

**Fulton County Department of Health and Wellness  
Board of Health Meeting  
Thursday, September 25, 2008  
8:30 A.M.**

**Official Minutes- Summary Report**

**MEMBERS PRESENT:** Phoebe Bailey, Ph.D., Chair, Lynne Meadows, RN, MS, Monica Ryan, BS, Khaatim Sheerer El, BA, Dr. Kim Turner, Mary Long, RN.

Call to Order: The Fulton County Board of Health meeting was called to order, Thursday, January 24, 2007 at 8:30 a.m. in the 4<sup>th</sup> Floor, Large Conference Room of the Fulton County Department of Health and Wellness. Dr. Phoebe Bailey, Chairperson of the Board was the presiding officer.

**Agenda Approved**

**I. Summary of Actions**

1. Board of Health will research the best practices of official minutes and preparation to include the summary of actions: and list the motions, awards, fiscal reports, detail summary of presentations and reports
2. October Executive Session called to discuss:
  - a. What it takes for an official quorum
  - b. Policies regarding presence at BOH meetings
  - c. Travel policies and modification to travel
  - e. Vice Chair position and general board protocols

**II. Motions**

1. **June Minutes Approved**
2. **Travel Restrictions-** For our records, I want it reflected that the board is conscious and is in alignment with the request of the County Manager regarding restrictions on travel. All requests for travel will be suspended until the County Manager and County move in another direction. Motion passed.

**III. New Business**

**Dr. Phoebe Bailey**

I want to work more toward standardizing and regularizing the meeting. I realize that I was working with a loose understanding of what a quorum was for our body. So I had a conversation with Mr. Delk and there are some issues that we will put into an executive meeting, not to prolong this meeting. One is what really constitutes a quorum, because we delayed approval of previous minutes on my say so that it was not a quorum, and that may not have been true. So we have the August minutes here to approve and June minutes to approve. A quorum Mr. Delk for our body is four?

**Oliver Delk**

Yes. A quorum for you would be three plus one which would be the majority.

**Dr. Phoebe Bailey**

I looked in our manual and saw that it was not written anywhere in the manual, (the issue of quorum or a comment on attendance). We have no authority over attendance, so that people are really clear that any issue about whether or not they attend the meeting is an issue for the board member and the appointing authority. We have nothing to say if a board member misses a number of meetings. That is not under our purview. It is also not stated in our board manual. So I am asking that be included in the manual. These are issues I am bringing up to go forward on in an executive meeting possibly in October.

Another issue for that meeting will be to make some decisions about our travel policy and to have a standardized statement in the manual regarding the decisions about travel. So that questions regarding approvals and modifications are not left with your department Ms. Greene and Dr. Turner, we can refer to the board manual and say that this is our policy.

The other issue which I would request of Dr. Turner, if you would with Ms. Adams and Ms. Robinson look again to do some research on what are best practices in terms of preparing the minutes. We try to make a balance between transcript minutes and summary of actions, but it has been consistently tricky, and I do not want it to continue to create a burden for other staff business, but we are charged to have accurate minutes. So it you would look into that and get back with us. So we will now take a few minutes to review the June, August and any corrections

One of the points I would like to reiterate is that at the beginning of the minutes there be a list of summary of actions. That would be an advance notice of what motions were passed, what awards were given, that to be a listing of Summary of Actions. The report I request to have always in transcript is the report from Ms. Greene. We want every detail about monies included in the minutes.

At this time, I will hear a motion that the June Minutes be approved. June minutes stand approved

**IV. Christine Greene- Fiscal Report**

**Budget to Comparison**

The first report in your package is the Budget to Expenditures Comparison for the month of August, 2008. At this point in the fiscal year 16.7% of our year has elapsed and we have expended 16.3% of our funds, which is right on target for that point of the year. I would like for you to note that under equipment, there is an additional \$384,000 dollars in the Administration budget. Those are funds that were added for the furniture, fixtures and equipment for the Neighborhood Union Health Center. Those funds were added after the start of this fiscal year and were taken from the Health Fund balance so that we could finish things out at Neighborhood Union. Other than that, everything is pretty much on target. Salary to expenditures are greater than 16% as we noted last month because we have had five payrolls by the end of August. So that will begin to even out as the payrolls are posted, since there are 26 payrolls in each fiscal year.

**Fees for Service**

Overall again at 16.7% of the year elapsed, we have collected 11.8% of our funds. The category we have collected the most and are pretty much on target again is Environmental Health. We have actually exceeded this point in the year for our Medicare. The reason for that is that we were we paid very late for some of our flu billing from last year and did get a payment of \$17,000.00 dollars in this fiscal year. It is really applicable to our last flu billing from last year.

