HEARD COUNTY
BOARD OF HEALTH MEETING MINUTES
November 14, 2017 @ Noon
Heard County Health Department
Conference Room

The Heard County Board of Health held their quarterly meeting on November 14, 2017 at noon in the Heard County Health Department conference room.

Attendees:  Board of Health Members: Chairman Rodney Kay, Vice Chairman Commissioner Lee Boone, Mamie Pascal, Kathy Knowles, Marti Caputa, Karen Boyd

District 4 Office Representatives: Dr. Olugbenga Obasanjo, Barbara Stephens, Duane Fields, Teresa McDaniel, Debbi Heard

Heard County Health Department Representatives: Leslie Leonard, Diann Adams, Melinda Bailey, Michelle Davis

Chairman Rodney Kay determined a quorum and called the meeting to order.

The agenda was presented for approval. Vice Chairman Boone made a motion to approve the agenda as presented, seconded by Karen Boyd. The Board unanimously approved.

Minutes from the August 8, 2017 meeting were presented for approval. Marta Caputa made a motion to approve the minutes as presented. The motion was seconded by Mamie Pascal. The Board unanimously approved.

OLD BUSINESS

None

NEW BUSINESS

Chairman & Vice Chairman Elections:
Vice Chairman Boone made a motion to re-appoint Chairman Rodney Kay as Chairman of the Board. The motion was seconded by Marti Caputa. The Board unanimously approved.

Mamie Pascal made a motion to re-appoint Vice Chairman Lee Boone as Vice Chairman of the Board. The motion was seconded by Marti Caputa. The Board unanimously approved.
Board Approval Items:

2018 Meeting Schedule
The 2018 Meeting Schedule was presented for approval. Karen Boyd made a motion to approve the schedule as presented. The motion was seconded by Mamie Pascal. The Board unanimously approved.

Bylaws:
The Bylaws were presented for review. Marti Caputa made a motion to approve the Bylaws as presented. The motion was seconded by Mamie Pascal. The Board unanimously approved.

Board Member Reimbursement:
Board Members can be reimbursed for their expenses in attending Board Meetings in an amount not to exceed $25. The Board Members are currently receiving a meal and $10. A motion was made to continue the current reimbursement rate by Marti Caputa. The motion was seconded by Mamie Pascal. The Board unanimously approved.

New Swimming Pool Rules & Regulations:
New Pool Rules & Regulations were presented for review. To allow ample time to review they will be addressed again at the next Board Meeting.

NURSING
Leslie Leonard, RN presented the Nursing Report. (No paper report provided. See Narrative)

FINANCIAL
Teresa McDaniel presented the Financial Report. (See Narrative)

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

ENVIRONMENTAL HEALTH
Melinda Bailey presented the Environmental Report. (See Narrative)

DISTRICT 4/PUBLIC HEALTH UPDATES – DEBBI HEARD (FOR DR. OBASANJO)

Dr. Obasanjo introduced Teresa McDaniel who will take on the finance and accounting functions of District 4. Brigid Smith has been selected to work with the state DPH Office on the RSM Project and will no longer hold that position.
Dr. Obasanjo plans to “push the button” December 29, 2017. This step toward accreditation gives District 4 six months to have all supporting documents loaded and ready for site visits.

Macon has interviews for their Director next week. The candidates are well qualified. If one is chosen he will no longer have to divide his time between the Districts.

Dr. Obasanjo will be deployed to Germany in 2019 to fulfill his US Army Reserve obligations.

Leadership, True Colors, and Environmental Health Training along with Professional Day and Wellness Day will be held in 2018 for employees and Board of Health Members. This training will help us accomplish our Accreditation Goal.

BOARD MEMBER’S REPORT

Mamie Pascal was presented a plaque for her dedicated years of faithful service on the Board.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business a motion to adjourn was made at 1:00 pm by Marti Caputa. The motion was seconded by Karen Boyd.

