



Kathleen Toomey MD, MPH, Commissioner | Brian Kemp, Governor
Beverley Townsend, M.D., M.B.A., F.A.A.F.P Interim District Health Director
Clayton County Health District
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**Clayton County
Board of Health Meeting
August 18, 2022 @ 10:00 am
(Zoom call meeting)**

Agenda

Call to Order	Chairman Jeffrey Turner
Agenda Approval (page 1)	Chairman Jeffrey Turner
Approval of Minutes <i>June 23, 2022, Meeting (page 2-3)</i>	Chairman Jeffrey Turner
Old Business <i>Building Updates</i>	Carla Heath Director of Business Operations
Reports <i>Clinical Report (Pages 4-5)</i>	M. Theresa Sayers County Nurse Manager
 <i>Environmental Health Report (Pages 6-8)</i>	Sheree Bass Deputy District EH Director
 <i>Financial Report & FY 2023 Budget revision (pages 11-12)</i>	Brigilda Rea Financial Services Manager
 Board Member Updates/Comments	
 Adjournment	Chairman Jeffrey Turner

Upcoming Scheduled Board Meetings:

**October 20, 2022
December, 15,2022**

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

CLAYTON COUNTY BOARD OF HEALTH

Meeting Minutes

Date: June 23, 2022 **Place:** Zoom Meeting

Presiding: Chairman Jeffrey Turner

Attending members: Chairman Turner, Dr. Morcease Beasley, Dr. Lee Adams, Mayor Angelyne Butler, Dr. Luvenia Jackson,

District Staff members: Dr. Beverley Townsend, Sheree Bass, Rodi Evans,
Janna McWilson, Brigilda Rea, Carla Heath

Others present: None

	Discussion	Decision	Responsibility
I. Call to order	Chairman Turner called the meeting to order at 10:08 a.m.	Chairman Turner verified that a quorum was present.	None
II. Discussion and Approval of the Minutes	Minutes from the April 21, 2022, meeting was presented.	Chairman Turner made the motion to accept the minutes as presented. Dr. Luvenia Jackson seconded the motion. All members were in favor.	Chairman Turner
IV. Old Business (Building Updates)	Carla Heath reported: The scheduled tentative date for building completion has moved back to July 27 th . The major hold up is countertops, which should be delivered in the next two weeks. The electricians are finalizing the work on the generator. There is some flooring remediation that needs to be completed but we are on track and should be completed by July 27 th .	None	Carla Heath
V. Nursing Report	Janna McWilson: <ul style="list-style-type: none"> Reported/Presented Clayton County nursing report for the quarter. 	The nursing report will be attached to and made a part of these minutes.	Janna McWilson
VI. Environmental Health Report	Sheree Bass: <ul style="list-style-type: none"> Reported/Presented Clayton County environmental health report of services for the quarter. The Board voted and approved the new fee schedule. 	The environmental health report will be attached to and made a part of these minutes. The motion was made by Angelyne Butler and was seconded by Dr. Luvenia Jackson. Unanimous.	Sheree Bass

VII. Fiscal Report	Brigilda Rea: <ul style="list-style-type: none"> Reported/Presented Clayton County financial overview for the quarter. Presented financial report revision.	The financial overview will be attached to and made a part of these minutes.	Brigilda Rea
Director's Report	Dr. Townsend reported: We are continuing our mitigations efforts by still requiring our staff to wear masks as we are still in the midst of COVID. The vaccine is available for children as young as 6 months. Staffing is still a major issue for Public Health. The State is still looking for a DHD for Clayton, there are currently 3 districts without a DHD.	None	Dr. Beverley Townsend
VIII. Board Members Updates/ comments	None	None	None
IX. Adjourned	The meeting was adjourned by Chairman Turner	Motion was made by Dr. Luvenia Jackson and was seconded by Dr. Lee Adams.	None

Respectfully submitted by: Rodi Evans

NEXT BOARD OF HEALTH MEETING TO BE HELD

Date/Time: October 21,2022 – 10:00 AM	Place: TBA
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Clayton County Health District
BOH Nursing Report April 21, 2022
Quarterly Report: May- July 2022

