Minutes

CARROLL COUNTY
BOARD OF HEALTH MEETING
March 27th, 2018 @ Noon
Tanner Medical Center – Board Room

The Carroll County Board of Health held their bi-monthly meeting at noon on March 27th, 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
Kathryn Grams
Terry Jones
Mayor Walt Hollingsworth

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
Wendy LeVan, RN, Director of Nursing and Clinical Services
Barbara Stephens, Director of Business Operations
Teresa McDaniel, Deputy Administrator, Accounting & Finance
Duane Fields, District Environmental Health Director

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 January 23rd, 2018 meeting were presented for approval. Commissioner Smith made the motion to approve the minutes as presented, seconded by Vice Chairperson Barge.

**New Business**

**Introduction and Oath** – Ms. Kathryn Grams was introduced as the new board of health member, replacing Ms. Laura Richards due to her moving out of state. Chairperson Dr. Larson administered the board of health Oath of Office.

**Old Business**

**By Laws** – Since Ms. Debbie Heard was unable to attend due to a family emergency, the vote regarding updating the by-laws was postponed until the next meeting.

**Teresa McDaniel**

**Financial**

Teresa provided the Financial Report (See narrative attached.)

**Amy McCollery, RN**

**Nursing & Clinical**

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

**Seth Woodrow**

**Environmental Health**

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

**Milena Perez**

**WIC Program**

Milena provided the WIC report (See narrative attached.)

**Olugbenga Obasanjo, MD, District Health Director**

**District 4/Public Health Report**

Macon District Health Director – Dr. Obasanjo is no longer serving as the interim District Health Director for the Macon District.
Accreditation – District 4 has published the Community Health Assessment. All documentation is ready except the Community Health Improvement Plan, which will be worked on over the summer. District 4 plans to “push the button,” upload documents, on August 30, 2018. This will start the clock ticking for the district to upload the twelve domains, which consist of the ten domains of public health, administration domain, and the governance domain. Before our site visit, board members will be educated on the governance domain.

Mercer Leadership Course – District 4 has its third Mercer Leadership class in progress now. The course is 15 weeks long. The current class will graduate in August and board members are welcome to attend. District 4 plans for all employees to eventually go through this course.

Health and Wellness Day – This year’s health and wellness day will be October 5, 2018. Please mark your calendars as board members are encouraged and welcome to attend.

Save the Date – A flyer with future important dates is included in the packet.

Richard Haliburton
Carroll County Training Center

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

Board of Health Member Reports/Updates

None

Public Comments

Mr. Dillard Buchanan inquired about the absence of Ms. Richards and the introduction and oath of a new board member. Chairperson Dr. Larson stated Ms. Richards had moved out of state, so she was no longer able to fulfill the duties of a board of health member.

There being no further business Chairperson Dr. Laura Larson adjourned the meeting at 12:41pm.

Laura Larson, MD, Chairperson  5-22-18

Date
The next Carroll County Board of Health meeting is scheduled for noon on May 22\textsuperscript{nd} 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
# Carroll Board of Health Meeting

## Financial Narrative

**Date:** March 27, 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 67% for 8 months.</td>
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<td><strong>Financial Report</strong></td>
<td><strong>Revenue:</strong>&lt;br&gt;FY18 Revenues: $1,299,111 compared to FY17 Revenues: $1,184,221. An increase of $114,890.&lt;br&gt;Clinical/Medicaid Fee Rev down $5,638 compared to LY.&lt;br&gt;Vital Records down $21,870 compared to LY.&lt;br&gt;EH Fee Rev up $22,048 compared to LY.&lt;br&gt;Total Fee Revenue down $5,459 compared to LY.&lt;br&gt;Other Rev up $120,350 (Admin Claiming, GIA, Intra,Inter)&lt;br&gt;<strong>Expenses:</strong>&lt;br&gt;FY18 Expenses: $1,200,712 compared to FY17 $1,124,949.&lt;br&gt;An increase in spending of $75,763 compared to LY. (salaries, indirect cost)</td>
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<td>Additional Information</td>
<td>Budget Revision 2 is presented to align County Participating to actual. The county money was decreased by $134,860. This decrease cut the county funding down to the required match of $40,140. Intra/Inter and Admin Claiming monies were used to supplement this decrease to the FY18 budget. Overall this is a $0.00 change to the FY18 budget.&lt;br&gt;motion to accept budget revision was made by Mr. Smith, seconded by Mr. Hollingsworth, all in favor. No further discussion.</td>
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**INFORM-PREVENT-PROTECT**  
**Presented by: Teresa McDaniel**  
**District 4**
### Carroll Board of Health Meeting

