

Regular Called Board Meeting Minutes

January 26, 2017 3:00 p.m. – 4:00 p.m.
Bohan Auditorium – E. L. Richardson Health Center

Board Members Present

The Honorable Jeff Rader, Board Chair
Camara Phyllis Jones, MD, MPH, PhD
Delphyne Lomax
The Honorable Edward “Ted” Terry
Vasanne Tinsley, EdD
Clyde Watkins, Jr., MD, FACP

Board Members Absent

Jacqueline Davis, Vice Chair

Staff and Guests Present

Brenda Fitzgerald, MD, DPH Commissioner
S. Elizabeth Ford, MD, MBA, FAAP, District Health Director

Angelle Rozier	Stefani Carter
Maria T. Bernoll	Altha Dixon
Erica Nickens, Jr.	Bonita Simmons
Catherine Palmer	Brandi J. Whitney
James Howgate	Patricia Joseph
Ed Prime	Sentayehu Bedane
Lisa McWhorter	Dwayne Turner
Les Richmond	Juanette Willis
Bernard Hicks	Cartesha Cox
Kassie Bennett	Dorothy Winfrey
Don Brundage	Brenda K. Smith
Sedessie Spivey	Dianne McWethy
Kenn Jones	Althea Otuata
Jessica Grippo	Terri James
Courtney Underwood	Lakreasha Woods
Ellie Gonzales	Retha Taylor
Patrice Cannonicms	Mandy Seaman
Leona Couloute	Kelli Clayton
Megan Klinger	Yemanja Murray
Erica M. Brooks	Sonia Alvarez-Robinson

The regularly scheduled meeting of the DeKalb County Board of Health was called to order by Board Chair Jeff Rader at 3:12pm.

The Board Chair Jeff Rader opened the meeting by acknowledging the presence of Board Members Vasanne Tinsley and Delphyne Lomax-Taylor. Chairman Rader then recognized DPH Commissioner Brenda Fitzgerald, and opened the floor for her to make comments for the record, and the benefit of those in attendance. Commissioner Fitzgerald extended her appreciation for the opportunity to visit, and noted it was her sixth year doing so.

Board Member Clyde Watkins entered the meeting at 3:15 p.m.

Board Chair Jeff Rader acknowledged that with Board Members Tinsley, Lomax-Taylor, Watkins and his self, a quorum had been established.

As the first item of business Board Chairman Jeff Rader presented for consideration the Approval of the November 17, 2016 Regular Board Meeting Minutes.

Approval of Minutes – September 22, 2016

Board Chair Jeff Rader asked if there were any discussion and/or revisions to the minutes of the November 17, 2017, Regular Called Meeting Minutes. There having been none offered, the Board Chair entertained a motion to approve the minutes. Board Member Delphyne Lomax-Taylor, moved that the minutes be accepted as presented, and Board Member Clyde Watkins, Jr., seconded the motion. The motion to approve the minutes was unanimously approved.

Contracts for Approval

Discussion: Board Chair Jeff Rader presented the second item of business - contracts. Chairman Rader explained there were four items for consideration, and conceded the floor to Dr. Ford for further explanation of the contracts.

- 1) The first contract item for consideration, the **Georgia State University - Amendment for REACH Grant Parent Ambassador Program.**

Dr. Ford clarifies that this is an amendment, not a change to the original dollar amount but a change in the original Scope of Work.

Dr. Ford explained the Terms of the Agreement will now end on September 15, 2017, and verbally highlighted the primary modifications as outlined:

- Update and Revise the Master Trainer's curriculum
- Update and Revise the Parent Ambassador curriculum

DeKalb Board of Health Regular Called Meeting Minutes
January 26, 2017

- Provide six additional training sessions as follows:
- Three (3) supplemental training sessions for Master Trainers based upon revised Parent Ambassador curriculum
- Three (3) observational training sessions for Master Trainers during Parent Ambassador trainings in order to provide feedback

Board Member Ted Terry entered the meeting at 3:19 p.m.

Chairman Rader re-stated that the Amendment for REACH Grant is a change in the Scope of Work not the dollar amount; he then asked if there were any questions related to the contract. There being none, a motion was entertained for the vote. Board Member Clyde Watkins, Jr., made a motion to approve the contract amendment as presented. Board Member Vasanne Tinsley seconded the motion. The motion was unanimously approved. Board Member Ted Terry is on record for having abstained from this vote.

- 2) Dr. Ford presented the second contract item, the **City of Clarkston - Amendment for MYVP Grant-Youth Violence Program**, and referenced the Contract Memorandum. Dr. Ford highlighted the contract has a not to exceed dollar amount of \$105,000.00.

