J. Patrick O’Neal, MD, Commissioner | Nathan Deal, Governor

Olugbenga Obasanjo, M.D., Ph.D., M.P.H.
District Health Director
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Heard County
Board of Health Meeting Minutes
August 14th, 2018 12:00pm
Heard County Health Department
Conference Room

The Heard County Board of Health held their quarterly meeting on August 14th, 2018 at 12pm in the Heard County Health Department Conference Room.

Attendees:  
**Board of Health Members:**
Commissioner Lee Boone, Vice-Chairman
Kathy Knowles, Development Authority Executive Director
Karen Boyd, City Clerk
Steve Wirth, Emergency Services Director

**District 4 Office Representatives:**
Debbie Heard, BOH Liaison/DHD Executive Assistant
Teresa McDaniel, District Administrator
Wendy LeVan, RN, Director of Nursing & Clinical Services
Amy Fenn, RN, Assistant Director of Nursing

**Heard County Health Department Managers/Representatives:**
Leslie Leonard, RN, County Nurse Manager
Melinda Bailey, Environmental Health Manager
Dian Adams, Administrative Manager
Melina Perez, RD, LD, Regional WIC Manager
Michele Davis, Environmental Health CSR II

Vice-Chairman Commissioner Lee Boone called the meeting to order at 12pm.

The agenda was presented for approval. Steve Wirth made a motion to approve the agenda as presented. Karen Boyd seconded the motion.

**Approval of Minutes**

The minutes from the May 8th, 2018 meeting were presented for approval. Kathy Knowles made a motion to approve the minutes as presented. Karen Boyd seconded the motion.
Old Business

Centralization of Accounts Payable – Time Study

Dian Adams provided a time study to determine if the centralization of the payables would allow her extra time to participate in community outreach. Dian Adams stated that the time study indicated that the time involved for her to process the payables and deliver them to the District Office required the equal amount of time when she was processing them in Heard County.

New Business

New Environmental Health Fee Proposal

Melinda Bailey presented proposed fee increases. Kathy Knowles asked about the pool increase from $100 to $300 for plan and review and $100 to $150 for the annual inspection. Melinda assured her that this is in line with other counties and will only affect any new pool that comes into the county. Karen Boyd voiced concern that an increase in fees may cause businesses to decide to close. Kathy Knowles asked if the fees for businesses in other small counties are in comparison to Heard. Melinda replied that Heard does have the lowest amount of businesses, but feels that the county is losing out on money because these fees have not increased in at least 6 years and are not in line with other counties in our district. Vice-Chairman Commissioner Lee Boone asked why the fee of $250 is necessary to “just look at plans”. Melinda stated that this fee is to review the plans, the first inspection, and the permit. Kathy Knowles commented that she is afraid that the increase would make some of the businesses close and doesn’t want to lose any businesses. Vice-Chairman Commissioner Lee Boone asked why the fees are different for the number of seats, “a physical visit is a physical visit”. Dian Adams added that the current fees are hard to collect. She sends out invoices in December and they are due by January 31st, after which a late fee is added to the bill. Vice-Chairman Commissioner Lee Boone asked if the fee is not collected would an inspection still be done. Kathy Knowles suggested that the fees increase gradually. Teresa McDaniel informed the members that revenue in Heard County is down $1000.00. Melinda assured the members that these are suggestions and it will be up to the board to approve any changes. Vice Chairman Commissioner Lee Boone will take the fee proposal to the Board of Commissioners meeting for approval.

Clinical

Leslie Leonard, RN presented the Nursing Report. (See Narrative)

Environmental Health

Melinda Bailey presented the Environmental Health Report. (See Narrative)

Financial

Teresa McDaniel presented the Financial Report. (See Narrative)

WIC

Melina Perez presented the WIC Report. (See Narrative)

District 4 Public Health

Debbi Heard apologized for Dr. Olugbenga Obasanjo missing this meeting, he is attending a Medical Conference. She reminded the Board of upcoming events including Wellness Day which will be at the Rock Ranch October 5th, Professional Development Day March 2019, and “push the button” Accreditation Application submission August 31st. Chairman Rodney Kay and Ms. Heard attended a NALBOH Conference in North Carolina August 8th-10th which was very beneficial.
Board Member Updates

Kathy Knowles thanked everyone for helping with the Baby Braves and Back to School Bash. They were both a huge success.

Public Comments

None.

The meeting was adjourned at 1:00 p.m.

[Signature]
Vice-Chairman Commissioner Lee Boone

[Signature]
Date

11-13-18

Additional copies of reports available upon request.

