



JEFFERSON COUNTY BOARD OF HEALTH

Wednesday, August 13, 2025 - 5:00 p.m.

5th Floor Board Room

Present: Iris Fancher, MD, Michele Kong, MD, Elizabeth Turnipseed, MD, Weily Soong, MD, and Andre' McShan, MD

Absent: Commissioner Jimmie Stephens

Others Present: David Hicks, DO, Rodney Holmes, Bryn Manzella, Loretta Hicks, Jim Ferguson, Esq., Wesley Willeford, MD, David Maxey, Esq., and Terrie Hartley

Call to Order

The meeting was called to order by Dr. Kong.

Approval of Minutes

The minutes of the July 9, 2025 meeting were approved as distributed.

Acceptance of Fiscal Year 2024 Financial Statements Audit Report

The Board unanimously accepted the Fiscal Year 2024 Financial Statements Audit Report presented at the July 9, 2025 Board of Health meeting.

June and July 2025 Financial Statements

Rodney Holmes, CPA, Director of Finance and Administration, reviewed the June and July 2025 Financial Statements and addressed questions from the Board.

Fiscal Year 2026 Budget Request

Mr. Holmes presented the Fiscal Year 2026 budget request. He stated, at the request of the Board, the General Fund budget was decreased by 1.7% from Fiscal Year 2025 and noted the General Fund amount does include the unification of two pay scales which will be discussed later.

The proposed General Fund budget totals \$63,966,112, a decrease of \$1,139,059 (1.7%) from the Fiscal Year 2025 budget.

Revenue Highlights

The budget includes \$10,500,000 of ad valorem tax revenue, a 10.7% increase from Fiscal Year 2025. This amount is an estimate of two percent (2%) of the ad valorem tax collected in Jefferson County for the County and its Municipalities, excluding those ad valorem taxes collected for the State of Alabama and all Boards of Education, and is the minimum percentage allowed in the funding legislation. The budget includes sales tax revenue of \$29,000,000, a 1% increase from Fiscal Year 2025.

Net Intergovernmental Revenue of \$2,645,661 a 29% increase compared to the prior year's budget. The increase is due to an increase in funding from Alabama Department of Public Health (ADPH) for local disease control efforts. Revenues for Service Charges (charges for services provided by the Department) in Fiscal Year 2026 are budgeted to be \$12,761,283 which are consistent with the prior fiscal year.

The \$4,436,543 budgeted for Other Revenue/Non-Operating Revenue is 3% higher than the prior year's budget.

An allocation of \$4,622,625 is expected from the Department's General Fund balance.

Expenditure Highlights

Personnel costs of \$41,571,763, which includes a proposed 3% Cost-of-Living Adjustment and pay scale unification are projected lower than those budgeted for Fiscal Year 2025. Salaries account for 71% of the personnel cost budget, with employee and retiree benefits representing 28% and 2%, respectively.

Contractual Services of \$7,017,800 are lower by approximately 5% from the previous year's budget. Materials and Supplies costs are projected to be \$14,176,549, a 4% increase from Fiscal Year 2025. This increase is primarily due to projected increased equipment maintenance costs, minor equipment, and computer software. Dr. Hicks reminded the Board of an email sent prior to the meeting of highlights to the proposed budget including trail development for the Red Rock Trail System. Additionally, there were three trail requests for the following: Corner Community Park, Greenwood Park (Bessemer), and Tannehill State Park (Jefferson County) which are included in the Contractual Services portion of the budget.

The Capital Expenditure/Transfer budget of \$1,200,000 for capital asset replacement transfer remains unchanged from Fiscal Year 2025.

Capital Projects Fund

Approximately \$11 million in expenditures are planned for Fiscal Year 2026. These include funds for repairs and improvements to JCDH buildings, replacement of obsolete vehicles, and replacement of some IT infrastructure.

Special Revenue Funds

In addition to the General Fund Budget, the Department has seventeen active Special Revenue Funds, expected to total approximately \$8 million. These funds are operated according to the funding requirements of special grants and appropriations.

The General Fund, Capital Projects Fund, and Special Revenue Fund budgets for Fiscal Year 2026 total \$82,649,462.

