Minutes
CARROLL COUNTY
BOARD OF HEALTH MEETING
May 22nd, 2018 @ Noon
Tanner Medical Center – Board Room

The Carroll County Board of Health held their bi-monthly meeting at noon on May 22nd, 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
- Loy Howard
- Terry Jones
- Mayor Walt Hollingsworth

**Carroll County Health Department Managers/Representatives**
- Amy McColley, RN, County Nurse Manager
- Kathy Albright, Administrative Assistant
- Seth Woodrow, Environmental Health Manager
- Milena Perez, RDN, LD, Regional Nutrition Manager

**District 4 Office Representatives**
- Wendy LeVan, RN, Director of Nursing and Clinical Services
- Barbara Stephens, Director of Business Operations
- Teresa McDaniel, Administrator
- Duane Fields, District Environmental Health Director

**Others**
- Richard Halliburton, Carroll County Training Center
- Paulita Tavalez, WIC Customer Service Representative
- Dillard Buchanan, Local Videographer

Chairperson Dr. Laura Larson called the meeting to order at noon.
The minutes from the March 27th, 2018 meeting were presented for approval. Commissioner Smith made the motion to approve the minutes as presented, seconded by Mr. Terry Jones.

**New Business**

FY ’19 Budget – Teresa McDaniel presented the Fiscal Year ’19 Budget to the board. The budget showed an increase in salaries due to the addition of an RN position and two part time clerical positions, one at Environmental Health and the other at the Health Department. Environmental Health has requested another vehicle due to their number of staff. This is the first year for the new Grant in Aid Formula. A motion to accept the budget as presented was made by Mr. Terry Jones, seconded by Mr. Smith.

**Old Business**

By Laws – 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 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.)

**Barbara Stephens, Director of Business Operations**  
**District 4/Public Health Report**

Dr. Obasanjo is attending a conference in Chicago.
Georgia Public Health Association – District 4 Public Health had 21 board of health members attend the conference. Next year the conference will be held around the same time in Atlanta.

Save the Date:

Two more Community Health Improvement Plan meetings are scheduled. You may attend at the District Office or by Telehealth at your local health department. Appreciation was expressed to Mr. Jones for attending the last CHIP meeting.

District 4 Annual Health and Wellness Day will be October 5th, 2018.

District 4 plans to submit documents for accreditation on August 31st, 2018 at 1:30 pm. All board members are encouraged and invited to join the health department staff as Dr. Obasanjo presses the button to submit the application.

The National Association of Local Boards of Health will meet during August in Raleigh, North Carolina.

Richard Haliburton
Carroll County Training Center

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

Board of Health Member Reports/Updates

Ms. Barge attended the Georgia Public Health Association conference and expressed how fortunate our county is to have services available in our area. Sixty counties in Georgia do not have an OB/GYN office in the county. Macon’s board of health did a study on pedestrian deaths due to the lack of sidewalks and crosswalks. Carroll County ranks number one in opioid deaths. The medical office Vice Chairperson Barge works for has many new regulations in place regarding opioid prescriptions. A question was presented asking if there is anything the board of health can do to help educate the community. Chairperson Dr. Larson stated there are many sources of education in different areas. Mr. Howard feels the state has to invest in calling awareness to this crisis that he deems the greatest public health challenge we have faced. Mr. Howard said Tanner Medical Center would partner with Carroll County Health Department in an awareness campaign. Chairperson Dr. Larson stated Tanner Medical Group Physicians has a policy in place regarding opioid prescriptions. She said many people sell the medication as a way of life. Mr. Howard said we should enlist psychiatrists to help people with their issues to avoid the need for these medications. Also, we should have school counselors helping students sooner before this becomes a bigger problem.

Chairperson Dr. Larson stated Carroll County’s health ratings have dropped. We will continue to work on things we can improve to increase our rating.
Service Award

Milena Perez presented Paulita Tavalez with her 15 year service award, thanking her for her service to the State of Georgia.