The next Heard County Board of Health Meeting is scheduled for November 13th, 2018 at 12pm in the Heard County Health Department Conference Room.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Staffing</td>
<td>Shonda Smith RN has completed her Masters in Nursing</td>
</tr>
<tr>
<td>Outreach</td>
<td>June 9, 2018 Baby Braves Reunion attendees received information about services health department offers and immunization schedules 30 families June 27, 2018 National HIV Testing Day free HIV testing offered at the Franklin Housing Authority July 28, 2018 Back TO School Bash 500 attended</td>
</tr>
<tr>
<td>Upcoming Events</td>
<td>School and daycare immunization audits. Meeting with Mr. Kay and Amy Fenn Immunization coordinator August 20, 2018 to discuss providing injectable influenza vaccine to all students in the Heard County School System. Paint the Town Pink September 29, 2018. Explained to BOH monies raised from event is used to help individuals with breast cancer and some money is used to provide mammograms to individuals that do not qualify for public health programs offering mammograms.</td>
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<tr>
<td>Comments/Questions</td>
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## Board of Health Meeting
### Heard County Environmental Health Report

**Date:** August 14, 2018

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<tr>
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<tbody>
<tr>
<td>Food Service</td>
<td>7 inspections were completed from May-July 2018.</td>
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<tr>
<td>Body Art</td>
<td>Correction on report...there are 0 Body Art establishments in Heard County. The report indicates 7, but that is not correct.</td>
</tr>
<tr>
<td>On-Site Wastewater</td>
<td>New permits is up from 12 permits to 13 permits for this time period. 11 Repair permits were issued. Inspected 14 installed systems compared to 5 from last year. 7 existing systems were evaluated vs 6 from last year.</td>
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<tr>
<td>Water Samples</td>
<td>Have seen a definite increase in the number of water samples taken during this time period compared to last year same time frame (15 samples vs 5 samples). 7 of those samples were positive for bacteria.</td>
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<tr>
<td>Septic Failures</td>
<td>There are 2 failures that our office is having a difficult time getting in touch with the owners for compliance. One on Five Notch Road and one in a Mobile Home Park on Highway 34. Explained to the Board that in both cases the owners refused to sign for the certified letters noting the violations and need for repair. Mr. Boone stated he would get in touch with both owners as well as Code Enforcement so that necessary steps can be taken to begin the process of repairs to the septic systems.</td>
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**INFORM-PREVENT-PROTECT**

Prepared by: Melinda Bailey
# Heard Board of Health Meeting
## Financial Narrative

**Date:** August 14, 2018

### FY18 Budget

- FY18 budget closed out at 93% spent.

### Financial Report

- Heard Co. Financial Report was presented to the Board.
- **Revenues:**
  - FY18 Revenues YTD: $402,758 compared to FY17 Revenues YTD: $355,185. This is an increase of 47,573 compared to LY.
  - Clinical/Medicaid Fee rev down $2,229 compared to LY.
  - EH Fee rev down $882 compared to LY.
  - Total fee rev down $3,111 compared to LY.
- **Other Rev up $50,685 compared to LY.** (GIA+, Admin Claiming+, Contracts+)
- **Expenses:**
  - FY18 Expenses YTD: $355,056 compared to FY17 Expenses YTD: $380,107.
  - A decrease in spending of $25,051.

### Additional Information

- None.

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

District 4 Public Health

Rev 9/16 DH
# Heard County Board of Health Meeting
## WIC Program Narrative

**Date:** 08/14/2018

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| Caseload Management-1st, 2nd, and 5th Columns of Report | - During June, Heard Co. WIC serviced 190 participants. This total includes 26 prenatal women; 25 Postpartum Mothers, 54 infants; and 81 Children.  
- Six pregnant women were enrolled in the Troup WIC Program during June and of those 6, 2 of them (33.3%) enrolled in the program during their 1st Trimester. |
| Nutrition Risk Factors-4th Column of Report | - Most common risk factors for our participants were weight-related issues (overweight, underweight) or nutrition intake/inappropriate nutrition practices were noted during our assessments. Short stature was also noted as a common risk factor for children in June. |
| WIC-based County Vendor revenue-6th Column | - Heard County has 1 local vendor accepting WIC vouchers. During June, 232 vouchers were redeemed through this location generating $4,912.20 for Heard County.  
- Cumulative FFY '18 Revenue Total is $51,605.36 (which is the total from October 2017 through this June 2018 data report) During FFY '17 WIC generated just over $76 thousand in funds for Heard county. |
| Outreach and Clinic Activities            | - We continue to offer a Cooking Matters classes every month. June was “The Power of Planning.” Participants discussed the benefits of planning and making lists before going to the grocery store. The featured recipe is “Tomato Sauce over Whole Wheat Pasta.” This recipe features one of the new foods available for participants beginning 7.16.2018.  
- A handout showing the new products available on WIC has been provided. On July 16, 2018 we began offering whole wheat pasta and yogurt. 32 ounces of yogurt replaces 32 ounces of fluid milk and children between 1 and 2 years of age receive whole fat yogurt while all women, and children over 2 have the option to receive low fat yogurt.  
- The formula contract was up for bid before July 1, 2018 but a determination has not been made; so the Gerber contract has been extended through September 30, 2018. |
| Questions/Comments                        | **Karen Boyd:** Why is there only 1 vendor? Can we use Dollar General because all of the money is being spent outside the County.  
**Milena Perez:** To be a WIC vendor a location must have a minimum selection of WIC approved food items and be able to provide a minimum amount of WIC foods daily.  
**Kathy Knowles:** How many people attend the Cooking Matters Classes?  
**Milena Perez:** On average, this clinic has 2-3 participants at each class. Many of the reviews indicate the participants enjoy themselves and learn new ideas. |

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**INFORM-PREVENT-PROTECT**  
**Presented by:** Milena Perez RDN, LD