to pay for the cost of lost refrigerant.

THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPH ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN PROPOSAL OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL STORER BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES. IN NO EVENT SHALL STORER BE LIABLE FOR ANY DAMAGES RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.

Applicable Law. This Agreement is made and shall be interpreted and enforced in accordance with the laws of the state in which the Work is performed.

Assignment. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Storer. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's successors and assigns.

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Automobile Liability (CSL) \$1,000,000
Workers Compensation Statutory Limits

Notices. All notices or other communications under this Agreement shall be in writing and may be delivered in person, or may be sent by receipted courier, facsimile transmission, express mail, e-mail, or postage prepaid certified or registered mail, addressed to the party for whom it is intended, at the addresses set forth in this Agreement. Either party may change its address for notice by giving written notice to the other party of the change. Any notice or other communication shall be deemed given no later than the date actually received.

Administrator

Chairman of the Board

Subject: Development and Revision of Policies and Procedures

Effective Date:

Supersedes: 209 August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) implements a process for the development and revision of policies and procedures. The Board of Health is the governing body that develops and approves policies and procedures. Policies and procedures are developed based on the needs of the operations while respecting all rules, laws, and regulations provided by local, state, and federal entities. All policies and procedures will reflect best practices, ethical and legal standards, while also considering fiscal and financial responsibility. Policies and procedures for ACCHD should follow a consistent process.

Approval of Policies and Procedures:

Policies and procedures should be a collaborative effort between appropriate departments that reflect standards, rules, laws, regulations, and legal and ethical standards.

1. After a draft has been developed, policies and procedures will be presented for consideration and approval by the Board of Health.
2. The Administrator and Board of Health Chair must provide signatures on the approved policy and or procedures.
3. Original and approved documents shall be filed with the Board of Health Documents.
4. A copy of the approved and signed document shall be incorporated in the policy manual.

Revision of Policies and Procedures:

Policies and procedures should be reviewed at least annually or as needed based on changes. Department leaders will make recommendations for the revision of policies and procedures to the Board of Health. Policies and Procedures shall be developed under the standard ACCHD template. (See Appendix A).

Appendix A: Format of Policies and Procedures:

Policies and procedures should have the following format:

1. Times New Roman format.
2. 12-point font size.
3. Single-spaced.
4. Normal margins.
5. Contain sequential policy numbers.
6. Contain the Angelina County & Cities Header.
7. Contain subject.
8. Describe the effective date and or a superseding date.
9. Contain centered page numbers.
10. Contain authorizing signatures.

Administrator

Chairman of the Board

Subject: Management of Ethical Issues

Effective Date:

Supersedes: 203 August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) establishes guidelines to manage ethical issues impacting patient care. ACCHD will maintain an Ethics Committee that is an ad hoc multi-disciplinary committee to identify needed policies governing patients' rights and to provide a forum for discussion of ethical issues pertaining to patient care. The Ethics Committee will meet as needed, identify topics, and present educational sessions that would benefit the staff caring for the patients. The Ethics Committee will fulfill three primary roles:

1. Draft Proposed policies to be reviewed and approved by the Board of Health.
2. Education and presentation of cases that define ethical issues and education to staff.
3. Consultation: Patients and staff may access the Ethics Committee for case advice.

Procedure

1. Notify the Lead Clinician for triage of ethical issues.
2. Notify the Administration concerning the request of the Ethics Committee.
3. Upon the approval of the Lead Clinician, the Ethics Committee will review the case as appropriate and comment on the case in writing.
4. The Ethics Committee will be formed with the following team members: Administrator, Director of Nursing, Director of Eligibility and Access, Provider, and a team leader.
5. The Provider will communicate with the family members or patients.
6. Administration will engage Legal counsel as needed.

Administrator

Chairman of the Board

Subject: Fraud and Abuse

Effective Date:

Supersedes: 205 August 27, 2025, October 20, 2024, July 27, 2005

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures and reporting mechanisms to preclude and detect any acts of misconduct, dishonesty leading to fraud, and/or abuse. ACCHD's goal is to establish and maintain a fair, ethical, and honest business environment for our employees, customers, suppliers, and the public. Employees who fail to report suspected fraud could result in disciplinary action or possibly termination. The Whistleblower Act protects reprisal against an employee or other reporting individual because that individual, in good faith, reported a violation. Reprisal is strictly forbidden.

Reporting Procedures

When reporting fraud and abuse, the employee must provide the names of all individuals involved, including any other witnesses. Give the dates and times the incident(s) occurred and where it happened. State whether there is any supporting documentation, such as license plate numbers, invoice numbers, transaction numbers, case numbers, check numbers or other document numbers.

To prevent fraud and abuse, Department heads must:

1. Implement internal controls that support a checks and balances program when appropriate.
2. Inform staff on internal controls in order to prevent fraud and abuse.
3. Avoid management override of internal controls.
4. Implement strong ethical standards.
5. Supervise staff appropriately.
6. Investigate unexplained variances in financial information.
7. Take action on the results of internal/external audits or reviews.
8. Review and investigate high expenses or purchases.
9. Investigate frequent complaints from customers.
10. Investigate the cause of missing files.
11. Investigate employee comments concerning possible fraud and abuse.
12. Ensure proper training of employees.
13. Perform independent review and monitoring of tasks.
14. Separation of duties so that not one employee is responsible for a transaction from start to finish.
15. Follow clear lines of authority.
16. Rotation of duties for tasks that are more susceptible to fraud and abuse.
17. Perform regular independent audits of areas susceptible to fraud.

To Prevent Fraud and Abuse Every Employee Shall:

Cooperate with administrative investigations pursuant to this administrative procedure.

1. Report any alleged case of fraud or abuse to the department supervisor, who will immediately complete and submit an incident report to the Administrator.
2. The Administrator will conduct an internal investigation and report findings to appropriate state or local agencies as required.
3. After an internal investigation, if there is any evidence that an employee has abused or defrauded any program, the case will be referred to a local criminal investigation agency in the area where the abuse or fraud allegedly took place, and the employee will be subject to disciplinary action.
4. Should not discuss the matter with anyone other than their supervisor, Administrator, Board of Health, ACCHD attorney, or an authorized auditor or law enforcement official.
5. Expected to understand the procedure of all actual or suspected acts of waste, fraud, or abuse occurring in connection with ACCHD or related to its operation.
6. Follow internal controls, policies, and procedures to prevent fraud and abuse.
7. Avoid collusion between employees and third parties.
8. Ensure compliance with security over assets, such as locking doors and restricting access to certain areas.
9. Follow clear lines of authority.

Auditor:

In cases where fraud is discovered as a result of internal audit procedures and review, the auditor will report fraud and abuse to the Administrator or the Board of Health.

Administrator

Chairman of the Board

Subject: Leave Without Pay/ Family and Medical Leave Act (FMLA)/ Extended Medical Leave and Military Family Leave

Effective Date:

Supersedes: August 27, 2025, October 30th, 2024, #209- October 28, 2004

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures for full-time and part-time employees to request leave without pay. This policy describes three instances for leave requests.

1. During FMLA leave, ACCHD will maintain the employee's health coverage under its group health plan on the same terms as if the employee had continued to work.
2. Upon return from FMLA leave, eligible employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
3. Use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's leave.
4. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.
5. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to disrupt ACCHD's operations unduly.
6. Leave due to qualifying emergent needs or demands may also be taken on an intermittent basis.
7. ACCHD will inform employees requesting leave whether they're eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employee's rights and responsibilities.
8. If an employee is not eligible, ACCHD will provide a reason for the ineligibility.
9. ACCHD will inform employees if leave is designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement.
10. If ACCHD determines that the leave is not FMLA-protected, ACCHD will notify the employee.

Situations Outside Extended Medical Leave or FMLA

For situations outside of Extended Medical Leave (FMLA), eligible leave without pay may be approved, but not to exceed 10 days total in one fiscal year. Leave without pay is at the discretion of the Administrator. If leave without pay extends beyond 10 days, the employee will be subject to disciplinary action and possible termination. Before leave without pay is approved, the employee must:

1. First, exhaust all earned and available Comp time, annual, and sick paid leave.
2. Submit a written request for leave without pay to the Administrator and the Department Supervisor.
3. The Administrator has the authority to approve or disapprove an employee's request for leave without pay.

4. If the employee does not return to work after 10 days of continuous leave without pay, the employee will be dropped from the Health District Employee Health Insurance Plan. Administration will mail the employee a certified letter stating such information.
5. The employee will have the option to continue coverage through the Continuation of Coverage Plan, and the employee will be responsible for the cost of the coverage.

Family and Medical Leave Act (FMLA) (Including Intermittent Leave)

An employee may request for FMLA for an illness, incapacity due to pregnancy, prenatal care or child birth, to care for the employee's child after birth, or placement for adoption or foster care, to care for the employee's spouse, son, daughter or parent, who has a serious health condition or for a serious health condition that makes the employee unable to perform the employee's job or injury that will require time for recovery. Family Medical Leave will be unpaid, unless the employee has accrued sick leave or annual leave. If the employee is denied FMLA, the employee can request/apply for Extended Medical Leave. All conditions of this policy must be met before FMLA is granted, such as:

1. Approved FMLA shall be used to cover a continuous period not to exceed twelve weeks in a twelve-month period.
2. If an ACCHD-approved holiday falls within the period of FMLA, the employee will not be compensated for the holiday.
3. FMLA may not be requested or approved for any on-the-job injury or illness. On the job, related injuries must go through Workers' Compensation.
4. While on FMLA, the employee will not be dropped from the ACCHD Employee Health Insurance Plan. ACCHD will pay the employer portion of the employer group plan. The employee will pay the remaining Health Plan premiums before payroll processing.
5. The first working day of the month will be credited with annual and sick leave for that month when the employee physically returns to duty.
6. An employee on FMLA must have a physician's statement approving the employee to return to duty. The employee must give one week's notice of their intent to return to work. This notice must be given directly to the Administrator either in person or by certified mail, return receipt requested.
7. An employee returning from FMLA will return to either the same position or an equivalent position with equivalent pay and benefits for which the employee qualifies.
8. If the employee fails to give notice and return to work within the FMLA period, then the employee will be terminated. ACCHD will make all attempts to contact the employee before terminating. The employee will be allowed to apply for available employment within ACCHD as positions become available. To be eligible for FMLA, the employee:
 - a. Must be a full-time or part-time employee and not on probation.
 - b. Must provide a 30-day advance notice of the need for FMLA when the need is foreseeable and such notice is practicable, When the 30-day notice is not possible, the employee must provide notice as soon as practicable.
 - c. Must have exhausted all appropriate paid leave, such as compensatory time, annual, and sick time.
 - d. After compensatory, annual, and sick time has been exhausted or used, the employee will not receive further pay while on FMLA.

- e. Must intend to return to work rather than be on FMLA and then resign.
- f. Must submit a written request for FMLA within the FMLA form (see FMLA manual in Shared Drive) to the Department Supervisor and Administrator. All information in the written request will be treated as confidential and furnished in the employee's file.

Written request for FMLA must include:

1. A physician's statement describing the illness or injury onset date and anticipated recovery time.
2. A brief description of the condition, and information related to whether the condition affects the employee's ability to perform essential job functions.
3. The doctors' opinion as to whether the employee can perform the duties set out in his or her job description.

Extended Medical Leave

1. An employee may request Extended Medical Leave for an illness, pregnancy, or injury that will require an extended time for recovery.
2. Extended Medical Leave is for employee-related illnesses only (not family).
3. Employees must make an attempt to provide a 30-day advance notice of the need for Extended medical Leave when the need is foreseeable and such notice is practicable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable.
4. Extended medical leave may not be requested or approved for any on-the-job injury or illness.
5. On-the-job injuries or illness shall be processed under Workers' Compensation.
6. Before an employee requests/applies for Extended Medical Leave, the employee should first apply for FMLA.
7. While on extended medical leave, the employee will not be dropped from the ACCHD Employee Health Insurance Plan. ACCHD will pay the cost of the employer portion of the employer group plan. Health plan premiums that the employee pays remain the employee's responsibility and must be paid prior to payroll processing.

All conditions of this policy must be met for Extended Medical Leave, such as:

1. Approved Extended Medical Leave shall be used to cover a continuous period not to exceed twelve weeks in a twelve-month period.
2. If an ACCHD-approved holiday falls within the period of extended medical leave, the employee will not be compensated for the holiday.
3. The first working day of the month will be credited with annual and sick leave for that month when the employee physically returns to duty.
4. An employee on extended medical leave must have a physician's statement approving the employee to return to duty, and the employee must give one week's notice of their intent to return to work. This notice must be given directly to the Administrator either in person or by certified mail, return receipt requested.
5. An employee returning from extended medical leave will return to either the same position or an equivalent position with equivalent pay and benefits for which the employee qualifies.
6. If the employee fails to give notice and return to work within the extended medical leave period, then the employee will be terminated. ACCHD will make all attempts to contact the employee

before terminating. The employee will be allowed to apply for employment with the ACCHD as positions become available. To be eligible for extended medical leave, the employee:

- a. Must be a full-time or part-time employee and not on probation.
- b. Must have exhausted all appropriate paid leave, such as comp time, annual, and sick time. After annual, sick, and compensatory time has been exhausted or used, the employee will not receive further pay while on Extended Medical Leave.
- c. Must intend to return to work.
- d. Must submit a written request for extended medical leave to the Department Supervisor and Administrator. All information in the written request will be treated as confidential and furnished in the employee's file. Written request for extended medical leave must include:
 - i. A physician's statement setting out the illness or injury onset date and anticipated recovery time.
 - ii. A brief description of the condition, and information related to whether or not the condition affects the employee's ability to perform essential job functions.
 - iii. The doctors' opinion as to whether the employee can perform the duties set out in his or her job description.

