

**Fulton County Department of Health and Wellness  
Board of Health Meeting  
Thursday, January 24, 2008  
8:30 A.M.**

**Official Minutes- Summary Report**

**MEMBERS PRESENT:** Phoebe Bailey, Ph.D., Chair [Board of Commissioners], of Lynne Meadows, RN, MS, [Fulton County Board of Education], Monica Ryan, BS, [City of Atlanta], Samantha Williams, Ph.D. [Atlanta City Council].

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**

**Correction to December Minutes:** Board of Health moved that once the non-profit or operational board is in place for Grady Hospital to schedule a joint meeting with this board so that mutual tasks and mutual responsibilities can be discussed and coordination of the purposes could be addressed.

**Minutes Approved With Correction**

**Dr. Phoebe Bailey**

We have in attendance today only four of seven members. It is more than the majority but we do not have any voting items today. Regarding the approval of the minutes, I do have a correction in the motion regarding the joint meeting with the new appointed board of Grady Hospital. It has contingencies so to be clear that we are not stepping in beyond our authority, the motion as it was presented was that once the non-profit or operational board is in place for Grady Hospital, that we would schedule a joint meeting with this board so that mutual tasks and mutual responsibilities can be discussed and coordination of the purposes could be addressed. Were there any other places noted for corrections? Is there any adjustment to the agenda? I move that the agenda be approved and if there are no corrections with the minutes, with the sentence correction the minutes are approved.

**Ms. Christine Greene – Fiscal Updates**

The first report in your package is the budget to expenditures comparison for the period ending December 31, 2007 at which time 50% of our fiscal year has elapsed. We have spent 45.7% of our funds for this fiscal year. The area where we needed the most work has been in the salary and fringed benefits as those have continued to remain low from the first part of this fiscal year. We have discussed that we have had quite a few vacancies on things that we have been working on. So today I want to bring to your attention that we have been able to fill quite of few positions and give kudos and recognition to our Human Resource Department and Human Resource Manager; Phyllis Carter for bringing a lot of those recruitments to an end. We have been able to fill Environmental Specialist positions, we have been able to fill a lot of our Disease Investigator positions and our Records and Document Specialists that we so desperately needed in the field. So these numbers will begin to improve and you will see that we are expending more of our salary and fringe dollars over the next months.

**Ms. Christine Greene – Fiscal Updates continued**

Other than that, the contractual and other operating where we are at 50% and 55% we will be meeting with all of the programs managers and deputy directors next week to look at their budget at the mid-year and make adjustments to ensure that they are able to expend their funds to meet the needs of their programs.

**Fee for Service Report**

The next report is our fee for services where we are at 38.5% collected at 50% of the fiscal year. The only thing that I would want to note is in the administrative fees for grants, we were able to claim \$28,000.00 dollars in indirect costs on the grants that end or close out in December. So we have begun to realize some of our revenue there. Although it is still at 12% percent, you should see that at equal to or greater than 100% percent by the end of the fiscal year when we do the rest of that claiming in the month of June. We continue to see that individual fee payers are at a much higher percent collected than our Medicaid. Actually that is past 50% so it is really a reflection in the fact that we are serving so many uninsured patients, and actually improving our individual collections that way.

The next report in your package does show you that we are pretty much in the same place as we were at the same time last fiscal year, both on expenditures and fee revenue. It is right on track with what we were doing last year with half of our payroll posted.

The last report in the package is our Grants report. The only grant that ended on December 31, 2007 was our Medical Reserve Corp NACCHO Grant. The \$4,720.00 dollars spent of the \$10,000.00 does not reflect final payment of invoices. We have some IT equipment that was ordered and invoices have not been paid, but we were able to claim those because of purchase orders. So we expect to use all of those dollars. In Ryan White where some are higher and some of the budgets are lower, we have submitted the budget revision to move funds between those grant budgets so that we can make the best use of those dollars. Our goal there is to meet 100% percent of Ryan White.

**Monica Ryan**

Christine, I noticed under the Neighborhood Union Health Center that you only have 1% of funds spent. Is that correct?

**Christine Greene**

That is correct.

**Monica Ryan**

Why is that?

**Christine Greene**

Twenty Nine thousand dollars (\$29,000.00) reflect the initial studies that were conducted with the project before they began to do the renovations. They are almost complete with the design phase and when all of that is signed off on that expense will be paid and we will see the amount of the expenditures then.

**Dr. Katkowsky**

We can only draw down the monies after that phase is completed and the contract has been paid.

**Monica Ryan**

So you have to take it phase by phase?

