

DeKalb County Board of Health
Regular Meeting Minutes
May 22, 2014
3:00 p.m. – 5:00 p.m.
Bohan Auditorium

Board Members Present

Arlene Parker Goldson, Chair (via telephone)
Jacqueline Davis, Vice Chair
The Honorable Jeff Rader, Parliamentarian
Daniel Salinas, M.D.
The Honorable Edward Terry
Vasanne Tinsley, Ed.D.

Staff and Guests Present

S. Elizabeth Ford, M.D., M.B.A., District Health Dir.
Lucson Joseph
Aletha Dixon
Vickie Elisa
Dianne McWethy
Brenda K. Smith
Donna Erwin
Terri James
Demetria Patton
Paula Renee
Don Brundage
Danika S. Fanner
Susan Floyd
Camara Phyllis Jones, M.D., M.P.H.

Staff and Guests Present

Sandra Piñeyro, Recording Secretary
Ryan Cira
Bernard Hicks
Gail Copeland
Eukala Montgomery
Teresa Edwards
Jotonna Tulloch
Mia Young
Althea Otuata
Retha Williams
Greg French
Letha Baines
Patricia Joseph

The regular meeting of the DeKalb County Board of Health was called to order by Board Vice Chair Davis at 3:00 p.m.

Chair Goldson was present by telephone and began the meeting by welcoming new Board member Mayor Edward Terry, from the City of Clarkston. Chair Goldson also shared the good news that the City of Atlanta has contacted the Board of Health concerning the vacant seat for an Atlanta-in-DeKalb resident on the Board. Hopefully we will have a representative from Atlanta on the Board by September of this year.

Approval of Board Meeting Minutes

The minutes of the meeting of March 27, 2014 were unanimously approved following a motion by Parliamentarian Rader that was seconded by Board member Tinsley.

Presentation of the Proposed FY2015 Budget (see attached presentation)

Dr. Ford thanked the Board Budget Committee and staff for their work and for approving a budget to present to the Board of Directors. The proposed FY2015 Board of Health annual budget is \$35,351,058. This represents an increase of \$1,613,936 million or 4.78 percent in comparison to FY2014. The public health 001 budget of \$21,546, 217 has increased by 4.78 percent from FY2014.

Approval of the Proposed FY2015 Annual Budget

Parliamentarian Rader asked if the budget reflected the reimbursement that was received from the state. Dr. Ford answered that the Board should receive the money in July. Concerning the limited, one-time funding for employees who have not received any salary increases, Parliamentarian Rader asked how the money was going to be allocated. Dr. Ford answered that most likely it would be a percentage of the employee's salary. However, it is still being discussed.

Vice Chair Davis asked for a motion to approve the FY2015 budget as presented.

Parliamentarian Rader moved to approve the FY2015 budget as presented by the Board Budget Committee. The motion was seconded by Board member Tinsley and approved unanimously.

Approval of the DeKalb County Board of Health Strategic Plan

Dr. Ford thanked the Strategic Planning Committee and all staff working on accreditation. The Community Health Assessment Plan (CHA) was approved at the September 2013 Board meeting. As a result, the Board of Health's resource guide is being updated and is expected to be completed in the fall. The Community Health Improvement Plan is available in print and electronic form. The final major prerequisite for accreditation is the Strategic Plan. The strategic planning process began long before work on accreditation. Some components of the Strategic Plan include demographics, finances, workforce development, who we are, how we plan to complete accreditation, how the Strategic Plan links to the CHA, quality improvement, mission, values, goals and objectives, and plans to reach the goals.

The Strategic Plan will be reviewed over the next three years for tracking purposes and will include modifications. Indicators and tracking dates are used to modify the goals.

The Board of Health is submitting a continuation grant request to the Healthcare Georgia Foundation. If the Board of Health is funded it will extend the accreditation process from October 2014 through September 2015. Since January 2014, 70 percent of the documents have been uploaded onto an ePHAB file. By July, the Board of Health is expecting to upload 80 percent of the documents. The statement of intent was submitted in December 2013 to let the Public Health Accreditation Board (PHAB) know of our intention to apply for accreditation. By January 2015 all documents should be uploaded, at which time, site visits will be scheduled.

We are currently working on increasing the level of engagement by all staff. Dr. Ford stated that in order to pursue accreditation, the Board of Health must have an approved strategic plan. The Board unanimously approved the Strategic Plan 2014-2017. The plan will be rolled out agency-wide with participation by all. The Strategic Plan is a living document, and the Board of Health will continue to work on it even after it has been submitted to PHAB.

