JEFFERSON COUNTY BOARD OF HEALTH
Wednesday, August 12, 2020 - 5:00 p.m.
5th Floor Board Room
Via Telephone Conference

Present on Call: Yocunda Clayton, MD, Sylvie Stacy, MD, Hernando Carter, MD, Kenny Murray, MD, Susan Walley, MD, and Commissioner Jimmie Stephens

Others Present on Call: Mark Wilson, MD, David Hicks, DO, Senitra Blackburn, Kim Cason, Hannah Duncan, Rodney Holmes, and Denisa Pridmore

Call to Order
The meeting was called to order by Dr. Stacy, Chair.

Minutes from the July 8, 2020 meeting were approved as distributed.

June 2020 Financial Statements
Dr. Stacy noted that the June 2020 Financial Statements were included in the Board package. Rodney Holmes, CPA, Director of Finance, answered questions from the Board.

FY 2021 Budget Presentation
Mr. Holmes presented the FY 2021 budget request.

Revenue Highlights
The budget includes $7,600,000 of ad valorem tax, an increase of $311,802 (4%) from Fiscal Year 2020. This amount is an estimate of two percent (2%) of the ad valorem taxes 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 $20,500,000, a 14% decrease from Fiscal Year 2020.

Net Intergovernmental Revenue of $2,135,690 is an increase of $53,386 (2.6%) over prior year budget. Revenues for services provided by the Department in Fiscal Year 2021 are budgeted to be $8,768,732, a decrease of $3,335,530 (-27.6%) from Fiscal Year 2020’s budgeted amount and is primarily the result of the COVID-19 pandemic’s projected impact on JCDH’s clinical and environmental health programs.

The $2,342,132 amount budgeted for Other Revenue/Non-Operating Revenue is lower than the prior year budget by $202,137 (-8%).
An allocation of $9,570,318 is expected from the Department’s unassigned General Fund fund balance.

**Expenditure Highlights**
Personnel costs of $35,140,015 are $192,382 (-0.5%) lower than those budgeted for Fiscal Year 2020. Salaries are 76% of personnel cost budget, with employee and retiree benefits representing 23% and 1% respectively.

Contract Services of $4,108,670 are higher by $462,310 (12.7%) than those budgeted in Fiscal Year 2020. Materials and Supplies costs are projected to be $10,468,187 which is a $1,146,748 (-9.9%) decrease from Fiscal Year 2020.

The Capital Expenditure/Transfer budget of $1,200,000 for capital asset replacement transfer remains unchanged from Fiscal Year 2020.

**Capital Projects Fund**
Expenditures of $3,016,125 are planned for Fiscal Year 2021. This includes funds for capital improvements to the Guy M. Tate Building and Eastern Health Center and the replacement of some IT infrastructure.

**Special Revenue Funds**
In addition to the General Fund Budget, the Department has nine active Special Revenue Funds expected to total $7,641,192. These funds are operated in accordance with the funding requirements of special grants and appropriations.

The General Fund, Capital Projects Fund and Special Revenue Fund budgets for Fiscal Year 2021 total $61,574,189.

On the motion of Dr. Walley, and seconded by Dr. Clayton, the following resolutions were approved:

**Budget – Fiscal Year 2020-2021**

BE IT RESOLVED that the General Fund Budget of the Jefferson County Department of Health for fiscal year October 1, 2020 through September 30, 2021, in the amount of $50,916,872 is adopted.

BE IT FURTHER RESOLVED that all Special Revenue Fund Budgets for fiscal year October 1, 2020 through September 30, 2021 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
approved General Fund Budget is not exceeded for the fiscal year October 1, 2020 through September 30, 2021.

**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 2020-2021 shall be the same as adopted by the Board of Health for 2020 including two variable days for a total of twelve holidays.

**Contracts**

On the motion of Dr. Murray, and seconded by Dr. Clayton, the following contracts were approved:

Renewal of a contract with Up To Date/Wolters Kluwer (payee) for subscription to Up To Date for providers. This is a software system that is a point-of-care medical resource; not to exceed $10,573 from August 1, 2020 through July 31, 2021.

Renewal of a contract with Open Text, Inc. (payee) to provide maintenance services for RightFax software; not to exceed $4,618.80 from August 28, 2020 through August 27, 2021.

A new bid contract with Stewart of Alabama, Inc. (payee) to manage printers, fax machines, and multi-function printers for JCDH, including monitoring, repair and all supplies, at a rate of $.0184 for black and white impressions and $0.097 for color impressions; not to exceed bid values from July 17, 2020 through July 17, 2023.

