



**JEFFERSON COUNTY BOARD OF HEALTH**  
**Wednesday, December 10, 2025 - 5:00 p.m.**  
**5<sup>th</sup> Floor Board Room**

**Present:** Iris Fancher, MD, Michele Kong, MD, Weily Soong, MD, and Andre' McShan, MD

**Absent:** Elizabeth Turnipseed, MD and Commissioner Jimmie Stephens

**Others Present:** Rodney Holmes, Loretta Hicks, Jonathan Stanton, David Hicks, DO, Bryn Manzella, David Maxey, Esq., Wesley Willeford, MD, Kim Bullock, Senitra Blackburn, Terrie Hartley, Ekta Choudhary, PhD, and Khalilah Brown, MD

**Call to Order**

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

**Recognition of Dr. Iris Fancher**

Dr. Kong and Dr. Hicks presented Dr. Fancher with a plaque and expressed their gratitude for her service to the Board from 2021–2025 and her service as its Chair from July 2023–December 2024.

**October and November 2025 Financial Statements**

The Board material contained the Financial Statements for October and November 2025. Loretta Hicks, Chief Accountant, gave a short overview comparing the end-of-year financial statements for Fiscal Years 2024 and 2025.

**Approval of Minutes**

The minutes of the November 12, 2025 meeting were approved as distributed.

**Contracts**

On the motion of Dr. Soong, and seconded by Dr. McShan, the following contracts are approved:

A new contract with Carrier, LLC (payee) to perform carrier lock out, tag out safety procedure, provide and install replacement control panel on chillers. Program, configure, and commission new controls as required; not to exceed \$15,975.30 from October 16, 2025, through April 30, 2026.

A new contract with DuraServe, LLC d/b/a Southern Dock Products (payee) for labor and materials to supply and install two new hydraulic end of dock levelers and the removal and disposal of existing levelers; not to exceed \$19,259.21 from October 5, 2025, through January 31, 2026.

A new contract with Nelson Glass Company (payee) to replace pivots on all glass doors; not to exceed \$495 from October 23, 2025, through January 30, 2026.

Renewal of a contract with The Bloom Group, Inc. to provide consulting and government relations services for JCDH; not to exceed \$47,000 from December 1, 2025, through November 30, 2026.

Renewal of a contract with Software House International (payee) to provide Microsoft Enterprise enrollment fees at a cost not to exceed \$1.5 million from December 1, 2025, through November 30, 2028.

Renewal of a contract with The Lioce Group (payee) for OpenText to provide a facsimile (fax) software as a solution; not to exceed \$20,000 from November 1, 2025, through October 31, 2026.

Renewal of a contract with Alabama Department of Public Health (payor) for Year 3 Work Plan: to provide a foundation of monetary and technical support for sub-recipient to continue to maintain the opioid reversal and fentanyl test strip distribution and maintain and expand a dashboard for overdose visualization; not to exceed \$327,503 from September 1, 2025, through August 31, 2026.

Renewal of a contract with Alabama Department of Public Health (payor) for a grant to offset cost of purchasing non-surgical contraceptives to reduce unintended births among eligible low-income women of childbearing age; not to exceed \$27,232 from October 1, 2025, through September 30, 2026.

A new contract with Alabama Department of Public Health Center for Emergency Preparedness (payor) to provide grant funds to support Jefferson County Health Care Coalition activities; not to exceed \$100,000 from October 1, 2025, through June 30, 2026.

A new contract with Alabama Department of Public Health Center for Emergency Preparedness (payor) to provide grant funds for JCDH All Hazards grant activities at the local level; not to exceed \$327,096 from July 1, 2025, through June 30, 2026.

Renewal of a contract with Alabama Department of Public Health Center for Emergency Preparedness (payor) to provide grant funds for JCDH Cities Readiness Initiative grant activities at the local level; not to exceed \$82,091 from July 1, 2025, through June 30, 2026.

