



## JEFFERSON COUNTY BOARD OF HEALTH

Wednesday, November 9, 2016 - 5:00 p.m.  
5<sup>th</sup> Floor Board Room

**PRESENT:** Jennifer R. Dollar, M.D., Max Michael, III, M.D., Joshua Miller, D.O., and Commissioner Jimmie Stephens

**ABSENT:** Yocunda Clayton, M.D. and Hernando Carter, M.D.

### **OTHERS**

**PRESENT:** Mark Wilson, M.D., David Hicks, D.O., Senitra Blackburn, Rodney Holmes, Ed Khan, M.D., Bryn Manzella, David Maxey, Esq., Adriana Valenzuela, and Denisa Pridmore

### **Call to Order**

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

### **Minutes**

Minutes of the October 12, 2016 meeting were approved as distributed.

### **JCDH Interpreter Services**

Adriana Valenzuela, Public Health Language Coordinator in Clinical Services, gave an educational overview to the Board on the Public Health Language Worker (PHLW) Program at JCDH. She stated the program strives to provide optimal communication, patient satisfaction and improved quality of service for our clients in all areas of the Department of Health, clinical and non-clinical. A medical interpreter is a person who renders a message spoken in one language into a second language, and who abides by a code of professional ethics.

Ms. Valenzuela shared that JCDH has seen an increase in the number of non-English speaking patients from Fiscal Year 2015 to Fiscal Year 2016. Currently JCDH has 16 PHLWs who speak over six languages. JCDH also contracts with a company who provides interpretation and translation services after hours and weekends, as well as with a company who provides interpreters for the deaf and hard of hearing.

Ms. Valenzuela has championed Quality Improvement in her program. She attended a "Training for Trainers" class in Tennessee in 2012 that enabled her to develop a training program for JCDH interpreters. The state of Alabama currently does not have schools that provide training for interpreters. Ms. Valenzuela noted an important part of the interpreters' job is to be able to record and listen proficiently.

In 2014, Ms. Valenzuela developed policies and procedures for how to communicate with a limited English proficiency (LEP) client. Competency evaluations were conducted in 2014 on the interpreters by an outside vendor and an individual development plan was established for each interpreter. Rooms in each health center were set up for practice sessions and interpreters were given assignments. In March 2015, all interpreters took the test which resulted in a 50% pass rate. A Performance Action Plan was put in place for those whose scores were not acceptable and the competency evaluation was repeated in September 2015. Sixty-seven percent passed and operational decisions were made for the remainder. A process was also implemented whereby the interpreters would make and submit three recordings of interpretations per month to the Public Health Language Coordinator with one of them being audited.

Ms. Valenzuela discussed the challenges with obtaining data on the interpreters' activities. Months of meetings and planning took place to determine what data should be captured. In October 2015 a time study pilot was launched, and after working with JCDH's computer staff, iPad technology was implemented for the interpreters. A monthly review of the PHLW monthly encounter analysis reveals we are making some progress.

Ms. Valenzuela noted that future Quality Improvement plans include working on auditing the Declaration of Citizenship procedures, as well as policy and procedures regarding communication with LEP clients.

Ms. Valenzuela reported the PHLWs community outreach includes participating in community events such as Fiesta, Back-to-School Fairs, AIDS Alabama, Girls, Inc., and Hispanic Interest Coalition of Alabama (HICA). Recommendations have also been made for JCDH to promote public health messages on La Jefa AM/FM radio station that would reach the Hispanic community. PHLWs have partnered with Cahaba Valley Health Care to provide STD/HIV screenings. PHLWs also participated in the Community Matters Health Assessment in 2014.

### **Financial Statement**

Mr. Rodney Holmes, Director of Finance & Administration, discussed the September and October 2016 Financial Reports.

A motion to accept the financial reports was made, seconded and approved.

### **Contracts**

On the motion of Dr. Dollar, and seconded by Dr. Miller, the following contracts were approved:

A new contract with Greenway EHS, Inc. (payee) for implementation of, training for, and monthly subscription to Greenway Community population health tool at a rate of \$8,400 (initial, non-recurring), then \$4,500 monthly for 36 months from October 1, 2016 through September 30, 2019.

