SPALDING COUNTY
BOARD OF HEALTH MEETING
March 8th, 2018 @ 12:15pm
Spalding County Health Department

The Spalding County Board of Health met for their regularly scheduled meeting on Thursday, March 8th, 2018 at 12:15pm in the conference room of the Spalding County Health Department, located at 1007 Memorial Drive in Griffin, GA.

Attendees: Board of Health Members
Jim Smith, Vice Chairman
Drew Miller
Raymond Ray
Millie Stull

Spalding County Managers/Representatives
Cynthia Tidwell, RN
Ryan Saccucci
Monica Colbert
Bill Johnston, Legal Counsel

District 4 Office Representatives
Dr. Olugbenga Obasanjo
Wendy LeVan, RN
Teresa McDaniel
Duane Fields
Debby Heard

Others (By Phone)
Holly Murray

Call to Order
Vice-Chairman Jim Smith called the meeting to order at 12:15pm. Drew Miller provided the Invocation and Vice-Chairman Jim Smith led the Pledge of Allegiance.

Introduction of New Board Member/Oath of Office
Vice-Chairman Jim Smith introduced new board member, Millie Stull. She is from Ohio, has been a Family Nurse Practitioner for 18 years and worked in clinical research. Ms. Stull read aloud and signed the Oath of Office.
MINUTES APPROVAL

The minutes from the November 9th, 2017 and January 11th, 2018 board meeting were presented for approval. Commissioner Raymond Ray made the motion to approve the minutes, seconded by Drew Miller. The minutes were approved as presented.

NEW BUSINESS

Board of Health Insurance Update & Approval – Bill Johnston, Legal Counsel, explained that at the meeting in January a quorum was not present. He advised Chairman McDaniel to go ahead and sign the policy to prevent it from lapsing and it would be presented to board members at an upcoming meeting. Commissioner Raymond Ray made the motion to approve Chairman McDaniel signing the policy to prevent it from lapsing, seconded by Drew Miller. A copy of the policy was provided to the board members.

Election/Approval of Board Attorney for 2018 – Commissioner Raymond Ray made a motion to retain Bill Johnston as Attorney/Legal Counsel for 2018, seconded by Drew Miller.

Centralized Accounts Payables – Teresa McDaniel presented to the board the advantages of centralizing accounts payables, allowing the district office to perform the function. (See handout) Vice-Chairman Jim Smith commented that Spalding County had always been independent and questioned moving this process to the district office. Bill Johnston asked if they would be losing any employees and Teresa replied that it would not cost anyone their job. He asked if the health department would keep their credit card and Teresa replied that they would maintain the credit card at the health department. He asked about the signing the checks and that would be done at the district office. Bill Johnston asked if this could be brought back to the health department if there was a problem and Dr. Obasanjo replied that it would. Vice-Chairman Raymond Ray asked Cynthia Tidwell if she was OK with this process and she replied yes. Raymond Ray made a motion to approve the centralization of the accounts payable, seconded by Drew Miller. Vice-Chairman Jim Smith voted No.

Accreditation Update – Susie Hammock, Accreditation/QI Coordinator provided an update on Accreditation. District 4 plans to submit the application on August 30th, 2018. She also talked about the Community Health Improvement Plan (CHIP), Community Health Assessment (CHA) and the Strategic Plan (SP). The CHA meetings are being scheduled and you will receive information through email. Domain 12 is the Governance section that involves the board members.

OLD BUSINESS

Duane Fields discussed the Amended Public Swimming Pool Rules and Regulations. He asked the board for their approval. Commissioner Raymond Ray made a motion to approve the rules and regulations as presented, seconded by Drew Miller.

CYNTHIA TIDWELL, RN
CLINICAL

Cynthia Tidwell provided nursing report (narrative attached).

TERESA MCDANIEL
FINANCIAL REPORT
Teresa McDaniel provided the financial report. (narrative attached)

**DUANE FIELDS**

**ENVIRONMENTAL HEALTH**

Duane Fields provided EH report (narrative attached)

**RYAN SACCUCCI**

**WIC**

Ryan Saccucci provided WIC report (narrative attached)

**DR. OLUGBENG A OBASANJO**

**DISTRICT 4 PUBLIC HEALTH**

Debbi Heard reported that Dr. Obasanjo is transitioning out of the Macon District and back in the District 4 office fulltime. His #1 priority and focus will be on the accreditation efforts and submitting the application on August 30th.

Social media efforts are underway and a new flyer for Spalding County Health Department has been created and in the proofing stage.

A Save The Date flyer is in the packets with dates of upcoming events. The GPHA conference is in April and board members are encouraged and invited to attend. Please let Debbi Heard know and she will make the arrangements. On April 30th District 4 will have their annual Professional Development Day and board members are invited to attend.

Also included is the NALBOH flyer regarding the upcoming conference in August. Board members who would like to attend can contact Debbi Heard to get registered.

Vice Chairman Jim Smith asked Dr. Obasanjo if there was an opportunity for telemedicine in public health. Dr. Obasanjo commented by saying that the state supports it and every health department will have the carts. The next step is to find the funding to support it. Wendy LeVan told the group that it is already being done in the Lamar County School System. They have partnered with a psychiatrist and they are doing wellness checks. This keeps the child from missing class and keeps the parents from missing work. Dr. Obasanjo commented they are working on a model that can be done in all the other counties.

**BOARD MEMBER REPORTS/COMMENTS**

Raymond Ray commented that the Health Fair on March 31st was a great event. He was impressed with those who attended. He thanked the health department for all they do.