Unifying Jefferson County Department of Health Pay Scales

Dr. Hicks reminded the Board of communication sent prior to the meeting regarding the following resolution requesting to unify the JCDH Regular Pay Plan and the JCDH Medical Pay Plan. This would bring all JCDH employees under one plan contingent upon approval from the Personnel Board of Jefferson County. After a brief discussion, the Board agreed to unify the two pay plans.

On the motion of Dr. Turnipseed, and seconded by Dr. Fancher, the following resolution was approved:

WHEREAS, the Jefferson County Board of Health, and the Health Officer for Jefferson County, exercise public authority and duties set forth in the Alabama Code at section 23-2-1—5, including enforcement of the state and local health laws and regulations throughout Jefferson County, Alabama, including municipalities within the county; and,

WHEREAS, among the statutorily mandated powers of the Health Officer, under the direction of the state Health Officer and the county Board of Health, is the “direction of all sanitary and public health work in the county, and to employ for his assistants subject to the provisions of the appropriate merit system, such number of physicians, nurses, clerks, inspectors, and other employees as are found necessary to accomplish the work” as set forth in Alabama Code section 22-3-4, and which function, in conjunction with the Board of Health and the Health Officer, as the Jefferson County Department of Health (JCDH); and,

WHEREAS, JCDH has operated for some time under two pay scales, being denominated the “Official Salary Schedule,” the current version of which is attached as Exhibit A, and the “Official Medical Salary Schedule,” the current version of which is attached hereto as Exhibit B; and,

WHEREAS, the Health Officer has recommended unifying these two schedules by placing all employees currently paid under the “Official Salary Schedule” to the equivalent level under the “Official Medical Salary Schedule” to form one unified Salary Schedule for JCDH, which will change the rate of pay of the Classes in the Pay Plan set forth in the “Official Salary Schedule” to those set forth in the “Official Medical Salary” as set forth in Exhibits A and B, respectively; and,

WHEREAS, Rule 8.4 b of the Rules and Regulations of the Personnel Board of Jefferson County provides: “Adjustment of Less Than Entire Schedule. The governing body may change the rate of pay of one Class or a number of Classes in the Pay Plan as set forth in this subsection. The governing body shall pass an order or resolution setting forth the Class or Classes to be affected and the rates of pay proposed to be assigned to each Class and shall within ten (10) calendar days of passage file a certified copy of such order or resolution with the Board. The resolution or order shall become valid and operative according to its terms unless the Board disapproves of such resolution or order within thirty calendar days after the date of filing with the Board. If the Board disapproves the resolution or order, it shall be invalid and of no legal effect.”; and,

WHEREAS, the Board has examined the reasons supporting the change to a unified pay schedule serve public purposes including enhancing the ability of the Health Officer to recruit and retain qualified and capable assistants and employees to perform the vital public health work essential to maintaining a healthy community; and,

WHEREAS, the Board has received information concerning the effect of the change on the JCDH budget for FY 2026 and concludes the proposed plan is within the scope of the available resources to be effectuated as October 1, 2025:

NOW THEREFORE, BE IT RESOLVED that the Jefferson County Board of Health, by a majority vote of its members at a regularly scheduled meeting, does hereby accept the Health Officer’s recommendations and approves unifying the JCDH pay scales by placing all employees currently paid under the “Official Salary Schedule” to the equivalent level under the “Official Medical

Salary Schedule” to form one unified Salary Schedule for JCDH, and requests that the Personnel Board of Jefferson County vote to accept this proposal at its next regularly scheduled meeting on August 28, 2025, so as to allow JCDH time to implement the changes effective October 1, 2025. The Health Officer is hereby requested to cause a certified copy of this resolution as passed by the Board to be filed with the Personnel Board of Jefferson County with all deliberate speed, and in no event later than ten calendar days from passage of this resolution. The Health Officer is hereby authorized and requested to coordinate with the Personnel Board of Jefferson County and to sign any and all necessary documents or agreements to implement the pay plan changes.

Dr. Hicks provided a summary of the following annual resolutions. On the motion of Dr. McShan, and seconded by Dr. Soong, the following resolutions were approved:

Budget – Fiscal Year 2025-2026 Budget & Cost of Living Increase

BE IT RESOLVED that the General Fund Budget of the Jefferson County Department of Health for fiscal year October 1, 2025, through September 30, 2026, in the amount of \$63,966,112, is adopted. This budget includes a 3% cost of living increase and pay scale unification for eligible Jefferson County Department of Health employees effective October 4, 2025.

