Butts County Board of Health Meeting
June 6th, 2018 @ 7 am
Butts County Health Department Conference Room

Attendees:  
Board of Health Members
Dr. Keith Fortson, Chairman
Kay Pippin, Mayor
Dr. Carol Odegaard
Cynthia Twilley, Director Salvation Army
Michael Brewer, Board of Commissioners
Rhonda Blissit, Board of Commissioners

Butts County Health Department Managers/Representatives
Krystle Whitten, County Nurse Manager
Robert Waggoner, Environmental Health Manager
Ericka Borroto, Regional Nutrition Manager
Tina Brooks, Customer Service Representative

District 4 Office Representatives
Duane Fields, District Environmental Health Manager
Wendy LeVan, RN, Director of Nursing
Teresa McDaniel, District Administrator

VICS
Dr. Olughenga Obasanjo, District Health Director
Debbi Heard, District Health Director Executive Assistant

The Butts County Board of Health meeting was held on June 6, 2018 at 7:00am in the conference room of the Butts County Health Department.

The meeting was called to order by Chairman Dr. Keith Fortson.

The minutes from the February 7th, 2018 board meeting were presented for approval. Chairman Dr. Keith Fortson asked that a motion be made to approve the minutes as presented. Mayor Kay Pippin made a motion to approve the minutes, seconded by Carol Odegaard.

Old Business

Landscaping
Krystle Whitten asked about the landscaping for Butts County Health Department. Chairman Dr. Keith Fortson stated that he would like to review the company quotes. Concerns were that it was not the season for replanting and that it would be better addressed in the fall.
New Business

Restrooms
Krystle Whitten talked about the need for the public restrooms to be renovated. Facility maintenance has evaluated the needs and will provide estimated fees for the renovation. Information to be shared with the board members when received from the county.

Recognition Photos
Krystle Whitten asked the board of health members to provide a photo so we can proudly display each of them either in the main hallway or in the conference room.

FY'19 Budget
Teresa McDaniel shared the upcoming budget plan. She talked about the budget expense and resource report and general grant-in-aid formula. Rhonda Blissit spoke on behalf of the board of commissioners to confirm that funds were being cut by $40,000.00 dollars for the upcoming FY’19. Mayor Kay Pippin made a motion to approve the budget subject to amendments, seconded by Carol Odegaard.

FINANCIAL
Teresa McDaniel provided the District Administrator Report (Narrative attached).

NURSING
Krystle Whitten, provided the Nursing Reports (Narrative attached).

ENVIRONMENTAL HEALTH
Robert Waggoner provided the Environmental Health Report (Narrative attached).

WIC
Ericka Borrero provided the WIC Report (Narrative attached).

DISTRICT 4 PUBLIC HEALTH
Dr. Olugbenga Obasanjo asked Debbi Heard to address the concerns about marketing within our community. Debbi stated that the health department website, Facebook and the radio station were great resources to use to promote the health department. Some of these services are free while some others may have a cost involved. She encouraged county and city agencies and other resources to link to the health department from their sites.

Dr. Olugbenga Obasanjo shared that he is no longer Interim Health Director for Macon District.

Dr. Olugbenga Obasanjo stated on August 31st we will submit application for accreditation and an anticipated date for a site visit would be August 2019.

Dr. Olugbenga Obasanjo mentioned that there are upcoming dates for board members to consider. He encouraged all Board of Health Members to attend. The dates are listed in the Save the Date flyer with upcoming events:

CHIP Meeting, June 29th
Boards Rally in Raleigh, August 8th – 10th
Accreditation Application Submission, August 31st
Wellness Day, October 5th
Public Comments

No public comments.

Board Member Reports/Comments

Mayor Pippin talked about sending her information for transportation needs. She will pass this information to Three Rivers transportation services in Butts County.

ADJOURN

The meeting was adjourned by Chairman Dr. Keith Fortson.

[Signature]

Chairman Dr. Keith Fortson

10-03-18

Date

The next meeting is scheduled for August 1st at 7:00 am in the Butts County Health Department Conference Room.

Additional copies of reports are available, upon request.