Military Family Leave Entitlements

Angelina County & Cities Health District (ACCHD) establishes procedures for Military Family Leave. Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active status may use their twelve-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Employees are eligible if they have worked for the ACCHD for at least 12 months and have 1250 hours of service in the previous 12 months.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
3. The FMLA definition of "serious injury or illness" for current service members and veterans is distinct from the FMLA definition of "serious health condition."

Definition of Serious Health Condition

1. A serious health condition includes an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of

the employee's job or previous qualified family members from participating in school or other daily activities.

2. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or incapacity due to a chronic condition.
3. Other conditions may meet the definition of continuing treatment.

Use of Leave Under the FMLA

The employee's FMLA leave shall run concurrently with any available paid time off. If no paid time off is available, the remainder of FMLA leave may be unpaid. Examples of paid time-off includes: comp time, annual time, and sick time. An employee will not accrue additional annual and sick time while on unpaid FMLA leave.

Employee Responsibility

1. A leave of absence request should be submitted to the employee's supervisor or department head at least 30 days in advance of the leave, where feasible, using the "Application for Family Medical Leave" (WH-381). The supervisor or department head will sign the request and immediately forward it to the HR department and notify the Administrator. A collaborative decision between the supervisor, HR, and Administrator will be made, recommending approval or denial of the request.
2. An employee must present a health care provider's medical certification of a serious health condition to the ACCHD HR department if the employee takes leave for his/her own serious health condition or leave to care for a family member with a serious health condition (see "Certification of health Care Provider" WH-380E or WH-38FWH). It is preferred that the employee presents medical certification, where applicable, at the time leave is requested. However, medical certification should be present before leave begins. At the latest, the employee must provide the requested certification within 15 calendar days of the date ACCHD requests it, otherwise, the employee must demonstrate why this is not feasible. If the medical certification is not timely produced after being requested, the leave may be delayed until the employee submits the certification or otherwise denied.
3. An employee who is taking FMLA leave to care for a son, daughter, spouse, or parent with a serious health condition may be required to provide documentation of the family relationship.
4. Sufficient Certification.

Certification provided under this requirement shall be sufficient if it states:

1. The date on which serious health conditions commenced.
2. The probable duration of the condition.
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition:
 - a. For the purpose of leave a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent, and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent, and

- b. For the purpose of leave a statement that the employee is unable to perform the functions of the position of the employee.
4. In the case of certification for intermittent leave or leave on a reduced leave schedule, for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.
5. In the case of certification for intermittent leave, or leave on a reduced leave schedule, a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule, and the expected duration of the intermittent leave or reduced leave schedule.
6. In the case of certification for intermittent leave, or leave on a reduced leave schedule a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of a son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

Second Opinion:

1. In general, in any case in which ACCHD has reason to doubt the validity of the certification provided by the employee, ACCHD may require, at the expense of ACCHD, that the eligible employee obtain the opinion of a second health care provider designated or approved by ACCHD concerning any information certified under a subsection of the section for leave.
2. In any case in which the second opinion described above differs from the opinion in the original certification, ACCHD may require, at the expense of ACCHD, that the employee obtains the opinion of a third healthcare provider designated or approved jointly by ACCHD and the employee concerning the information certified above.
3. The opinion of the third health care provider concerning the information certified should be final and shall be binding on the ACCHD and the employee. ACCHD may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Employer Responsibility

1. The "Employer Response to Employee" (WH-392, which designates the employee's FMLA status) should then be completed by the HR Department and given to the employee.
2. Approval requests will be placed in the employee's health/medical file.

An employee may file a complaint with the U.S. Department of Labor if he/she feels their rights have been violated under FMLA.

Administrator

Chairman of the Board

Subject: ACCHD Employee Benefits and COBRA Benefits

Effective Date:

Supersedes: August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) offers its employees a comprehensive benefit package to our full-time employees. The benefit package includes medical, dental, life, and disability insurance for full-time employees and eligible dependents. The coverage, eligibility, premium contributions, carrier, and provisions of the plan are as approved by the Board of Health as appropriate. ACCHD also offers paid time off as listed below. The Board of Health reserves the right to change ACCHD's benefit package. In the event ACCHD's benefit package changes, employees will be notified in a timely manner.

Medical

All full-time employees are offered medical insurance.

The Insurance provides for payment of hospitalizations and major medical expenses up to the limits of the policy for illness and accidental injuries unconnected to the job.

Details of the plan are discussed during the New Employee Orientation.

Coverage shall begin on the first day of the month following the date of hire for full-time employment.

Coverage will end on the last day of the termination month.

Dental/Vision

All full-time employees are automatically enrolled in the dental/vision plan insurance. ACCHD pays 100% of the dental and vision plan. Coverage shall begin on the first day of the month following the date of hire for full-time employment. Coverage will end on the last day of the month in which termination occurs if premiums are deducted from the employee's payroll. Other employee benefits programs may be provided through or mandated by the state or federal government, such as workers' compensation or unemployment compensation.

Major Life-Changing Event

During the health plan fiscal year, certain qualifying events will permit an employee to add or drop a dependent instead of waiting until the next open enrollment period as determined by ACCHD.

Documentation of a major life-threatening event must be submitted to the Administrator when requested.

An employee shall notify their supervisor, and the supervisor will notify Human Resources or the Administrator within 30 days if any of the following major life-changing events occur. If the employee does not notify the HR department within 30 days of a major life-changing event as defined above, the employee must wait until the next open enrollment period to make benefit changes. Major life-changing events include:

1. Marriage or Divorce

2. Birth or Adoption of a Child
3. Change in Household Size. Due to a death in the family or the addition of a new dependent.
4. Loss of Other Coverage. Such as if a spouse loses his/her job and the dependent loses insurance coverage as a result.
5. Change in Employment: such as a spouse starting a new job, leaving a job, or changes in an employee's
6. employment status from full-time to part-time.
7. Dependent reaches twenty-six (26): At 26, dependents must be removed from the parents' health plan.
8. Special circumstances such as becoming a U.S. citizen, gaining lawful presence in the U.S or being granted asylum or refugee status.
9. Loss of Medicare or Medicaid entitlements

Life Insurance

On the first day of the month after the full-time employee's hire date, ACCHD provides at no cost to the employee, \$10,000 towards group term life insurance. The employee has the option to contribute a higher value if they choose . They also have the option of adding a spouse or children.

Annual Leave

Full-time Annual Accruals:

- 0 but less than 3 years: 10 hours per month
- >3 but less than 6 years: 12 hours per month
- >6 but less than 9 years: 14 hours per month
- >9 but less than 12 years: 16 hours per month
- >12 but less than 15 years: 18 hours per month
- 15 years and over: 20 hours per month

Full-time employees are allowed to carry over 80 hours from one fiscal year to the next. At the end of the fiscal year, all hours over the carryover limit of 80 hours will be converted to sick leave hours. The Board of Health has the right to determine annual leave for the Administrator.

Part-time Annual Accruals:

- 0 but less than 2 years/ 4 hours
- 2 but less than 5 years/ 4.5 hours
- 5 years and over/ 5 hours

Part-time employees are allowed to carry over 48 hours from one fiscal year to the next. At the end of the fiscal year, all hours over the carryover limit of 48 hours will be converted to sick leave hours.

Employees shall be allowed to use annual leave only after 90 days of continuous employment with ACCHD, according to the following:

1. Unused annual leave will "roll over" from year to year into sick time. No full-time employee may have more than 80 hours of annual leave to his/her credit at the end of the year. No Part-time employees may have more than 48 hours of annual leave his/her credit at the end of the year.

2. Payment upon separation from employment shall be made for unused annual leave only after 1 year of continuous employment, if the employee leaves in good standing.
3. Official holidays occurring during an annual leave day shall not be charged to annual leave.
4. Annual leave may be taken in 30-minute increments with the approval of department heads.
5. Annual leave may not be advanced to employees.
6. Annual leave may not be used in lieu of a termination notice.
7. Upon resignation, an employee will be paid based on the final completed work cycle. Annual leave accruals will be paid upon resignation of the employee who has been employed with ACCHD for at least one year and leaves in good standing.

Sick Leave

1. Sick leave may be taken in increments of 30 minutes for personal illness, injury, legal quarantine, or routine health care appointments, which cannot reasonably be scheduled outside working hours. ACCHD may request and obtain verification of the circumstances surrounding any use of sick leave. Employees shall be allowed paid sick leave in accordance with the following:
 - a. A full-time employee shall earn 10 hours of sick leave per month.
 - b. A part-time employee shall earn 5 hours of sick leave per month
2. Earned annual leave may be used to supplement sick leave or in place of sick leave.
3. Employees may use up to 40 hours of accrued sick leave for illness related to immediate family members (spouse, children, stepchildren, parents, stepparents, or grandparents if any employee has been employed continuously for a minimum of 90 days).
4. No payment shall be made for unused sick leave upon separation.
5. Employees shall not continue to accrue sick leave while on unpaid leave for any reason or while on workers' compensation leave or any type of unpaid FMLA.
6. The Board of Health has the right to determine sick leave for the Administrator.

Retirement Plan

ACCHD offers 457B plan to all full-time employees after 1 year of continuous service. Employees participating in the plan are encouraged to speak to the Southside Bank for details of investment. The Board of Health has the right to determine retirement plan guidelines.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Angelina County & Cities Health District (ACCHD) complies with laws regarding the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA is a health insurance program that allows an eligible employee and their dependents the continued benefits of health insurance coverage in the case that the employee loses their job or experiences a reduction of work hours for up to eighteen (18), twenty-nine (29), or thirty six (36) months provided the employee/dependent otherwise qualified under COBRA. The affected employee/dependent will be responsible for the cost of continued coverage.

Rules

1. In the event of an employee's termination of employment (except for gross misconduct), or reduction from full-time to part-time employment, the employee, spouse, and dependent children are entitled by law to purchase continuing health care coverage under the ACCHD group plan for up to 18 months.
2. If the employee or any member is disabled, the disabled individual and nondisabled family
3. members are entitled to an additional 11 months of continuation coverage.
4. In the event of an employee's death, divorce, or legal separation, or a retiree losing coverage under the ACCHD's group because of enrollment in Medicare, the spouse and dependent children of the employee or retiree have the option of purchasing continuing coverage under the ACCHD's group health plan for up to 36 months.
5. If a dependent child loses coverage under the ACCHD's health plan because of age restrictions, the child can purchase continuing health care coverage under the ACCHD's plan for up to 36 months.
6. Employees or qualified beneficiaries electing COBRA coverage are responsible for paying the
7. cost of extended health care coverage. There is no waiting period, no exclusion for preexisting conditions, and no physical examination. Any amounts already paid toward deductibles and coinsurance during the current year count under the continuation policy.
8. For ACCHD to meet its legal obligations in providing continuing health care coverage, all employees must inform the ACCHD's Administration staff within 30 days of a divorce or legal separation or when a child has reached the age restriction.
9. Employees must update ACCHD's Administration of any changes in address for all employees and family members.
10. If an employee is unable to return to work following FMLA leave, if eligible, they will be
11. offered COBRA at the employee's expense.
12. Information on extension of benefits under COBRA is available in the administrative office and may be obtained during the normal working hours.
13. COBRA notifications will be provided to all employees within 30 days of their hire date.
14. All eligible employees and qualified dependents will be provided with COBRA information following their termination.
15. Retired employees are eligible for COBRA coverage. COBRA allows former employees,
16. retirees, and their dependents to temporarily keep their health coverage. To be eligible for

COBRA, you must have coverage under an employer's plan before leaving, and you must leave because of a qualifying event, such as retirement.

Administrator

Chairman of the Board

Subject: Holiday Policy

Effective Date:

Supersedes: August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) observes several federal holidays. The following employee classifications shall be eligible for the holiday benefit:

- Regular full-time employees.
- Regular Part-time Employees

All other employees will not be eligible for holiday pay. If a full-time or part-time employee is required to work on a holiday, they shall be given an Alternative day off. Holidays and birthdays do not accrue and therefore do not carry over from year to year. Birthdays must be utilized prior to the occurrence of the next birthday, or the day is forfeited. The Board of Health determines an official holiday schedule, which will be observed by all ACCHD staff and shall be paid, unless otherwise specified by the Board of Health or the Commissioner's Court or unless the holiday falls on a day on which ACCHD is closed. Employees requesting accommodation for observances of other holidays for religious reasons may be granted time off without pay, or the ability to use annual time off or comp time for non-exempt employees.

The list of official holidays generally includes the following days:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day Juneteenth/Emancipation Day
Independence Day
Labor Day
Veterans Day
Columbus Day
Thanksgiving
Christmas Eve
Christmas Day
The employee's birthday

The following rules apply for holidays:

Special consideration shall be given to employees requesting time off for religious or other special observances that are not designated as paid holidays for ACCHD. Each supervisor is responsible for granting this leave based on the needs of their departments. Compensatory time or Annual leave may be used for special leave granted. It shall be the policy of ACCHD not to accrue holiday hours (i.e., they may not be "banked" by employees for later use).