Community Awareness Activities: -

Engage the Hispanic Community by introducing them to our bilingual staff

Community Collaborations: -

- **Latino Community Fund (Community Awareness to promote available resources) Health Promotions**
- **Ser Familia (Domestic Violence Referrals) Health Promotions**

Activities: -

- **Back to School Immunization and Child Health Initiative**
- **Monkey Pox Vaccination Initiative (Monday, Wednesday, Friday)**
- **Monkey Pox Testing Initiative (Monday, Tuesday)**
- **Implementing of an Internal Continuous Quality Improvement Program (Drill downs with staff to measure the quality of services provided)**
- **Implementation of a User-Friendly Patient Satisfaction Survey**
- **Promotion of Services via Website and Community Partners**
- **Add a sign in numbering system to improve the flow of services**
- **Implementing brainstorming meetings to improve community engagement**

Recruitment:

1 County Nurse Manager started on 6/15/2022

1 RN (ADN) begun in 7/15/2022

1 LPN projected start date in August 2022

Interviews in process for Clinical Director (Nursing Admin)

Interviews in process for NP position (Women's Health)

Recruitment: WIC

Nutrition Services Director

Breastfeeding Coordinator - Cheryl Riley start date 7/1/22

Positions filled: 1- Full-Time Nutritionist - Hired Kenneth Kirkland start date 6/16/22

2- Part-Time Nutritionist - Keona Dukes start date 7/1/22

Vacancies:

Recruiting for 2 call center positions starting in July.

Dietetic Internship: One of our Nutritionists has applied and is awaiting acceptance.

- Inform.
- Prevent.
- Protect.

**CLAYTON COUNTY HEALTH District
CLINICAL REPORT
June 23, 2022**

Reporting Period
 Prior Jan. - Dec. 2020
 Prior Jan.- Dec. 2021
 Current Jan.- May 2022



Clayton County Health District

Beverley A. Townsend, M.D., MBA, FAFP
 Interim District Health Director

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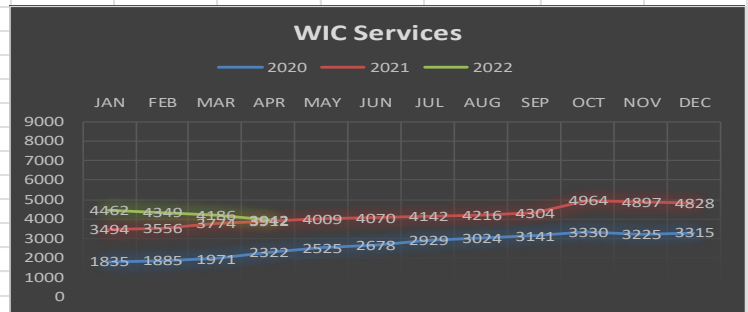
STAFFING

Total Employees



CUSTOMER SERVICE REPS (CSR) (7 CSR's and 1 Adm. Operations Coordinator) Call center Staff	7 2
NURSES (3 RNs and 5 LPN's) (1 Part-time Women's Health Physician) & 1 Dentist	8
Administrative Support	1
Communicable Disease Staff	5
Medical Assistants	1

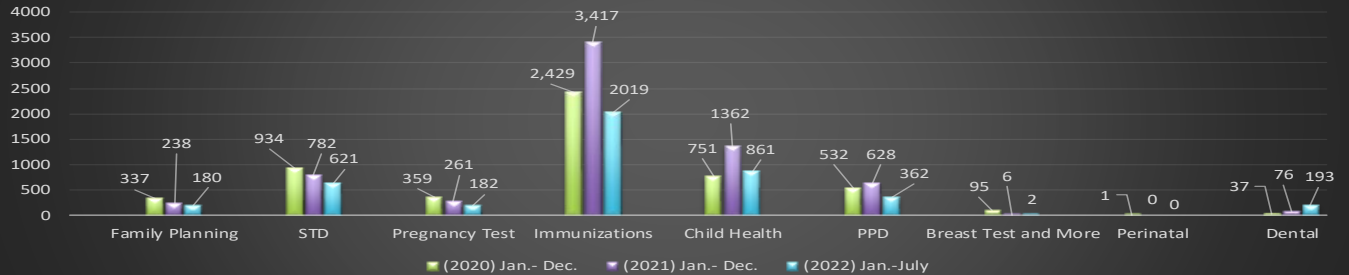
WIC PARTICIPATION TOTALS for 2020, 2021, 2022 Jan - Apr.



