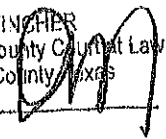


**AGENDA**  
**ANGELINA COUNTY & CITIES HEALTH DISTRICT**  
**Board of Health Meeting**

FILED  
 AT 2:00 O'CLOCK P.M.

JUN 18 2025

AMY FINCHER  
 County Clerk, County Court at Law  
 Angelina County, Texas  
 By: 

**When: 7:00 a.m., Wednesday,**

**Where: Classroom/205 Shands Building**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NGUxMDZjMDAtMjZiYi00YiI4LWJkMjgtODNjNDMyN2NmZDg2%40thread.v2/0?context=%7b%22Tid%22%3a%22b47be331-a44c-4dfb-88cb-12b914a1b9a7%22%2c%22Oid%22%3a%22d96c7722-f07f-49b7-af79-53c18a80e62c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGUxMDZjMDAtMjZiYi00YiI4LWJkMjgtODNjNDMyN2NmZDg2%40thread.v2/0?context=%7b%22Tid%22%3a%22b47be331-a44c-4dfb-88cb-12b914a1b9a7%22%2c%22Oid%22%3a%22d96c7722-f07f-49b7-af79-53c18a80e62c%22%7d)

**Meeting ID: 276 939 018 369**

**Passcode: r3ec2MS9**

- |  |       |
|--|-------|
| <b>A. Welcome</b>  |       |
| <b>B. Public Forum</b>   | Pages |
| <b>C. Discuss and Consider the Approval of Minutes from May 21, 2025</b>   | 2-4   |
| <b>D. Finance: Discuss and Consider Approval of Financial Report FY25 (April Reports)</b>  | 5-9   |
| <b>E. Discuss and Consider Transitioning Employee from Closing Grant: Angelina Cares- Working Towards a Healthier Tomorrow from Episcopal Health to Admin Support to Admin Support</b>   | 10-13 |
| <b>F. Discuss and consider 3% salary increase for three employees working part-time hours to full-time hours (36 hours).</b>   | 14    |
| <b>G. Discuss and consider approval for bids for roof maintenance causing leaks.</b>   | 15-30 |
| <b>H. Discuss and consider changes to the TexPool Amending Authorized Representative</b>   | 31-32 |
| <b>I. Discuss and consider the future policy manual review and approval process during Board of Health</b>   | 33-39 |
| <b>J. Discuss and Consider Approval of Revised Policies and Procedures:</b>  |       |
| Benefits Policy: 302 Compensatory Time   | 40-41 |
| Administrative Update on Health District Programs and Activities: Federal Budget Cut Analysis, MAC,  | 42-43 |
| <b>K. Cancer Screening and Early Detection Application</b>   | 44-45 |
| <b>L. Adjourn</b>  |       |
| <b>M. Executive Session - Pursuant to Texas Government Code Section 551.076 to discuss audit function and review audit findings with CPA Johnson regarding the ACCHD financial audit.</b>  |       |
| <b>N. Executive Session: Pursuant to Texas Government Code Section 551.074, to deliberate the duties, evaluation, and compensation of the Interim Administrator and Full-time Administrator for FY26 Budget Planning Purposes.</b> |       |

**ANGELINA COUNTY & CITIES HEALTH DISTRICT  
BOARD OF HEALTH BOARD MEETING  
Classroom/205 Shands Building  
May 21, 2025**

**BOH MEMBERS PRESENT**

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

**STAFF PRESENT**

Kristina Childress, Administrator  
Dr. Kindrell Tucker, Medical Director  
Kaleb Ricks, Finance Assistant  
Yesenia Cabral-Fletcher, Director of Operations  
Omar Estada Director of Environmental Services

**GUESTS PRESENT**

Dr. Kina White NRHA  
Krystal Garcia Riley – Attorney  
KTRE Media

**BOH MEMBERS NOT PRESENT**

Pam Hooks

The meeting was called to order by Mr. Moody at 7:05 AM, with a quorum present.

**Item A. Welcome**

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

**Item B. Public Forum**

No comments/ questions were addressed to the board.

**Item C. Discuss and Consider Approval of Minutes from April 9, 2025**

Mr. Moody presented the minutes for the board members' consideration and approval. After review, Dr. Johnson made a motion to approve the minutes from April 9, 2025. Second, to the motion by Dr. King. All were in favor, and no one opposed.

**Item D. Discuss and Consider Approval of FY2024 Annual Independent Fiscal Audit Report: Performed by Todd, Hamaker, & Johnson Accounting Firm.**

Mr. Moody introduced CPA Kim Johnson. CPA Johnson identified herself and her organization and informed board members of the audit process, which included following government auditing standards, professional judgment, skepticism, assessing risks of financial statements, obtaining an understanding of the internal control of the organization, reviewing accounting policies, and determining if policies influence financial statements. CPA Johnson discussed a summary of the financial statements and highlights. CPA Johnson discussed and reviewed Net position, available funds for spending, fixed assets with noting that there was an increase in assets, but a decrease in cash and CD. In addition, receivables increased, and net capital assets decreased. No debt was incurred. Overall, expenses increased prior to the last year. CPA Johnson reviewed profit and loss statements, including program reviews, expenses by category, and program. CPA Johnson stated that capital assets did not have significant changes. Receivables did allow contractual allowances. An inventory was made of donated and purchased pharmaceuticals. Detailed notes of the financials and unearned revenue were reviewed. The

final version of the budget, compared to the actual budget, was reviewed. The report was favorable. CPA Johnson advised to emphasize looking at amendments and reclassifying items on the budget. The compliance section of the audit was discussed. Internal control was assessed, including compliance with laws, regulations, grant agreements, and legal perspectives. CPA Johnson did not have any concerns about adhering to rules, laws, and regulations. No concerns were reported on the financial statements. CPA Johnson discussed the requirement of a single audit. This process involved reviewing the expenditure of the largest grant. A thorough review was conducted on the WIC grant. The results of the report indicated that the federal award for the WIC program did not have any internal control issues or deficiencies. CPA Johnson concluded by presenting the audit information. Mr. Moody made a motion to accept the Fiscal Financial Audit results. Judge Pete Johnson called to accept the financial audit report. All in favor, no opposition as made.

**Item E. Discuss and Consider Approval of Revised Policies and Procedures 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 811, 812, 203, 302, 401, 700, 1100**

Ms. Childress introduced Ms. Cabral-Fletcher for review of policies. Ms. Cabral-Fletcher introduced and reviewed policy 800 titled Paystub Access. A motion to accept/approve policy 800 was made by Mr. King and seconded by Mr. P Johnson. All in favor.

Ms. Cabral-Fletcher presented and reviewed policy number 801 titled Independent Contract Labor. Mr. Moody requested clarification on the process to make an Independent Contractor an employee. Ms. Childress clarified the hiring process, which includes posting the position, the interview process, the background check, and the completion of all required health clearance records. Motion and second to approve policy 801 was made by Mr. Wilkerson and Mr. Ricks. All in favor, none opposed.

Ms. Cabral-Fletcher reviewed and discussed policy 802 titled Suspension without Pay. Mr. Moody requested clarification on the process for the board to suspend a member of the administration. Dr White made the recommendation based on previous experience that the board can make recommendations to suspend. A motion to accept/approve policy number 802 was made by Dr. Urquia and seconded by Dr. Hanes. All in favor, none opposed.

Ms. Cabral-Fletcher presented policy number 803 titled Classification of Employee. Ms. Cabral-Fletcher stated that policy 803 had no changes but required review since the last review was in July 2003. A discussion on policy was held by board members. Board members requested to review policy 302 titled Compensatory Time, before determining approval for policy 803, considering these policies reference each other. Ms. Cabral-Fletcher reviewed policy 302. Attorney Riley explained Federal laws, Department of Labor laws, and State of Texas laws and provisions. Attorney Riley also discussed paying the unused compensatory time upon termination if unused. Attorney Riley recommended adopting the state policy, which includes information on the cap of compensatory time, threshold for classification, time lapse, and process to follow if an employee is terminated for each job classification. A table should be included in the policy, simplifying the information. Attorney Riley also recommends the policy to state as defined by "FLSA as amended" rather than entering all the details. A motion to approve policy 803 was made by Dr. Graves and seconded by Mr. Wilkerson. All in favor, none opposed.