Public Comments

None

There being no further business Chairperson Dr. Laura Larson adjourned the meeting at 12:35pm.

Laura Larson, MD, Chairperson

Date

7-24-18

The next Carroll County Board of Health meeting is scheduled for noon on July 24th, 2018 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: May 22, 2018  

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tr>
<td>FY19 Budget</td>
<td>FY19 Budget Approval. Motion to approve FY19 budget made by Mr. Smith; seconded by Mr. Jones, all in favor. No discussion.</td>
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<tr>
<td>FY18 Budget</td>
<td>Spending is on track at 82% for 10 months.</td>
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| Financial Report    | **Revenue:**  
                      | FY18 Revenues: $1,591,742 compared to FY17 Revenues: $1,571,949. An increase of $19,793.  
                      | Clinical/Medicaid Fee Rev down $4,651 compared to LY.  
                      | Vital Records down $20,595 compared to LY  
                      | EH Fee Rev up $23,823 compared to LY.  
                      | Total Fee Revenue down $1,424 compared to LY.  
                      | Other Rev up $21,217  
                      | **Expenses:**  
                      | FY18 Expenses: $1,477,291 compared to FY17 $1,707,336.  
                      | A decrease in spending of $230,045 compared to LY. (salaries up, other operating down, new building expense) |
| Additional Information | None.                                                             |

**INFORM-PREVENT-PROTECT**  
Presented by: Teresa McDaniel  
District 4  

District 4 Public Health
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<tr>
<td>Job Status and/or Job Announcements</td>
<td>• Ashley Bentley, LPN has been accepted into the Associate Degree of Nursing Program at Albany State University starting Summer semester, 2018. We are very proud of her!</td>
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<td>Health Department Events since last BOH</td>
<td>• We started our child safety seat education classes February 2017. We have given out 58 car seats since the program began. We are partnering with the Carrollton Housing Authority for referrals and child car seat safety education.</td>
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<tr>
<td>meeting</td>
<td>• Daycare and Pre-K Audits are being done at this time for 2018; approx. 2,871 records have been reviewed since February. Once the initial review has been completed, the facility has 30 days to send in corrections before we submit our reports to the district office. We added several facilities this year.</td>
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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 3 batches and the health dept. has earned $8,240.00 to date.</td>
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<td>• 3/29/18 – District 4 HR, the HD and EH offices participated in the 2018 Spring Job Fair hosted by Congressman Drew Ferguson at the UWG Coliseum from 1-5pm.</td>
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<td>• 3/30/18 – Worksite Wellness kickoff was 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, educated staff on this program and things to come during this kickoff. We are currently participating in the “100 Days of Summer Challenge.” All the counties including the district office are competing against each other during this challenge. The month of May is our “steps challenge,” which is encouraging employees to move. We are recording our number of steps each week for 4 weeks. June is a nutrition creativity challenge, and July is a JOOL Health participation challenge.</td>
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<td>• 4/30/18 – The Employee Professional Development conference for District 4 employees was held on 4/30/18 at Glendale Manor in Tyrone, GA.</td>
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<td>Upcoming Events</td>
<td>• CHIP (Community Health Improvement Plan) meetings are scheduled for 5/25/18 (10am-3pm) and 6/29/18 (10am-1pm). Anyone interested please register to attend. We will be offering this meeting via Telehealth at the Carroll County Health Department or face to face at</td>
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Carroll Board of Health Meeting  
Nursing Narrative

