

GALVESTON COUNTY HEALTH DISTRICT

4C's Clinics, Public Health Programs, Galveston E.M.S.

Harlan "Mark" Guidry, MD, MPH
Chief Executive Officer & Health Authority



Warren J. Holland III
Chief Operating Officer

www.gchd.org

November 1, 2010

Mr. Nicholas Finan
Executive Director of Management Services/City Secretary
1801 9th Avenue North
Texas City, Texas 77592-2608

Dear Mr. Finan:

Galveston County Health District proposes that the City of Texas City pays an hourly rate of \$25 to the Health District for services rendered by local registrar, Alma Garcia. Alma will work no more than 5 hours a day for 3 days a week until the records can be brought up to date. This should take no longer than 3 weeks. Thereafter, the local registrar will work no more than 4 hours a week to maintain records and generate reports.

Mrs. Garcia duties will entail generating reports needed for City of Texas City, Texas Department of State Health Services (DSHS) Vital Statics, State Comptroller's office, and other requested reports; and bringing back log vital statistic records current, such as filing home births via Texas Electronic Registrar, attaching medical amendments, submitting birth and death records to DSHS and train City of Texas City staff to carry out other vital statistic related activities in the daily operation, if needed.

The Health District looks forward to this collaboration of eventually merging the vital statistic records into one entity. If you have any questions please contact me at 409.938.2401.

Sincerely,


W. Jay Holland
Chief Operating Officer