

**Fulton County Department of Health and Wellness  
Board of Health Meeting  
Thursday, February 28, 2008  
8:30 A.M.**

**Official Minutes- Summary Report**

**MEMBERS PRESENT:** Phoebe Bailey, Ph.D., Chair [Board of Commissioners], Dr. Kim Turner, [Department Interim Director], Lynne Meadows, RN, MS, [Fulton County Board of Education], Monica Ryan, BS, [City of Atlanta], Samantha Williams, Ph.D. [Atlanta City Council], Khaatim Sherrer El, BA, [Atlanta Board of Education].

Call to Order: The Fulton County Board of Health meeting was called to order, Thursday, February 28, 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**

**Correction to January Minutes: CBO's (Community Based Organizations)**

**Minutes Approved With Correction**

**SUMMARY OF ACTIONS**

**Requests and Recommendations From Board Members**

- ▶ Dates of the Board of Health Retreat confirmed for May 5 and 6, 2008 from 10am to 4pm at the Atlanta Board of Education Leadership Center. Arrangements are being made by Mr. Sherrer El for use of the APS facility.
- ▶ Each Board member is encouraged to suggest items to be placed on the agenda.
- ▶ Mr. Delk will prepare a tentative agenda for the April meeting to give the Board the opportunity to comment and update requests
- ▶ Mr. Delk is supervising the logistics of the retreat.
- ▶ Board members will review a draft outline of the report and offer suggestions or request additional information for particular areas (Mr. Howgate of Population Growth is supervising the preparation of the report)
- ▶ The second day of the retreat will include a follow-up visit to the North Fulton Center and/or a tour with Environmental Health
- ▶ A draft of the Board Orientation Manual submitted by the committee on which Ms. Ryan and Ms. Meadows served will be available for review at the retreat.
- ▶ Mr. Delk is checking that the contents will be made available electronically. Ms. Ryan directed Mr. Delk to Jeff at NALBOH to secure any forms we do not have electronically.
- ▶ Ms. Ryan has provided a copy to Dr. Turner.
- ▶ The BOH requests Public Health reports on HIV, birth rates, etc.
- ▶ It is requested that the REACH report be provided on a monthly or bi-monthly basis to the board

### **Christine Greene**

The first financial report you have in your package is your budget to expenditure comparison for the period ending January 31, 2008. At that time in the fiscal year, 58.3% percent of the year has elapsed and over all we have expended 52% percent of our funds. One of the areas that I want to bring to your attention today, as we usually address areas where we are way under expended or over expended, is in the Environment Health. In our equipment line we have only spent 3% percent of our funds at this point. These funds have a use that we are really excited about and we have gotten off to a start with it. These funds are going to be used to renovate some space to create a South Fulton Environmental Health office. We have been able to bring on board all of the new environmental specialists that were given to us in the budget enhancement last year. And now we have this staff, and we have need for them throughout the county rather than just here at the Aldredge Health Center and North Fulton. We only had a few offices in the South with room for 2 people. This will allow for us to have a full service district office located in the College Park Regional Health Center. With these funds we are renovating one of the office suites that have 2 large rooms and a reception area. We are able to do this because we phased out the PIIP Program that was previously funded through the Grady Indigent Care Trust Fund. When those funds were taken back by Grady that unfortunately discontinued one program but gave us space for this program. So these funds will be used in the next couple of months as we do the renovations. We will have a much better place from which to provide Environmental Services in South Fulton. We just got the design work started with General Services Department. At the rate that they have been able to do a turnaround process, it should be done within two months. And that means moving in everything, computers, workstations and all.

The next report in your package is our Fee for Services. One of the areas that we have continued to struggle with has been in our Dental Program. You can see that we have only collected 36% percent of the funds that we had anticipated which was already less due to the reduction last year. This has been a direct result of having vacancies in our dental positions.

We had two dentist vacancies. We are happy to say that those dentist positions are filled. Starting with the next payroll we will have (2) two dentists. And as they come up to speed and we begin billing for their services, it will help us recover and earn money and hopefully meet that budget goal.

Another area that we had discussed last month was in Environmental Health where we had some concern about whether or not we are going to be able to bill for pool permits this year. I told you that I would report to you this meeting what that piece of our revenue was. It is about \$350,000.00. But with the governor's recent change in plans, regarding pools we did go ahead and send out our annual invoices for permits. So we anticipate that we will be collecting revenue unless there are changes. This has been back and forth with decision. But at this point the decision is that they will be able to operate.

The next report does show you the comparisons for this fiscal year for the same month in the previous fiscal year. You can see that we are actually ahead on expenditures. Last fiscal year we were at 50.73% percent in expenditures. This year we are at 52% percent, which is still obviously low with 58% of the year that has elapsed. But it means that we are actually doing a better job of spending our money earlier at fiscal year. As far as revenue collected, we are at 44% percent which is where we were the same time last fiscal year.

