Upson County Board of Health Meeting
Minutes
Upson County Health Department
Conference Room
August 23rd, 2017
Noon

Attendees:

**Board of Health Members**
Commissioner Norman Allen
Dr. Patricia Hall
Vice Chairperson Anita Whitmore
Chairperson Glenda VanHouten
Cristina Cunningham
Martha Bentley

**Upson County Health Department Managers/Representatives**
Sherry Farr, RN, County Nurse Manager
Tamara Kendall, Customer Service Representative
Ben Trotter, Environmental Health Manager

**District 4 Office Representation**
Debbi Heard, BOH Liaison/DHD Executive Assistant
Ryan Jones, Emergency Preparedness
Brigid Smith, District Administrator
Duane Fields, District Environmental Health Director
Ryan Saccucci, Regional Nutrition Manager
Wendy LeVan, RN, Director of Nursing and Clinical Services
Ashton Robinson, District Epidemiologist
Tiffany Marshall, RN, Children 1st Coordinator
Alecia Fisher, RN, Children Medical Services Coordinator

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar,
Meriwether, Pike, Spalding, Troup and Upson Counties
The meeting was called to order by Chairperson Glenda VanHouten. The Board of Health minutes from the June 28th, 2017 meeting were presented for approval. Commissioner Norman Allen made a motion to approve, seconded by Vice Chairperson Anita Whitmore. The minutes were approved as presented.

Old Business:

None

New Business:

Introduction of New Board Member - Oath of Office

Chairperson Glenda VanHouten introduced the new Board of Health member, Cristina Cunningham. Mrs. Cunningham was delegated by Superintendent Dr. Shook to represent the school superintendent on the board. Cristina Cunningham read aloud the Board of Health Oath of Office and signed.

Children with Special Needs Programs

Tiffany Marshall, RN, Children's 1st Coordinator with District 4, gave an overview of the programs offered and distributed the District 4 Public Health “Children with Special Needs Services” brochure. Chairperson Glenda VanHouten asked if the follow up hearing screenings were for the ones identified at the hospital. Tiffany Marshall replied yes, they are the infants identified with a problem at the hospital. Alicia Fisher, RN, coordinator of Children's Medical Services with District 4, introduced herself and provided an overview on Children’s Medical Services and distributed the District 4 Public Health “Children’s Medical Services” brochure.

Reports:

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

FINANCIAL
Brigid Smith 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 provided the District 4/Public Health updates. Dr. Obasanjo sends his regards. He was called for a military assignment in Texas and will be back on Friday.

Debbie welcomed the new Board of Health member Cristina Cunningham.

Dr. Obasanjo is still Interim District Health Director in Macon District 5-2. They interviewed 4 candidates but decided to start the process over. Interviews are now scheduled for November. The Macon PHAB visit is next week, Monday – Wednesday. Dr. O will be in Macon for the visit.
Accreditation - The accreditation flyer in your packet shows where District 4 is in the process. Debbi thanked the board members for responding to the survey sent out regarding our Mission, Vision and Values. The good thing about Dr. Obasanjo being in Macon is bringing back his experience and information regarding their preparation for the PHAB site visit. They will also want to talk to a few board members, so we will be asking for board members to come and talk with the PHAB site visitors for a short period.

A Save the Date flyer is located in the packets with the following:

- **Legislative Luncheons & Breakfast**  
  October (Dates & Locations TBD)

  Oct. 6th is the Annual Health & Wellness Day at Rock Ranch. We will have speakers, fun, and a contest for board members to judge. Board members are invited to attend, even if they cannot attend all day, come and join us.

- **BOH Member Training & Update**  
  Tentatively January 26th & February 2018

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

  There is a Board of Health/Governance Track Info regarding your role and updates. Let Debbi know if you can attend, she will take care of registration & hotel.

- **Professional Development Day**  
  April 27th, 2018

- **Legislative Luncheon/Breakfast**  
  August & September 2018 (Dates & Locations TBD)

PUBLIC COMMENTS

There were no public comments.

