



January 18, 2024

To Texans interested in a 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 was formed to advise the Department of State Health Services on 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, 2028, unless otherwise noted. Currently, HHSC is seeking a representative from:

- University or health science centers (term expires 12/31/24)
- Rural local health departments
- Urban local health departments

A council member must regularly take part in council meetings and may also have to take part 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 **Feb. 16**. HHSC prefers that you submit your application electronically, but you may submit the application by email, mail or fax at these addresses:

Email:
HHS_Appointments@hhs.texas.gov
Subject: PCC

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

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

For more information about the council, [visit the council website](#) or contact PCC@dshs.texas.gov.

For more information about applying to be on the council, or for Americans with Disabilities Act accommodations, email the Advisory Committee Coordination Office at HHS_Appointments@hhs.texas.gov or call 512-438-2897.