Ms. Cabral-Fletcher presented and reviewed policy 804 titled Purchasing Systems. Mr. Wilkerson requested clarification on the ability to increase \$10,000 purchase expenses to avoid delays with BIDs. Ms. Childress explained that grants limit this value; therefore, more research will need to be made. Attorney Riley suggested for policy to clarify if the purchase is grant or non-grant funded to determine Board of Health approval. A motion to table this policy was made by board members, considering more information was needed to determine if the \$10,000 purchase expenses can increase.

Ms. Cabral-Fletcher presented and reviewed Policy number 805 titled Supporting Documentation for Disbursement. Board members recommend tabling this policy, considering more information is needed on the record retention time frame. No other policy was reviewed due to time constraints.

**Item F. Discuss and Consider the Approval of the Holiday Schedule for FY2026**

Ms. Childress presented the FY2026 Holiday calendar. Mr. Wilkerson suggested that a policy be developed indicating the holiday schedule to avoid having to present and approve the holiday schedule on an annual basis. A motion and a second were made to approve the holiday schedule. All in favor, none opposed.

**Item G. Adjourn:** Meeting adjourned at 8:12 am

ANGELINA COUNTY & CITIES HEALTH DISTRICT												
REVENUES & EXPENDITURES - FY2025												
		Operating Budget										
		2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD	66.67%
REVENUES												
COUNTY & CITIES FUNDS												
Angelina County		\$ 65,293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City Lufkin		\$ 56,905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City Diboll		\$ 8,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City Huntington		\$ 3,512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City Hudson		\$ 8,462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
City Zavalla		\$ 1,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CNTY&CITIES SUBTOTAL		\$ 143,992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
STATE OF TEXAS CONTRACTS												
Imm. Field Nurse		\$ 148,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
WIC		\$ 740,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
State PHC		\$ 274,400	\$ 47,846	\$ 53,011	\$ 53,195	\$ 54,656	\$ 41,376	\$ 22,727	\$ 11,456	\$ 4,301	\$ 288,567	105.16%
State Family Planning		\$ 135,942	\$ 3,267	\$ 6,908	\$ 629	\$ 2,399	\$ 1,980	\$ 3,575	\$ 3,202	\$ 5,222	\$ 27,182	20.00%
Title V		\$ 43,458	\$ 3,081	\$ 4,079	\$ 2,623	\$ 2,334	\$ 1,937	\$ 3,339	\$ 2,658	\$ 1,837	\$ 21,889	50.37%
BCCS		\$ 147,236	\$ 5,861	\$ 10,678	\$ -	\$ 6,683	\$ 5,982	\$ 3,305	\$ 9,609	\$ 3,519	\$ 45,638	31.00%
BRLHO		\$ 19,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tuberculosis		\$ 38,626	\$ 3,840	\$ 3,957	\$ 3,957	\$ 3,775	\$ 3,957	\$ 3,957	\$ 4,047	\$ 3,957	\$ 31,447	81.41%
Bioterrorism		\$ 159,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Epidemiology		\$ 59,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Pandemic Response 2		\$ 65,998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Community Health Bridge		\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CSHCN		\$ 151,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Health Equity		\$ 77,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Public Health Infrastructure		\$ 184,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIV Testing Initiative		\$ 117,290	\$ 8,206	\$ 6,230	\$ 7,467	\$ 7,818	\$ -	\$ -	\$ -	\$ -	\$ 29,721	25.34%
Other State/Fed Grants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
STATE OF TX SUBTOTAL		\$ 2,529,007	\$ 72,101	\$ 84,863	\$ 67,871	\$ 77,665	\$ 55,232	\$ 36,904	\$ 30,973	\$ 18,836	\$ 444,444	17.57%
ENVIRONMENTAL SERVICES												
Food Service Inspections		\$ 225,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Lodging Inspections		\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Schools/ Day Care Inspections		\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Food Citations		\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Environmental Inspections/Other		\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Pool/Spa Inspection/Citation		\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tanning Salons/Tattoo		\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENVIRON SUBTOTAL		\$ 287,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PREVENTION & OTHER												
Immunization		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TB Testing		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Influenza		\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Pneumonia		\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Meningitis		\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Hep B, Hep A		\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MMR, Polio, IPV, HPV, Varicell		\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Hearing & Vision		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Temple/Endowment - SBHC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CheckingMoney Market Account		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Local Grants		\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PREVENTION SUBTOTAL		\$ 134,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PRIMARY CARE												
Angelina Cnty Tax		\$ 1,000,000	\$ 203,612	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 99,500	\$ 900,112	90.01%
Medicaid		\$ 230,000	\$ 35,997	\$ 21,215	\$ 17,076	\$ 15,777	\$ 19,083	\$ 20,290	\$ 21,777	\$ 17,506	\$ 168,721	73.36%
CHIPs		\$ 4,500	\$ 1,202	\$ 150	\$ 485	\$ 95	\$ 599	\$ 920	\$ 135	\$ 345	\$ 3,931	87.36%
Provider Fees		\$ 10,000	\$ 1,042	\$ 1,322	\$ 649	\$ 730	\$ 692	\$ 639	\$ 758	\$ 986	\$ 6,818	68.18%
Pharmacy Fees		\$ 30,000	\$ 2,148	\$ 2,825	\$ 2,154	\$ 2,063	\$ 2,592	\$ 2,184	\$ 2,473	\$ 2,671	\$ 19,110	63.70%
County Gold Card		\$ 30,000	\$ 1,895	\$ 5,561	\$ 6,066	\$ 5,318	\$ 7,220	\$ 5,742	\$ 7,307	\$ 7,016	\$ 46,125	153.75%
Incentive Payments		\$ 10,000	\$ -	\$ 143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143	1.43%
STD Program		\$ 7,500	\$ 410	\$ 540	\$ 240	\$ 340	\$ 290	\$ 320	\$ 450	\$ 380	\$ 2,970	39.60%
Laboratory		\$ 1,750	\$ 90	\$ 210	\$ 60	\$ 135	\$ 75	\$ 10	\$ 75	\$ 150	\$ 805	46.00%
Medicaid Administration Claimir		\$ 110,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 48,000	43.64%
Temple Foundation		\$ 250,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 66,667	26.67%
Episcopal - Healthy Baby Initiat		\$ 54,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Thriving Families		\$ 230,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Episcopal - Women's Health		\$ 150,000	\$ 18,805	\$ 13,022	\$ 12,841	\$ 13,022	\$ 12,841	\$ 12,841	\$ 13,023	\$ 12,841	\$ 109,236	72.82%
ACDC Primary Care		\$ 534,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Allow. for Uncoll.		\$ (10,000)	\$ (17,593)	\$ (5,380)	\$ (4,717)	\$ (4,234)	\$ (5,376)	\$ (5,383)	\$ (5,844)	\$ (4,968)	\$ (53,495)	534.95%
PRIMARY SUBTOTAL		\$ 2,643,623	\$ 261,941	\$ 153,442	\$ 148,687	\$ 147,079	\$ 151,849	\$ 151,396	\$ 153,987	\$ 150,760	\$ 1,319,143	49.90%
TOTAL REVENUE		\$ 5,738,297	\$ 334,042	\$ 238,304	\$ 216,559	\$ 224,745	\$ 207,081	\$ 188,300	\$ 184,960	\$ 169,596	\$ 1,763,587	30.73%
Before Adjustments												