**Christine Greene continued**

The final report is the Grants Report. I believe that I had reported to you that the Medical Reserve Corp Grant had ended on December 31, 2007. This has now been extended through June 30, 2008. We did have purchase orders and not all the payments had been made, so they allowed us to extend the grant period to ensure that we could expend all of those dollars.

As we come towards the end of our Ryan White Grant, you see that we are at 100% percent spent in our medications. That is a good thing. We have gone ahead and ordered our medications to ensure that we can expend all of our funds before the end of this fiscal period. And where we are low in primary care at only 53% percent spent, we have submitted and have been approved for budget revisions that realign those funds to other areas of the grant that are in need such as mental health, where we will use the dollars to increase our psychiatry hours.

Our goal this year in Ryan White is to spend 100% percent of our funds and we are working very hard to do that. It means a lot to the metro area; all the grantees that have Title I dollars have to spend 100% percent so that we will be, as a metro area, get our supplemental funds next year.

**Monica Ryan**

Under the Neighborhood Union, I see we have spent 4% percent?

**Christine Greene**

Yes, that is correct. That reflects the actual invoices that have been paid. There is an item that has been added to the agenda to specifically bring you up to date to where we are on the renovations.

**Dr. Phoebe Bailey**

I want to repeat when you get the draft of the agenda and minutes, we agreed that the minutes would not be transcript minutes. Every question may not be reflected in the wording of the minutes if the content or the results of the questions appear in the minutes. So it is a balance. I don't want to eliminate anything, but I just want to review that those were the guidelines we did agreed to. But when you are looking at it ahead of time, you don't feel rushed in this setting, which will allow it to be as complete as possible. Once we have approved them, they are provided to the Board of Commissioners as our official minutes, only after this meeting. The minutes are not considered final until we vote on it in this session and approve it by vote.

**Khaatim Sherrer El**

I do want to say that I missed my colleagues last month. I was actually traveling with my job. It was my first time going out of the country. I had a chance to go for business and a little pleasure to Italy. I am very excited to be back and bring those learning's in early childhood education and education back to the Atlanta community. But I missed our farewell to Dr. Katkowsky, and I am thankful that we did acknowledge his hard work, and certainly thanked him for his service.

The other thing I wanted to say is that our Board of Education just had our annual reorganization, and I was appointed to another two year term to the Fulton County Board of Health. So we will continue in our good relationship and good work and I am very excited to be here.

**Lynne Meadows**

The Heart Coalition, Mr. Vandergriff has lobbied Fulton County as he did with Atlanta Public regarding the Tobacco Smokers – The Non-Smoking policy in schools. I applaud Mr. Vandergriff for his tenacity. Atlanta Public has already adopted the new policy. We have always had a Non-smoking policy, but we revised the policy to be more specific in line with the language that the Heart Coalition recommended. So that being said, our Board may adopt the policy on March 20, 2008. As a result, I have been asked to find out if the Health Department offers any smoking cessation classes or services? Please get with me about what you offer so that I can take the information back to the school system.

**Dr. Kim Turner**

Yes. Jamie would you like to respond to that?

**Jamie Howgate**

The courses we will be offering thru funding from the states, specifically assistance with signage for the schools. Right now we are in the process of purchasing the signs for Atlanta Public Schools. Some where in the order of 10 to 15 signs per school, I am not sure. Also there is training for educators. There will be training available for counselors and teachers. They will be the same exact courses for Fulton County.

**Lynne Meadows**

Do you offer classes right now? Any support services?

**Jamie Howgate**

Not through the department, but probably through one of contractors or partners. I am not sure of anything specific on going right now.

**Dr. Kim Turner**

We do have a Health Promotions Team that holds discussions at Health Fairs, Tobacco Cessation Programs this includes a basis of Tobacco Cessation. So if we have a request we could send our team to Health Fairs or class rooms to elaborate more on that.

**Jamie Howgate**

Let me get with you and find out what your needs are, and we can figure out exactly what you need to take on that.

**Monica Ryan**

The membership committee met yesterday as well. We are not where we want to be with the membership committee. We are revamping the way the membership committee should look. The things on how we can get members to join and remain members of NALBOH. So we are in the strategic planning aspect of that. But the good news is that they will not raise the fees right now. We are thinking instead of just raising the fees, we have to think about the other boards that cannot afford the fee structure we currently have in place. We are developing ways of how to reach back out to our members. I propose that when they come back from any conference or wherever, the regional directors need to take a more precise standing in their job as regional directors and reach out to members. Send a card to members saying thank you for coming out to the conference, glad you made it, do something. NALBOH is not doing that right now.

**Mary Long**

How does this group relate to the American Public Health Association which basically sets the standards for public health all over the country? So how do they relate to them?