SERVICES PROVIDED PER PROGRAM

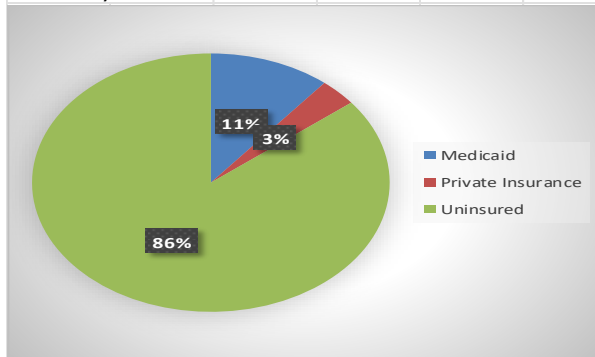
Jan-Dec. of 2020, 2021, 2022 Jan - May

Clinical Services



INSURANCE STATUS

Jan. - May 2022



WIC

The state has extended the waiver until July 16, 2022. October- December WIC offered a ctive participants another 3-month temporary increase in the cash value voucher for fruits and vegetables. The benefit increased to \$24 per month for children, \$43 per month for prenatal and postpartum women, \$47 for some, mostly and exclusively breastfeeding women, and \$70.50 for women who are exclusively breastfeeding multiples. **Extended through September 2022.**

Recruitment:

Nutrition Services Director
 Breastfeeding Coordinator - Cheryl Rileys start date 7/1/22

Positions filled:

1- Full-Time Nutritionist - Hired Kenneth Kirkland start date 6/16/22
 2- Part-Time Nutritionist - Keona Dukes start date 7/1/22

Vacancies:

Recruiting for 2 call center positions starting in July.
 Dietetic Internship: One of our Nutritionists has applied and is awaiting acceptance.

MCH Programs

Children's 1st (Birth - 5) – 108 actively enrolled clients
 BCW (Birth – 3) – 248 enrolled children; Visiting Pediatric offices to provide program literature.
 CMS – 76 children and youth enrolled
 EHDl - Conducting consistent follow-up to make sure Clayton County infants have a hearing screen prior to 1 month of age. Georgia Mobile Audiology contracts should be in place by July 1.
 Telehealth services being provided for Children's 1st and CMS.
 C-1st has partnered with the Marcus Autism Center to make direct referrals. CMS to fill hourly LPN position.
 BCW ti fill Service Coordinator Supervisor Position,
 Total of 195 referrals received, April 2022 - May 2022.
Maternal and Child Health Community Outreach: March 2022 - May 2022
 Clayton CCounty Spedal Education Expo @ Jonesboro High School
 HelpingMamas visits continue due to our families' needing diapers, wipes, clothing,