ADJOURN:

The meeting was adjourned by Chairperson Glenda VanHouten at 1:00 p.m.

The next meeting is scheduled for October 25th, 2017 at noon in the Upson County Health Department Conference Room. Lunch will be provided.

Additional copies of reports are available upon request.

__________________________  ______________________
Glenda VanHouten, Chairperson  Date:
Upson Board of Health Meeting  
Nursing Narrative

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<th>Topic</th>
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| Clinical     | 1 Nurse Manager shared with Lamar County  
2 Expanded Role RN  
1 LPN  
1 Office Manager  
4 Customer Service Representatives |
|              | Precepting 1 RN student from Chamberlin College |
|              | Our numbers have dropped somewhat from last year. This is partly because we were transitioning with new staff. We are working on ways to grow the services both inside and outside the clinic. |
|              | Call Center has been very beneficial to our clinic. They handle over 300 calls a day for all health department sites across the district. |
|              | We continue to work our HIV/Hep C grant with Morehouse School of Medicine. The big challenge with this is finding linkage to care for those who test positive for Hep C and don’t have insurance. We are working with Your Town Health on a plan of action. |
|              | We also continue working on “Building Capacity to Address Infant Mortality in Georgia: A Collaborative Effort Mini Grant Program” as a region: Lamar, Upson, Pike, Spalding. Results of the community assessment survey conducted earlier this spring reveal that we have some education work to do in the community. The group is developing a plan of action. Results can be viewed at https://www.surveymonkey.com/results/SM-867NWTP/ |
|              | Annual Immunization Site visit August 7; only finding was the data loggers calibration had expired; new data loggers have been ordered. |
|              | Facility wise, our building needs a paint job. The county has splost funds to help with this. |
|              | Having problems with immunization refrigerator and may need to look at replacing. |
# Upson Board of Health Meeting

## Nursing Narrative

| Community Activities/Trainings | Vital Records Annual Training June 15 - Commended for timeliness of death certificates  
ACT meeting July 21  
Team Building Part 2 July 31  
Back to School Bash August 3  
STD annual update August 3/4  
True Colors Training August 10  
LIPT/CHINS Meeting August 17 |
|--------------------------------|----------------------------------------------------------------------------------|
| Upcoming                       | VHM Optimization Training August 24-25  
Prenatal Plus Birth Workshop August 26  
Region Four DFACS Stakeholder Meeting August 31  
Flu Vaccines Sept/Oct  
Upson Business Expo Sept 7  
Suicide Intervention Training Workshop Sept 13  
Immunize GA Conference Sept 15  
TB Workshop Sept 18-22  
Annual Women’s Health Update Sept 19  
Dissipating Disparities Health Fair Sept 23  
C1st Update Sept 28  
Child Fatality Review Training Sept 28  
Upson EMC Annual Meeting Oct 24  
Upson Closed POD Lunch Oct 24 |
| Employee Recognition           | Tamara Kendall Quality Champion for Upson/Lamar, serving on district quality improvement committee and ESM committee |
| Comments                       | Mrs. VanHouten stated “looks like you are staying busy.” |