BE IT FURTHER RESOLVED that all Special Revenue Fund Budgets for fiscal year October 1, 2025, through September 30, 2026, are adopted.

Transfer of Funds

BE IT RESOLVED that the Health Officer of the Jefferson County Department of Health is authorized to transfer funds from one category or line item to another within the General Fund and all Special Revenue Funds, as necessary, to improve Department efficiency, as long as the General Fund Budget is not exceeded for the fiscal year October 1, 2025, through September 30, 2026.

Fiscal Year 2025-2026 Holiday Schedule

BE IT RESOLVED by the Jefferson County Board of Health that the official holidays for eligible Jefferson County Department of Health employees for fiscal year 2025-2026 shall be the same as adopted by the Board of Health for 2025 including two variable days for a total of thirteen holidays.

Longevity Pay Compensation Plan 2025

WHEREAS, the Jefferson County Department of Health values our employees; and,

WHEREAS, the County Health Officer serves as the chief executive officer of the Jefferson County Department of Health, as well as its Appointing Authority; and,

WHEREAS, Alabama law authorizes the County Health Officer to use his or her discretion in the allocation of the resources of his or her office in a method to accomplish the public health work in the county in an efficient, effective, and professional manner; and,

WHEREAS, the County Health Officer has recommended that, as an acknowledgment of appreciation for their years of service, the Board endorses additional compensation to our full-time classified employees in the form of a one-time lump sum longevity payment as set forth herein.

THEREFORE, IN LIGHT OF THE FOREGOING, BE IT RESOLVED, THAT:

1. Eligibility for longevity payments shall be based on the following increments of service:

Years of Service Reached During Measurement Period	Longevity Pay Awarded
5 years of service	\$500
10 years of service	\$1000
15 years of service	\$1500
20 years of service	\$2000
25, 30, 35, or 40 years of service	\$2500

2. The eligibility measurement period is based on a calendar year. In order to receive the longevity pay during this 2025 resolution, the employee must have met the five (5) year service increment listed above between January 1, 2024, to December 31, 2024. Only the employees who reached the specific milestone during the measurement period will be awarded longevity pay.
3. Longevity payment shall occur as a one-time lump sum payment amount to be paid prior to December 31, 2025.
4. Calculation of longevity time shall be based on total uninterrupted full-time service with the Jefferson County Department of Health. Since the calculation is based on five (5) year increments, leaves of absence with or without pay and disciplinary suspensions shall not be deemed an interruption of service.
5. This resolution only applies to active full-time classified employees. The employee must be an active employee on the date the longevity payment is awarded.
6. Part-time and temporary employees are not eligible for longevity pay. Active part-time employees, however, may be awarded longevity pay if the employee was in a full-time position when they reached the eligible service date for the measurement period and there was no break in service.
7. Payments listed above are gross amounts from which the Department will withhold taxes and other remittances.

Contracts

On the motion of Dr. Soong, and seconded by Dr. Fancher, the following contracts are approved:

A new contract with KGG Coding & Reimbursement Consulting, LLC (payee) for coding consulting on an as needed basis, at an hourly rate of \$200 from July 1, 2025, through June 30, 2026.

A new contract with Kimberly Cason (payee) for consulting on public health matters, audit projects, training, and policy assistance, at an hourly rate of \$70; not to exceed \$39,000 from July 1, 2025, through June 30, 2026.

A new contract with Kelly Morrison McCormack (payee) who will present three internal communication sessions on Employee Team Day; not to exceed \$1,500 on October 10, 2025.

Renewal of a contract with DISA Global Solutions (payee) to provide high quality reporting of background checks, drug screens, and monthly fraud abuse control information system reporting; not to exceed \$29,999 from July 11, 2025, through July 11, 2026.

An amendment to a contract with the Board of Trustees of the University of Alabama for the University of Alabama at Birmingham (payee) for additional operational and reporting support services for Overdose Data to Action-Local grant as dictated by the Centers for Disease Control and Prevention/JCDH work plan; not to exceed \$321,067 from May 1, 2024, through August 31, 2028.

A new bid contract with Syra Health Corporation (payee) to provide data collection, community engagement, data analysis, project management, and final reporting per RFP #25-10-01; not to exceed \$59,500 from March 1, 2025, through July 31, 2025. Dr. Hicks stated that, due to the cancellation of the federal grant, payment for this contract will be made from the general fund.