Clayton County Board of Health
Environmental Health Overview

August 18, 2022

Reporting Period: June 2022 – July 2022

- **Environmental Health Activity Report**
 - Updated format

- **Hartsfield-Jackson Atlanta International Airport**
 - Training Requests

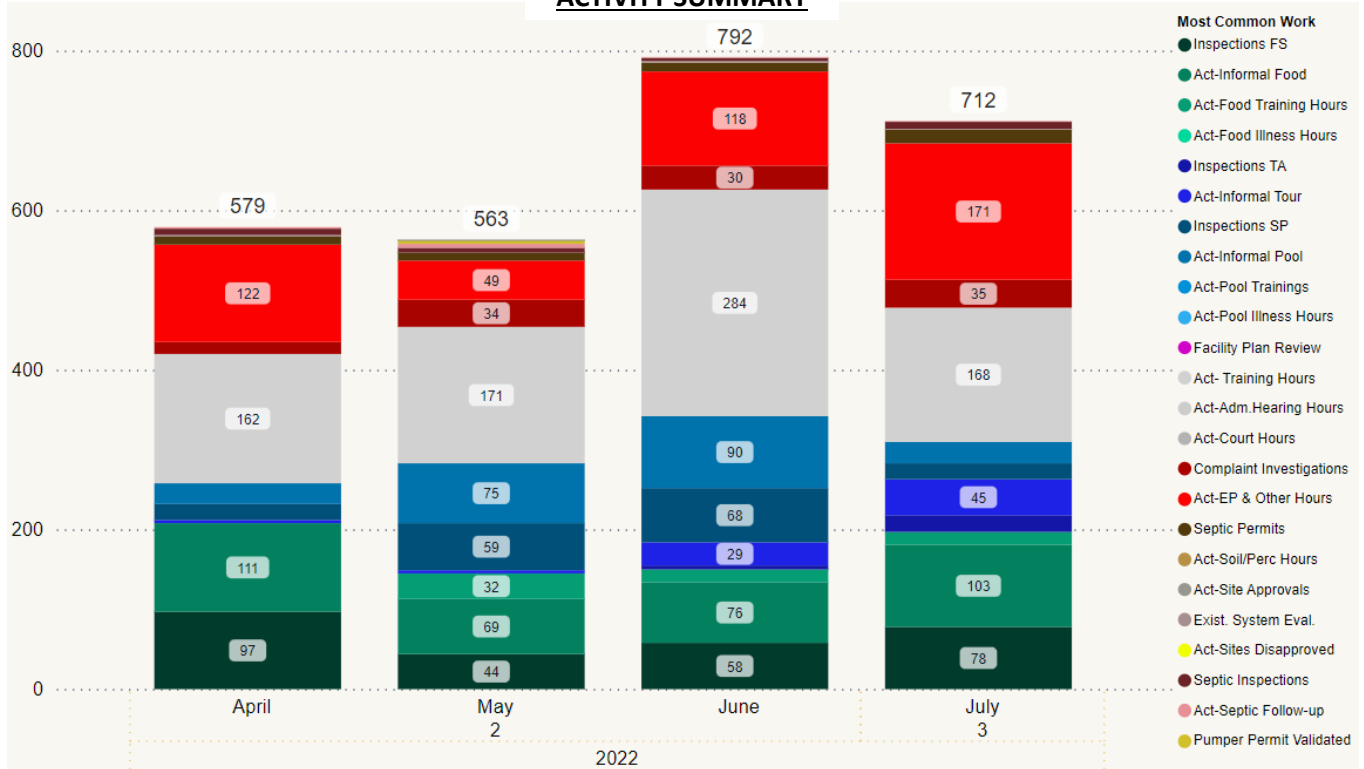
- **CCPS Food Services**
 - TPHC policy adjustments

- **Staff Trainings**
 - Swimming Pool Training (Justin Law, State Swimming Pool Consultant)
 - Food Service Plan Review Training (In House)
 - State Food Service Training (Deven Moore, completed)

- **Fees**
 - Credit Card payments

- **Upcoming:**
 - State Pre-standardization Training (Michael “Brad” Smith)
 - State District Standard Training (Shakendra Strafford)
 - Food Service Training (Luella Owens, State Food Service Consultant)

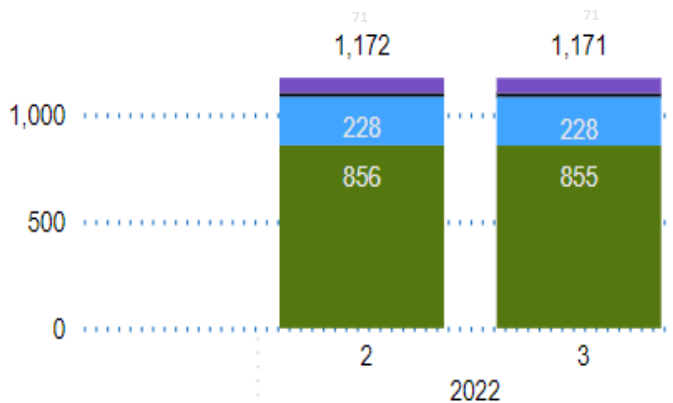
ACTIVITY SUMMARY



Year	Inspections FS	Act-Informal Food	Inspections TA	Act-Informal Tour	Inspections SP	Act-Informal Pool	Facility Complaint Investigations
2022	277	359	26	82	167	218	114
April	97	111		4	20	26	15
May	44	69		4	59	75	34
June	58	76	5	29	68	90	30
July	78	103	21	45	20	27	35
Total	277	359	26	82	167	218	114

