

DeKalb County Board of Health
Regular Meeting Minutes
March 26, 2015
3:00 p.m. – 5:00 p.m.

Board Members Present

Arlene Parker Goldson, Chair
The Honorable Jeff Rader, Vice Chair
Jacqueline Davis
Camara Phyllis Jones, M.D., M.P.H., Ph.D.

Board Members Absent

Vasanne Tinsley, Ed.D.
The Honorable Edward Terry

Staff and Guests Present

S. Elizabeth Ford, M.D., M.B.A., District Health Dir.
Vivian Lennon, M.D.
Bianca Howard
Alawode Oladele, M.D.
Dianne McWethy
Clyde Watkins, Jr., M.D.
Angelle Rozier
Tesi Gillispie
Jotonna Tulloch
Brenda K. Smith
Susan Floyd
Kenn Jones
April Hermstad
Liz Burkhardt
Retha Williams
Ryan Cira
W.J. (Bill) Atkinson

Staff and Guests Present (cont'd.)

Sandra Piñeyro, Rec. Secretary
Sharee Ashford
Vanita Embry
Paul Spadafora
Sentayehu Bedane, M.D.
Patricia Joseph
Jessica Grippo
Don Brundage
Vickie Elisa
Mia Young
Hanna Demeke
Aletha Dixon
Althea Otuata
Teresa Edwards
Alicia Cardwell Alston
Catherine Palmer
Erikka Gilliam

The regular meeting of the DeKalb County Board of Health was called to order by Board Chair Goldson at 3:15 p.m. The agenda was modified to begin with non-voting agenda items until a quorum was present. All members present were in agreement.

Director's Board Report

The Office of Emergency Preparedness received \$96,000 from the Georgia Department of Public Health to assist with the hiring of an Ebola planner. Dr. Ford stated that she hopes to have the flexibility to use the funding for other projects. Chair Goldson commented that the DeKalb County Board of Health was the first to respond in its region. The office also has a closed point of dispensing mutual aid agreement with Oakhurst Medical Centers to assist with dispensing medical countermeasures during a public health emergency.

The Marketing and Business Development Division started marketing the immunizations for students entering college, Kindergarten and pre-K. The division also developed a Greater Than AIDS media proposal to provide HIV/STD prevention education to African-American and Hispanic youth.

DeKalb County Board of Health Meeting Minutes

March 26, 2015

Director's Board Report, cont'd.

The Administration Division's Finance, Internal Services, and Information Technology departments continue to work with Tyler Technologies to research and develop the integrated enterprise resource system application infrastructure. The "go live" date is July 1, 2015.

The Finance Department has been holding budget meetings with the various units and departments. Dr. Ford stated that she is impressed with the plans and innovative ideas developed by the staff for the budget. The Board of Health received approval for the indirect cost rate of 11.82 percent. This will be applied to all categorical and grant-funded programs, retroactive to July 1, 2014.

Human Resources processed 129 personnel action requests and credentialed 23 interns and volunteers.

The Policy and Procedures Committee reviewed and approved the following policies that help with the accreditation process: Recruitment Policy, Selection Policy, Flexible Benefits Policy, Health Benefits Policy, and Equal Opportunity and Unlawful Discrimination Policy. They also approved the Policy and Procedures Committee Policy and the Employee Wellness Committee Policy.

The Workforce and Staff Development Training staff has held videoconferences, instructor-led trainings, and Web-based trainings on CPR recertification, new employee orientation, Babies Can't Wait, and Raising the Bar with a New Performance Management System.

Internal Services processed and assigned 100 work orders, of which 68 were internal work orders. Out of the 68 work orders, 62 have been completed. The Office of Contracts processed 17 contracts and/or agreements. The Purchasing staff processed 161 purchase orders. There were two formal solicitations that involved Adolescent Health and Youth Development and the Tucker Women, Infants and Children Clinic.

Vital Records issued 2,414 birth certificates and 6,978 death certificates.