ANGELINA COUNTY & CITIES HEALTH DISTRICT												
REVENUES & EXPENDITURES - FY2025												
		Operating Budget										
		2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD	66.67%
ADJUSTMENTS TO REVENUES												
	Donated Pharmaceutical	\$ 1,750,000	\$ 171,904	\$ 187,493	\$ 189,365	\$ 130,153	\$ 114,725	\$ 111,651	\$ 80,191	\$ 196,225	\$ 1,181,707	67.53%
	Building Lease	\$ 294,003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	State Vaccines	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUES		\$ 8,102,300	\$ 505,946	\$ 425,797	\$ 405,924	\$ 354,897	\$ 321,807	\$ 299,951	\$ 265,151	\$ 365,822	\$ 2,945,294	36.35%
After Adjustments												
EXPENDITURES												
PERSONNEL												
	Salaries	\$ 3,180,219	\$ 272,017	\$ 225,061	\$ 228,745	\$ 231,709	\$ 232,351	\$ 234,460	\$ 250,941	\$ 231,463	\$ 1,906,747	59.96%
	Fringe	\$ 691,623	\$ 51,638	\$ 59,246	\$ 54,989	\$ 56,251	\$ 54,420	\$ 49,470	\$ 62,552	\$ 55,987	\$ 444,553	64.28%
	Retirement Exp	\$ 76,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Annual / Sick Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Temporary Personnel	\$ 50,050	\$ 3,472	\$ 3,105	\$ 6,177	\$ 5,008	\$ 4,799	\$ 5,803	\$ 5,824	\$ 2,813	\$ 37,001	73.93%
PERSONNEL SUBTOTAL		\$ 3,998,365	\$ 327,127	\$ 287,414	\$ 289,910	\$ 292,968	\$ 291,570	\$ 289,732	\$ 319,318	\$ 290,263	\$ 2,388,301	59.73%
CONTRACTUAL/PROFESSIONAL SERVICES												
	Radiology	\$ 132,025	\$ 15,944	\$ 12,781	\$ 11,343	\$ 14,704	\$ 8,451	\$ 6,291	\$ 6,495	\$ 14,745	\$ 90,753	68.74%
	Pharmaceutical	\$ 1,000	\$ -	\$ 672	\$ 465	\$ 106	\$ -	\$ -	\$ -	\$ 469	\$ 1,711	171.06%
	Laboratory	\$ 107,206	\$ 17,078	\$ 331	\$ 8,603	\$ 11,573	\$ 7,689	\$ 1,477	\$ 2,573	\$ 31,789	\$ 81,114	75.66%
	Pharmacist	\$ 14,400	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 9,600	66.67%
	Audit	\$ 28,900	\$ 432	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,432	29.18%
	Consultants	\$ 113,922	\$ 9,026	\$ 10,657	\$ 11,108	\$ 13,144	\$ 7,351	\$ 6,609	\$ 9,184	\$ 9,799	\$ 76,878	67.48%
	Other Professional Services	\$ 69,627	\$ 12,271	\$ 12,978	\$ 15,804	\$ 8,789	\$ 7,829	\$ 2,189	\$ 3,582	\$ 1,923	\$ 65,365	93.88%
	IT Network Services	\$ 70,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,914	\$ 3,799	\$ 7,769	\$ 16,483	23.38%
	Health Messaging/Outreach	\$ 62,000	\$ 1,285	\$ 105	\$ 1,832	\$ 618	\$ 574	\$ 6,833	\$ 609	\$ 6,717	\$ 18,572	29.96%
	PRN	\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Medical Director/Supervising Phy	\$ 51,036	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 30,000	58.78%
CONTRACT SUBTOTAL		\$ 746,616	\$ 60,986	\$ 42,474	\$ 54,105	\$ 53,884	\$ 44,844	\$ 33,263	\$ 31,191	\$ 78,160	\$ 398,906	53.43%

ANGELINA COUNTY & CITIES HEALTH DISTRICT												
REVENUES & EXPENDITURES - FY2025												
Operating Budget												
		2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD	66.67%
<b>UTILITIES &amp; MAINTENANCE</b>												
Rent		\$ 11,000	\$ 900	\$ 900	\$ 900	\$ 100	\$ 1,600	\$ 1,100	\$ 1,000	\$ 1,000	\$ 7,500	68.18%
Storage Building Rentals		\$ 3,263	\$ 940	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 470	\$ 4,230	129.64%
Utilities		\$ 72,080	\$ 6,556	\$ 5,115	\$ 4,991	\$ 4,859	\$ 5,119	\$ 4,399	\$ 4,466	\$ 4,600	\$ 40,105	55.64%
Telephone		\$ 68,017	\$ 5,660	\$ 5,982	\$ 6,149	\$ 6,152	\$ 6,511	\$ 2,360	\$ 2,412	\$ 2,693	\$ 37,918	55.75%
Custodial		\$ 28,020	\$ 6,379	\$ 3,429	\$ 3,476	\$ 5,508	\$ 2,550	\$ 3,094	\$ 4,188	\$ 3,306	\$ 31,930	113.95%
Lawn Maintenance		\$ 20,016	\$ 2,918	\$ -	\$ -	\$ -	\$ 2,670	\$ 1,335	\$ 4,311	\$ 2,340	\$ 13,574	67.82%
Central Monitoring		\$ 5,208	\$ 264	\$ 563	\$ 264	\$ 211	\$ 585	\$ 271	\$ 121	\$ 1,280	\$ 3,558	68.33%
Satellite TV/First Alert		\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance		\$ 68,445	\$ 8,587	\$ 2,615	\$ 2,040	\$ 3,568	\$ 1,382	\$ 6,208	\$ 13,164	\$ 3,410	\$ 40,973	59.86%
<b>UTILITIES &amp; M SUBTOTAL</b>		<b>\$ 276,349</b>	<b>\$ 32,202</b>	<b>\$ 19,073</b>	<b>\$ 18,291</b>	<b>\$ 20,867</b>	<b>\$ 20,886</b>	<b>\$ 19,238</b>	<b>\$ 30,132</b>	<b>\$ 19,099</b>	<b>\$ 179,788</b>	<b>65.06%</b>
<b>OFFICE EXPENSE</b>												
Supplies		\$ 68,118	\$ 22,748	\$ 7,172	\$ 1,048	\$ 1,958	\$ 2,262	\$ 1,919	\$ 4,973	\$ 2,174	\$ 44,254	64.97%
Postage		\$ 9,310	\$ 569	\$ 648	\$ 436	\$ 219	\$ 481	\$ 510	\$ 323	\$ 324	\$ 3,511	37.71%
Computer Software		\$ 45,215	\$ 451	\$ 289	\$ 295	\$ 170	\$ 153	\$ 146	\$ -	\$ 292	\$ 1,795	3.97%
Software Maintenance Fees		\$ 40,100	\$ 100	\$ 100	\$ 2,314	\$ 5,100	\$ 16,676	\$ 5,769	\$ 6,240	\$ 5,460	\$ 41,759	104.14%
Printing		\$ 21,645	\$ 2,757	\$ 2,132	\$ 259	\$ 498	\$ 722	\$ 153	\$ 872	\$ 544	\$ 7,936	36.66%
Custodial Supply		\$ 8,775	\$ 1,474	\$ 768	\$ 1,249	\$ 925	\$ 537	\$ 989	\$ -	\$ 742	\$ 6,684	76.17%
Miscellaneous		\$ 37,973	\$ (657)	\$ 637	\$ (3,240)	\$ 1,259	\$ (3,192)	\$ 771	\$ (1,375)	\$ 754	\$ (5,042)	-13.28%
<b>OFFICE SUBTOTAL</b>		<b>\$ 231,136</b>	<b>\$ 27,443</b>	<b>\$ 11,745</b>	<b>\$ 2,361</b>	<b>\$ 10,129</b>	<b>\$ 17,639</b>	<b>\$ 10,256</b>	<b>\$ 11,033</b>	<b>\$ 10,290</b>	<b>\$ 100,896</b>	<b>43.65%</b>
<b>MEDICAL EXPENSE</b>												
Medical		\$ 104,350	\$ 18,745	\$ 8,865	\$ 6,350	\$ 12,352	\$ 8,442	\$ 2,679	\$ 9,873	\$ 4,003	\$ 71,310	68.34%
Laboratory		\$ 2,000	\$ 552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 552	27.59%
Pharmaceutical		\$ 108,918	\$ 10,946	\$ 6,087	\$ 6,043	\$ 7,845	\$ 6,956	\$ 6,983	\$ 6,137	\$ 9,395	\$ 60,391	55.45%
Breast Feeding		\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 906	\$ 906	67.13%
<b>MEDICAL SUBTOTAL</b>		<b>\$ 216,618</b>	<b>\$ 30,243</b>	<b>\$ 14,952</b>	<b>\$ 12,393</b>	<b>\$ 20,197</b>	<b>\$ 15,398</b>	<b>\$ 9,662</b>	<b>\$ 16,010</b>	<b>\$ 14,304</b>	<b>\$ 133,159</b>	<b>61.47%</b>
<b>TRAVEL</b>												
Auto Insurance		\$ 2,000	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 124	\$ 992	49.59%
Mileage Reimb		\$ 20,003	\$ 714	\$ 987	\$ 682	\$ 644	\$ 701	\$ 337	\$ 377	\$ 1,048	\$ 5,490	27.44%
Gas & Maint		\$ 6,700	\$ 594	\$ 179	\$ 147	\$ 70	\$ 202	\$ 66	\$ 140	\$ 122	\$ 1,520	22.69%
Prof Education		\$ 34,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TRAVEL SUBTOTAL</b>		<b>\$ 62,953</b>	<b>\$ 1,432</b>	<b>\$ 1,290</b>	<b>\$ 953</b>	<b>\$ 838</b>	<b>\$ 1,027</b>	<b>\$ 527</b>	<b>\$ 641</b>	<b>\$ 1,294</b>	<b>\$ 8,001</b>	<b>12.71%</b>
<b>FURNITURE &amp; EQUIPMENT</b>												
Medical		\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Office		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Computers		\$ 70,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Lab		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Vehicle		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>F &amp; E SUBTOTAL</b>		<b>\$ 73,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>RENTAL/LEASE</b>												
Copier		\$ 17,200	\$ 1,262	\$ 1,252	\$ 1,251	\$ 1,248	\$ 1,249	\$ 1,236	\$ 1,263	\$ 1,253	\$ 10,013	58.22%
<b>RENTAL SUBTOTAL</b>		<b>\$ 17,200</b>	<b>\$ 1,262</b>	<b>\$ 1,252</b>	<b>\$ 1,251</b>	<b>\$ 1,248</b>	<b>\$ 1,249</b>	<b>\$ 1,236</b>	<b>\$ 1,263</b>	<b>\$ 1,253</b>	<b>\$ 10,013</b>	<b>58.22%</b>
<b>OTHER</b>												
Clinician Benefits		\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79	\$ 79	1.32%
Liability		\$ 40,000	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 2,457	\$ 19,657	49.14%
CSHCN Emergency Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Dues/Subs		\$ 12,180	\$ (864)	\$ 320	\$ 575	\$ -	\$ 729	\$ 600	\$ 472	\$ 795	\$ 2,628	21.57%
Seminar & Prof		\$ 12,520	\$ 3,174	\$ 300	\$ -	\$ 177	\$ 992	\$ 25	\$ 1,922	\$ 35	\$ 6,625	52.92%
Cobra Admin		\$ 4,135	\$ 109	\$ 109	\$ 106	\$ 103	\$ 106	\$ 106	\$ 103	\$ 109	\$ 850	20.55%
Educ Material		\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,986	\$ 2,007	\$ 3,993	36.30%
Retirement fees		\$ 5,000	\$ 1,150	\$ 580	\$ 593	\$ 586	\$ 596	\$ 597	\$ 591	\$ 631	\$ 5,324	106.48%
Cash Short		\$ -	\$ -	\$ 552	\$ (42)	\$ (5)	\$ (5)	\$ (60)	\$ (10)	\$ 176	\$ 606	0.00%
Legal Fees		\$ 25,000	\$ -	\$ 1,575	\$ 1,500	\$ 315	\$ -	\$ 2,100	\$ 1,650	\$ 420	\$ 7,560	30.24%
<b>OTHER SUBTOTAL</b>		<b>\$ 115,835</b>	<b>\$ 6,026</b>	<b>\$ 5,892</b>	<b>\$ 5,189</b>	<b>\$ 3,634</b>	<b>\$ 4,875</b>	<b>\$ 5,825</b>	<b>\$ 9,171</b>	<b>\$ 6,709</b>	<b>\$ 47,321</b>	<b>40.85%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,738,297</b>	<b>\$ 486,721</b>	<b>\$ 384,092</b>	<b>\$ 384,453</b>	<b>\$ 403,763</b>	<b>\$ 397,489</b>	<b>\$ 369,739</b>	<b>\$ 418,759</b>	<b>\$ 421,372</b>	<b>\$ 3,266,387</b>	<b>56.92%</b>
<b>Before Adjustments</b>												
<b>ADJUSTMENTS TO EXPENDITURES</b>												
Donated Pharmaceutical		\$ 1,750,000	\$ 171,904	\$ 187,493	\$ 189,365	\$ 130,153	\$ 114,725	\$ 111,651	\$ 80,191	\$ 196,225	\$ 1,181,707	67.53%
State Vaccines		\$ 320,000	\$ 28,434	\$ 24,077	\$ 22,239	\$ 9,063	\$ 52,750	\$ 11,950	\$ 13,590	\$ 29,273	\$ 191,375	59.80%
Building Lease		\$ 294,003	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500	\$ 196,002	66.67%
<b>TOTAL EXPENDITURES</b>		<b>\$ 8,102,300</b>	<b>\$ 711,559</b>	<b>\$ 620,161</b>	<b>\$ 620,557</b>	<b>\$ 567,479</b>	<b>\$ 589,464</b>	<b>\$ 517,840</b>	<b>\$ 537,040</b>	<b>\$ 671,370</b>	<b>\$ 4,835,472</b>	<b>59.68%</b>
<b>After Adjustments</b>												

