

**DeKalb County Board of Health
Summary Regular Meeting Minutes
January 28, 2016
3:00 p.m. – 5:00 p.m.
Bohan Auditorium**

Board Members Present

Jeff Rader, Interim Vice Chair
Jacqueline Davis
Camara Jones, M.D, M.P.H., Ph.D. (via telephone)
Vasanne Tinsley, Ed.D.
Clyde Watkins, M.D.

Board Member Absent

The Honorable Edward Terry,
Board Parliamentarian

Guests and Staff Present

S. Elizabeth Ford, M.D., M.B.A., District Health Dir.
Sentayehu Bedane, M.D.
Angelle Rozier
Brenda K. Smith
Galen C. Baxter
Jessica Grippo
Dajuana Turman
Bessie Cephus
Dianne McWethy
Ryan Cira
Dwayne Turner, D.D.S.
Sedessie Spivey
Alyssa Soluren
Pat Joseph
Paul Spadafora

Guests and Staff Present (cont'd.)

Sandra Piñeyro, Recording Sec.
Shequoia Harris
Mandy Seaman
Don Brundage
Catherine Palmer
Les J. Richmond, M.D., M.B.A.
Bernard Hicks
Alan Gaines
Vickie Elisa
Pat Joseph
Beth Ruddiman
Jeremy Lloyd
Doris Thomas
Alicia Cardwell Alston

The regular meeting of the DeKalb County Board of Health was called to order by Jeff Rader, Interim Vice Chair, at 3:08 p.m.

Approval of Minutes – November 19, 2015

Interim Vice Chair Rader asked for a motion to rescind the ETR contract vote taken by the Board of Directors. Board member Watkins so moved. The motion was seconded by Board member Davis, with all in favor. The minutes of November 19 were approved with the above-mentioned change, with all in favor.

Nominations and Election of 2016 Board of Health Officers

Interim Vice Chair Rader asked for a motion to defer action on nominations and election of officers. In so doing, he will appoint a nominating committee. Dr. Watkins so moved, with all members in favor. Interim Vice Chair Rader appointed Board members Jones and Tinsley and Board Member Davis as the chair of the 2016 Nominating Committee.

Old Business – Clean Indoor Air Act Discussion (Smoke-Free Air Ordinance)

Board member Jones reported on the progress she and Board member Terry have made on the revisions to the ordinance. They have a conference call scheduled with the Cancer Action Network and are trying to develop language about public use of cigarettes, among other things. Board member Jones would like for the Board to hold public comments at the next regular Board meeting in March. Interim Vice Chair Rader asked if staff is working with Board members Jones and Terry to advance what they are attempting to do. Dr. Ford responded that background information has been provided to them and that a one-year medical resident has been requested from the Centers for Disease Control and Prevention to help with this and other projects. We will have a response within the next two weeks. The Board of Directors agreed to hold a public hearing at 1:00 p.m., on March 24.

Adoption of 2015 Status Health Report

Dr. Ford highlighted the major changes in the report, compared to previous reports. Board member Tinsley stated that the report is well done and made a motion to adopt the 2015 Status of Health Report. The motion was seconded by Board member Watkins, with all in favor.

Adoption of Rules of the Department of Public Health – Sanitation Contractors

Ryan Cira, Director, Division of Environmental Health, introduced a new rule to allow the Board of Directors to comment and prepare for approval at the next meeting. This is an additional area of regulation and is part of the waste water management program that the state adopted in 2014. The state has asked for district-level approval. Staff is asking for the Board of Directors to approve a public hearing, and then for the Board to approve the rules in order to forward them to the county for the Board of Commissioners' approval as a DeKalb County code. Interim Vice Chair Rader asked that the information be sent to the county attorney's office for their review. The Board of Directors agreed to hold a public hearing at 2:00 p.m., on March 24.

