The Henry County Board of Health held its quarterly meeting at 3:30 pm on July 14, 2016 at the Henry County Administration Building.


Tommy Smith, Chairman, called the meeting to order.

Dr. Orlando Lopez made a motion to approve the minutes of the May 19th meeting. It was seconded by Dr. James Alexander. The minutes were approved as presented.

**Old Business:**

Geoff Marott requested a well variance of 38 ft. for a carwash located at 915 Rock Quarry Rd. Stockbridge, GA 30281. The Board agreed to approve a 40ft. variance contingent on there being no violation of the City of Stockbridge rules and codes. Dr. Orlando Lopez made motion to approve a 40ft. variance. Motion was seconded by Dr. James Alexander. It was unanimously approved.

**New Business:**

Wendy Levan, Clinical Nursing Director introduced Tisa Bright as the new County Nurse Manager for the Henry County Health Department.

*Tisa Bright  
Nursing Report*

Tisa Bridge provided the nursing report (See attached narrative).

*Brigid Smith  
Financial Report*

Brigid presented the Family Planning Budget for FY’17. (See attached) She asked the Board to approve the budget. Anthony Ford made the motion to approve the FY’17 Family Planning Budget as presented. It was seconded by Dr. James Alexander to approve the budget. It was unanimously approved.
Brigid Smith  
WIC Report

Brigid provided the WIC report (See attached narrative).

Glinda Scott  
Environmental Health Report

Glinda provided the Environmental Health report (See attached narrative).

Brigid Smith  
District 4 Public Health Report

Brigid provided the District 4 Public Health report (See attached narrative).

Public Comments:

Len Brewer of Southside Septic:

Mr. Brewer presented to the Board requesting a 15% variance or a solution to needing a 15% variance on a septic tank install his company installed on a lot in the Crown Ridge Subdivision in Stockbridge. The current install was stated to be 85% usable which is not the required minimum of 100% for a new install. After listening to Mr. Brewer, the advice of Henry County Environmental Health, and the input of several board members, the Board decided to acknowledge Mr. Brewer’s good intentions for seeking a resolve for the in compliance of the system. Mr. Brewer presented in good faith. The Board also acknowledged the fault of the in compliance of the system was not Southside Septic or Henry County Environmental Health. The Board recommended that Mr. Brewer go back to seek resolution with the builder. No motion was made due to nothing being changed.

Introduction:

Carla Heath, Board of Health Secretary, introduced Nakita Morrison, Office Manager for Henry County Health Department, as the new Board of Health Secretary.

Presentation of Service Awards:

Wendy Levan presented a 15 year service award to Gina Hamill, Public Health Nurse. Glinda Scott presented a 10 service award to Don Lucas, Environmental Health Specialist.

Chairman Smith motioned to adjourn meeting. Motion was seconded by Dr. Alexander. The meeting was adjourned at 4:55pm.

Tommy Smith, Chairman

11/17/16

Date

Serving: Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup & Upson Counties
## Henry County Board of Health Meeting

### Environmental Health Report

**Date:** 7/14/16

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>Inspection numbers up from same period last year. Most facilities scoring an A or B on inspection report. Five new facilities opened this period including Pollo Tropical and a new McDonald's on Hudson Bridge Road. Employees taught a Serv Safe Class in April and Don Lucas performed 4 hours of training for the French Market on June 29, 2016. Temporary event at AMS this weekend- Street Whips car show.</td>
</tr>
<tr>
<td>On-site Sewage</td>
<td>New system permits and installations are up. There were 94 permits issued this quarter compared to 66 the same period last year. Existing system evaluations were also up. Repair permits issuance was down by 7. Receiving plans for new subdivisions.</td>
</tr>
<tr>
<td>Individual Water Systems</td>
<td>Eleven samples collected this quarter compared to 9 for the same period last year. More positive samples this period.</td>
</tr>
<tr>
<td>Tourist Accommodations</td>
<td>Nothing current to report.</td>
</tr>
<tr>
<td>Public Pools</td>
<td>Twenty four inspections this quarter as compared to 31 same period last year.</td>
</tr>
<tr>
<td>Body Art</td>
<td>No activity</td>
</tr>
<tr>
<td>Training</td>
<td>Ashton Johnson completed the Level 2 Soils training class in Athens. I attended the Georgia Env. Health Assn. meeting in Savannah June 27-July 1.</td>
</tr>
<tr>
<td>Fees Collected</td>
<td>Fee collection up compared to the same period last year. Rise mostly attributed to rise in septic permit applications.</td>
</tr>
</tbody>
</table>