ANGELINA COUNTY & CITIES HEALTH DISTRICT											
REVENUES & EXPENDITURES - FY2025											
Operating Budget											
	2025	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD	66.67%
EXCESS OF REVENUE	\$ -	\$ (205,613)	\$ (194,365)	\$ (214,633)	\$ (212,582)	\$ (267,658)	\$ (217,889)	\$ (271,889)	\$ (305,548)	\$ (1,890,178)	
OVER (UNDER) EXPENDITURES											
Adjustment for Pharmaceutical Inventory	\$ -	\$ (14,993)	\$ (15,906)	\$ (53,512)	\$ 18,366	\$ 77,673	\$ (32,106)	\$ 15,907	\$ (15,744)	\$ (20,316)	
EXCESS OF REVENUE		\$ (220,607)	\$ (210,271)	\$ (268,146)	\$ (194,216)	\$ (189,985)	\$ (249,995)	\$ (255,983)	\$ (321,292)	\$ (1,910,493)	
OVER (UNDER) EXPENDITURES											



**Angelina County & Cities Health District**

**Balance Sheet SubType**

As of 4/30/2025

**Assets**

**Current Assets**

Cash	\$837,354.63	
Accounts Receivable	359,439.59	
Allowance for Uncollectible	(77,583.83)	
County & Cities Receivable	710,446.43	
Grants Receivable	555,468.58	
Pharmaceutical Inventory	389,309.66	
Prepaid Insurance - Liability & Contents	17,462.09	
Prepaid Employee Travel	23,121.04	
Prepaid Insurance - Vehicle	678.65	
Prepaid Postage	2,371.69	
Prepaid WIC Rent	750.00	
Total Current Assets		\$2,818,818.53

**Total Assets**

**\$2,818,818.53**

**Liabilities and Equity**

**Current Liabilities**

Accounts Payable	\$45,507.09	
Employee Life Insurance Payable	1,306.58	
Unearned Revenue - Pool/Spa	191.64	
Unearned Revenue - Tattoo/Tan Inspection	455.46	
Unearned Revenue - Episcopal Found	(86,993.90)	
Deferred Revenue - Angelina County	(16,323.42)	
Deferred Revenue - City of Hudson	(2,115.60)	
Deferred Revenue - City of Zavalla	(236.76)	
Deferred Revenue - Food Inspection	91,237.49	
Deferred Revenue - Lodging/Pool	316.65	
Deferred Revenue - School/Day Care	1,249.75	
Deferred Revenue - City of Huntingt	(878.10)	
Deferred Revenue - Local Grants	28,249.95	
Deferred Revenue - Other	950,517.79	
Accrued Worker's Compensation	(1,381.88)	
Accrued Payroll Taxes	59,719.18	
Accrued Annual Leave	32,126.18	
Other Accrued Payables	3,763.48	
Total Current Liabilities		\$1,106,711.58

**Total Liabilities**

**\$1,106,711.58**

**Equity**

Fund Balance	\$1,018,036.29	
Reserve for Prepaid Items	44,383.47	
Reserve for Inventory	389,309.66	
Current Year Profit/Loss	260,377.53	
Total Equity		1,712,106.95

**Total Liabilities and Equity**

**\$2,818,818.53**

# Employee Position Change Proposal

Employee Name Martha Hernandez

Original Position  
New Position

Program Manager and Specialist/Community Health Worker  
Executive Assistant to the Administrator

Probationary

Allocation	Salary	FTE
PHIG	30,000.00	50%
Admin	30,000.00	50%
	Fringe	
	2,625.66	
	2,625.66	

Permanent

Allocation	Salary	FTE
PHIG	30,000.00	45.45%
Admin	36,000.00	54.55%
PHIG	2,625.66	
Admin	3,084.66	

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

**Job Title:** Executive Assistant to the Administrator **FLSA Status:** Exempt

**Department:** Administration

**Supervisor:** Administrator

**Position Summary:**

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

**Education/Licensure:**

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

**Essential Functions:**

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

**Work Schedule:**

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

**Knowledge and Abilities:**

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

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

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

*Communication:* Excellent verbal and written communication skills.