Director's Board Report

The Office of Emergency Preparedness is transitioning from the old City Readiness Initiative/Strategic National Stockpile Technical Assistance Review procedures to the new Medical Countermeasures Operational Readiness Review System. The office will have about one year to prepare for the new procedures in the areas of planning, training and operations. We do not expect to receive our first review until a date to be announced in 2017. The office is partnering with the state on a refugee preparedness initiative to prepare the refugee communities through education, messaging, training and community preparedness efforts. DeKalb County was selected to be the test site for this initiative. All planning requirements and logistics will be funded and supported by the state and the Centers for Disease Control and Prevention.

The Marketing and Business Development Division received the Public Health Accreditation Board (PHAB) site visit report stating that 99 percent of the measures were either fully or largely demonstrated. The DeKalb County 2015 Status of Health Report's marketing and

DeKalb County Board of Health Regular Board Meeting Minutes
January 28, 2016
Director's Board Report, cont'd.

community event plan have been developed. The staff designed a Breast and Cervical Cancer Program Valentine's Day campaign and prepared abstracts for the Georgia Public Health Association and the Healthcare Georgia Foundation conferences on PHAB best practices. They also planned a radio campaign for the High Impact HIV Prevention Program team and Streetz 94.5 to promote HIV testing, counseling and education among urban youth ages 14 to 25.

The Administration Division is working on Phase II of implementing the integrated enterprise resource system. A notice has been issued by the IRS extending the filing date of the required Affordable Care Act notices to employees from February 1 to March 31, 2016. The budget team has prepared the proposed FY2017 budget calendar. From January 10 to January 15, Administration Division staff representing Finance, Human Resources, Internal Services, Information Technology and the Office of Vital Records participated in a "Quality Improvement for Individual Contributors" training sponsored by the Public Health Accreditation Board QI Leadership Academy. The FY2015 Board of Health audit was submitted to the Georgia Department of Public Health.

Human Resources processed 77 personnel action requests. In addition to new hires, 23 volunteers were credentialed in support of the Medical Reserve Corps.

The Policies and Procedures Committee reviewed the Group and Other Meal Requests and Incidental Expenses Policy and the Personnel Records Policy. The Family Medical Leave Policy, amended, and the Annual, Sick and Personal Leave Policy were approved by the committee.

Workforce and staff development training were provided to support the Georgia Women, Infants and Children program and training was also provided to support the Georgia Department of Public Health's Information Technology meeting, the Executive Leadership Team meeting and Children's Medical Services.

Instructor-led training included HIPAA, CPR certification and recertification, an active shooter safety training for all Board of Health employees. Online, Web-based training included the Centers for Disease Control and Prevention's Work at Health and Implementing Successful Lessons Learned, featuring the Oregon Health Authority. Wellness activities included Monday and Tuesday fitness training sessions, a holiday weight loss challenge between North DeKalb and East DeKalb health centers and a Zumbathon.

Information Technology (IT) is supporting the design and implementation of the integrated systems for finance, payroll, purchasing and human resources and is working to ensure that the Board of Health's network infrastructure is up-to-date and optimized. The department is working on enhancements to the NetSmart Insight patient care management system to ensure compliance with the Meaningful Use 2 standards.

DeKalb County Board of Health Regular Board Meeting Minutes
January 28, 2016
Director's Board Report, cont'd.

The facilities office processed and assigned 71 work orders, of which 37 were sent to the DeKalb County Facilities Management Office. Purchasing processed 278 purchase orders. The office worked closely with the federally-funded programs with year-end close-out dates of December 31, 2015, to facilitate the purchase of goods and materials.

The contract's office processed 19 contracts and/or agreements.

Vital Records processed 2,141 birth certificates and issued 6,710 death certificates during November and December. There were 735 death certificates filed.

During 2015, 24 Environmental Health staff conducted 6,457 inspection/enforcement activities and 2,895 complaint investigations. The epidemiology program investigated 75 complaints of foodborne illness and five infectious disease outbreaks and contributed to the local Ebola response through an active monitoring program. There was one restaurant closure as a result of receiving two consecutive "U" grades on inspection reports.

During November and December, the Ryan White Early Care Clinic provided primary care and supporting psychosocial services to 279 unduplicated clients through 892 comprehensive service units. Of the unduplicated clients served, 18 were new or returning clients. The program also provided AIDS Drug Assistance Program certification and recertification for 55 clients.

