



JEFFERSON COUNTY BOARD OF HEALTH

Wednesday, June 8, 2016 - 5:00 p.m.
5th Floor Board Room

PRESENT: Jennifer R. Dollar, M.D., Max Michael, III, M.D., Joshua Miller, D.O., Yocunda Clayton, M.D., Hernando Carter, M.D., and Commissioner Jimmie Stephens

OTHERS

PRESENT: Mark Wilson, M.D., Carolyn Dobbs, M.D., Rodney Holmes, Jonathan Stanton, and Denisa Pridmore

Call to Order

The meeting was called to order by Dr. Dollar, Chair.

Minutes

Minutes of the May 11, 2016 meeting were approved as distributed.

Using Technology to Enhance Performance Management

Jonathan Stanton, P.E., Director of Environmental Health, provided education about the public health responsibilities of the Environmental Health Division to the Board of Health. Mr. Stanton discussed ways his area is improving services by assessing the preferences of a more digital community. He reviewed Environmental Health's Public Health Standards from the Centers for Disease Control and Prevention (CDC) as they relate to the ten essential services of Environmental Health.

Environmental Health is currently looking at different applications for its geographic information system (GIS). The system will allow real time data gathered by JCDH staff to be displayed on maps that are generated and can be shared among different agencies for a total community picture. Staff can then use this data to analyze public health threats to certain communities along with the amount of work other JCDH staff have performed within certain geographic areas. GIS may be used with smartphones and is currently being used to map the storm drains for Storm Water Management Authority, Inc. (SWMA) member cities. Staff are also using tablets in their field work.

JCDH is partnering with the Lakeshore Foundation on an Access to Care Health Impact Assessment (HIA). One area this technology could be applied is vector control since we would be able to see where complaints originated and if they relate to areas prone to flooding.

Mr. Stanton reported that JCDH is working with UAB, Regional Planning Commission, and other partners to link our governmental agencies data together. The information will be

available to the community on their smart phones or computers to help them make health decisions.

Mr. Stanton noted JCDH wants to assure the public we are doing the best job we can do with the resources available. JCDH vehicles have an internal GPS system that should match employees' daily reports and we will be working to incorporate GIS into route planning for more efficiency. Environmental Health is working to develop productivity standards that encourage both quantity and quality for our community needs in order to help protect the public.

Mr. Stanton stated the goal of Environmental Health is to put the use of our resources into the most effective, cost-saving, and public health impacting endeavors possible.

Financial Statement

Mr. Rodney Holmes, Director of Finance & Administration, discussed the May 2016 Financial Report. A motion to accept the financial report was made, seconded and approved.

Contracts

On the motion of Dr. Michael, and seconded by Dr. Carter, the following contracts were approved:

Renewal of a contract with Cision US Inc. (payee) for media relations professional edition living news contract list and tracking, Cision news on-demand premium with LexisNexis, social media monitoring and broadcast, broadcast video download package, PR Web advanced releases at a cost not to exceed \$14,945 from July 1, 2016 through June 30, 2017.

Renewal of a contract with Security Engineers, Inc. (payee) to provide site specific training on Confrontational Management, Security Mindset and Hostile Intruder as well as security assessments for JCDH at a cost not to exceed \$5,000 from February 2, 2016 through February 2, 2017.

Renewal of a contract with Security Engineers, Inc. (payee) to provide site specific assessments for JCDH. This will include ancillary cost, site security assessment and Guy Tate building site security review at a cost not to exceed \$6,750 from May 1, 2016 through May 1, 2017.

An amendment to a contract with Human Resources Management, Inc. (payee) to increase the amount of the agreement for Contractor to provide human resources consulting services to JCDH at an hourly rate and entire cost of contract not to exceed \$264,000 from September 1, 2015 through December 31, 2016.

A new contract with Birchfield Penuel & Associates (payee) to provide architectural and engineering services for JCDH's Eastern Health Center parking lot expansion at a rate not to exceed \$45,000 from June 1, 2016 through June 1, 2017.

