



JEFFERSON COUNTY BOARD OF HEALTH
Wednesday, September 1, 2021 - 5:00 p.m.
Via Zoom

Present On

Zoom: Sylvie Stacy, MD, Hernando Carter, MD, and Iris Fancher, MD, and Commissioner Jimmie Stephens

Absent: Kenny Murray, MD

Others Present: Mark Wilson, MD, Rodney Holmes, David Hicks, DO, David Maxey, Esq., Senitra Blackburn, Kim Cason, Bryn Manzella, Chris Osborne, Jonathan Stanton, Denisa Pridmore, and Terrie Hartley

Call to Order

The meeting was called to order by Dr. Carter, Chair.

Minutes of the July 14, 2021 meeting were approved as distributed.

July 2021 Financial Statements

Dr. Carter noted that the July 2021 Financial Statements were emailed to Board members prior to the meeting. Rodney Holmes, CPA, Director of Finance, reviewed the financial statements.

Budget – Fiscal Year 2021-2022

Mr. Holmes reviewed the FY 2022 budget request.

Revenue Highlights

The budget includes \$8,500,000 of ad valorem tax revenue, a 12% increase from fiscal year 2021. 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 \$22,000,000, a 7% increase from fiscal year 2021.

Net Intergovernmental Revenue of \$2,053,457 is a \$82,233 decrease (-3.9%) compared to the prior year's budget. Revenues for Service Charges (charges for services provided by the Department) in fiscal year 2022 are budgeted to be \$9,209,966. While clinical services revenue is budgeted consistent with the prior year, revenue from Environmental Health Services is budgeted higher primarily due to a projected increase of 28% or approximately \$472,000 in the Food & Lodging division.

The \$2,371,577 amount budgeted for Other Revenue/Non-Operating Revenue is higher than the prior year budget by \$29,455.

An allocation of \$9,182,647 is expected from the Department's General Fund fund balance.

Expenditure Highlights

Personnel costs of \$35,579,262 are \$439,247 (1.2%) higher than those budgeted for fiscal year 2021 and includes a proposed 3% Cost-of Living-Adjustment. Salaries are 73% of personnel cost budget, with employee and retiree benefits representing 25% and 2% respectively.

Contractual Services of \$5,544,232 are higher by \$1,435,562 (34.9%) than those budgeted in 2021. This is due to contracts with third-party entities to perform work on violence reduction and health equity initiatives. Materials and Supplies costs are projected to be \$10,994,153 which is an \$525,966 (5.0%) increase from fiscal year 2021.

The Capital Expenditure/Transfer budget of \$1,200,000 for capital asset replacement transfer remains unchanged from fiscal year 2021.

Capital Projects Fund

Expenditures of \$5,731,000 are planned for fiscal year 2022. This includes funds for capital improvements to Eastern Health Center, Annex and the replacement of some IT infrastructure.

Special Revenue Funds

In addition to the General Fund Budget, the Department has twenty-three active Special Revenue Funds expected to total \$45,824,461. 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 2022 total \$104,873,108.

On the motion of Dr. Fancher, and seconded by Dr. Stacy, the following resolutions were approved:

Budget – Fiscal Year 2021-2022

BE IT RESOLVED that the General Fund Budget of the Jefferson County Department of Health for fiscal year October 1, 2021 through September 30, 2022, in the amount of \$53,317,647 is adopted. This budget includes a 3% cost of living increase for eligible Jefferson County Department of Health employees effective September 25, 2021.

BE IT FURTHER RESOLVED that all Special Revenue Fund Budgets for fiscal year October 1, 2021 through September 30, 2022 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, 2021 through September 30, 2022.

Holiday Schedule

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

BE IT RESOLVED by the Jefferson County Board of Health that the following are hereby declared as official holidays for eligible Jefferson County Department of Health employees for fiscal year 2021-2022. As a token of appreciation for the work performed the past year due to the COVID-19 pandemic, one additional variable holiday is awarded for fiscal year 2021-2022 only.

November 11, 2021 (Thursday)	Veterans Day
November 25 & 26, 2021 (Thursday and Friday)	Thanksgiving
December 24 & 27, 2021 (Friday and Monday)	Christmas
December 31, 2021 (Friday)	New Year’s Day
January 17, 2022 (Monday)	Martin Luther King, Jr. Day
May 30, 2022 (Monday)	Memorial Day
June 20, 2022 (Monday)	Juneteenth National Independence Day
July 4, 2022 (Monday)	Independence Day
September 5, 2022 (Monday)	Labor Day
3 Days	Variable Days

Employee Bonus Compensation Plan

On the motion of Dr. Stacy, and seconded by Dr. Fancher, the following resolution was approved with Commissioner Stephens abstaining:

