Spalding County Board of Health Meeting
Minutes
October 12, 2017 – 12:15pm
Spalding County Health Department

Attendees: 

**Board of Health Members**
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
Dalia Kinsey, Regional Dietitian

**District 4 Office Representatives**
Dr. Olugbenga Obasanjo, District Health Director
Brigid Smith, District Administrator
Duane Fields, District Environmental Health Director
Debbi Heard, Exec. Assistant/Board of Health Liaison
Wendy LeVan, RN, Director of Nursing & Clinical Services

**Others**
Bill Johnston, Spalding County Board of Health Attorney

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

The meeting was called to order by Chairman Johnie McDaniel. Dick Morrow made a motion that the agenda be amended to add Presentation of Employee Service Award under New Business, Drew Miller seconded the motion.

Drew Miller provided the Invocation.

Dick Morrow led the group in the Pledge of Allegiance.
Minutes

The minutes from the August 10th, 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, Drew Miller seconded the motion.

View Business

Presentation of Service Award: Marilyn Powell, Customer Service Representative was presented her 15-year service award by Chairman Johnie McDaniel and Cynthia K. Tidwell, RN, County Nurse Manager.

Food Safety -Non-Profit Temporary Events: Duane Fields addressed the Board concerning non-profit temporary events as it relates to food safety. Duane stated that Chairman McDaniel asked for the item to be put on the agenda for discussion and more information. Included in the Board of Health packet was the State of Georgia brochure for “Food Safety at Non-Profit Temporary Events”. Duane summarized the brochure. He stated the main point was non-profit temporary events are exempt from the food service regulations but are subject to specific basic food safety requirements by O.C.G.A. 26-2-392. Drew Miller asked Duane about single roadside vendors and whether they were included in this exemption.

Duane indicated that individual roadside vendors were not included in this rule unless they were part of a fair, festival, etc. that lasted 120 hours or less. Duane did add that churches and their fundraisers were also exempt from the food service regulations and are not included in O.C.G.A. 26-2-392 unless they were part of a non-profit temporary event. Chairman Johnie McDaniel asked about commercial vendors like the barbecue man off Hwy 19/41. Duane and Kelly Wilson both indicated that he is not exempt from the food regulations or does he fit under the O.C.G.A 26-2-392 unless he was part of a non-profit temporary event. The conclusion for that vendor was that he was more than likely an illegal vendor trying to avoid regulation. Kelly indicated she would continue to follow up on the situation and watch for him on Hwy 19/41.

Soil Analysis for New Construction Lots: Kelly Wilson requested the Board to approve/adopt a Level 3 Soil Analysis be required for each new construction lot served by a septic system. The Level 3 report will give a lot more information about the soil and take the place of backhoe testing. Kelly Wilson also stated that the Soil Scientist takes liability of the report. Dick Morrow asked were there any other counties that have the requested rule in place. Duane Fields mentioned the other counties; except for Butts County have gone to only having the Level 3 Soil Analysis Report. Drew Miller asked was it easy to have the report done. Duane Fields indicated that there is a state list of Soil Scientist available.

Duane Fields stated that he was 100 percent in favor to have the rule adopted because it takes the liability away from Kelly Wilson and the Board. Chairman Johnie McDaniel asked would this be for all lots regardless if a septic tank is not required. Kelly Wilson explained that Level 3 Soil report would be for new construction only. Dick Morrow requested that there be specific wording before the motion be made to adopt the new rule.

Duane Fields stated the new wording for the Soil Analysis policy for better clarification. “The motion requires a Level 3 soil analysis performed by a Georgia Certified Soil Classifier for every new construction building lot that will be developed with a septic system. This requirement takes the place of the previous requirement of a backhoe test pit.” Dick Morrow made a motion that the Level 3 Soil Analysis rule be adopted, seconded by Drew Miller.

