

From: Weaver, Kingsley
Sent: Tuesday, October 27, 2015 11:04 AM
To: Berlin, Steve
Subject: RE: No-cost to city travel

Hi Steve

Attached is documentation of my no-cost to city travel trip. Please let me know if you need additional documentation.

Best,
Kingsley



Public Health Accreditation Board

Austin/Travis

Site Visit Agenda

DAY 1: Tuesday October 20th 2015 / Location: Central/Main office/HHSD Office (Levander Loop)

8:30 AM	Site Visit Team Arrives	
9:00	Entrance Conference	Site Visit Team / Room: E-16
	HHSD Campus 7201 Levander Loop Building E	Health Department Director: Shannon Jones Accreditation Coordinator: Veena Viswanathan Executive Leadership: Philip Huang, Health Authority; Stephanie Hayden, Deputy Director; Rosamaria Murillo, Asst. Director; Kym Maddox, Asst. Director; David Lopez, Chief Env Health Officer; Janet Pichette, Chief Epidemiologist; Bob Corona, Chief of Staff; Carole Barasch, Communications Mgr; Laura Diaz, Internal Auditor
9:30	Department Walk Through	Tour of Building E: Shannon Jones, Director and Bob Corona, Chief of Staff Tour of Building C (front lobby): Shannon Jones and Sandra Lackey, Vital Records Registrar
10:00	CHA and CHIP (Standards 1.1 and 5.2)	Site Visit Team / Room:E-16 Department Staff: Veena Viswanathan, Accreditation Mgr.;; Cassie DeLeon, Program Manager; Hailey Hale, Planner
10:45	Break	
11:00	Strategic Plan (Standard 5.3)	Site Visit Team / Room: E-16 Department Staff: Dr. Huang, Health Authority; Kym Maddox, Asst. Director; Vanessa Metzger, Program Manager
11:30	<u>Concurrent Domain Sessions</u>	
	Domain 10	Barbara / Room: E-16 Department staff: Victoria Bailey, Nursing Coordinator; Dr. Huang, Health Authority; Laura LaFuente, Program Mgr.;; Kurt Becker, Program Mgr.
	Domain 3	Kingsley / Room: E-48 (Dr. Huang's former campus office) Department staff: Carole Barasch, Communications Mgr.;; Cassie DeLeon, Program Mgr.;; Donna Sundstrom, Unit mgr.
	Domain 8	Joy / Room: E-18 Daniel Paccioco, HR Advisor; Sabrina Vidaurri, Program Supervisor; Chris Crookham, Program Supervisor; Francine Gertz, HR Mgr.;; Veena (tentative)

12:00	Lunch and Executive Session	Site Visit Team / Room:E-16
1:00 PM	Governing Entity	Site Visit Team /Room:E-16 City Council / HHS Committee Members: Ora Houston and Delia Garza
2:00	<u>Concurrent Domain Sessions</u> Domains 4 & 7	Barbara and Kingsley / Room: E-16 Department Staff: Cassie DeLeon, Program Mgr.; Stephanie Hayden, Deputy Director; John Waller, Planner; Greg Bolts, Unit Mgr.
	Domain 5 (minus CHIP and SP)	Joy / Room: E-18 Department Staff: Dr. Huang Health Authority; Janet Pichette, Chief Epidemiologist; Judy Henry, Epidemiologist; Bob Corona, Chief of Staff
3:00	Break	
3:15	<u>Concurrent Domain Sessions</u> Domain 1 (minus CHA)	Barbara / Room: E-48 (Dr. Huang's former campus office) Department Staff: Janet Pichette, Chief Epidemiologist; Jill Campbell, Disease Surveillance Supervisor; Huang (tentative)
	Domain 9	Kingsley / Room E-16 Room: RBJ 3 rd Floor Conference Room Vicky Bailey, Nursing Coordinator; Vanessa Metzger, Program Mgr.; Kym Maddox, Asst. Director; Cassandra DeLeon, Program Mgr.
	Domain 11	Joy /Room: E-18 Department Staff: Kym Maddox, Asst. Director; Stephanie Hayden, Deputy Director; Laura Diaz, Internal Auditor; Kevin Waldrup, Records Mgr.
4:15	Executive Session	Site Visit Team; Room:E-16
5:00	Adjourn	

DAY 2: Wednesday, October 21, 2015 / Location: RBJ Health Center, 15 Waller Street