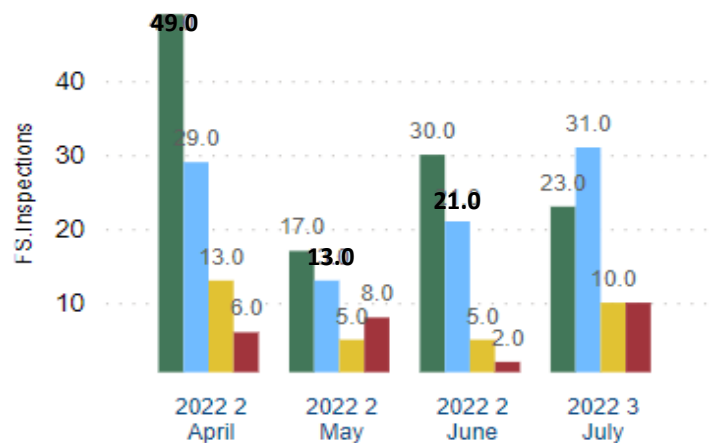
FACILITY COUNT

Type ● FS ● SP ● BA ● TA



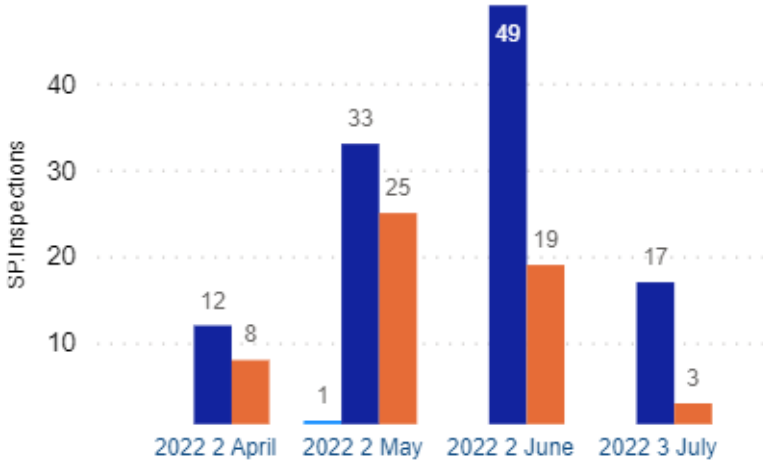
FOOD SERVICE

Grade ● A ● B ● C ● U



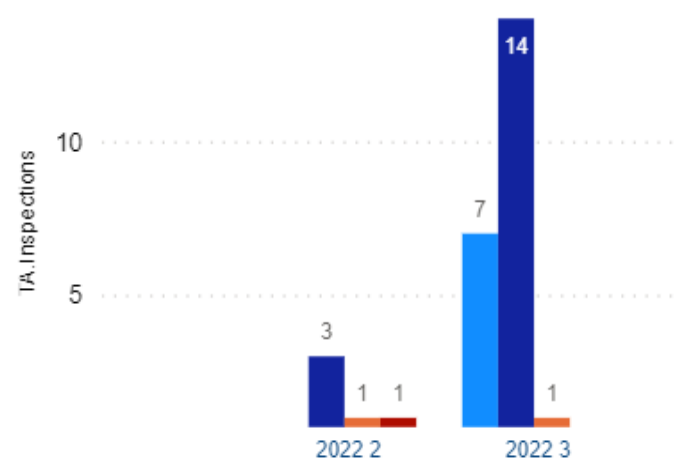
SWIMMING POOL

Results ● Satisfactory ● Unsatisfactory



TOURIST ACCOMMADATION

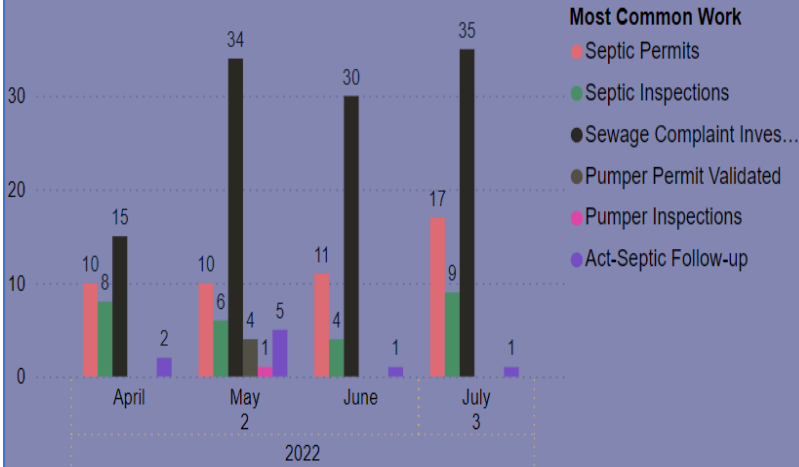
Grade ● A ● B ● C ● U



ONSITE SEWAGE MANAGEMENT

Most Common Work

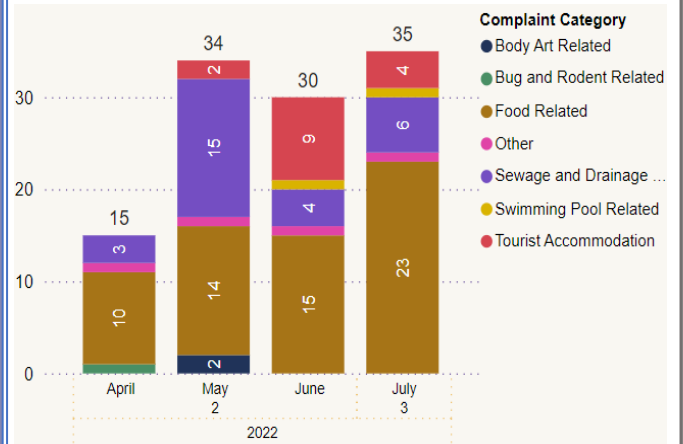
- Septic Permits
- Septic Inspections
- Sewage Complaint Inves...
- Pumper Permit Validated
- Pumper Inspections
- Act-Septic Follow-up



COMPLAINTS

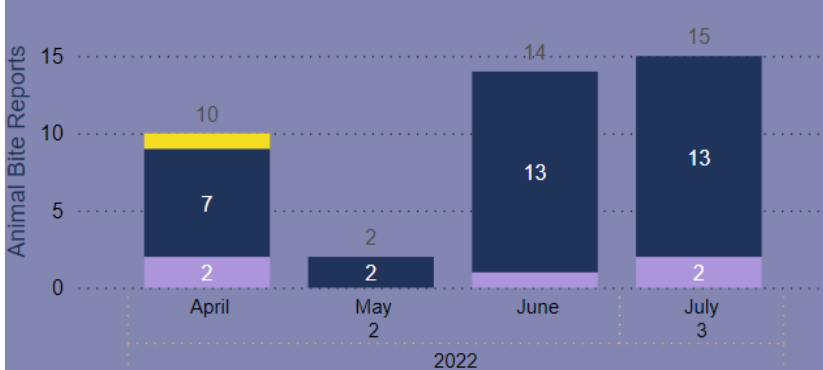
Complaint Category

- Body Art Related
- Bug and Rodent Related
- Food Related
- Other
- Sewage and Drainage ...
- Swimming Pool Related
- Tourist Accommodation



RABIES REPORTS

Results ● NEGATIVE ● No Test ● PENDING



BOH FINANCIAL REPORT 8/18/2022

Fiscal Year 2022

CLAYTON COUNTY HEALTH DISTRICT

Financial Overview - Narrative

Fiscal Year 2022

Row 2 &3

The GIA funds allocation received on July 19, 2021 included \$1,190, 853.00 more to cover the \$5K COLA and Retirement increases for the current fiscal year. This revision brought up the total Budget to \$6,416,157.

Row 4

The total expenses for July is at 7%, almost in target for the first month of the Fiscal Year at 8%.

Row 36

The total expenses last month compared to the same month last year increased significantly @ \$121,661 due to the salary and fringe benefits increases.