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

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

*Teamwork:* Collaborate effectively with colleagues and stakeholders.

Ability to plan and schedule meetings and make travel arrangements.

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

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

Ability to track assignments and ensure completion.

Ability to analyze and solve complex work problems independently.

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

Ability to appropriately handle confidential and sensitive issues and materials.

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

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

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

Skill in data analysis.

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

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

---

Employee Signature

---

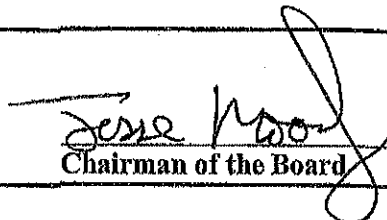
Date

Angelina County &  
Cities Health District

Personnel Policy/Procedure  
Policy Number 803



Administrator



Chairman of the Board

**Subject: Classification of Employees**

**Effective Date: May 21, 2025**

**Supersedes: July 9, 2003**

**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 a personnel member who is regularly scheduled to work 36 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 36 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.

	Sarah Adams	Elizabeth Malloy	Ann Watson	Required funding (Pre-FICA)	Required funding (w/ FICA)
Original Annual Salary	65,549.75	65,396.88	59,575.20		
<b>Option A: 3% increase</b>					
Difference	1,966.49	1,961.91	1,787.26		
Sum	67,516.24	67,358.79	61,362.46	5,715.65	6,152.90
<b>Option B: 36/40 shift increase</b>					
Difference	7,283.31	7,266.32	6,619.47		
Sum	72,833.06	69,379.55	63,203.33	14,894.11	16,033.50
<b>Option C: Prorated hourly increase</b>					
Difference	8,193.72	5,945.17	11,915.04		
Sum	73,743.47	71,342.05	71,490.24	26,053.93	28,047.06
Funding Source	Admin*	WIC	Admin*		

\* - Employees must be dedicating their additional time to administrative functions for the District for Admin funding to be used

# ALPHA ONE RESTORATION

**Homeowner:** Angelina County and Cities Health District c/o Jessie Fletcher

**Address:** 503 Hill St., Lufkin, TX 75904

**Phone:** (936) 404-1952

**Email:** ycfletcher@acchd.us

## Gable Vent Repair

1. Clean gable round vents.
2. Seal both gable round vents.
3. Refasten the screws down low on the gutter on that gable.
4. Re-caulk the 2 gable vents making them water-tight.
5. The vents do have louvers, and we won't caulk those.
6. Clean up and haul off any trash/debris from the repair.
7. To accept quote please sign and return.

**Total:** \$525.00 (Five Hundred twenty-five dollars no/100)

**Payment:** due upon completion.

**Angelina County and Cities Health District Rep:** \_\_\_\_\_

**Alpha One Restoration Claims Rep:** \_\_\_\_\_

# **ALPHA ONE RESTORATION**

**Homeowner:** Angelina County and Cities Health District c/o Jessie Fletcher

**Address:** 503 Hill St., Lufkin, TX 75904

**Phone:** (936) 404-1952

**Email:** ycletcher@acchd.us

## **Gable screws and re-caulk the metal joints**

1. Remove all the screws on the gable tops as they have rusted and the neoprene washers are disintegrating.
2. Clean the caulk from the overlapping material on the top of the gable.
3. Re-caulk the overlapping joints.
4. Install new screws matching the metal with neoprene washers.
5. Haul off debris/trash from the repair.
6. To accept quote please sign and return.

**Total:** \$780.00 (Seven hundred eighty dollars no/100)

**Payment:** due upon completion.

**Angelina County and Cities Health District Rep:** \_\_\_\_\_

**Alpha One Restoration Claims Rep:** \_\_\_\_\_

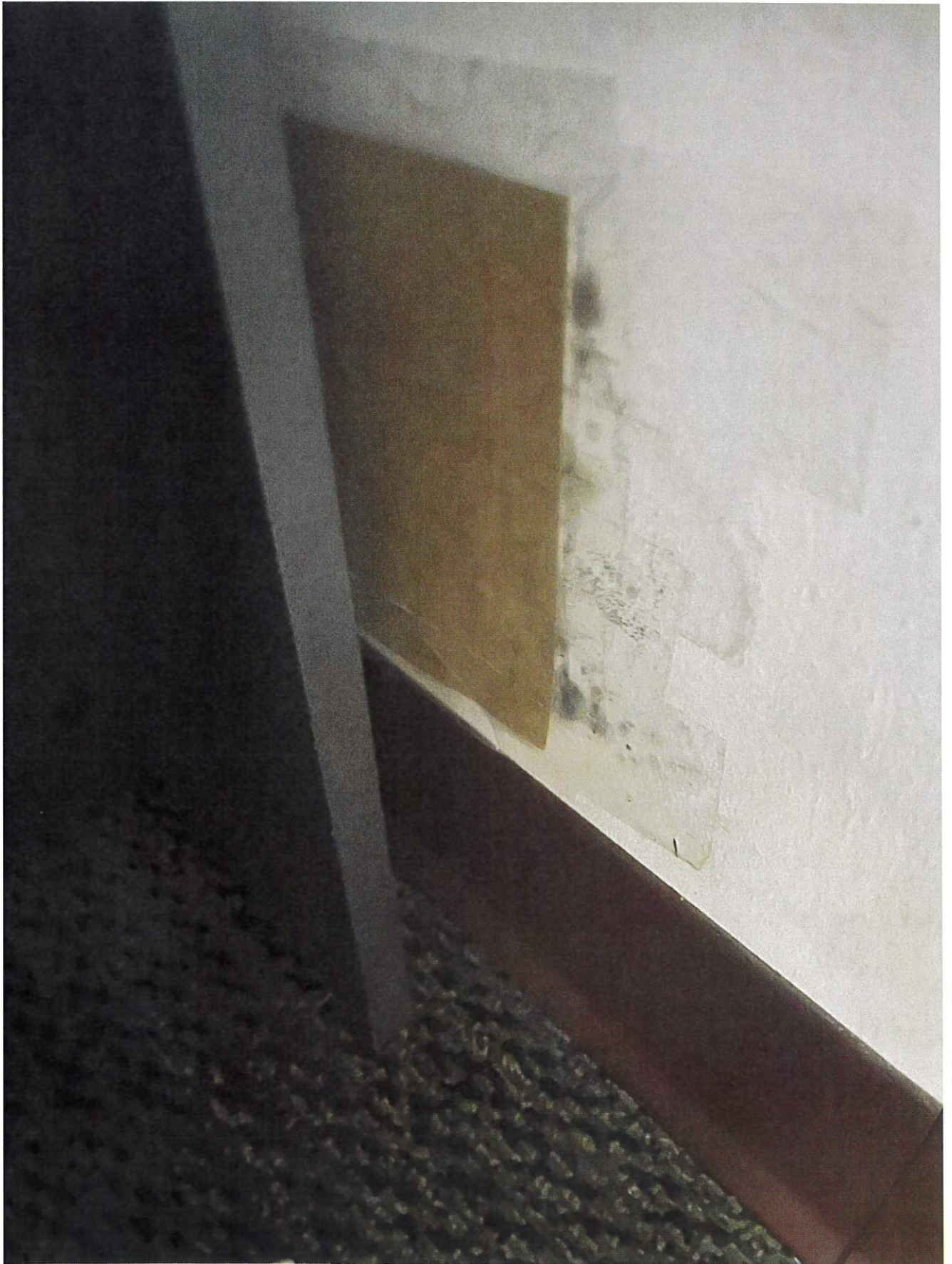


















19505 Wied Road, Suite E  
Spring, Texas 77388  
Office: 832-698-4912  
Fax: 832-698-1715  
[www.seychelroofing.com](http://www.seychelroofing.com)

Date 6-24-25

Work to be Performed At:

Address: \_\_\_\_\_

Date of Plans: \_\_\_\_\_

Note::

[illegible]