Environmental Health's Swimming Pool Spa Program has started. The division is selecting seasonal swimming pool and West Nile virus program staff. There were six restaurant closures.

The Ryan White Clinic provided primary care and psychosocial services to 394 unduplicated clients, through 2,014 service visits in January and February. There were seven outreach events and HIV/AIDS-related education was provided to community partners, newly diagnosed individuals, displaced veterans, and others. In January and February, there were 8,320 condoms distributed by health educators. The Linkage to Care program linked 31 individuals to care.

The Refugee Health Clinic screened 401 newly-arrived refugees. In addition, there were 311 pediatric appointments.

DeKalb County Board of Health Meeting Minutes

March 26, 2015

Director's Board Report, cont'd.

The Tuberculosis (TB) Clinic served 2,801 patients, of which 1,076 were in-clinic and 1,725 were during outreach. The clinic renewed the memorandum of agreement, effective until December 31, 2018, between the Board of Health and Your DeKalb Farmers Market. We will provide TB screening for their workers and ensure that they are being monitored.

The STD/High Impact Prevention Program provided free HIV testing at the East Atlanta Library, with no positives. The clinic observed National Black HIV/AIDS Awareness Day with a testing event at Primetime Barbershop at South DeKalb Mall. This is a great example of a partnership because the barbershop gave discounts on haircuts for those who were tested. Some individuals as young as 13 years-old were tested for HIV. There were 2,000 condoms distributed during the event. The program held their twice-monthly outreach to the Mexican consulate and participated in the Legendary Awards Foundation Highlight Health Initiative at Greenbriar Mall. There were 4,000 condoms distributed.

Dental Health Services screened 2,900 children and 3,500 participated in oral health education. February was National Children's Dental Health Month and the staff visited Georgia Perimeter College and Indian Creek and Hightower elementary schools. Through the sealant events there were 725 children who received oral health education and about 100 children who received 275 pit and fissure sealants or fluoride varnishes.

Adolescent Health and Youth Development completed their Personal Responsibility Education Program at the Rowley Residence group home. February was National Teen Dating Violence Awareness and Prevention Month. In recognition staff set up resource tables and sponsored a lunch-and-learn in collaboration with the Women's Resource Center to End Domestic Violence.

Babies Can't Wait served 488 children and received 209 referrals. The staff served on a panel hosted by United Way and Sheltering Arms on special needs children making the transition from child care facilities to public and private schools. The staff also met with local pediatricians to review the referral process for all Birth to Five programs.

Children 1st celebrated National Birth Defects Prevention Month in January, which was observed with a display board in the Vinson Health Center. Children 1st completed 83 assessments, 81 developmental screenings, and 36 first care visits.

Children's Medical Services has 308 active clients and received 64 referrals.

The immunization staff visited 41 child care facilities and assessed 3,740 immunization records, with a compliance rate of 98 percent.

The MORE program received 57 referrals from East and Clifton Springs health centers and is now serving 149 clients. This year marks the 10th year anniversary of the program.

DeKalb County Board of Health Meeting Minutes

March 26, 2015

Director's Board Report, cont'd.

Women, Infants and Children (WIC) received 17,371 referrals. All of the WIC clinics met the state's processing standards in the second quarter of their fiscal year.

DeKalb County Board of Health Regular Meeting Minutes

Clifton Springs Health Center's Family Planning Program continues to generate revenue, despite losing Title X funding. They also have a navigator assigned from the American Cancer Society to reach uninsured/underinsured women for breast and cervical cancer screenings.

East DeKalb Health Center participated in Panola Way Elementary School's Career Day.

In the first half of FY2015, North DeKalb Health Center generated \$1,101 more revenue than the first half of FY2014.

Vinson Health Center provided blood pressure screenings at two health fairs.

Health Assessment and Promotion is working on the following grant applications: Replicating Evidence-Based Teen Pregnancy Prevention Programs to Scale in Communities with the Greatest Need – Tier 1B and Developing Interventions for Health-Enhancing Physical Activity.

