

DeKalb County Board of Health
Regular Meeting Minutes
May 28, 2015
3:00 p.m. – 5:00 p.m.
Bohan Auditorium

Board Members Present

Arlene Parker Goldson, Chair
The Honorable Jeff Rader, Interim Vice Chair
Vasanne Tinsley, Ed.D.
Camara Phyllis Jones, M.D., M.P.H., Ph.D. (via telephone)
Clyde Watkins, Jr., M.D.

Board Members Absent

Jacqueline Davis
The Honorable Edward Terry

Staff and Guests Present

S. Elizabeth Ford, M.D., M.B.A., District Health Dir.
Bianca Howard
Paul Spadafora
Galen Baxter
Sheila Kilby
Wanda Cason
Andrea Mpogui
Angelle Rozier
Bonita Parks
Kassie Bennett
Catherine Palmer
Christin Taylor
Beth Ruddiman
Latresh Davenport
Brenda K. Smith
Greg French
Terry James

Staff and Guests Present, cont'd.

Sandra Piñeyro, Recording Secretary
Susan Floyd
Donna Erwin
Paula Renee
Veronda Griffin
Alicia Cardwell Alston
Sentayehu Bedane, M.D.
Trishuna L. Brown
Aletha Dixon
Dilsey M. Davis
Mia Young
Dwayne Turner, D.D.S.
Althea Otuata
Sharee Ashford
Patricia Joseph
Letha Baines

The regular meeting of the DeKalb County Board of Health was called to order by Board Chair Goldson at 3:20 p.m.

Welcome New Board Member

Clyde Watkins, Jr., M.D. was introduced as a new Board member who will hold the position of a practicing physician in the county and appointed by the governing authority of DeKalb County.

Approval of Board Meeting Minutes

Chair Goldson made a correction to the minutes of March 26 to reflect that the Live Healthy DeKalb coalition elected two new co-chairs, one from the Center for Pan Asian Community Services and one from the K.D. Moore Community Development Center. The amended minutes of the meeting of March 26 were unanimously approved following a motion by Interim Vice Chair Rader and seconded by Board member Watkins.

Contracts for Approval

Dr. Ford presented two contracts related to the Racial and Ethnic Approaches to Community Health (REACH) grant. The first contract presented involves the mobile farmers' market initiative, a partnership with University of Georgia at Athens DeKalb County Extension. The mobile farmers market will provide fresh produce throughout the county for at least 16 weeks this year. The total cost of the project is an amount not to exceed \$170,200 over a three-year period. The money is from the Centers for Disease Control and Prevention. Interim Vice Chair Rader moved to approve the contract. The motion was seconded by Dr. Watkins, with all in favor.

The second contract was an agreement with Georgia State University on behalf of the School of Public Health. This is part of the grant deliverable related to the REACH grant. The plan is to develop a network of parents who will take action to put evidence-based, school health solutions to work in their schools through training programs. This will allow parents to be public health advocates in the schools. The Center of Excellence on Health Disparities at Georgia State University will provide the following services between July 2015 and September 2017: create a parent ambassador curriculum, draft a trainer manual and a parent manual and collect evaluation data. The overall project is not to exceed \$150,000 over a three-year period.

Chair Goldson asked if there was an advisory board for the contracts. Ms. Davenport, Health Assessment and Promotion, explained that the advisory board is made up of community partners from the six different initiatives. Interim Vice Chair Rader moved to approve the contract. The motion was seconded by Dr. Watkins, with all in favor.

FY2016 Annual Budget

The FY2016 annual budget is \$36,066,749, which is an increase of \$715,000 or 2.02 percent in comparison to the previous year. The PH001 budget represents an increase of \$491,810 in comparison to the previous year. Dr. Ford presented a graph of the revenue projections and expenditures for FY2016.

The general Grant-in-Aid budget is \$6,803,757, which is an increase of \$502,924 from the previous year. Some of the funding was appropriated for the increase in the Employee Retirement System rate. Dr. Ford presented a graph of the historical general Grant-in-Aid funding from the past few years. The formula was changed resulting in a loss of public health funding, but the Board of Health has been held harmless for five of the seven years of the change in the formula. The next slide presented a more accurate description of an actual reduction in the general Grant-in-Aid formula.