**Dr. Katkowsky**

Yes.

**Monica Ryan**

O.K. So we are in just the first initial phase. Is that what you are saying?

**Christine Greene**

Right, we are in the design phase. We are finalizing all of that work now, and then that contract will be paid out. Then the claim will go to the TAD.

**Monica Ryan**

Is there a deadline for them to give you back the design?

**Christine Greene**

Well I think that they have actually completed the design and just having everything signed off on. Mr. Delk might know more about where they are with that project.

**Monica Ryan**

Mr. Delk would you elaborate on that issue for me please?

**Oliver Delk**

Yes, the contractor has completed the design phase and submitted the paperwork to the City of Atlanta for permits now to proceed. So until we get those permits, they are waiting for that. The second thing, the reason why the progress is not reflected is that they made a second request for draw down. Until the second draw down request is approved and Fulton County receives the money, the TAD records are not going to reflect that.

**Monica Ryan**

So they have applied of permits already? Do they need some help in getting the permits moved? I can assist if they need too.

**Oliver Delk**

I can ask them, I can only say that they told us that they have made the requests. I do not know how long it takes for the City to respond when they make requests. I assume they get tons.

**Monica Ryan**

If they do need help, I am available. I am just concerned about this one percent of where we are in this phase right now.

**Oliver Delk**

I will be more than happy to ask if they need any assistance.

**Lynne Meadows**

Does the entire two million dollars have to be spent by December 31, 2008.

**Oliver Delk**

Yes

**Monica Ryan**

So yes, if we have to sign off in February, that is why I am concerned about that. So do you need to put pressure on them that the need to move on?

**Oliver Delk**

They have indicated to us that they were moving and on track, but I will be more than happy if they feel the need for outside assistance. At this point they have not said anything to us.

**Phoebe Bailey**

Ms. Ryan is a resource if that is necessary.

**Oliver Delk**

But also you should understand that it is actually General Services that's really pushing the project through, and I think Christine would say the same.

**Christine Greene**

Yes, they actually are the project managers, the Fulton County Department who is responsible, but we can certainly find out if they need help.

**Dr. Phoebe Bailey**

Are there any updates? We have not heard from Dr. Rogers, is that correct?

**Glenda Robinson**

Yes, he is home recuperating.

**Dr. Phoebe Bailey**

Good and we want him to recuperate fully. Any update from NALBOH?

**Monica Ryan**

The first update is the Task Force. The Task Force has completed the final phase of putting together the Board of Health Orientation Booklet. I think it should come back out to the health directors for one more final review, and the State will pick up the tab. We should have a Board of Health Orientation Manual for all boards of health members probably by the second week of February, 2008. For NALBOH, we have some changes in NALBOH leadership. The membership committee is steering in another direction in trying to recruit new members to NALBOH. One of the things they are asking the board members to do is to give a brief synopsis of what NALBOH has meant to them. A short testimony of how you and your board have benefited from NALBOH will be posted on the NALBOH website. There is also talk about whether to revive SALBOH for all the state of Georgia. I am not sure if we want to do it or not. I will keep you updated.

**Dr Samantha Williams**

I attended a Ryan White meeting last week, and I was really impressed with the amount of work that was accomplished during that meeting and how much the local CPO's and this health department gets accomplished with very modest funds for the amount of need in Fulton County. I was really impressed, and if they don't mind, I will probably attend that meeting more often.

**Dr. Steven R. Katkowsky – Directors Report**

I am pleased to announce the official appointment of Ms. Christine Greene as Deputy Director of Administration for the Health Department. A position in which she has been acting for the last fourteen (14) months. So now it is official.

**Dr. Steven R. Katkowsky – Directors Report continued**

We have a new County Manager who started just a little over a month ago, Mr. Zachary Williams. I have extended an invitation to the County Manager to come to the Board of Health meeting to meet the Board and possibly discuss what some of his plans are, and what he sees in the future. Also to discuss with the Board how he sees the relationship of the health officer, who is his appointment, with the board of health and its function. He was not able to make it today, so that is something that certainly with the Board's permission, is going to be extended to him again. There certainly is no reason why the Board or representatives won't be able to meet with him and discuss specifics. I thought it was important to extend the invitation to him, and I did so in my role on behalf of the board.