**Nursing Narrative**

**Date:** 3/27/18

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| **Job Status and/or Job Announcements**   | - 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. This nurse should have her provisional protocols by May 2018 with the exception of child health and TB.  
- The shared customer service representative position between EH and HD will be vacated as of 3/28/18. The job position has been posted and interviews will be done within the next few weeks. |
| **Health Department Events since last BOH meeting** | - We started our child safety seat education classes February 2017. We have given out 51 car seats since the program began. We are partnering with the Carrollton Housing Authority for referrals and child car seat safety education.  
- 1/24/18, 1/25/18, and 1/30/18-- The health department went to all the county and city elementary schools and administered the 2\textsuperscript{nd} dose of the injectable flu vaccine to students with a completed flu consent form who were under the age of 9 and had not received 2 doses of flu vaccine before 7/1/17. We vaccinated 18 out of 54 eligible students in the county school system (33\%) and 18 out of 35 eligible students in the city school system (51\%) with a 2\textsuperscript{nd} dose this year as part of the school based flu (SBF) project.  
  Q: Cindy Barge asked if all health departments file the same insurances and who is responsible for getting the contracts with insurance companies?  
  A: Teresa McDaniel, District 4 Administrator, stated that the billing department at the state office works on all the contracts with the insurance companies on behalf of the health departments.  
- School based flu MOUs have been signed by both the county and city BOE for 2018-19 school year. Vaccine pre-book orders have already been placed for 2018-19 flu season. We will have FluMist available next flu season.  
- On 2/17/18, there was a “Public Health Sheltering Operations Workshop” at the Carroll County Health Department. Approximately 25-30 individuals participated in this training.  
  Q: Dr. Larson asked who would the hospital contact about emergency preparedness?  
  A: Dr. Larson was advised to contact Ryan Jones, District 4 EP director for more information.  
- We are in the process of completing the 2018 immunization audit assessments for daycares and Pre-K to make sure that all children have the required documentation for daycare and school. |
**Carroll Board of Health Meeting**

**Nursing Narrative**

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<th>Upcoming Events</th>
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<td>• In February 2018, the state vital records registrar and director, Donna Moore requested Carroll’s County’s assistance with processing clean record requests. The state was behind with processing requests and contacted us to see if we would be interested in assisting their office like we did back in 2016. Debra McCormick, Kathy Albright and Melanie Lively have been working together to process and send out these certificates. To date, we have processed 2 batches and the health dept. has earned $5,625.00 to date. We are almost done with our 3rd batch.</td>
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<td>• 3/29/18 – The 2018 Spring Job Fair hosted by Congressman Drew Ferguson will be at UWG Coliseum from 1-5pm. District 4 HR and the HD will be participating in this event.</td>
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<td>• 3/30/18 – Worksite Wellness kickoff will be held at the Carroll County Health Department at 9:00am for all health department staff. Alexus Mack, District 4 Chronic Disease Prevention and Wellness Specialist, will be educating staff on this program and things to come during this kickoff.</td>
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<td>• 4/4/18 - 4/6/18 – 89th GPHA will be held at the Jekyll Island Convention Center.</td>
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<td>• 4/30/18 – The Employee Professional Development conference for District 4 employees will be held on 4/30/18. More information to be announced.</td>
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<td>• 5/31/18 12:30-5:00pm – All health department staff will participate in an emergency preparedness POD (point of dispensing) training at the health department. No patients will be seen during this training.</td>
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**INFORM-PREVENT-PROTECT**

