BUTTS COUNTY
BOARD OF HEALTH MEETING
May 4th, 2016
Butts County Health Department

The Butts County Board of Health held their quarterly meeting on May 4th, 2016 at 7am in the Butts County Health Department conference room.

ATTENDEES: Dr. Keith Fortson, Keith Douglas, Dr. Carol Odegaard, Dr. Lezlie Biles, Brigid Smith, Wendy LeVan, Duane Fields, Krystle Whitten, Robert Waggoner, Dr. Obasanjo, Jan Edwards

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

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

NEW BUSINESS

FY'17 Budget – Brigid Smith presented the FY'17 Budget for approval. The retirement rate increased by 3%. Employees will get a 3% increase if they meet the performance review requirements. Mr. Douglas made the motion to approve the FY'17 Budget as presented, seconded by Dr. Biles.

OLD BUSINESS

100% Tobacco Free Policy – Brigid Smith presented the Tobacco Free plaque to the Board of Health/Health Department.

ByLaws – Copies will be distributed and will review at the next board meeting.

Krystle Whitten, RN
Nursing

Krystle provided the nursing report (Narrative attached)
Brigid Smith
Financial

Brigid provided the financial report (Narrative attached)

Robert Waggoner
Environmental Health

Robert provided the Environmental Health report (Narrative attached)

Krystle Whitten for Ericka Borerro
WIC Program

Krystle provide the WIC report (Narrative attached)

Dr. Obasanjo
District 4/Public Health

At the 2016 Georgia Public Health Association (GPHA) Conference, District 4 won 4 out of 11 awards. The Fayette County BOH Chairman, David Barlow, was elected Vice-Chairman of the BOH/Governance Section. This training is especially recommended for new board members. District 4 would like to see a future GPHA conferences held in our area. The next GPHA conference will be in April 2017.

The District Office will be moving into the new building on July 1st. The Ribbon Cutting & Open House is scheduled for July 29th at 11:30am.

Dr. Obasanjo reviewed the Accreditation flyer that shows our progress. He will report on our progress at future meetings. The Community Health Assessments (CHA) results will be coming out soon.

The Mercer Graduation Ceremony was March 18th. Krystle and Robert attended the classes.

The Health & Wellness Day was April 29th at the Rock Ranch. Normally held in January, it was moved to April after the employee survey results requested it to be moved so that outside activities could be a part of the event.

“Boosting” is being used to advertise women’s health services. This is done through Facebook and allows us to target women of a certain age.

We can now bill Cigna, Aetna, BCBS and Coventry for certain services.

Dr. Obasanjo provided the board members with a copy of the 2015 and 2016 County Health Rankings. Butts County moved up from #120 to #81 this year. This is validation of the things being done in the county to improve health in the communities.

The board was asked if videoconferencing would work for future meetings and the board agreed.
Wendy LeVan, RN, BSN
District Nursing & Clinical Services

Wendy presented Krystle with her 5-Year Service Award.

The meeting was adjourned at 7:47am

[Signature]
Keith Fortson, Chairman

8/3/16
Date

The next meeting of the Butts County Board of Health will be August 3rd, 2016 at 7am in the Butts County Health Department conference room.
Date: May 4, 2016

Butts County

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY16 Budget</td>
<td>A budget revision will be necessary and will be changed due to receiving additional GIA from the STATE. 2% contingency fund</td>
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<td>Same for Family Planning. Revision before the end of the year. Budget is on track. We will not be using any current year fees to cover the expenses. We will be rolling money into fund balance this year.</td>
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<tr>
<td>Financial Report</td>
<td>The Financial report was presented to the Board.</td>
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<td>FY16 Revenue July thru April Revenues were $376,638 compared to $396,824 in FY15</td>
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<td>A decrease of $20,186.</td>
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<td>Breakdown of Revenue:</td>
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<td>Clinical Medicaid were down $11,940</td>
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<td>EH was up $3,225</td>
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<td>Other revenue was down $13,296.</td>
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<td>FY16 Expenses July thru April were $361,052 compared to $367738 in FY15.</td>
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<td>A decrease of $6686.</td>
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<td>Office manager transferred, Duties are shared by district for Accounting, payroll, billing, payables, and a regional administrative manager. LPN left in December.</td>
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**INFORM-PREVENT-PROTECT**