A new contract with Greenway EHS, Inc. (payee) to provide ten hours of Business Objects Training and four Business Objects Licenses at an amount not to exceed \$7,500 from October 27, 2016 through October 27, 2017.

Renewal of a contract with Michael Jeffries and Jesse Bell (payee) to provide security services to JCDH at a rate not to exceed \$22.50 per hour; not to exceed \$46,900 each from October 1, 2016 through September 20, 2017.

A new contract with Wilbron Industries, LLC (payee) to develop and create the JCDH Annual Report in a digital format at a rate not to exceed \$4,288 from October 20, 2016 through November 30, 2016.

A new contract with Summit Media, LLC (payee) to provide advertising services for education on the prevention of Sexually Transmitted Diseases for a rate not to exceed \$10,000 from October 10, 2016 through November 1, 2016.

A new contract with Jamme's Crunk Fitness (payee) to provide group fitness activity at the JCDH Team Building event for a rate not to exceed \$500 from November 10, 2016 through November 10, 2016.

A new contract with Deborah's Party Rental (payee) to provide rental equipment for team challenges at the JCDH Team Building event for a rate not to exceed \$600 from November 10, 2016 through November 10, 2016.

A new contract with American Outback Adventures (payee) for Hosted Team Pursuit – Operate team building activities for 400 JCDH employees at the JCDH Team Building event for a rate not to exceed \$11,500 from November 10, 2016 through November 10, 2016.

A new contract with the City of Birmingham, CrossPlex Facility, (payee) whereby Yellow Bicycling Catering Company will provide lunch buffet for approximately 400 JCDH employees at the JCDH Team Building event on November 10, 2016 for a rate of \$14.75 each; not to exceed \$5,900.

A new contract with Brian Crawford, dba B Brian, (payee) to provide DJ/MC services for JCDH Team Building event on November 10, 2016 at a rate not to exceed \$4,000.

An amended contract with National Safety Council (payee) for on-site Driver Safety Training and Defensive Driving Course to add an additional session for a total of three sessions from October 25, 2016 through November 1, 2016 for an amount not to exceed \$3,800.

Renewal of a contract with the Alabama Department of Public Health (payor) to provide early detection of colorectal cancer in men and women in Alabama for a rate not to exceed \$125,041 from June 30, 2016 through June 29, 2017.

Renewal of a contract with the Alabama Department of Public Health (payor) for JCDH to provide family planning services under the Title X Family Planning Grant for a rate not to exceed \$413,802 from July 1, 2016 through June 30, 2017.

## Health Officer Report

### Public Health Accreditation Board (PHAB) Anniversary

Dr. Wilson reported that JCDH's one year anniversary for accreditation with PHAB is next week. We will be submitting a progress report later this month to demonstrate our ongoing quality improvement.

### Employee Appreciation-Team Building and Training

Dr. Wilson noted JCDH will be closed for a half day tomorrow for a team building and training event for our employees at the Birmingham CrossPlex. We will be focusing on customer service, team building, and health equity training.

### JCDH 100 Year Anniversary

Dr. Wilson announced that JCDH's 100 Year Anniversary will be in 2017. Chris Osborne, Public Relations Manager, is making plans for various celebration events throughout the year.

### Child Health Medical Director

Dr. Wilson announced that Dr. Stephen Mallard has voluntarily stepped down as Pediatric Medical Director to dedicate more time to direct patient care. Dr. Mallard has been a champion for the Electronic Medical Record and will continue to provide assistance in this area.

Dr. Khalilah Brown has agreed to serve as provisional Child Health Medical Director until we advertise for the position and go through the interview process.

### JCDH Annual Report

Dr. Wilson stated that the 2015 JCDH Annual Report is not yet finished. There have been delays due to transitions. We plan to send the Board a draft in the next few weeks.


### Board of Health Policy Discussion

The Board discussed changes for the Affordable Care Act due to this week's election. Dr. Michael noted that a safety net will need to be in place if the Health Care Marketplace goes away. This may be an opportunity to re-visit coordinated health care for Jefferson County.

The next Board of Health meeting is scheduled for Wednesday, December 14, 2016 at 5:00 p.m. in the Fifth Floor Board Room. There being no further business, the meeting adjourned at 5:45 p.m.

  
Joshua Miller, D.O., Acting Secretary

Approved:

  
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Max Michael, III, M.D., Chair