Minutes
CARROLL COUNTY
BOARD OF HEALTH MEETING
January 23rd, 2018 @ Noon
Tanner Medical Center – Board Room

The Carroll County Board of Health held their bi-monthly meeting at noon on January 23rd, 2018. The meeting was held at Tanner Medical Center, Board Room #1, located at 705 Dixie Street, Carrollton, GA.

Attendees:

Board of Health Members
Dr. Laura Larson, Chairperson
Cindy Barge, Vice Chairperson
Commissioner Marty Smith
Terry Jones
Loy Howard

Carroll County Health Department Managers/Representatives
Amy McColley, RN, County Nurse Manager
Kathy Albright, Office Manager
Seth Woodrow, Environmental Health Manager
Milena Perez, Regional Nutrition Manager

District 4 Office Representatives
Dr. Olugbenga Obasanjo, MD District Health Director
Debbi Heard, Executive Assistant/Board of Health Liaison
Wendy LeVan, RN, District Nursing Director
Barbara Stephens, Director of Business Operations
Teresa McDaniel, Deputy Administrator, Accounting & Finance
Duane Fields, District Environmental Health Director
Susie Hammock, Accreditation Coordinator

Others
Richard Halliburton, Carroll County Training Center
Beverly Lyle, University of West Georgia Nursing Student
Dillard Buchanan, Local Videographer
Chairperson Dr. Laura Larson called the meeting to order at noon.

The minutes from the November 28th, 2017 meeting were presented for approval. County Commissioner Chairperson Smith made the motion to approve the minutes as presented, seconded by Mr. Jones.

**New Business**

By-Laws – Ms. Debbi Heard, Board of Health Liaison presented updated by-laws to the board. By-laws were reviewed by Stacey Blackmon at the Tisinger and Vance Law Firm who provided suggestions toward updating the document. Minor changes in the by-laws were discussed and members should be prepared to adopt by-laws at the next meeting. A motion was made by Commission Chairperson Smith and a second by board of health Chairperson Dr. Larson to vote on the by-laws at the next meeting.

**Old Business**

New Swimming Pool Rules and Regulations – Mr. Duane Fields, District 4 Environmental Health Director, presented the board with a summary of the major changes affecting public swimming facilities at the November meeting. The reason for the revision is to update existing regulations governing public swimming pools to reflect current science, industry best practices, Center for Disease Control (CDC) standards, and International Code Council (ICC) codes. Mr. Fields asked Board Members to look over the information provided and be prepared to discuss and adopt at this meeting. Rules and regulations were reviewed by Stacey Blackmon and Brianna Maxwell at the Tisinger and Vance Law Firm with minor changes made to some verbiage. County Commission Chairperson Smith made a motion to adopt the New Swimming Pool Rules and Regulations, seconded by board of health Chairperson Dr. Larson.

**Teresa McDaniel**

**Financial**

Teresa provided the Financial Report (See narrative attached.)

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**Amy McColley, RN**

**Nursing & Clinical**

Amy provided the Nursing & Clinical Services Report (See narrative attached.)

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**Seth Woodrow**

**Environmental Health**

Seth provided the Environmental Health Report (See narrative attached.)

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**Milena Perez**

**WIC Program**

Milena provided the WIC report (See narrative attached.)
Olugbenga Obasanjo, MD, District Health Director
District 4/Public Health Report – Presented by Ms. Wendy LeVan, District 4 Nursing Director

Macon District Health Director – Dr. Obasanjo is still serving as the interim director for the Macon District and will do so for the foreseeable future. Interviews were held, but no candidate was chosen. There are several options on the table in choosing a director. Dr. Obasanjo will keep the board up to date on this endeavor.

Macon District received Accreditation in November of 2017. Serving as the interim director for the Macon District has allowed Dr. Obasanjo to gain experience and insight to help guide District 4 through the Accreditation process.

Accreditation - Ms. Susie Hammock, Accreditation Coordinator, presented the Strategic Plan to be provided during our Accreditation application process. Ms. Hammock discussed the plan providing additional information for each section. Board members will be present and questioned during our site visit, and members will be provided information and training to assist them during the visit.

Save the Date – presented by Ms. Debbie Heard, Board of Health Liaison
A board of health training will take place on February 2nd from 11:00 until 2:00. This will be a working lunch. Georgia Public Health Association (GPHA) Conference is scheduled for April 4th – 6th 2018. Information packets have been provided. Governance will have three sessions. This is a great opportunity to network with board members across District 4 and the State. Both of these opportunities provide excellent information for Board members. If you are interested in attending, please contact Debbi Heard.

