Upson County Board of Health Meeting
Minutes
April 25th, 2018 @ Noon
Upson County Health Department Conference Room

Attendees:

**Board of Health Members**
Dr. Patricia Hall
Anita Whitmore, Vice Chairperson
Glenda VanHouten, Chairperson
Cristina Cunningham
J.D. Stallings, Mayor
Martha Bentley

**Upson County Health Department Managers/Representatives**
Sherry Farr, RN, County Nurse Manager
Kristie Pitts, Office Manager
Tamara Kendall, Customer Service Representative
Ben Trotter, Environmental Health Manager
Ryan Saccucci, Regional Nutrition Manager

**District 4 Office Representatives**
Dr. Obasanjo, District Health Director
Debbi Heard, Executive Assistant / Board of Health Liaison
Teresa McDaniel, Administrator
Barbara Stephens, Business Operations Director
Wendy LeVan, RN, Nursing & Clinical Services Director
Duane Fields, District Environmental Health Director
Susie Hammock, Accreditation Coordinator

**Others**
Brandi Hammond, Gordon BSN Nursing Student
The meeting was called to order by Chairperson Glenda VanHouten. The minutes from the October 23rd, 2017 meeting were presented for approval. Dr. Patricia Hall made a motion to approve, seconded by Martha Bentley, all were in favor. The minutes were approved as presented.

**Old Business**

**Public Swimming Pools, Spas and Recreational Waterparks Revised State Regulations**

Duane Fields presented the Amended Public Swimming Pool Rules and Regulations, Chapter 511-3-5 tabled from the October 2017 meeting. Martha Bentley made a motion to adopt the regulations as presented, seconded by Dr. Patricia Hall, all were in favor.

**New Business**

**Chairman and Vice Chairman Election**

Chairperson Glenda VanHouten opened the floor for Chairman and Vice Chairman nominations. Martha Bentley motioned for Glenda VanHouten to continue as Chairperson, seconded by Dr. Patricia Hall. Glenda VanHouten motioned for Martha Bentley to serve as Vice Chairperson, seconded by Cristina Cunningham. All were in favor for Glenda VanHouten to continue to serve as Chairperson and Martha Bentley to serve as Vice Chairperson.

**Board Approval Items**

Debbi Heard presented 3 items for board approval.

1. Upson County Board of Health 2018 meeting schedule.

2. Reimbursement schedule for county board members attending Board meetings. Lunch is provided where boards waive the meeting reimbursement. Upson Board of Health is provided with lunch and waives the $25-member reimbursement.

3. Upson County Bylaws. The By-laws were revised to show meeting schedule was changed from quarterly to every other month.

A motion was made by Martha Bentley to accept all three items as presented, seconded by Chairperson Glenda VanHouten, all were in favor.

**FY19 Budget Approval**

Teresa McDaniel presented the FY'19 Budget for approval. Mayor Stallings made the motion to accept the budget as presented, seconded by Dr. Patricia Hall, all were in favor.

**Reports**

**NURSING**

Sherry Farr, RN, provided the Nursing Report. (Narrative attached)
FINANCIAL
Teresa McDaniel provided the Quarterly Financial Report. (Narrative attached)

WIC
Ryan Saccucci provided the WIC Report. (Narrative attached)

ENVIRONMENTAL HEALTH
Ben Trotter provided the Environmental Health Report. (Narrative attached)

DISTRICT 4 / PUBLIC HEALTH

Debbi Heard discussed the NALBOH flyer located in the packet. The NALBOH 2018 Annual Conference is August 8-10. If board members would like to attend, please email Debbi Heard.

Dr. Obasanjo introduced Teresa McDaniel as Administrator of Accounting/Finance. Teresa has replaced Brigid Smith. Brigid has accepted a job with the state office with the ESM Project.

Dr. Obasanjo no longer serves as interim Health Director for the Macon District 5-2. He is back full time at District 4.

Dr. Obasanjo introduced Susie Hammock, District 4 Accreditation/Quality Improvement Coordinator. Susie Hammock explained the Accreditation process “Getting to Know the: Community Health Assessment, Strategic Plan, Quality Improvement Plan” flyer in your packet. The Community Health Improvement Plan, (CHIP) community coalition meeting, will be held May 25th at the District office from 10:00 – 3:00 p.m. Please see flyer located in your packet. Members may participate by VICS at the health department. Community partners are invited to attend.

Upcoming Events: See flyer located in the packet “Mark your calendars now!!!”

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 30th, 2018</td>
<td>District 4 Professional Development Day</td>
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<tr>
<td>May 25th, 2018</td>
<td>CHIP Meeting D4 Office or VICS</td>
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<tr>
<td>August 30th, 2018</td>
<td>Accreditation Application Submission</td>
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<td>August 2018</td>
<td>Legislative Session / BOH Training</td>
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<td>August 2018</td>
<td>Mercer Leadership Certificate Ceremony</td>
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<tr>
<td>October 5th, 2018</td>
<td>District 4 Health &amp; Wellness Day</td>
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<tr>
<td>February 2019</td>
<td>PHAB Documents Uploaded</td>
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<td>August 2019</td>
<td>PHAB Site Visit</td>
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UPDATES / COMMENTS:

PUBLIC COMMENTS

There were no public comments.

ADJOURN:
A motion for the meeting to adjourn was made by Chairperson Glenda VanHouten. All were in favor. The meeting was adjourned at 1:30 p.m.