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<td>5/31/18</td>
<td>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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<td>6/2018 – 7/2018</td>
<td>The health department will be a site for the Summer Feeding program via the Carroll County BOE. They will be offering meals on Mondays and Thursdays at the health department from 10:30-12:00pm. No cost or enrollment required. Open to all children under 18.</td>
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<td>6/16/18</td>
<td>12-3pm – Fatherhood Initiative event via Carrollton Housing Authority</td>
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<td>7/14/18</td>
<td>9-12pm – Southwire Back to School Event. We will be on site to distribute information related to health department services including immunizations, EP, and WIC.</td>
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<td>8/25/18</td>
<td>9-12pm – Mom and Baby Fair at Tanner – We will be participating in this event and giving out information related to pregnancy and our pregnancy related programs and car seat program.</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: May 22, 2018*

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<td><strong>Activity Report</strong></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 during this period.</td>
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<td><strong>Tourist Accommodations:</strong> The number of permitted tourist accommodations has increased by a few. No inspections were done in this period due to the cycle of inspections.</td>
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<td><strong>Swimming Pools:</strong> The number of permitted pools has fairly remained constant. Inspections have begun for the pools that are opening for the summer.</td>
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<td><strong>Body Art:</strong> We have a total of 9 facilities and no inspections were done in this period due to the cycle of inspections.</td>
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<td><strong>On Site Sewage Management Systems:</strong> The number of new septic permits has increased to 64 up from 25. The number of repair permits issued has increased from 38 to 54. The number of existing system evaluations has decreased significantly from 29 to 27.</td>
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<td><strong>Private Wells:</strong> The number of new well permits issued this period has decreased. The number of samples taken has remained has increased to 12 from 3 with 6 positive samples 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>Institutions:</strong> No institutional Inspections were conducted during this period.</td>
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<td><strong>Complaints:</strong> Complaint investigations have increased from last year.</td>
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<td><strong>Indoor Air Quality Investigations:</strong> 11 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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| Staffing                      | Currently we are trying to fill our empty part time CSR position that was vacated in March.                                                                                                               |

**INFORM-PREVENT-PROTECT**

**Presented by:** Seth Woodrow HHS, REHS

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District 4 Public Health Rev 9/16 DH
Carroll County Board of Health Meeting
WIC Program Narrative

Date: 5.22.2018

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| Caseload Management-1st-2nd, and 5th Columns of Report | In April, Carroll Co. WIC serviced 2259 participants, 1836 were assessed in Carrollton (presented on the report as red data) and 620 in Villa Rica (presented as blue data). This total includes 218 prenatal women; 399 Postpartum Mothers (including breastfeeding mothers and non-breastfeeding mothers); 681 infants; and 961 Children.  
- We enrolled 46 pregnant women in Carroll County during April. Of those 46 women, 23 of them (46.1%) 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). Low hemoglobin was common during April assessments for children while low birth weight was noted as common risk factors during April infant assessments. |
| WIC-based County Vendor revenue-6th Column | During April 2018, WIC generated $137,980.92 through Carroll county’s 13 local vendors and the redemption of 7,501 vouchers.  
- Cumulative FFY ‘18 Total is over $1,026,228.81 (which is the total from October 2017 through April). |
| Outreach and Clinic Activities | We continue to offer Cooking Matters classes every month in both the Carrollton and Villa Rica WIC clinics. This month is “Healthy Start at Home” and “Cooking Lean and Low Fat.” Participants are discussing the benefits of making foods at home, why healthy starts at home and tips on cooking lean.  
- The Villa Rica clinic will be open 3 days a week beginning May 1, 2018.  
- Carrollton has extended hours on Tuesdays from 8 AM to 7 PM and Villa Rica has extended hours on Wednesdays operating from 9 AM to 6 PM.  
- Paulita Tavalez is receiving her 15-year service award today! She has worked a front office staff for the Health Department, an interpreter, is a nutrition assistant and has been running the Villa Rica clinic for the past 6 years. We are thankful for all of her contributions and her dedication to our community and public health. |
Carroll County Board of Health Meeting
WIC Program Narrative

Questions/Comments

INFORM-PREVENT-PROTECT

Presented by: Milena L Perez RDN, LD- Regional Nutrition Manager