A new contract with Human Resources Management, Inc. (payee) to provide Human Resources technical needs assessment and planning at a rate of \$125 per hour; not to exceed \$30,000, from May 25, 2016 through September 30, 2016.

JCDH Employee Time and Attendance Policy and Procedure

Dr. Wilson reminded the Board the Employee Time and Attendance and the Tuition Assistance policies were sent to them by email last week. He noted the version they received

did not include the section for probationary employees being allowed to use sick and vacation leave but copies were available if they would like one.

On the motion of Dr. Michael, and seconded by Dr. Carter, the following resolution was approved:

WHEREAS, the Jefferson County Board of Health (the "Board") previously approved an Employee Time and Attendance Policy and Procedure (the "Policy") as revised from time-to-time for use by the Jefferson County Department of Health ("JCDH"); and,

WHEREAS, The Policy was last revised March 7, 2011; and,

WHEREAS, JCDH determined the Policy requires updates and amendments to comply with current time and attendance practices and enhance JCDH efficiencies and recommends the Board accept the revised Policy approved by JCDH May 16, 2016; and,

WHEREAS, JCDH employees have received training on the revised Policy; and,

WHEREAS, JCDH exercised its option under Section 19 of the Enabling Act of the Personnel Board of Jefferson County, Alabama, as amended, and the Rules and Regulations of the Personnel Board of Jefferson County, as amended, to include in the revised Policy these provisions: "New hires are eligible to use accrued vacation leave time after three (3) months of continuous service.", and "New hires are eligible to use sick time after three (3) months of continuous service."

WHEREAS, it is the opinion of the Board, upon recommendation of JCDH, that the revised Policy be implemented;

NOW THEREFORE, BE IT RESOLVED, that JCDH may implement the revised Employee Time and Attendance Policy and Procedures effective June 1, 2016.

Under Personnel Board of Jefferson County, Rule 13, copy of this Resolution and the revised Policy will be filed with the Personnel Board of Jefferson County.

JCDH Tuition Assistance Policy

On the motion of Commissioner Stephens, and seconded by Dr. Miller, the following resolution was approved:

WHEREAS, the Jefferson County Board of Health (the "Board") previously approved the Employee Higher Education Policy and Procedure as revised from time-to-time for use by the Jefferson County Department of Health ("JCDH"); and,

WHEREAS, The Employee Higher Education Policy was last revised August 1, 2014; and,

WHEREAS, JCDH determined the Higher Education Policy requires revision to comply with current law and enhance JCDH efficiencies and recommends the Board's acceptance; and,

WHEREAS, the revised JCDH policy is designated the Tuition Assistance Policy and Procedures; and,

WHEREAS, it is the opinion of the Board, upon recommendation of JCDH, that the revised Tuition Assistance Policy and Procedures be implemented;

NOW THEREFORE, BE IT RESOLVED, that JCDH may implement the revised Tuition Assistance Policy and Procedures effective June 1, 2016.

Credentialing

Dr. Wilson reported that JCDH is in the process of hiring Dr. Mary C. Gipson for a Public Health Medical Officer position in Clinical Services and would like to finalize this before the end of June. Initial credentialing for Dr. Gipson is complete except for two letters of recommendation and the transcript from her medical school. He asked for the Board's approval to hire her once these 3 items are received. The Board unanimously approved the Credentials Report pending receipt of the additional documents.

Health Officer Report

Air Regulations

Dr. Wilson reported that he had met with the Air Pollution Engineers and David Maxey to discuss the latest amendment of Chapter 16 of the Air Pollution Rules and Regulations allowing JCDH to charge a minimum presumptive compliance fee for low-emitting and inactive Title V sources. Jefferson County has four facilities that are completely inactive but still have their permit and a fifth facility is operating at a low level. JCDH is still required to monitor and inspect these facilities to verify there is no evidence of operation, as well as report back to the Environmental Protection Agency on those facilities. Dr. Wilson discussed the Department's costs for these required inspections and reminded the Board that the Air Pollution Program has reduced staff considerably over the past few years but has basic fixed costs to run the program. Various types of fees are currently being assessed by other agencies to cover these costs. Nonetheless, the JCDH Air Pollution Program is able to absorb these costs in the near term. Dr. Wilson recommended the Department absorb the costs and not institute this fee for the time being. If it becomes financially necessary to charge this fee in the future, it will be brought back to the Board of Health for approval. There is no need to change the revisions to the Air Pollution Regulations approved by the Board at its May 11, 2016 meeting, since the Regulations *allowed* the fee but did not *mandate* it. The Board accepted Dr. Wilson's recommendation.