Prepared by: Brigid Smith, District Administrator

Brigid Smith, District Administrator
Butts County
Board of Health Meeting
Nursing Report

Date: 05/04/16

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Smoke Free Policy</td>
<td>Policy approved and signed.</td>
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<tr>
<td>Community Involvement</td>
<td>Participation in health fair at Magnolia Grove performing bone density screenings. Participation in emergency preparedness functional drill with many community partners. Upcoming child safety seat checkup and health fair May 14 along with law enforcement. Monthly car seat classes to begin May 18.</td>
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<tr>
<td>Advertisement</td>
<td>&quot;Boosting&quot; ads on social media.</td>
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<td>Grant Funding</td>
<td>Continuation of LBW work through grant funding provided by Kaiser and March of Dimes. Recently hired strategy support specialist through the grant.</td>
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<td>Renovation</td>
<td>Consideration of renovating lobby restrooms and flooring throughout health department. Board Members and Chairman decided that renovations were needed and acceptable.</td>
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INFORM-PREVENT-PROTECT

Prepared by: Krystle Whitten, RN

District 4 Public Health  
Review/Revision Date 4/2015
<table>
<thead>
<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>Activity Report</td>
<td><strong>Food Service:</strong>&lt;br&gt;- Number of permitted facilities is 53 (including schools, prisons, ECDC, nursing homes)&lt;br&gt;&lt;br&gt;Inspection numbers have gone up with additional help</td>
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<td><strong>Tourist Accommodations:</strong>&lt;br&gt;- Facility numbers have stayed constant</td>
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<td><strong>On-Site Sewage Management Systems:</strong>&lt;br&gt;- New septic permits 20&lt;br&gt;- Repair Permits 7</td>
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<td><strong>Swimming Pool/Institutions/Body Art</strong>&lt;br&gt;- The 4 public Pools were inspected and permitted&lt;br&gt;- No Body Art Studios</td>
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<td><strong>Rabies</strong>&lt;br&gt;- Numerous Dogs bites&lt;br&gt;- 3 investigations&lt;br&gt;- 2 Animals tested (1 Raccoon, 1 cat)&lt;br&gt;- 1 Positive case (Raccoon) in Jackson&lt;br&gt;- Urge people to keep animals up to date on vaccinations</td>
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**INFORM-PREVENT-PROTECT**

Prepared by: Robert Waggoner
## Board of Health Meeting

**WIC Report**

**Date:** 05/04/2016

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| WIC Reports               | Review Butts WIC reports for January, February, March.  
*Caseload in Butts county has decreased over the past year, especially since we went down to 3 days per week.  
We completed a 3 month survey and clients requested to be open more days out of the week. Effective May 1, 2016 Butts will be open 4 days a week. The new clinic hours are Monday-Friday 8am-5pm, closed 12-1 for lunch. |
| Common Risk Factors       | January-March risk factors were consistent for women: overweight, high maternal weight gain and closely spaced pregnancies.  
For infants: prematurity, food allergies and gastro-intestinal disorders.  
For children: inappropriate nutrition practices, low hemoglobin and overweight. |
| 1st Trimester Enrollment  | The clinic met the First Trimester Enrollment for February, however they did not meet the 60% state standard for January and March. The clinic continues to work on in-reach/outreach and rescheduling all missed prenatal appointments. |
| Vendors                   | *There were 2 vendors in Butts county for the quarter.  
*Amount of vouchers cashed for the month March 1,833.  
*Cumulative Amount Cashed for the Quarter (January-March): $84,898.67. |
| Staffing                  | We will have a new nutritionist start June 1, 2016. Her name is Teresa Lange and she is transferring from the Griffin clinic.                                                                                   |
| Other                     | *March was National Nutrition Month and the theme was “Savor the Flavor of eating right.” The nutritionist provided a lunch and learn for all of the health department staff. |
BY-LAWS OF THE BUTTS COUNTY
BOARD OF HEALTH

ARTICLE I

NAME: This Board is a creation of Chapter 31-3 of the Official Code of Georgia, which establishes a county board of health in each and every county of the state. This Board shall be known as the Butts County Board of Health.