WHEREAS, the employees of the Jefferson County Health Department, under the direction of the County Health Officer, have displayed extraordinary dedication to the public health mission and the well-being of the citizens of Jefferson County, Alabama during the continuing COVID-19 pandemic; 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 matter; and,

WHEREAS, the County Health Officer has recommended that, as an acknowledgment of appreciation for their efforts above and beyond the call of duty during the pandemic, and as a means of providing an incentive to continue in their positions and their efforts as the pandemic continues, and as a method to enable the Health Department to retain its essential corps of public health workers, the Board endorses a one-time Employee Bonus Compensation Plan (the “Plan”) pursuant to which the current employees will be eligible as follows:

- A one-time bonus of \$5000 will be paid to all full-time employees that are considered an active employee on September 1, 2021.

- A one-time bonus of \$2500 will be paid to all active employees considered part-time on September 1, 2021 and who have worked an average of 20 hours per week from the pay period beginning June 5, 2021 through the pay period ending August 27, 2021.
- Temporary employees are not eligible.
- Payments listed above are gross amounts from which the Department will withhold taxes and other remittances; and,

WHEREAS, the Plan is similar in its terms and compensation provided pursuant to plans for essential employees of other local jurisdictions in Jefferson County and Alabama; and,

WHEREAS, the Board of Health agrees that the Plan is both appropriate and necessary to not only reward dedicated service but also as an incentive to encourage the essential public health workers of the Health Department to continue their valiant efforts on behalf of the residents of Jefferson County,

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

Having determined that the Plan serves an important public purpose and one in keeping with the public health mission of the Board, and in light of the need to take positive measures to retain the essential public health care work force as the COVID-19 pandemic continues, the Board hereby approves the Employee Bonus Compensation Plan as set forth above for the employees of the Jefferson County Department of Health to be paid on or before September 30, 2021, and requests that the Health Officer (or designee) inform and provide a copy of this Resolution to the Director (or designee) of the Personnel Board of Jefferson County and work to coordinate the details and logistics necessary to implement the Plan with the appropriate officials.

Write-Off of Uncollectible Accounts

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

WHEREAS, the Jefferson County Board of Health (the “Board”) provides Primary Care and Dental services to primarily two categories of patients; those covered by the Alabama Medicaid insurance program and to the uninsured and,

WHEREAS, the uninsured have very limited financial resources and are often unable to pay the sliding fee portion of the fees charged for services provided by the Board and,

WHEREAS, it appears to the Board that writing off and ceasing collection efforts for aged, uncollectible accounts serves the public purpose by avoiding the costs associated with perpetually carrying of such accounts on the books;

NOW THEREFORE, BE IT RESOLVED, that accounts receivable balances representing Primary Care and Dental services prior to October 1, 2019 are deemed to be uncollectible after reasonable collection efforts and shall be written off of the Board’s financial records.

The detail account information in support of Primary Care and Dental accounts written off (\$442,000.00 or less) shall be available upon request for auditing and internal control purposes.

Nurse Family Partnership

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

WHEREAS, the Jefferson County Board of Health (Board), on August 10, 2005 resolved to establish the Public Health Community Projects Fund (PHCP Fund) and provide that certain Jefferson County Department of Health funds be transferred to the Community Foundation of Greater Birmingham (CFGB) to manage and administer grants under CFGB Fund Policies; and,

WHEREAS, CFGB and Board entered Advised Fund Agreement, dated August 14, 2006, that established the terms that CFGB will manage the Jefferson County Public Health Fund (Advised Fund) and administer grants from the Advised Fund to preserve, protect and enhance the general health and environment in Jefferson County, Alabama; and,

WHEREAS, the Attorney General of the State of Alabama, Honorable Troy King, on February 13, 2007 issued the Attorney General Opinion 2007-047, concluding:

“The Jefferson County Board of Health may enter an agreement with the Community Foundation of Greater Birmingham under which, and subject to the required annual budget review and approval process, the Board will provide funds to the Community Foundation of Greater Birmingham for use in public health work projects in Jefferson County if the Board determines that the agreement will further the Board's purposes.”

WHEREAS, on August 10, 2016 the Board approved the Department’s 2017-2021 Strategic Plan including a Nurse-Family Partnership Program in Jefferson County to invest in and deliver targeted services to improve birth outcomes and foster optimal infant health and development;

WHEREAS, on September 1, 2021 the Board approved the Department’s fiscal year 2022 budget, which included Six hundred fifty thousand and two hundred and twelve dollars (\$650,212) in expenses for funding the Nurse-Family Partnership program in Jefferson County.