Submitted by: Vince Seychell  
Seychell Roofing Representative

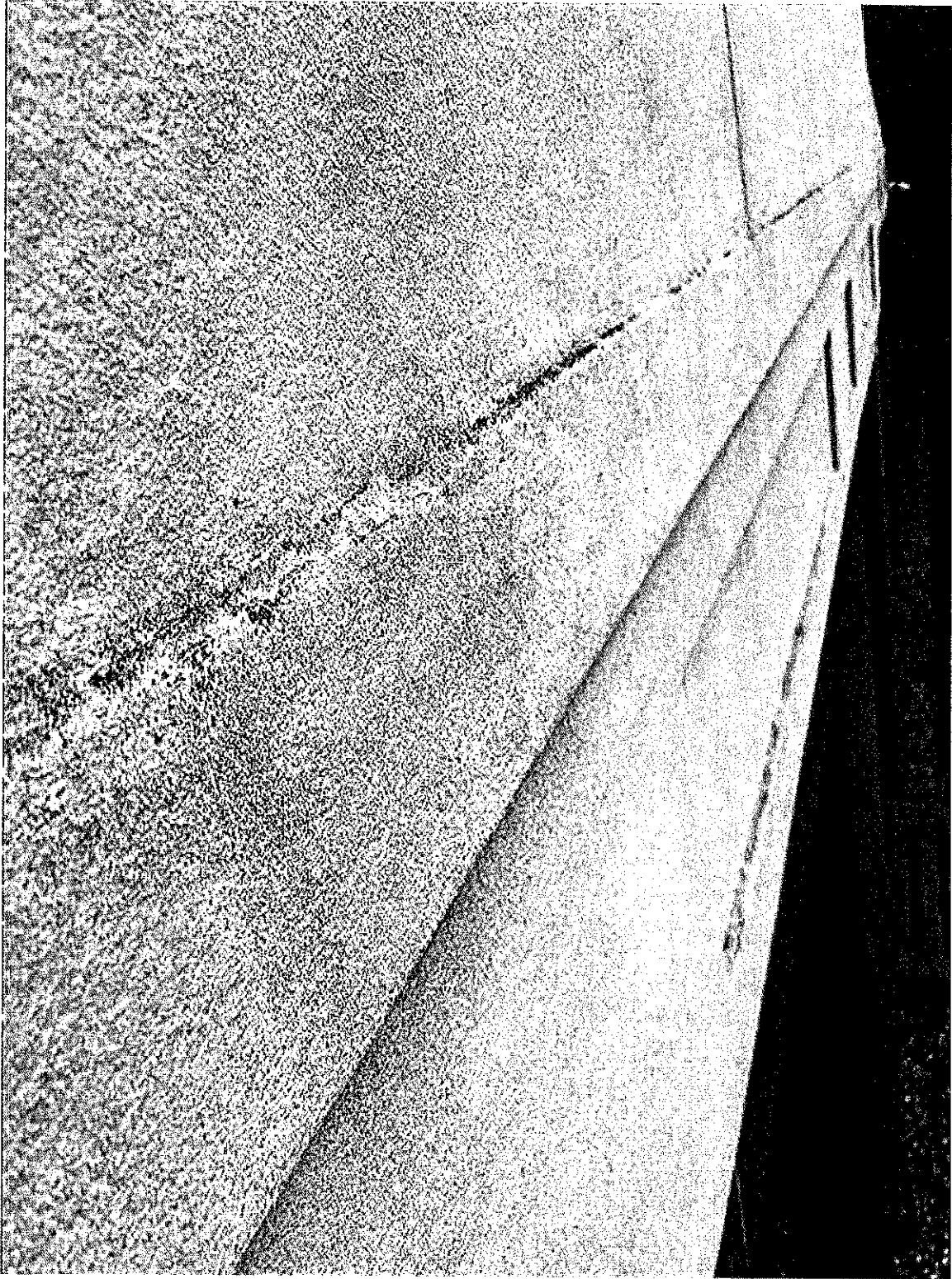
The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work, as specified. Payment will be made, in full upon completion of the work, as specified.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Seychel Roofing Representative