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties

Georgia Department of Public Health | We Protect Lives.
Butts Board of Health Meeting  
Clinical Narrative

Date: June 6, 2018

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| **Staffing**           | 2 full-time RNs  
1 part-time RN  
1 customer service rep (seeking additional CSR through temp. agency) 
1 environmental manager |
| **Community Involvement** | Community Wellness Day April 9th at Battle Building providing hearing, vision, dental screening during school registration. Wellstar Community Health Fair on March 15th providing HIV screenings. 
EMC Health Fair April 26th providing hearing screenings. 
Back to School Bash July 21st. |
| **Emergency Preparedness** |                                                                                                                                 |
| **Updates**            | New nursing report template adopted within District 4 Public Health.                                                                       |
| **Discussion**         | Mayor Pippin verbalized approval of uniform’s appearance. Mayor Pippin shared that she is a board member for Three Rivers transportation services, and that questions or concerns could be directed to appropriate staff through her. Ms. Twilley inquired as to why STI rates may be high within Butts county. Questioned to see if we could obtain STI rates excluding data from the diagnostic center. |

**INFORM-PREVENT-PROTECT**  
**Presented by:** Krystle Whitten
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| Activity Report            | **Food Service:**  
                           - Number of permitted facilities is 59 (including 5 schools, 2 prisons, ECDC, nursing homes)  
                            (See Separate Report)  
                           **Tourist Accommodations:**  
                           - Facility numbers have stayed constant  
                           **On-Site Sewage Management Systems:**  
                           - New septic permits slightly increasing  
                           - Repair Permits have increased. (See Report)  
                           **Swimming Pools/Institutions/Body Art:**  
                           - Three public Pools in county reported no complaints  
                           - No Body Art Studios  
                           **Rabies**  
                           - Investigated 6 Animal bites and having to test three (all Negative)  
| Communication              | **Documenting 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  
| Old Business               | No old Business to discuss.  
| New Business               | Discuss the need to require Soil Testing for all new construction (Residential). Benefits and Disadvantages.  

**INFORM-PREVENT-PROTECT** Prepared by: Robert M. Waggoner EHS V
### Butts Board of Health Meeting
Financial Narrative

**Date:** June 6, 2018  
**FINAL**

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<td>FY19 Budget</td>
<td>Approval of FY'19 budget. Motion to approve FY19 budget made by Mayor Pippin with the amendment of proposal of county funding being cut $40k, seconded by Dr. Odegaard, all in favor.</td>
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<tr>
<td>FY18 Budget</td>
<td>Spending is underspent at 88% for 11 months. Spending should be at 92%.</td>
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| Financial Report  | Revenue:  
FY18 Revenues: $510,193 compared to FY17 Revenues: $414,696. This is an increase of $95,497.  
Clinical/Medicaid fee rev up $5,317 compared to LY.  
EH fee rev up $420 compared to LY.  
Total fee rev up $5,737 compared to LY.  
Other Rev is up $89,760 compared to LY. (4 county pmens, Admin claim, GIA)  
Expenses:  
FY18 Expenses: $454,972 compared to FY17 $417,334.  
An increase in spending of $37,638 compared to LY. (salaries up, oth oper down) |
| Additional Information | None.                                                                 |

**INFORM-PREVENT-PROTECT**  
Presented by: Teresa McDaniel  
District 4
Butts Board of Health Meeting
WIC Narrative

Date: 06/06/2018

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| WIC Reports            | *Reviewed Butts County WIC reports for March & April.  
*FFY 2018 target caseload for Butts County is 647 participants.  
*Reported the total caseload for the month of March 560 participants and April 533 participants.  
*Butts met 82.4% of their assigned caseload for the month of April.  
*The clinic continues to work on outreach and in-reach |
| Common Risk Factors    | The top risk factors were consistent for all women: overweight.  
Children & infants: inappropriate nutrition practices (routine nutrition practices that may affect the client's nutrition status or cause health problems. |
| 1st Trimester Enrollment | The clinic met the state goal of 60% for the month of April. |
| Vendors                | Reviewed the number of WIC vendors that are located in and serving the county.  
*There are 3 vendors in Butts county  
*Amount of vouchers cashed for the month of April: $1,171  
*Amount Cashed for the month of December: $23,556.40  
*Cumulative Amount Cashed for FFY18 (Oct-April): $178,354.95 |
| Other                  | *Cooking Matters:  
March: Pop-Up Tour/$10 Gift Cards/ Cooking Matters Store Book & Bag  
April: Fast Southwestern Dinner Salad  
May: Step by Step Chicken Stir Fry with Lemon Stir Fry Sauce  
June: Tomato Sauce over Whole Grain Pasta  
March was National Nutrition Month. WIC used social media to promote the Go Further with food theme. Our region will focus on Using Food Safety Practices and Considering leftovers to be used later in week.  
April-WIC participated in the Community Wellness Event. WIC provided information about the program, sleep safe campaign and provided height, weight, BMI and Body fat analysis. |

INFORM-PREVENT-PROTECT
Presented by: Ericka Borrero RD, LD, CLC

District 4 Public Health
Rev 9/16 DH