In November and December, the Refugee Clinic screened 500 newly-arrived refugees. Of these, 49.6 percent were screened within 30 days of arrival in to the country. There were 276 refugee pediatric appointments during November and December.

The Tuberculosis (TB) program conducted two large-scale contact investigations: one at an elementary school and the other at a factory. At the elementary school, 60 students and 17 staff members were identified as contacts to the source case with TB. Fifty-three students and five staff members have completed the full screening for TB exposure.

In honor of World AIDS Day 2015 on December 1, events were held at Clifton Springs Health Center, East DeKalb Health Center, Emory University and Victory for the World Church. Clifton Springs Health Center's flu season revenues were up compared to the same time last year.

The Safe Communities of DeKalb program hosted two Child Passenger Safety 101 classes. Thirteen caregivers were instructed, and 16 seats were distributed. The program, in partnership with the REACH team, conducted five walkability assessments at Snapfinger, Columbia, and Toney elementary schools and Bethune Middle School.

DeKalb County Board of Health Regular Board Meeting Minutes
January 28, 2016
Director's Board Report, cont'd.

The program specialist for the Minority Youth Violence Prevention grant attended the American Public Health Association's annual meeting in October in Chicago.

The Live Healthy DeKalb Coalition staff worked with their executive committee on its strategic plan, developed social media outreach for the coalition and participated in an email marketing Webinar. Public Health Information for Teens (PHIT) activities included developing a partnership with the City of Clarkston's youth group on the PHIT Magazine to establish a youth leadership team to form a youth advisory committee/council.

The Health Promotion Initiative staff conducted bi-monthly breastfeeding presentations and traveled to Coffee County with Clayton State University staff to discuss their breastfeeding-friendly county.

The Men's Health Initiative staff hosted the "Strong 4 Family" Men's Health and Wellness Fair at the Porter Sanford III Performing Arts and Community Center. They also co-hosted the "Sweet Heart: Diabetes & Cardiovascular Health" workshop at two DeKalb Housing Authority facilities.

The Racial and Ethnic Approaches to Community Health (REACH) grant staff held a seminar for faith-based organizations and executed shared use agreements with three organizations to open their facilities to the public. Staff recruited five DeKalb County schools (four elementary and one middle) to participate in the Safe Routes to School program, and conducted walkability assessments in partnership with Safe Communities to determine areas of improvement. The staff visited the Chattanooga Mobile Market in Tennessee to identify best practices. The ground-breaking ceremony for the City of Lithonia's farmers market was held in December.

Announcements

The Office of Emergency Preparedness and the Environmental Health Division welcome Jeremy Lloyd, the new Ebola Response Planner.

Interim Vital Records Registrar Trishuna Brown received the Inauguration Scholarship at Saint Leo University and Vital Records Customer Service Clerk Bianca Howard received her master of public administration degree from Central Michigan University in December.

The Board of Health was selected as an awardee of an Expanded Access to Interferon-Gamma Release Assays grant. The Board of Health received \$77,000 which will be used to purchase a second Quantiferon testing machine.

Dental Health Services welcomes DaJuana Turman, program operation specialist, and Jeanine Lewis, registered dental hygienist.

Director's Board Report
January 28, 2016
Announcements, cont'd.

The Tucker WIC Clinic ribbon-cutting was held in December. This is the first Georgia WIC clinic to offer drive-thru voucher pick-up services.

The T.O. Vinson Health Center's travel clinic relocated in December to the second floor of the center.

Service Plaque Presentation

Bessie L. Cephus was presented with a 20-year plaque for her service at the Board of Health. For the past 20 years, Ms. Cephus has worked in various departments at the T.O. Vinson Health Center. Her supervisor states that words cannot express Ms. Cephus' extraordinary contributions to the center's performance.

Financial Status Report (see attached Financial Summary)

Public Comments

No public comments.

Board Comments

No Board comments.

Adjournment

The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Approved by:

Sandra Piñeyro
Recording Secretary

The Honorable Jeff Rader, Interim Vice Chair
The Honorable Edward Terry, Board Parliamentarian