** The personal day is to be designated by the employee with the supervisor's approval. The personal day must be taken as a full workday. If the day is not used during the fiscal year, it will be forfeited.

Administrator

Chairman of the Board

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

Effective Date:

Supersedes: 421 July 30, 2025, October 30, 2024, 200 October 1, 2000

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. Meet 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.

Administrator

Chairman of the Board

Subject: Employee Grievance

Effective Date:

Supersedes: 422 July 30, 2025, October 30, 2024, June 24, 2009

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.

Administrator

Chairman of the Board

Subject: Correcting Unsatisfactory Performance

Effective Date:

Supersedes: 423 July 30, 2025, October 30, 2024, June 20, 1994

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 their 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 employees' 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.

Administrator

Chairman of the Board

Subject: Family Planning Training Policy

Effective Date:

Supersedes: 424 July 30, 2025

Policy: The Angelina County & Cities Health District (ACCHD) implements a training schedule to ensure employees are practicing according to policies/procedures, rules, laws, and regulations. Training is facilitated according to the schedule below. Training goals are to ensure staff have the knowledge and skills related to the basics of reproductive health and the requirements of the Title X program. The Board of Health members will receive Title X Orientation upon appointment to the board. Training requires sufficient documentation of staff training to meet the standards of the Title X program.

Annual Training:

1. Recognizing, Reporting, and Preventing Child Abuse
2. Human Trafficking

Training to Be Completed Once Per Project Period and Upon Hiring:

1. Title X Orientation
2. Cultural Competency
3. Counseling Adolescents About Sexual Coercion and Abuse
4. Family Participation with Minors

Family Planning Basics:

1. All Clinicians

Administrator

Chairman of the Board

Subject: Personnel Records

Effective Date:

Supersedes: August 27, 2025, October 30, 2024

Policy: The Angelina County & Cities Health District (ACCHD) recognizes the importance of personal privacy protection. Personnel files shall contain at least the application form, resume where appropriate, salary benefit history, performance evaluations, and disciplinary actions. Personnel files are to be secured by the Administration and not removed unless written authorization with a specific purpose is obtained from the Board of Health.

ACCHD Administration will:

1. Secure and maintain employee records within the administrative offices.
2. Will keep employee records confidential as noted in the Public Information Act and grant access only to those who have a job-related, need-to-know basis, and if the law requires it. Confidential information includes employees' home addresses, home telephone numbers, social security numbers, emergency contact information and family member information. Information contained in an employee's personnel file shall be accessible to the following:
 - a. A supervisor who is responsible for the performance of the employees' duties.
 - b. Authorized Auditors, including local, state, federal, internal, and contracted auditors.
 - c. A member of the Board of Health.
 - d. Administration or their authorized designee.
 - e. Any person with a valid court order authorizing inspection of the file or person thereof.
3. Make changes to name, home address, telephone number, marital status, number of dependents, or any other pertinent information as employees provide the information.
4. Keep General Personnel Record separated from an Employee Health Record and/or, if applicable, an Occupational Health Record.

Administrator

Chairman of the Board

Subject: Classification of Employees

Effective Date:

Supersedes: 803 July 9, 2025, July 9, 2025, 200 May 21, 2025

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.

Administrator

Chairman of the Board

Subject: Intimate Partner Violence and Required Violence

Effective Date:

Supersedes: 514 August 27, 2025, October 30, 2024, 223 September 25, 2024

Policy: Angelina County & Cities Health District (ACCHD) will take reasonable and necessary measures to support employees who may be experiencing Intimate Partner Violence (IPV) by providing training, resources, accommodation, and a supportive environment. This policy applies to all employees of ACCHD. It covers situations where an employee is a victim of IPV, regardless of whether the violence occurs inside or outside the workplace or is a witness to IPV involving a client or staff.

Required Training

ACCHD provides required training and education regarding preventing Intimate Partner Violence to ACCHD's staff during initial orientation and annually thereafter. Training will include relevant information on identifying and preventing Intimate Partner Violence and the necessary reporting requirements.

Definition: Intimate Partner Violence occurs between two people in a close relationship. The term "intimate partner" includes current and former spouses and dating partners. Intimate Partner Violence exists along a continuum from a single episode of violence to ongoing battering.

Staff Responsibilities:

Staff will be educated to report directly to Administration if there is any concern or indication of an individual or individuals who may be subject to Intimate Partner Violence. Administration will ask that a Provider assess the patient immediately and review the situation. The appropriate authorities, including CPS/ APS and law enforcement, will be notified.

Privacy and Confidentiality

ACCHD will uphold the confidentiality of employees who disclose that they are experiencing IPV. Information shared will be kept confidential to the extent possible, with exceptions made only where required by law or when necessary to protect the safety of individuals.

IT, Support and Resources

ACCHD will inform employees about available resources for victims of IPV, including local shelters, counseling services, legal assistance, and hotlines. Employees are encouraged to seek support from these resources. ACCHD will provide reasonable accommodation for employees experiencing IPV, such as flexible work schedules, changes in work locations, or granting leave for medical, legal, or counseling services. Employees may request accommodation without fear of discrimination or retaliation.

Leave for IPV-Related Issues:

Employees who need time off to seek medical attention, obtain counseling, or take legal action related to IPV may request leave under applicable ACCHD policies, including sick leave, unpaid leave, or Family and Medical Leave Act (FMLA) if eligible. ACCHD will make reasonable efforts to accommodate these requests.

Safety Measures

If an employee has a protective order or other legal documentation related to IPV, ACCHD will take reasonable steps to enforce any restrictions or conditions outlined in order to ensure the employee's safety at work. ACCHD may implement safety measures such as changing work schedules, adjusting contact information, or other requests within reason and if deemed necessary.

Nou-Discrimination and Supportive Environment

In accordance with the Violence Against Women Act (VAWA) and Texas Employment Law, ACCHD prohibits discrimination or retaliation against employees who are victims of IPV. This includes, but is not limited to, decisions related to hiring, firing, promotions, compensation, or any other terms and conditions of employment. All ACCHD staff will receive annual training to recognize signs of IPV and respond appropriately to affected employees and clients.

Reporting Procedures

Employees who experience or witness IPV-related incidents are encouraged to report them directly to Admin. Reports will be handled promptly and confidentially, with appropriate action taken to ensure the safety and well-being of all employees involved.

Implementation and Review

This policy will be communicated to all employees and included in the employee handbook. It will be reviewed periodically to ensure it remains current and effective in supporting anyone affected by IPV.

Administrator

Chairman of the Board

Subject: Employee Education and Training

Effective Date:

Supersedes: April 2022, December 2017, December 2013

Policy: Angelina County & Cities Health District (ACCHD) ensures all employees receive safety training and education. The safety education and training program will provide information to assist employees in safe work practices, recognize potential hazards, and provide procedures to follow in an emergency situation. Department Heads are responsible for departmental competencies and training. Administration is responsible for basic orientation of new employees regarding ACCHD safety practices. All employees will have access to the Safety policies located in the ACCHD policy manual. Safety education and training will be provided during all Staff meetings, huddles, in-services, 1:1 meetings, electronic portals and other formats.

Administrator

Chairman of the Board

Subject: Adolescent Counseling for Title X//Family Planning Services

Effective Date: December 17, 2025

Supersedes: Policy: September 1, 2020

Policy: Angelina County & Cities Health District ("ACCHD") will follow rules, laws, and regulations when providing services to adolescents. The goal of the adolescent counseling service is to minimize barriers to reproductive health care and provide accurate, age-appropriate reproductive health care education and counseling. Adolescent services must include specialized counseling that allows for screening of child abuse and ensures that adolescents receive support services and age-appropriate counseling that is sensitive and nonjudgmental. Adolescent counseling must address several issues.

1. Abstinence
2. Confidentiality
3. Family involvement
4. Methods of contraception
5. Sexual coercion
6. Sexually transmitted infections, including safe sex practices.

In addition, the following areas should be addressed as appropriate:

1. Reproductive anatomy and physiology.
2. Description of the physical examination and laboratory tests.
3. Self-breast examinations and self-testicular examinations.
4. Preventative health issues, such as healthy nutrition and exercise, for risk reduction of many degenerative diseases and health problems, such as osteoporosis and diabetes.

Confidentiality:

Adolescents must be assured that all visits and services are confidential within the limits of the law and reporting obligations. Every attempt should be made to ensure the privacy of the individual during service provision and as it relates to any necessary follow-up. Parents or guardians cannot be notified before or after a minor has requested and received Title X family planning services.

Procedure:

1. Obtain Consent: Adolescents seeking family planning services are allowed to provide their own consent to access these services. Written consent of parents or guardians for the provision of services to minors must not be required unless otherwise specified

by the TEXAS Family Code Laws. Routine consent (general consent, HIPAA, confidentiality) is to be signed, dated, and witnessed. It is to be obtained in the same manner as with all other services and placed in the appropriate area of the medical record.

2. Provide Counseling and Education:
 - a. During the intake process, staff are to provide adolescent counseling and education that includes information on all methods of contraception, including abstinence. Information should also be provided on safer sexual practices to reduce risks for STI/HIV.
 - b. Discuss information on sexual coercion and tell the adolescent patient that they have the right to say no to any act of sexual contact and they should only have sexual intimacy without fear or the threat of coercion (being forced).
 - c. Ask the adolescent if they have discussed their sexual activity and their need for contraception with a family member. Encourage them to discuss their reproductive health care needs with their parents, guardians, or other trusted adults.
 - d. Reassure that not all teens have an adult with whom they feel comfortable talking.
 - e. Assure teens that services will not be denied to them.
 - f. Documentation of the Counseling and Education process should take place in confidential areas of the clinic, and all documentation kept confidential. Parents are not to be notified of services.

Reporting:

If it becomes evident during the adolescent education and counseling session that sexual coercion or child abuse has taken place, staff must document and report it per TEXAS law Family Code: 261 <https://statutes.capitol.texas.gov/docs/fa/htm/fa.261.htm>

Administrator

Chairman of the Board

Subject: Bidding Process for Vendors and Contractors

Effective Date:

Supersedes: 815 October 15, 2025

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures for vendor bids and contract negotiations. ACCHD follows Texas Grant Management Standards when procuring property and services with federal, state, or local funds, with efforts to avoid conflicts of interest and ensure that ethical bidding standards are followed. An employee may not have a direct or indirect financial transaction that is in conflict with the ethical standards that govern the funds that are awarded through federal, state, or local funds. This policy applies to all procurement activities conducted by ACCHD using federal, state, or local funds, including but not limited to grant-funded procurements, operating budget procurements, emergency procurements, professional services contracts, and construction and improvement contracts. All procurements shall comply with: Texas Grant Management Standards, Federal Uniform Guidance for federal funds, Texas Local Government Code, Texas Government Code, and ACCHD policies and procedures.

Definitions:

1. “Competitive Bidding” – A procurement method that uses sealed bids that are publicly solicited and opened.
2. “Competitive Proposals” – A procurement method that uses requests for proposals (RFPs) allowing for negotiations and considering factors beyond price.
3. “Grantee” – ACCHD when receiving grant funds.
4. “Procurement” – The process of acquiring goods, services, or construction.
5. “Responsible Bidder” – A bidder who has the capability to perform successfully under the terms and conditions of a proposed procurement, considering integrity, compliance with public policy, past performance, and financial and technical resources.
6. “TxGMS” – Texas Grant Management Standards Version 2.0, effective September 1, 2025.

Procurement Thresholds and Methods:

Amount	Procurement Method Required
Up to \$10,000	Informal quotes (minimum 3, when practicable)
\$10,001 - \$50,000	Formal written quotes (minimum 3)
More than \$50,000	Competitive sealed bidding or competitive sealed proposals

For federal grant-funded procurements, the following thresholds apply per 2 CFR 200.320:
Small Purchase Procedures – Up to the simplified acquisition threshold (currently \$250,000).
Sealed Bids (Formal Advertising) – More than \$250,000, or as required by grant terms.
Competitive Proposals – When sealed bids are not appropriate.

Procedures:

ACCHD shall:

1. Verify sufficient budgeted funds exist before initiating procurement.
2. Document the specific needs and requirements.
3. Verify grant terms and conditions for specific requirements.
4. Obtain appropriate authorization levels depending on amount.
5. If competitive sealed bidding process is needed:
 - a. Develop solicitation that is clear, complete and unbiased; includes all necessary terms and conditions; and complies with TxGMS procurement standards as well as any required federal clauses for federal grant procurements.
 - b. Comply with Texas Local Government Code Section 271.025:
 - i. Advertise in a newspaper of general circulation.
 - ii. At least once a week for two consecutive weeks.
 - iii. First publication must be at least 14 days before bid opening.
 - iv. Include project description, bid opening date/time/location; and
 - v. Post bidding request on ACCHD website and meet any additional website posting requirements.
 - c. Schedule walkthroughs and evaluations of the service or work needed during an identified date and time.
 - d. All bids must be opened publicly by the Board of Health at the stated time and place, bid prices and pertinent information must be read aloud, all bids received must be recorded and permanent records maintained, and bids received after the deadline must be rejected.
 - e. When technical qualifications and approach are primary factors, develop RFPs and process for evaluating proposals.
 - f. Final decisions regarding received and acceptable bids must be made by the Board of Health.
6. For vendors, first assess if a vendor or contract acquisition can be made through TxSmartBuy.
7. Ensure vendors meet the following general requirements:
 - a. Proper licensing and authority to conduct business in Texas.
 - b. Adequate financial resources and credit.
 - c. Experience and ability to perform the work.
 - d. Satisfactory record of performance and business ethics.
 - e. Ability to provide Certificate of Insurance and experience references.
8. Ensure the following requirements are met for federal grants:
 - a. SAM.gov registration and active status.
 - b. Certification regarding debarment and suspension.

