Upson County
Board of Health Meeting
Minutes
August 22nd, 2018 @ Noon
Upson County Health Department Conference Room

Attendees:

Board of Health Members
Glenda VanHouten, Chairperson
Commissioner Norman Allen
Dr. Patricia Hall
Anita Whitmore
Cristina Cunningham
Mayor J.D. Stallings

Upson County Health Department Managers/Representatives
Sherry Farr, RN, County Nurse Manager
Kristie Pitts, Administrative Assistant
Tamara Kendall, Customer Service Representative
Ben Trotter, Environmental Health Manager
Jalesa Dixon, EH Specialist
Ryan Saccucci, Regional Nutrition Manager

District 4 Office Representatives
Teresa McDaniel, District Administrator
Wendy LeVan, RN, Nursing & Clinical Services Director
Duane Fields, District Environmental Health Director

The meeting was called to order by Chairperson Glenda VanHouten at 12:05 p.m. The minutes from the June 27th, 2018 meeting were presented for approval. Commissioner Norman Allen made a motion to approve, seconded by Mayor J.D. Stallings, all were in favor. The minutes were approved as presented.

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar,
Meriwether, Pike, Spalding, Troup and Upson Counties
Old Business
None

New Business
None

REPORTS

NURSING

Sherry Farr, RN, provided the Nursing Report. (Narrative attached)

FINANCIAL

Teresa McDaniel provided the 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

Wendy LeVan provided the District 4/Public Health updates. Dr. Obasanjo was called for a military assignment in Texas.

Wendy discussed the Opioid issue that is becoming a growing problem. There were over 400 deaths last year due to overdose. She encouraged everyone to get involved.

The National Association of Local Boards of Health, (NALBOH) was August 8th – 10th in Raleigh, North Carolina. District 4 was the only district in attendance representing Georgia. There were 5 board members from District 4 in attendance.

There is a Protecting Your Employees flyer located in your packet. The Emergency Preparedness (EP) staff will be reaching out to county, city and school administration to discuss signing up to become a closed point of dispensing (POD) for emergency preparedness. If we did have an emergency that would require us to medicate a large population, we have a period of about 72 hours to be able to complete. By the time we get the medication down to our POD, it is often down to 48-24 hours. This is a lot of people to do in a short period of time. Closed PODs would enable us to have a person within that organization that would come to our POD site, pick up the medication for their employees and their families of that organization. They could get them at an alternative site instead of having to come to a drive thru type situation. The district is encouraging places that have a very organized system in place to become a closed POD. Xavier Crockett from the EP staff will be reaching out to these administrations.
A Save the Date flyer located in your packet:

Accreditation Application Submission  
August 31st, 2018
Mercer Leadership Certificate Ceremony  
August 31st, 2018
District 4 Health & Wellness Day  
October 5th, 2018
December 28th, 2018
PHAB Documents Uploaded  
March 2019
Professional Development Day  
May 8th-10th, 2019
GPHA Conference  
August 2019
PHAB Site Visit  
October 2019
Professional Development Day

The Health & Wellness Day 2018 is Friday, October 5th at 9:00 a.m. See the flyer located in your packet. Board of health members are invited and encouraged to attend. Tamara Kendall will get the board members shirt sizes. Everyone will get a shirt even if you are not able to attend.

UPDATES / COMMENTS:
None

PUBLIC COMMENTS:
None

ADJOURN:
A motion for the meeting to adjourn was made by Commissioner Norman Allen and seconded by Dr. Patricia Hall. The meeting was adjourned at 12:39 p.m.

Glenda VanHouten, Chairperson

The next meeting is scheduled for October 24th, 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

<table>
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<tr>
<th>Topic</th>
<th>Comments</th>
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| Clinical  | Staffing is unchanged  
Program wise, our child health and immunization numbers continue to show a significant increase. This can be attributed to LPN in WIC area capturing development assessments and immunization needs. We continue to work hard to promote services within the community. We do have Dr. Lewis working with us 2 days a month. Our schedules are full, but patients don’t show up.  
Flu clinics will begin late Sept/Oct.  
We continue to stay busy in the community as you see on the report.  
We completed a local SWOT analysis in our August staff meeting.  
We continue working on emergency preparedness planning both internally and district wide. Panic buttons have been purchased for all employees. Staff is serving on district strike teams in case of deployment for shelters. |
| Facility  | County is spraying foam in attic to better insulate the building.  
We had some leaks from AC drain repaired by county. This seems to happen 1-2 times a year.  
Looking into motion sensor light switches throughout office. Spalding County shared cut electric bill by a couple of hundred dollars.  
Still in need of paint throughout office. |