Vice-Chairman Jim Smith thanked the health department and public health for their assistance with events at the schools.

**PUBLIC COMMENTS**

None
ADJOURN

With no further business, Commissioner Raymond Ray made the motion to adjourn the meeting, seconded by Drew Miller. The meeting adjourned at 1:30pm.

Jim Smith, Vice Chairman

Date

The next Spalding County Board of Health Meeting is scheduled for May 10th at 12:15pm in the conference room of the Spalding County Health Department.
Spalding Board of Health Meeting  
Financial Narrative  

Date: March 8, 2018  

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>Spending is on track at 64% for 8 months.</td>
</tr>
<tr>
<td>Financial Report</td>
<td>Spalding financial report was presented to the Board.</td>
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<tr>
<td></td>
<td>Revenue:</td>
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<tr>
<td></td>
<td>FY18 revenues YTD: $977,708, compared to FY17 YTD: $815,138. An increase of $162,570.</td>
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<td>Clinical/Medicaid Fee Rev up $11,523 over LY.</td>
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<td>EH Fee Rev up $4575 over LY.</td>
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<td>Vital Records down $17,568 over LY.</td>
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<td></td>
<td>Total Fee Rev down $1,469 over LY.</td>
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<td>Other Rev is up $164,039 over LY. (Intra/Inter, GIA, Admin.Claim timely)</td>
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<td>Expenses:</td>
</tr>
<tr>
<td></td>
<td>FY18 Expenses: $1,011,742 compared to FY17 $943,067. An increase in spending of $68,675 (salaries, indirect cost higher)</td>
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<tr>
<td>Additional</td>
<td>Budget Revision 1 is presented to align PYPI to actual. PYPI increased $90,607. Admin Claiming was backed out and Intra/Inter was increased to align with current expenditures. Overall increase to budget is $16,348. The expense side was adjusted to align the YTD spending as needed per line item.</td>
</tr>
<tr>
<td>Information</td>
<td>*Note - Salaries was reduced to account for NP not hired and hourly labor is reduced due to less hrs. worked. Supplies, other operating and contracts were increased the most to align with current spending.</td>
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<tr>
<td></td>
<td>Raymond Ray clarified salaries and hourly labor decrease for Budget Revision 1 = $49,000. Jim Smith noted though salaries were up for financial report we were cutting for Budget Revision 1 and clarified this was due to timing issue and Budget Revision 1 not keyed until board approves. Teresa verified with Cynthia that the NP position would stay in the budget and Cynthia said yes.</td>
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Spalding Board of Health Meeting
Financial Narrative

Motion to approve Budget Revision 1 was made by Raymond Ray, seconded by Drew Miller, all in favor.

INFORM-PREVENT-PROTECT
Presented by: Teresa McDaniel
District 4
<table>
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<tr>
<td>Customer Service Representative</td>
<td>Monica Colbert is the new Customer Service Representative that was hired. Her hire date was February 01, 2018. She brings expertise from her previous position in Jasper County. She is being trained to do the Board of Health agenda and minutes.</td>
</tr>
<tr>
<td>New Door</td>
<td>A replacement door has been installed for the entrance area in the back. The locking system does work correctly. We would like to thank Raymond Ray for helping to speed up the process.</td>
</tr>
<tr>
<td>Pre-K &amp; K Registration</td>
<td>Spalding County Health department is partnering with the school system to provide immunizations and H-V-D for the children. There will be a flyer that will be used to direct parents to services.</td>
</tr>
<tr>
<td>Cost Savings</td>
<td>The utility bill for January was $1789.09 and in February $4256.40. The bill continues to be lower than the same time last year.</td>
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<tr>
<td>March</td>
<td>Spalding County Health Department participated in the Community Health Fair sponsored by Well Star and Brightmore Hospice on March 3. We3 will offer HIV/Hep C testing and education at Southern Technical College Expo on March 20th.</td>
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**INFORM-PREVENT-PROTECT**

**Prepared By:** Cynthia K. Tidwell RN County Nurse Manager
Spalding Board of Health Meeting  
WIC Narrative  

Date: 3/8/2018

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<thead>
<tr>
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| WIC Caseload   | - Discussed the WIC reports for Spalding County for the month of January. January is the most current month out on GWIS.  
                 | - Reported the total Caseload for the month and participant category which made up the caseload. Also the ethnicity percentages of the caseload were provided.  
                 | - Reviewed over the most common risk factors which are being seen with our participants.  
                 | - Discussed the percentage of our caseload that is breastfeeding and our first trimester enrollment rates with our prenatal. |
| WIC Vendors     | - Reviewed over the number of WIC vendors that is located in and serving Spalding County.  
                 | - Reported the number of vouchers cashed the cumulative total for the month which was $123,890.34 |
| Child Weight Report | - Provided the most recent quarterly child weight report that is out for Spalding County. This period covered 10/1/2017 – 12/31/2017. The child weight report contains children between the age of 2-5 who are at underweight weight range, normal weight range, and overweight weight range for their BMI.  
                 | - This totals are represented on a graph and the percentages are compared to the district and state averages.  
                 | - Discussed our obesity report for the 2-5 age group of our participants. |
| New Business    | - 2 of my Nutritionist are applying for Dietetic Internships  
                 | - March is National Nutrition Month |

INFORM-PREVENT-PROTECT  
Presented By: Ryan Saccucci, RD, LD