Glenda VanHouten, Chairperson

Date:

The next meeting is scheduled for June 27th, 2018 at noon in the Upson County Health Department Conference Room. Lunch will be provided.

Additional copies of reports are available upon request.
## Upson Board of Health Meeting
### Nursing Narrative

**Date:** 04/25/2018

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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| Clinical | Reviewing services provided, child health numbers have increased, family planning numbers and increased, immunizations have increased.  
New shingles vaccine now available: SHINGRIX.  
New equipment purchased: Spot Vision Screener and Otoacoustic Emissions Hearing screener  
Continue to pursue a provider number that would allow us to set up in a site at school and provide health checks and possibly more using telehealth technology.  
Partnering in community to market our services: Upson Family Connections, Thomaston Housing Authority, Upson Women's Services, Southern Crescent Tech School, Chamber of Commerce  
Working on contingency building sites in case unable to operate in current building  
Looking closely for ways to decrease spending and increase revenue |
| Upcoming | District Development Day April 30  
Quarterly all staff meeting May 16-Fire Safety Training with Fire Dept  
CHIP meeting May 25  
Natl HIV Testing Day June 27  
CHIP meeting June 29 |

Thanks to the board for ongoing support

**INFORM-PREVENT-PROTECT**  
**Presented by:** Sherry Farr, RN, BSN
### Upson Board of Health Meeting

**Financial Narrative**

**Date:** Apr 25, 2018

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<thead>
<tr>
<th><strong>Topic</strong></th>
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<tbody>
<tr>
<td>FY 19 Budget</td>
<td>FY19 Budget was presented. Motion to accept made by Mayor Stallings, seconded by Dr. Hall, all in favor.</td>
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<tr>
<td>FY18 Budget</td>
<td>FY18 budget is on track for spending at 75% for 9 months.</td>
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<tr>
<td>Financial Report</td>
<td><strong>Revenue:</strong></td>
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<tr>
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<td>Clinical/Medicaid Fee rev up $6,009 compared to LY.</td>
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<td>EH Fee rev up $2,753 compared to LY.</td>
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<td><strong>Vital Records Fee rev down $11,769 compared to LY.</strong></td>
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<td>Other Rev down $13,944 compared to LY.</td>
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<td><strong>Expenses:</strong></td>
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<td>FY18 Expenses: $791,791 compared to FY17 $769,848. An increase of $21,943 compared to LY. (other operating)</td>
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<tr>
<td>Additional Information</td>
<td>Budget Revision 1 is presented to align PYPI to actual. PYPI increased $8,934. Admin Claiming fees were backed out to allow for this increase. The expense side was adjusted accordingly to align YTD spending as needed per line item. The overall change to FY18 budget is $0.00</td>
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<td>Motion to accept made by Mayor Stallings, seconded by Anita Whitmore, all in favor.</td>
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**INFORM-PREVENT-PROTECT**

**Presented by:** Teresa McDaniel

**District 4 Public Health**
Date: 4/25/2018

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<tr>
<td>WIC Caseload</td>
<td>-Discuss the WIC reports in Upson for the month of March. March is the most current month out on GWIS.</td>
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<td>-Report the total Caseload for the month and participant category which made up the caseload. Also the ethnicity percentages of the caseload were provided.</td>
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<td>-Review over the most common risk factors which are being seen with our participants.</td>
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<td>-Discuss the percentage of our caseload that is breastfeeding and our first trimester enrollment rates with our prenatal.</td>
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<td>WIC Vendors</td>
<td>-Review over the numbers of WIC vendors that are located in and serving Upson County.</td>
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<td>-Report the number of vouchers cashed the cumulative total for the month which was $52,544.91</td>
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<td>Child Weight Report</td>
<td>-Discuss the most recent quarterly child weight report that is out for Upson County. This period covered 10/1/31-12/31/17. 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.</td>
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<td>-This totals are represented on a graph and the percentages are compared to the district and state averages.</td>
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<td>-Discuss our obesity report for the 2-5 age group of our participants.</td>
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<td>Miscellaneous</td>
<td>-Provided update to Upson BOH on CPA Erica Harris potentially applying for a future Dietetic Internship</td>
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**INFORM-PREVENT-PROTECT**

Prepared by: Ryan Saccucci, RD, LD
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| Environmental Health Programs | Food Service: Food service inspections are down. EH has been short one full time inspector since November. EH is taking steps now to get some help for Upson county. We permitted and had change of ownership permits issued to 3 new/existing facilities.  
Onsite: 9 new system permits were issued (up from same quarter). EH issued 6 repair permits and 11 systems were inspected. EH performed 15 existing system evaluations for property closings.  
Tourist Accommodations: Nothing to report  
Swimming Pools: Swimming season is about to begin and so EH will be performing routine annual opening inspections on pools in May.  
Private water supplies: 8 new individual well permits were issued (1 more than same quarter last year). EH tested 34 samples (requests were down). 15 samples were positive on the first test. These have been retested.  
Tattoo: A new parlor was opened (paradox)  
Rabies: EH office sent one raccoon off for testing. There was no known contact with any human or animals however, it was found dead with no visible wounds in a well populated area and animal control and our office agreed that we should test it so that people in that area could be notified in the event that it was positive. It tested Negative for rabies. |

**INFORM-PREVENT-PROTECT**  
Presented by: Ben Trotter