WHEREAS, the CFGB intends to offer grants to help sustain the Nurse-Family Partnership program in Jefferson County; and,

WHEREAS, the Department requests the Board to authorize the Department to transfer funds to the Advised Fund to fund grants for the Nurse-Family Partnership in the projected amount of Six hundred fifty thousand and two hundred and twelve dollars (\$650,212) for fiscal year 2022;

THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Health authorizes disbursement of Jefferson County Department of Health funds as specified above to the Jefferson County Public Health Fund of The Community Foundation of Greater Birmingham (Advised Fund) for funding the Nurse-Family Partnership program in Jefferson County to further the Board’s public health work.

Recovery Resource Center

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

WHEREAS, the Jefferson County Board of Health (Board), on August 10, 2005 resolved to establish the Public Health Community Projects Fund (PHCP Fund) and provide that certain

Jefferson County Department of Health funds be transferred to the Community Foundation of Greater Birmingham (CFGB) to manage and administer grants under CFGB Fund Policies; and,

WHEREAS, CFGB and Board entered Advised Fund Agreement, dated August 14, 2006, that established the terms that CFGB will manage the Jefferson County Public Health Fund (Advised Fund) and administer grants from the Advised Fund to preserve, protect and enhance the general health and environment in Jefferson County, Alabama; and,

WHEREAS, the Attorney General of the State of Alabama, Honorable Troy King, on February 13, 2007 issued the Attorney General Opinion 2007-047, concluding:

“The Jefferson County Board of Health may enter an agreement with the Community Foundation of Greater Birmingham under which, and subject to the required annual budget review and approval process, the Board will provide funds to the Community Foundation of Greater Birmingham for use in public health work projects in Jefferson County if the Board determines that the agreement will further the Board's purposes;” and,

WHEREAS, a coalition of community stakeholders in Jefferson County including the Jefferson County Health Officer, substance abuse treatment providers, and advocates for people with addiction, has determined that there is a need for a centralized location where people with addiction and their families can obtain information about addiction treatment resources and assistance in navigation to those resources; and,

WHEREAS, on August 10, 2016 the Board approved the Department's 2017-2021 Strategic Plan including work with partners to develop capacity to offer information and navigation services to Jefferson County residents in need of substance abuse treatment; and,

WHEREAS, on September 1, 2021 the Board approved the Department's fiscal year 2022 budget, which included Three hundred ten thousand dollars (\$310,000) in expenses for a Recovery Resource Center program to offer information and navigation services to Jefferson County residents in need of substance abuse treatment; and,

WHEREAS, the CFGB intends to offer grants to help sustain a Recovery Resource Center program in Jefferson County; and,

WHEREAS, the Department requests the Board to authorize the Department to transfer funds to the Advised Fund to fund grants for the Recovery Resource Center in the projected amount of Three hundred ten thousand dollars (\$310,000) for fiscal year 2022;

THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Health authorizes disbursement of Jefferson County Department of Health funds as specified above to the Jefferson County Public Health Fund of The Community Foundation of Greater Birmingham (Advised Fund) for funding of the Recovery Resource Center program in Jefferson County to further the Board's public health work in Jefferson County.

Contracts

On the motion of Dr. Fancher, and seconded by Dr. Stacy, the following contracts were approved:

A new contract with American Program Bureau, Inc. (payee) for the speaker's fee for Dr. Jerome Adams, former Surgeon General of the United States, for keynote speaker at the International Overdose Awareness Day virtual event on August 31, 2021, for a rate not to exceed \$5,000 from June 30, 2021 through August 31, 2021.

A new contract with The Board of Trustees of the University of Alabama for the University of Alabama at Birmingham (payee) to allow UAB to hire in-house peer support specialists to provide services to individuals with substance use disorder who present to UAB emergency departments or other health system entities for a rate not to exceed \$250,000 from August 1, 2021 through July 31, 2022. Contract is funded by the NACCHO Implementing Overdose Prevention Strategies at the Local Level grant.

A new contract with the Birmingham Park and Recreation Board (payee) for rental of the Avondale Amphitheater for the International Overdose Awareness Day events on August 31, 2021 for an amount not to exceed \$750 from July 19, 2021 through September 30, 2021.

Renewal of a contract with the Jefferson, Blount, St. Clair Mental Health Authority (payee) to provide mental health access and services to JCDH patients who participate in the Child Health Primary Care Program for a rate not to exceed \$70,000 from October 1, 2021 through September 30, 2022.

Renewal of a contract with The Samaritan Foundation, Inc., d/b/a Connection Health (payee) to provide community health worker services as a pilot program for infant mortality for a rate not to exceed \$270,000 per year from October 1, 2021 through September 30, 2023.

Renewal of a contract with Up To Date/Wolters Kluwer (payee) for a subscription to Up To Date for providers. This is a software system that is a point-of-care medical resource for an amount not to exceed \$11,207 from August 1, 2021 through July 31, 2022.