Richard Haliburton
Carroll County Training Center

Richard provided the Training Center Report. (See narrative attached.)

Board of Health Member Reports/Updates

Chairperson Dr. Laura Larson said Tanner Medical Center has activated emergency plans to deal with the influx of influenza patients. They are monitoring employees and patients. One flu related death was recorded in November. The ICU is full and many patients are doing poorly.

Public Comments

None
There being no further business Chairperson Dr. Laura Larson adjourned the meeting at 12:51 pm.

Laura Larson, MD, Chairperson

The next Carroll County Board of Health meeting is scheduled for noon on March 27th at Tanner Medical Center in the Tanner Board Room #1.
There being no further business Chairperson Dr. Laura Larson adjourned the meeting at 12:51 pm.

Laura Larson, MD, Chairperson

3-27-18

Date

The next Carroll County Board of Health meeting is scheduled for noon on March 27th at Tanner Medical Center in the Tanner Board Room #1.

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
Carroll Board of Health Meeting
Financial Narrative

Date: January 23, 2018

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY18 Budget</td>
<td>The FY18 budget is on track with spending at 50% for 6 months.</td>
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<tr>
<td>Financial Report</td>
<td>Revenue: FY18 Revenues: $1,120,775 compared to FY17 Revenues: $986,716. An increase of $134,059. Clinical/Medicaid Fee Rev down $5,287 compared to LY. Vital Records down $19,975 compared to LY. EH Fee Rev down $29,110 compared to LY. Total Fee Revenue down $54,373 compared to LY. Other Rev up $188,432 (Admin Claiming, GIA, Intra,Inter) Expenses: FY18 Expenses: $898,747 compared to FY17 $860,290. An increase in spending of $38,457 compared to LY. (Salaries, indirect cost)</td>
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INFORM-PREVENT-PROTECT
Presented by: Teresa McDaniel
District 4

District 4 Public Health
# Carroll Board of Health Meeting
## Nursing Narrative

**Date:** 1/23/18

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<tr>
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<tr>
<td>New Report</td>
<td>A new BOH nursing report is being used in all counties within District 4 starting this month. This new report highlights the total number of services provided as well as the number of services provided per program during the current and prior reporting periods. We also have a pie graph that summarizes insurance status for the patients serviced during this current reporting period. This report will be included in all BOH packets moving forward.</td>
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<td>Job Status and/or Job</td>
<td>We are currently fully staffed, but we have 1 RN actively completing her expanded role RN training requirements. At this time, she is working with all staff to complete her required peer check-offs and training.</td>
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<td>Announcements</td>
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<td>Health Department Events</td>
<td>We started our child safety seat education classes February 2017. We have given out 42 car seats since the program began. We were approved for the “Child Passenger Safety Mini-Grant” for 2018. We are partnering with the Carrollton Housing Authority for referrals and child car seat safety education.</td>
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<td>since last BOH meeting</td>
<td>World AIDS Day was 12/1/17 and 3 individuals were counseled and tested as part of this event. Free HIV testing was offered at 2 locations, the Carroll County Health Department and the Carrollton Housing Authority Griffin Homes Community Center from 1-4PM.</td>
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<td>1/24/18, 1/25/18, and 1/30/18 – The health department will be going to the all the county and city elementary schools to administer the injectable flu vaccine to all students who are eligible for a 2nd dose. Approximately 432 students in the county school system participated and approximately 327 students in the city school system participated in the SBF project in the Fall of 2017. Children under the age of 9 who have not received 2 doses of flu vaccine before 7/1/17 need to have a 2nd dose at least 1 month later. Approximately 62 students in the county will need a 2nd dose and 39 students in the city schools will need a 2nd dose.</td>
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<td>We sent the new MOUs to the county and city schools 1/16/18 for the 2018-19 school flu project. They are due by 2/16/18.</td>
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<td>We have started conducting 2018 immunization audit assessments for daycares and Pre-K to make sure that all children have the required documentation for daycare and school.</td>
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<td>Amy McColley, RN is working with UWG nursing student, Beverly Lyle, who is completing her leadership/management practicum this semester. We are glad to have her working with us.</td>
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Carroll Board of Health Meeting
Nursing Narrative

| Upcoming Events | • The 2018 Mercer Leadership class started 1/12/18 and will continue until 8/2018. We have 2 environmental health staff and 1 administrative staff from Carroll County that will be attending this class.
  • 2/17/18 – Public Health Sheltering Operations Workshop will be held at the Carroll County Health Department from 10AM – 12PM.
  • 4/4/18 - 4/6/18 – 89th GPHA will be held at the Jekyll Island Convention Center.
  • 4/30/18 – The Employee Professional Development conference for District 4 employees will be held on 4/30/18. More information to be announced. |

