Board Members Present:
Chairman Jeffrey Turner
Mayor Angelyne Butler
Mr. Robert Dolphin
Ms. Luvenia Jackson
Dr. Lee Adams
Dr. Timothy Brown

Board Members Absent:
Dr. Morcease Beasley

Board of Health Staff:
Dr. Unini Odama, Interim DHD
Tara Taylor, District Administrator
Janna McWilson, RN, District Nursing Director
Samuel McCullough, EHS Director
Dennis Jones, District Operations Manager
Helen Garrett, EPR-EHS Admin Assistant
Rodi Evans, Administrative Assistant

Board Meeting Called to Order
The Board meeting was called to order by Chairman Turner at 10:07 a.m.

Approval of the Minutes
Chairman Turner requested approval of the October 18, 2018 Board meeting minutes. Motion was made by Ms. Jackson and seconded by Chairman Turner. Motion passed unanimously.

Director's Report
Dr. Odama provided an update to the Board which included:

Introduction of staff members Tara Taylor, Administrator, Dennis Jones, Business Ops Manager, Rodi Evans, Administrative Assistant, Jennifer Beane, Program manager, Sitha Morgan, WIC Coordinator. New hire for Chronic Disease Manager will start January 1st. Epidemiology had one contained case of food poisoning, no major outbreaks were reported from epidemiology. Epidemiology will be collaborating with clayton county schools next year on curriculum and programs to increase awareness on STI's and STD's.

Environmental Health has successfully moved to the third floor. Negotiations are going on with District 4 to help with food inspections, planning to have eight-week association with them to help us catch up on inspections. WIC services are talking to contractors and getting quotes on www.claytoncountypublichealth.org
need based repairs. Hopefully by the first quarter WIC will be moved out of Forest Park. Dental is now operational, dentist Dr. Morris is now serving patients.

Emergency Preparedness will have training for nurses, staff & volunteers to ensure everyone is ready for the Superbowl. Forest Park Clinical now has more space opened since Ryan White has been relocated. Vaccines are now stored and available at Forest Park. Clayton County Public Schools has agreed to provide supplies for a literacy center to be set in place at the Forest Park location.

Dr. Odama’s goal for 2019 is to continue to focus on people, accountability and excellence. CCBOH is currently establishing and reviewing all policies and procedures. Any deficiencies reported from audit will be addressed by all departments and worked on as a team to hopefully be improved in six months. Departmental manuals will be established on how things are done on daily to weekly basis. Intricate inventory system will also be created and implemented. Still working on vehicle purchase and securing a location to safely park the vehicles.

The search for a permanent DHD is still ongoing and the application is currently open. Five phone interviews will be conducted today. Call center for the Clayton County Board of Health will remain internal to ensure client retention.

Environmental Health Update:

Mr. McCullough gave updates on four new team members and inspections that have taken place to date. Gave update on state food service rule. Rule was revised on October 2nd, two new changes were incorporated. “Pop-Up” restaurants, no cooking will occur at these locations, only holding and dispensing. Changes were made to catering operations to accommodate the motion picture industry.

Mr. McCullough requested that the board vote to grant approval for our office to move forward with a public hearing relating to the revised rules. Chairman Turner requested a motion to approve the public hearing on January 31st. Mayor Butler made the motion and Ms. Jackson seconded. Motion passed unanimously.

Other Information: None

Adjournment:

Chairman Turner requested a motion for adjournment. Mayor Butler made a motion to approve and the motion was seconded by Ms. Jackson. Motion passed unanimously.

__________________________
Chairman Jeffrey E. Turner

__________________________
Date

Recorded by Rodi Evans

www.claytoncountypublichealth.org

PREVENT PROMOTE PROTECT
Office of Environmental Health Services Dashboard
October and November 2018

Food Service

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<tr>
<th>Type</th>
<th>Count</th>
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<tr>
<td>Routine Inspections</td>
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<tr>
<td>Preliminary Inspections</td>
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</tr>
<tr>
<td>Initial</td>
<td>13</td>
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<tr>
<td>Informal Inspections</td>
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<td>Temporary</td>
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Inspections

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<tr>
<td>Tourist Accommodations</td>
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<tr>
<td>Septic Inspections</td>
<td>15</td>
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<td>Complaints Opened</td>
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<tr>
<td>Complaints Abated</td>
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Septic Permits (R/N) 10
Site Evaluations 4
Existing System Evaluations 14
Contractor Testing 10

Inspections By Score

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<td>&quot;C&quot;</td>
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<tr>
<td>&quot;U&quot;</td>
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</tbody>
</table>

FS Plan Review Submitted 21
FS Plan Reviewed 15
Plan Reviews (Any Program) 45

Definitions:

Preliminary Inspection: Physical walk thru inspection of the facility in Pre-operational state or form.
Initial Inspection: Opening Inspection
Follow Up Inspection: Required after a routine inspection where a critical violation cannot be fixed during the routine inspection.
Routine Inspection: Random unannounced inspection performed every 6 plus months.

EHS Leave Hours: 156
Correspondence: 750
Meetings: 25
Meeting Hours: 79
Staff Trainings: 32
Staff Training Hours: 21

Prepared by Helen Garrett

12/13/2018
LEGAL AUTHORITY:

O.C.G.A. 26-2-373(a) – Grants the Department of Public Health the power to adopt and promulgate such rules and regulations as it deems necessary to carry out the purpose and intent of this (Food Service Establishment) article

O.C.G.A. 26-2-373(a) – Grants County Boards of Health authorization to adopt and promulgate rules and regulations consistent with those adopted and promulgated by the department

O.C.G.A. 31-3-16 – Not the intent of the law to hinder a Municipality or County from applying penalties for a violation of a valid rule and regulation of the county board of health

MAJOR CHANGES:

- “Pop-up” Restaurants
  - BOH reviews and approved the pop-up location
  - Local BOH reviews and approves the permitted FS facility to participate at pop-up locations
  - No cooking will occur at pop-up locations. Only holding and dispensing.
  - An approved facility will be limited to 3 hours per day and 2 days per calendar week at a particular pop-up location.
  - Routine inspections will not occur at pop-up facilities. BOH will only respond to complaints.

- Changes to catering operations to accommodate the motion picture industry
  - Will now allow for preparation at the service site
  - BOH representatives must be granted access to the site
  - Mobile catering units approved for use shall display a sticker indicating that the unit has been approved

REQUEST:

- The Board votes to grant approval for our office to move forward with a public hearing relating to the revised rules.
- The board ratifies Dr. Odama’s appointment of Freeman Mathis & Gary, LLP to serve as the Hearing Examiner at the public hearing to be held on January 31, 2019.