- c. Compliance with federal civil rights requirements; and
- d. Compliance with any other federal act or law that is required or applicable.

Contract Award and Administration:

1. Award Criteria:

- a. For sealed bids, ACCHD shall:
 - i. Award to lowest Responsible Bidder meeting specifications; and
 - ii. Consider total cost including delivery, installation, and maintenance.
- b. For Competitive Proposals, ACCHD shall:
 - i. Award to responsible offeror whose proposal is most advantageous; and
 - ii. Consider price and other evaluation factors as specified in RFP.

2. Award Process. ACCHD shall:

- a. Complete evaluation within reasonable timeframe.
- b. Prepare award recommendations with justification.
- c. Obtain required approval authority.
- d. Notify successful and unsuccessful bidders; and
- e. Execute formal contract documents.

3. Contract Administration. ACCHD shall:

- a. Monitor contractor performance throughout contract term.
- b. Process payments only upon satisfactory delivery/performance.
- c. Document and approve any contract modifications.
- d. Follow established procedures for resolving disputes; and
- e. Ensure proper contract completion and documentation.

Specialty Procurement Situations:

1. Emergency Procurements

- a. In cases of public emergency affecting public health or safety, ACCHD shall:
 - i. Formally declare emergency situation.
 - ii. Document circumstances necessitating emergency action.
 - iii. Obtain emergency procurement approval from authorized official.
 - iv. Limit emergency procurement to immediate needs; and
 - v. Report on emergency procurement to Board at next meeting.

2. Sole Source Procurements

- a. When only one source can provide required goods or services, ACCHD shall:
 - i. Prepare detailed sole source justification.
 - ii. Document efforts to identify alternative sources.
 - iii. Obtain required approval level.
 - iv. Negotiate fair and reasonable price; and
 - v. Maintain complete procurement file.

3. Professional Services

a. For professional services including legal, architectural, engineering, and consulting, ACCHD shall:

- i. Select based on qualifications first.
- ii. Negotiate fair and reasonable compensation; and
- iii. Include appropriate professional standards clauses.

Record Retention and Documentation:

ACCHD shall maintain complete records of all procurements including:

- Solicitation documents
- Bid/proposal submissions
- Evaluation documentation
- Award documentation
- Contract files
- Performance records
- Payment records

For federal grant procurements, ACCHD shall maintain for three years after final payment or as specified in grant agreement. For state grant procurements, ACCHD shall maintain per TxGMS requirements. For local fund procurements, ACCHD shall maintain per Local Government Records retention schedule.

Ethical Standards and Conflicts of Interest:

All ACCHD personnel involved in procurement activities must:

1. Maintain high ethical standards.
2. Avoid conflicts of interest or appearance thereof.
3. Not accept gifts, favors, or anything of value from vendors.
4. Not use position for personal gain; and
5. Maintain confidentiality of procurement information.

Personnel must disclose any potential conflicts of interest and recuse themselves from related procurement activities.

Administrator

Chairman of the Board

Subject: WIC Referral of Health Services

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) ensured there is a process for client referral to health services. State law (CS:21.0T) for local agencies requires a policy and plans to ensure participants are provided with necessary information about and referred to health services when appropriate. WIC will maintain an up-to-date local resource list of healthcare/drug/substance abuse counseling/treatment for both staff and clients to refer to.

Local Agencies (Las) shall refer participants to health services when appropriate. A list of local resources shall be made available for distribution to all applicants and/or participants and their parents or caregivers.

Procedure:

- I. LAs shall maintain an up-to-date list of local health services including resources for drug and other harmful substance abuse counseling and treatment.
- II. At each certification, LAs shall determine whether or not an applicant has a medical home. The medical home shall be documented on the Participant Page of the MIS.
- III. Applicants and/or participants who do not have a medical home shall be:
 - A. given an up-to-date, written list of health services within the community; and
 - B. counseled about the importance of regular health care.
- IV. Applicants and/or participants who are identified as needing drug and other harmful substance abuse services shall be given an up-to-date, written list of drug and harmful substance abuse counseling and treatment services.

Texas Medicaid Medical Providers

Provider Name	Phone	Address	Comments
Angelina County & Cities Health District-Kids Care	936-632-1139	503 Hill St. Lufkin 75904	Medicaid, CHIP
Angelina Pediatrics	936-634-9233	1222 Ellis Lufkin 75904	Medicaid, CHIP
Bright Beginnings	936-404-4602	2001 Tulane Dr Lufkin 75901	Medicaid, CHIP
Nacogdoches Memorial Hospital Care First Clinic	936-564-8611	Family Medicine 1023 N Mound St, Suite A Nacogdoches 75961	Medicaid, CHIP
East TX Community Health Services	936-899-5368	1717 Sayers Lufkin 75904	Medicaid
	936-560-5668	1309 S. University Nacogdoches 75961	
East Texas Premier Pediatrics	936-634-5437	1 Medical Center Blvd Ste B, Lufkin 75904	Medicaid, CHIP
Head Pediatrics	936-305-5050	625 Russell Blvd Nacogdoches 75965	Medicaid, CHIP
Little Jacks Pediatrics ETCHS	936-205-5805	4710 A NE Stallings Dr Nacogdoches 75965	Medicaid, CHIP
Pineywoods Pediatrics	936-560-9000	3614 N University Dr Nacogdoches 75965	Medicaid-foster only

Dental Providers

Provider Name	Phone	Address	Comments
Always Affordable Dental	936-632-0077	1601 S John Redditt Dr. Lufkin 75904	No Medicaid/CHIP currently
Element Dental	936-639-4867	103 N. Brentwood Lufkin 75901	Medicaid (under 21), CHIP, Care Credit
Goodland Dentistry	936-465-9987	3063 S. John Redditt Dr. Lufkin 75904	Ages 6 mo+ Medicaid/CHIP/Insurance
Hollywood Dental	936-632-4477	1703 Tulane Dr Lufkin 75901	No Medicaid/CHIP, Insurance
Pediatric Dentistry	936-634-6119	1218 Ellis Ave Lufkin 75904	Medicaid/CHIP Foster Care
Diboll Dental	936-526-2500	404 N Temple Dr. Suite-A Diboll, TX 75941	Medicaid/CHIP/Insurance
Bateman Dental	936-657-0110	3205 N University Dr Ste B Nacogdoches 75965	Medicaid/CHIP
Deluxe Dental	936-560-3380	4909 North St Ste 210 Nacogdoches 75965	Medicaid/CHIP
Diagnostic Dental	936-564-9401	1023 Mound Suite D Nacogdoches 75961	Ages 6 mo-21 yrs Medicaid/CHIP, loan referrals
Nacogdoches Pediatric Dentistry	936-559-7200	1602 East Starr, Suite 203 Nacogdoches 75961	New patients under 13 all disabled children
Trent Erwin, DDS	936-560-3646	4736 NE Stallings Dr. Nacogdoches 75961	All ages Medicaid/CHIP, loan referrals
APEX Dental	936-560-0900	4610 North St STE 101 Nacogdoches 75965	All ages Medicaid/CHIP
Nader J. Kreit, DDS	936-327-9490	117 South Point Ln St 400 Livingston 77351	All ages Medicaid/CHIP, payment options

Family Practice

Physician	Phone
Cathcart, Clifton, DO	637-2080
Baylor St. Luke CHI Primary Care	899-7380
East Texas Family Medicine	634-3396
Evans, Charles, MD	699-5433
First Choice Family Medicine	699-5275
Fung, Jamie, DO Ha, John, DO	634-0526
Kistler, Robert, MD	634-2231
Kittley, Rima, MD	634-5699
Saxton, James E, MD	632-1939
Splenser, Pablo, MD	229-3745
Tucker Family Medicine	225-3657
Urquia, Karina J, MD	699-4000
VIP Health Family Clinic	639-1005
Wells, Terry, MD	634-3329

Obstetrics

Physician	Phone
Johnson, Jerry, MD Brown, Karol, NP Johnson, Hailey, FNP-C	936-634-6636
Carter, Kaywin, MD Hensarling, Heather, FNP-C McClendon-Coker, Dixie, MD Shelton, Shelby, CNM Sullivan, Rachael, DO	936-634-1620 push 2 for women's services
Pineywoods Obstetrics & Gynecology Suiter, Cheryl, MD Brazil, Jana, NP	936-699-7575
Drake, Brian, MD McMorries, Kyle, MD	936-560-2666

American Cancer Society Tobacco Quit Line	1-877-YES-QUIT, www.yesquit.org
Alcohol & Drug Awareness Council (ADAC)	Crisis hotline: 1-800-445-8562, Local: 936-634-5753 302 N Raquet, http://www.adacdet.org/
Alcoholics/Narcotics Anonymous (AA/NA) Lufkin-Dianna St Lifeline-Ellis St Zavalla-Celebrate Recovery Pollok-Most Excellent Way Huntington-Most Excellent Way	www.aa.org 936-634-6316 936-634-5771 713-252-4156 936-853-2727 936-422-4211
Alcoholics/Narcotics Anonymous-Lifeline Group	936-634-5771
Breakthrough House for women	936-422-4311
Project Quit Tobacco	936-634-9308, online and in person
Drug-Free Texas Hotline	1-877-966-3784, http://drugfreetexas.org/
Kirkland House (Sober living for women)	936-208-7169
Mantooth House (Sober living for men)	936-899-5626
Seasons of Hope (ministry for women)	936-875-1900

Substance Abuse Resources

Revised 4/7/25, 4/9/24, 2/5/24, 6/28/22, 3/14/22

Administrator

Chairman of the Board

Subject: WIC Outreach Plan

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) ensured there is a program outreach plan. As required by state law (OR 01.0), WIC will have an outreach plan developed and implemented which emphasizes the enrollment of women in their first trimester and migrants. The outreach plan is updated on an annual basis and maintained by the WIC Outreach Coordinator ensuring that potentially eligible people in each local agency's (LA's) service are aware of the WIC program and know where to seek services.

Procedure:

- I. Each LA shall develop and implement an outreach plan.
 - A. The outreach plan shall be updated on an annual basis.
 - B. A copy of the plan shall be maintained at the LA.
 - C. Documentation of all outreach activities including dates shall be maintained at the LA.
- II. At a minimum, the outreach plan shall include:
 - A. Distribution of information twice a year about WIC, to organizations, including grassroots organizations, and agencies that serve or work with potentially eligible persons.
 - B. An annual contact to each homeless facility where current WIC participants reside to verify that required conditions are still being met (See CS:06.0). This is only applicable if LA or Clinic has a homeless facility in the area served.
 - C. Although not mandatory, it is suggested that the outreach plan also include announcements, articles and/or appearances about WIC in local radio, television, and/or newspapers on an annual basis.
- III. Outreach conducted by the state agency (SA) shall not be considered a part of the LA's outreach activities.
- IV. At a minimum, all outreach information shall include:
 - A. location of the local WIC Program and a phone number for more information; and
 - B. a current statement of nondiscrimination (see Policy CR:02.0).
- V. Printed outreach materials and oral presentations shall also include:
 - A. a description of WIC benefits; and
 - B. criteria for participation, i.e., income, residence, categorical, and nutritional risk.

- VI. When LAs are operating at maximum caseload, outreach shall be targeted to people who are at high risk. LAs operating at maximum caseload are not exempt from outreach.
- VII. Outreach shall be provided in an appropriate language in areas where a substantial number of persons are non-English speaking.

Guidelines:

Organizations and agencies that deal with potentially eligible people include, but are not limited to:

- I. Health and medical organizations
- II. Hospitals, community health centers, physicians, and pharmacies
- III. Texas Department of Human Services for SNAP (Supplemental Nutrition Assistance Program), Medicaid, and TANF (Temporary Assistance for Needy Families)
- IV. Private and public social service agencies
- V. Farm worker organizations
- VI. Military bases
- VII. Native American tribal organizations
- VIII. Public and private childcare centers including Headstart
- IX. Public housing authorities
- X. Churches and other religious organizations
- XI. Schools
- XII. Grassroots organizations
- XIII. Homeless facilities
- XIV. Unemployment offices

OUTREACH PLAN

FY 2026

ACCHD Coordination

- WIC outreach information is included in outreach services provided by other ACCHD departments.
- Women who complete pregnancy tests at the Primary Care Clinic and test positive are directed to WIC to make an appointment.
- The Children with Special Health Care Needs Program (CSHN) ensures families enrolled in the program also apply for WIC.
- The Outreach coordinator will attend monthly outreach meetings to discuss providing professional or specialized services to a group of people who may not have the opportunity of access to those services.