#### **Appointment of Rabies Officer**

Dr. Hicks informed the Board that the current Rabies Officer, Susan Parsons, DVM, requested appointment for 2026. Alabama law mandates that the county Board of Health shall nominate annually one licensed veterinarian from each county within the state. Pending approval from the Board, the State Health Officer, and the Alabama State Board of Veterinary Medical Examiners, Dr. Parsons will begin her term on January 1, 2026.

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

**WHEREAS**, The Board, as a county board of health, is required to nominate and appoint a licensed veterinarian to serve as Rabies Officer for the county pursuant to section 3-7A-11(a) of the Alabama Code to serve a term expiring on December 31 of the appointment year but with eligibility for reappointment for succeeding year(s); and

**WHEREAS**, Susan Parsons, DVM, submitted a request for appointment as Rabies Officer of Jefferson County Department of Health; and

**WHEREAS**, the Board, having carefully considered the qualifications and application of Susan Parsons, DVM, and finding her to meet the requirements for the position and displaying the desire to serve the public health needs of Jefferson County, Alabama in this capacity:

**NOW THEREFORE, BE IT RESOLVED**, that Susan Parsons, DVM, be appointed as the Rabies Officer of Jefferson County Department of Health for the year 2026, said appointment subject to approval of the State Health Officer and the State Veterinarian per section 3-7A-11(a) of the Code of Alabama.

#### **Election of 2026 Officers**

Dr. Turnipseed was elected as Chair of the Board for 2026. Dr. Soong was named to serve on the General Liability Claims & Investment Committee. The new Board member elected by the Jefferson County Medical Society, Dr. Alison Heaton, will serve as Secretary.

The Board unanimously approved the election of the officers for 2026.

#### **Board of Health Self-Evaluation**

Bryn Manzella, MPH, Quality Improvement Officer, asked the Board members to complete the Self-Evaluation included in their meeting material. An electronic version of the survey was also provided prior to the meeting. Ms. Manzella encouraged the Board to complete the survey by the end of December.

#### **Health Officer Report**

##### ***Personnel Updates***

Dr. Hicks announced that Khalilah Brown, MD, has rejoined the Jefferson County Department of Health as Clinical Services Director. Dr. Brown brings extensive experience in public health leadership and is expected to play a key role in streamlining clinical operations. Dr. Hicks formally introduced Dr. Brown and Dr. Choudhary (Prevention & Wellness Director) to the Board.

##### ***Department Civil Actions Report***

Dr. Hicks provided for the Board's review, a report from legal counsel of civil actions the Department has taken regarding businesses in violation of Board of Health regulations.

##### ***Report from State Health Officer – November 2025***

Dr. Hicks presented to the Board for their information a summary report for the month of November 2025, from Dr. Scott Harris, State Health Officer, sent monthly to county Boards of Health describing actions taken by the State Committee of Public Health. Of note, Alabama has applied for the Rural Health Transformation Program which is a federal program to empower states to strengthen rural communities by improving healthcare access, quality, and outcomes.

Dr. Hicks also noted there were revisions to the Rules for Youth Injury Mitigation Training. A meeting has been scheduled in the coming week to discuss public health's role, with Dr. Choudhary joining the discussion.


***Organizational Assessment Update***

The Board was presented an updated organizational chart based on the recent realignment. Dr. Hicks noted the Department has been restructured into three major divisions: Finance and Administration, Prevention and Wellness, and Clinical Services. The restructure is to enhance cross-divisional collaboration and more clarity on reporting structure.

***Reportable Diseases Update***

Hospital visits for influenza-like illness (ILI) have started to increase but remain near baseline and outpatient sentinel site visits for ILI remain under baseline as of the end of last week. Influenza A is the leading type of respiratory illness identified. Hospital visits for COVID-19-like illness increased above baseline during the month of November but has returned to baseline. A question from a Board member prompted discussion about respiratory syncytial virus surveillance and data tracking.

The next Board of Health meeting is scheduled for Wednesday, January 14, 2026, at 5:00 p.m. in the Fifth Floor Board Room. There being no further business, the meeting adjourned at 5:38 p.m.



Andre McShan, MD, Secretary

Approved:



Michele Kong, MD, Chair