J. Patrick O'Neal, MD, Commissioner | Nathan Deal, Governor
Olugbenga Obasanjo, M.D., PhD, MPH, District Health Director
Spalding County Health Department
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Spalding County Board of Health Meeting
Minutes
June 08, 2017 -12:15pm
Spalding County Health Department

Attendees:  **Board of Health Members**
Raymond Ray
Theresa Buchanan
Johnie McDaniel, Chairman
Dick Morrow
Drew Miller

**Spalding County Health Department Managers/Representatives**
Cynthia Tidwell, RN, County Nurse Manager
Pamela Bradley, Associate Administrator
Kelly Wilson, Environmental Health Manager
Ryan Saccuci, Regional Nutrition Manager

**District 4 Office Representation**
Brigid Smith, District Administrator
Duane Fields, District Environmental Health Director
Debbi Heard, Exec. Assistant/Board of Health Liaison

**Other**
James Ezenwaka

The Spalding County Board of Health meeting was held on June 8th at 12:15 pm in the conference room of the Spalding County Health Department.

The meeting was called to order by Chairman Johnie McDaniel.

Drew Miller provided the Invocation.

Theresa Buchanan led the group in the Pledge of Allegiance.

**Minutes**

The minutes from the April 13th, 2017 board meeting were presented for approval. Chairman Johnie McDaniel asked that a motion be made to approve the minutes. Dick Morrow made a motion to approve the minutes seconded by Theresa Buchanan.
Old Business

County Nurse Manager, Cynthia Tidwell briefly mentioned to the Board the cost savings that Spalding has done to decrease the high increase of the electricity bill. She explained to the Board that the timers had been put in place to control the on and off times of the HVAC system. Cynthia also mentioned to the Board that the timers have really made a difference in controlling the temperature throughout the building and the thermostats are set not to go more than a 5-degree variance. She also mentioned to the Board that all the phone lines had been converted over to Birch Communications. This will allow Spalding to have just one bill versus being billed by two other phone service agencies.

Dick Morrow wanted it noted that going forward he wants the lights in the Health Department replaced with LED’s. This will save on having to replace the balances in the light fixtures.

New Business

Brigid Smith presented the FY18 001 budget in detail with supporting documents. She noted to the Board a budget revision that was needed to be done for the FY17 001 budget. Brigid Smith explained to the Board each of the budgeted revenue line items and pointing out the FY18 budget was $115,499 more than FY17 because the FY18 001 has a shared Nurse Practitioner salary included. Brigid Smith mentioned to the Board the $25,000 was funds for the percent pay increase legislative voted on across the board. The two percent increase will be given to employees who meet the certain criteria: employees who was hired before FY 2016 July 1st full time, and with no disciplinary action in their PMF. She pointed out the Repair & Maintenance budget was less for FY18 since the HVAC was paid for in FY17. The FY18 Spalding County 001 Operating budget was approved for $1,601,100. The motion to accept the FY18 budget was given by Dick Morrow and seconded by Drew Miller.

FY 17 Budget revision 1 was presented to enter the correct PYPI that will change by $10,983. Also, an additional $9,770 was received in Grant in Aid in May. The effect to the budget is zero, but the revenue lines have been adjusted. The motion to approve the FY17 Budget Revision was made by Dick Morrow, seconded by Raymond Ray.

Reports:

NURSING
Cynthia Tidwell presented the Nursing Reports (Narrative attached)

FINANCIAL REPORT
Brigid Smith presented the Quarterly Financial Report (Narrative attached)

ENVIRONMENTAL HEALTH
Kelly Wilson presented the Environmental Health Report (Narrative attached)

WIC
Ryan Saccuci presented the WIC Report

DISTRICT 4/PUBLIC HEALTH
Brigid Smith presented the District 4 updates
Brigid Smith presented for Dr. Obasanjo, who, is away at military training but sends his regards to the Board. She also mentions that the Macon District will have their Accreditation site visit in August. Brigid also mentioned that Dr. Fitzgerald had conducted interviews for the Macon Health Director position with the hope of having a replacement soon. She stated that Dr. Obasanjo wanted the Board to know that he was still available for any question or concerns the Board may have and he will be continuing as Interim Health Director for the Macon District 1 day a week until one has been chosen. Brigid Smith told the Board about the Call Center at the District 4 office and the benefits of having it to answer calls, schedule appointments and consistent information for all 12 counties. The Call Center is staff with 5 full-time employees taking over 300 calls a day. She also mentioned that the Financial advisors are calling the patient before they come to clinic to get advanced information to help expedite the client time being spent for their appointment.