8:30 AM	Site Visit Team Arrives	
8:30	Executive Session	Site Visit Team / Room: RBJ 412
9:00	Department Walk Through	Dr. Huang, Health Authority and Veena, Accreditation Manager: Tour of RBJ Floors (1, 3, 4)
9:30	<u>Concurrent Sessions</u>	
	Domain 2	Kingsley / Room: RBJ 3rd Floor Conference Room Department Staff: Jill Campbell, Disease Surveillance Supervisor; Jeff Taylor, Epidemiologist; Rosalinda Castaneda, Communicable Disease Nursing Supervisor; Janet Pichette, Chief Epidemiologist
	Domain 6	Barbara / Room: RBJ 412 Vince Delisi, Assistant Division Manager; David Lopez, Chief Env Health Officer; Jill Campbell, Disease Surveillance Supervisor
	Domain 12	Joy / Room: RBJ 401 Bob Corona, Chief of Staff; Dr. Huang, Health Authority; Veena (tentative)
10:15	Break	
10:30	Community Partner	Site Visit Team / Room: RBJ, 3rd Floor Conf. Room 15 Partners (Awaiting RSVP) List of partners forthcoming with potential call-in number.
11:30	Lunch and Executive Session	Site Visit Team /Room: RBJ 412
1:00 PM	Meeting with Director of Health Department	Site Visit Team / Room: RBJ 412 Health Department Director: Shannon Jones
1:30	Executive Session and Report Development	Site Visit Team / Room: RBJ 412
2:00	Exit Interview	Site Visit Team / Room: RBJ, 3rd Floor Conf. Room HHSD Staff: Veena Viswanathan, Shannon Jones, Dr. Huang, Stephanie Hayden, Rosamaria Murillo, Kym Maddox, David Lopez, Janet Pichette, Bob Corona, Carole Barasch, Laura Diaz, Vince Delisi, Jill Campbell, Cassie DeLeon, Vanessa Metzger, Victoria Bailey
2:30	Adjourn	

October 20-21, 2015
Austin/Travis County Health & Human Services
Austin, TX

Accreditation Specialist Flights	October 19th Arrival	October 21st Departure
Cathy Vogel 413-770-7008 cvogel@phaboard.org Southwest Confirmation: YHNVCP	Southwest #2915 Departs DCA @ 11:00AM Arrives DAL @ 1:10PM Southwest #30 Departs DAL @ 3:10PM Arrives AUS @ 4:00PM	Southwest #824 Departs AUS @ 5:20PM Arrives DAL @ 6:15PM Southwest #50 Departs DAL @ 8:05PM Arrives DCA @ 11:55PM

Site Visit Team Travel	
Hyatt Place Austin Downtown 211 East 3rd Street Austin, TX 78701	Enterprise Confirmation: 271356616COUNT

Site Visit Team Flights	October 19th Arrival	October 21st Departure
Joy Reed 919-749-2116 joyreednc@gmail.com Southwest Confirmation: H9GS8M	Southwest #286 Departs RDU @ 10:15AM Arrives HOU @ 12:10PM Southwest #375 Departs HOU @ 2:20PM Arrives AUS @ 3:05PM	Southwest #2065 Departs AUS @ 5:10PM Arrives BNA @ 7:10PM Southwest #42 Departs BNA @ 8:30PM Arrives RDU @ 10:50PM
Barbara Green-Ajufo 510-289-1956 barbara.greenajufo@gmail.com Southwest Confirmation: HZHLLZ	Southwest #2065 Departs OAK @ 11:10AM Arrives AUS @ 4:35PM	Southwest #1897 Departs AUS @ 5:00PM Arrives OAK @ 6:55PM
Kingsley Weaver 773-398-1989 kingsley.weaver@gmail.com United Confirmation: P81FBK	United #1862 Departs ORD @ 12:30PM Arrives AUS @ 3:19PM	<u>OCTOBER 22ND DEPARTURE</u> United #2036 Departs AUS @ 2:05PM Arrives ORD @ 4:49PM

Health Department	Contacts
Austin/Travis County Health & Human Services <u>Main Campus</u> 7201 Levander Loop Austin, TX 78702	AC: Veena Viswanathan 512-972-5488 veena.viswanathan@austintexas.gov HDD: Shannon Jones
<u>RBJ Health Center</u> 15 Waller Street Austin, TX 78702	

**IF YOU RUN INTO ANY FLIGHT ISSUES:
PLEASE REACH OUT TO PHAB'S TRAVEL AGENCY'S EMERGENCY SERVICE AT
1-855-474-3597 x1168 (8:30AM-5:00PM ET) OR 1-800-992-9830 (AFTER 5:00PM ET)**



Austin/Travis County Health & Human Services Site Visit October 20-21, 2015

The following details provide the site visit team with important information regarding the site visit logistics.

