The meeting was called to order by vice chairman, Glenda VanHouten.

Motion was made by Dr. Hall and seconded by Anita Whitmore to approve the minutes from the August 31st, 2016 meeting as submitted.

Dr. Obasanjo presented the updated By-Laws to the Board for approval. There were two changes made. The time changed from 1:00 p.m. to 12:00 p.m. and the District address was updated to 301 Main Street. Motion was made by Chairman Martha Bentley, seconded by Anita Whitmore to approve the By-Laws.

Brigid presented a budget revision. Motion was made by Anita Whitmore and seconded by Dr. Hall to approve the 001 Budget/Revision 1 dated 10/19/16 in the amount of $26,003.
Reports:

**NURSING:** Sherry Farr presented the Nursing Report.  
(Narrative attached)

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

**WIC:** Ryan Saccucci presented the WIC Report.  
(Narrative attached)

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

**DISTRICT 4 / PUBLIC HEALTH:** Dr. Obasanjo presented the District 4 updates.

Due to a very unfortunate accident while on vacation in September, Dr. Harvey, the Health Director in the North Central Health District (NWCD) has stepped down as Health Director. The commissioner asked me to serve as interim Health Director until she is able to hire a replacement.

The District 4 Accreditation updates are located in your packets.  
D4’s Quality Improvement Plan was reviewed by Georgia Southern and was given a thumbs up. Our plan still remains to submit the application in the summer. We will then have six months to upload all our documentation and then there will be a site visit.

So far in Georgia, three districts have received PHAB accreditation, the rest are at different stages of preparation with NWCD being the farthest along. In January 9th, 2017, Dr. Obasanjo will have the honor of “pushing the button” to upload all the documents required for the application process. The PHAB site visit and accreditation will happen about 6 months after that process. The experience gained will help District 4 as we move forward.

Upcoming events: See attached “Save The Dates” flyer.  
The Board is encouraged to attend all events.

January 13th, District 4 Employee Professional Development Conference. This event consists of an entire day of training. The theme is “Quality”. There will be break-out and planning sessions. All BOH members are invited to attend. Reminder letters will be sent out.

April 11-12, 2017 is the Georgia Public Health Association Conference (GPHA)  
Please remember to nominate BOH members or staff for an award. An email was sent out earlier during the week. Please respond back to the email or let me know before you leave today.

October 6, 2017 is our District 4 Annual Health and Wellness Day. This event will be at the Rock Ranch again. We encourage all BOH members to attend.
The health departments will be centralizing calls through a call center that will be located at the District office. WIC was the first in the State to centralize scheduling. The call center will schedule all appointments. This will free up clerks so they give clients their full attention. We plan to start the process in January, 2017. This will have some challenges in the beginning until we work it out. This will not affect anyone’s job. It will only help clerks give better service.

The 2017 BOH meetings for Upson are located in your packet. Board members are to review these dates. Motion was made by Mrs. VanHouten and seconded by Mrs. Bentley to approve the 2017 dates.

In your packages you will find the list of vaccines and prices. They will be sent out to you electronically.

**PUBLIC COMMENTS:** None

There were no further questions or comments.

**ADJOURN:** The meeting was adjourned by Mrs. VanHouten at 1:15 p.m.

The next meeting is scheduled for January 25th, 2017 at 12:00 in the Upson County Health Department Conference Room. Lunch will be served.

Additional copies of reports are available upon request.

Minutes approved: ___________________________  Date: ________________  
(Signature)
Upson Board of Health Meeting
Nursing Narrative

Date: 10/26/2016

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Clinical      | 1 Nurse Manager shared with Upson County  
2 Expanded Role RN  
1 LPN  
1 Office Manager shared with Upson County  
5 Customer Service Representatives  
Precepting 1 RN to BSN Gordon State student this semester Community Health Rotation  
1 RN deployed to Savannah to help with shelters Oct 9,10,11  
Zika Protocol Review  
Trichomonas Protocol Review  
Career Day ULSouth.  
Breast Cancer Awareness Days Oct 13,14  
SNS Community Drill 10/24/2016 with EMA and Law Enforcement  
School Immunization Audits completed. 97-100% compliance rates.  
Received $10,000 planning grant for “Building Capacity to Address Infant Mortality in Georgia: A Collaborative Effort Mini Grant Program”. Will be working as a region: Lamar, Upson, Pike, Spalding  
Working with URMC with Rural Hospital Stabilization Grant in a Community Work Group  
Want to display pictures of Board of Health Members; expect to hear from Tamara Kendall to make arrangements |
| Community Activities | Back to School Bash August 4  
Upson Business Expo Sept 1  
Gordon State HIV Awareness Day Sept 13  
Towaliga Judicial Health Fair Sept 14  
DD Community Health Fair Sept 17  
School/Community Flu Clinics October  
Upson EMC Annual Meeting Oct 25  
Chamber of Commerce Legislative Update  
Chamber of Commerce Business After Hours |
## Upson Board of Health Meeting

