Upson County Board of Health Meeting
Minutes
Upson County Health Department
Conference Room
October 25th, 2017
Noon

Attendees:

**Board of Health Members**
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
Kristie Pitts, Office Manager
Tamara Kendall, Customer Service Representative
Ben Trotter, Environmental Health Manager

**District 4 Office Representatives**
Dr. Obasanjo, District Health Director
Brigid Smith, District Administrator

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar,
M'ariwether, Pike, Spalding, Troup and Upson Counties
The meeting was called to order by Chairperson Glenda VanHouten. The Board of Health minutes from the August 23rd, 2017 meeting were presented for approval. Dr. Hall made a motion to approve, seconded by Vice Chairperson Anita Whitmore, all were in favor. The minutes were approved as presented.

Old Business:

None

New Business:

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

Ben Trotter provided the Public Swimming Pools, Spas and Recreational Waterparks Revised State Regulations to the board. The board was asked to review the revised state regulations and vote on accepting the regulations for Upson County at the next board of health meeting.

Reports:

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

**FINANCIAL**
Brigid Smith provided the Quarterly Financial Report. (Narrative attached)

**WIC**
Sherry Farr, RN, provided the WIC Report in the absence of Ryan Saccucci. (Narrative attached)

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

**DISTRICT 4 / PUBLIC HEALTH**

Dr. Obasanjo is still Interim District Health Director in Macon District 5-2. There are three interviews scheduled for November 21st. The Macon PHAB site visit was August 29th and 30th. The site visit went well. Of the hundred documents sent in, 97% were met. The PHAB board will meet on November 14th and will make the decision.

**Accreditation** - The accreditation flyer in your packet shows where District 4 is in the process. District 4 has set a date of December 29th to officially submit our application. This will include our Community Health Assessment, Community Health Improvement Plan, Strategic Plan, Workforce Development Plan, Emergency Preparedness Plan and payment. Once submitted, within 6 months District 4 will upload all the documents for the 12 domains. After documents are submitted, there will be a site visit in 6 months. This time next year, we plan to have our site visit. There will be more Board of Health trainings in January and February. One of the 12 domains will be Governance, which is the Board of Health. Board of Health members will be asked questions regarding information submitted.
A Save the Date flyer is located in the packets with the following:

December 29th at 1:00
January 26th, 2018
February 2nd, 2018
April 4th-6th, 2018
April 30th, 2018
July 2018
August 2018
August 2018

“Push the Button” Submit application for Accreditation
Board of Health Update/Training
Board of Health Update/Training
Georgia Public Health Association Conference (GPHA)
District 4 Professional Development Day
Upload PHAB Documents
Legislative Session / BOH Training
Mercer Leadership Certificate Ceremony

There is a Board of Health/Governance Track info regarding your role and updates. Anyone interested in attending the GPHA conference at Jekyll Island please contact Debbi and she will take care of registration and hotel.

UPDATES / COMMENTS: The Board agreed to cancel the scheduled next meeting December 28th.
Vice Chairperson Anita Whitmore thanked Dr. Obasanjo for all his hard work and dedication.

PUBLIC COMMENTS

There were no public comments.

ADJOURN:

The meeting was adjourned by Chairperson Glenda VanHouten at 12:50 p.m.

The next meeting is scheduled for February 28th, 2018 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**

Date: 10/25/2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Clinical                   | 1 Nurse Manager shared with Lamar County  
2 Expanded Role RN  
1 LPN  
1 Office Manager  
4 Customer Service Representatives  
Precepting RN and LPN students from So Crescent  
Our clinical activity report shows strong improvement in the areas of family planning and child health visits over 1st quarter of last year.  
We continue to work our HIV/Hep C grant with Morehouse School of Medicine. We are working with Southside Medical Center out of Atlanta on a plan for referring for treatment.  
All staff was on Hurricane Alert for the storms that threatened our state.  
We participated in the Dissipating Disparities Health Fair Sept 23. We did 48 blood pressure screening, 39 HIV tests, 37 hepatitis c tests, and 37 hearing screenings. Certificate of Appreciation to UCHD staff for participating in Dissipating Disparities-Saving Ourselves Expo  
Breast Cancer Awareness Days were held Oct 12 and 13. Screened 20 women and men. |
| Community Activities/Trainings | Annual update for women’s health programs 09192017.  
VHM Optimization Training August 24-25  
Prenatal Plus Birth Workshop August 26  
Region Four DFACS Stakeholder Meeting August 31  
Wellness Day Oct 6 (award for video, is posted on our facebook page)  
Flu Vaccines Sept/Oct (schools Oct 23,24,25)  
Upson Business Expo Sept 7  
Suicide Intervention Training Workshop Sept 13  
TB Workshop Sept 18-22  
Annual Women’s Health Update Sept 19  
Dissipating Disparities Health Fair Sept 23  
C1st Update Sept 28  
Alliance for Community Transition Meeting Oct 20 |
## Upson Board of Health Meeting  
### Nursing Narrative

<table>
<thead>
<tr>
<th>Upcoming</th>
</tr>
</thead>
</table>
| Upson EMC Annual Meeting Oct 24  
| Upson Closed POD Lunch Oct 24  
| Prenatal Plus Birth Workshop Oct 31  
| Tea with your Teen Nov 4  
| World Aids Day Dec 1 Looking for testing sites in the community  
| Quarterly All Staff Meeting Dec 19 12-2; we would love to have you join us  
| Other                  |  
| We are looking to hire a part-time LPN January 2018  
| We are pursuing a provider number for site in school  
| We working to improve the nursing report across the district; your ideas would be appreciated.  