A new bid contract with Karen Porter Marketing, LLC (payee) for advertising on ten billboards throughout Birmingham; not to exceed \$24,000 from July 28, 2025, through January 28, 2026.

A new contract with Gen-Co, Inc. (payee) to provide bi-annual generator inspections; not to exceed \$15,840 from June 1, 2025, through December 31, 2027.

A new bid contract with SWE, Inc. d/b/a Southwest Engineers (payee) for water treatment service for hot and chill water systems per bid #25-04-11; not to exceed \$20,953.28 from May 20, 2025, through May 20, 2028.

Renewal of a contract with Wolters Kluwer (Up to Date) (payee) which allows JCDH to manage the assurance of usernames via the Up to Date subscriber manager console; not to exceed \$8,161.35 from August 1, 2025, through July 31, 2026.

An amendment to a contract with the Board of Trustees of the University of Alabama for the University of Alabama Birmingham (payor) for a no cost extension for Alabama/North Carolina STD/HIV Training Center grant funding for sexually transmitted infection training for the region; not to exceed \$26,675 from April 1, 2025, through March 31, 2026.

Renewal of a contract with Alabama Department of Public Health-Family Health Services (payor) for JCDH to provide family planning services under the Title X Family Planning grant; not to exceed \$636,570 from April 1, 2025, through March 31, 2026.

Health Officer Report

Report from State Health Officer – July 2025

Dr. Hicks presented to the Board for their information a summary report for the month of July 2025, from Dr. Scott Harris, State Health Officer, sent monthly to county Boards of Health describing actions taken by the State Committee of Public Health.

Organizational Assessment

Dr. Hicks notified the Board that the Department is proactively recruiting candidates for new supervisory roles as part of ongoing organizational restructuring initiatives. Additionally, a decision-making matrix has been presented to the Executive Management team.

Landscape Analysis

The Executive Management Team (EMT) has completed their review of proposals from partners on how they could help meet the business needs of the Department at Western Health Center. The EMT is recommending that the Board endorse the Department proceeding with due diligence to finalize an agreement with a community partner.

2025 Valley Creek Cleanup

Dr. Hicks reported that on August 9, the Department participated in the 2025 Valley Creek Cleanup in collaboration with municipal officials, local businesses, and community volunteers. This event also aimed to educate and involve residents regarding the significance of waterway protection. The Valley Creek Watershed encompasses extensive urban areas that are vulnerable to pollution from litter, illegal dumping, and other anthropogenic activities. Cleanup efforts were organized in the cities of Brighton, Fairfield, Hueytown, Midfield, and Pleasant Grove. Over 560 volunteers assisted in collecting refuse and miscellaneous debris from roadsides and the creek.

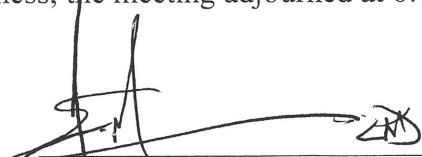
Back-to-School Vaccination Initiative Update

Dr. Hicks reported that Back to School Immunization Clinics were held at Central Health Center from July 28 to August 13, Monday through Friday, plus one Saturday session on August 2. Due to staffing shortages, no clinics occurred at other locations. So far, nearly 1,800 vaccinations and over 1,100 Certificates of Immunization have been issued, compared to 3,100 and 2,300 last year. Additional data will be available soon.

Cancelled Visit by the Centers for Disease Control and Prevention (CDC)

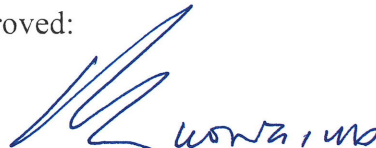
The Centers for Disease Control and Prevention (CDC), Division of Infectious Disease Readiness and Innovation, within the National Center for Emerging and Zoonotic Infectious Diseases, cancelled a scheduled visit to Alabama following the recent shooting incident at CDC facilities in Atlanta.

The next Board of Health meeting is scheduled for Wednesday, September 10, 2025, at 5:00 p.m. in the Fifth Floor Board Room. There being no further business, the meeting adjourned at 6:16 p.m.



Andre' McShan, MD, Secretary

Approved:



Michele Kong, MD, Chair