Interagency Coalition

Outreach staff will attend the Interagency Coalition meetings every month, if possible, to promote WIC. Many of the social service agencies in our community attend this meeting. Each year WIC presents a program about WIC and our agency, the ACCHD. At the other monthly meetings, we hear about other community services and bring the information back to the WIC staff to refresh our referral list.

Health Fairs/Festivals

ACCHD WIC staff will attend health fairs in the community, including schools, and employer sponsored fairs (ETECH, Pilgrims, etc.). We also try to attend festivals (Kite Fest, Tamale Festival, Juneteenth Celebration, ACCHD Back to School Bonanza, Art in the Park) as appropriate.

Daycares

WIC staff will visit local daycares and provide WIC outreach brochures to potential participants.

Pregnancy Help Center (PHC)

WIC keeps the Help Center supplied with outreach brochures as they see many of our potential eligibles, both pregnant and postpartum. They make sure that every client is aware of WIC and has the information they need to apply.

Advertisement

We utilize a local advertising company, Point-A Media, for all our advertising and social media needs. We advertise on a digital billboard, visible from a busy local street near the main office. We also submit all social media posts from the SA for use on all ACCHD social platforms.

East Texas Resource Center (formerly East Texas Food Bank)

The East Texas Resource Center in North Lufkin and the ACCHD refer back and forth. We can set up a table and distribute outreach information as desired.

Outreach Brochures

The WIC Director will delegate delivery of WIC outreach materials. Some of the entities reached will be the Department of Human Resources, Workforce Solutions, Stubblefield Learning Center, Lufkin High School, ADAC, CISC, Kurth Memorial Library, Women's Crisis Center, and other agencies where our target population is found. They will also target school health fairs, day care centers, Deep East Texas Council of Government client meetings, and Head Start parent meetings.

Physicians

Outreach staff will visit the local HCP offices (including obstetricians and pediatricians) to distribute WIC outreach brochures.

Lufkin High School

- Targeted audience- Lufkin High School Students who are either pregnant or who have recently had a baby.
- WIC staff conduct client-centered nutrition education group discussions that engage with hands-on activities to facilitate learning and participation

Administrator

Chairman of the Board

Subject: WIC Disposal of Records

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) ensured there is a process for WIC disposal of records. As required by state law (GA: 03.0), WIC has a plan in place of how records will be disposed of. Prior written approval from the state agency should be obtained before any financial or program records are destroyed to ensure that full and complete records related to the property of program operations are available.

Procedures

- I. Once the State Agency (SA) issues an annual notification indicating which records may be destroyed, the local agency (LA) may destroy records accordingly. Types of records that may be destroyed include but are not limited to the following:
 - A. Certification
 - B. Report of operations
 - C. Food instrument inventory
 - D. Vendor information
 - E. Nutrition education
 - F. Food instrument log (carbon copy of voucher with signature)
 - G. Participation log
 - H. Sample formula log
- II. The LA shall submit to the SA a request for approval to destroy program records that are not included in the annual notification. This request shall include a description of the records to be destroyed and shall indicate the period to which such records pertain.
- III. The request shall be reviewed based upon the following criteria:
 - A. Financial records and documents shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the reports pertain, with the following qualification:
 1. The records shall be retained beyond the three-year period if audit findings have not been resolved.
 2. Records for nonexpendable property shall be retained for three years after its final disposition.
 - B. All other records and documents shall be retained for three years following the date of submission of the final expenditure report for the period to which the reports pertain, unless audit findings remain unresolved.
- IV. The LA shall receive written notification of the SA's decision.

- V. The LA shall have a written plan on how records shall be disposed. The plan shall be kept on file for audit/review.
 - A. Each year the WIC state office sends a memo granting permission to dispose of records with an action date before a given date. Staff will pull those records and place them I the locked bin at the back of the mechanical door to be shredded. Security shredding shreds the records on-site and provides admin with documentation of the shred date.

Administrator

Chairman of the Board

Subject: WIC Disaster and Safety Plan

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) ensured there is a disaster and safety plan for the WIC program. As required by state law (QA: 02.0), WIC has a plan in place of quality management in the event of a disaster to take place, including a safety plan. It is up to the WIC program to implement a local disaster plan in addition to that of Angelian County and Cities Health District (ACCHD).

Procedures

- I. The WIC program will coordinate all disaster planning and implementation with the ACCHD Emergency Preparedness department.
- II. The WIC program will implement the “State of Texas WIC Program Disaster Plan” in its entirety (See below).
- III. WIC will create and maintain a local point-of-contact list including the positions required in the State of Texas WIC Program Disaster Plan (TWDPD) attached to this policy. Report any damage and/or staff availability to the State Help Desk at (800) 650-1328.
- IV. The WIC Training Coordinator, or designee, will attend State Agency (SA) disaster training on the WIC training site and document training of all staff, annually.
- V. WIC will create and maintain a disaster kit at each clinic to include at a minimum the following:
 - A. Batteries/flashlight
 - B. Plastic sheets or garbage bags to cover equipment
 - C. Masking tape
 - D. SA contact numbers
 - E. State and local disaster plans
- VI. WIC will use the AphaGetReady.org and TexasPrepares.org handouts and information if needed.

Local Disaster Point-of-Contact Information

Hollin Thompson, WIC Director
Main WIC office: 936-637-7242
Direct office: 936-633-1408
Cell phone: 936-671-3946
Preferred method of contact: direct office

Disaster Contact 1: Yesenia Cabral-Fletcher, Administrator of Angelian County and Cities
Health District
Direct office: 936-633-0602
Cell phone: 936-238-5000

Disaster Contact 2: Jeffrey Burns, Public Health Emergency Preparedness (PHEP) Manager
Direct office: 936-633-0670
Cell phone:

Administrator

Chairman of the Board

Subject: ACCHD and WIC Comprehensive Quality Management Plan

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) created and implemented a Comprehensive Quality Management Program founded on four core principles. The committee will meet quarterly. The Administrator will designate the Director of Clinical Services as responsible for collecting the data and implementing the QM Plan. Job descriptions will be created and maintained for all positions that provide direct client services as well as any employee within ACCHD. The quality management plan establishes a multidisciplinary Quality Management committee comprising ACCHD Administrator, Medical Director, Dental Director, Financial Director, Clinical Director, and the WIC Director, which will convene as required outlined in program-specific standards. The Quality Management Committee will review all specific program monitoring activities to determine compliance with the review criteria established in this plan, including the oversight process for subcontractors. Committee minutes will document results, actions taken, and follow-up for ongoing process improvement within the agency and will be retained in Administration. This plan will be reviewed annually and updated as needed. The Administrator will assign appropriate staff to facilitate the implementation of the review processes established below. The four core principles include:

1. Focusing on the client
2. Systems and processes
3. Measurement
4. Teamwork.

Review Criteria

1. **Facilities Evaluation:** ACCHD will conduct annual safety and maintenance inspections at all facilities where services are provided, including training on fire safety equipment handling, fire drills, emergency evacuation procedures, and disaster response plans.
2. **Administrative Policies Evaluation:** ACCHD will review administrative policies annually, which are updated as needed.
3. **Clinical Policies and Procedures Evaluation:** ACCCHD will review clinical policies and procedures annually and update them as needed. See the attached review tool documents.
4. **Protocols and Standing Delegation Orders:** ACCHD will review Written Clinical Protocols and Standing Delegation Orders that have been developed and are reviewed by Administration, Clinicians, and nursing staff and signed by the Medical Director on an annual basis to ensure the provision of quality medical services at the Health District. Training and observation of nursing competencies are done upon hire and on an annual basis for all clinical personnel. Utilization of

clinical references includes Standards for Public Health Clinics, Minimum Standards for Diabetic Care in Texas, Griffith's 5-minute Clinical Consult, Advisory Committee on Immunizations Practices, and other industry standard clinical guides.

5. **Credentialing and Peer Review of Clinicians:** All physicians, clinicians, nurses, registered dietitians, and other licensed/certified individuals will have their credentials checked at initial employment and on an annual basis. The Medical Director will conduct peer reviews of clinicians on a weekly basis. See the attached review tool documents.
6. **Eligibility and Billing Functions Evaluation:** ACCHD conducts an eligibility screening for clients who access state-funded programs that require an eligibility determination. All eligibility processes follow state eligibility standards found in state program-specific manuals. ACCHD will evaluate program eligibility semiannually to ensure that determination and documentation are correct and support program billing.
7. **Clinical Record Reviews:** ACCHD conducts clinical record reviews semiannually to evaluate and monitor client records for conformity to standards, complete and clear documentation, accurate assessment of findings, plan of care based on findings, follow-up/reassessment, and education based on client needs. See the attached review tool documents.
8. **Findings and Corrective Action:** The Quality Management Committee will document and review the findings of the records review process and any recommendations from leadership for corrective action and process improvement. As part of the corrective action process, any staff member having difficulty with any part of record documentation compliance will receive the necessary training and instruction.
9. **Adverse Outcomes Review:** Clinical adverse outcomes will be documented on a ACCHD Adverse Outcome Reporting Form and immediately reported to Administration. The form will include documentation of results, actions taken, and follow-up to ensure appropriate improvements. All Clinical Adverse Outcomes Reports filed in Administration will be reviewed quarterly by the QM Committee.
10. **Client Satisfaction Surveys:** ACCHD will conduct an annual customer service survey in appropriate languages that will be used at all sites, including any subcontractors, to evaluate and plan actions related to customer. The goal of the client satisfaction survey is to improve the client's service experience and process improvement. Administration will determine the actions to be taken based on the survey results, and actions taken will be presented to the staff at a monthly staff meeting. Documentation of results, actions taken, and follow-up will be added to the reports to the QM Committee.
11. **Subcontractor Oversight:** Subcontractors providing services with state funds will be monitored to ensure compliance with policies and basic state requirements, including annual license verification, clinical record review semiannually, eligibility and billing review, facility on-site review, annual client satisfaction survey, and annual Child Abuse, Human Trafficking, and Intimate Partner Violence Training of subcontractor staff.
12. **WIC Quality Management Plan:** ACCHD WIC program's purpose is to ensure the delivery of high-quality services that meet participants' needs and are in compliance with state policies and federal regulations. Self-audits will be completed as outlined below and as shown in the

accompanying table (per WIC policy QA:02.0):

1. **Financial Management** self-audit will be conducted biennially on the year the (Local Agency)LA is not monitored by the State Agency using SA worksheet FA-1 and the Quality Management Fiscal Monitoring Tool
2. **Food Delivery self-audits** will be conducted once each fiscal year at all sites using worksheets FDA-I and FDA-2
3. **Administrative self-audit** will be conducted biennially on the year the LA is not monitored by the State Agency using the Quality Management Administrative Monitoring Tool
4. **Clinical Self-Audit** will be conducted biennially on the year the LA is not monitored by the State Agency using the SA Quality Management Administrative and Clinical Monitoring Tools. **Record review** will be conducted by Beth Malloy, Director, or by other designated staff. The WIC self-audit will include at least five observations and ten record reviews for the selected sites. Beth will observe and review the following: eligible records, classes, staff fraud and abuse, 10/20-day rule, mid-certs, midpoint reviews, employees/relatives/close friends on WIC, noncontract formula, high risk referrals, child abuse, ineligible records, verification of homeless facilities, client satisfaction surveys, and fully breastfeeding package. Beth will rotate at satellite clinics for record review.
5. **Facility Audits** will be conducted at all clinic sites each fiscal year. Evacuation plans include location of exit routes, assembly points, and equipment. First aid kit locations are known and readily available. Within WIC, these are located in the CA Station and in the closet behind the front desk. Fire extinguishers are mounted so that they are readily accessible to employees without subjecting employees to possible injury. The Health District will conduct annual safety and maintenance inspections at all facilities where services are provided, including training on fire safety equipment handling, fire drills, emergency evacuation procedures, and disaster response plans.
6. The LA may conduct additional self-audits to ensure compliance, if needed.
7. The LA will use forms designated by the SA QMB Branch for the clinical and fiscal self-audits.

Self-Audit Monitoring Tool/Worksheet	Minimum Frequency of Self-Audit	Minimum Number of Sites Reviewed Fiscal Year
QMB Fiscal		
Local Agency Self-Audit Fiscal Review	Biennially	LA
FA-1	Biennially	LA
Inventory FDA-1 and FDA-2	1 set per Fiscal Year	All Sites in LA
QMB Administrative		
Local Agency Self-Audit Administrative Review	Biennially	LA
Record Reviews	Biennially	20% of sites on a rotating schedule
QMB Clinical		
Local Agency Self-Audit Clinical Review	Biennially	20% of sites on a rotating schedule
Facility Reviews	1 per Fiscal Year	All Sites in LA

8. Corrective Action Plan - Once a self-audit has been conducted, a corrective action plan shall be developed and approved within 14 business days to correct the findings/deficiencies. The WIC Director will identify a position responsible for approving CAPs, which is presently herself. The self-audit and self-audit CAP will be shared with the PA Administrator or their designee. All identified tasks will be completed within 90 days of approved CAP. The CAP must be specific to the identified errors out of compliance. Self-audits, CAP, and implementation of the CAP shall be documented and kept on file at the LA according to the retention period per Policy GA 3.0 following the date of the self-audits. All documentation shall be available to an outside auditor and quality assurance monitoring review team. Findings from the self-audit will be discussed with staff at the In-service following the review period.

