



Kathleen Toomey MD, MPH, Commissioner | Brian Kemp, Governor  
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**Clayton County  
Board of Health Meeting  
August 19, 2021, 2021 @ 10:00 am  
Clayton County PD HQ (Community Room)**

**Agenda**

<b>Call to Order</b>	Chairman Jeffrey Turner
<b>Agenda Approval</b> (page 1)	Chairman Jeffrey Turner
<b>Approval of Minutes</b> <i>June 17, 2021, Meeting (page 2-3)</i> <i>June 22, 2021, Special Called Budget Meeting (page 4)</i>	Chairman Jeffrey Turner
<b>New Business</b> <i>COVID UPDATES</i>	Tameka Bowden & Xavier Crockett Emergency Preparedness
<b>Old Business</b> <i>Building Updates</i>	Dennis Jones Facilities Manager
<b>Reports</b> <i>Clinical Report (Page5-6)</i>	Janna McWilson, RN District Nursing and Clinical Director
<i>Environmental Health Report</i>	Sheree Bass Deputy District EH Director
<i>Financial Report (page7-9)</i>	Brigilda Rea Financial Services Manager
<i>Updates</i>	Dr. Beverley Townsend Interim Health Director
<b>Board Member Updates/Comments</b>	
<b>Adjournment</b>	Chairman Jeffrey Turner

**Upcoming Scheduled Board Meetings:** October 21, 2021  
December 16, 2021

All meetings are scheduled for 10:00 a.m.

## CLAYTON COUNTY BOARD OF HEALTH

### Meeting Minutes

**Date:** June 17, 2021

**Place:** Clayton County Health Department (Zoom Conference Call)

**Presiding:** Chairman Jeffrey Turner

**Attending members:** Chairman Turner, Mayor Angelyne Butler, Dr. Morcease Beasley, Dr. Lee Adams, Robert Dolphin, Luvenia Jackson, Dr. Richard Wright

**Absent members:** Janna McWilson (District Staff)

**District Staff members:** Dr. Beverley Townsend, Carla Heath, Brigilda Rea, Eugene Polk, Sheree Sheppard, Xavier Crockett, Rodi Evans

**Others present:** None

Agenda Topic	Discussion	Decision	Responsibility
<b>I. Call to order</b>	Chairman Turner called the meeting to order at 9:03 a.m.	Chairman Turner verified that a quorum was present.	None
<b>II. Discussion and Approval of Minutes</b>	Minutes from the April 15, 2021 meeting were presented.	Chairman Turner made the motion to accept the minutes as presented. Morcease Beasley seconded the motion. All members were in favor.	Chairman Turner
<b>III. Old Business (Building Updates)</b>	<p>Carla Heath:</p> <ul style="list-style-type: none"> <li>• Our electrical company is finishing up the electrical aspect along with the low voltage.</li> <li>• Construction company did balance of 5 units, 2 of those must be replaced, looking into replacing those.</li> <li>• Overhead intercom and various systems still need to be installed.</li> <li>• Some sprinkler systems need to be replaced.</li> <li>• Projected to have the building move in ready by end of August early September.</li> </ul>	None	Carla Heath

<b>IV. Nursing Report</b>	<p>Carla Heath:</p> <ul style="list-style-type: none"> <li>Reported/Presented Clayton County nursing report for the quarter.</li> </ul>	The nursing report will be attached to and made a part of these minutes.	Janna McWilson
<b>V. Environmental Health Report</b>	<p>Eugene Polk &amp; Sheree Sheppard:</p> <ul style="list-style-type: none"> <li>Reported/Presented Clayton County environmental health report of services for the quarter.</li> <li>Motion was made by Chairman Turner and was seconded Dr. Beasley to approve variance for failing system in home in Jonesboro. (Information attached)</li> </ul>	The environmental health report will be attached to and made a part of these minutes.	Eugene Polk & Sheree Sheppard
<b>VI. Fiscal Report</b>	<p>Brigilda Rea:</p> <ul style="list-style-type: none"> <li>Reported/Presented Clayton County financial overview for the quarter.</li> </ul>	The financial overview will be attached to and made a part of these minutes.	Brigilda Rea
<b>Director's Report</b>	<p>Dr. Townsend:</p> <ul style="list-style-type: none"> <li>Introduction of our Deputy Environmental Health Director Sheree Sheppard.</li> <li>Selection has been made for a new EP Director and we will meet her in our August Board of Health meeting.</li> <li>We will continue to provide vaccines. The vaccination rate is 28% fully vaccinated and 33% at least one dose of the vaccine in Clayton County.</li> </ul>	None	Dr. Beverley Townsend
<b>VIII. Board Members Updates/ comments</b>	Chairman Turner announced that he is having a Juneteenth event over the weekend.	None	None
<b>IX. Adjourned</b>	The meeting was adjourned by Chairman Turner	Motion was made by Luvenia Jackson and was seconded by Dr. Morcease Beasley	None
<b>Respectfully submitted by: Rodi Evans</b>			
<b>NEXT BOARD OF HEALTH MEETING TO BE HELD</b>			
<b>Date/Time: August 19, 2021 - 10:00 AM</b>		<b>Place: TBA</b>	