## **IV. Christine Greene- Fiscal Report continued**

### **Comparison Report**

The next report in your package does show the comparison to the last fiscal year. You can see that as far as expenditures, we are pretty much in the same percentage area as we were last fiscal year. But our fee revenues, we are slightly less than then we were last year.

Both the county and the state have put in hiring freezes and eliminated travel in effort to limit expenditures. So we will see in the coming months that expenditures percentages will go down. We did not have a lot of travel in our budget anyway. We have filled most of our vacancies leading up to this freeze. We were able to place the Healthy Families RIF employees into positions and take up many of our vacancies.

### **Grants Report**

On these, two of the grants show more expenditures at this point. One is the Morehouse Medical/REACH Grant and we have hired the staff for that grant. We should begin to show expenditures in the next period. Our Ryan White medication purchases are made in bulk so you will begin to see expenditures on those. Everything else is pretty much where it should be.

### **Neighborhood Union Health Center**

On our Neighborhood Union Health Center, you can see that we have spent 54% of the City of Atlanta funds from that grant. In that regard, all of the activities that are scheduled for September are on target and on schedule. The Information Technology Department is beginning now to do the cabling drops for the computers and telephones. All of that is going in. We are in the process of preparing our next pay reimbursement request which is more than \$500,000.00 dollars. We have the masonry 95% complete, wall framing is 98% complete, roofing is 90%, and we have actually put the HVAC unit on top of the building. All the furniture selections have been made. The orders are being placed so everything is coming into place. If you get an opportunity to ride by there, I think you will be impressed with the progress.

## **V. Board of Health Member Reports**

### **Dr. Phoebe Bailey**

As a motion for the Board, I sent an email earlier, I would like, in support of the County Manager's request, that any travel expenditures we have budgeted for the board be delayed at this time. As Ms. Ryan gave me some enlightenment, we had allotted for the Georgia Public Health Association in December. So, my original intent was that we would not participate in that conference given that it included a travel expense, and in line with the County Manager's request that we not engage in unnecessary travel. I don't know how the motion works now because Ms. Ryan told me that indeed the conference has been reshaped. So that there will not be travel. It is going to be local.

### **Monica Ryan**

It is going to be in Atlanta because the bi-laws call for an annual meeting. So by right they have to have a meeting. Whether it is going to be a whole meeting or half a meeting has not been decided. But they have to have a meeting and it will be held here in Atlanta.

**Dr. Phoebe Bailey**

For our records, I want it reflected that the board is conscious of and is in alignment with the request of the County Manager regarding restrictions on travel. I move that all requests for travel will be suspended until the County Manager and county move in another direction. Motion passed.

Another report from the Board is that I have accepted a position with the Boys and Girls Clubs of America as Director, Education Programs. My particular accountability is for the Wal-Mart/Kansas University Partnership. Our mission is academic success.

Given that change the other issue I want to put into our executive meeting is that we do not have a Vice-Chair for the Board of Health. Should there be a case where there may be a conflict with work obligations and a board meeting, that meeting would not have to be impacted. The Vice-Chair would be empowered to serve. So that is another piece for our agenda for our executive meeting. Thank you Mr. Delk for advising me and giving me help. We will take that up in executive session.

**VI. Director's Report - Dr. Kim Turner**

I have a few things I want to make an announcement on. I want to give credit to Mr. Al Simmons for September being National Preparedness Month. He has been very active and very busy. In October we are going to have a wonderful initiative working with ninth graders from across all of Fulton County. They are going to re-enact the big tornado disaster we had in March, so we are in the planning stages for that. We are going to have the opportunity to train about 20 people, and they are going to actually be in the roles of the County Manager, the FEMA Director and actually participate and understand what it means to be a public official or public servant. We are really going to concentrate on Emergency Preparedness. Most times when you think of public officials, you think of mayors and legislatures. But there are a lot of unsung hero's that work every day and work very hard. We want those teams to have an idea of what it means to be a public leader and to save lives. So that is going to be really interesting and it is in October and we will get more information on that. He is busy preparing and planning while taking the leadership role and making sure those young people are equipped. And also he is going to make sure they are in charge of their family emergency response plan. Parents are busy enough, so we are going to make teenagers responsible, that they get that in order for their families.

On last Friday, we had our Annual All Staff Meeting. It was at Welcome All Park, mandatory and well attended. We had food, fun, games, a fashion show and Ms. Carter and her team spearheaded that wonderful event. When you go down the hall towards the back exit, you will see the pictures displayed. We had fun and we also had a little education about customer service. Dele Lowman from the County Managers Office spoke also about customer service. It was also a great forum.