ARTICLE II

FUNCTIONS AND POWERS: The functions and powers of the Butts County Board of Health are those given it by Sections 31-3-4 and 31-3-5 of the Official Code of Georgia.

ARTICLE III

MEMBERSHIP: This Board of Health shall be composed of seven members as provided in Section 31-3-2 of the Official Code of Georgia. Composition of the Board, appointments, terms of members, notification of vacancies, appointment and qualification of members to fill vacancies shall all be according to said Code Section and these By-Laws.

ARTICLE IV

TITLES OF OFFICERS: The officers of the Butts County Board of Health shall be the Chairman and the Vice-Chairman.

ELECTION OF OFFICERS: Officers shall be elected annually. The election of officers shall occur at the first regular meeting held after January 1st every year.

DUTIES OF THE OFFICERS: The Chairman shall call to order and preside at all meetings of the Butts County Board of Health and shall be a member ex-officio of any or all committees of the Board which might be appointed. The Vice-Chairman, in the absence of the Chairman, shall assume all duties of the Chairman and have the authority invested in the Chairman by the Butts County Board of Health.
ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 4 shall serve as the Chief Executive Officer of the Butts County Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of the Butts County Board of Health, shall in the name of said Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except the power to adopt By-Laws and adopt rules and regulations.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held at least quarterly. An authorized representative of the Georgia Department of Public Health or the District Health Director or his/her designee shall be in attendance at all regularly scheduled Board of Health meetings. The District Health Director or his/her designee will be considered present when in attendance by remote communications. Meetings are held on the 1st Wednesday of February, May, August and November.

SPECIAL MEETINGS: Special meetings of the Board may be called at any time by the Chairman, or at the request of an authorized representative of the Georgia Department of Public Health or the District Health Director or any four members of the Butts County Board of Health. No business shall be transacted at any special meeting except that stated in the notice calling the meeting. Notice of any special meeting shall be made at least 24 hours before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of the members is assembled. All special meetings shall be called and noticed consistent with the requirements of Sections 50-14-1 et seq. of the Official Code of Georgia (the “Georgia Open Meetings Act”).

QUORUM: A majority of the members of the Board shall constitute a quorum for the conduct of business. An action of the Board shall be effective if a majority of the quorum consents.

ATTENDANCE REQUIREMENTS: Members to remain in good standing must maintain a record of attendance missing no more than three consecutive meetings for any reason other than death or illness in family, illness in self, or work related emergencies.

Should the attendance requirement not be met by any member, the appropriate officer of the board (Chairman, Vice chairman, or CEO) may contact the member to determine if a conflict exists and may seek an explanation from the member which will be reported to the Board for consideration. In the absence of a valid reason for consecutive absences, as outlined above, and/or should a conflict exist, the Board Member in question may resign, or the Board may contact the appointing authority.

AMENDMENTS: The By-Laws may be amended after notice at any regular or special meeting of the Board. Amendments so made shall be effective when approved by the Board.
PARLIAMENTARY AUTHORITY: The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern in all cases to which they are applicable.

ADOPTION: These By-Laws shall be adopted at any regular or special meeting of the Board and shall replace any previous By-Laws. They shall become effective when approved by the Board.

ADOPTED BY THE BUTTS COUNTY BOARD OF HEALTH

______________________________       Date: ________________________
Chairman, Butts County Board of Health

______________________________       Date: ________________________
District Health Director