Request for Adoption of Portable Sanitation Rules: Kelly Wilson mentioned that the Portable Sanitation Rules have been discussed in past Board meetings, but she was unable to find where the rules had been adopted in
any of the past minutes. Kelly Wilson indicated that the Portable Sanitation Contractor Rules and Regulations was already a state rule but to be enforced locally, the rule must be adopted by the Board. Dick Morrow asked was there a time previously that Spalding County Board of Health Attorney Bill Johnston reviewed the old book of rules to see if the book was up to date or when were the rules adopted. Kelly Wilson mentioned that it was discussed in the past to have Bill Johnston to review the rule book but it was never done. Kelly provided the Board with copies of the Portable Sanitation Rules. Dick Morrow moved that the Spalding County Board of Health adopt Department of Public Health – Chapter 511-3-6 Portable Sanitation Contractors Rules and Regulation, seconded by Theresa Buchanan.

Dick Morrow discussed the importance of having a rulebook of which rules have been adopted and when they were adopted. Kelly Wilson explained that she was aware of having the rulebook done but it was held up because there some additional items to be added. She assured Dick Morrow she will work on getting the rulebook updated and will have a copy by the next Spalding County Board of Health meeting. Bill Johnston indicated why the rulebook needed to be finalized (1) for Accreditation (2) if an individual comes into the office he prefers that the individual has a book that can be pulled of Rules and Regulations that has been adopted locally and not be referred to a website.

Bill Johnston commented on the Board vacant physician position. He discussed that he had left a message with County Manager William Wilson to update him on the progress. Cynthia Tidwell, RN stated that she had spoken to Commissioner Raymond Ray and he stated to her that every physician that he thought would be interested declined the position. Debbi Heard mentioned that other counties are advertising and that could be one of the avenues the county could use. Dick Morrow asked was it time to have the state law updated and if so it would give the Board some leniency. Drew Miller suggested that we reach out to WellStar Spalding Regional who has several hospitalists on staff who may be interested. This could foster a relationship with the Board and the hospital. Bill Johnston indicated the position was a six-year term. A physician, willing to serve, does not know how long they will be employed at a certain hospital. This could pose a problem. He then stated, if this happens a new hospitalist could be appointed by the county. Bill Johnston agreed to contact Tamara Ison, President of WellStar Spalding Regional to see if she can assist with filling the vacancy on the Board.

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
Dalia Kinsey presented the WIC Report (Narrative attached)

DISTRICT 4/PUBLIC HEALTH

r. Obasanjo gave his apologies to the Board for his absence. Dr. Obasanjo mentioned he has been working on Accreditation in Macon. He pointed out that Macon is a year ahead of District 4 stating the Macon District had their site visit August 29th & 30th. Dr. Obasanjo commented that the site visit went very well. He explained there are hundreds of documents that will be reviewed and questions would be asked regarding the
documents. He stated the scoring categories will be fully met, mostly met, slightly met and not met. The 100 documents that Macon submitted were scored with 73 of them being fully met, 19 mostly met and 3 being slightly met which means a passing score. The recommendations will be presented to the PHAB Board on November 17th to decide if Macon District becomes accredited.

Dr. Obasanjo mentioned that he has been in Macon for the past year but the benefits from him being in Macon during the Accreditation process benefits District 4. He can see the strengths, weakness and the needs that it will take to enable District 4 to become Accredited. He knows that District 4 will be ready for Accreditation. Dr. Obasanjo stated when December 29th comes District 4 will pay PHAB, and notify them that District 4 is ready to push the button for Accreditation. After the application has been submitted, within six months, District 4 will upload the 100 documents. After the upload, District 4 will have their site visit. Drew Miller asked when they do a site visit do they visit a county. Dr. Obasanjo explained to the Board that PHAB focuses on process not outcomes. They are interested in how District 4 comes up with decisions on how things are done. In the two days PHAB is site visiting, they will meet with the twelve domains and ask questions in a two to three-hour session with Board members. Board members will be asked questions based on the documents that were sent. PHAB will also meet with the District Health Director asking very specific questions. Chairman McDaniel asked would the Board members meet as a group or will there be one on one sessions. Dr. Obasanjo answered that the Board Members would meet as a group. Dick Morrow commented that Theresa Buchanan volunteered to be the representative for Spalding. Dr. Obasanjo mentioned that after the documents are submitted they will notify site visitors nationwide for their availability. District 4 will be sent a list of site visitors to check to make sure there is no conflict of interest. If there are no issues the date will be set and the Boards will be notified of the date. Dr. Obasanjo stated that he would like to see at least one Board Member from each county attend. Once the commitment has been made, District 4 will begin preparing the Board Members with lots of information to make sure they will be ready. Dr. Obasanjo mentioned that there will be a ceremony December 29th at 1:00pm with each county being present by VICS. He will push the button.