**CLAYTON COUNTY BOARD OF HEALTH**  
Special Called Budget Meeting Minutes

**Date:** June 22, 2021

**Place:** Zoom Virtual Conference Call

**Presiding:** Chairman Jeffrey Turner

**Attending members:** Chairman Turner, Dr. Morcease Beasley, Robert Dolphin, Dr. Lee Adams, Mayor Butler

**Absent members:** Luvenia Jackson, Dr. Richard Wright

**District Staff members:** Dr. Beverley Townsend, Carla Heath, Brigilda Rea, Rodi Evans

Agenda Topic	Discussion	Decision	Responsibility
<b>I. Call to order</b>	Chairman Turner called the meeting to order.	Chairman Turner verified that a quorum was present.	None
<b>II. Discussion and Approval of FY22 Budget</b>	Brigilda Rea: <ul style="list-style-type: none"> <li>• Presented and informed the board members of the FY22 budget.</li> <li>• Budget will be attached to and made a part of these minutes.</li> </ul>	Chairman Turner asked for a motion to approve the budget, motion was made by Dr. Morcease Beasley and was seconded by Dr. Lee Adams all were in favor.	Brigilda Rea
<b>IX. Adjourned</b>	The meeting was adjourned by Chairman Turner motion was seconded by Dr. Lee Adams.	None	None

**Respectfully submitted by:** Rodi Evans

**NEXT BOARD OF HEALTH MEETING TO BE HELD**

**Date/Time:** 8/19/2021 10:00 AM

Place: TBA

**Community Awareness Activities:**

- Social Media/Website postings of health awareness promotion

**Community Collaborations:**

- Clayton County Public Schools – vaccine clinic sites
- Clayton County Library System – Possible vaccination location
- Riverdale Town Center
- Jonesboro Nursing and Rehab

**Activities:**

- COVID-19 testing through Mako at 5900 Reynolds Road, Morrow, GA 30260 – Monday – Friday 8:00 am -4:00 pm
- COVID vaccine clinics at Battlecreek and Forest Park Annex
- CORE-Community Vaccination Events
- July 1<sup>st</sup> & 2<sup>nd</sup> – Bringing Back the Music – Riverdale Town Center
- July 3<sup>rd</sup> – 4<sup>th</sup> of July event at Lee Street Park
- July 10<sup>th</sup>- Healthier U – Health & Wellness Fair
- July 23<sup>rd</sup> – After Work Cool Down – Riverdale Town Center
- July 30<sup>th</sup> – Forest Park Back to School Health Fair
- July 31<sup>st</sup> – Back to School Pep Rally – Riverdale Town Center
- Strike Team – Vaccinating homebound clients in the community

**Upcoming Activities:**

- Starting August 4<sup>th</sup> – COVID Vaccine Clinic every other Wednesday – Riverdale Town Center
- August 27<sup>th</sup> – Health Fair/Senior Awareness Expo- Provide COVID Vaccines
- August 28<sup>th</sup> – Veterans Fair at Clayton County International Beach – Provide Covid Vaccines

- Inform.
- Prevent.
- Protect.