INFORM-PREVENT-PROTECT
Presented by: Amy L. McColley, RN/County Nurse Manager
Carroll County Board of Health Meeting
Environmental Health Narrative

Date: January 23, 2018

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<tr>
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<tr>
<td>Activity Report</td>
<td><strong>Food Service</strong>: Number of permitted food service facilities are up from last year. The number of food service inspections have increased.</td>
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<td><strong>Tourist Accommodations</strong>: The number of permitted tourist accommodations has remained constant. The number of has remained constant.</td>
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<td><strong>On Site Sewage Management Systems</strong>: The number of new septic permits has increased to 66 up from 43. The number of repair permits issued has stayed constant. The number of existing system evaluations has decreased significantly from 25 to 21.</td>
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<td><strong>Private Wells</strong>: There has been a slight decrease in well permits issued this period. The number of samples taken has remained constant with 0 positive samples this period.</td>
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<td><strong>Swimming Pools</strong>: The number of permitted pools has remained constant and the number of pool inspections has increased.</td>
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<td><strong>Institutions</strong>: No institutional Inspections were conducted during this period.</td>
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<td><strong>Body Art</strong>: We have a total of 9 facilities and 3 have been inspected this period.</td>
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<td><strong>Rabies</strong>: All Rabies investigations are handled by local animal control.</td>
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<td><strong>Complaints</strong>: Complaint investigations have decreased from last year.</td>
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<td><strong>Indoor Air Quality Investigations</strong>: 5 investigations were conducted this period.</td>
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<td><strong>Consultation Numbers</strong>: Reference Environmental Health County Report</td>
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<th>Board Of Health Reports</th>
<th>We are currently looking at reworking our Environmental Health Board reports. Are there any items that you as board members would like to be included/excluded from the report?</th>
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<tbody>
<tr>
<td>Board Member Questions</td>
<td>Marty Smith asked: Where are we seeing the majority of new building? Most of the new residential building to the north and east of Carrollton city limits</td>
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**INFORM-PREVENT-PROTECT**  
*Presented by: Seth Woodrow HHS, REHS*
# Carroll County Board of Health Meeting

## WIC Program Narrative

**Date:** 01/23/2018

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| Caseload Management-1st, 2nd, and 5th Columns of Report | - In December, Carroll Co. WIC serviced 2326 participants, 1741 were assessed in Carrollton (presented on the report as red data) and 585 in Villa Rica (presented as blue data). This total includes 202 prenatal women; 406 Postpartum Mothers (including breastfeeding mothers and non-breastfeeding mothers); 692 infants; and 1026 Children.  
- We enrolled 48 pregnant women in Carroll County during December. Of those 48 women, 24 of them (50.0%) came in during their 1st Trimester. |
| Nutrition Risk Factors-4th Column of Report | - Most common risk factors noted for our participants during their assessments were mostly weight-related issues (specifically overweight/obesity/ high maternal weight gain) and nutrition intake/inappropriate nutrition practices. Low hemoglobin was common during December assessments for non-breastfeeding women while short stature and prematurity were noted as common risk factors for December infant assessments. |
| WIC-based County Vendor revenue-6th Column | - During December 2017, WIC generated $134,456.49 through Carroll county’s 12 local vendors and the redemption of 7,528 vouchers.  
- Cumulative FFY ‘18 Total is over $438,078.02 (which is the total from October 2017 through current month). |
| Outreach and Clinic Activities | - We continue to offer Cooking Matters classes every month in both the Carrollton and Villa Rica WIC clinics. December’s recipe was “Chocolate Strawberry French Toast” and the participants discussed the power or planning and making the most of meals. For January, they have been participating in a pop-up tour known as “Shopping Matters” where they focus on unit pricing, buying in season and reading labels.  
- A Villa Rica team member participated in the Holiday Hoop-la December 2, at the Catherine Hardy Lavender Rec Center.  
- Carrollton continues to experience staff turnover- The full-time nutritionist transferred to another clinic and a part time nutritionist transferred to our clinic in October. In November, a part time nutritionist was hired and will started December 1- she has been checked off and is now working |
Carroll County Board of Health Meeting
WIC Program Narrative

| Questions/Comments | independently. Originally a 3\textsuperscript{rd} part time position was posted for Carrollton but it has since been decided that a full-time nutritionist position is better suited for this clinic. One of our current part time staff has been offered the position- we are awaiting her decision. |

INFORM-PREVENT-PROTECT
Presented by: Milena L Perez RDN, LD- Regional Nutrition Manager
To: Carroll County Board of Health Members
From: Richard Haliburton-Director, Carroll County Training Center
Subject: Bi-monthly Report
Date: January 23, 2018

This report is submitted to provide the Board of Health with general information regarding the Center services including consumer, fiscal, operational and year end strategic plan review.  