**Note:** This contract may be withdrawn by us if not accepted within 30 days.

Rev. 01









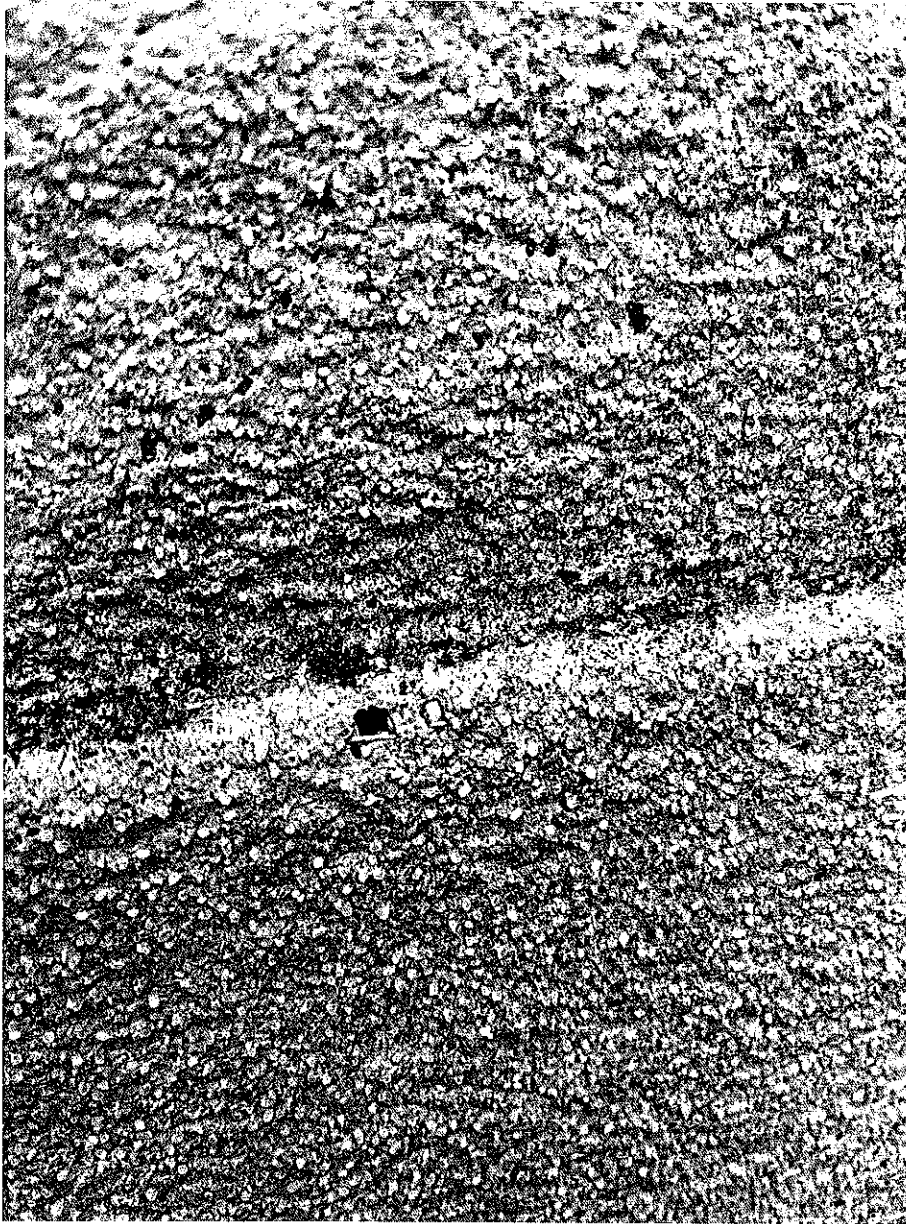


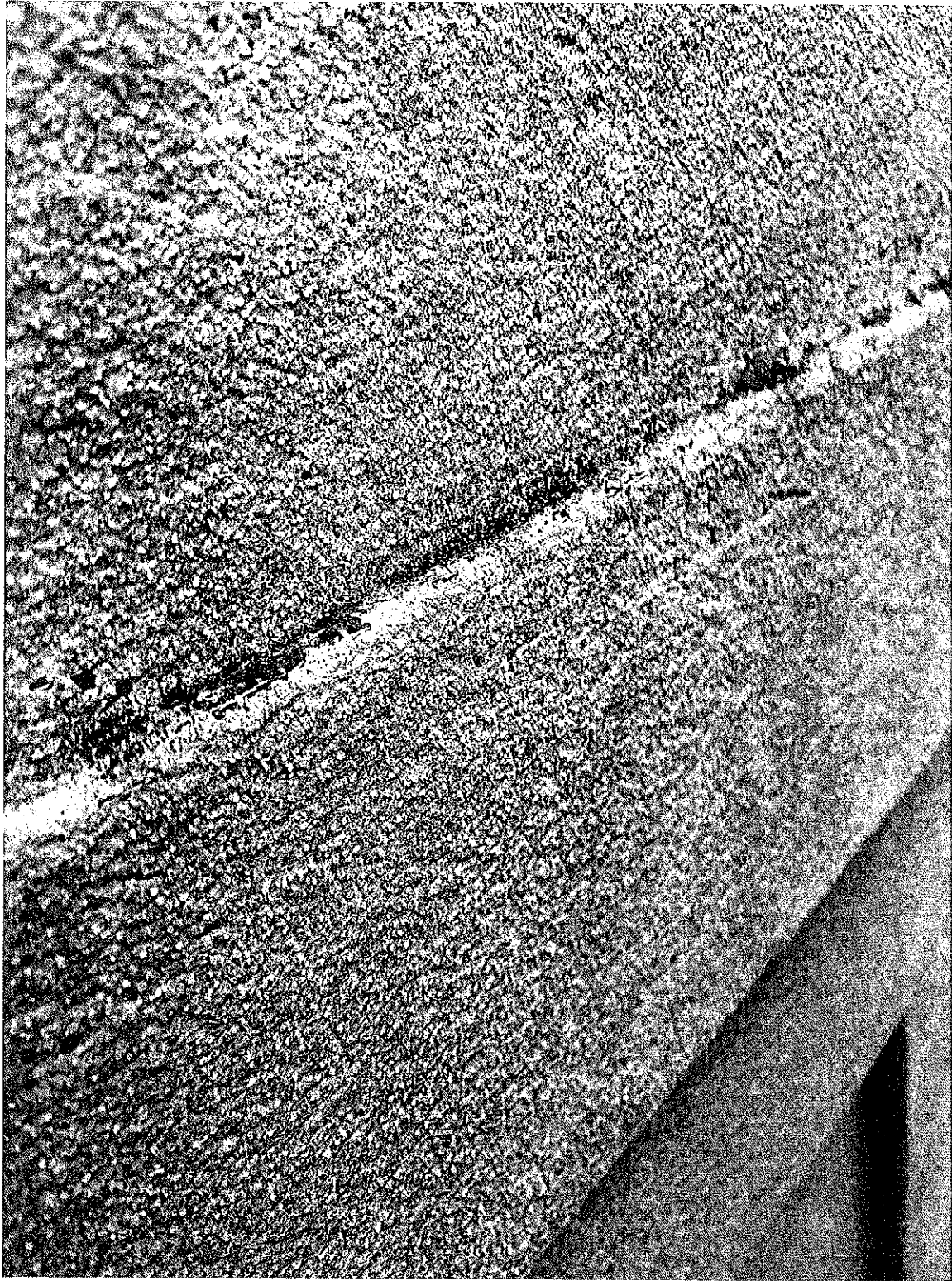


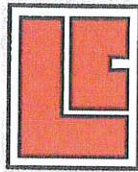












**LANGSTON CONSTRUCTION INCORPORATED**

P.O. Box 150512 • Lufkin, Texas 75915-0512 • 936/632-9847 • FAX 936/632-9801

*"Our reputation is building every day"*

June 12, 2025

Angelina County & Cities Health District  
503 Hill St.  
Lufkin, TX. 75904

Langston Construction is pleased to provide the following proposal for the roof ridge repairs at the ACCHD building in Lufkin, TX. Below you will find the inclusions for the work provided.

**Roof Ridge Repairs Proposal:**

- Remove 10' ridge cap
- Remove 30' rake trim
- Replace wood nailer
- Reinstall ridge / rake
- Reseal attic vent
- 1-year Workmanship Warranty

**Proposal Total - \$3,000**

**The Following are Excluded:**

- Building permit
- Bonds
- Taxes
- This proposal is good for 30 days
- Any item(s) not listed in the Proposal above

We appreciate the opportunity to provide you with this proposal. Please let us know how you would like to proceed.

Sincerely,

Joshua Fullerton  
Chief Estimator





# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

\* Required Fields

## 1. Resolution

WHEREAS,

Angelina County & Cities Health District

8 | 1 | 0 | 3 | 0 |

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Yesenia Cabral-Fletcher Interim Administrator  
Name Title  
9 | 3 | 6 | 6 | 3 | 3 | 1 | 1 | 3 | 9 | 9 | 3 | 6 | 6 | 3 | 2 | 2 | 6 | 4 | 0 | ycfletcher@acchd.us  
Phone Fax Email  
Signature  
Yesenia Cabral-Fletcher
2. Anthony Carter Finance Manager  
Name Title  
9 | 3 | 6 | 6 | 3 | 3 | 1 | 1 | 3 | 9 | 9 | 3 | 6 | 6 | 3 | 2 | 2 | 6 | 4 | 0 | acarter@acchd.us  
Phone Fax Email  
Signature Anthony Carter 6/16/25
3. Jesse Moody Chairman of the Board of Health  
Name Title  
9 | 3 | 6 | 6 | 3 | 3 | 0 | 3 | 7 | 6 | 9 | 3 | 6 | 6 | 3 | 3 | 0 | 3 | 6 | 8 | jmoody@cityoflufkin.com  
Phone Fax Email  
Signature Jesse Moody

## 1. Resolution (continued)

4. Dr. Kindrell Tucker

Medical Director

Name

Title

9 3 6 2 2 5 3 6 5 7

9 3 6 8 9 9 7 2 9 3

ktucker@acchd.us

Phone

Fax

Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Anthony Carter

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Kaleb Ricks

Finance Assistant

Name

Title

9 3 6 6 3 9 1 1 3 9

9 3 6 6 3 2 2 6 4 0

kicks@acchd.us

Phone

Fax

Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 25 day of June, 2025.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Angelina County & Cities Health District

Name of Participant\*

SIGNED

ATTEST

Signature\*

Signature\*

Printed Name\*

Printed Name\*

Title\*

Title\*

## 2. Delivery Instructions

Please return this document to TexPool Participant Services:

Email: [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

Fax: 866-839-3291

TEX-REP

2 OF 2



## **Employee Policy Manual**

Titles in Red are pending Board of Health approval.

1. Acknowledgement of Receipt of Policy Manual and Table of Contents
2. Administrative Policies and Procedures
3. Benefits Policies
4. Conduct Policies
5. Employment Policies
6. Travel Policies
7. Patient Services Policies
8. Finance Policies
9. Infection Prevention and Control Policies
10. WIC Policies
11. Information Technology and Security Policy

## **Table of Content for Personnel Policies and Procedures Manual**

### **Section 1:**

- Title Page
- Table of Contents
- 000 Acknowledgements of Receipt of Policy Manual

### **Section 2: Administrative Policies and Procedures**

- 200 Personnel Records
- 202 Management of Ethical Issues
- 201 Public Complaint
- 205 Fraud and Abuse
- 206 Declared Emergency Event
- 207 Interim Life Safety Measures
- 208 Dismissals ( This was replaced by the Employee Separation Policy)
- 209 Development and Revisions of Policies and Procedures
- 210 Restoration of Services
- 211 Family Planning Training Policy
- 212 Weather Closing and Emergency
- 213 Medication and Medical Supply Integrity, Expiration Date and, Storage

### **Section 3: Benefits Policies**

- 300 Leave Without Pay
- 301 Extended Medical Leave/FMLA
- 302 Compensatory Time
- 303 Annual Leave
- 304 Sick Leave
- 305 Funeral/Bereavement Leave
- 306 Medical Care for Employees
- 307 Workers Compensation
- 308 COBRA Coverage
- 309 Holiday Policy

### **Section 4: Conduct Policies**

- 400 Correcting Unsatisfactory Performance
- 401 Remote Work
- 402 Performance Evaluation
- 403 Smoking
- 404 Nepotism
- 405 Probationary Period
- 406 Personal Phone Calls
- 407 Personal Visitors
- 408 Conflict of Interest