The County Budget process has just been completed. Of the enhancements that were requested we received an enhancement of \$250,000.00 dollars over our existing budget. That \$250,000.00 is directed at continuing some of the efforts of our REACH Program. Larry Johnson will continue to manage the activities with the reduction in money from close to a million dollars down to \$250,000.00. We felt it was possible to continue the efforts and not back slide, but we will not be able to increase anything. What we would be able to do is kind of maintain where we are, and what we are doing in the community, and use a lot of the resources that we have to be able to recruit more community volunteers. I hope that at the next meeting he will be able to talk to you about specifics as to what he sees as the best use of that funding.

We are beginning our State Budget process. As you know we have two budget years. We have just completed the County Budget process. The State Budget process will be underway in the next week or so. We will start looking at our budgets, then we have to wait for the State Department of Health to submit their budget to the legislature. Then we will see how much the legislature will fund public health, what categories they will fund it in, and what changes they will make. I certainly would anticipate there will be some changes based on comments made by the commissioner. I don't know exactly where that is going to go yet. We will have to wait and see which programs grow and get funded, which ones stay the same, and which ones start to disappear.

There are still issues in Fulton County and in the metropolitan area with regard to water shortages. One of the things that have been placed into effect is a ban on certain usages of water, and that includes filling up swimming pools. There are a number of different points of view on this and there are certainly a number of issues. One of the things I think we need to be cognizant of is that if swimming pools are not permitted by this department, (the actual issues of a permit to operate for the next year), we are talking about a major change in our revenue that we can look forward to. I don't know the exact numbers, and I don't have them in front of me, what we received from our permitting process for swimming pools.

So that is something that, depending on what the decisions are as to how we are to directly handle that with regard to border control ban. We will just have to build that in and deal with that as a budget issue as we go. I am sure at subsequent meetings; Ms. Greene will be able to give you updates as to what is happening with the expected revenues, or the revenues that we had originally built in as a part of our budget, and how that change will affect our budget.

This does not affect residential if it is a private pool in someone's house. But if it belongs to a homeowners association, parks, recreation and commercial establishments, it is under our inspection permitting authority. If you have a pool in your back yard, we do not inspect or permit as that is considered private.

Ms. Majors would you like to say something briefly about the department's website development and where we are?

**April Majors**

As always, Acar Nazli has been working tirelessly on this project, and we appreciate him and all that he does. We are very proud of the work that we have done and the website. We are now in the process of promoting the website, and want you to know you can reach it through the County Website. The direct address is [Fultoncountygahahealth.org](http://Fultoncountygahahealth.org). The Board has a wonderful presentation on the website. Also, please feel free to help with edits, spelling etc., as we appreciate all help in creating and maintain this website.

**Dr. Steven R. Katkowsky**

One of the things I would certainly hope the Board would want to take advantage of is, on that website have a monthly message from the board, an update or whatever the Board chooses to do. I think it is another way for the Board to communicate not only with the people in the department, but certainly also with the people in the community. The Fulton County website is one that is very frequently used by people in the community. So that might be another way for the Board to convey information to the community.

**Dr. Phoebe Bailey**

One of the things I wanted to refer to is the Public Comment Procedures which was distributed by email for the board's review. We definitely would want the Board of Health Public Comment Procedures on the website. At this point, this would also go into our Orientation Manual. One of the other things that we may delay until our February meeting is to finalize the date for our Board Retreat. We usually schedule the first week in May, but we want to make sure that we have full representation, and we also want to acknowledge our Interim Director before we make that final.

**Dr. Steven R. Katkowsky**

My final thing is on a personal note, I want to thank the board and staff for all of the support that I have been given. The interest and the continued activity of the board, I realize that this is all a volunteer part time job for everybody. Having a board that is active, playing a role, taking positions, and doing all of these kinds of things makes not only the board itself more viable, but I think it really helps support the activities. Not just for the health officer, but really for the department. I think that is so crucial. The fact that board members have offered, and I have actually taken advantage of some of those offers to meet with commissioners and discuss some of the priorities as we see them strictly from a health or community health stand point. I really appreciate the support. While we have not always agreed upon everything, we have certainly come together, and we have spoken with one voice. I cannot thank you enough. It has been a pleasure working with each one of you.

**Dr. Phoebe Bailey**

This is a sad day for us in your leaving but we want, as members of the Board of Health, to acknowledge you and present you this plaque. It reads; presented to Dr. Steven R. Katkowsky, Director, December 3 2003, to Feb 5, 2008. In appreciation for his dedicated service and commitment to the citizens of Fulton County and the Department of Health and Wellness. Presented this 24<sup>th</sup> day of January 2008.

In conclusion Dr. Katkowsky, thank you again Steve. There will be a successor, but you will not be replaced.

The meeting is now adjourned.

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