



September 10, 2021

To Texans interested in a strategic review forum concerning topics related to preparedness, response, recovery and mitigation activities in Texas:

The Texas Health and Human Services Commission is accepting applications for membership on the Preparedness Coordinating Council. The council advises DSHS on activities regarding preparedness, training, planning, communications and emergency response to public health and medical emergencies.

The HHS executive commissioner will appoint members to the council to serve a term expiring Dec. 31, 2022 or Dec. 31, 2024, as noted. Currently, HHSC is seeking representatives to be selected from the following categories:

- Rural Local Health Department (Term expires 12/31/22)
- Texas Health Care Association or Texas Assisted Living Association (Term expires 12/31/22)
- University or Health Science Center (Term expires 12/31/24)

A council member must regularly participate in council meetings and may also have to participate in subcommittee meetings, projects and presentations. Council meetings will be held in Austin about once every three months or at the call of the presiding officer. *To the extent permitted by the current state budget, a council member may be repaid for their travel expenses to and from meetings if money is available and in accordance with the HHSC Travel Policy.*

If you would like to apply to serve on the council, please complete and return the attached application by **Oct. 24**. It is preferred that you submit your application electronically, but you may submit the application by email, mail or fax. Here are the addresses:

Email:  
HHS\_Appointments@hhs.texas.gov  
Attn: PCC

September 10, 2021  
Page 2

Mail:  
Texas Health and Human Services Commission  
P.O. Box 13247, Mail Code 0223  
Austin, TX 78711  
Attn: Susanna Sparkman

Fax:  
512-206-3984  
Attn: PCC

HHSC will notify applicants if they have been selected to serve as a member of the Preparedness Coordinating Council.

In selecting members to serve on the council, HHSC and DSHS consider the applicants' qualifications, background and interest in serving on the council. HHSC and DSHS tries to choose council members who represent the diversity of all Texans. For that reason, HHSC and DSHS considers applicants' ethnicity, gender and geographic location.

For more information about the council, contact Sandra Nava at [sandra.nava@dshs.texas.gov](mailto:sandra.nava@dshs.texas.gov).

For more information about applying to be on the council, or for Americans with Disabilities Act accommodations, email Susanna Sparkman at [HHS\\_Appointments@hhs.texas.gov](mailto:HHS_Appointments@hhs.texas.gov) or call 512-438-2897.