A new contract with Teklink, Inc. d/b/a C Spire Business (payee) to provide maintenance on the hardware purchased for Cisco WebEx calling services; not to exceed $35,260.19 from June 17, 2020 through June 17, 2023.

Renewal of a contract with Metro Monitor, Inc. (payee) to provide JCDH access to usable links to media stories and unlimited downloads; not to exceed $2,000 from July 1, 2020 through July 1, 2021.

Renewal of a contract with Summit Media, LLC (payee) to provide educational and promotional radio commercials, including production, for the Household Hazardous Waste Collection Day event scheduled for July 25, 2020; not to exceed $2,490 from July 8, 2020 through July 25, 2020.

An amendment to a contract with TruMed Systems, Inc. (payee) for automated vaccine management system to control inventory, temperature, and reporting for Vaccines for Children and private stock vaccine. Accuvax machine, software and subscription added; not to exceed $750 per month for Accuvax machines and $250 per month for Accushelf from June 30, 2020 through June 30, 2025.
A new contract with Competitive Solutions, Inc. (payee) for a Certified Peer Recovery Support Specialist Liaison to assist with Peer RX, an online platform for peer suppliers and peer consumers; not to exceed $1,548 from June 1, 2020 through May 31, 2021.

A new contract with Compass Laboratory Services, LLC (payee) to provide COVID-19 medical laboratory services to uninsured Jefferson County residents, at a rate of $101 per COVID-19 test, from July 23, 2020 through December 31, 2020.

A new contract with Robert Half Government (payee) to provide professional staffing for contact tracing for COVID-19 emergency services, at a rate of $20 per hour from July 16, 2020 through July 16, 2021.

A new contract with iOn Integrated Solutions, LLC d/b/a 1 Point USA (payee) to maintain personal computers and network configuration for JCDH security system, at a rate of $940 per month; not to exceed $13,680 from December 3, 2019 through December 3, 2020.

A new contract with iOn Integrated Solutions, LLC d/b/a 1 Point USA (payee) to provide access control services at Guy M. Tate building upper deck; not to exceed $5,871.45 from March 17, 2020 through March 17, 2021.

A new contract with iOn Integrated Solutions, LLC d/b/a 1 Point USA (payee) to provide access control services at JCDH Annex; not to exceed $1,285.75 from March 18, 2020 through May 18, 2021.

A new contract with Mamava, Inc. (payee) for the purchase of two Mamava Lactation Suites or Mamava Minis; not to exceed $44,950 from July 9, 2020 through December 31, 2020.

A new contract with New Solutions Group (payee) for relocation of Storm Water Management shed located at JCDH Annex; not to exceed $3,450 from May 26, 2020 through July 26, 2020.

A new bid contract with New Solutions Group (payee) to provide landscape services to JCDH per bid #20-06-13, at a cost of $96,800 annually; not to exceed $290,400 from August 1, 2020 through August 1, 2023.

A new contract with Spec 9 Contract Flooring Group, LLC (payee) to provide flooring replacement services in clerical area in Central Health Center; not to exceed $43,988 from June 1, 2020 through August 1, 2020.

A new contract with Spec 9 Contract Flooring Group, LLC (payee) to provide flooring replacement services in the Specialty Clinic breakroom and clerical administrative office at Guy M. Tate building; not to exceed $4,306 from July 1, 2020 through August 1, 2020.

An amendment to a bid agreement with Davlin, LLC (payee) to extend term dates of the original bid agreement to provide landscaping management services to all JCDH centers; not to exceed $326,145 from April 2, 2020 through July 31, 2020.
**Hearing Officers**
Dr. Wilson stated that the following resolution adds one name, R.O. Hughes, to the list of Hearing Officers approved by the Board at the May meeting. Hearing Officers periodically resolve issues pertaining to air pollution, restaurant, and communal living facility proceedings.

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

The Board of Health hereby approves the following former judges to serve as Hearing Officers for the Jefferson County Board of Health:

J. Scott Vowell  
Edward B. Vines  
Julie A. Palmer  
James Hard  
Arthur J. Hanes, Jr.  
R.O. Hughes

**Report of the Health Officer**
Dr. Wilson provided an update on activities at JCDH during the past month. A more detailed summary will be included in the final minutes.

The next Board of Health meeting is scheduled for Wednesday, September 9, 2020 at 5:00 p.m. in the Fifth Floor Board Room or via telephone conference (announcement will be made prior to the meeting date). There being no further business, the meeting adjourned at 5:57 p.m.

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Susan Walley, MD, Secretary

Approved:

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Sylvie Stacy, MD, Chair