409 Personal Appearance and Dress  
410 Employee Substance Abuse  
411 Harassment  
412 Code of Conduct  
413 Internet Use and E-mail  
414 Outreach Safety  
415 Attendance and Punctuality  
416 Confidentiality Provision of Service  
417 Social Media  
418 Dating in the Workplace  
419 Property Usage  
420 Employee Safety/Workplace Violence  
421 Incident/Adverse Outcome Reporting (Use to be 202)  
422 Employee Grievances (Was 207)  
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500 Immunizations-Employee  
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502 Name Badges  
503 Employment Age Limits  
504 New Employee Orientation  
505 Employment Burn-Out  
506 Job Descriptions  
507 Jury, Witness and Military Leave  
508 Employee Credentials- Verification and Maintenance  
509 Employee Separation (Replaced Dismissal 208 and Resignation Policy.  
510 Mother-Friendly Worksite  
511 Intimate Partner Violence- Required Training  
511A Intimate Partner Violence  
512 Reporting Personal Information Changes  
513 Personal Property  
514 Posting and Filing of Open Positions  
515 Human Trafficking- Required Training  
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517 License and Certification  
518 Cell Phone Usage  
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- 602 Use of Health District Vehicles

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- 701 Telehealth Primary Health Care Services
- 702 Title V Eligibility Screening Procedure
- 703 Eligibility Procedure
- 704 Program Co-pay, Fee Schedule and Fee Collection
- 705 Consent for Minors
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- 707 Client Non-Discrimination Statement (Was 204)
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- 805 Supporting Documentation for Disbursements
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**Section 10: WIC Policies**

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- WIC CR CS 33.0 High Risk Referrals
- WIC GA 030 Infectious Disease Control

WIC GA 6.0 Plan for Coordination of Program Operations  
WIC 058 Procedure for Issuing and Cleaning Multi-User Pumps  
WIC CR 05.0 Civil Rights Complaints

## **Section 11: Information Technology and Security Policy**

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  - 1.4 Data Disposal
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  - 2.2 Authentication Requirements
  - 2.3 Role-Based Access Control
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- 6.5 Security Camera Monitoring
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- 9. Third Party and Vendor Security
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- 12.4 Access to Logs
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- 12.6 Incident Correlation and Forensics
- 12.7 Continuous Improvement and Automation

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Administrator

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Chairman of the Board

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**Subject: Compensatory Time Versus Overtime Pay**

**Effective Date: June 25, 2025**

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

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**Policy:**

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

**Overtime**

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

**Compensatory Time**

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

1. Can earn up to 24 hours of compensatory time.
2. Must use the compensatory time within 12 months of accrual.
3. Must maintain detailed records of hours worked to ensure they are compensated for all hours worked, including compensatory time off.
4. Will be paid compensatory time at the regular rate.
5. Shall, upon termination of employment, be paid for up to 24 hours of unused compensatory time.
6. Will be informed of the FLSA Act requiring an employee to be informed, prior to the performance of work, that compensatory time will be paid in lieu of overtime.
7. Must inform their supervisor of the need to work additional hours prior to working extra time.
8. Will be given credit for travel times as working time.
9. Must submit a leave request to their immediate supervisor, documenting compensatory time.



10. Will be used before any other type of leave.

### Qualification Chart

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

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

Signature

Date

Federal Program Name (Green= Increase budgets Red= Budget cuts)	ACCHD Grant Name	ACCHD Summary of Program	Funding Source
Make America Healthy Again (MAHA) Center for Disease Control and Prevention (CDC) Programs	Not Applicable 1. EPI (Epidemiology) 2. TB 3. Environmental Health 4. PHEP (Public Health Preparedness & Emergency Response) 5. CCHB (Community and Clinical health bridges) 6. PHIG (Public Health Infrastructure)	ACCHD will seek for funding to create programs that are aligned with the MAHA Program) 1. Epi: Conducts surveillance and epidemiology activities for all notifiable conditions with emphasis on certain conditions reported through the Texas National Electronic Disease Surveillance System (NEDSS). 2. TB: Focuses on the prevention and spread of tuberculosis in Angelina County through early detection, treatment, and monitoring, offering TB testing, case management, treatment services, and contact investigation. Reduces the incidence of tuberculosis and ensures that patients receive proper care and follow-up. 3. Environmental Services: Ensures a safe and healthy environment for the community by inspecting and regulating food establishments, public swimming pools, on-site sewage systems, and other environmental health concerns. Protects public health by ensuring compliance with health and safety regulations, reducing the risk of foodborne illness and other environmental hazards. 4. PHEP: Prepares for and responds to public health emergencies such as natural disasters, infectious disease outbreaks, and bioterrorism events. Provides Emergency planning, coordination with local and state agencies, and public communication during a health crisis. This program ensures the community is prepared to respond effectively to emergencies and protect the public from large-scale health threats. 5. CCHB: Promotes healthy lifestyles and reduces the burden of chronic diseases such as diabetes, heart disease, and obesity. Provides community health education, wellness programs, screenings for chronic conditions, and partnerships with local healthcare providers to promote preventive care. Encourages healthier behaviors and reduces the risk of chronic illness, improving long-term community health outcomes. 6. PHIG: Makes strategic investments to support hiring, retaining, and training the public health workforce and strengthen public health infrastructure and systems related to the workforce and foundational capabilities in alignment with strengthening the US public health infrastructure, workforce, and data systems program from the Centers for Disease Control and Prevention.	Unknown: Will continue to research 1. State: Department of State and Human Services 2. Department of State and Human Services (DSHH) 3. Local Government 4. Center for Disease Control and Prevention 5. Department of State and Human Services 6. Department of State and Human Services
Centers for Medicare and Medicaid Services (CMS) Program Management	Medicaid		CMS

Federal Program Name (Green= Increase budgets Red= Budget cuts)	Change from CY 2025 (in million)	Impact	Federal Brief Description of Program
Make America Healthy Again (MAHA)	+500	Low: Since programs have not been established, but potentially Medium-High Impact once programs are implemented.	the Budget provides \$500 million for the MAHA initiative, which would allow to tackle nutrition, physical activity, healthy lifestyles, over-reliance on medication and treatments, the effects of new technological habits, environmental impacts, and food and drug quality and safety across HHS
Center for Disease Control and Prevention (CDC)Programs	-3588	<p>1. Medium: since this funding is already provided by the State rather than the Federal.</p> <p>2. Medium-High: This program is experiencing a CDC fund reduction from Federal to State by 20%. We currently receive 38,236.00 (federal fund is 26,591.20, and state fund is 11,644.80).</p> <p>3. Medium- High Impact: Omar reported that under the bill SBL008, there are cuts to Environmental Services. The state will be taking over the mobile units. There is another bill SB2844, that is pending legislative approval.</p> <p>4. Medium- High risk since this is transitioning from Federal to State and then local. We were on a call from the state stating that if the CDC does not communicate with the state by June 30th, the State will be sending a notice to hold, and no activity can be executed until further notice. There will be a 72% reduction in PHEB funding. We should be expecting to get a revised categorical budget contract from the state soon. We were charged with putting off discretionary processes.</p> <p>5. Medium risk since the description of the Federal programs focuses more on Chronic Diseases that are focused on infection control rather than lifestyle-oriented chronic diseases.</p> <p>6. Medium Risk since this is currently funded by the State, not the Federal.</p>	<p>The Budget refocuses on infectious disease surveillance, outbreak investigations, and maintaining the public health infrastructure. The Budget proposes merging multiple programs into one grant program and giving States more flexibility to address local needs. Specifically, the Budget proposes consolidating funding for Infectious Disease and Viral Hepatitis. Sexually Transmitted Infections, and Tuberculosis programs into one grant program funded at \$300 million.</p> <p>The Budget eliminates duplicative programs, including: the National Center for Chronic Diseases Prevention and Health Promotion; National Center for Environmental Health; Public Health Preparedness and Response, which can be conducted more effectively by States; and the Preventive Health and Human Services Block Grant, the purposes for which can be best funded by States. The Budget refocuses CDC on emerging and infectious disease surveillance, outbreak investigations, preparedness and response, and maintaining the Nation's public health infrastructure. The Budget maintains more than \$4 billion for CDC.</p>
Centers for Medicare and Medicaid Services (CMS) Program Management	-674	low: Since funding sources will not be decreased for beneficiaries.	This cut will have no impact on providing benefits to Medicaid beneficiaries.

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Final Review and Submit

Application ID: PP260058

Phase: Full Application

Status: ASO APPROVED AND  
SUBMITTED

## Application Review and Submission Confirmation

Thank you for your application submission to the 2026 CPRIT Grants Program. You have completed the application process and your application will be forwarded for independent scientific peer review.

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