I. CALL TO ORDER AND WELCOME

Kian Kamas called the meeting to order at 6:00 p.m. The meeting notice was posted at the north and south entrances of the James O. Goodwin Health Center and the west entrance of the North Regional Health and Wellness Center and the Tulsa City-County Health Department website on December 1, 2017. The agenda was emailed to and posted by the Tulsa County Clerk, the Tulsa City Clerk, the Tulsa County Clerk, and the Tulsa City-County Library on December 1, 2017.
II. APPROVAL of October 3, 2017 MINUTES
Kian Kamas entertained a motion to approve the previous meeting minutes. A motion was made by Mike Jones and seconded by Chris Bell. The minutes were approved:

Ms. Bell  aye
Mr. Goodwin  not present
Dr. Jones  aye
Ms. Kamas  aye
Dr. Lander  not present
Dr. Lewis  not present
Mrs. Odom  aye
Mrs. Paul  aye

III. CHAIR’S REPORT
Kian Kamas said there was a lot going on with public health in Oklahoma. Bruce Dart was doing a good job keeping the Tulsa Board of Health (BOH) up to date. He was working with the Oklahoma City-County Health Department and Oklahoma State Department of Health (OSDH) to evaluate how we can improve public health going forward.

Later in the meeting the auditors would present the Tulsa Health Department FY17 report.

IV. DIRECTOR’S REPORT
Bruce Dart congratulated Kian Kamas and Emily Odom, who recently had babies. He was glad that both moms and babies were doing well.

Board members were asked to take time to review the board reports in their packets when they had an opportunity. Reports focused on accomplishments this year in each division.

There was not a lot of new information to share about OSDH. The budget challenges presented a good opportunity to evaluate if Oklahoma’s public health system was providing the right services in the most effective way. Bruce was looking at the best practices of other states. The plan was to use these ideas to develop a new model. He was not sure how politics would impact the final results. For example if Tulsa Health Department were more autonomous from OSDH, it would require statute changes from the Oklahoma legislature. In the near future, leaders from different health and community agencies would meet for joint sessions to discuss these issues.

V. CURRENT BUSINESS – Action Items
A. FY17 Audit Report – Paul Wolfenberg and Craig Legener from Stanfield & O’Dell

Paul Wolfenberg explained the audit covered the time period from July 1, 2016 to June 30, 2017. They concluded THD had a clean audit and full compliance of federal regulations. The audit did not relieve THD management of its responsibility to provide accurate statements and maintain internal controls. The auditors were glad to report they had no disagreements with THD management.
As part of audit they reviewed and tested internal financial controls, including processes for handling cash, purchase orders, payroll, and management of federally funded programs. Federally funded programs were tested using Women Infant & Children (WIC) and Maternal Child Health (MCH) and verified federal guidelines and contractual requirements were met.

There were no significant changes to accounting policies in FY17 year. New GASB standards next year would require post retirement benefits (e.g. medical insurance costs for retirees) to be disclosed in the financial statements. That liability was expected to be sizable.

Highlights in the financial statement

- Management’s Discussion Analysis (on pg. 7 of FY17 Audit) shows the condensed three-year comparison of THD’s statement of net position.
- The most significant change was in pension accounts. Net liability increased by $6.4 million while the net change in the deferred inflows and outflows decreased by $5.4 million, so the increase in combined pension liabilities was $1 million.
- A condensed three-year comparison of the income statement (on pg. 8 of FY17 Audit) shows income was very similar to prior years.

Paul Wollenberger thanked Finance Director, Jumao Wang, for her stewardship of THD resources and for being thorough and responsive during the auditing process.

In a recently conference call, Kian Kamas asked Reggie Ivey to explain how THD works to prevent financial mismanagement and he detailed several ways. For federally and state funding programs, THD uses a reimbursement system so money for programs and services is expended and then reimbursed by federal and state agencies. All payments issued by THD are administered through the Tulsa County accounts payable system, so there were additional checks and balances outside of THD. The chance to misappropriate funds is extremely low.

Kian said that for the sake of transparency and to help board members be better stewards, there should be quarterly financial reports at the BOH meetings. Reggie and Bruce agreed it would be done going forward.

Bruce said THD management looked forward to the audit each year because it confirms everyone is doing their job and funds are well managed.

Kian Kamas entertained a motion to accept the FY17 Audit. A motion was made by Ann Paul and seconded Emily Odom. **The FY17 Audit was approved:**
Ms. Bell       aye
Mr. Goodwin    not present
Dr. Jones      aye
Ms. Kamas      aye
Dr. Lander     not present
Dr. Lewis      aye
Mrs. Odom      aye
Mrs. Paul      aye

B. Resolution for the Inclusion of Public Health Education in General Education Requirements at Oklahoma Universities, Colleges and Career Tech Centers

Bruce Dart stated that at the October 3, 2017 Tri-Board Meeting, Dean Raskob from the Oklahoma City-County Board of Health shared a resolution to support the inclusion of a required public health class for all Oklahoma higher education students. Tulsa BOH did not have a quorum at the point in the Tri-Board meeting when the resolution was ready for vote; Bruce was now asking for the Tulsa BOH to support it.