Included in the board packet is the Accreditation flyer with recent updates on activities along with cheat sheet of Accreditation terms. Brigid Smith mentioned that Dr. O was pleased with where District 4 stands moving toward Accreditation.

In the packet is the Save The Date flyer with upcoming events.

Debbi Heard briefly gave an overview of what the Board could expect at the upcoming Legislative Luncheon. She stated to the Board that the luncheon is an opportunity to provide the Board members as well as Legislators with an insight into the activities and services that District 4 provides. Debbi Heard also asked the Board for suggestions of a site in Spalding that was large enough to accommodate the Legislative Luncheon. The Senior Citizen Center was suggested as a place for the luncheon.

**Public Comments**

No public comments.

**Board Member Reports/Comments**

Dick Morrow commented that he thought the Legislative Luncheon will be a powerful leap forward for District 4. He also wanted to know when will be the time frame the Accreditation commit start with asking the Board questions. Dick Morrow also announced that he will be off the Board, December 31st, 2017.

Chairman McDaniel thank the Board for all that they do.

Motion was made by Drew Miller seconded by Raymond Ray to adjourned the meeting. Meeting adjourned @ 1:25 pm.

*The next Spalding County Board of Health meeting is scheduled for September 14th at 12:15pm in the Spalding County Health Department Conference Room.*

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**District 4 Public Health**

Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties

*Georgia Department of Public Health | We Protect Lives.*
Spalding Board of Health

Meeting

Nursing Narrative

Date: _06/08/2017_(page 2)________

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Health Fairs</td>
<td>Saturday, 05.20/2017 East Griffin: First Christian Church- Only 10 adults and 25 children attended. The HD conducted 4 HIV / Hep C screenings., 2 diabetic teachings, 10 promotions of the services offered by the HD. Even though this event had few participants, the HD educated those in attendance. Tuesday, 06/06/2017 Southern Crescent Technical College offered HIV Awareness Lunch and Learn from 12 noon to 1pm and 4pm to 5pm. HIV 101 was provided and testing for both HIV and Hep C. There were 22 people tested.</td>
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<tr>
<td>National HIV Testing Day</td>
<td>June 27, 2017 is National HIV Testing Day. The HD has partnered with The Flint Center on Experiment Street to offer testing for both HIV and Hep C, The event will be held from 9:30 am until 12 noon (or the last person is tested and has results). Copies of the flyers that will be used are in your packet. These were designed by Rashida Linehan at D4 Health Services.</td>
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<td>Heating/AC system</td>
<td>Johnson Control finished the Heating / AC system on May 31, 2017. The timers are working now and the thermostats are set where there can be no more than a 5 degree variance. The building seems to be holding a temperature of around 76 to 78 degrees in all areas. The HD should see a decrease in the utility bill on the next bill.</td>
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<tr>
<td>Phone System</td>
<td>The phone system was converted to BIRCH on June 06, 2017. There had been many problems with ATT, but those have all been resolved. The county finally released all lines as well. The HD cost for phone service should show a decrease on the next billing cycle, since the only bill should come from BIRCH. There is no longer a need to dial 8 before obtaining a line. The new procedure is dial area code and number.</td>
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<tr>
<td>James Ezenwaka</td>
<td>Introduction of James Ezenwaka who has a Bachelors Degree in Health Promotions. He is interested in joining PH and wanting to learn all aspects of operation. He updated the BOH on what is degree encompasses and why he is trying to become involved in PH. I have previously given him the web sites for employment as well as sent a copy of his resume to Donna West and Barbara Stephens. He was encouraged to continue to check websites for job availability.</td>
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INFORM-PREVENT-PROTECT

Presented by: Cynthia K. Tidwell, RN, CNM_________________________