



**Fulton County Board Of Health (BOH)  
Regular Meeting Minutes  
Wednesday, April 24, 2019  
9:47 a.m.  
Commissioner Joan P. Garner Conference Room  
10 Park Place South SE, 6<sup>th</sup> floor**

**Board Members Present**

Chairman Otis Webb Brawley, M.D., MACP, FASCO, FACE  
Vice -Chairman Jack Hardin  
Secretary Lynne P. Meadows, R.N., M.S.  
Renay Blumenthal  
Clint Owens  
Commissioner Natalie Hall

**Board Member Absent**

Council Member Carla Smith

**I. CALL TO ORDER**

The meeting of the Fulton County Board of Health was called to order by Chairman Otis Brawley at 9:47 a.m. Chairman Brawley opened the meeting acknowledging the presence of the Board Members in attendance. He also announced his resignation and the resignation of J. Patrick O'Neal, to be effective April 30, 2019.

**II. OLD BUSINESS**

**APPROVAL OF MINUTES: Regular Board Meeting of January 23, 2019.**

Chairman Brawley asked if there were any questions or corrections to the minutes of January 23, 2019, Regular Board Meeting. With no questions, Chairman Brawley accepted and seconded the motion of Vice -Chairman Jack Hardin to approve the minutes.

All Members in Favor: Brawley, Hardin, Hall, Meadows, Smith, Blumenthal, Owens.  
All Members Against: None.  
Abstentions: None.

**III. EXECUTIVE SESSION**

Chairman Otis Webb Brawley presented to the Board the need to proceed with an executive meeting. Vice -Chairman Jack Hardin moved to recess to executive session and was seconded by Renay Blumenthal.

All Members in Favor: Brawley, Hardin, Meadows, Smith, Blumenthal, Owens.  
All Members Against: None.  
Abstentions: None.

The Board recessed to a closed Executive Session to consider matters of personnel, litigation, and/or real estate.

Executive Meeting ended at 10:05am and the regular BOH meeting continued.

**IV. Consideration of the Resignation of J. Patrick O'Neal, M.D., as Interim Executive Director and District Health Director.**

Current Interim District Health Director, J. Patrick O'Neal, M.D., announced his resignation from the Board of Health as of April 30, 2019 and requested approval from the Board.

Chairman Brawley moved to accept the motion of J. Patrick O'Neal, M.D., to resign as Interim Executive Director and District Health Director.

All Members in Favor: Brawley, Hardin, Hall, Meadows, Smith, Blumenthal, Owens.

All Members Against: None.

Abstentions: None

**V. Consideration of the Resignation of Otis Webb Brawley, M.D., MACP, FASCO, FACE, as Chairman and Member of the Fulton County Board of Health.**

Chairman Brawley announced his appointment as the Bloomberg Distinguished Professor at Johns Hopkins University, and the requirement that he resign from the Board of Health, requesting approval of his resignation as of April 30, 2019.

Chairman Brawley moved for the Board to accept his resignation as Chairman and Member of the Fulton County Board of Health.

All Members in Favor: Brawley, Hardin, Hall, Meadows, Smith, Blumenthal, Owens.

All Members Against: None.

Abstentions: None.

**VI. Presentation of Sandra Ford, M.D., M.B.A., F.A.A.P as Interim Executive Director and Interim District Health Director by Commissioner and State Health Officer, Kathleen E. Toomey, M.D., M.P.H.**

Commissioner of Public Health, Dr. Kathleen E. Toomey, M.D., M.P.H. introduced Dr. Sandra Ford, M.D., M.B.A., the District Health Director for the DeKalb Board of Health, and announced her appointment of Dr. Ford as the Interim District Health Director for the Fulton Board of Health, pending the approval of the Board.

Chairman Brawley moved to accept the appointment of Sandra Ford, M.D., M.B.A., F.A.A.P as Interim Executive Director and Interim District Health Director by Commissioner and State Health Officer, Kathleen E. Toomey, M.D., M.P.H.

All Members in Favor: Brawley, Hardin, Hall, Meadows, Smith, Blumenthal, Owens.  
All Members Against: None.  
Abstentions: None.

## **VII. NEW BUSINESS**

### **A. Presentation of the Certification of the BOH FY 2020 Budget by District Administrator, Beverly Stanley.**

The 2020 Budget was presented by District Administrator, Beverly Stanley. The Board Members voted to approve and certify the 2020 Budget, and Chairman Otis Webb Brawley signed the certification. Ms. Stanley presented a statement of the fund balance, which was acknowledged and signed by the Chairman.

Chairman Brawley moved approval of the BOH FY 2020 Budget Certification.

All Members in Favor: Brawley, Hardin, Hall, Meadows, Smith, Blumenthal, Owens.  
All Members Against: None.  
Abstentions: None.

### **B. Presentation of the Financial Status Report by Financial Systems Manager, Jamar Parker.**

The PowerPoint presentation informed BOH members and other participants of the upcoming fiscal budget.

Commissioner Natalie Hall inquired about the plans to expend the enhancement funds. Chairman Brawley expressed approval for the presentation.

## **VIII. DISTRICT DIRECTOR'S BOARD REPORT**

### **A. Updates**

J. Patrick O'Neal presented updates regarding the progress of the Board of Health becoming independent of Fulton County with accomplishments of hiring a Finance Director, HR Director and IT Director. A special thanks was also given to Natalie Hall for her assistance with the improved budget. Dr. O'Neal closed his update with confidence that an end to HIV/AIDS epidemic is a real possibility in Fulton County, DeKalb County and Gwinnett County as the BOH partners with the CDC.