| Comments |

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

**Date:** August 22, 2018  
**Presented by:** Teresa McDaniel  
**District:** 4

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>FY18 Budget</td>
<td>FY18 budget closed out at 100% spent.</td>
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<tr>
<td>Financial Report</td>
<td>Upson Co. Financial Report was presented to the Board.</td>
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| Revenues:         | FY18 Revenues YTD: $1,079,324 compared to FY17 Revenues YTD: $1,070,845.  
This is an increase of $8,479 compared to LY. |
|                   | Clinical/Medicaid Fee rev up $9,907 compared to LY. |
|                   | EH Fee rev up $6,508 compared to LY. |
|                   | Vital Records Fee rev down $10,664 compared to LY. |
|                   | Total Fee Rev: up $5,752 over LY. |
|                   | Other Rev: up $2,727 compared to LY. (GIA-, Contracts-, Admin  
Claiming+) |
| Expenses:         | FY18 Expenses YTD: $1,050,073 compared to FY17 Expenses YTD:  
$1,034,115. |
|                   | An increase in spending of $15,958. |
| Additional Information | None. |
# Upson Board of Health Meeting

## WIC Narrative

**Date 08/22/2018**

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<tr>
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<tr>
<td>WIC Caseload</td>
<td>- Discuss the WIC reports in Upson for the month of July. July 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 $50,087.81</td>
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<tr>
<td>Child Weight Report</td>
<td>- Discuss the most recent quarterly child weight report that is out for Upson County. This period covered 4/01/18 - 6/30/18. 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>- These 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>Questions</td>
<td>Chairperson Glenda VanHouten asked in reference to the WIC caseload being down, is it the fact that people are just not using their vouchers?</td>
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<td>Yes, if clients do not use all vouchers issued to them, then it does not count.</td>
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**INFORM-PREVENT-PROTECT**

Prepared by: Ryan Saccucci, RD, LD
Upson Board of Health Meeting
Environmental Health Narrative

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<tr>
<td>Environmental Health Programs</td>
<td>Food Service: Facility inspections are being performed on a consistent basis. No new food services were added during this period however we did inspect and permit the SOTW festival vendors. One food service complaint was investigated at the Riverside Nursing Center and an inspection was performed. Kitchen staff was able to answer question about proper cook temperatures and thermometers were available for monitoring food temps. Onsite: Onsite sewage management system permitting is up a ticf from last year however the number of permits issued is down from the previous two months. 4 new construction and 5 repair permits were issued. 11 new or repair installations were inspected. 7 existing systems were evaluated. Tourist Accommodations: Tourist accommodation inspections were performed, and they continue to be done. Swimming Pools: Nothing to report Private water supplies: 2 new well site permits were issued which is down from this time last year. 21 samples were tested. 4 were positive on the first test. We continue to stress to people the importance of testing their wells periodically. Rabies: EH responded to one rabies complaint. It was a human exposure involving a dog bite. Dog was up to date on its vaccinations but was isolated by animal control for 10 days for observation in which it showed no signs of illness and was released.</td>
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<td>Environmental Health Staff update</td>
<td>Ms. Jalesa Dixon was hired to take the open full-time spot vacated by Kathaleen Buck. We are happy to have her with us.</td>
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<td>Board Member questions</td>
<td>Chairperson Glenda VanHouten asked 1. Q: Is the temperature problem a safety issue for the folks who eat there? A: yes but there have not been any complaints. 2. Q: Is it an equipment problem? A: The equipment is now working properly. At first, they had an equipment problem.</td>
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### Upson Board of Health Meeting
### Environmental Health Narrative

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<th>Commissioner Norman Allen asked</th>
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<td>1. Q: If someone installs a new well, is the requirement that EH comes and inspects? Is it signed off by EH or does the CO's issue?</td>
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<td>A: EH does a site evaluation. We site the well and the well driller comes in and drills.</td>
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<td>2. Q: Does EH sample the new wells?</td>
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<td>A: We do sample wells if we are notified. We haven't tested all of them. Will try to work with the building department to find out when wells have power. Commissioner Norman Allen replied new construction is picking up.</td>
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**INFORM-PREVENT-PROTECT**

Presented by: Ben Trotter