



Clayton County Board of Health

Minutes of Board Meeting

August 16, 2016

10:00 AM

Board Members Present:

Chairman Jeffrey E. Turner
Mr. Jim Wood
Dr. Aundria Cheever
Superintendent Luvenia Jackson

Board Members Absent:

Mayor David Lockhart

Board of Health Staff:

Alpha Fowler Bryan, MD, District Health Director
Dr. Kevin Mason, Deputy Director
Samuel Dudley, IT Director
Sherina George, Human Resources Director
Freddie "Doug" Dugger, EP&R
Ola, Adewale, Epidemiologist
Brenda Horton, District Finance Administrator
Samuel McCullough, III, Environmental Health Manager
Milton Boykin, Building Operations Manager
Doris Parker, Interim Administrative Assistant

Meeting Called to Order

The Board meeting was called to order by Chairman Turner at 10:00 AM.

Approval of the Minutes

The minutes from the Board meeting held on June 14, 2016 were presented for approval. Corrections to be made to remove Dr. Bryan name from document as Board Member and change Dr. Kevin Mason status from Interim Deputy Director to Deputy Director. Corrections so noted by Chairman and Superintendent Luvenia made a motion to approve the minutes with corrections and it was seconded by Dr. Andrea Cheever. A unanimous vote was received from the remainder of the Board members and minutes approved by Chairman Turner.

Chairman Turner opened for discussion of agenda.

Director's Report

Alpha Fowler Bryan, M.D.

Dr. Bryan informed Board members that the Back to School Immunization Rush was a success. CCBoH pulled staff from most program areas to assist with the crowd. CCBoH is experiencing retention problems in various areas with current vacancies. Budgetary challenges exist as CCBoH jobs salaries are much lower than competitors. Dr. Bryan introduced Brenda Horton as the new Finance Administrator and stated how she has come in training staff and working to get books corrected and bring Finance areas current.

The PIO position is filled with new staff starting September 1, 2016. Dr. Bryan will assure that the PIO staff person make connection with the School System

Comments: Chairman Turner stated that going forward that CCBBoH should include Channel 23-24 (School System) for various advertisement to reach communities

CCBoH plan to move forward with new telephone systems installation since Back to School Rush is over

Budget Update

Brenda Horton

Mrs. Horton reported that the full Budget report was not completed and the handout was a preliminary report. This is mainly due to the delay of FY17 allotments. The Budget included the 3% increase for employees and special increase for Nurses which were approved in the Governor's Budget.

FY2017 Budget allotments were not received until July 17, 2016 (27 days wait from beginning of new Fiscal budget). This created a rocky start for 2017 Budgets within CCBBoH. In addition, current staff shortage still exist within the Finance unit.

Mrs. Horton further stated that there have been reductions in various arears having a negative effect on overall Budget for state and counties. In addition, increase in fringe benefits for employees

Comments: Superintendent Jackson stated the School System budget is also suffering as a result of the increase in fringe benefits.

Dr. Cheever added that the Clayton Center is not added full time staff at this time and seeking extra personnel through a Staffing Agency for temporary staff

Telephone System Update

Sam Dudley

Mr. Dudley stated that the IT unit is actively engaged in the process of getting all details in place for installation of the new telephone system. IT is awaiting the required Legal Document for Vendor which was submitted to County Attorney Fuller.

New telephone system should be installed with the next 45 days with the Forest Park Office being first to come on line.

Environmental Health Report and Updates

Samuel McCullough

Mr. McCullough brought to the board approval of the Food Services Rules and Regulations
Mr. McCullough reported on the changes for the Food Services Rules and Regulations for 511-6-1. The changes Fact Sheet were distributed

Mr. McCullough requested approval of the Rules and Regulations

Dr. Cheever made a motion to approve Rules and Regulations as presented, Mr. Woods seconded the motion. A unanimous vote was received from the remainder of the Board members and Rules and Regulations approved by Chairman Turner

Mr. McCullough stated that there is a staffing problem within the Environmental Health area due to non-competitive salaries (does not have budget to staff)

Comments: Chairman Turner suggested conducting a salary study statewide

Back to School Rush

Dr. Kevin Mason

Dr. Mason reported that CCBBoH started the Back to School Rush on July 25, 2016 that ran through a 2 ½ period. A total of 2,144 clients was served generating total fees of \$40, 250.

The CCBBoH was the only county during this period that serviced “Walk-Ins. As a result clients came to Clayton County from other surrounding counties for services. Also, had clients that had moved within the county from out of the country which required at least thirty (30) minutes to process. CCBBoH experienced some complaints, however was able to work them and serviced everyone that came.

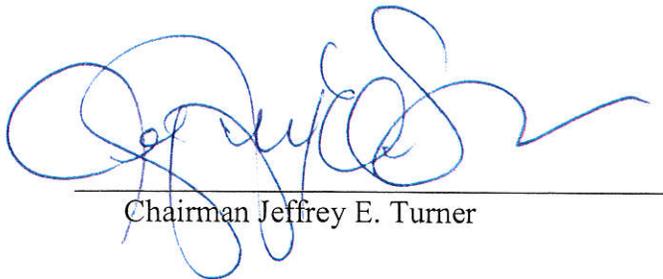
Dr. Mason restated that CCBBoH staff was pulled from various areas to support this cause and should be acknowledged for their hard work.

Comments: Chairman Turner echoed the sentiments and thanks to the CCBBoH for their dedication and hard work during the Back to School Rush

Chairman Turner thanked all for their reports and opened floor for further comments or questions. No comments or questions from those present

Adjournment

There being no further business the regular meeting was adjourned. A motion was made by Dr. Cheever and seconded by Chairman Turner. The meeting was adjourned.



Chairman Jeffrey E. Turner

10/18/16
Date