

**NORTHEAST TEXAS PUBLIC HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
April 29, 2025**

A regular meeting of the Northeast Texas Public Health District Board of Directors was held on April 29, 2025, at 5:00 p.m., 315 North Broadway, Genecov Room, Tyler, Texas with the following present:

Board Members:	Laura Newsome, Chair	
	Jessica Bowen, MSN, R.N.	
	Kent Boozer, D.D.S., Sec.	
	Jeremy Butler	
	Cynthia Ball, D.O.	
	Scott Williams	
	Nancy Rangel	absent
	Pam Cunningham	

Chief Executive Officer:	George T. Roberts, Jr.	
Smith County Health Authority:	Valerie Smith, M.D.	
Chief Financial Officer:	Lawanda Owens	
Public Health Emergency Preparedness Director:	Russell Hopkins	absent
Immunizations/TB Program Director:	Sylvia Warren, R.N.	
Environmental Health Director:	Ginger Points, R.S.	
Community Outreach Director:	Terrence Ates	
Vital Statistics Director:	Rosie Meza	absent
Human Resources Director:	Dawn Strickland	
Interim Laboratory Director:	Amanda Catlin	absent
WIC Director:	Tecora Smith	
Legal:	Sharon Roberts	
Recorder:	Janie Jolly	
Guests:	Dr. Alaa Riha	absent
	Dr. Catherine Goetz	absent
	Dr. Liz Villalobos	absent
	Dr. Srishti Goel	
	Dr. Fariba Yazdanpanah	
	Alex de Ravel	
	Christina Aubert	

The meeting was called to order by Laura Newsome, Chair, at 5:03 p.m.

**INVOCATION- PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited, and the invocation was given by George Roberts.

## **HEALTH AUTHORITY REPORT**

Dr. Smith gave the Health Authority report to the Board. Dr. Smith began by speaking about Measles in the United States. The West Texas measles outbreak as of April 29, 2025 is 663 identified cases with less than 10 actively infectious. There have been 87 hospitalizations, and 2 deaths reported which were unvaccinated school age children. The outbreak Counties include Cochran, Dallam, Dawson, Gaines, Garza, Lynn, Lamar, Lubbock, Terry, and Yoakum.

DSHS anticipates the outbreak could last through 2025. The outbreak primarily affects unvaccinated or partially vaccinated children, with the 0-4 and 5-17 age groups comprising over two-thirds of cases. There were 19 measles cases reported in Upshur County in mid-April, which isolated to one institutional living facility. All cases are over the age of 17, with no known association with the West Texas outbreak. Upshur County is not considered an outbreak area due to the absence of community spread, though a 42-day waiting period is needed to confirm this.

Dr. Smith then updated the Board regarding respiratory virus trends. She stated that respiratory viruses are generally decreasing due to the summer season. Region 4/5 North data indicates that RSV has significantly decreased, influenza has decreased dramatically, and COVID-19 is still present but not in significant numbers. Hospitalization data shows a significant decrease in Influenza, RSV, and COVID-19 cases.

Dr. Smith stated that the CDC's Advisory Committee on Immunization Practices, (ACIP) meeting reconvened in April with another meeting scheduled for May. The ACIP reviewed data and covered every vaccine. A recommendation was made regarding the meningococcal vaccine, that it should be administered at age 16, when the Meningococcal ACWY booster is due, and to follow up with a single B dose. This approach aims to reduce the number of injections and visits. This vaccine is recommended for high-risk children, such as those without a spleen, with sickle cell disease, or with certain immune deficiencies.

A new recommendation was added that the RSV vaccine be given to anyone 50 to 59 years of age who is high-risk. High-risk typically includes underlying pulmonary cardiopulmonary diseases, such as COPD, emphysema, or persistent asthma. Dr. Smith concluded her presentation by informing the Board regarding Chikungunya Virus. There are two new vaccines: a live virus vaccine and a viral light particle vaccine.

- They are approved for people traveling to areas where the virus is prevalent.
- The CDC website can provide recommendations for travel-associated vaccines based on the country you plan to visit.
- It is a mosquito-borne illness typically found in tropical areas like Central/South America and Africa.