The categorical budget is \$14,028,722, which is an increase of \$223,881 from the previous year. Dr. Ford presented slides that demonstrated how the categorical budget was developed for projected revenues and projected expenditures. The categorical Grant-in-Aid is \$9,283,756, which is a \$7,967 reduction from the previous year due to the reductions in the Family Planning program. The Department of Public Health did not receive the statewide grant for that program.

The federal income fund is \$1,771,179, which is a \$1,286,010 increase from the previous year. The increase is due to the REACH grant and the Minority Youth Violence Program grant. Together they offset the decrease in the federal Ryan White Part A funding.

The income in funds is \$4,155,634, which is an increase of \$200,000 from the previous year. This is due to the PHEP (emergency preparedness) program and the MORE program. Each program received \$100,000 from DeKalb County government. Dr. Ford presented a slide showing the historical county contributions. It shows how the spending has decreased for county contributions. The majority goes to health care and prevention services and then environmental health. The remainder goes to facility costs and the MORE program.

The total fee revenue for FY2016 is \$6,494,364, which is an increase from the previous year. Prior year program income decreased to \$1,727,760. Medicaid Administrative Claiming is \$1,537,593, which is an increase of 23.8 percent. There is a correlation between the increase in fee revenue and Medicaid Administrative Claiming Income.

The biggest problem for the Board of Health is the fringe benefit rate, which is almost 63 percent. This has been addressed at the state level and will need legislative influence in order for it to be adjusted. However, there is a recommendation in the FY2016 budget to have a one-time, 2.5 percent cost-of-living increase for all full-time staff. This would affect all Board of Health employees who were hired before July 1, 2015. New employees hired between March and June would receive a raise after their probationary period.

Interim Vice Chair Rader commented that the Board Budget Committee thoroughly reviewed the budget and approved the budget as presented. He moved to approve the adoption of the 2016 Board of Health budget. The motion was seconded by Chair Goldson, with all in favor.

Approval of the DeKalb County Board of Health Annual Report

The annual report is part two of the community health improvement and strategic planning efforts. It is a report card on where the Board of Health stand and how the agency plans to move forward. The report provides a full picture of Board of Health services.

Dr. Tinsley said the report is informative and needs to be shared with the community so that they can understand how much the Board of Health provides to the community.

Dr. Tinsley thanked the staff for putting it together. Dr. Watkins moved to approve the FY2013-2014 Annual Report. The motion was seconded by Interim Vice Chair Rader, with all in favor.

Director's Board Report

The Office of Emergency Preparedness is preparing for a statewide Strategic National Stockpile full-scale exercise, which is a five-year program requirement. This will demonstrate the health district's ability to execute medical countermeasures during a bioterrorism event. The Board of Health will partner with: the Medical Reserve Corps, the Centers for Disease Control and

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Prevention, Emory University, Children's Healthcare of Atlanta, DeKalb Emergency Management Agency, DeKalb County School District, and the Joseph Network. The Board of Health will conduct its exercise in October, followed by the state's exercise in November.

Marketing and Business Development hosted the annual New Year, New You event on March 27 at the Lou Walker Senior Center. The division also hosted the volunteer recognition, assisted with the Kiddie Olympics and a marketing initiative called a "Mother's Day Gift of Love" that offered free breast and cervical cancer screening. The division hosted a health fair at Plaza Fiesta and a kickoff for the mobile farmers market on May 21. The bus, which is electrically-powered, was transformed from a prison bus. The community responded well to the mobile bus initiative and has shown interest in raising funds for additional buses.

The Administration Division is focusing on Tyler Technologies, Inc. and its "go live" date of July 1, 2015. Staff training will begin in late June.

Human Resources processed 100 personnel action requests and 32 volunteers and interns were credentialed. The department reviewed the program modification requests for the FY2016 budget.

The Policy and Procedures Committee approved the following policies: Recruitment Policy, Selection Policy, Flexible Benefits Policy, and Health Benefits Policy.