**Presented by:** Amy L. McColley, RN/County Nurse Manager
### Carroll County Board of Health Meeting

**Environmental Health Narrative**

**Date:** March 27, 2018

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| **Activity Report**    | **Food Service:** Number of permitted food service facilities are down a few from last year. The number of food service inspections have decreased during this period.  
                         **Tourist Accommodations:** The number of permitted tourist accommodations has remained constant. No inspections were done in this period due to the cycle of inspections.  
                         **Swimming Pools:** The number of permitted pools has remained constant. No inspections were done in this period due to the cycle of inspections.  
                         **Body Art:** We have a total of 9 facilities and no inspections were done in this period due to the cycle of inspections.  
                         **On Site Sewage Management Systems:** The number of new septic permits has increased to 38 up from 33. The number of repair permits issued has increased from 27 to 34. The number of existing system evaluations has decreased significantly from 30 to 19. Carroll County is in the top 3 of the district for number of permits issued during this time period.  
                         **Private Wells:** The number of new well permits issued this period is constant at 3. The number of samples taken has remained has increased to 10 from 7 with 2 positive samples this period.  
                         **Rabies:** All Rabies investigations are handled by local animal control.  
                         **Institutions:** No institutional inspections were conducted during this period.  
                         **Complaints:** Complaint investigations have increased from last year.  
                         **Indoor Air Quality Investigations:** 9 Investigations were conducted this period.  
                         **Consultation Numbers:** Reference Environmental Health County Report  |
| **Staffing**           | April Kennedy our newest EHS is finishing up her mandatory State Environmental Health Training this week. She will begin field training in the pool, food service and tourist accommodations programs when she gets back  
                         Tammy Baldwin the CSR who splits time between the Clinic and the Environmental Health offices has resigned officially as of 3/27/2018. We have begun the process of filling the position.  
                         Jeremy Moore will be attending the Job Fair at the University of West Georgia |
Carroll County Board of Health Meeting  
Environmental Health Narrative

| Board Member Questions | None |

**INFORM-PREVENT-PROTECT**  
Presented by: Seth Woodrow HHS, REHS
Carroll County Board of Health Meeting  
WIC Program Narrative

Date: 03/27/2018

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| Caseload Management-1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> Columns of Report | - In February, Carroll Co. WIC serviced 2332 participants, 1725 were assessed in Carrollton (presented on the report as red data) and 607 in Villa Rica (presented as blue data). This total includes 221 prenatal women; 400 Postpartum Mothers (including breastfeeding mothers and non-breastfeeding mothers); 702 infants; and 1009 Children.  
  - We enrolled 50 pregnant women in Carroll County during February. Of those 50 women, 24 of them (48.0%) came in during their 1<sup>st</sup> Trimester. |
| Nutrition Risk Factors-4<sup>th</sup> 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 February assessments for children while short stature and prematurity were noted as common risk factors during February infant assessments. |
| WIC-based County Vendor revenue-6<sup>th</sup> Column                          | - During February 2018, WIC generated $127,583.55 through Carroll county’s 13 local vendors and the redemption of 7,087 vouchers.  
  - Cumulative FFY ‘18 Total is over $735,808.29 (which is the total from October 2017 through February). |
| Outreach and Clinic Activities             | - We continue to offer Cooking Matters classes every month in both the Carrollton and Villa Rica WIC clinics. February the participants participated in a pop-up tour known as “Shopping Matters” where they focus on unit pricing, buying in season and reading labels. In celebration of National Nutrition Month, the participants are doing the shopping tours again and are given $10 gift cards.  
  - The Villa Rica clinic will be open for 4 days a week through the month of April but will be bumped down to 3 days a week beginning May 1, 2018.  
  - Carrollton currently has a part-time nutritionist position open. The Villa Rica team members will be used in Carrollton on the days the VR clinic is not open. |
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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: March 27, 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 evaluate and increase placement of qualified participants into hourly rated positions by 10% by November 30, 2018.

GOAL 2: The Carroll County Training Center will increase the number of settings in the Carroll County Area for Community Access services by 10% by December 1, 2018.

GOAL 3: The Carroll County Training Center will implement the State of Georgia’s “Employment Express” initiative by supporting at least 2 additional qualified participants by December 31, 2018.

GOAL 4: The Carroll County Training Center will enhance the quality of Community Living Supports Services to qualified non-verbal participants by utilizing electronic technology (I-Pads) by December 31, 2018.

Consumer Services: Currently serving total of 85 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 raised $28,000 to benefit local programs for the Developmental Disabled.

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

Please email any comments, ideas or suggestions regarding the 2018 Strategic Plan to rhaliburton@carrollcountytrainingcenter.com. Or mail to CCTC, 200 Alton Estes Drive, Carrollton, GA 30117.