A new contract with The Samaritan Foundation, Inc., d/b/a Connection Health (payee) to provide community health workers to address levels of intervention through COVID-19 vaccine education and outreach efforts in Jefferson County with a goal of increasing vaccine uptake for an amount not to exceed \$670,995 from July 12, 2021 through July 31, 2023.

A new contract with United Way of Central Alabama (payee) to provide Jefferson County residents with access to the 2-1-1 call center to provide information and referrals to people needing assistance relating to having been impacted by COVID-19. Provide emergency financial assistance in the form of need-based payments to assist Jefferson County households affected by COVID-19 in the form of rent, mortgage, hotel stays, utilities, transportation assistance and other basic needs. Total amount of contract shall not exceed \$2,000,000 from July 22, 2021 through July 31, 2023.

Renewal of a contract with Fontenot Benefits & Actuarial Consulting, LLC (payee) to prepare a written actuarial valuation report setting forth results of the calculations and information required by Governmental Accounting Standards Board (GASB) Statement 75 for Other Postemployment Benefits at a rate of \$3,500 per year for GASB 75 valuation; not to exceed \$10,500, from October 1, 2021 through September 30, 2023.

A new contract with New Solutions Group, Inc. (payee) to remove old shrubs and replace with seasonal colors and mulch at the Guy Tate building for an amount not to exceed \$3,450 from May 20, 2021 through June 20, 2022.

An amendment to a contract with 1PointUSA (payee) to provide security system installation and network infrastructure installation services for JCDH. The amendment will extend the term dates in order for project completion that was delayed due to the COVID-19 pandemic from June 1, 2021 through September 1, 2021 for a total not to exceed \$231,430.37.

A new contract with 1PointUSA (payee) to provide services for the JCDH Annex, Guy Tate building, Eastern and Western Health Centers to include card access control service, electronic security service, gate operator service, intercom service, and video surveillance system service and maintenance for an amount not to exceed \$38,800 from August 1, 2021 through August 1, 2023.

A new contract with C-Spire (payee) to provide firewall personal computer protection with software-defined wide area network at a rate of \$595 per month; upfront fee of \$1,125; not to exceed \$15,405 from August 1, 2021 through July 31, 2023.

A new contract with C-Spire (payee) to provide Server Message Block Broadband package for three JCDH facilities for a \$624 monthly fee for 24 months at three facilities; not to exceed \$14,976 from August 1, 2021 through July 31, 2023.

Renewal of a contract with Metro Monitor, Inc. (payee) to provide JCDH with access to useable links to media stories and unlimited downloads for a rate not to exceed \$2,000 from July 1, 2021 through July 1, 2022.

A new contract with Consolidated Analytical Systems, Inc. (payee) to provide Photochemical Assessment Monitoring Stations Air Monitoring System start-up and training for a rate not to exceed \$4,950 from June 17, 2021 through December 31, 2021.

An amendment to a contract with Bruno Event Team, LLC (payee) to cover the cost for extending the higher level of staffing at the Jefferson County COVID-19 hotline due to unexpected high volume of calls and to extend the term through October 31, 2021. An amount of \$245,875 is required for the additional fee and extension, with the total contract not to exceed \$845,980 from February 9, 2021 through October 31, 2021.

Renewal of a contract with the Alabama Department of Public Health, Family Health Services, (payor) for JCDH to provide family planning services under the Title X Family Planning grant for an amount not to exceed \$639,167 from April 1, 2021 through March 31, 2022.

Renewal of a contract with the Alabama Department of Public Health (payor) for JCDH to provide early detection of breast and cervical cancer for women in Jefferson County for a rate not to exceed \$180,000 from June 30, 2021 through June 29, 2022.

A new contract with the Alabama Department of Public Health (payor) for funding to establish a leadership level health equity office and provide for the employment of leadership, support and consultants. In addition, will provide funding for community health workers or

educators to inform community about COVID-19 and COVID-19 vaccination for an amount not to exceed \$4,000,000 from June 1, 2021 through May 31, 2023.

A new contract with the Alabama Department of Public Health (payor) for funding for Disease Intervention Specialist within the STD Program to conduct case investigations for an amount not to exceed \$500,000 from July 1, 2021 through June 30, 2022.

A new contract with the Health Credit Union (payor) to lease space in the Guy Tate building for the Health Credit Union for a rate of \$1,854.64 per month; annual total of \$22,255.65, from September 1, 2021 through August 1, 2024.

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, October 13, 2021 at 5:00 p.m. in Conference Room A/B or via Zoom (announcement will be made prior to the meeting date). There being no further business, the meeting adjourned at 6:03 p.m.

Iris Fancher, MD, Secretary

Approved:

Hernando Carter, MD, Chair