Butts County
BOARD OF HEALTH MEETING
February 8th, 2017
Butts County Health Department

The Butts County Board of Health held their quarterly meeting on February 8th at 7 am in the Butts County Health Department conference room.

Attendees: Dr. Keith Fortson, Robert Costley, Keith Douglas, Dr. Carol Odegaard, Connie Jones, Robert L. Henderson, Dr. Olugbenga Obasanjo, Duane Fields, Debbi Heard, Wendy LeVan, Brigid Smith, Pamela Bradley, Krystle Whitten, Robert Waggoner, Ken Wallace, Dan Dorsey.

Dr. Fortson, Chairman, called the meeting to order.

The minutes from the August 3rd, 2016 board meeting were presented for approval. A motion to approve the minutes was made by Robert Costley, seconded by Dr. Carol Odegaard.

NEW BUSINESS

Robert Costley made the motion for Dr. Fortson to continue as Chairman, Dr. Lezlie Biles as Vice Chairman, seconded by Dr. Carol Odegaard.

Robert Costley made the motion to approve the meeting schedule change for 2017, seconded by Carol Odegaard.

Ken Wallace & Dan Dorsey local HAM radio operators through ARES (Amateur Radio Emergency Services) gave a brief presentation regarding the benefits of having the HAM radio as a reliable communication tool during emergency situations. A motion was made by Robert Costley to accept the HAM Radio review and seconded by county representative, Robert L. Henderson, as well as final approval by the county.

OLD BUSINESS

No Old Business

BRIDG SMITH
Financial Report

Brigid provided the financial report. (narrative attached)
Krystle Whitten, RN
NURSING

Krystle provided the nursing report (narrative attached)

Ryan Saccuci
WIC

Ryan provided the WIC report (narrative attached)

Robert Waggoner
ENVIRONMENTAL HEALTH

Robert provided the EH report (narrative attached)

DR. OLUGBENGA OBASANJO
DISTRICT 4 PUBLIC HEALTH

Dr. Obasanjo introduced Mr. Morris Hutcheson to the board. Mr. Hutcheson is from the Macon District. Dr. Obasanjo is still serving as Interim Health Director for the Macon district and hope to interview in April for a Health Director. Also Dr. Obasanjo announced that the call center was fully staff with 2 being bilingual clerks. The call center will be introduced 3 counties at a time.

Included in the board packet is the Accreditation flyer with recent updates on activities.

In the packet is the Save The Date flyer with upcoming events.

Also, included in the packets is a handout with the Immunizations provided along with pricing. It also lists the insurance plans accepted.

BOARD MEMBER REPORTS/COMMENTS

With no further business, the meeting adjourned.

Keith Fortson, Chairman

4-19-17

The next meeting is scheduled for June 7th @ 7 am in the conference room of the Butts County Health Department.

Serving: Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup & Upson Counties
Butts Board of Health Meeting
Financial Report

Date: Feb 8, 2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY17 Budget</td>
<td>A budget revision is necessary to line up the correct GIA. Added $11,899 for salary increases paid at state. Same for Family Planning.</td>
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<tr>
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<td>Budget is on track. Our expenses were only 54%.</td>
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<tr>
<td>FY16 Audit</td>
<td>The audit books are available for your review. There were no findings. There is a letter in your packet from the auditors which discusses standard accounting procedures. We use to have a problem with segregation of duties, but that issue has been resolved by the District posting receipts and close out. District is also cutting checks and completing payroll and taxes.</td>
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<td>Financial Report</td>
<td>The Financial report was presented to the Board.</td>
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<td>FY17 Revenue July thru Jan Revenues were $268,370 compared to $259,690 in FY16. An increase of $8,680.</td>
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<td>Breakdown of Revenue: Clinical Medicaid were up $7,333. EH was down $2,300. Other revenue was up $3647.</td>
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<td>FY17 Expenses July thru Jan were $277,723 compared to $229,417 in FY16. An increase of $48,306. Salaries are up $25,895.</td>
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<td>Payroll</td>
<td>District is outsourcing payroll and time and attendance effective January 1st 2017. Leave now will be online and put directly into balances checked by the supervisor. In order to help reduce fees, Butts County will open an operating account with State bank in Macon. It will not be for check writing.</td>
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INFORM-PREVENT-PROTECT

Prepared by: Brigid Smith, District Administrator

Brigid Smith, District Administrator

District 4 Public Health

Review/Revision Date 4/2015
Butts Board of Health Meeting
Nursing Narrative

Date: February 8, 2017

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| Staffing                   | 2 full-time RNs  
1 part-time RN  
2 customer service rep  
1 environmental manager  
Pam Bradley serving as administrative supervisor for Butts and Spalding.                                                   |
| Community Involvement      | Involvement in county wide health fair sponsored by Wellstar Sylvan and Butts County Library.                                                                                                                |
| Emergency Preparedness     | Local HAM radio operators through ARES (amateur radio emergency services) are interested in collaborating with public health for purchase and installation of digital HAM radio. Radio would be used for communication during emergency situations. |
| Updates                    | Appointment call center effective 03/2017. Patient calls and appointments directed through centralized scheduling at district office.                                                                        |
| Discussion                 | Commissioner Henderson informed group that hospital has HAM equipment in place. Mr. Costley and Dr. Odegaard asked questions regarding what scenarios the HAM radio would be used. HAM radio operators Ken Wallace and Dan Darsey addressed questions. |

INFORM-PREVENT-PROTECT
Presented by: Krystle Whitten
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| WIC Caseload        | -Discuss the WIC reports in Butts for the month of December. December is the most current month out on GWIS.  
                        -Report the total Caseload for the month and participant category which made up the caseload. Also the ethnicity percentages of the caseload were provided.  
                        -Review over the most common risk factors which are being seen with our participants.  
                        -Discuss the percentage of our caseload that is breastfeeding and our first trimester enrollment rates with our prenatal. |
| WIC Vendors         | -Review over the numbers of WIC vendors that are located in and serving Butts County.  
                        -Report the number of vouchers cashed the cumulative total for the month which was $26,503.73 |
| Child Weight Report | -Discuss the most recent quarterly child weight report that is out for Butts County. This period covered 10/1/2016 – 12/31/2016. The child weight report contains children between the age of 2-5 who are at underweight weight range, normal weight range, and overweight weight range for their BMI.  
                        -This totals are represented on a graph and the percentages are compared to the district and state averages.  
                        -Discuss our obesity report for the 2-5 age group of our participants.                                                                 |
| Miscellaneous       | -Ericka is back as of 2/6/17  
                        -Gateway officially started on 2/7/18                                                                                                                                                                |
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| Activity Report               | **Food Service:**  
  - Number of permitted facilities is 54 (including schools, prisons, ECDC, nursing homes)  
  Inspection numbers have gone up with additional help |
| Tourist Accommodations       | - Facility numbers have stayed constant                                                                                                 |
| On-Site Sewage Management Systems | - New septic permits 8  
  - Repair Permits 2                                                                                                               |
| Swimming Pool/Institutions/Body Art | - Four public Pools in county reported no complaints  
  - No Body Art Studios                                                  |
| Rabies                        | - Numerous Dogs bites  
  - 11 investigations  
  - 2 Animals tested (2 cats)  
  - Urge people to keep animals up to date on vaccinations  |
| Communication                 | **Went over reports and covered graphs and documentation** Such as phone calls, emails, letters, in person conferences, texts  
  This is being done to record the time we spend in not only in office but out of the office |

INFORM-PREVENT-PROTECT       | Prepared by: Robert M. Waggoner EHS IV                                                                                              |