9. The WIC Experience Surveys will be closed within a reasonable timeframe as directed by State Agency per Policy GA: 25.0

- Best practice - customer service tickets are read and addressed (change status to "in progress" or "closed," with notations in the follow up section of the ticket) within 24 hours (1 business day)
- Acceptable - customer service tickets are read and addressed (change status to "in progress" or "closed," with notations in the follow up section of the ticket) in 72 hours (3 business days)
- For complaints involving discrimination - 24-hour response is required

Administrator

Chairman of the Board

Subject: Facility Safety and Inspection Policy

Effective Date:

Supersedes: November 19, 2025, April 2022, December 2017, December 2013

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures and guidelines to ensure the safety of the facility, staff and visitors as well as employee general health standards. Any unsafe conditions on any ACCHD property or within ACCHD leased spaces should immediately be reported to the employees' supervisor, Facilities and Administrator. Each department should be maintained in a neat and orderly manner.

The Public Health Emergency Preparedness Manager/ Safety Officer will be responsible for overseeing safety training, drills, writing and revising of plans, policies and participate and lead regulatory inspections. This includes the following:

1. Establishment of an Emergency Response Team (ERT) designating certain (ACCHD) members to function as an operational Response Team Under the Injury Illness prevention Plan (IIPP) requirements.
2. Provide safety educational topics at least annually or more frequently as needed.
3. Conduct safety inspections at least annually or more frequently as needed.
4. Ensure staff are using all equipment in a safe manner and according to standards.
5. Ensure all staff are using proper body mechanics when lifting weight or moving items.
6. Periodically inspected furniture and equipment to ensure proper condition and operation.
7. Conduct annual Fire Drills for all personnel.
8. Conduct Hazard Drills (Tornados, Hurricanes, Floods, Power Outages, Active Shooter, Shelter in Place, Mass Casualty, Hazardous Materials, Other) by all Emergency Response Teams.
9. Conduct monthly and Annual Fire Extinguisher Checks and training for staff.
10. Conduct monthly Emergency Exit Signs and Emergency Lighting Inspection
11. Conduct monthly Emergency Generator Checks
12. Conduct monthly and annual Incident Command System (Functional, Tabletop, Full Scale).
13. Conduct annual Training on Hazardous Materials Awareness (Emergency Response Guidebook- (ERG) NIOSH).
14. Conduct monthly and annual Hazardous Materials Safety Data Sheets (SDS) Review.
15. Ensure employees receive annual Personnel Protective Equipment (PPE) Training.
16. Ensure fire exits, corridors, aisles remain clear/unobstructed at all times.
17. Ensure ACCHD vehicles are inspected and maintained as required.

18. Identify needed safety equipment in order to keep staff safe.
19. Ensure No Smoking Signs are posted in the required spaces.
20. Ensure there are no electrical risks.

Other as related to safety.

14. Disaster Preparedness Equipment Materials Supplies
15. Monthly Automated External Defibrillator (AED)
16. Monthly Medical Trauma Bags
17. Monthly Medical Wall Cabinets
18. Monthly and Annual Training Records

Administrator

Chairman of the Board

Subject: Fire Drill Procedures

Effective Date:

Supersedes: July 2009

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures for fire drills. ACCHD will appoint the Public Health Emergency Preparedness Manager or Facilities Supervisor/Manager to coordinate all safety events for ACCHD. This team will coordinate Fire Drills, Safety Meetings, Hazardous Communication Plan, and will participate in the Public Health Preparedness Team. Instructions and Fire box keys will be located at the front desk, inside an upper cabinet.

Divisions of responsibilities:

1. Staff are to assist clients with exit and re-entry to the building.
2. Department Directors/ managers are responsible for the head count of their staff and clients.
3. Safety Officer or designee is responsible for an interior sweep of the building, fire box controls and resets, HVAC resets, Fire Department communication etc.
4. In case of a real emergency, staff will notify any leader and call 911.
5. Safety Officer will be responsible for signaling all clear communication and the building re-entry.

Fire Drill Procedure:

1. Will be conducted and documented on an annual basis.
2. Safety teams will meet once per quarter or as often as needed.
3. Safety Inspections will be conducted on a once-per-quality basis.
4. Supervisors and Administration will be alerted to fire drill activities such as time and date.
5. As the drill commences, staff and clients are to leave through the closest available exit, with staff ensuring that all clients are kept calm and that children/the elderly are assisted.
6. Supervisors of each area, or their designee, are to see that all employees and clients are clear of the building. **DO NOT RE-ENTER THE BUILDING** until authorized to do so.
7. Administration and Safety Staff will secure the area and end the drill as appropriate.
8. In case of a real emergency, 911 will be dialed by the appropriate Safety and/or Administration staff member.

9. The alarm will not be set until emergency personnel arrive.
10. All appropriate reports will be completed as delegated and given to a member of leadership team and PHEP manager for review and filing.
11. Areas of opportunity will be discussed in real time and in quality forums.
12. Reports will be filed according to Record Retention Policy.

General Emergencies Procedures:

1. Staff involved or closest staff to the situation will dial Intercom and Code 11 to the department in need.
2. All Supervisors, Administrative, and Senior Clinic personnel will go to that department.
3. The police will be called if the situation escalates beyond ACCHD personnel control.
4. All appropriate reports will be completed as delegated and given to a member of leadership team and PHEP manager for review and filing.
5. Areas of opportunity will be discussed in real time and in quality forums.

Major Emergencies Procedures:

1. Involving staff and/or clients - 911 will be dialed immediately by the nearest staff members.
2. Administration and Supervisors will be notified immediately.
3. All appropriate reports will be completed as delegated and given to a member of leadership team of PHEP manager for review and filing.
4. Areas of opportunity will be discussed in real time and in quality forums.

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36.	72.

Appendices 3: Fire Drill Checklist and Summary Recommendations

Fire Drill Checklist and Summary Recommendations

This form is to be completed by the person responsible for coordinating the building fire safety program, which includes conducting and monitoring fire drills and monthly fire alarm system testing. The form serves two purposes. First, it provides a useful checklist of activities that typically must be undertaken every time a comprehensive fire drill or monthly fire alarm system test is conducted. Secondly, the form can be used as a permanent record of monthly fire alarm system tests and unscheduled fire alarm system activations. Where a form of this nature is used to document monthly fire alarm system tests, the document must be retained for a minimum of 2 years.

Fire Drill Evaluation Form Date:	
Time of Drill:	
Coordinator's Name:	
Location:	
Staff Headcount/ Total Staff Expected:	
Total Staff Accounted For:	
Discrepancies (if any):	
Total Patient Count:	
Total Patient Expected:	
Patient Discrepancies:	

Patient Evacuation

1. Were patients present during the fire drill? Yes No If yes, how many patients were present?

2. Were all patients evacuated safely? Yes No. Comments or Issues Related to Patient Evacuation:

No if no, comment on action taken: _____

2. Were they effective at moving evacuees to and from their Evacuation Zones? Yes No
Comments:

3. Did the ERT use radios? Yes No
Did they work? Yes No
Comments:

4. Proper channels use/ communication? Yes No
Comments:

FIRE CONTAINMENT

5. Were all doors closed, including interior office doors? Yes No
6. Did someone respond to the alarm panel to confirm alarm /location/type? Yes No
7. Was the audible alarm clearly heard? Yes No
8. Were strobe lights flashing? Yes No
9. Were EXIT signs visible/working? Yes No

EVACUATION PROCESS

10. Were the corridors and exits kept clear? Yes No
11. Did the evacuation process proceed in a smooth and orderly manner? Yes No
12. Did visitors take part in the drill? Yes No
13. Were restrooms searched? Yes No
14. Were private areas or concealed places searched? Yes No

EVAUATION ZONES

15. Did ERT keep individuals calm and together? Did Evacuees know their Evacuation Zone assignments?
 Yes No
16. Did ERT keep evacuees aware and safe from parking lot traffic? Yes No
Did ASSEMBLY AREA COORDINATORS conduct role call and forward accounted for and missing personnel? Yes No

PHYSICALLY CHALLENGED OCCUPANTS

17. Were physically challenged occupants identified and assisted in Assembly Areas? Yes
 No
-
-

COMPLETED BY:(Printed Name): _____ Date: _____ Signature: _____

Administrator

Chairman of the Board

Subject: Child Abduction Prevention and Response Policy

Effective Date:

Supersedes: New Policy

Policy: Angelina County & Cities Health District (ACCHD) wants to ensure all patients including children are protected and kept safe while in our facilities. The purpose of this policy is to establish a structured framework for the prevention, immediate response, and post-incident management of suspected or confirmed child abduction events. ACCHD affirms its unequivocal commitment to safeguarding the welfare, dignity, and security of every child entrusted to its care. This commitment extends to the implementation of robust preventative measures, the maintenance of vigilant operational practices, and the execution of rapid, coordinated responses in the event of an incident.

Scope of Application:

This policy applies without exception to all employees, contracted personnel, volunteers, interns, and any other individuals operating within ACCHD's premises or representing the ACCHD during off-site activities, excursions, or events. Compliance is mandatory and non-negotiable.

In order to prevent incidents, establish safeguards and to mitigate a low risk of child abduction, ACCHD shall:

1. Maintain controlled access to all entry and exit points, employing physical barriers, electronic locking systems, and surveillance equipment where feasible.
2. Require all visitors to undergo identity verification, sign an official register, and always display a clearly visible visitor identification badge when required.
3. Enforce strict adherence to pre-approved pick-up authorization lists, with no exceptions permitted without prior written consent from the child's legal guardian.
4. Conduct periodic security/safety audits to identify and rectify vulnerabilities in physical infrastructure and procedural protocols.
5. Provide comprehensive, scenario-based training to all staff on recognizing suspicious behavior, de-escalation techniques, and emergency communication procedures.

Immediate Response Protocol

Upon the suspicion or confirmation of a child abduction, the following sequence of actions shall be executed without delay:

1. Internal Alert: The staff members identifying the incident shall immediately notify the most senior staff members present, using pre-established emergency communication channels (AMBER ALERT).

2. Containment: All external access points shall be secured to prevent unauthorized egress or ingress. Staff members should be directed to monitor and secure all exit points within the facility.
3. Rapid Search: A coordinated, systematic search of the premises and immediate surroundings shall be initiated, with designated staff assigned to specific zones.
4. Video should be reviewed immediately to identify the latest known location of the child, suspect description and exit point as well as identify any vehicle description for Law Enforcement.
5. Law Enforcement Notification: Emergency services (e.g., 911) shall be contacted without hesitation, with the reporting party providing precise information including:
 - a) The child's full legal name, age, height, weight, hair and eye color, clothing description, and any distinguishing features.
 - b) The exact time and location of the child was last observed.
 - c) A detailed description of any suspected abductor, including physical characteristics, behavior, and vehicle information if applicable.
6. Guardian Notification: The child's parent(s) or legal guardian(s) shall be informed to stay at the Health Department and not leave, in coordination with law enforcement to ensure accuracy and avoid compromising investigative.
7. Coordination with Authorities: ACCHD shall cooperate fully with law enforcement agencies, providing access to surveillance footage, visitor logs, staff statements, and any other relevant documentation.
8. Staff shall refrain from making public statements or releasing information to the media unless expressly authorized by law enforcement or the organization's designated spokesperson.
9. Post-Incident Management Following the resolution of an incident, the organization shall:
 - a) Facilitate access to psychological support services for the affected child, their family, and any staff members impacted by the event.
 - b) Conduct a formal debriefing to evaluate the effectiveness of the response and identify procedural deficiencies.
 - c) Document the incident in a comprehensive internal report, to be completed within 24 hours of the event.
 - d) Implement corrective measures, including policy amendments, infrastructure enhancements, and additional staff training as warranted.

Training and Policy Review

All personnel shall undergo mandatory training on this policy, supplemented by annual refresher sessions incorporating simulated abduction scenarios. This policy shall be reviewed annually, or immediately following any incident, to ensure continued relevance, legal compliance, and operational effectiveness.

Confidentiality and Data Protection

All information pertaining to a suspected or confirmed abduction shall be treated as highly sensitive. Disclosure shall be strictly limited to individuals and agencies with a legitimate operational or legal need to know, in accordance with applicable data protection laws and safeguarding regulations.

Administrator

Chairman of the Board

Subject: ACCHD and WIC Closing Procedures

Effective Date:

Supersedes: 202 August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) promotes a safe environment for clients, staff, students, contractors, and vendors by establishing closing procedures for ACCHD and WIC Facilities.

Procedure:

1. At the end of the day, the supervisor, manager, or Administrator on duty will identify which staff member is responsible for closing procedures.
2. Closing procedures include checking all exam rooms, closets, bathrooms, hallways, waiting areas, offices, and other spaces for any person who is still within the premises. Staff will loudly ask, "Is there anyone here?" as they walk the area.
3. All lights will be turned off.
4. All exit routes will be checked to ensure doors are not open, ajar, or unlocked.
5. Waiting room monitors will be turned off.
6. Security/Alarm system will be activated.
7. Outside premises will be checked for safety. Any unsafe conditions shall be reported to law enforcement and the Administrator.