CLAYTON COUNTY HEALTH District  
 CLINICAL REPORT  
 August 19, 2021

Reporting Period  
 Prior Jan.- Dec. 2020  
 Current Jan.- Jul. 2021



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**Beverley A. Townsend, M.D., MBA, FAAFP**  
 Interim District Health Director  
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**STAFFING**

**Total Employees**

**WIC PARTICIPATION TOTALS for 2020, 2021 (Jan- Jul.)**



**CUSTOMER SERVICE REPS (CSR)** 7  
 (6 CSR's and 1 Adm. Operations Coordinator)



**NURSES** 7  
 (3 RNs and 4 LPN's)  
 (1 Part-time Women's Health Physician & 1 Dentist)

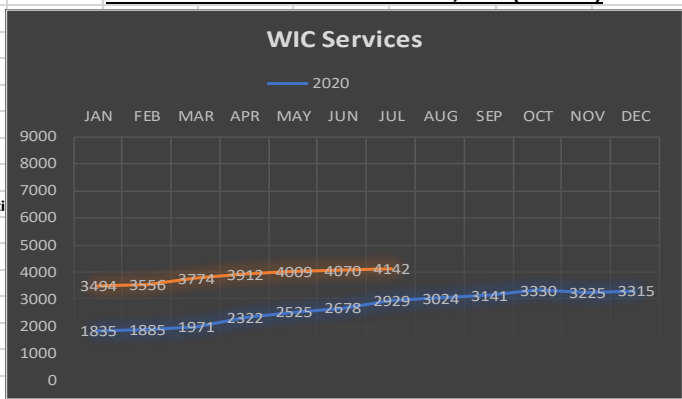


**Administrative Support** 1



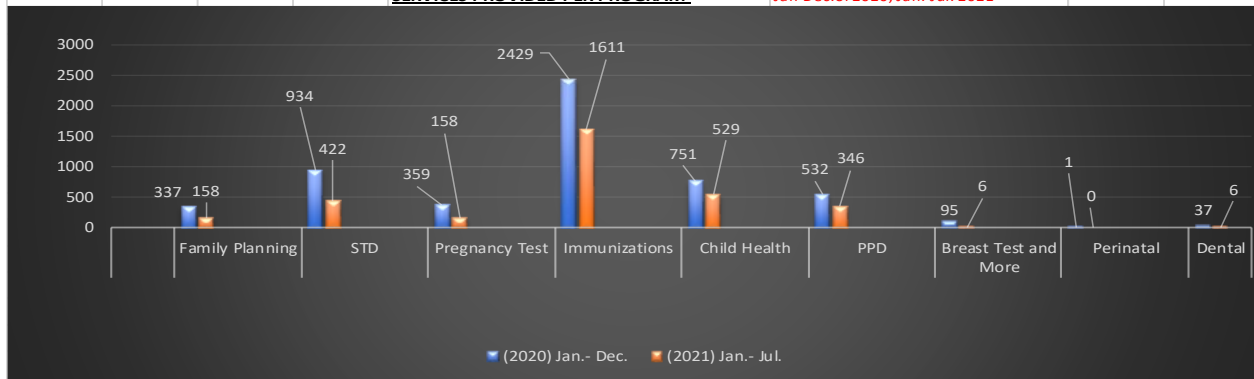
**Communicable Disease Staff** 4

**Medical Assistants** 1



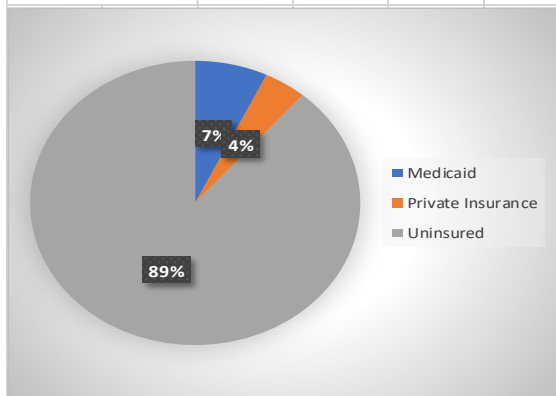
**SERVICES PROVIDED PER PROGRAM**

Jan-Dec. of 2020, Jan-Jul. 2021



**INSURANCE STATUS**

Jan. - Jul. 2021



**WIC**

The state has extended the waiver until November 16, 2021.

**MCH Programs**

- Children's 1<sup>st</sup> (Birth -5) – 111 actively enrolled clients
- BCW (Birth – 3) – 292 enrolled children
- CMS – 79 children and youth enrolled
- EHDI- Collaborating with Fulton County to perform testing.
- Telehealth services being provided for Children's 1st and CMS.