Dates of Site Visit

The Austin/Travis County Health & Human Services site visit has been scheduled for Tuesday, October 20, and Wednesday, October 21, 2015. The site visit dates are also listed on the e-PHAB home tab.

Agenda Considerations

The PHAB Accreditation Specialist will work with the site visit team on developing the agenda for the site visit. The health department has provided additional information for you to consider when finalizing the site visit agenda:

Hours of Operation: 8:00AM-5:00PM, Monday-Friday

Air Transportation

The closest major airport to the health department is the Austin-Bergstrom International Airport (AUS) located in Austin, Texas. Please note that PHAB will work with a travel agency to select and book flights for the site visit team. **Airline tickets will be billed directly to PHAB**, and each team member will receive a confirmation e-mail.

Ground Transportation

The Accreditation Specialist will rent a car if needed for the entirety of the site visit and will be responsible for transporting the team from/to the airport and to/from the health department and other locations.

Lodging Information

The health department has recommended that the site visit team stay at the **Hyatt Place Hotel Downtown Austin**. **Due to the Formula 1 United States Grand Prix taking place in Austin the week of the site visit, room reservations have been made and will be paid for by PHAB**. Hotel check-in is Monday, October 19th, and check-out is Wednesday, October 21st. You will be asked to provide a credit card upon check-in to cover personal purchases and incidentals.

Laptop Computers Required

Site visit team members are required to bring a laptop to the site visit. If a team member cannot bring a laptop, requests for a PHAB laptop may be made to the Accreditation Specialist.

Meals

The Accreditation Specialist will coordinate transportation (if needed) to and from eating establishments, as required. The health department has indicated that lunch establishments are nearby. **PHAB will reimburse meals in accordance with the PHAB Travel Reimbursement Procedures**.

Weather and Dress Code Information

October weather is warm in Texas, with the average temperature being 72 degrees in Austin. You can expect between a high of 82 degrees and a low of 61 degrees, so please dress appropriately. **Please note the dress for the site visit is business professional as you are representing PHAB**.

Other Details

Below are additional details that may be useful. A travel sheet with all contact and flight information will be provided by the Accreditation Specialist prior to the site visit.

Accreditation Specialist: Cathy Vogel cvogel@phaboard.org 413-770-7008 (mobile) 703-778-4549 ext. 108 (office)	
<i>IF YOU RUN INTO ANY FLIGHT ISSUES, YOU CAN REACH PHAB'S TRAVEL AGENCY EMERGENCY SERVICE AT 1-800-992-9830.</i>	
Austin/Travis County Health & Human Services <u>Main Campus</u> 7201 Levander Loop Austin, TX 78702 <i>Distance to/from airport: 5.5 miles (10-minute drive)</i>	Hyatt Place Austin Downtown 211 East 3rd Street Austin, TX 78701 <i>Distance to/from airport: 11 miles (20-minute drive)</i> <i>Distance to/from <u>Main Campus</u>: 4 miles (10-minute drive)</i>
Austin/Travis County Health & Human Services <u>RBJ Health Center</u> 15 Waller Street Austin, TX 78702 <i>Distance to/from airport: 10 miles (15-minute drive)</i>	<i>Distance to/from <u>RBJ Health Center</u>: 1 mile (5-minute drive)</i>

Travel Accident Insurance

PHAB maintains a Business Travel Accident Policy through Federal Insurance, a Chubb Group Insurance Company. This policy covers 24 Hour Business Travel Hazards for all Board of Directors, Staff Members, Site Visitors and Program Consultants of PHAB. **24 Hour Business Travel Hazard** means all circumstances, subject to the terms and conditions of the policy, arising from and occurring while **you** are on **Business Travel**.

Insurance under this 24 Hour Business Travel Hazard begins at the actual start of Business Travel whether the point of origin is from your residence or regular place of employment, whichever occurs last. Insurance under this 24 Hour Business Travel Hazard ends immediately upon return to your residence or regular place of employment, whichever occurs first. 24 Hour Business Travel Hazard does not include Commutation. 24 Hour Business Travel Hazard does include Personal Excursion.

For additional information or questions related to this policy, please contact Mark Paepcke, Chief Administrative Officer, at 703-778-4549 ext. 104 or mpaepcke@phaboard.org.

In the unfortunate event a site visitor is injured during travel for PHAB, please contact Novick Group, Inc., PHAB's insurance broker that will handle initial intake of your claim:

Novick Group, Inc.
ATTN: Karen Beard
One Church Street, Suite 400
Rockville, MD 20850
P: 301-795-6600 | F: 301-795-6610