SPALDING COUNTY BOARD OF HEALTH MEETING
MINUTES
November 9, 2017 - 12:15 p.m.

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

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

District 4 Office Representatives
Teresa McDaniel, District Administrator
Duane Fields, District Environmental Health Director
Debbi Heard, Exec. Assistant/Board of Health Liaison
Wendy LeVan, Director of Nursing & Clinical Services/Program Manager

Others
Bill Johnston, Spalding County Board of Health Attorney

The Spalding County Board of Health meeting was held on November 9, 2017 at 12:15 p.m. in the conference room of the Spalding County Health Department.

The meeting was called to order by Chairman Johnie McDaniel.

The invocation was provided by Chairman Johnie McDaniel.
Dick Morrow led the group in the Pledge of Allegiance.

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar,
Meriwether, Pike, Spalding, Troup and Upson Counties
Minutes
The minutes from the October 12, 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. Raymond Ray seconded the motion. The motion was approved unanimously.

New Business—Chairman & Vice-Chairman
A motion was made by Raymond Ray to re-appoint Johnie McDaniel as Chairman. Dick Morrow seconded the motion. The motion was approved unanimously. A motion was made by Raymond Ray to re-appoint Jim Smith as Vice Chair. Dick Morrow seconded the motion. The motion was approved unanimously.

2018 Meeting Schedule
Drew Miller made a motion to adopt Option A as presented by Debbi Heard. Option A is to hold Board of Health Meetings on the following dates: January 11, 2018, March 8, 2018, May 10, 2018, June 14, 2018, September 13, 2018 and November 8, 2018. The motion was seconded by Raymond Ray. The motion was approved unanimously.

Board Approval Items

Board Member Reimbursements - Raymond Ray made a motion that lunch be provided instead of receipt of $25.00. The motion was seconded by Drew Miller. The motion was approved unanimously.

Bylaws - Debbie Heard will work with Bill Johnston to ensure Bylaws are dated appropriately with correct wording.

Amended Public Swimming Pool Rules and Regulations
This item was tabled until January 11, 2018 meeting.

Consider Re-Adoption of all Board of Health Local Ordinances and Regulations
Dick Morrow made a motion to approve all Board of Health Local Ordinances and Regulations. The motion was seconded by Raymond Ray. The motion was approved unanimously. A paper copy of the ordinances and regulations will be located in Environmental Health.

Revocation or Suspension of Food Services with Unpaid Annual Fees
A motion was made by Raymond Ray to revoke the license of Wing-It Café and Johnnie Café since annual fee has not been paid. Dick Morrow seconded the motion. The motion was approved unanimously.
A motion was made by Raymond Ray to give Sun City Peachtree 10 days to pay the $50.00 late fee. The motion was seconded by Dick Morrow. The motion was approved unanimously.

A motion was made by Dick Morrow to send all revocation letters certified or if hand delivered, get a signature. The motion was seconded by Raymond Ray. The motion was approved unanimously.

**Nursing Report**
Cynthia Tidwell presented the Nursing Reports (narrative attached).

**Financial Report**
Teresa McDaniel presented the Financial Report (narrative attached).

**Environmental Health Report**
Kelly Wilson present the Environmental Health Report (narrative attached).

**WIC Report**
Ryan Succueci present the WIC Report (narrative attached).

**District 4 - Public Health Report**
Debbi Heard presented the report in the absence of Dr. Obasanjo (Upcoming Events, Accreditation Update, Accreditation Terms and Information attached).

**Public Comments**
No Public Comments.

**Updates/Reports/Comments**
Dick Morrow expressed his appreciation for serving on the board and the way the board and district work closely together. Raymond Ray, Drew Miller, and Johnie McDaniel expressed their appreciation to Dick Morrow for 10 years of dedicated service.

Chairman Johnie McDaniel adjourned the meeting at 1:45 p.m.