**Community Outreach**

- Community Action Network (CAN Meeting) - Every 2nd Wednesday
- MCH Programs participated in the Safety Fair (sponsored by Amerigroup) 6/4/2021
- Back to School Event - 7/30/2021
- Mayor's Summer Reading Club Event (Clayton County Library)- 7/28/2021

## CLAYTON COUNTY HEALTH DISTRICT

### Financial Overview - Narrative Fiscal Year 2021

Reference Page 8

Rows 1,2 & 3

At the beginning of the year, July 1, 2020, our original budget was \$5,172,752.20. We received \$97,962 additional funds on March 16, 2021, for Employees One-Time Pay Supplement that increased the budget to \$5,270,714.20.

Rows 5 & 6

The total expenses for the period July 1, 2020, through June 30, 2021, \$4,623,266.72 is at 88% of our total Budget. This is 12% below the target 100% for a year of operation.

Row 46 Column D

The YTD 6/30/21 expenses compared to the same period last year is lower by \$4.27 million. The "Return to Battlecreek Project" expenses in FY2020 mostly for building renovations and moving expenses made up the variance.

Reference Page 9

Row 56 Column D & F

The Budget status shows we received 100% of the Total Revenue targeted totaling \$5.27 million.

Rows 58 & 81 Column E

The remaining unspent budget of \$647,447 (row 81) 12%, was due mainly to the Salaries & Fringes that fell short by \$341 thousand (row 58). We were not able to fill the vacant positions for Nurses, Nurse Practitioner and Environmental Health Specialists. It is challenging to hire new employees because salaries are lower compared to those offered by private companies.

CLAYTON COUNTY HEALTH DISTRICT  
FINANCIAL OVERVIEW - FY 2021

	A	B	C	D
1	Original Budget:		5,172,752.20	07/01/20
2	Budget Revision:	GIA/State EE Bonuses	97,962.00	03/16/21
3	Current Budget for FY2021	Refer to Spreadsheet (P.2)	5,270,714.20	06/30/21
4				
5	Percent of Budget Spent	Total Current Expenses	Target Total Percentage/Expenses	Months of Operation
6	<b>88%</b>	<b>4,623,266.72</b>	<b>100% \$5,270,714.20</b>	<b>12</b>
7				
8	Revenue & Expenses Comparison			
9		Current Year to Date	Previous Year	Variance
10	Revenue/Funds Sources	<b>6/30/2021</b>	<b>6/30/2020</b>	(Decrease)
11	County Participating	698,000.00	698,000.00	-
12	Outpatient Client Fees	192,639.91	268,738.51	(76,098.60)
13	Vital Record Fees	209,070.00	65,975.00	143,095.00
14	Environmental Health Fees	453,255.01	525,706.65	(72,451.64)
15	Administrative Claiming	308,023.67		308,023.67
16	Intra/InterAgency	135,664.15	129,259.96	6,404.19
17	Grant-In-Aid	3,245,956.00	3,092,069.00	153,887.00
18	Other Income	34,585.54		34,585.54
19	Other-Fund Balance		4,700,000.00	(4,700,000.00)
20	Prior Period Income		29,795.00	(29,795.00)
21	<b>TOTAL REVENUE</b>	<b>5,277,194.28</b>	<b>9,509,544.12</b>	<b>(4,232,349.84)</b>
22	Expenditures			
23	Salaries & Fringes	1,896,054.49	2,140,173.29	(244,118.80)
24	Hourly Labor	76,467.50	51,298.57	25,168.93
25	Travel	9,372.14	26,813.96	(17,441.82)
26	Equipment	5,630.90	376,410.20	(370,779.30)
27	Building Rent	110,008.35	334,048.38	(224,040.03)
28	Contracted Services	394,651.40	1,199,752.70	(805,101.30)
29	Other Operating	5,792.27	46,039.00	(40,246.73)
30	Supplies & Materials	72,683.27	80,986.93	(8,303.66)
31	Communications	42,096.71	47,142.96	(5,046.25)
32	Utilities	53,657.41	77,975.48	(24,318.07)
33	Printing	2,434.00	1,224.05	1,209.95
34	Repairs & Maintenance	-	232,000.00	(232,000.00)
35	Leased Equipment	31,130.09	33,439.47	(2,309.38)
36	Pharmaceuticals	66,827.50	49,867.02	16,960.48
37	Intra/InterAgency transfers	482,345.55	303,363.00	178,982.55
38	Software	7,505.08	595.00	6,910.08
39	Laboratory Services	504.75	2,228.30	(1,723.55)
40	Direct Benefits to Clients		588.90	(588.90)
41	Capitol Improvements	791,474.35	3,165,231.17	(2,373,756.82)
42	Bankard/Telecheck Fees	2,149.00	3,626.60	(1,477.60)
43	Postage	5,182.33	7,150.27	(1,967.94)
44	Moving Expenses	32,923.81	190,988.77	(158,064.96)
45	Indirect Fees	534,375.82	523,034.28	11,341.54
46	<b>TOTAL EXPENSES</b>	<b>4,623,266.72</b>	<b>8,893,978.30</b>	<b>(4,270,711.58)</b>