CLAYTON COUNTY HEALTH DISTRICT
FINANCIAL OVERVIEW - FY 2023

	A	B	C	D
1 Original Budget:			5,225,304.00	07/01/22
2 Budget Revision:		GIA/COLA/FRINGE BENEFIT	1,190,853.00	07/19/22
3 Current Budget:			6,416,157.00	07/31/22
	Percent of Budget Spent	Total Current Expenses	Target Total Percentage/Expenses	Month(s) of Operation
4	7%	420,966.41	8% \$513,293	1
Revenue & Expenses Comparison				
		Current Year to Date	Previous Year	Variance
	Revenue/Funds Sources	7/31/2022	7/31/2021	(Decrease)
5	County Participating			-
6	Outpatient Client Fees	31,165.57	19,668.97	11,496.60
7	Vital Record Fees	9,810.00	19,660.00	(9,850.00)
8	Environmental Health Fees	16,385.00	28,690.00	(12,305.00)
9	Administrative Claiming	-	44,666.09	(44,666.09)
10	Intra/InterAgency	4,946.16	2,419.90	2,526.26
11	Grant-In-Aid	394,771.41	251,061.63	143,709.78
12	Other Income		-	-
13	TOTAL REVENUE	457,078.14	366,166.59	90,911.55
	Expenditures			
14	Salaries & Fringes	219,736.51	144,024.72	75,711.79
15	Hourly Labor	1,282.50	3,632.50	(2,350.00)
16	Travel	404.00	98.00	306.00
17	Equipment	2,616.98		2,616.98
18	Contracted Services	9,480.96	6,911.07	2,569.89
19	Other Operating	707.20	390.00	317.20
20	Supplies & Materials	1,707.09	3,382.99	(1,675.90)
21	Communications	2,043.57	2,945.81	(902.24)
22	Utilities	1,955.58	4,349.92	(2,394.34)
23	Printing	1,212.00		1,212.00
24	Repairs & Maintenance			-
25	Leased Equipment	1,936.89	1,877.77	59.12
26	Pharmaceuticals		15,402.14	(15,402.14)
27	Intra/InterAgency transfers	109,733.02	92,973.71	16,759.31
28	Software			-
29	Laboratory Services		106.00	
30	Direct Benefits to Clients		-	-
31	Capitol Improvements	16,365.00		16,365.00
32	Bankard/Telecheck Fees	470.02	102.58	367.44
33	Postage	105.74		105.74
34	Moving Expenses	2,245.00		2,245.00
35	Indirect Fees	48,964.35	23,214.42	25,749.93
36	TOTAL EXPENSES	420,966.41	299,411.63	121,660.78

CLAYTON COUNTY HEALTH DISTRICT

Budget Status as of 7/31/22

	A	B	C	D	E	F
37	Description	% of Total Budget	Budget Amount	YTD Actual Received/Spent	Budget Remaining	% of Budget Received/Spent
38	<i>Revenue/Funds Sources</i>					
39	County Participating	10.9%	698,000.00	-	698,000.00	0%
40	Outpatient Client Fees	4.9%	317,310.00	31,165.57	286,144.43	10%
41	Vital Record Fees	3.1%	200,000.00	9,810.00	190,190.00	5%
42	Environmental Health Fees	8.1%	520,000.00	16,385.00	503,615.00	3%
43	Administrative Claiming	4.4%	282,000.00	-	282,000.00	0%
44	Intra/InterAgency	0.9%	60,000.00	4,946.16	55,053.84	8%
45	Grant-In-Aid	67.6%	4,338,847.00	394,771.41	3,944,075.59	9%
46	TOTAL REVENUE	100%	6,416,157.00	457,078.14	5,959,078.86	7%
47	<i>Expenditures</i>					
48	Salaries & Fringes	55.1%	3,535,986.39	219,736.51	3,316,249.88	6%
49	Hourly Labor	0.7%	47,450.00	1,282.50	46,167.50	3%
50	Travel	1.0%	66,800.00	404.00	66,396.00	1%
51	Equipment	0.7%	44,500.00	2,616.98	41,883.02	6%
52	Contracted Services	3.3%	210,900.00	9,480.96	201,419.04	4%
53	Other Operating	0.4%	27,295.00	707.20	26,587.80	3%
54	Supplies & Materials	1.2%	75,000.00	1,707.09	73,292.91	2%
55	Communications	0.8%	50,000.00	2,043.57	47,956.43	4%
56	Utilities	1.0%	65,000.00	1,955.58	63,044.42	3%
57	Printing	0.1%	5,000.00	1,212.00	3,788.00	24%
58	Repairs & Maintenance	0.1%	7,150.00	-	7,150.00	0%
59	Leased Equipment	0.5%	30,000.00	1,936.89	28,063.11	6%
60	Pharmaceuticals	1.6%	105,000.00	-	105,000.00	0%
61	Intra/InterAgency transfers	15.3%	978,950.31	109,733.02	869,217.29	11%
62	Software	0.1%	6,500.00	-	6,500.00	0%
63	Laboratory Services	0.1%	7,500.00	-	7,500.00	0%
64	Direct Benefits to Clients	0.6%	40,000.00	-	40,000.00	0%
65	Capitol Improvements	3.2%	205,000.00	16,365.00	188,635.00	8%
66	Bankard/Telecheck Fees	0.2%	10,120.00	470.02	9,649.98	5%
67	Postage	0.1%	6,500.00	105.74	6,394.26	2%
68	Moving Expenses	1.2%	78,000.00	2,245.00	75,755.00	3%
69	Indirect Fees	12.7%	813,505.30	48,964.35	764,540.95	6%
70	TOTAL EXPENSES	100%	6,416,157.00	420,966.41	5,995,190.59	7%

