

## MEMORANDUM

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To: Tarrant County Hospital District Board of Managers and HR Committee

From: Anggelha Rodriguez

Date: September 23<sup>rd</sup>, 2021

Re: Meeting Minutes from May 27<sup>th</sup>, 2021 Board of Managers HR Committee Meeting

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In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. In accordance with this suspension, the Tarrant County Board of Managers held a virtual meeting on March 25<sup>th</sup>, 2021. The agenda for this meeting was posted in the following locations:

1. Tarrant County Commissioner Court Web Site; and
2. Tarrant County Hospital District Web Site.



## GOVERNOR GREG ABBOTT

For Immediate Distribution | March 16, 2020 | (512) 463-1826

### **Governor Abbott Allows Virtual And Telephonic Open Meetings To Maintain Government Transparency**

*Ensures continued government operation while preserving transparency*

AUSTIN - Governor Greg Abbott today acted to maintain government transparency and continued government operations while reducing face-to-face contact for government open meetings. As Texas works to mitigate the spread of COVID-19, the Governor granted the Office of the Attorney General's request for suspension of certain open-meeting statutes. This temporary suspension will allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

"Even as the State of Texas takes precautionary measures to contain the spread of COVID-19, we also have a responsibility to maintain government transparency," said Governor Abbott. "With today's action, Texas is reducing non-essential in-person contact for a limited period, while ensuring that state and local government entities continue to work to fulfill necessary functions and with full transparency for the people of Texas. I urge state and local officials to do their part to mitigate the spread of COVID-19 by avoiding meetings that bring people into large group settings."

In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. This temporary suspension will leave important open-meeting protections in place:

- Members of the public will be entitled to participate and address the governmental body during any telephonic or videoconference meeting.
- To hold a telephonic or videoconference meeting, a governmental body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- A governmental body must provide the public with access to a recording of any telephonic or videoconference meeting.

State and local officials who have questions about open-meeting requirements after this suspension should submit them to the Office of the Attorney General via e-mail at [TOMA@oag.texas.gov](mailto:TOMA@oag.texas.gov), or by leaving a message at (888) 672-6787. Officials with questions about teleconference and videoconference capabilities offered by the Texas Department of Information Resources should visit [dir.texas.gov](http://dir.texas.gov) or call (512) 475-4700. Officials who hold videoconference meetings are encouraged to provide for participation via telephone for members of the public without videoconferencing capability. If officials are not holding a telephonic or videoconference meeting, all open-meeting requirements apply.

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**KEN PAXTON**  
ATTORNEY GENERAL OF TEXAS

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FOR IMMEDIATE  
RELEASE

March 16, 2020

[www.texasattorneygeneral.gov](http://www.texasattorneygeneral.gov)

**PRESS OFFICE: (512) 463-2050**

Kayleigh Date:

[Communications@oag.texas.gov](mailto:Communications@oag.texas.gov)

**Governor's Office Clears Path for Governmental Bodies to Meet Telephonically or  
by  
Videoconference During Coronavirus Disaster**

AUSTIN - Governor Abbott's office today approved a request by the Office of the Attorney General to temporarily suspend a limited number of open meeting laws in response to the Coronavirus (COVID-19) disaster. This action will allow governmental bodies to conduct meetings by telephone or video conference to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

Importantly, however, this action does not suspend requirements that governmental bodies conduct meetings in a transparent and accessible manner. Specifically, governmental bodies are still be required to do the following:

- provide online written notice containing a public toll-free dial-in number or a free-of-charge videoconference link, as well as an electronic copy of any agenda packet,

- before conducting telephonic or video conference meetings;
- provide the public with access and a means to participate in those meetings, preferably through two-way audio or video connections; and
- provide the public with access to a recording of those meetings.

Please [click here](#) for a complete list of the open meeting provisions that have been temporarily suspended. State agencies and local governmental bodies may contact the Office of the Attorney General with question about the suspension order by telephone at (888) 672-6787 or via email at [TOMA@oag.texas.gov](mailto:TOMA@oag.texas.gov). Officials with questions about teleconference and videoconference capabilities offered by the Texas Department of Information Resources should visit [dir.texas.gov](http://dir.texas.gov) or call (512) 475-4700.

For information on the spread or treatment of Coronavirus (COVID-19), please visit the [Texas Department of State Health Services](#).