Rodney Kay, Chairman

Date

The next Heard County Board of Health meeting is scheduled for noon on February 13, 2018 in the Heard County Health Department Conference Room.
**Heard County Board of Health Meeting**  
**Nursing Narrative**

**Date:** 11-14-2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Trainings</td>
<td>Transportation exercise training meeting 10-02-2017</td>
</tr>
<tr>
<td></td>
<td>Troup County Health Department POD Exercise 10-13-2017</td>
</tr>
<tr>
<td></td>
<td>Immunization Conference 10-26-2017</td>
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<tr>
<td>Outreach</td>
<td>Heard County Schools Open House August 2, 2017</td>
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<tr>
<td></td>
<td>Flu Clinic Senior Center 17 doses given</td>
</tr>
<tr>
<td>Client visits</td>
<td>8/01/2016-10/31/2016 358</td>
</tr>
<tr>
<td></td>
<td>8/01/2017-10/31/2017 405</td>
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| Current/Future Events  | Immunization Audits of Childcare, Kindergarten and Seventh grade students in progress.
|                        | Flu clinic Heard County High School today.                               |

**INFORM-PREVENT-PROTECT**  
**Presented by:** Leslie Leonard RN
## Heard Board of Health Meeting

### Financial Narrative

**Date:** November 14, 2017

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<tr>
<td><strong>FY18 Budget</strong></td>
<td>FY 18 budget is on track for spending at 30% for 4 months. Heard paid ⅔ of Indirect Cost in October.</td>
</tr>
<tr>
<td><strong>FY17 Audit</strong></td>
<td>FY 17 financial audit was held on September 19th. There were no findings. Books are available at your discretion today. Fraud letters from the auditors are included in your packets as they are each year. Moving administrative functions to the District has increased our segregation of duties. PYPI is $104,640 which includes FP. Fund balance is $213,642</td>
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</table>
| **Financial Report** | The Financial report was presented to the Board. Revenue:  
  
  FY18 Revenues: $102,874 compared to FY17 $103,014. **A decrease of $140.**  
  
  **Total Fee revenue was down $6,767 over Ly.**  
  
  Clinical/Medicaid Fee Rev down $5,236 from last year.  
  EH Fee Rev down $1,531 from last year.  
  “other” Rev up $6,626 over last year. (GiA payments late last year)  
  
  Expenses:  
  FY18 Expenses: $122,826 compared to FY17 $90,837.  
  **An increase in spending of $31,989 over previous year.** (salaries and contracts) |

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**INFORM-PREVENT-PROTECT**  
*Presented by: Teresa McDaniel*  
*District 4*
### Heard County Board of Health Meeting
**WIC Program Narrative**

**Date:** 11/14/17

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| Caseload Management 1st, 2nd, and 5th Columns of Report | - In September, Heard Co. WIC serviced 205 participants. This total includes 11 prenatal women; 56 Postpartum Mothers (including non BF mothers and BF mothers); 47 babies; and 91 Children  
  - We enrolled 2 new pregnant women on to the WIC Program in Heard County in September. Of those 2, only 1 of them (50.0%) came in for initial WIC services during their 1st Trimester. |
| Nutrition Risk Factors 4th Column of Report | - Most common risk factors for our participants were either weight-related issues (specifically overweight/obesity) or nutrition intake/inappropriate nutrition practices noted during our assessments. Low birth weight was also noted as a common risk factor in September.                                                                                                               |
| WIC-based County Vendor revenue 6th Column  | - As far as WIC generated vendor revenue, we have 1 local WIC vendor in Heard County and they generated over $5,242.09 due to the redemption of over 238 WIC vouchers in the county.  
  - Cumulative FFY 17’ Total is over $76,225.51 (which is the total from October 2016 up until September 2017)                                                                                                           |
| Outreach and Clinic Activities             | - We still have our Cooking Matters classes every month here at Troup WIC. This month’s recipe is “Stovetop Mac and Cheese”.                                                                                                                                                                                                                   |
| Questions/Comments                         | - Marti Caputa asked if the new Dollar General would accept WIC vouchers. I told her I did not know.                                                                                                                                                                                                                                     |

**INFORM-PREVENT-PROTECT**  
**Presented by:** *Leslie Leonard, RN County Nurse Manager*
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<tr>
<td>On-Site Septic Program</td>
<td>Continue to see increase in the number of new permits and septic systems installed in Heard County.</td>
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<td>Food Program</td>
<td>New restaurant coming to Heard – “This Guy’s BBQ” on Highway 34. Restaurant inspections are taking place in November and will be reflected on next BOH report.</td>
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<td>Tourist Courts</td>
<td>Hope to have current tourist court inspections completed by end of December if possible.</td>
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<td>Fees</td>
<td>Continuing to see consistent increase in EH fees for Heard County. Fees for this time period are up almost $800.00.</td>
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INFORM-PREVENT-PROTECT

Prepared by: Melinda Bailey