INFORM-PREVENT-PROTECT Prepared by: Glinda A. Scott

District 4 Public Health

Review/Revision Date 4/2015
<table>
<thead>
<tr>
<th>Staffing Current:</th>
<th>Effective June 1, Tisa Bright, RN, BSN started as the CNM. Ms. Bright has 18 years Georgia Public Health experience, most recently serving as a Nursing Supervisor in Fulton County.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotions/Retirements/Vacancies</td>
<td>The LPN position remains vacant. Sylvia Haney, HST retired on June 1. Both positions will be announced in the near future.</td>
</tr>
<tr>
<td>Training</td>
<td>All RN's have attended training on Hypertension and Diabetes Protocols at Augusta University in May and June. The 2-day training provided training in physical exam and assessment, pharmacology and case management. Two RN's are working on completing the clinical orientation. The goal is to complete the orientation by the end of August. These nurses will also be attending a two-day course in HIV pre-test/post-test counseling. The training is offered thru DPH.</td>
</tr>
<tr>
<td>Immunization Round-up</td>
<td>Immunization Round-up dates are Monday and Tuesday, July 25-26; Monday, August 1 and Thursday, August 4. Other services will be limited on those days. Flyer is attached.</td>
</tr>
</tbody>
</table>
| Health Fairs/ Outreach Events | June 14—provided immunizations to 19 City of Locust Grove employees  
June 22—met with cooking class at the HC Extension Service and provided information on services offered at HCHD  
June 25—participated in health fair sponsored by First Baptist Church of Ellenwood  
June 27—in recognition of National HIV Testing Day, free HIV screenings were offered at City of McDonough Housing Authority (ten screenings were performed) |
| Gordon State College | BSN nursing student will participate in a public health clinical rotation August thru November |

Tisa Bright, RN BSN  
County Nurse Manager
# Board of Health Meeting

## Financial Report

**Date:** 07/14/2016

**Henry County**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>FY16 Budget</strong></td>
<td>The FY16 budget has expended 89% of the budget. It is under budget for the year. There is still a vacancy for the County Nurse Manager. Expenses are higher than last year, due to the purchase of trucks.</td>
</tr>
</tbody>
</table>
| **FY17 Budget**        | The District Office met with Carla and Glinda on the FY17 budget. We discussed the possibility of a 3% increase for all employees and a 9% increase for the nurses. The increase for the nurses will depend on where they fall within their range of education and job experience. The State will provide additional GIA for the increases.  
The FY17 will be presented at the board meeting.  
Changes are:  
3% - 9% salary increase with fringe staying at 63%.  
Adding a NP to the budget. Hiring a CNM.  
Budget is $227,176 higher than FY16, all of that being in salaries. |
| **Financial Report**   | FY16 Revenues for July through June were $2,026,881 compared to $2,036,674 for the same period last year. A decrease of $9793  
Clinical/Medicaid fees were down $ 21,035.  
EH fees were down $ 18947.  
Other revenue down $2088--State is behind on Grant in Aid reimbursement.  
FY16 Expenses for July through Mar were $1,914,622 compared to $1,876,614 in for the same period in FY15.  
An Increase of $38008.  
Purchases of EH vehicles REv were higher than expenses by$112259. |

**INFORM-PREVENT-PROTECT**

Prepared by: Brigid Smith, District Administrator
Board of Health Meeting
WIC Report