The next Spalding County Board of Health meeting is scheduled for March 8, 2018 at 12:15 p.m. in the Spalding County Health Department Conference Room.

_________________________  ______________________
Chairman, Johnie McDaniel   Date
# Spalding Board of Health Meeting

## Financial Narrative

**Date:** November 9th, 2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY18 Budget</td>
<td>Spending is at 32% after 4 months. Right on target. Spalding has paid ½ of the indirect cost invoice in October.</td>
</tr>
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</table>
| FY17 Audit     | Audit book is available.  
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 $627,346 in total fund balance.  
In your packet there is a letter from the Auditor. These are standard letters that discuss fraud. We have pulled many functions to the District office so there is a segregation of duties.                                                                                                                                                                                                                                                                                                                                                         |
| Financial Report | Spalding financial report was presented to the Board.  
Revenue:  
Four months of FY18 Revenues: $438,500 compared to the same period in FY17 $457,058. A decrease of $18,558.  
Clinical/Medicaid Fee Rev up $6,758 from last year.  
EH Fee Rev up $3084.50. Vital records up $6,128. Admin claiming last year had received 2 payments. Admin Claiming is $69911 higher last year.  
Expenses:  
Four months of FY18 Expenses: $520,087 compared to $470,084.  
An increase in spending of $50,002 over previous year (indirect cost is 40K)                                                                                                                                                                                                                                                                                                                                                                                                                   |

**INFORM-PREVENT-PROTECT**  
**Presented by:** Teresa McDaniel  
**District 4**
**Spalding Board of Health Meeting**  
**Nursing Narrative**

*Date:* 11/09/2017

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<tr>
<td>Customer Service Representative</td>
<td>A customer service representative has had to retire with retirement disability related to medical issues. She has been out since April 2017. The Health Department has posted a Position Action to fill the vacated position. The predicted hire date would be January 01, 2018.</td>
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<tr>
<td>New Door</td>
<td>A replacement door has been ordered for the entrance area in the back. The locking system does not work correctly. The county tried to replace parts but this did not work. The only option was to replace the door. The cost will be around $5000.00.</td>
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<tr>
<td>Cost Savings</td>
<td>The utility bill in September was $3850.88 and in October it was $3158.47. This is a cost savings of $692.41 from the previous month. The utility bill continues to decrease each month since the lighting and AC/Heating system have been upgraded. The bill in October of 2016 was $6402.61.</td>
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<tr>
<td>Diabetes Education</td>
<td>I will present an education session with the Women's Group of the Salvation Army on Tuesday, November 14, 2017, to educate participants about diabetic healthy living.</td>
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<tr>
<td>National HIV Day</td>
<td>December 01, 2017, was National HIV Day. The Health Department tested as an outreach at the Flint Center on Experiment Street, from 1:00pm until 3:30 pm. The Health Department has used this location before with success. The last testing was conducted in the morning hours. The afternoon hours were used to give a different group of people the same opportunity to be tested. Hep C testing was also offered. On this day 3 were tested.</td>
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<tr>
<td>Hospital Authority</td>
<td>The $15,000.00 grant money has been received for the flu vaccine.</td>
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<td>Hand Sanitizers</td>
<td>Hand Sanitizers have been placed throughout the building to encourage clean hands and decrease the germs passed person to person.</td>
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**INFORM-PREVENT-PROTECT**  
Prepared by: Cynthia K. Tidwell, RN, County Nurse Manager
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<td>Activity Report</td>
<td><strong>Food Service:</strong> Inspection numbers remain steady. Two new restaurants and a school kitchen were permitted. The two new restaurants are Mexican type restaurants. OSSM: New construction permit numbers are still low, while repair permit numbers are a little higher than previous months. Kelly Wilson said she thought that maybe the lower number of new construction permits may have to do with the time of year, holidays, and kids going back to school. She stated that Lamar County had slowed down a little bit as well.</td>
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INFORM-PREVENT-PROTECT
Presented by: ___Kelly Wilson___