Strategic Plan Update

Dr. Wilson reported the second major planning session for the Strategic Plan was held yesterday with the Executive Management Team (EMT) and managers. Objectives and tactics were added for the four strategic priority areas. The Clarus Consulting Group will organize the work and bring back to the EMT. Dr. Wilson noted the "Meetings with Mark" conducted at all JCDH locations for employees to share input into the Strategic Plan went well. He expects the draft plan to be completed in the next few weeks and it will be presented for the Board's approval within the next couple of months.

Dr. Wilson discussed the Scope of Services priority group, which includes the additional services JCDH may want to provide or invest more resources to increase efforts in these areas. After reviewing the data, the following three areas were prioritized:

A) Chronic Disease Prevention & Management

Priorities:

1. Obesity/Diabetes
2. Tobacco
3. Hypertension

B) Infectious Diseases

Priorities:

1. HIV Rates
2. Syphilis Rates
3. Hepatitis C

C) Mental Health & Substance Abuse

Dr. Wilson said the Strategic Plan timeline is out of alignment with our budget planning schedule since the proposed budget is due to the Jefferson County Commission by July 1, 2016. He stated an amended budget is a possibility in order to create some capacity for the Strategic Plan.

Trail System

Dr. Wilson stated JCDH's investment in the Red Rock Ridge and Valley Trail System a few years ago helped leverage contributions from other sources and multiply our impact. He would like to invest more of our unassigned fund balance in trails and greenways to further develop the system. Dr. Wilson and Rodney Holmes have spoken to Freshwater Land Trust (FWLT) personnel to make them aware of this. FWLT is preparing proposals that may include eastern Jefferson County or connecting the Rotary Trail to the eastern area.

Dr. Wilson said JCDH has received a request to fund a walking trail at a multi-purpose recreational athletic park being developed in southwestern Jefferson County. We are looking into this since JCDH has promoted walking trails over the years and may bring something back to the next Board of Health meeting.

Zika Virus

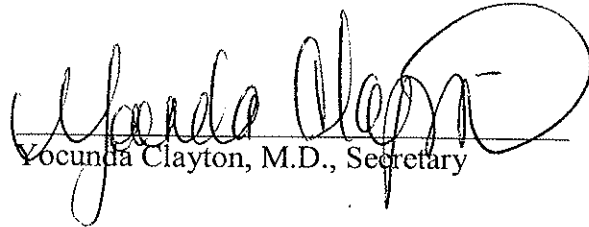
Dr. Wilson stated the second case of travel-related Zika virus in Jefferson County was confirmed two weeks ago. JCDH Disease Control staff responded and provided counseling for the person. JCDH Environmental Health staff conducted an environmental assessment in the individual's neighborhood which included offering to abate mosquito breeding sites on private properties. We are working on distributing educational material through our clinics.

Public Health Advised Fund

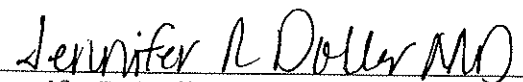
Dr. Wilson shared information on one of the mini-grants issued through the Public Health Advised Fund recently to REV Birmingham for the ZYP BikeShare Program. The grant will provide discounted BikeShare memberships for low income citizens. Additionally, they will develop a way to have easy access to inexpensive bicycle helmets.

The Board discussed the importance of the city being more bicycle conscious.

The next Board of Health meeting is scheduled for Wednesday, July 13, 2016 at 5:00 p.m. in the Fifth Floor Board Room. There being no further business, the meeting adjourned at 6:20 p.m.


Yocunda Clayton, M.D., Secretary

Approved:


Jennifer R. Dollar, M.D., Chair