## CLAYTON COUNTY HEALTH DISTRICT

Budget Status as of 6/30/21

	A	B	C	D	E	F
	Description	% of Total Budget	Budget Amount	YTD Actual Received/Spent	Budget Remaining	% of Budget Received/Spent
47	<i>Revenue/Funds Sources</i>					
48	County Participating	13.2%	698,000.00	698,000.00	-	100%
49	Outpatient Client Fees	8.4%	443,858.20	192,639.91	251,218.29	43%
50	Vital Record Fees	2.9%	154,000.00	209,070.00	(55,070.00)	136%
51	Environmental Health Fees	8.0%	420,000.00	453,255.01	(33,255.01)	108%
52	Administrative Claiming	2.1%	110,800.00	308,023.67	(197,223.67)	278%
53	Intra/InterAgency	3.8%	198,000.00	135,664.15	62,335.85	69%
54	Grant-In-Aid	61.6%	3,245,956.00	3,245,956.00	-	100%
55	Other Income	0.0%	100.00	34,585.54	(34,485.54)	34586%
56	<b>TOTAL REVENUE</b>	<b>100%</b>	<b>5,270,714.20</b>	<b>5,277,194.28</b>	<b>(6,480.08)</b>	<b>100%</b>
57	<i>Expenditures</i>					
58	Salaries & Fringes	42.5%	2,237,449.59	1,896,054.49	341,395.10	85%
59	Hourly Labor	1.6%	86,400.00	76,467.50	9,932.50	89%
60	Travel	0.9%	46,800.00	9,372.14	37,427.86	20%
61	Equipment	0.6%	32,831.00	5,630.90	27,200.10	17%
62	Building Rent	2.1%	110,008.35	110,008.35	-	100%
63	Contracted Services	6.9%	362,742.42	394,651.40	(31,908.98)	109%
64	Other Operating	0.8%	42,500.00	5,792.27	36,707.73	14%
65	Supplies & Materials	1.9%	97,563.91	72,683.27	24,880.64	74%
66	Communications	1.0%	53,000.00	42,096.71	10,903.29	79%
67	Utilities	1.2%	63,068.00	53,657.41	9,410.59	85%
68	Printing	0.1%	5,000.00	2,434.00	2,566.00	49%
69	Repairs & Maintenance	0.1%	7,150.00	-	7,150.00	0%
70	Leased Equipment	0.7%	35,218.00	31,130.09	4,087.91	88%
71	Pharmaceuticals	1.3%	68,000.00	66,827.50	1,172.50	98%
72	Intra/InterAgency transfers	9.8%	518,782.12	482,345.55	36,436.57	93%
73	Software	0.1%	6,500.00	7,505.08	(1,005.08)	115%
74	Laboratory Services	0.1%	5,000.00	504.75	4,495.25	10%
75	Direct Benefits to Clients	0.5%	26,365.00	-	26,365.00	0%
76	Capitol Improvements	16.7%	879,340.00	791,474.35	87,865.65	90%
77	Bankard/Telecheck Fees	0.1%	4,120.00	2,149.00	1,971.00	52%
78	Postage	0.2%	7,917.10	5,182.33	2,734.77	65%
79	Moving Expenses	2.1%	110,000.00	32,923.81	77,076.19	30%
80	Indirect Fees	8.8%	464,958.71	534,375.82	(69,417.11)	115%
81	<b>TOTAL EXPENSES</b>	<b>100%</b>	<b>5,270,714.20</b>	<b>4,623,266.72</b>	<b>647,447.48</b>	<b>88%</b>
82						
83	<b>EXCESS OF REVENUE OVER EXPENSES</b>			<b>653,927.56</b>		<b>12%</b>