Consideration of the Recommendation to Purchase an Enterprise Resource Planning System for Implementation by Tyler Technology

An evaluation committee was established to review vendor responses and agreed on awarding the contract to Tyler Technologies. The Internal Services Department is requesting that the Board of Directors move forward with approval to award the contract to Tyler Technology. The Board of Health is integrating administrative business operations by replacing disparate systems currently in use. After Board approval, the contract will be forwarded to the state for review and then be returned to the District Health Director for final approval signature, according to the new state policy.

The Board voted unanimously to approve Tyler Technologies as the vendor to implement the Enterprise Resource Planning System.

Director's Board Report

The Office of Emergency Preparedness received a 100 percent score for the 2014 Strategic National Stockpile Technical Assistance Review. The office held its first annual Vulnerable Population Stakeholders Summit to foster partnerships with DeKalb County, the City of Atlanta, and regional healthcare organizations. As a result of the summit, the office has initiated closed points of dispensing agreements with three healthcare agencies.

Marketing and Business Development has uploaded 70 percent of the accreditation documents. There was a nice volunteer recognition event held at Callanwolde Fine Arts Center, with DeKalb County District Superintendent Michael Thurmond as the guest speaker.

The Administration Division led a Kaizen quality improvement event for death certificate filings. It was a great success and improved efficiency. The project will be presented at the National Network of Public Health Institutes in Kansas City, Missouri, in June and the director of Administration and the manager of Internal Services will be attending. Human Resources processed 130 personnel action requests. The Board of Health has offered trainings and wellness events on the Aim for Wellness program, biometric screening, zumba and yoga, as well as a health and wellness fair. GroupWise will be shut down on May 23 and the state will be using Microsoft Outlook.

The purchasing department processed 358 work orders and 18 contracts. Vital Records issued 3,188 birth certificates and 7,057 death certificates.

DeKalb County Board of Health Meeting Minutes
May 22, 2014

The Environmental Health Division welcomed the seasonal swimming pool and West Nile virus staff. There have been six restaurant closures since the last Board meeting due to receiving consecutive U scores on their inspection reports.

The Community Health and Prevention Services' Ryan White program serviced 487 unduplicated clients, of which 16 were new. The Board of Health received a Ryan White Part A grant in the amount of \$955,757, which supports HIV primary care, dental services, substance abuse counseling, medications, and mental health services for ten months. The Board of Health celebrated World TB Day on March 24 with 100 individuals attending. Dental Health Services held its ninth annual Oral Health Quiz Bowl. Adolescent Health and Youth Development is working to bring the Personal Responsibility and Education Program (PREP) to the county's Parks and Recreation Department to offer PREP in their centers during the summer. Babies Can't Wait (BCW) is serving 489 children with a total of 207 referrals (68 percent of which met the eligibility criteria). BCW received from the state a 100 percent compliance with all federal indicators.

Children 1st hosted the regional universal newborn hearing screening and intervention meeting in Bohan Auditorium.

The Women, Infants and Children program has a new voucher management and reporting system at all locations and across Georgia.

The Travel Clinic continues to grow and generate revenue. Health Assessment and Promotion continues to submit applications for grant funding. The epidemiology staff has led a science, technology, engineering and mathematics project at Tucker Middle School called "A Day in the Life of an Epidemiologist." Dr. Ford believes that it could be a model for other schools.

Safe Communities DeKalb is holding a Ghost Out event to talk about drunk driving and safe driving during prom season.

The Human Resources Department issued seven faithful service awards.

The Visitation and Benevolent Committee will host a lunch-and-learn on grief and loss on June 5.

Bennie Crudup, LPN, is retiring at the end of May after 10 years of faithful service to the state of Georgia and the residents of DeKalb County.

Service Pin Presentation

Eukala Montgomery received a plaque for 25 years of faithful service to the state of Georgia and the DeKalb County Board of Health.

DeKalb County Board of Health Meeting Minutes
May 22, 2014

Financial Status (see attached Financial Status Report Summary)

Chair Goldson reported that she sent out documents to the Board to consider beginning the process of establishing a Friends of DeKalb group for the Board of Health. She wants to have further conversation with the Board of Directors to talk about how to move forward.

Public Comments

No public comments.

Board Comments

Mayor Terry thanked the Board for the invitation to be a member of the Board of Health.

Adjournment

Vice Chair Davis moved to adjourn the meeting. The motion was seconded and approved unanimously.

Respectfully submitted,

Sandra Piñeyro
Recording Secretary

Approved by:

Arlene Parker Goldson, Chair
Jacqueline Davis, Vice Chair
The Honorable Jeff Rader, Parliamentarian