Dr. Obasanjo stated that the Wellness Day went very well with no representative from Spalding Board present, he hopes they can make it in 2018. Dr. Obasanjo commented on the Legislative Luncheon that was held in Spalding Chaired by Chairman Johnie McDaniel. Drew Miller asked was there any Legislatures that attended. Chairman Johnie McDaniel stated that there was representation as well as public officials in attendance.

In the packet is the Save the Date Flyer with upcoming events:

December 29th, 2017 - “Push the Button” @ 1:00 pm. District 4 will officially submit our application for Accreditation.

January 26th, 2018 – Board of Health Update/Training

February 2nd, 2018 – Board of Health Update/Training

April 4th -6th, 2018 – Georgia Public Health Association Conference (GPHA) – Jekyll Island

April 27th, 2018 – District 4 Professional Development Day

August 2018 – Legislative Session – Time, location TBD

August 2018 – Mercer Leadership Certificate Ceremony

PUBLIC COMMENTS

No public comments
**UPDATES/REPORTS/COMMENTS**

Chairman Johnie McDaniel thanked Theresa Buchanan for volunteering to represent Spalding County Board of Health at the PHAB site visit. Chairman Johnie McDaniel gave recognition to Debbi Heard for the hard work she had done for the Legislative Luncheon. Chairman Johnie McDaniel gave thanks to Cynthia Tidwell, RN, for coordinating the Morehouse Mobile Unit to be at the fair offering free HIV and Hep C testing.

Chairman Johnie McDaniel adjourned the meeting @ 1:40 pm.

*The next Spalding County Board of Health meeting is scheduled for November 9th at 12:15pm in the Spalding County Health Department Conference Room.*

______________________________  ____________________________
Chairman Johnie McDaniel          Date
### Spalding Board of Health Meeting
#### Nursing Narrative

**Date:** 10.12/2017  
**Page:** 1

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<tr>
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<tr>
<td>Annual Free Flu Shot Drive Thru Clinic</td>
<td>The annual Free Flu Shot Drill was conducted September 26th and 27th (a copy of the flyer is in the board packet). Staff and agencies worked from 6:00am until 7:30 pm both days. The team administered 1200 vaccines, giving the 1200th dose at 6:25 pm on September 27th. On September 28th staff input the remainder of the vaccine administration forms into the computer system to complete the requirement for the drill. This year only 11 agencies participated on the actual days of the event. Hurricane Irma had drained a lot of local resources. During planning and tabletop exercises 42 local agencies participated. An After Action report will be received and a copy will be given to board of health members.</td>
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<tr>
<td>August 16, 2017</td>
<td>The tabletop drill was attended by 57 people representing local community organizations. Peggy Monkus is working on the After Action Report now. Cynthia will give you an update once it is received.</td>
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<td>Billboards</td>
<td>The billboards have been changed to promote the breast and cervical programs for women. We are receiving calls from ladies that have not used our services before since the change was made. When questioned on how they heard about the service, the reply is the billboards. (A copy of the new flex is in your Board of Health packet).</td>
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<td>Flu Vaccine reimbursement</td>
<td>The invoice has been sent to the county for reimbursement of the grant dollars from the Hospital Authority for the flu vaccine.</td>
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<td>Cost Savings</td>
<td>The utility bill in August was $3872.75 and in September, the bill was $3850.88. This is a cost savings of $21.87 from the previous month. The utility bill continues to decrease each month since the lighting and AC/Heating system have been upgraded.</td>
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<tr>
<td>Free HEP C and HIV testing: Kiwanis Fairground</td>
<td>On October 10th and October 11th, the Morehouse mobile unit was at the Kiwanis Fairground for free HIV and Hep C testing. The staff at the Health Department conducted the testing from 5:00 pm until 8:00 pm. This will count as one of the required outreach opportunities for the Morehouse grant. During the event testing consisted of 20 HIV tests and 20 Hep C tests. All were negative.</td>
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**INFORM-PREVENT-PROTECT**  
Prepared by: Cynthia K. Tidwell, RN, County Nurse Manager

District 4 Public Health  
Rev 9/16 DH
Spalding Board of Health Meeting
Nursing Narrative