Health Assessment and Prevention conducted two child passenger safety 101 classes. The office also conducted child passenger safety training for professional case workers at Lutheran Family Services.

The minority youth violence prevention staff held a steering committee meeting with the Clarkston and DeKalb County police departments. The staff also attended a kickoff meeting for all the grantees of the minority youth prevention grant.

The Live Healthy DeKalb coalition elected two new co-chairs, one from the Center for Pan Asian Community Services and one from the Georgia Coalition for Physical Activity and Nutrition. They also conducted their 2015 strategic planning retreat and completed a draft of their first annual report.

The Office of Epidemiology and Statistics continues to enroll and monitor all travelers from Ebola-affected countries. They collaborated with local and state epidemiologists on a case of measles. A total of 333 people were exposed, including 149 people at a DeKalb County WIC clinic.

Announcements

Chair Arlene Parker Goldson was chosen as the 2015 recipient of the Fred Agel Governance Award from the Georgia Public Health Association. It will be presented at a luncheon in Atlanta on Tuesday, April 14. Also in attendance was Adrienne Buckmire, who was chosen as the 2015 recipient of the Office of Personnel Outstanding Service Award by the Georgia Public Health Association.

The Marketing and Business Development Division will host the annual "Healthy Living, Healthy Eating for a New Year/New You: A Senior Health Summit" at the Lou Walker Senior Center on March 27. The 2015 volunteer recognition will be held on Wednesday, April 29, at the Callanwolde Fine Arts Center.

Dental Health will host the 2015 oral health quiz bowl in the Vinson Auditorium on April 3.

Vinson Health Center welcomes Ginnie Campbell as a new public health nurse and Hattie Ross as a new public health technician.

On April 25, Live Healthy DeKalb will participate in the annual Clarkston 5K Community Festival, which is co-sponsored by the Clarkston Festival Committee and funded by the Neighborhood Fund and other community partners.

Health Assessment and Promotion has eight new team members to implement the REACH grant, the Safe Communities grant, and the minority youth violence prevention grant. Every staff member has an MPH degree. They are: Erikka Gilliam, Sharee Ashford, Latresh Davenport, Dilsey Davis, Juanita Brunson, Stephanie Irvin, Elizabeth Burkhardt, and April Hermstad.

Financial Status (see attached Financial Status Report Summary)

Welcome New Board Member

Dr. Camara Phyllis Jones was introduced as the new Board member representing the City of Atlanta in DeKalb. The Board is pleased to have Atlanta's representation on the Board.

Approval of Board Meeting Minutes

The minutes of the meeting of January 22, 2015, were unanimously approved following a motion by Parliamentarian Rader and seconded by Board member Davis.

Nominations for New Board Vice Chair and New Parliamentarian

Jacqueline Davis has stepped down as Board Vice Chair. Chair Goldson nominated Parliamentarian Jeff Rader as Interim Vice Chair until the next Board elections in 2016. Parliamentarian Rader accepted the nomination of vice chair. Board member Davis seconded the nomination. Chair Goldson discussed the Parliamentarian position with Board member Terry. The agenda item was tabled until the next meeting in May.

Capital Projects for Facility Restorations and Improvements

The Board of Directors was provided with a detailed description of all the work that needs to be done throughout Board of Health facilities. There has been a long-term concern about the condition of the facilities. Although it is the responsibility of the county to maintain these facilities, some of the issues are at a level that needs to be addressed immediately. The information and cost breakdown in the Board book, totaling \$1.8 million, are based on quotes from vendors. Staff is requesting the Board of Directors' permission to establish a fund for restorations, which will be funded with prior year income. Dr. Ford stated that part of

her concern was putting money into fixing some of the facilities, without fixing the roofs first. She feels it is not necessarily the best decision. Susan Floyd responded that Bob Graham, facilities supervisor, met with a county contractor who was working on the North DeKalb Health Center roof. He was told that they would start repairing the roof in the Richardson building, since it is the building with the most need of roof repairs.

The Board of Directors had many questions and concerns before taking a vote, particularly about the selected vendor and the order in which the work will be conducted.

