Butts County Board of Health Meeting
October 4, 2017 @ 7 am
Butts County Health Department Conference Room

Attendees:
Board of Health Members
Dr. Keith Fortson, Chairman
Dr. Lezlie Biles, Vice Chairman
Robert Costley, Superintendent
Kay Pippin, Mayor

Butts County Health Department Managers/Representatives
Krystle Whitten, RN, County Nurse Manager
Robert Waggoner, Environmental Health Manager
Ericka Borrero, Regional Nutrition Manager
Pamela Bradley, Associate Administrator
Tina Brooks, Customer Service Representative

District 4 Office Representatives
Duane Fields, District Environmental Health Manager
VICS
Dr. Olugbenga Obasanjo, District Health Director
Debbi Heard, Exec. Assistant/Board of Health Liaison
Wendy LeVan, RN Director of Nursing
Ryan Jones, Emergency Preparedness Director

The Butts County Board of Health meeting was held on October 4th, 2017 at 07:00am 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 August 2nd, 2017 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 Dr. Lezlie Biles.

Old Business

Non-Profit temporary food sales/permits were discussed. A City resolution to regulate non-profit food sales permits to ensure adequate food safety education was received. Mayor Pippin requests public health to approve food permits/education through use of streamlined application packets. Non-profit, non-covered entities will also be governed by the food service rules and regulations. Mayor Pippin motioned for board to approve the policy and activate use January 1, 2018. The motion was seconded by Dr. Lezlie Biles.
New Business

Chairman and Vice Chairman Elections
A motion was made by Robert Costley to elect Dr. Keith Fortson as Chairman and to elect Dr. Lezlie Biles as Vice Chairman. The motion was seconded by Mayor Kay Pippin.

Board of Health Member Meeting Compensation
Debbi Heard provided a list of each County Board Member Compensation. A motion was made by Robert Costley to waive board member’s compensation for attending board of health meetings. The motion was seconded by Mayor Kay Pippin.

2018 Board of Health Meeting Schedule
Debbi Heard provided the 2018 Meeting schedule for approval. Motion made by Mayor Kay Pippin to approve the schedule. The motion was seconded by Dr. Lezlie Biles.

Public Swimming Pools, Spas and Recreational Waterparks Revisions,
State Regulations regarding public swimming pools, spas, and recreational waterparks have been revised. Duane Fields provided the new pool regulation information, for review. Board members will vote to adopt revised regulations at next board meeting. Butts county has four public pools.

Emergency Preparedness Program
Ryan Jones, Emergency Preparedness Program Coordinator provided the group with a brief overview of programs managed through emergency preparedness. Programs include Strategic National Stockpile (SNS), emergency operations plan, and community volunteer recruitment through Medical Reserve Corps. (MRC). Mr. Jones discussed the difference between a closed POD versus an open POD and the benefits of organizations enrolling to become a closed POD.

Bylaws
Debbie Heard provided the Board with the Bylaws for Approval. A change of the meeting dates was the only revision. A motion was made by Robert Costley to approve the revision. The motion was seconded by Lezlie Biles.

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

FINANCIAL REPORT
Pam Bradley presented the Quarterly Financial Report (Narrative attached).

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

WIC
Ericka Borrero presented the WIC Report (Narrative attached).
DISTRICT 4 PUBLIC HEALTH
Dr. Olugbenga Obasango shared that he will continue as Interim Health Director for Macon District until at least December.

Dr. Obasango stated that District 4 will celebrate submission of application for Accreditation by hosting a “Push the Button” celebration for staff on December 29th.

In the packet is the Save the Date flyer with upcoming events:

“Push the Button” celebration, December 29th
Georgia Public Health Association Conference (GPHA) April 4-6th
District 4 Professional Development Day, April 27th

Public Comments

No public comments.

Board Member Reports/Comments

Jackson Alive Festival is scheduled for October 28th
A new Moye’s Pharmacy opening soon in Jackson.
Mayor Pippin stated that later in the month of October the city would participate in closed POD training.

ADJOURN

The meeting was adjourned by Chairman Dr. Keith Fortson.