September, October since the Flu Campaign is beginning and while you are here, if you would like to get a flu vaccine, you can go to the third floor and we can make that possible for you. October 1, 2008 starts our campaign. We have our nursing teams in over 70 locations already that are scheduled for senior high rise centers and churches. They are going to be very busy providing flu vaccines. The system showed that over thirty thousand people died from complications from the flu. So it is very important that we get people interested to go ahead and get their flu vaccines.

I am also happy to say that we have a new campaign we spoke of which is Live Healthy Fulton. The kick off campaign is going to be Saturday, at Centennial Park from 12:00 p.m. to 4:00pm. That is our new brand. We are going to champion families and champion communities.

## **VI. Director's Report - Dr. Kim Turner continued**

We want the whole entire county to be healthy. So we do have a great campaign and kick off and a lot of fun activities for families. So please come out, get evaluated and have some fun. This is Jamie Howgate and his team. Commissioner Edwards also has a South Fulton Service Health Fair at the Stonewall Tell Terrace Center. Again, if you want to be evaluated health wise, and other activities all of our mobile units will be present. We will be busy as Health and Wellness and attending both events. The time for Stonewall Tell South Center is from 10:00am to 2:00pm. And again please attend Live Healthy Fulton.

Jamie Howgate is going to present the Indigent Care Report. In August of last year we were charged to do some extensive research on indigent care situations in Fulton County. What we do know is that we have about 159,000 persons in Fulton County from any time throughout the year that maybe in and out of insurance. So we are really concerned about health care for everyone, as health is a right. The charge was to do the evaluation and research and provide a report. Jamie Howgate was given that responsibility which required an incredible amount of research and work. He had to do a presentation to the Board of Commissioners in August. He is going to do just a real brief summary of what he presented and of which you also have next to you. It is an ongoing research and we are charged to do a five year plan. So we are constantly working on this. We are tweaking it again. Health is a right and we want every individual in Fulton County to have access to health care.

## **VII. Special Presentations**

### **Jamie Howgate, Director, Population Health - Indigent Care Report**

Overview of the Indigent Care Project presented that was conducted for the Board of Commissioners. A hard copy of the Power Point presentation provided.

### **Dr. Phoebe Bailey**

Thank you. This allows us to be intelligent with our constituents and in any judgments we have to make in support of the commission. I appreciate this and I know that it is a lot of work and want you to know that we know it indeed is a lot of work.

### **Service Awards - Dr. Kim Turner**

Pamela Martin 20 Years  
Patricia Cannon 20 Years  
Beverly Tucker 20 Years  
Virginia Abram 25 Years

### **Dr. Phoebe Bailey – Honoring Dr. Harrison Rogers**

Well it is perfect now in the phase of service awards, that we now begin the honoring of Dr. Harrison Rogers. Dr. Harrison Rogers is no longer with us but certainly his spirit lasts. If Mrs. Rogers and family would come up to receive this award.

The plaque reads: *Awarded posthumously to Harrison Rogers, MD in appreciation of dedicated service to public health in the Southeast Region of the National Association of Local Boards of Health 2008.*

**Dr. Phoebe Bailey – Honoring Dr. Harrison Rogers continued**

Mrs. Rogers, it is our honor to share this with you and thank you so much. We thank you for allowing him to be with us. Slide presentation of Dr. Rogers

**Dr. Kim Turner**

Dr. Bailey could we have all the members of MRC please stand.

**Dr. Phoebe Bailey**

Please all members of the Medical Reserve Corp please stand and we will want to get pictures.

Dr. Yancey's father was actually the partnering peer for Dr. Rogers here in the community.

Dr. Yancey, he called "the young Dr. Yancey," would you like to say anything?

**Dr. Arthur Yancey**

Yes. I certainly appreciate the opportunity Dr. Bailey and look forward to honoring Dr. Rogers. His ingenuity, dedication and hard work with his pleasant attitude as you can imagine, he brought not only to the national stage, as many of you may not know that he was one time President of the American Medical Association. He came back home to Fulton County, and came to our health department and put that same ingenuity, hard work and dedication into the Board of Health work and resulted in the founding of our Medical Reserve Corps in 2005, the first one to be certified by the U.S. Surgeon General here in Georgia. For that we will be forever grateful. I thank the family for allowing as Dr. Bailey said, for his time he dedicated to us. Thank you

**Meeting adjourned at 10:00 a.m. Reception honoring Dr. Rogers followed.**

**\*\*September 25, 2008 Board of Health Folder's Inserts**

1. Agenda
2. BOH Minutes - August, May, June 2008
3. Fiscal Report
4. Administration Division Accomplishment
5. Healthy Living Magazine
6. Breast Cancer Flyer
7. STD Calendar
8. NALBOH News brief Booklet
9. Payment letter