For the record, Board Chair Jeff Rader acknowledged that he was in receipt of a minority youth violence prevention mentorship program proposal related to the City of Clarkston. Further, Chairman Rader stated that the document would be forwarded to Board of Health staff to review and confer with City of Clarkston staff for advisement and recommendations to the Board.

Board Member Camara Phyllis Jones entered the meeting at 3:20 p.m.

Chairman Rader asked for further comments or questions regarding the City of Clarkston - Amendment for MYVP Grant-Youth Violence Program. Board Member Tinsley asked for verification of the changes. Dr. Ford provided further explanation of the changes referencing page 2 of the Contract, further noting the second bullet point:

- Contract with outside entities or individuals to implement and facilitate youth (and family) focused programs for Clarkston Youth. Contractor must be pre-approved by DCBOH.

Dr. Ford also noted the document would be presented to the Board Members after a contractor is identified.

The Board Chair asked if there were any additional questions, there being none, the Board Chair asked for a motion to approve. Board Member Delphyne Lomax-Taylor made a motion to approve the contract as amended. Board Member Clyde Watkins, Jr., seconded the motion. The motion was unanimously approved. Board Member Ted Terry is on record for having abstained from this vote.

- 3) The Board Chair Jeff Rader presented the third contract item, **GC&E Systems Group, Inc. doing business as Shield IS Performance Management/Quality Improvement Consultant.**

Discussion: Dr. Ford provided background regarding the two-year search for a Performance Management Quality Improvement Manager, and the ultimate decision to contract with a vendor. Dr. Ford further stated that during the process of contract discussions a candidate for the position had been identified referencing Mrs. Opeyo; further noting there remained some utility for the contract but with a different Scope of Services. The contract has a not to exceed in the amount of \$109,843.75. Dr. Ford also highlighted the deliverables used during evaluation process to review the award, and the services to be provided by the contractor. Board Chair Jeff Rader asked if the new contract superseded the prior contract? Dr. Ford affirmed that it did in fact replace the previous contract iteration, further the previous contract had never been executed. The Board Chair reaffirmed that the previous iteration of the contract had been authorized but not executed.

The Board Chair asked if there were any additional questions, there being none, the Board Chair entertained a motion to approve. Board Member Clyde Watkins, Jr., made a motion to approve the contract as recommended. Board Member Ted Terry, seconded the motion. The motion was unanimously approved.

- 4) Board Chair Jeff Rader presented the fourth and final contract item, **Building Maintenance Services - Janitorial Contract Services.** Dr. Ford explained the contract had been previously awarded to Intercontinental Commercial Services, Inc., however when the company reviewed the Scope of Services, the company rescinded their bid due to the requirement for supplies to be included. Therefore, the contract is being presented to the second vendor within the budgeted amount of \$510,000.00 annually - [BMS], Building Maintenance Services, Inc. BMS presented an annualized cost of \$338,158.20.

Board Member Camara Jones asked for clarification that BMS was in fact aware that supplies are in fact to be included in the contract; Dr. Ford confirmed that the contractor, [BMS] is aware of the requirement. Board Chairman Jeff Rader sought clarification as to whether or not the BMS bid had been submitted during the initial procurement process. Dr. Ford affirmed that BMS did in fact submit its bid during the required time, further, that it received the second highest ranking by the evaluation committee. The Board Chair asked if there were any additional questions. Board Member Ted Terry asked if the “non-discrimination” language used in the contract was standard? Dr. Ford affirmed that the language used was in fact standard contract language. Member Ted Terry offered that for future discussions it might be appropriate to discuss the inclusion of “sexual orientation” as part of the contract language. Board Chairman Jeff Rader noted that this contract had been procured through the state, and suggested the body consult with the state to identify its contract instrument, and how best to proceed prior to making any adjustments. Board Member Ted Terry also offered for future consideration the use of green cleaning products where applicable for Environmental Health considerations.

Both Dr. Ford, and Board Chair Rader acknowledged previous discussions and considerations of green products where possible. The Board Chair asked if there was any further discussion; there being none, the Board Chair asked for a motion to approve. Board Member Clyde Watkins, Jr., made a motion to approve the contract as recommended. Board Member Vasanne Tinsley, seconded the motion. The motion was unanimously approved.

District Director's Board Report

Dr. Ford introduced Dr. Sonia Alvarez-Robinson as a potential candidate to fill the vacant seat of Board member and Vice-Chair Jacqueline Davis.