**INFORM-PREVENT-PROTECT**  
**Presented by: Sherry Farr, RN, BSN**

District 4 Public Health  
Rev 9/16 DH
# Upson Board of Health Meeting

## Financial Narrative

**Date:** August 22, 2017  

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| FY17 Budget | GREAT NEWS!! Upson finished the year with expenses $36,729 lower than revenues. Budget is using 4 revenue streams. PYPI is $894,876.11  
Fund Balance is $449,284. |
| FY17 District Programs Support Upson County Health Dept. | District Programs send money to Health Departments for assisting with the program.  
**FY17**  
STD 283 $ 2,793  
C 1st 024 $ 8,350  
TB $ 194  
Immun $ 3,083 |
| FY18 Budget | PYPI higher than what we built in the budget by $5,453. Family Planning fees from FY17 will be added to the 001 Health Department operating budget, increasing the PYPI (rollover from FY17). We will no longer have 2 budgets. Family Planning will be rolled into the main 001 Health Department operating budget. We will fix with a budget revision to the 001 Health Department operating budget later in the year. |
| Financial Report | The Financial report was presented to the Board.  
**Revenue:**  
FY17 Revenues: $1,070,844 compared to FY16 $1,002,555. **An increase of $68,289.**  
Vital Records up $4,668  
EH Fee Rev up $3,005.  
Clinical/Medicaid Fee Rev down $3,666 from last year.  
Other Rev up $64,283 |
| | **Expenses:**  
FY16 Expenses: $1,034,115 compared to $989,478.  
**An increase in spending of $44,637 over previous year.** ($20,583 in salary ~  
Additional EH during the year) Paying Lamar Health Department for CNM, also an increase in indirect cost. |
| | Good News~~ Revenue increase is more than expense increase. |

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**INFORM-PREVENT-PROTECT**  
**Presented by:** Brigid Smith  
**Director of Administration for District 4**
### Upson Board of Health Meeting

**WIC Narrative**

Date: 8/23/2017

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<td><strong>WIC Caseload</strong></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><strong>WIC Vendors</strong></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 $51,357.23</td>
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<td><strong>Child Weight Report</strong></td>
<td>- Discuss the most recent quarterly child weight report that is out for Upson 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.</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><strong>Miscellaneous</strong></td>
<td>- As of July 7th Upson is back to being open on Fridays and closed on Mondays.</td>
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**INFORM-PREVENT-PROTECT**

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

**Environmental Health Narrative**

Date: **August 23, 2017**

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| E.H. Report      | **Food Service:** Food service inspections are slightly up. Kathaleen Buck and Lesia Barlow are working hard at making sure each restaurant is getting a thorough inspection. One new permit was issued. Our office investigated one food service complaint dealing with a restaurant using old cooking oil which should be changed more frequently. Staff was educated on how to properly change the cooking oil and the proper intervals.  

**Onsite Sewage management:** Onsite is still slow. Permits are up only slightly. Issued 3 new construction permits and 8 repair permits. Inspections are down as are existing system evaluations. June and July were not typical in those areas. Our office investigated one sewage failure complaint. A letter was sent to the owner (rental house) and received a reply stating that the problem would be repaired. This will require a follow-up.

**Tourist Accommodations:** Tourist courts as of this report have all been inspected and complete. Our office is currently trying to seek compliance with some properties that meet the definition* of a tourist accommodation to get them properly permitted and inspected.

*"Tourist Accommodation" means any facility consisting of two or more rooms or dwelling units providing lodging and other accommodations to the general public, such as tourist courts, tourist cottages, tourist homes, trailer parks, trailer courts, motels, motor hotels, hotels, and any similar place by whatever name called and any food, beverage, laundry, recreational or other facilities or establishments operated in conjunction therewith.

**Public Pools:** All public pools have been inspected for this cycle. Our office will be doing final seasonal inspections prior to the closure of some of the public pools.

**Body Art:** Nothing to report.

**Individual water supply:** Private water system permits are up. We issued 9 new private, individual well permits. We sampled 19 wells, which is a decrease from this same period last year. Only 4 of those samples were positive on the first test. Our office has been contacting any restaurant or tourist accommodation about well testing. These facilities are required to have a bacterial test performed every quarter if they use well water as their primary...
source of potable water for food service or public personal use in a facility.

**Rabies:** The EH office investigated 3 animal bites that were reported. These were all human exposure (2 bats and 1 dog). One of the bats was negative for rabies and one was not captured so the bite victim was given the post exposure prophylaxis. The dog was confined for 10 days and exhibited no signs of rabies per animal control so was released.

General complaints - 3 mold complaints.

| BOH Member questions | Commissioner Norman Allen asked how often the tourist accommodations in Upson county are inspected. Ben Trotter replied that currently, the tourist accommodations are inspected on a quarterly cycle. Commissioner Allen also asked if the cabins at the bluff were inspected. Ben Trotter responded that we have yet to inspect those but should include those in our rotation. |

**INFORM-PREVENT-PROTECT**

Presented by: Benjamin T. Trotter