Chair Goldson asked if there were other health centers with roof issues that the Board of Directors should be concerned about, before investing \$1.8 million. Ms. Floyd responded that there were others. She further stated that the project proposals before the Board of Directors will be extended out five months and that there is every indication that the county is doing repairs on the Richardson building roof and we should be able to coordinate our efforts so that the roof issues should not be a problem.

Chair Goldson was not comfortable with the term "every indication." She wants assurance that the roof issues are being addressed and asked if there was anything in writing. Ms. Floyd stated that Internal Services has sent numerous work orders, e-mails, and requested dates to the county. The information received last week was from the vendor, not from the Facilities Management office, which means that it has not been verified by the county. The project includes more than flooring and painting.

Dr. Jones asked if repairs will be done in some order or concurrently. Ms. Floyd responded that they can be done concurrently. She further stated that the work will be performed with the least amount of disruption; with some work being done after-hours and on weekends. However, since the work involves a special set of circumstances, (e.g., exterior and interior restorations, plumbing, etc.), the contractor will be using different crews. Dr. Jones asked about the time period. Ms. Floyd said that upon the Board of Directors' approval, the project proposal then has to be reviewed by the state. She hopes that the work will start the first or the mid-part of May and it should extend out four to five months. The contractor is state-approved. The staff has gone forward to identify major issues that require restoration since we have not been able to secure funding from the county for major work at Board of Health facilities. To get a cost estimate, staff went to the state and leveraged the state's contracted vendor, Centennial Contractors, to provide us with quotes. As it concerns design, staff is hoping to change the look of Board of Health clinics. Design recommendations have not been made.

Dr. Jones asked if the contractor was a minority-owned or woman-owned contractor. Ms. Floyd explained that the state received the bids. Since we are an agency of the state, we can use the state-procured contractor. Therefore, all vendors have to be vetted through the state. We were not part of the evaluation process. Ms. Floyd said that generally speaking, the state does pay attention to questions of minority-owned and women-owned contractors.

Dr. Jones asked if the Board of Directors is interested in requiring that some contractors or sub-contractors be minority- or women-owned. She further stated that with a \$1.8 million contract, we may be able to have influence. Dr. Jones asked about Board of Health policies. Ms. McWethy responded that the Board of Health policy does require a percentage of minority-owned or women-owned contractors when we solicit bids. However, since Centennial Contractors is the state's general contractor, we have no authority to negotiate sub-contractors.

Chair Goldson asked what portion of the \$1.8 million is the county's responsibility. She stated that we are using our capital to renovate county buildings. Vice Chair Rader stated that the decision that the Board of Directors is being asked to consider is whether the agency's Board of Directors should spend capital on county-owned buildings as well as being asked to approve all of the work and to fund it through prior year funds to get it done as quickly as possible. We can continue to wait for the county to fund the renovations in their yearly budget. Dr. Ford stated that the Board of Health asks for the money every year as proposed capital projects. Vice Chair Rader further stated that ultimately the administration has an evaluation process and, for whatever reasons, these buildings and other county buildings do not get investments in the way that they ought to. Part of that is because we have many county buildings. County buildings are under-maintained because the county is not putting enough money into capital maintenance. Therefore, the policy consideration before the Board of Directors is whether or not, based on the needs and the availability of funds in our reserve, we would commit some of that money for this purpose. Vice Chair Rader said that if this expenditure is approved, it would require the Board of Health to immediately expend all of the funds. If the county has funds available, it could be that we can change the scope of the work, and do some of the other aspects of the projects. Vice Chair Rader stated that we should make sure that we are not committed to engaging all of the money through this particular procurement if the county can come back and do some of the work.

Vice Chair Rader stated that the key to making sure that this situation does not happen again is to take smaller "bites" on an ongoing basis. He is hopeful that if we have better management of capital investments, that this will be accomplished. We need to make this a more visible issue over time. The Board of Health is an independent board, and just like the Superior Court, there is the ability to press our budgetary priorities. The Board of Health has a broad constituency. To that end, it may be a matter of us being more vocal.