See Appendix for the full District Director's Board Report – Report Period: November 21, 2016 – January 31, 2017.

Financial Status Report

See Appendix Memorandum Financial Status Report – Period Ending December 31, 2016.

Announcements

First Lady Sandra Deal recently presented Ms. Kassie Bennett with the Servant's Heart Award for her work with the M.O.R.E program - Mothers Offering Resources and Education. Ms. Bennett was nominated for the award by District Director, Dr. S. Elizabeth Ford.

Public Comments

Board Chair Jeff Rader acknowledged the presence of DPH Commissioner Brenda Fitzgerald, and opened the floor for her to make comments for the record and the benefit of those in attendance. Commissioner Fitzgerald extended her appreciation for the opportunity to visit, and noted it was her sixth year doing so. Commissioner Fitzgerald spoke of the progress that had been made, and said she hoped the staff has noticed. The Commissioner cited better support coming from state office, but asserted that all public health is local. Commissioner Fitzgerald explained that the purpose of her district visits was to hear staff concerns; to hear from the departments what is going well, what is not, what needed to change, and ultimately how she could be of help. The Commissioner concluded by saying that she looked forward to the continued conversations. Chairman Rader thanked Commissioner Fitzgerald for taking the time to attend the meeting. The Board Chair also acknowledged Dr. Ford and the BOH staff. Chairman Rader said that Dr. Ford is very good at working with the state, has great background, having served state previously, and said he is always impressed with what the BOH staff do to use every resource to get things accomplished. Further, the Chairman expressed appreciation to Commissioner Fitzgerald for her interest in assisting the agency to operate at the highest level as it can. The March 22, 2017 site visit by Commissioner Fitzgerald was discussed.

DeKalb Board of Health Regular Called Meeting Minutes
January 26, 2017

Board Member Camara Phyllis Jones asked if the agency had any contingency plans for how it would handle matters that might affect the health and wellbeing of DeKalb residents if there are any changes in policy issued by the new Presidential administration. In response, Dr. Ford offered the Executive Order regarding Refugees as an example of how the agency reacts and responds.

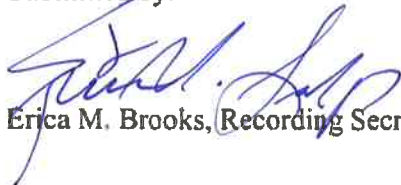
Dr. Ford reiterated that the agency tries to stay ahead of the curve, further be proactive in identifying alternative funding sources and cited the e-commerce initiative as an example. Board Member Ted Terry also inquired as to how the agency planned to address issues specifically affecting the Refugee population given the Resettlement Executive order. Dr. Ford offered the example of the recent coat drive, describing it as a grassroots activity performed to provide support; activities such as the drive occur on an ongoing basis. Dr. Ford also made mention of a toy drive held in partnership with an organization named with C.A.R.E., Inc.. The group provides resources to underserved communities on an ongoing basis. The gifting event afforded an opportunity to include volunteers, including high school students and those from the surrounding community. Board Member Ted Terry offered comments regarding his recent involvement surrounding the issue of human (sex) trafficking. Member Terry shared his experience during the *Unholy Tour*, and an organization called Street Grace. He asked if the Board of Health would be interested in participating in trainings for frontline employees on how to identify those involved in trafficking, or victims. Dr. Ford spoke of plans to meet with DA Sherry Boston, who as Solicitor had done quite a bit of work on the subject; to explore ways in which awareness could be increased. Dr. Ford further, acknowledging the training of staff would be a positive start. Board Member Vasanne Tinsley offered work the school system is also doing to address trafficking and the *Dark Net*, as another collaborative opportunity. Board Member Ted Terry asked if there is a proactive measure that can be taken to address the challenge of breeding sites for Zika and West Nile in relation to Code Enforcement. The Board Chair Jeff Rader spoke to the issue making mention of the county's recent work on its property maintenance code, and re-organized code enforcement division.

Adjournment

The Board Chair Jeff Rader called for a motion to adjourn the meeting. Board Member Clyde Watkins, Jr., offered the first motion to adjourn. The motion was seconded by Board Member Ted Terry.

The meeting was adjourned by Board Chair Jeff Rader at 4:18pm.

Submitted by:


Erica M. Brooks, Recording Secretary

Approved by:


The Honorable Jeff Rader, Board Chair

Appendices

- District Director's Board Report – Report Period: November 21, 2016 – January 31, 2017
- Memorandum Financial Status Report – Period Ending December 31, 2016