Ann Paul was concerned that as the resolution was worded, it would add another basic graduation requirement to undergraduate students who already have a lot of required credit hours. While the topic is important, could the core principles of public health be woven into other classes that are already required? Bruce Dart clarified that Dean Raskob wanted specifically to require a public health class. Dr. Dart also said it was unknown what the resolution’s impact would actually be because it was only a recommendation to the Oklahoma Higher Education Board of Regents. Ann Paul said if we really want to make a difference it may be wise to propose something more likely to be accepted at the education institutions and to get their buy-in first.

She did not disagree with the goal of putting focus on higher education, but thought the resolution may not be the right way to go about it. She asked if instead of a required class if it could be a competency. Kian said the resolution should be voted on as it was stated, which was to add a public health class requirement for all higher education students. Bruce said the resolution was more of a show of support on the issue and the specific requirements would be refined if Dean Raskob chose to pursue it with the Oklahoma State Regents for Higher Education. It may also provide Raskob an opportunity to open discussion on developing undergraduate programs and other emphasis on the topic of public health with the State Regents.

Chris Bell said the resolution as written carried little weight legally, and is instead a show of support that could be used by Raskob in the future.

Kian Kamas entertained a motion to support the resolution. A motion was made by Chris Bell and seconded Regina Lewis.
Support for the Resolution of the Inclusion of Public Health Education in General Education Requirements at Oklahoma Universities, Colleges and Career Tech Centers was approved:

Ms. Bell         aye
Mr. Goodwin      not present
Dr. Jones        aye
Ms. Kamas        aye
Dr. Lander       not present
Dr. Lewis        aye
Mrs. Odom        aye
Mrs. Paul        aye

Bruce Dart thanked everyone for the discussion. It was important to consider all sides of an issue and the impact of decisions made.

C. 2018 Tulsa Board of Health Meeting Schedule

Kian Kamas entertained a motion to approve the 2018 meeting schedule. A motion was made by Ann Paul and seconded Emily Odom. The 2018 Tulsa Board of Health Meeting Schedule was approved:

Ms. Bell         aye
Mr. Goodwin      not present
Dr. Jones        aye
Ms. Kamas        aye
Dr. Lander       not present
Dr. Lewis        aye
Mrs. Odom        aye
Mrs. Paul        aye

Regina Lewis asked if calendar invites could be sent for the 2018 meetings. Jenna Grant would send them.

VI. CURRENT BUSINESS - Information Items

A. Community Health Improvement Plan – Jennifer Haddaway

Bruce introduced Jennifer Haddaway, recently hired as a Project Manager to help THD projects be fully implemented. As part of her work she was overseeing the Community Health Improvement Plan (CHIP). The project required clear communication since there were over 50 community stakeholders. Work focused in the areas of educational attainment, access to healthcare, food environment, and built environment.

In the first year of CHIP:

- Trainings with 324 teachers were held at 13 sites.
- The City of Tulsa adopted the GO Plan for bicycle and pedestrian improvements city-wide.
Fresh produce was added to convenience stores in areas of Tulsa considered food deserts because they have no grocery stores.

Haddaway had feedback from the stakeholders that would be used in the development of a 1-page annual report card on CHIP and LiveStories videos on THD’s website.

Kian Kamas said she attended several built environment committee meetings and can see that having a project manager would be beneficial. Bruce said it was important to him and THD to assess and report on CHIP and its impact.

B. THD Board Retreat – Bruce Dart & Reggie Ivey

Bruce Dart said THD’s goal of making Tulsa the healthiest county in the nation in the next ten years would require forward thinking. A special retreat was scheduled February 2-3, 2018 and John Auerbach would facilitate. He is director of Trust for American's Health, which makes national health rankings and provides insight to making successful changes to improve health outcomes in communities. Reggie Ivey added that Auerbach was part of the leadership team who helped overhaul Massachusetts public health, now one of the best in the nation.

Bruce said there was a real synergy with THD and the city. Mayor Bynum was concerned about health equality and that made it a good time to develop strategy for the future. Ann Paul recommended identifying the states with the biggest health improvements for ideas on how health can be improved in Oklahoma, and also to look at our state’s biggest challenges and what can be done to address them. Paul said because it takes time to make big changes, it was important to have a sense of urgency in getting them achieved. There were always unexpected delays and barriers.

The retreat would be for THD managers on Friday afternoon and all day Saturday for BOH and THD managers. Dart appreciated people taking time away from their family and other responsibilities to attend. The plan was to send high level information in advance so there could be good discussion at the retreat. The location was not finalized. Regina Lewis suggested the new Tandy Building at the OSU-Tulsa Medical Center. 36° North was also recommended. Jenna would send a calendar invitation to the BOH.

Bruce Dart said the retreat would be in addition to February board meeting, which would have a legislative update from Scott Adkins.

VII. ANNOUNCEMENTS

Next month there would be a resolution to update policies and procedures that THD’s Environmental Health staff use to address housing violations.

VIII. ADJOURNMENT

The meeting adjourned at 7:09 p.m.