Date: 07/14/2016

<table>
<thead>
<tr>
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<tr>
<td>WIC Reports</td>
<td>Review Henry WIC reports for April and May. The clinics numbers have been increasing over the past few months. April and June we met ~ 94% of the target caseload. <strong>June- Henry hit the 97% goal of the state assigned caseload.</strong></td>
</tr>
<tr>
<td>Common Risk Factors</td>
<td>April and May risk factors were consistent for <strong>women and children</strong>: weight, inappropriate nutrition practices, and low hemoglobin. <strong>Infants:</strong> we have seen an increase in low birth weight infants over the past two months.</td>
</tr>
</tbody>
</table>
| 1st Trimester Enrollment | First Trimester Enrollment was below the state standard of 60%. The clinic continues to work on in-reach/outreach. May was our highest month with 59.8% met.  
**Last month the staff met with several OBGYN offices and the pregnancy resource center.** |
| Vendors             | - There were 23 vendors in Henry county for the quarter.  
- Amount of vouchers cashed for the month May 15,790  
- Amount Cashed for April and May: $501,054.96  
*Cumulative Amount Cashed for FFY16 (Oct-May): $2,126,668.60 |
| Other               | *Cooking Matters:  
May: Bean and Rice Botana  
June: Hearty Egg Burritos  
July: Mango Salsa  
**May: Staff participated in the Plaza Fiestas  
June: All Nutritionist attended a Baby Behaviors seminar in Macon, GA  
July: WIC started Extended Hours from 7am-7pm on July 5, 2016. Morning appointments have been a little slow, while afternoon appointments have had a better show rate. During the month of July, we will have pop-up Shopping Tours in our Cooking Matters classes. Clients who attend the class will receive a $10 gift card.  
September: Henry county WIC will be the pilot for Georgia Gateway (integrated eligibility system). As of now the GO LIVE date is September 6, 2016. |

**INFORM-PREVENT-PROTECT**

Prepared by: Ericka Borrero RD, LD, CLC

District 4 Public Health

Review/Revision Date 4/2015
November 17, 2016

RE: Temporary Food Service Establishments

In reference to Temporary Food Service Establishments, Operation, Permit Application, and Responsibilities in The Georgia Food Service Rules and Regulations Chapter 511-6-1-.08 (2)(a)(2), the application for a special food service permit shall indicate the inclusive dates of the proposed operation and must be submitted at least 30 days prior to the event.

An additional provision will be added according to the Henry County Board of Health allowing a late fee, pre-set and approved by the Board, to be applied to any application received during a set time period of no more than 10 days within the required 30 days pre-determined by The Georgia Food Service Rules and Regulations 511-6-1.

Temporary Food Service applications will no longer be accepted for review or participation in the event, once the 10 day grace period has expired.

According to Chapter 511-6-1-.08 (2)(4)(i)-(iii) it will remain the organizer’s responsibility to ensure that only vendors permitted by the Health Authority are allowed to participate in the event. The organizer and property owner must notify the Health Authority 30 days prior to the event taking place and provide a list of food vendors who will be allowed by that organizer to participate in the event. The organizer will also ensure that any unauthorized or unpermitted vendor found participating in an event shall immediately leave the event premises and shall be charged with a violation of this Rule.

An additional provision will be added according to the Henry County Board of Health allowing any organizer application to be received and accepted during a set time period of no more than 10 days within the required 30 days pre-determined by The Georgia Food Service Rules and Regulations 511-6-1.
**Board of Health Meeting**  
**DHD report**

**Date:** 07/14/2016  
**Henry County**

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<td><strong>Health &amp; Wellness Day</strong></td>
<td>Our 3rd annual Health and Wellness day was help on April 29th at the Rock Ranch in Upson County. We had speakers from Atlanta. Also, competitions between the Health Departments on a poster boards and how they represented the 10 essentials of PH. Activities in the afternoon, volleyball and zip lines, fishing and paddle boats. It was a beautiful day and pictures are on our Facebook page.</td>
</tr>
<tr>
<td><strong>New District Building BOH Training</strong></td>
<td>We moved in our new District Office July 1st. Ribbon cutting and open house at 11:30 on July 29th. Debbi will be sending an invitation by email. If you are not able to attend we will have another opportunity to see our District office. We are scheduling a BOH training tentively in September, probably on a Friday and Saturday. We are looking at the survey was sent out.</td>
</tr>
</tbody>
</table>
| **Accreditation**             | In your packet, in there is a flyer on Accreditation. It is our goal to inform the Board at each meeting and give an update.  
~ we have formed a QI (Quality Improvement) Council at the District to review deliverables before we can apply. West Georgia Collaborative assisted with the community Health assessments. We are having meeting tomorrow at Cancer centers of America in Newnan.  
~ We have partnered with Ga Southern University to create our Workforce Devlp. Plan.  
~ Our Community Health Assessments are completed in all 12 Counties. Results will be posted on the employee intranet. |

**INFORM-PREVENT-PROTECT**

Prepared by: Brigid Smith, District Administrator