The Board of Health pushed the button for accreditation and has received a response to modify documents in 30 days in order for the Public Health Accreditation Board to plan the site visit.

Workforce and Staff Development training has held videoconferences, instructor-led trainings, professional development trainings, online and web-based trainings, and wellness activities.

Information Technology (IT) is adding data storage devices at Vinson Health Center to improve data retention. IT is also developing new password requirements to enhance security.

Facilities has processed 78 work orders, of which 32 were sent to the county's Facilities Management Office. Of the 46 internal work orders, 38 have been completed. The new Tucker WIC Clinic plans to open on July 1. Capital improvement projects at the various facilities have started.

Purchasing processed 448 purchase orders. The Office of Contracts processed 27 contracts and/or agreements.

Vital Records issued 2,938 birth certificates and 6,804 death certificates.

Environmental Health has 14 college students for the seasonal swimming pool and West Nile virus programs. There was one restaurant closure.

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Director's Board Report, cont'd.

The Ryan White program serviced 535 unduplicated HIV clients through 2,152 visits in March and April. The visits included medical primary care, mental health services, substance abuse counseling, health education/risk reduction counseling, interpretation and translation, psychosocial support, and medical case management. The program submitted a Part A grant in December, requesting \$1,335,000, but received \$569,542 less than the requested amount. Therefore, primary care service slots were decreased, staff hours were reduced, and some full-time positions were eliminated. The program, however, did receive a one-time carryover of \$19,366. In October, the program submitted a Part C grant and asked for \$435,169. This is going to provide one-third of the operating budget for a two-year period.

Through different programs, the Board of Health has continued to provide HIV testing. Some locations include: Plaza Fiesta, an event with Sigma Gamma Rho Sorority, hair salons, the Metro Regional Youth Detention Center, Emory University's Clairmont campus, Lou Walker Senior Center, and the Fibroids and HIV Wellness Expo sponsored by the Virtuous Women of DeKalb County.

The Refugee Health Clinic screened 375 newly-arrived refugees, of which 374 were screened within 30 days of arrival. There were 311 pediatric appointments.

The Tuberculosis Clinic served 2,423 patients, of which 1,314 were in-clinic encounters and 1,109 were outreach encounters.

Dental Health held a Special Smiles event at the North DeKalb Health Center and provided exams, treatments and fillings. They are working with Kirkwood Health Center to target the working poor who are not eligible for Medicaid through a grant from the Delta Dental Community Care Foundation.

Health Assessment and Promotion is working on multiple grant applications.

Safe Kids DeKalb hosted four child passenger safety 101 classes. Twenty-seven caregivers attended. The program conducted three driving awareness education courses for teenagers. A 2015 Ghost Out event was co-hosted with DeKalb Fire and Rescue and walkability assessments at Midway Elementary and McNair Middle schools were conducted.

The Minority Youth Violence Prevention program staff submitted their second quarter report and held a kickoff community consortium meeting with 26 attendees.

The Live Healthy DeKalb Coalition hosted Jonah McDonald as a guest speaker. He has written a book on hiking in metro Atlanta.

The Men's Health Initiative established a partnership with the Pepsi Bottling Company for monthly lunch-and-learn sessions for over 300 of their employees. The program worked with the

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Director's Board Report, cont'd.

East Lake Community Group and Lou Walker Senior Center, and established relationships with faith-based partners, the NFL Retired Players Association, Clark Atlanta University, and the DeKalb County Reentry and Recidivism Task Force.

The first REACH grant progress report has been completed. The grant staff hosted a site visit from the Centers for Disease Control and Prevention. Also, the metro Atlanta coordinator from Safe Routes to School was added as an advisory board member.

The Office of Epidemiology and Statistics finished the Youth Risk Behavior Survey and updated the Common Communicable Diseases of Children manual for the school system.

Adolescent Health and Youth Development established start dates for the Personal Responsibility Education Program at the following sites: New Christian Center, God's Glorious Church, Youth Vibe, Child and Adolescent Services, and the Pan Asian Community Center. There have been 191 participants registered. The program also organized an observance of Sexual Assault Awareness and Prevention Month in April.