**Monica Ryan**

To tell you the truth. It has not been working. And that is where we are starting.. Changes have not been incorporated. Our work is not good right now.

**Glenda Robinson - Update on Dr. Harrison Rogers**

I called to check on him and he was as cheerful as usual, in his voice and conversation. He said his strength is improving. His ailments are decreasing. He is using a walker and a wheel chair around the house. He is exercising and has physical therapy (3) three times a week and the lovely therapists are working him to death he said, but he loves it. I informed him that Dr. Kim Turner is the Interim Director and he said that was great news and congratulations to her. He thanked me for calling and stated all are welcome to do so.

**Directors Report – Dr. Kim Turner**

I met with General Services and want to report the target date for completion and renovation of the Neighborhood Union Center is November 15, 2008. Also, the Neighborhood Union Project has been reassigned to Ms. Christine Greene. Each of the Deputies or Managers will also have special projects to manage. This is an attempt to provide efficiencies in the workplace.

I will include in the upcoming months in the Director's Report, updates on Animal Control and Neighborhood Union due to the media and Board of Commissioners interest. I want to be able to share the status of the expansion project of Neighborhood Union, and the exit transition of Animal Control with the new contractor. I can also include additional information requested by the Board of Health members.

**Oliver Delk**

The Animal Control Services has been moved from the County Police to the Health Department. In addition, the services formerly provided by Southern Hope will now be provided for by a new contractor called Barking Hound Village Foundation (BHV). The service is provided to 13 cities within Fulton County. In College Park we only provide sheltering service. The new contractor will start providing services on March 8, 2008, and there are approximately 40 employees.

**Samantha Williams**

Are there attempts to rehabilitate them, not you but any organization?

**Oliver Delk**

Yes. It is not the purpose to euthanize the animals but to find people that will adopt the animals.

**Monica Ryan**

Is this a report we are getting each month. Because I really do not want to hear about animal control.

**Dr. Phoebe Bailey**

Are you making this a recommendation Ms. Ryan? That would not be for an individual Board member to dictate.

**Dr. Kim Turner**

We thought this report would be important because it is in the television news reports, it is a concern of the County Commissioners, and the County Managers Office.

**Lynne Meadows**

What is the public phone number for Animal Control?

**Oliver Delk**

I am sorry I do not have the number near, but I will be sure to get it to you.

**Dr. Kim Turner**

Oliver could you please elaborate on the draw downs for the Neighborhood Union renovations grant?

**Oliver Delk**

Yes. The contract that we have with the Atlanta Development Authority/Westside Tax Allocation District is a cost reimbursement contract. The County pays the contractor for work completed and is reimbursed after submitting the proper invoices. All requests for reimbursement are reviewed by the TAD for accuracy before the county receives reimbursement.

**Monica Ryan**

Is that the acceptable process of Fulton County?

**Oliver Delk**

Yes. This process is part of the contractual agreement with the Atlanta Development Authority and the County.

**Monica Ryan**

Why was Oliver taken off the Neighborhood Union Project?

**Dr. Turner**

The assignment was changed to Ms. Christine Greene to re-balance responsibilities.

**Dr. Bailey**

Let's remember that decisions regarding the placement of personnel decisions are not matters for the Board purview of the Board.

**Presentation of Service Awards**

**Presentation to Dr. Eric Benning by the Board of Health Members**

Plaque presented to Dr. Eric Benning that reads as follows:

In recognition of your remarkable achievements at  
Fulton County Department of Health and Wellness,  
We wish you every success as you move on.  
We will dearly miss you,  
Your work with Fulton County  
Department of Health and Wellness was most valuable;  
As the Medical Director you have helped the Department of Health and Wellness  
Achieve greatness and helped it to become one of the best  
Public Health Departments in the U.S.A.  
We express our gratitude and congratulations for a job well done.  
Your friends and colleagues at the  
Fulton County Department of Health and Wellness presented on the 28<sup>th</sup> day of February, 2008.

**Presentation to Dr. Eric Benning by the Department of Health and Wellness**

Plaque presented to Dr. Eric Benning and reads as follows:

In Appreciation for  
15 years of dedicated service and commitment to the  
Citizens of Fulton County and the  
Department of Health and Wellness

**Dr. Eric A. Benning**

In Recognition of your unwavering support and vision as our  
Medical Director.

We salute you for your numerous  
Achievements and contributions as a dedicated member of  
Fulton County Department of Health and Wellness team.

October 24, 1990 – February 29, 2008

With gratitude and well wishes from  
Your Colleagues and Friends  
At the Fulton County Department of Health and Wellness

Presented this 28<sup>th</sup> day of February 2008

**Meeting adjourned**

February's BOH Folder Insert

1. Agenda
2. January Minutes
3. Fiscal Report
4. Clinical Services Division Highlights
5. January Branch Accomplishment
6. STD Calendar
7. Payment Letter