## **B. Report of Donations**

J. Patrick O’Neal reported donations from The Clinic at The Atlanta Speech School of (1) Audiometer, valued at approximately \$799.00, and (2) one Verifit, valued at approximately \$895.00

## **C. Presentation – Hepatitis A Outbreak and the BOH Response – Sasha Smith, Epidemiologist, David Holland, M.D., M.H.S., Chief Clinical Officer, Medical and Preventive Services and Shamimul Khan, M.B.B.S., M.P.H., Epidemiology Manager.**

Epidemiologist Sasha Smith used PowerPoint slides to share the increase in Hepatitis A cases in the region that led to the state’s designation of an official outbreak in April. She explained the BOH’s plan for treatment of those infected and protection of others at risk. David Holland added that the BOH has been vaccinating shelters since July of 2018 for HEP A as a precaution.

## **D. Audit Report by Robert W. Baker & Associates Auditor, Rhonda Collins**

Rhonda Collins, Auditor from Robert W. Baker & Associates, summarized their audit experience with the Board of Health via a PowerPoint presentation. She informed the BOH that they achieved an unmodified audit report, and congratulated the team for their cooperation and success. The Report included several minor findings, which were related to the fact that not all incoming financial assets and obligations for the BOH fiscal year ending June 30, 2018, were recognized, since Fulton County closes its fiscal year in December, and there was no mechanism to ensure all debits and credits attributable to the BOH’s fiscal year were captured at that juncture. Beverly Stanley shared that the Board of Health and Fulton County are currently collaborating for budget and close-out improvement as a solution.

## **IX. OLD BUSINESS**

### **A. BOH GOVERNANCE**

Jennifer R. Culler, Esq., Attorney for the Fulton County Board of Health

- a) Report from the Committee Designated to Study the By-Laws Amendment to Allow for Urgent Special Meetings of the Board of Health to Be Conducted By Teleconference and for Other Purposes

Counsel delivered the report of the Committee, recommending that the ability to conduct hearings by “telephonic” means be broadened to allowing “teleconference” means, which could include video technology in addition to audio technology. The Committee further recommended that the board

simultaneously amend the bylaws with respect to the quorum provision. Currently, the bylaws require that four (4) members must be present for there to be a quorum, and one of those four (4) must be either the chair or vice chair. It would be permissible to modify this provision to allow a quorum to include four members without specifying that the chair or vice chair was required. Robert's Rules provides a mechanism for appointment of a *chair pro tem* during meetings when the chair and/or vice chair are absent, and this is contemplated in the bylaws at Article VI, Regular Meetings. Striking the requirement that either the chair or vice chair be present for there to be an official quorum will align the bylaws with the legal requirements and provide flexibility for appointment of a temporary *chair pro tem* when necessary.

The Committee's full report is attached hereto.

- b) Recommendation for Approval of the By-Laws Amendment to Allow for Urgent Special Meetings of the Board of Health to Be Conducted By Teleconference and for Other Purposes

The Board members expressed general concurrence with the recommendations of the Committee. A motion was made by Vice -Chairman Jack Hardin to approve the Committee's proposed Revised Resolution as a first read, and to bring it back for consideration of the required Second Approval at the next regular board meeting.

All Members in Favor: Brawley, Hardin, Meadows, Smith, Blumenthal, Owens, Hall.

All Members Against: None.

Abstentions: None

## X. RECOGNITIONS

- a) The Safe Kids proclamation was presented by Natalie Hall, Kristin Dixon and Dr. Brawley to recognize April 30<sup>th</sup> as Safe Kids Fulton County Day. Photos were taken with all Natalie Hall, Kirstin Dixon, Dr. Brawley and all participants.
- b) J. Patrick O'Neal recognized Kathleen E. Toomey, M.D., M.P.H., Former District Health Director for her service to the BOH and Fulton County overall. He also presented Dr. Toomey with an award to show the appreciation on behalf of the BOH. Dr. Toomey rose to thank the BOH Members and the employees of Fulton County BOH. Photos were taken by the Communications team.

- c) Dr. Brawley recognized J. Patrick O'Neal for his service on before and during his work at Fulton County as interim Health Director and presented him with an award of appreciation. Photos were taken by the Communications team.
- d) Counsel presented a proposed redline of the current Bylaws and asked for a First Adoption of those modifications. The motion was granted by the BOH Members unanimously. This matter will come back before the Board at the next regular meeting for a Second Adoption in order for it to be finalized.

**XI. BOARD COMMENT**

The board members acknowledged publicly the extraordinary services of Dr. Kathleen E. Toomey, M.D., M.P.H., former District Health Director, Dr. Patrick O'Neal, and Dr. Otis Webb Brawley, and expressed appreciation and thanks for their distinguished services. Deputy District Director, Rosslyn Bacon, was also recognized for her significant contributions to the success of the Board of Health. Ms. Bacon received a standing ovation.

**XII. ADJOURNMENT**

A motion was made to adjourn the meeting by Vice-Chairman Jack Hardin.  
All Members in Favor: Brawley, Hardin, Meadows, Smith, Blumenthal, Owens, Hall.  
All Members Against: None.  
Abstentions: None

The meeting was adjourned by Chairman Brawley at 11:45am.

Respectfully submitted,



S. Elizabeth Ford, M.D., M.B.A.  
Interim CEO/Fulton County District Health Director



Jack Hardin  
Chairman, Board of Health