Chairman Dr. Keith Fortson

Date

2-7-18

The next meeting is scheduled for February 7th at 07:00am 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
Nursing Narrative

Date: October 4, 2017

<table>
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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  | Immunization Audits Completed all daycares and schools 100%  
Purchased a vision screener to use jointly with the Lion’s Club.  
School Flu clinics Oct 18-20 and scoliosis screenings Oct 25th  
3 staff members deployed to assist with shelter needs in Macon during hurricane Irma. |
| Emergency Preparedness | Closed POD Workshop held August 31st                                                                                                     |
| Updates                | BOH recognition pictures  
Health and Wellness Day Oct. 6th                                                                                                           |
| Discussion             | Mayor Pippin discussed contacting local newspaper to promote partnership with the Lion’s Club and newly purchased SPOT vision screener.  
Discussed possibility of renovating flower beds surrounding exterior of building.  
Chairman Dr. Fortson mentioned he could discuss needs with local landscaper to assist in obtaining bids and recommendations. |
### Board of Health Meeting

**Environmental Health Report**

**Date:** 10/04/2017

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| **Activity Report**           | **Food Service:**  
  - Number of permitted facilities is 58 (including 5 schools, 2 prisons, ECDC, nursing homes)  
  - Inspection numbers have gone up with additional help  
  (See Separate Report)  
| **Tourist Accommodations**    | - Facility numbers have stayed constant                                                                                                    |
| **On-Site Sewage Management Systems** | - New septic permits 8  
  - Repair Permits 4  
| **Swimming Pool/Institutions/Body Art** | - Four public Pools in county reported no complaints  
  - No Body Art Studios  
  - Duane updated the BOH on the updated Pool rules and changes  
  (See Attached)  
| **Rabies**                    | - Numerous Dogs bites  
  - 5 investigations  
  - No Animals tested                                                                 |
| **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 |
| **Old Business**              | Discussed with the Board of Health about the City of Jackson's resolution requiring the Board of Health to permit Non-Profit Temporary Food Events. I discussed with them that Non-Profit Temporary Food Events do not fall under the current Food Regulations and that we do not permit this such events. I told them we can educate them on proper Food handling and safety but that we do not Permit them. The Board of Health set up a date of January 1, 2018 to start this resolution form the City. |
|                              | Another issue that I brought up was a proposed well at the new Indian Springs Conference down at the State Park. (See attached) |

*District 4 Public Health*  
*Review/Revision Date 4/2015*
Date: October 4, 2017

Butts Board of Health Meeting
Financial Narrative

<table>
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<tbody>
<tr>
<td>FY18 Budget</td>
<td>Budget is on track for spending at 22.60% for 3 months.</td>
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<tr>
<td>FY17 Audit</td>
<td>Audit books are here. No findings.</td>
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<td>Financial Report</td>
<td>The Financial report was presented to the Board. Revenue: FY18 Revenues: $84,837 compared to FY17 $114,210. A decrease of $29,373. Clinical Fees up $371 from last year. Medicaid Fees down $1,096 EH Fee Rev down $1,225 Other Rev down $27,423 Expenses: FY18 Expenses: $115,120 compared to FY17 $116,077. A decrease of $957 Salaries are up due to the hiring of a new customer service rep Shanterra Braye eff. 9/1/17. Other Operating Costs are down. Last August $16,178 was spent on new flooring.</td>
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INFORM-PREVENT-PROTECT
Presented by: Brigid Smith
Director of Administration for District 4
Butts Board of Health Meeting
WIC Narrative

Date: 10/04/2017

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| WIC Reports            | * Review Butts County WIC reports for July and August  
                        * September report not out on GWIS  
                        * Reported the total caseload for the month of July: 587 and August: 607  
                        * Butts met 93.4% of the assigned caseload for the month of August                                       |
| 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 | First Trimester Enrollment was above the state standard of 60% for July: 80% and August: 50%.                                                                                                             |
| 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 August: 1,713  
                        * Amount Cashed for the month of August: $31,356.47  
                        * Cumulative Amount Cashed for FFY16 (Oct-August): $300,795 |
| Other                  | * Cooking Matters:  
                        July: Cooking Matters at the store (pop up tour)  
                        August: Spicy White Bean Dip/Hummus with carrots and celery sticks  
                        September: Turkey Tacos  |

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