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

Date: October 25, 2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17 Audit</td>
<td>Auditors have completed the Financial Statements for FY17 and are available for your review. Audit books were on the table, and the Board was encouraged to take a book. Net position increased. There were no findings. Letter to the Board was included in the packet which Brigid Smith discussed. Moving administrative functions to the District has increased our segregation of duties.</td>
</tr>
<tr>
<td>FY18 Budget</td>
<td>After 3 months of expenses the Budget expenditures are on track with 23% spent. 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).</td>
</tr>
</tbody>
</table>
| Financial Report | The Financial report was presented to the Board.  
Revenue:  
FY18 Revenues: $230,832 compared to FY16 $153,285. An increase of $77,547.  
EH Fee Rev up $1,270.  
Clinical/Medicaid Fee Rev up $2,701 from last year.  
**Vital Records down $5,095**  
Other Rev up $78,671. The FY18 Grant in Aid has been sent earlier than last year and there was a payment for Admin Claiming already posted to FY18.  

Expenses:  
FY17 Expenses: $241,841 compared to FY18 $232,715.  
A decrease in spending of $9,126 over previous year. ($3,829 less in salary)  
Paying Lamar Health Department for CNM increased the contract line in the budget but is saving in Salary. |

---

**INFORM-PREVENT-PROTECT**  
**Presented by: Brigid Smith**  
**Director of Administration for District 4**
<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
</table>
| WIC Caseload          | - Discuss the WIC reports in Upson for the month of September. September is the most current month out on GWIS.  
                          - Report the total Caseload for the month and participant category which made up the caseload. Also the ethnicity percentages of the caseload were provided.  
                          - Review over the most common risk factors which are being seen with our participants.  
                          - Discuss the percentage of our caseload that is breastfeeding and our first trimester enrollment rates with our prenatal. |
| WIC Vendors           | - Review over the numbers of WIC vendors that are located in and serving Upson County.  
                          - Report the number of vouchers cashed the cumulative total for the month which was $47,243.67 |
| Child Weight Report   | - Discuss the most recent quarterly child weight report that is out for Upson County. This period covered 7/1/17-9/30/17. 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.  
                          - This totals are represented on a graph and the percentages are compared to the district and state averages.  
                          - Discuss our obesity report for the 2-5 age group of our participants. |
| Miscellaneous         | - WIC State Audit for District 4 will take place the last week in November.                                                                                                                               |

**INFORM-PREVENT-PROTECT**

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

Date: 10/25/2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Programs</td>
<td>Food Service: Food service inspections are down slightly for the period reported but on par with where they should be. We had no new food service establishments open during the two months for this report. 1 food service complaint was investigated *alleged undercooked food). Kathaleen investigated and educated staff on proper cooking times and temperatures. Onsite: Permit issuance and installations are about the same as they were last year for the same period. Saw a slight increase in new permits and repairs. We performed 1w existing evaluations for closings. Tourist Accommodations: Kathaleen and Lesia performed the final remaining TA inspections last month. We permitted two new TA's in September: pleasant Valley Campground and Glary Farms. Swimming Pools: Lesia and myself went and performed routine inspections on hotel pools. The seasonal public pools are closed and will not be inspected again until next season. Private water supplies: Permit issuance is up slightly for new well sites. We tested the same number of wells as the same period last year. We only had 10 come back as positive on the initial test. Rabies: We investigated on human exposure of a bat that bit a citizen. The bat was not captured and therefore no test was performed. The bite victim did seek medical attention and received post exposure vaccine.</td>
</tr>
<tr>
<td>Irma Response</td>
<td>The EH strike team was put on pre-deployment status in the days leading up to Hurricane Irma making an impact. Our teams were not officially deployed however assistance was requested for those that could possibly go to South Florida. Lesia Barlow volunteered to assist Peach County with some of their needs.</td>
</tr>
<tr>
<td>Board Member Questions</td>
<td>Board Chairman Glenda VanHouten asked in regard to the new proposed swimming pool rule changes, if “The facilities that already have pools, will they be provided with this information?” Ben Trotter responded that the environmental health specialists had been provided this information earlier and had already been giving information to current pool operators to give them ample time to (cont’d) prepare for the upcoming rule change(s). Mrs. VanHouten</td>
</tr>
</tbody>
</table>
also asked "were there any major changes?" Ben Trotter responded that all the major rule changes were listed in an additional memo provided in the packets.

INFORM-PREVENT-PROTECT
Presented by: Ben Trotter