### Nursing Narrative

<table>
<thead>
<tr>
<th>Upcoming</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>UL High School Career Day Nov 3</td>
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<tr>
<td></td>
<td>Healthy Lifestyles Discussion with UL High School TBA</td>
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<tr>
<td></td>
<td>Quarterly Luncheon Nov 18</td>
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<td>World Aids Day Dec 1</td>
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**INFORM-PREVENT-PROTECT**

Presented by: Sherry Farr, RN, BSN
**Upson Board of Health Meeting**  
**Financial Narrative**

**Date:** October 26, 2016

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17 Budget</td>
<td>Good News: The PYPI was higher than anticipated increasing the amount by $64,645. That will eliminate the need to use fund balance. Also, the state should fund 90% of the $32,000 salary increase, which will offset the use of fees. Budget Revision was presented to the Board and approved.</td>
</tr>
<tr>
<td>FY16 Audit</td>
<td>The outside audit was conducted by John Fortenberry from Albright, Fortenberry &amp; Ninas, LLP. You have in your Board packets letter about basic fraud preventions. Also included is the letter about the audit. There were no findings.</td>
</tr>
<tr>
<td>FY17 Financials</td>
<td>After 3 months the Revenue $ 153,285 compared to $176,149 last year. This is due to the state sending the GIA. Overall fees are up by $7,023. Clinical fees were up 40049 compared to 37686 an increase of $2363. Expenses were 232715 compared to 242096. You will continue to see salary savings due to sharing the CNM. The office manager is paid from Upson, but Lamar pays 50% of Ms. Pitts salary going forward.</td>
</tr>
</tbody>
</table>

**INFORM-PREVENT-PROTECT**

Prepared by: Brigid Smith, District Administrator
**Upson Board of Health Meeting**  
**WIC Narrative**

**Date:** 10/26/2016

<table>
<thead>
<tr>
<th>Topic</th>
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</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 $50,574.73 |
| Child Weight Report | - Discuss the most recent quarterly child weight report that is out for Upson County. This period covered 7/1/2016 – 9/30/2016. 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       | - August State WIC Conference (half of the awards won by our district (4 of awards))  
                       - Extended hours starting Nov 1, 2016 (every Tuesday 9am-6pm)  
                       - Jan 2017 schedule change (open Monday and closed on Fridays) |

**INFORM-PREVENT-PROTECT**

Prepared by: Ryan Saccucci, RD, LD

District 4 Public Health  
Review/Revision Date 4/2015
### Environmental Health Report

**Food Service:** Food service inspections are exactly the same as where they were a year ago. We permitted 2 facilities (Change of ownership- Daylight Donuts; Name change- Nachos Cantina Grill). Kathaleen investigated a “sanitation” complaint at Waffle House and found no problems or violations.

**Onsite Program:** Overall, new permit issuance was up from this same period last year. Repair permits were up and the number of systems installed was up slightly. We evaluated 7 existing systems for closings. We have received plans for a new Dollar General to be built out near McCrady Rd.

**Private Water Systems:** We issued 6 new well permits (increase). Our office tested 46 wells samples. 31 came back positive and had to be or will need to be retested.

**Rabies:** There were no reported animal bite cases to our office during this period.

**Tourist Accommodations:** 5 Tourist courts were inspected.

**Swimming Pools:** The 8 public pools that we permit were inspected 19 times during the season. The wellness center pools are inspected year round.

**Body Art:** Office has been approached by a body artist looking to open a studio in Upson County. Has paperwork but has not submitted anything to us as of yet.

**Complaints:** 5 IAQ complaints, Bed Bug complaint at the Jail (no evidence), Livestock pen was reported as too close to a neighboring well as well as odor (well was properly protected by a slab). 1 vector control complaint at Providence Rehab.

### Hiring of a new EHS 1

Our office is in the process of reviewing candidates and setting up interviews to potentially add a new person to our office. This position would be based in Upson County but would be trained in all programs and be a “floater” amongst some of the other counties.

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**INFORM-PREVENT-PROTECT**

**Presented by:** [Benjamin T. Trotter]