Date: 10.12.2017

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<tr>
<td>Breast Cancer Awareness Month</td>
<td>Cindy Tucker, RN, completed presentations at Southern Crescent Technical College and the Salvation Army Women’s group this month to promote Breast Cancer Awareness month.</td>
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<td>(October 2017)</td>
<td></td>
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<td>Wellness Day</td>
<td>October 6, 2017 was a successful event. All staff enjoyed the event and learned more about the accreditation process. The Board of Health members were missed. A t-shirt from wellness day was given to each board member in attendance, as well as a shirt worn by staff for the Free Flu Shot Drill.</td>
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<td>Leadership Class</td>
<td>Marilyn Powell, Customer Service Representative and Nicole Harris, RN, BSN have been chosen to attend Mercer Leadership class 2017-2018 year.</td>
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<td>STD / TB</td>
<td>Chairman Johnie McDaniel made comment on the decrease of STD and TB clients seen in September. Cynthia responded by letting the board member know that people who had been on direct observed therapy (DOT) had completed their required medications. STD numbers are down related to normal September trends.</td>
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INFORM-PREVENT-PROTECT
Prepared by: Cynthia K. Tidwell, RN, County Nurse Manager
# Spalding Board of Health Meeting

## Financial Narrative

**Date:** October 12, 2017

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<tr>
<td>FY18 Budget</td>
<td>Spending is at 23% after 3 months.</td>
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<tr>
<td>FY17 Audit</td>
<td>Draft audit book is available. Emailed to BOH members. Please vote if the draft audit is accepted and I will let the Auditors know to finalize. PYPI is $623,575.27. We will adjust when we do a budget revision later in the year for an increase of $75,234 in PYPI. Grant in Aid is $632,670 (Budget and Actual GIA is correct) Fund Balance is $508,492.06 and $118,854 in restricted fund balance.</td>
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<td>Financial Report</td>
<td>Spalding financial report was presented to the Board. Revenue: First Quarter FY18 Revenues: $312,220 compared to First Quarter FY17 $227,976. An increase of $84,244. Clinical/Medicaid Fee Rev up $1,596 from last year. EH Fee Rev up $2,443. Other Rev up $85,563 Expenses: First Quarter FY18 Expenses: $363,518 compared to $340,048. over previous year (1Q FY17)</td>
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**Presented by:** Brigid Smith  
**Director of Administration for District 4**
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<td>Activity Report</td>
<td>Kelly Wilson clarified that she combined both reports, so this one reflects two month of activity.</td>
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<td><strong>Food Service:</strong> Inspection numbers remain steady. The two new permits issued reflect a temporary permit and a change of ownership.</td>
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<td><strong>Tourist Accommodations:</strong> The Country Inn &amp; Suites was closed for a period of time by Spalding County Fire Department. Inspections were conducted by Environmental Health at the request of the County and they were re-issued their Certificate of Occupancy. No changes were made to their DPH permit. Commissioner Morrow asked Kelly Wilson if she had seen any activity at the facility, and she replied she had not. Commissioner Morrow said he had seen someone there and wondered if it was being renovated or sold. Kelly Wilson said the only dealing she had with it recently was giving the City of Griffin contact numbers, as they were dealing with the abandoned swimming pool.</td>
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<td>OSSM</td>
<td>New construction permit numbers dropped off a bit in July and August, but still remain higher than 2015 and 2016 numbers during the same period.</td>
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<td>Rabies</td>
<td>In August and September, 4 bites were investigated and 4 specimens tested, with none testing positive</td>
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**INFORM-PREVENT-PROTECT**
Presented by: ___Kelly Wilson___
**Spalding Board of Health Meeting**  
**WIC Narrative**

**Date:** 10/12/2017

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| WIC Caseload        | - Discussed the WIC reports for Spalding County for the month of August. August 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 $139,135.82 |
| Child Weight Report | - Provided the most recent quarterly child weight report that is out for Spalding County. This period covered 4/1/2017 – 6/30/2017. 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        | - WIC State Audits for our District taking place November 2017  
                      - Recently graduated dietetic intern in D4  
                      - Progress with Gateway implementation |

**INFORM-PREVENT-PROTECT**  
**Presented By:** Dalia Kinsey, RD, LD