All services are provided based on an annual individualized assessment and support plan. All plans include family and consumer input based on personal choice.

Strategic planning outcomes/goals progress report for 2018 Year End:

GOAL 1: The Carroll County Training center will attain full accreditation from the “Council on Accreditation of Rehabilitation Facilities” CARF by October 30, 2017.
Carroll County Training Center received full 3 years CARF Accreditation on August 21, 2017.  CCTC had no deficiencies and only two recommendations regarding procedure for program outcome measures.  Goal Achieved

GOAL 2: The Carroll County Training Center will conform to the requirements of the Federal Work Innovation and Opportunity Act (WIOA) by December 30, 2017.
CCTC is now in full compliance with the Work Incentive Opportunity Act requirements, which provides participants a choice annually whether or not to seek competitive employment.  Goal Achieved

GOAL 3: The Carroll County Training Center will expand Community Access Group opportunities by adding two new group activities located in community settings by November 30, 2017.
CCTC has completed this goal by the addition of three new community settings. These include: “Adopt a Trail”- litter control program on the Green Belt, Mini Pantries Food Collection Program, and the Bremen Food and Clothing Bank.  Goal Achieved

GOAL 4: The Carroll County Training Center will improve Community Living Supports Services by adding 10 or more electronic I-Pads to enhance participant communication and community access by December 31, 2017.
CCTC received an “Impact Grant Award” by the Carroll EMC Foundation. This technology grant of $5,000 has made it possible for CCTC to purchase 18 IPads to assist participants with communication challenges.  Goal Achieved

GOAL 5: The Carroll County Training Center will identify and add one new community based employment opportunity located in an integrated setting at or above minimum wage by September 30, 2017.
CCTC has achieved our employment expansion goal by placing client workers in two locations, Zaxby’s of Carrollton and Chick Filet of Carrollton.  Goal Achieved
Consumer Services: Currently serving total of 88 in the categories of:

- Community Access Group & Community Access Individual
- Supported employment-At present the Center supports persons in community jobs at various businesses throughout the county including Pizza hut, Publix, Tanner Medical Center, Pilgrim’s Pride, Burger King, Holiday Inn, Kroger, UWG, Goodwill, Carroll county Schools, Dollar Tree, Walgreens and Applebee’s, Chick Fila, Zaxby’s
- Community Living Supports
- Prevocational
- Additional information regarding services may be accessed at www.carrollcountytrainingcenter.com

Clubs

A number of clubs are now offered for client participation including:

- Fitness Club
- Garden Club
- Aktion Club
- Bingo Club
- Glamour Club
- Production Club
- Movie Club
- Art Club
- Music Club
- Consumer Association
- Bicycle Club
- Dance Club
- Recreation Club

Consumer: Volunteer Locations

- Carroll County Soup Kitchen
- Carrollton Library
- Carrollton Elementary School
- Harry Morgan Head Start Center
- World of Life Clothing Bank
- Villa Rica Gold Mine
- Sharp’s Creek Elementary School
- West Georgia Technical College
- The Scrap Bin
- Trinka Davis Veteran’s Clinic
- Urban Garden
- Pine Knoll Nursing Home
- Carrollton Nursing and Rehab
- Mt. Zion Elementary School
- Carrollton Green Belt
- CC Humane Society Shelter
- Carrollton Manor Nursing Home
- Midway Life Missions Food Bank
- Bremen Food & Clothing Bank

Volunteer: (Advocacy)

Friends of the ARC have announced The 26th Annual Benefit Dance on February 3, 2018 at 7:00pm, to be held at West GA Food Service Building.

Service Provider Association is working with our legislators to introduce a resolution to establish a study committee regarding excessive regulatory oversight and duplicity.

The ARC and Carroll County Training Center presented awards at the ARC Annual Christmas Luncheon. Volunteer of the Year Award went to George and Kathy Sirois. The Community Employer Award went to Chick Fil A.