

**Columbus Board of Health Meeting Minutes  
December 4, 2019**

**Presiding:** Rajinder Chhokar-MD  
**Attending Board Members:** James Lopez-DMD, Devica Alappan-MD, Yasmin Cathright  
**Excused Absences:** Rebecca Covington (Mayor Office), Isaiah Hugley, City Manager  
**Others Present:** Beverley Townsend-MD, Joanne Strickland, Tori Endres, Asante' Hilts, Steve Gunby (Atty), Pamela Kirkland, Valerie Scruggs-RN, Kristi Ludy, Justin Smith, Ashley Bassett, Jeannie Polhamus-RN (MCSD), Carol Popwell, Theresa Averett

Agenda Topic	Discussion	Decision	Responsibility
<b>Call to order</b>	Dr. Chhokar called the meeting to order at 1:05 pm. Seeing no quorum was present at that time, proceeded with call for the Director's report.	None	None
<b>District Health Director's Report</b>	Dr. Townsend: <ul style="list-style-type: none"> <li>• All public health offices will be closed Christmas day and the day after Christmas according to the 2019 state holiday calendar.</li> </ul>	None	None
<b>Financial Report</b>	Joanne Strickland: <ul style="list-style-type: none"> <li>• Presented FY20 financial overview through the end of October. Current budget is \$5,883,730. Total expenses are \$1,913,872.82. Total fee income is \$467,656.43. Following pages show the breakdowns of the summary and grants which are all on target.</li> </ul>	The Financial Reports are attached and made part of these minutes.	None
<b>Approval of Minutes</b>	Dr. Chhokar: <ul style="list-style-type: none"> <li>• Acknowledged a quorum was present.</li> <li>• Asked attending members to refer to minutes from the last meeting of October 23, 2019. Two corrections are needed including correcting Jeannie Polhamus' name from Nancy to Jeannie. With no further questions or discussion from the members, Dr. Chhokar asked for a motion of approval.</li> </ul>	Motion to approve minutes with noted corrections by Dr. Alappan, seconded by Ms. Cathright, and approved by all members present.	Secretary to make corrections and redistribute minutes via email.

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<b>Approval of Minutes from 8/23/19 Public Hearing of Proposed Environmental Health Rules</b>	<p>Dr. Chhokar:</p> <ul style="list-style-type: none"> <li>• Asked attending members to refer to minutes from the August 23, 2019 public hearing held for proposed Environmental Health Rules and Regulations. There were no questions. Dr. Chhokar asked for a motion for approval.</li> </ul>	<p>Motion to approve minutes by Dr. Lopez, seconded by Dr. Alappan, and approved by all members present.</p>	<p>None</p>
<b>Excused Absences</b>	<p>Rebecca Covington, Mayor's Office Isaiah Hugley, City Manager</p>	<p>None</p>	<p>None</p>
<b>Old Business</b>	<p>Board Vote on Environmental Health Rules:</p> <ul style="list-style-type: none"> <li>• Body Art</li> <li>• Water Well Location Permit</li> <li>• Minimum Lot Size</li> </ul> <p>Dr. Chhokar:</p> <ul style="list-style-type: none"> <li>• Announced that in the absence of Mr. Isaiah Hugley, the board will not be voting on the proposed Lot Size Rule and that Justin Smith, Environmental Specialist, is present to answer any questions related to the proposed rules and regulations. Asked for a motion on the Body Art and Water Well rules.</li> </ul> <p>Mr. Gunby:</p> <ul style="list-style-type: none"> <li>• Informed board members he had reviewed both policies and made some corrections to a few legal references on laws that should be included. There were no substance changes to the rules.</li> <li>• There were no questions.</li> </ul>	<p>Motion to approve Body Art and Water Well rules made by Ms. Cathright, seconded by Dr. Lopez, and approved by all members present.</p>	<p>None</p>

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<b>New Business</b>	<p>Fiscal Year 2019 Audit Summary</p> <ul style="list-style-type: none"> <li>Joanne Strickland presented the audit summary report. Auditors had no findings.</li> </ul> <p>There were no questions.</p>	<p>Motion to accept FY2019 Audit Summary as presented made by Dr. Alappan, seconded by Ms. Cathright, and approved by all members present.</p> <p>Audit summary is attached and made a part of these minutes.</p>	None
<b>Public Information</b>	<p>Pam Kirkland:</p> <ul style="list-style-type: none"> <li>Presented oral Public Information report including press releases, interviews, social media posts and billboards.</li> <li>Distributed PrEP (pre-exposure prophylaxis for HIV) Clinic posters to each board member.</li> </ul> <p>QUESTION: Dr. Chhokar – Who pays for the medication? RESPONSE: Pam Kirkland – Client or client insurance.</p> <p>QUESTION: Dr. Lopez – How much does a 30-day supply of the medication cost? RESPONSE: Tori Endres - \$437.00 for 30 days.</p>	PrEP Clinic poster is attached and made a part of these minutes.	None
<b>Environmental Health Report</b>	<p>Kristi Ludy:</p> <ul style="list-style-type: none"> <li>Presented EH report and summarized the activities through end of October. Most activity is in food service with inspections. Scoring details are at the end of the report and available on our website.</li> </ul> <p>There were no questions.</p>	The Environmental Health report is attached and made a part of these minutes.	None

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<b>Nursing Report</b>	<p>Valerie Scruggs:</p> <ul style="list-style-type: none"> <li>Presented the nursing report on 3,726 initial clinic visits and 814 return visits, totaling 4,270 visits for FY20 (July 1, 2019 – October 31, 2019).</li> </ul> <p>QUESTION: Dr. Lopez – Should grocery store staff receive the Hep A vaccine?</p> <p>RESPONSE: Valerie Scruggs – As nurses, we would recommend everyone receive all vaccines.</p>	The Nursing report is attached and made a part of these minutes.	None
<b>Other</b>	<p>Dr. Chhokar:</p> <ul style="list-style-type: none"> <li>Asked for a motion to go into Executive Session immediately after adjournment of this meeting.</li> </ul>	Motion to approve by Ms. Cathright, seconded by Dr. Alappan, and approved by all members present.	None
<b>Adjournment</b>	<p>With no other business, the public meeting was adjourned by Dr. Chhokar at 1:31 pm.</p> <p>Meeting room was vacated by all except Columbus Board of Health members and West Central Health District Executive Leadership Team.</p>	None	Secretary to attach signed affidavit as to closed portion of meeting to these minutes.

**NEXT BOARD OF HEALTH MEETING TO BE HELD:**

**JANUARY 22, 2020 1:00 PM**

**HEALTH & HUMAN SERVICES BUILDING,**

**2ND FLOOR, LDR CLASSROOM**

Columbus Board of Health Minutes Respectfully submitted by:

Peggy Hallmark, Secretary

On behalf of:

Carol Popwell and Theresa Averett, Acting Secretaries