Babies Can't Wait served 528 children and received 249 referrals. The program is managing their contracts and processed over 47 service provider contracts. The annual performance ratings from the state are 98 percent for timeliness of service, 100 percent for 45-day timeline, and 100 percent for transition steps and processes to the local school district.

Children 1st completed 170 family assessments and 164 home visits. The First Care program enrolled 49 clients.

Children's Medical Services has 313 active clients, 82 referrals, 11 enrollments, and 20 discharges.

The immunization staff visited 83 childcare facilities and assessed 7,307 immunization records with a compliance rate of 98 percent.

The Women, Infants and Children (WIC) program has made 24,260 referrals to various Board of Health programs.

The MORE program staff attended the 26th Annual Breastfeeding Conference. The staff has a combined caseload of 184 active clients. The next plan is to expand support of and education to fathers of unborn children.

East DeKalb Health Center has had data loggers installed to monitor vaccines.

North DeKalb Health Center has generated almost \$11,000 from July 2014 through March 2015.

Announcements

Environmental Health welcomes Galen Baxter as the new County Supervisor.

The Tuberculosis Clinic welcomes public health nurses Teresa Cooper and Roberta James.

Dental Health Services hosted the 10th Annual Oral Health Quiz Bowl in April and the guest speaker and award presenter was Interim DeKalb County CEO Lee May. The winner was Kimberly Castro, who is a fifth grader from Dresden Elementary School.

The Men's Health Initiative Health Summit will be held on June 6 at Georgia Piedmont Technical College. The Prostate Cancer Awareness Walk-a-Thon will be held on June 13, the community conversation and screening for prostate cancer will be held on August 1, and the Community Health and Men's Promotions Summit will be held on September 12.

The WIC Farmers Market is scheduled for July 9 at Clarkston High School. Other locations will include the North, East, and Clifton Springs health centers on July 13 and 14.

East DeKalb welcomes Sonya Layne-Johnson, RN.

North DeKalb succeeded in an immunization audit due to the work of Wanda Aker, PHN, and the entire staff. The center welcomes Laura Ocampo, who was hired as a full-time clerk I.

Plaque Presentations

Sheila Kilby, received her 20-year faithful service award. Sheila started her career at the Board of Health in Environmental Health's food service program and is now the Training and Staff Development coordinator in the Administration Division. Sheila is also member of the Wellness Committee.

Wanda Cason retired from Vital Records after 30 years of service. Wanda's career at the Board of Health began at the Vinson Health Center and then she was promoted to the Vital Records Department in 1988 as a clerk principal. In 1998, Wanda was promoted to office manager and served as registrar for DeKalb County until her retirement.

Financial Status (see attached Financial Status Report Summary)

Nomination for Interim Board Parliamentarian

Chair Goldson proposed to postpone the nominations for parliamentarian. Interim Vice Chair Rader moved to postpone the nomination. The motion was seconded by Dr. Tinsley, with all in favor.

Public Comments

No public comments.

Board Comments

Chair Goldson acknowledged Christin Taylor, the new Live Healthy DeKalb co-chair.

Dr. Ford announced that the Board of Health has a full Board and wanted to thank the Board members for their hard work in recruiting new members. Chair Goldson thanked Dr. Watkins for joining the Board.

Chair Goldson announced that the Board of Directors' retreat is scheduled for June 18. The retreat will be held at the Loudermilk Center in Atlanta. Chair Goldson proposed that instead of holding a meeting in July, the time be used to tour the Board of Health facilities.

Dr. Tinsley suggested receiving a listing of calendar events for the Board of Health so that Board members can show support.

Interim Vice Chair Rader commented on the work the county is doing to make the HVAC systems at Board of Health facilities more reliable.

Adjournment

Interim Vice Chair Rader moved to adjourn the Board meeting at 4:20 p.m. The motion was seconded by Dr. Watkins, with all in favor.

Respectfully submitted,

Approved by:

Sandra Piñeyro
Recording Secretary

Arlene Parker Goldson, Chair
The Honorable Jeff Rader, Interim Vice Chair