Administrator

Chairman of the Board

Subject: Medication and Medical Supply Integrity, Expiration Date and Storage

Effective Date:

Supersedes: 204 August 27, 2025,

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures to ensure medication and supply integrity. The goal is to prevent expiration of medication and supplies and provide safe practice and storage guidelines. ACCHD ensures staff education focuses on the consequences of expiration of medications and medical supplies, such as compromised treatment and care, leading to potential harm. Regular management of expiration dates aids in maintaining accurate inventory levels, ensuring the availability of needed medications and supplies. ACCHD adheres to regulations that require proper management of expiration dates. The guidelines include:

Medication Integrity

1. Train staff on topics that cover procedures for checking expiration dates, rotating stock, and maintaining temperature and environmental controls.
2. Check meds for correct expiration dates and remove expired drugs every month, during inventory checks, daily during medication dispensing procedures, and if applicable, during medication administration procedures.
3. Stock Medications in a locked designated area, not immediately accessible to patients or unauthorized staff.
4. Nursing staff should verify/check all medication stored outside of the Pharmacy suite and check for expiration dates by the third week of each month. Any medications discarded should be noted in the comment section of the monitoring log. The log should be filed in the Nursing Director's Office.
5. The pharmacy staff should document medication expiration upon receipt of inventory. Pharmacy staff should document and file the log copies in the pharmacy area. Copies will also be filed electronically in the Shared/ Cloud drive under Medication and Supply Integrity Folder.
6. Medications should contain labels that contain information on the contents and expiration (or beyond-use) date unless the medication is prepared and immediately administered.
7. Medications shall be stored within the manufacturer's recommendations for environmental temperatures and humidity.
8. Staff should accurately document the expiration of medication within the appropriate log for compliance and future reference. Documentation includes:
 - a. Medication name.
 - b. Medication Dose.
 - c. Manufacturer.
 - d. Date of Expiry.
 - e. Date of Discovery.

- f. Action taken, such as the disposal method used for the expired supply.
- g. Staff involved.

Supply Integrity

1. Train staff in the supply storage process.
2. Keep written records of supplies and expiration dates. File records in Shared or Cloud Drive under Medication and Supply Integrity Folder.
3. Organize the inventory in order to assist with tracking efficiency.
4. Store supplies in a manner that allows for easy access and visibility of expiration dates.
5. Label shelves or bins with expiration dates.
6. Check the supply expiration biannually.
7. Rotate stock on a quarterly basis.
8. Document disposal of expired supplies on the designated log. (May use the Shipping Inventory Form or other form).
9. Maintaining the right storage environment for prolonging the lifespan of medical supplies. Consider factors such as temperature, humidity, and light exposure in order to maintain the quality and longevity of medical supplies. Recommended conditions include a temperature of 20°C to 25°C (68°F to 77°F), humidity of 30-50%, Dark or low-light environments, and a well-ventilated, dust-free environment.
10. The earliest expiring supply should be stored at the front of the shelf or bin.
11. Staff should accurately document the expiration of supplies for compliance and future reference.

Documentation includes:

- a. Information to Document.
- b. Date of Expiration.
- c. Date of Discovery.
- d. Type of Supply and, if applicable, item number.
- e. Action taken, such as the disposal method used for the expired supply.
- f. Staff Involved.

12. Supply Integrity Audit schedule:

Audit Frequency Monthly Quarterly Annually

Number of Supplies Inspected

20% of supplies. Identify near-expiry items. 50% of supplies

100% of supplies

Administrator

Chairman of the Board

Subject: Employee Response During a Declared Emergency Event

Effective Date:

Supersedes: 206 August 27, 2025 210 October 30, 2024, February 12, 2025

Policy: The Angelina County & Cities Health District (ACCHD) requires all employees, volunteers, and temporary workers to respond to a declared emergency event at the direction of the Health District Administrator or Health District Medical Authority. Public Health Preparedness activities will cease if ACCHD suspends regular services, but certain functions will continue to operate to ensure the sustained public health of the community. All ACCHD employees are trained to respond to their Public Health Response color team leader for instruction. Public Preparedness activities may include Primary Care and Pharmacy Services.

Immunization Program and Services: may be utilized during an emergency/disaster event to address public health vaccine threats or concerns. This program may stand up and be available 24/7.

Environmental and Consumer Health Services: may be utilized during an emergency/disaster to address public health issues related to sheltering, food services, septic and sewer services, and general issues. This program may stand up and be available 24/7. If ACCHD 's main facility is not able to be utilized, alternate site(s) will be identified for remote operations.

Procedure:

1. Information will be disseminated through the electronic notification platform.
2. ACCHD will utilize an annual on-call schedule for Public Health Response (PHR) Teams to ensure adequate coverage and timely response.
3. PHR Teams are organized by color for clear identification and coordination.
4. Teams will follow the schedule to respond promptly and coordinate effectively during emergency events.
5. New employees must complete the ICS 100 and ICS 200 training courses as part of their onboarding process and will be assigned to a PHR team within 30 days of their on-boarding.
 - a. Temporary employees will only respond during regular office hours and are still required to complete the ICS I 00 and ICS 200 training courses.
6. ACCHD will refer to "Weather Closing and Emergency" policy to determine compensation for employees.
 - a. Employees will be required to document their work time on a separate document that records the event site, event duties, and the compensatory time worked.

- b. The finance department will prepare a spreadsheet that documents the employee's name, compensatory hours to be paid, hourly rate, and total amount to be paid.
- c. The Administrator and Health District Board Chairman will review and authorize the amount to be paid to each employee before disbursement of funds.
- d. The Administrator will seek reimbursement from the State of Texas and/or from FEMA to recoup the administrative costs associated with responding to a declared emergency event.

Restoration of Services and Restoration Priority Groups

1. WIC Program services will be restored as soon as electricity and computer operations can be maintained. WIC will be a priority service due to the critical nature of this program. Staffing/color team support will be directed to support this service.
2. Primary Health Care services and Pharmacy will be restored as soon as electricity and computer operations can be maintained. Primary Care and Pharmacy will be priority services due to the critical nature of this program.
3. TB/STD, Eligibility, Environmental and Consumer Health, and Immunization services will be restored as soon as electricity and computer operations can be maintained. In some instances, these programs will become a critical part of the Public Health Preparedness response and will be relocated to become operational on a 24/7 basis.

Administrator

Chairman of the Board

Subject: Weather Closing and Emergency

Effective Date:

Supersedes: 207 August 27, 2025,

Policy: The Angelina County & Cities Health District (ACCHD) maintains continuous operations except under the following circumstances: when employee health, safety, and security are significantly compromised, or when the County Judge orders closure of city operations due to severe weather conditions or other emergency situations. In the County Judge's absence, closure authority transfers to the County Judge Pro Tern or, if unavailable, to another County Commissioner.

When County operations cease, ACCHD operations will correspondingly suspend. However, the Administrator retains authority over ACCHD employee work schedules during all emergency situations, as outlined in the Emergency Event Policy.

Public Announcements

KTRE and Lufkin Daily News will be contacted by the Administrator or designee for a public announcement regarding emergency or weather closures. Additionally, ACCHD shall announce such emergency closures on its website. Announcements will, to the extent possible, specify the starting and ending times of the closure.

Paid Leave

In the event of a county-wide emergency closure or evacuation ordered by Angelina County or the City of Lufkin, ACCHD will provide paid emergency leave to all qualifying employees, both essential and non-essential personnel. This policy applies to emergencies including, but not limited to:

- a. Natural disasters (hurricanes, floods, severe weather conditions such as ice and snow, and other acts of God)
- b. Nuclear incidents, chemical emergencies, biological threats, terrorist attacks, and any other emergency declared by federal, state, or local authorities.

Action Plan

1. The Administrator, Department Leaders, or Public Health Emergency Preparedness Manager shall prepare a list of "essential" employees, which is to be updated at least annually. Shifts may be established according to departmental needs at the discretion of the Administrator or Department Leader. Employees designated as "essential" personnel will not be authorized to evacuate if an evacuation order is issued.

2. Any "essential" employee who fails to report to work as scheduled during an emergency order may be subject to disciplinary action, up to and including job termination.
3. All "essential" employees must be designated and made aware of their assignment prior to an emergency.
4. When an emergency closing or evacuation has been ordered, all "non-essential" personnel will be released from work and encouraged to evacuate.

Compensation for Essential Employees:

1. Employees who are required to work during the emergency closure will be compensated as indicated below for the duration of the closure for all documented time during which such employees worked. The term "actually worked" means time actively engaged in physical or mental exertion related to ACCHD or county business, whether such work takes place on or off the County's, premises and as such work is at the direction and control of the Emergency Health Preparedness Manager, Administrator, or Department Leader. The term shall include stand-by, and stand-by/sleep time as recognized under the Fair Labor Standards Act only in those instances where the employee is required to remain on County premises to wait for instructions to work, and the employee does stand by and/or sleep on County premises.
2. Exempt personnel who are designated "essential" shall receive their regular salary plus straight-time pay for all hours worked during the emergency closure. The hourly rate shall be calculated using the employee's regular salary. Non-exempt personnel who are designated "essential" shall receive their regular pay for each normally scheduled workday, plus straight-time pay for all hours worked during the emergency closure, unless and until the total hours worked during the work week exceed 40 hours. At that time, the employee shall receive compensatory time for those hours worked more than 40. The accrual of compensatory time for hours worked more than 40 hours in one work week shall be at 1.5 hours for each hour, more than 40 hours. During an emergency, as set out in this policy, non-exempt essential employees may accrue up to 480 hours of compensatory time.
3. The maximum number of work hours which may be recorded for any single workday is 24 hours for the first 72 hours of the emergency closure, and 18 hours per day thereafter.

Compensation for Non-Essential Employees

1. Full-time, regular employees who are not required to report for duty will be paid for the mandatory emergency days and inclement weather days like Annual Leave for the purpose of calculating their compensation. Early closures related to inclement weather at the direction of the County and/or Administrator will be compensated as paid Annual Leave.
2. Part-time and temporary employees will not be paid for their scheduled time loss due to an emergency closing.
3. Employees who had previously requested paid leave for time off prior to the declaration of an emergency closing will have the approved leave time deducted from their appropriate leave balance.

Return to Regular Duty

1. All "non-essential" employees will report to their usual work areas as soon as possible following the order for resumption of normal operations, after the lifting of the emergency closure order, and/or instructions from the Administrator or Department Leader. By reporting to work as directed, each employee meets their responsibility to work with other County employees as a team in restoring the community to normal service levels following a disaster or emergency.
2. Non-essential service employees who evacuated will report to work at the start of the next normal shift, or sooner as directed, following the announcement of the return to regular duty.
3. Any employee who is off work or scheduled to be off on sick leave, sick pool, vacation, emergency leave, workers' compensation leave, FMLA leave, or disciplinary leave shall have their leave recorded as such.

Violation of this Policy

A violation of this policy shall be considered a violation of ACCHD's policy, departmental rules, or regulations for which disciplinary action, up to and including termination of employment, may be taken. When a County-wide closing is not initiated during severe weather conditions, the Administrator retains the authority to decide for the employees' safety during travel. Travel may include the employees' residences to their assigned workstations. The Administrator will consider the safety of staff when instituting an evacuation or closure procedure. An employee violates this policy by:

1. Refusing to perform assigned duties required by this policy or to obey any order or directive made or given by a supervisor or an ACCHD leader.
2. Failing to report for duty as directed during any applicable phase of this policy.
3. Failure to abide by ACCHD policy, departmental rules, or regulations or
4. Engaging in conduct that interferes with, or might reasonably be expected to interfere with, the proper and orderly conduct of ACCHD or the County's businesses, or that brings, or might reasonably be expected to bring discredit to public service.

Administrator

Chairman of the Board

Subject: Interim Life Safety Measures

Effective Date:

Supersedes: 208 August 27, 2025

Policy: Angelina County & Cities Health District (ACCHD) proactively monitors building conditions with respect to Life Safety Compliance (LSC) and implements activities to protect patients, visitors, and staff as appropriate during periods of construction/renovation and whenever the building does not meet applicable provisions of the LSC. Interim Life Safety Measure (ILSM) shall be implemented as deemed necessary by the Administration after completion of the Life Safety Code Deficiency Risk. (Reference online tool AssignRAC.pdf) ISLM Policy and procedure include risk assessment criteria used to determine when and to what extent interim life safety measures (ILSM) are implemented.

During a period of construction and/or renovation, a collaborative effort between contractors and staff shall be initiated to ensure that the safety of the building occupants is not significantly diminished or impaired. A LSC Deficiency Risk Assessment shall be completed prior to the commencement of construction/renovation activity. Based on the risk assessment findings, the need for ILSM shall be addressed by the Administration, and measures shall be implemented when and if indicated as part of the written ILSM Action plan. Administration shall be responsible for overseeing and monitoring the ILSM for all construction projects so that it can be ensured that the ILSM is adhered to for the duration of the project. Department Directors must ensure that ILSM is followed by their staff. Contractors will also be held responsible for enforcing their responsibilities under the ILSM Plan.

Required elements of fire protection are inspected and tested in accordance with applicable codes and standards as part of an ongoing preventive maintenance program.