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**TARRANT COUNTY HOSPITAL DISTRICT (TCHD)  
d/b/a JPS HEALTH NETWORK**

**EMERGENCY PROCEDURES PURSUANT TO  
GOVERNOR GREG ABBOTT'S AND  
ATTORNEY GENERAL KEN PAXTON'S  
TEMPORARY MEETING SUSPENSION GUIDELINES  
THIS MEETING IS AVAILABLE FOR VIEWING VIA  
NORMAL JPS HEALTH NETWORK YOUTUBE CHANNEL**

**WEBEX-TCHD – Virtual  
Board of Managers Human Resources Committee Meeting**

**12:00 P.M. Thursday, May 27, 2021**

**MEETING MINUTES**

The Tarrant County Hospital District ("District") Board of Managers Human Resources Committee met Thursday, May 27, 2021 via WebEx with the following members present:

Dorothy DeBose, Committee Chair  
Amanda Arizola, Board Member  
DT Nguyen, Board Member  
Alan Podawiltz, D.O., Chair, Behavioral Health Acclaim

**Not In Attendance:** Janet Miles, M.D.  
Rev. Ralph Emerson, Board Member  
Grant Fowler, M.D.  
Roger Fisher, Secretary

**Others Attending:** Charles Webber, M.D., Chair, Board of Managers Committee  
Zim Zimmerman, Board Member  
Trent Petty, Board Member  
Robert Earley, President, Chief Executive Officer  
Karen Duncan M.D., Sr. Executive Vice President, Chief Operating Officer  
Alex duBuclet, Sr. Vice President, Human Resources  
Daphne Walker, Sr. Vice President, Chief Legal Counsel  
Riana Poullard, Attorney Employment & Labor  
Cheryl Hurd, M.D., Program Director, Behavioral Health  
Tony Banda, Vice President, Finance and Supply Chain  
Mark Hallman, Vice President, Innovation Transformation Officer  
Suzanne Barnes, Executive Office Manager, Administration  
Anggelha Rodriguez, Sr. Executive Assistant, Administration, Recording Secretary

**I. Call To Order** - With a quorum present, committee Chair Mrs. DeBose called the meeting to order at 12:01 P.M.

**II. Citizens Wishing to Address the Committee** - There were no citizens requesting to speak.

**III. Consider Matters Requiring Committee Action**

**A. Approval of Minutes:** Ms. Arizola motioned to approve the March 25, 2021 minutes with no changes, seconded by Mr. Nguyen, motion passed unanimously.

**IV. Human Resources Reports/Updates – Not Requiring Committee Actions**

**A. Human Resources Dashboard** – Mr. duBuclet provided committee members a high level overview. Board members were provided with the presentation.

**V. Consider Matter Requiring Discussions(s) Update(s), Deliberation(s), Action(s), and/or Approval**

**A. Consider Approval of HR 1300 Drug and Alcohol Free Work Place Policy**

Summary: Ms. Poullard presented HR 1300 Drug and Alcohol Free Work Place Policy to the Committee for consideration.

Action: Mr. Nguyen motioned to approve HR 1300 Drug and Alcohol Free Work Place Policy as presented, seconded by Dr. Podawiltz, motion passed unanimously.

**B. Consider Approval of HR 2600 Employee Standards Policy**

Summary: Ms. Poullard presented HR 2600 Employee Standards Policy to the Committee for consideration.

Action: Mr. Nguyen motioned to approve HR 2600 Employee Standards Policy, seconded by Mr. Petty, motion passed unanimously.

**C. Consider Approval of HR 5600 Demotion Policy Statement**

Summary: Ms. Poullard presented HR 5600 Demotion Policy Statement to the Committee for consideration.

Action: Mr. Nguyen motioned to approve HR 5600 Demotion Policy Statement, seconded by Dr. Podawiltz, motion passed unanimously.

**D. Consider Approval of HR 6200 Promotion Policy Statement**

Summary: Ms. Poullard presented HR 6200 Promotion Policy Statement to the Committee for consideration.

Action: Mr. Nguyen motioned to approve HR 6200 Promotion Policy Statement, seconded by Dr. Podawiltz, motion passed unanimously.

**E. Consider Approval of HR 1700 Resolution Policy**

Summary: Ms. Poullard presented HR 1700 Resolution Policy to the Committee for consideration.

Action: Mr. Nguyen motioned to approve HR 1700 Resolution Policy, seconded by Dr. Podawiltz, motion passed unanimously.

**F. Consider Approval of HR 2000 Employee Identification (Name Badge) Policy**

Summary: Ms. Poullard presented HR 2000 Employee Identification (Name Badge) Policy to the Committee for consideration.

Action: Mr. Nguyen motioned to approve archival of HR 700 Resolution Policy, seconded by Dr. Webber, motion passed unanimously.

**G. Consider Approval of HR 700 Staffing Effectiveness Policy for Archival**

Summary: Ms. Poullard presented HR 700 Staffing Effectiveness Policy to the Committee for archival consideration.

Action: Mr. Nguyen motioned to approve the archival of HR 700 Resolution Policy, seconded by Dr. Podawiltz, motion passed unanimously.

**VI. Recess and Reconvene in Executive Session Pursuant to Chapter 551, Texas Government Code.**

No executive session

**VII. Reconvene in Open Session as the Board of Managers and the Committee for Deliberation(s) and/or Action(s) deemed necessary regarding any matter listed on the Closed Session Agenda, Paragraphs V1. A and B.**

There were no matters requiring deliberation and/or action.

**VIII. Adjourn**

There being no further business of the TCHD Joint Board of Managers and Human Resources Committee the meeting was adjourned at 12:33 P.M.

  
Dorothy DeBoise, Committee Chair

MAY 27<sup>th</sup> 2021  
Date