The Board thanked Dr. Smith for her presentation.

## MINUTES

Motion made by Jeremy Butler to approve the minutes of the March 27, 2025, regular meeting; seconded by Scott Williams motion carried; approved as presented.

## INDEPENDENT FINANCIAL AUDIT

A.J. Evans, CPA, of Prothro, Wilhelmi and Company, stated that the financial audit for Fiscal Year 2024 has been completed. Mr. Evans reviewed the Financial Highlights of the FY 2024 audit for the Board:

### FINANCIAL HIGHLIGHTS

#### Net Position

Total Assets: \$ 12,074,987 - \$384,666 increase from prior year

- Cash and cash equivalents decreased by 8% because outstanding accounts receivable were collected at a slower rate.
- Accounts and grants receivable increased by 13% due to the increase in WIC grant receivable and slightly slower collection rate from agencies.
- Capital asset, net decreased by 22% due to annual depreciation.
- Pension asset increased significantly due to increase in net investment income in 2023, the measurement year.

Total Liabilities: \$ 3,452,152 - \$3,978 decrease from prior year

- Payroll taxes and deductions payable increased by 26% due to increase in payroll expenditures throughout the year.
- Lease liabilities decreased by 4% due to paydown of lease contracts throughout the year.

### INTERNAL CONTROLS AND COMPLIANCE

Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit of Financial Statements Performed In Accordance With *Government Auditing Standards*.

*"We did not identify any deficiencies in internal controls over financial reporting. In addition, the results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards".*

#### FEDERAL SINGLE AUDIT

Independent Auditors' Report On Compliance For Each Major Program And On Internal Control Over Compliance Required by the Uniform Guidance.

*"In our opinion, the District complied, in all material respects, with the types compliance requirements referred to above that could have a direct and material effect on each of its major federal/state programs for the year ended September 30, 2024."*

Major federal program audited:

- 10.557 Special Supplemental Food Program for Women, Infants, and Children

#### STATE SINGLE AUDIT

Independent Auditors' Report On Compliance For Each Major State Program And On Internal Control Over Compliance Required by the State of Texas Uniform Grant Management Standards.

*"In our opinion, the District complied, in all material respects, with the types compliance requirements referred to above that could have a direct and material effect on each of its major federal/state programs for the year ended September 30, 2024."*

They did not identify any deficiencies in internal control over compliance with the District's major state programs.

Major state programs audited:

- Preventative Health and Health Services
- Community Diabetes Education Program

Motion made by Jeremy Butler to approve the independent financial audit for Fiscal Year 2024, seconded by Scott Williams motion carried; approved as presented.

#### MONTHLY FINANCIAL REPORT

For the month of March 2025, we had revenues of \$1,128,111, which was \$25,435 over budget. Expenses were \$1,037,575 which was \$20,645 over budget. Our net income for the month of March 2025 was \$90,536, which was \$4,790 over budget.

For FY 2025, we have revenues of \$7,145,568 which was \$216,896 over budget. Expenses were \$6,831,911 which was \$215,152 over budget. Our net income for the first 6 months of FY2025 was \$313,657, which was \$1,744 over budget.

Motion by Pam Cunningham to approve the March 2025 financial report; seconded by Mike McCrady motion carried; approved as presented.

## **FISCAL YEAR 2025 MID-YEAR BUDGET REVISION**

Lawanda Owens, Chief Financial Officer, stated a Fiscal Year 2025 mid-year budget review was conducted with projected changes as of March 1, 2025. The proposed amended budget for FY 2025 shows revenue of \$14,554,924, an overall decrease of \$22,874 from the initial FY 2025 budget; expenses of \$14,526,460, a decrease of \$204,056 from the initial FY 2025 budget; and net income of \$28,464, an increase of \$181,182 from the initial FY 2025 budget, which was approved by the Board on September 26, 2024.

Motion made by Jeremy Butler to approve the Fiscal Year 2025 Mid-Year Budget Revision, seconded by Kent Boozer motion carried; approved as presented.