1. Deficiencies are reported to the Administration.
2. A LSC Deficiency Risk Assessment shall be completed for each LSC deficiency.
3. For any identified deficiency, staff training shall be conducted for those who work in the affected area.
4. Administration must make every effort to correct the deficiency within 60 days.
5. Administration should consider if Board approval is required to correct the deficiency and if necessary, request a Board of Health meeting as soon as possible.

Evaluation Procedures and Risk Assessment Criteria

1. Fire Alarm and Fire Sprinkler System Impairment: Fire alarm and protection systems shall be always maintained in service. If the fire alarm or sprinkler system(s) are impaired, the Administration or Facilities Supervisor/Manager shall notify the Fire Department.

2. **Obstruction/Compromised Exits:** Ensure that required exits provide free and unobstructed egress. If exiting is obstructed or compromised, signage shall be posted redirecting people to active exits, and all staff in the area shall receive direct, in-person training about the alternate routes and their impact on normal and emergency activity. Department Directors will ensure staff are trained and that temporary signage is always placed while the deficiency exists.
3. **Exit Inspections:** All staff are responsible for ensuring that required exits provide free and unobstructed egress.
4. **Fire Fighting Equipment:** Under normal conditions, portable fire extinguishers are located in several locations within the building to provide adequate protection.
5. **Construction Barriers:** Opening into construction areas will be separated from the patient care area. The barriers must remain intact during construction, including after hours, weekends, and holidays.
6. **Increased Hazardous Surveillance:** Increase hazard surveillance in the affected area both occupied and under construction, including surveillance of the building, grounds, equipment, and any temporary barriers. The construction sites shall be inspected on a weekly basis, including the excavation area, construction storage, and equipment area. **Storage, Housekeeping, and Debris Removal:** Monitor accumulation of trash, soiled items, and other combustible materials in the affected area and increase pick up as needed to minimize the combustible load. In construction areas, monitor storage, housekeeping, and debris removal practices. Establish procedures for limiting storage in areas in and adjacent to construction activity. Implement increased housekeeping activity and develop and enforce methods and routes for debris removal.

Administrator

Chairman of the Board

Subject: Active Shooter

Effective Date:

Supersedes: 410 July 30, 2025

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.

Administrator

Chairman of the Board

Subject: Workplace Safety and Workplace Violence

Effective Date:

Supersedes: 407 July 30, 2025, April 2022, December 2017, December 2013

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 also establishes procedures to coordinate communication of any emergency response, post exposure risk to people participating in any incident. The Incident Commander, through the Public Information Officer, will provide post exposure risk information during de-briefing of any incident. Post exposure management of responders will be the responsibility of the agency for which the individual is employed. The Local Health Authority will provide medical guidance to all partners involved in the incident.

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 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. In the event of an incidence of workplace violence, ACCHD will adhere to the following:

1. Staff should not separate themselves from common staff areas if confronted by a client or family member/spouse and not take clients to a private area.
2. If violence occurs either within ACCHD or parking grounds or any ACCHD property or lease space, staff involved should immediately call their supervisors and report the situation.
3. Administration shall be alerted immediately by the supervisor.
4. Administration will inform the Safety Officer and discuss action plans that may include:
 - a. Calling 911
 - b. Alerting staff that observed entry and exit doors and potential locking down access in or out of the ACCHD buildings.
 - c. Maintain some level of active services for clients already within the facility.
 - d. Maintain a calm environment within the facility.

Administrator

Chairman of the Board

Subject: Outreach Safety

Effective Date:

Supersedes: #419 July 30, 2025, October 30, 2024, 416 March 25, 1988

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 an 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. Always keep each other in sight.
 - 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, modest clothing, jewelry and ACCHD ID badge. I 0. Maintain confidentiality.
10. Use of alcohol or drugs is prohibited.
11. Do not provide transportation to clients.
12. Limit carrying more than \$10.00 in cash and no credit cards or valuables while on the outreach activity.
13. Check in with local police officers if necessary.
14. Carry a cellphone.

Administrator

Chairman of the Board

Subject: Parking Lot Safety

Effective Date:

Supersedes: April 2022, December 2017, December 2013

Policy: Angelina County & Cities Health District (ACCHD) ensures all employees are aware of safety practices. Each employee should implement the following safety procedures to ensure safe entrance and exit of ACCHD properties.

Arriving at Work

Before leaving the security of the vehicle, employees should scan the area for anything that may be out of the ordinary such as strange people, strange vehicles or objects. Once the employee has exited the vehicle, employees should lock it and go straight into the building.

Exiting the Building

Before leaving the security of the ACCHD property, employees should scan the area for anything that may be out of the ordinary such as strange people, strange vehicles or objects. Once the employee has entered their vehicles, the employee employees should lock it.

Trash/Hazards

If an employee notices trash or broken glass/items in the parking lot, the employee should notify their direct Supervisor. Trash or glass should always be assessed, cleaned with gloves and placed in trash receptacle.

Administrator

Chairman of the Board

Subject: Code 11

Effective Date:

Supersedes: April 2022, December 2017, December 2013

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures to communicate emergency situations via internal communication systems. Code 11 is the identified, internal alert code, indicating, response expectations for members of the team. Members of the team need to urgently report to the identified site within ACCHD property. Incidents such as client slips, falls, fainting, seizures, other health issues, or safety urgent concerns should be generate code 11 alert. Situations where a client may exhibit escalated anger, shouting, uncomfortable behaviors, lack of respectful mannerisms etc. should alert the team for assistance. Staff involved or staff who hear or see the event, are empowered to make the code 11 announcement in order to prevent a worsening emergency situation such as bodily injury, property loss or death. Staff announcing code 11 need to announce the location and code 11. All department leaders and members of the medical team who are available are to immediately respond to the code 11 location. The medical staff will grab the “black bag” that contains immediate response items. The “black bag” will be in the Primary Care nurse station. The clinical lead team member will be responsible for giving medical instructions to the staff. The Clinical Director will identify a monthly clinical lead and share that information with the team. Emergencies that warrant a 911 call will be delegated to 911.

Example code 11: “Code 11 to the front desk” or “Code 11 to WIC”

Administrator

Chairman of the Board

Subject: Hazardous Spills

Effective Date:

Supersedes: April 2022, May 2016

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures to contain hazardous spills. In the event of a hazardous spill, ACCHD will adhere to the following:

1. Immediately evacuate the area of the spill.
2. Administration and/or Safety Officer will assess the source of the spill to determine appropriate actions using the MSDS information sheets.
3. Appropriate clean up, using safety equipment will be done by trained staff.
4. Disposal of the content will be the responsibility of the Administrator and/or Safety officer.
5. Administration and or Safety officer will instruct staff regarding re-entry to the area of the spill.

Administrator

Chairman of the Board

**Subject: Bomb Threats, Flood Emergencies, Power Outage, Inclement Weather and Safety
(Tornado, Winter Weather Alerts)**

Effective Date:

Supersedes: April 2022, December 2017, December 2013

Policy: Angelina County & Cities Health District (ACCHD) establishes procedures for bomb threats, flood emergencies, power outages, inclement and inclement weather. Staff are expected to follow procedures indicated below to ensure safety of clients, patients, vendors, contractors, students, visitors, and other staff members.

Bomb Threat

In the event of a bomb threat or other call in type threat, an employee should adhere to the following:

1. The person receiving the call should immediately notify their supervisor and/or Administration, and/or the Safety Officer.
2. The person receiving the call should gather as much information as possible, see Appendix A.
3. Administration, based on the information provided, will implement any or all the following actions:
 - a. Call 911
 - b. Evacuate the building.
4. Administration will announce via the ACCHD phone paging system to evacuate the building.
5. Staff should evacuate in the same manner as a fire drill or event.
6. No re-entry will be allowed until deemed safe by the Police Department.

Flood

In the event of a flood or potential flood situation, ACCHD will adhere to the following:

1. Administration will determine the flood threat and contact partners located in the area such as Lufkin Police, etc.
2. ACCHD's Information Technology (IT) department will assess the threat and act accordingly to prevent loss of data systems.
3. Electricity will be, shut down at the center power grid at each building.
4. The Administrator will advise on evacuation of staff.
5. Administration will contact the appropriate insurance company if necessary.

Power Outage

In the event of a power outage, ACCHD will adhere to the following:

1. Administration will assess the situation to determine if the outage is short or long term by seeking information from neighboring agencies, hospitals and electric providers. In the event of long-term

power outage, clients will be asked to return after the outage has been resolved. All staff will be asked to leave the building and return to work after they receive notification from the Department supervisors.

2. Department heads will access flashlights and ask that clients relocate to the lobby with adequate lighting.
3. Staff will remain at their duty station unless there is no adequate lighting. In those instances, staff will relocate to well-lit areas of their departments.

Tornado or Wind/Weather Alert

In the event of a tornado, ACCHD will adhere to the following:

1. Administration and the Safety officer will monitor the local weather for possible severe weather threats.
2. Staff will cease normal operations at the direction of the Administrator.
3. Anyone brought outside the building will be brought inside by designated staff members.
4. Department supervisors will huddle with Administration to identify communication and instructions to staff, clients and any visitor in the building.
5. All personnel will gather in the Lab area and central hallway beside the primary care area.
6. Staff and clients should stay away from all windows. Interior doors will be closed.
7. The Safety officer and/or Administrator will assess any damage and route staff and clients accordingly to avoid injury.
8. The Safety officer will signal the ALL-Clear message when appropriate.

Winter Weather Alert

In the event of a winter weather event, ACCHD will adhere to the following:

1. Administration and Safety officer will monitor the local weather for possible severe weather threats.
2. Administration will consult with the Safety Officer to decide to reduce the hours of normal operations to allow staff and clients an opportunity to leave the facility safely. In that case, all services will be closed, and staff and clients will be asked to leave for the day.
3. Administration and/or Safety Officer would make rounds throughout the building to ensure everyone has vacated the building, lights will be turned off and doors secured.
4. The Safety Officer/ Facility Supervisor will ensure the HVAC system scheduled for review after the weather conditions improve to ensure it is still functional.
5. Staff will be notified by their supervisor regarding the next scheduled workday.

Appendix A.

Bomb Threat Notification

Date/ Time:	
Person Taking the Call:	
Caller Name (if possible):	
Is caller male or female?	
Estimate age of caller?	
Caller's accent or nationality?	
Does caller have speech impairment?	
Describe caller's tone or attitude?	
Is the location of call available via caller ID?	
Was there any background noise?	
Specific details of call?	
Length of call?	
Time reported to:	
Immediate supervisor:	
Administrator:	
Safety Officer:	
Police Name:	
Fire Department Personnel Name:	



Invoice USI26-00139336

From:

Indeed, Inc.

Mail Code 5160

P.O. Box 660367

Dallas, TX 75266-0367

Bill to:

Angelina County & Cities Health District

1405 Southwood Dr.

LUFKIN, Texas 75904

Invoice date: 12/31/2025

Due date: 12/31/2025

Terms: Due Upon Receipt

Payment method: Auto-Pay

Total amount: **\$ 61.90 USD**

Invoice Summary

Description	Amount (USD)
December 2025 Sponsored Jobs on Indeed.com	58.08 USD
Net Amount	58.08 USD
<hr/>	
Tax Total	3.82 USD
Total amount due	61.90 USD

Understanding your invoice

- Learn more about how billing works at our [Help Center](#).
- To find your billing history at any time go to the Billing Summary page. [Billing Summary Page](#).



Itemized Report

Invoice # USI25-06793744
Invoice Date Nov 30, 2025
Invoice Terms Due Upon Receipt
Product Sponsored Jobs

Company	Job Key	Reference Number	Job Title	Location	Quantity	Unit	Average Cost	Total	Currency
Angelina County & Cities Health District	147e2adea877a351	d54ec055-5e2a-4c75-bbb5-a1be95d4cd41	Lead Licensed Nurse Practitioner	Lufkin, TX	8	click	16.23	129.83	USD
							Total cost	129.83	USD
							Tax	8.57	USD
							Total amount	138.40	USD

"This itemized report reflects the cost of each item purchased on the associated invoice."



Itemized Report

Invoice # USI25-06763737
Invoice Date Nov 29, 2025
Invoice Terms Due Upon Receipt
Product Sponsored Jobs

Company	Job Key	Reference Number	Job Title	Location	Quantity	Unit	Average Cost	Total	Currency
Angeline County & Cities Health District	147e2adea877a351	d54ec055-5e2a-4c75-bbb5-a1be95d4cd41	Lead Licensed Nurse Practitioner	Lufkin, TX	20	click	26.72	534.47	USD
							Total cost	534.47	USD
							Tax	35.28	USD
							Total amount	569.75	USD

"This itemized report reflects the cost of each item purchased on the associated invoice."



Itemized Report

Invoice # USI25-06683882
Invoice Date Nov 23, 2025
Invoice Terms Due Upon Receipt
Product Sponsored Jobs

Company	Job Key	Reference Number	Job Title	Location	Quantity	Unit	Average Cost	Total	Currency
Angelina County & Cities Health District	147e2adea877e351	d54ec055-5e2a-4c75-bbb5-a1be95d4cd41	Lead Licensed Nurse Practitioner	Lufkin, TX	30	click	18.49	554.57	USD
							Total cost	554.57	USD
							Tax	36.61	USD
							Total amount	591.18	USD

"This itemized report reflects the cost of each item purchased on the associated invoice."