Dr. Ford stated that the project as described, does not include work on the roofs; therefore, we may need to delay.

All of the money being used is from prior year program income and, at this point, the facilities' condition is a safety issue. Chair Goldson stated that we would prefer to use the money to serve the residents of DeKalb County, instead of using it to repair county buildings. She asked if we can do the work in small increments. Ms. Floyd responded that this is all first tier work that needs to be done. The goal is to get it done with a minimum amount of disruption and not have a drawn out process.

DeKalb County Board of Health Regular Meeting Minutes
March 26, 2015
Capital Projects for Facility Restorations and Improvements, cont'd.

The Board agreed that the process should be benchmarked to see what the relationship would be with the county down the road.

Chair Goldson said that since 2008 the Board of Health has been asking the Board of Commissioners for capital improvement funding. We do have a responsibility to the residents of DeKalb County who enter a Board of Health facility that is not healthy.

Dr. Ford stated that what she does not want is for the Board of Health to pay for facility improvements again and she is concerned that moving forward now may give the county the impression that the Board of Health has money to renovate its properties. She further stated that this needs to happen this one time and never again.

The Board of Directors agreed that there needs to be a very strong statement from the Board to the county commissioners about the investment that we had to make in terms of taking dollars from direct services to their constituents. Then we will need to figure out a Board strategy.

Vice Chair Rader moved for approval of the contract with Centennial Contracts "as is." The motion was seconded by Dr. Jones. Vice Chair Rader moved for approval "as is" because the conversation informs a strategy going forward that regrettably words on paper are not nearly as effective as constituents at public comments or town hall meetings, or a letter or e-mail to elected officials stating what we want done. The key is going to be the Board of Health communicating to their clients and supporters about the opportunity cost of making improvements. Because people are going to see improvements in all of the facilities, people are going to be impressed, but will not understand the opportunity cost of committing these funds for these purposes when it comes to service delivery. One of the things that the Board of Health and staff may want to do is basically translate this expenditure into an opportunity cost and then use that to raise the visibility of the costs.

In essence, this is an extraordinary, emergency expenditure for the purpose of meeting absolute building safety and health necessities to substitute for county resources that have not been made available.

Vice Chair Rader said that we need to get people to start talking about those opportunity costs and people have to start quoting them to policy makers. The people we serve are good for that, but there are many healthcare professionals across the county who know the important contribution the Board of Health makes to not only their direct clients, but to patients across DeKalb County. We can work with hospitals and others and present it as a priority. Dr. Jones said that she is supporting the work that needs to be done, but what if the discussion of the opportunity cost comes "back to bite us." Our constituents need to understand that we were pushed to this point.

As part of the strategic conversation, we need to lay all this out on the table, as it relates to county monies and county buildings.

The Board of Directors will send out a letter to constituents in their sphere of influence, friends in the health arena, and the people who actually use the facilities. We will not have \$1.8 million in our reserves to respond to future measles outbreak or some other emergency.

Vice Chair Rader moved to approve the \$1.8 million for building renovations, with the expanded discussion. The motion was seconded by Board member Jones, with all Board members in favor.

Bernard Hicks commented that going forward the Board of Health can show where we can take the money and enhance the facilities, which will get the county to pay for the bill. It will show that we can work on the public health portion of it by making it look like a doctor's office. It is better to put money in to showing how the facilities are enhanced versus the general maintenance.

Susan Floyd wanted to clarify that there are other major issues that are not included in this contract that the county still needs to address, such as HVAC.

Public Comments

No public comments.

Board Comments

Chair Goldson recognized Dr. Lennon and Dr. Watkins, both doctors from the community who are interested in the physician appointment seat on the Board of Directors.

Adjournment

Chair Goldson moved to adjourn the meeting at 4:45 p.m. The motion was seconded by Board member Davis, with all in favor.

Respectfully submitted,

Approved by:

Sandra Piñeyro
Recording Secretary

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