## **CHIEF EXECUTIVE OFFICER REPORT**

Mr. Roberts gave his report to the Board. He pointed out the monthly stats sheet to the Board.

Mr. Roberts informed the Board that he had the opportunity to attend the appointment of Dr. Lane Schnell for the position of Henderson County Health Authority at the Henderson County Commissioners Court meeting in Athens, TX on April 29<sup>th</sup>. Dr. Schnell is the ER Medical Director at UT Athens. Mr. Roberts stated that this long-awaited appointment is very exciting!

Mr. Roberts stated that the Smith County Funding Application was submitted on April 29<sup>th</sup> 2025 and that the request is for \$400,000.

Mr. Roberts reminded the Board that Doc Ballard Award nominations are due Thursday, May 22, 2025. The award presentation ceremony will be held at the June 26, 2025 Board meeting.

Mr. Roberts gave an update on Fit City Tyler. There were over a 1,000 people who weighed in for Lighten Up East Texas this year. This year's Celebration Event will be held at True Vine on Tuesday, May 20<sup>th</sup>. A cash award of \$5,000 will be given to a lucky individual who lost at least 5% of their weight during the challenge. There will be other prizes as well.

Mr. Roberts also stated that Public Health Week was very successful! There were many activities during the week in partnership with UT Tyler. Our NET Health Employee Appreciation Luncheon was held on April 14<sup>th</sup>. Mr. Roberts ended his report by introducing Christina Aubert, NET Health PHEP, to make a brief announcement/request to the Board.

Ms. Aubert stated that last year, a qualitative research study was conducted at WIC clinics, surveying people about rural resources and issues faced by mothers and pregnant women. Phase two of the project involves virtual roundtables with doctors, nurses, elected officials, academic and healthcare providers to discuss the research findings and their impact.

A link/email will be sent to the Board to invite them to participate in one of the Round Tables.

## **ADJOURNMENT**

The regular meeting of the Northeast Texas Public Health District Board of Directors adjourned at 6:07 pm, and Laura Newsome, Chair, stated the Board would immediately convene in Executive Session. Any vote or action taken will be made when the Board returns to open session.

The Board reconvened in open session at 6:45pm, and Ms. Newsome stated that no action was taken in Executive Session.

Motion by Jeremy Butler to approve the proposed salary adjustment of 3% for the NET Health Staff, Leadership Team and CEO. The effective date of the increase will be the pay period beginning on May 4, 2025; seconded by Kent Boozer; motion carried; approved as presented. 8-0

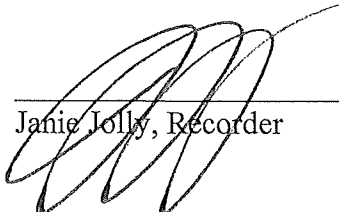
Motion by Scott Williams to approve the proposed FY 2025 Incentive Compensation Plan for the Leadership Team; seconded by Pam Cunningham; motion carried; approved as presented. 8-0

Motion by Mike McCrady to approve the proposed FY 2025 Incentive compensation Plan for the Chief Executive Officer; seconded by Pam Cunningham; motion carried; approved as presented. 8-0

Motion by Cynthia Ball to approve the Performance Evaluation Form for the CEO; seconded by Pam Cunningham; motion carried; approved as presented. 8-0

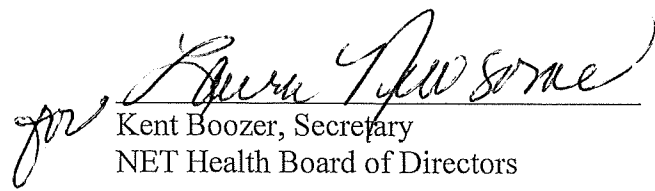
The meeting adjourned at 6:48 p.m.

**THE NEXT NET HEALTH BOARD MEETING IS TUESDAY, MAY 29, 2025.**



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Janie Jolly, Recorder



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Kent Boozer, Secretary  
NET Health Board of Directors