CLAYTON COUNTY HEALTH DISTRICT
Budget as of 7/31/22

GL Account	Description	% of Total Budget	Original Budget (Approved 4/21/22)	Revised Budget (7/19/22)	Increase/ (Decrease)	
Revenue/Funds Sources						
301	County Participating	10.9%	698,000.00	698,000.00	-	
304	Outpatient Client Fees	4.9%	317,310.00	317,310.00	-	
321	Vital Record Fees	3.1%	200,000.00	200,000.00	-	
331	Environmental Health Fees	8.1%	520,000.00	520,000.00	-	
337	Administrative Claiming	4.4%	282,000.00	282,000.00	-	
342	Intra/InterAgency	0.9%	60,000.00	60,000.00	-	
366	Grant-In-Aid	67.6%	3,147,994.00	4,338,847.00	1,190,853.00	COLA/Fringes
TOTAL REVENUE		100%	5,225,304.00	6,416,157.00	1,190,853.00	
Expenditures						
401	Salaries & Fringes	55.1%	3,147,169.00	3,535,986.39	388,817.39	COLA/Fringes
451	Hourly Labor	0.7%	38,800.00	47,450.00	8,650.00	Realign based on Actual
406	Travel	1.0%	66,800.00	66,800.00	-	
407	Equipment	0.7%	44,500.00	44,500.00	-	
411	Contracted Services	3.3%	161,000.00	210,900.00	49,900.00	Realign based on Actual
412	Other Operating	0.4%	29,413.00	27,295.00	(2,118.00)	Realign based on Actual
413	Supplies & Materials	1.2%	72,000.00	75,000.00	3,000.00	Realign based on Actual
414	Communications	0.8%	42,000.00	50,000.00	8,000.00	Realign based on Actual
415	Utilities	1.0%	55,000.00	65,000.00	10,000.00	Realign based on Actual
416	Printing	0.1%	5,000.00	5,000.00	-	
417	Repairs & Maintenance	0.1%	7,150.00	7,150.00	-	
418	Leased Equipment	0.5%	30,000.00	30,000.00	-	
420	Pharmaceuticals	1.6%	68,000.00	105,000.00	37,000.00	Realign based on Actual
440	Intra/InterAgency transfers	15.3%	490,335.00	978,950.31	488,615.31	COLA/Fringes
469	Software	0.1%	6,500.00	6,500.00	-	
479	Laboratory Services	0.1%	7,500.00	7,500.00	-	
480	Direct Benefits to Clients	0.6%	60,000.00	40,000.00	(20,000.00)	Realign based on Actual
481	Capitol Improvements	3.2%	140,000.00	205,000.00	65,000.00	Realign based on Actual
483	Bankard/Telecheck Fees	0.2%	10,120.00	10,120.00	-	
485	Postage	0.1%	6,500.00	6,500.00	-	
704	Moving Expenses	1.2%	75,000.00	78,000.00	3,000.00	
441	Indirect Fees	12.7%	662,517.00	813,505.30	150,988.30	Rate increase
TOTAL EXPENSES		100%	5,225,304.00	6,416,157.00	1,190,853.00	