

**BEN HILL COUNTY BOARD OF HEALTH**

**Agenda**

**September 16, 2020 | 12:00 PM**

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**CALL-IN NUMBER: 866-809-6529**

**ACCESS CODE: 669111#**

**Please call in at least five minutes prior to the meeting.**

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1. Call to Order
2. Public Comments
3. Approval of June 17, 2020 Minutes **(Page 3)**
4. Business
  - Revenue and Expense Summary – Teresa Giles **(Page 7)**
  - Public Health Updates – William R. Grow, MD, FACP
    - COVID-19 Update
    - Legislative Breakfast Canceled
    - Proposed 2021 Board of Health Meeting Schedule
      - Will be e-mailed to each board by the end of the week.
5. Nurse Manager’s Report – Chris Naylor **(Page 9)**
6. Environmental Health Update – Alex Collins **(Page 11)**
7. The Jessamine Place Update – Shirley Brooks / Constance Manley
  - The Jessamine Place – Revised FY2021 Budget – Constance Manley **(Page 15)**
    - Vote to Approve The Jessamine Place’s FY2021 Revised Budget
  - The Jessamine Place - Financial Report **(Page 16)**
  - Director’s Report – Shirley Brooks **(Page 17)**
8. Announcements
9. Adjournment

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**Remaining 2020 Board of Health Meeting Dates**

**All meetings begin at 12:00PM – Lunch Is Provided**

**UNTIL FURTHER NOTICE, ALL MEETINGS WILL BE HELD  
VIA PHONE CONFERENCE.**

- December 16, 2020**



**BEN HILL COUNTY BOARD OF HEALTH MEETING**

**June 17, 2020**

**Minutes**

A meeting of the Ben Hill County Board of Health was held June 17, 2020 at 12:00 p.m. via conference call.

**Members Present**

Jim Turner, Chairman  
Heath Parrish  
Thelma Graham, Secretary  
Daniel Cowan  
Susan Smith

**Members Absent**

Mayor Jim Puckett, Vice-Chairman  
Shawn Haralson

**Others Present**

William R. Grow, MD, FACP  
Christine Naylor  
Teresa Giles  
Patrina Bowles  
Alex Collins  
Constance Manley  
Shirley Brooks  
Julie Parker

**1. Call to Order**

- Mr. Turner called the meeting to order at 12:00 p.m. and said a prayer.

**2. Public Comments**

- Mr. Turner thanked Mayor Puckett, the city council, as well as the commissioners and essential workers for their services during the pandemic.

**3. Approval of September 18, 2019 Minutes (Attachment)**

- Mr. Turner made a motion to approve the minutes from the September 18, 2019 meeting. Daniel Cowan seconded the motion. All were in favor and the motion passed.

**4. Business**

**Financial Information – Teresa Giles (Attachments)**

- Ms. Giles presented the Ben Hill County Health Department’s FY2021 Budget.
- Currently, the projection is to use \$52,886 of the unassigned fund balance.
- The Grant-in-Aid (GIA) allocation includes an 11% reduction based on guidance from the state. This may not be the final amount.
- Ben Hill has more than four months of operating funds and the budget is in line for 2020.
- Dr. Grow informed the Board that despite the state being in emergency status, Ms. Naylor and the staff have done a good job and were on track to have their best year before COVID.
- Mr. Cowan made a motion to approve the Ben Hill County Health Department’s FY2021 Budget as presented. The motion was seconded by Mr. Parrish. All were in favor and the motion passed.

**Public Health Updates – Dr. Grow**

- Dr. Grow provided a COVID-19 update and informed the Board of the 98 positive cases and one death in Ben Hill County as of June 17, 2020. There has been an increase in cases across the state.
- A meeting will be held next week to discuss the opening of schools. Plans will be reviewed, and recommendations made regarding safe reopening options.
- Dr. Grow advised not letting guards down and that public health continues to reinforce the use of good common sense.

**Ms. Graham calls in at 12:30 p.m.**

**5. Nurse Manager's Report – Chris Naylor**

- Ms. Naylor announced things have been quiet in the community due to COVID.
- The parents of rising seventh grade students have been notified of the required vaccinations for their grade. Immunizations have been scheduled to control how services are being provided.
- Extra nurses have been provided to assist with COVID-related testing. Ms. Naylor indicated the administrative tasks quite laborious for results.
- One part-time nurse will be returning in July to assist with women's health pregnancy Medicaid as well as hypertension. The additional part-time nurse will not be returning until a later date.
- Ben Hill continues to provide masks and to take the temperature of all patients entering the building.

**6. Environmental Health Update – Alex Collins (See Attachments)**

- Mr. Collins reviewed Ben Hill's 2019 environmental health activities as well as the summary activity summary for June 15, 2019 – March 10, 2020.
- The food service inspection list for June 15, 2019 – May 31, 2020 was provided.

**7. The Jessamine Place****Financial Report Constance Manley (Attachments)**

- Ms. Manley presented The Jessamine Place's FY2021 Budget, which also includes proposed budget cuts from the state.
- A significant cut is anticipated. Medicaid is the primary source of income. Approximately 2.5% is the budgeted reduction. Ms. Manley informed the Board that approximately \$100,000 of the fund balance will be used to balance the budget.
- Ms. Graham made a motion to approve The Jessamine Place's FY2021 Budget as presented. The motion was seconded by Mr. Cowan. All were in favor and the motion passed.

**Director's Report – Shirley Brooks (See Attachments)**

- Ms. Brooks announced possible mandated furlough dates which are not included in the budget; however, there is flexibility to include them.
- The Jessamine Place's net revenue is \$62,959.53.
- Ms. Brooks announced the implementation of office closure on March 16, 2020. There has been a soft reopening with visitor restrictions and with flexible teleworking hours. Community access services have been suspended and there are no group services at this time.
- The Jessamine Place has seen a 25%-30% reduction in productivity and every attempt is being made to retain staff including using a portion of the fund balance.
- There have been two to test positive for COVID-19.
- There are currently 19 host homes with 23 clients – four of those homes have two clients. One host home will be lost due to non-COVID-related medical problems.

**8. Announcements**

- There were no announcements.

9. **Adjournment**

- There being no further business, the meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

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Thelma Graham, Board Secretary  
Julie Parker, Typist



**Ben Hill County Board of Health  
Revenue and Expense Summary  
July 1, 2020 - August 31, 2020**

		YTD	Revised Budget	% of Budget Received/ Expended
<b>Revenue</b>				
456001	County Participating	1,681.00	10,086.00	16.67%
456004	County Non-Participating	9,902.00	59,412.00	16.67%
995001	Unassigned Fund Balance	7,802.00	7,802.00	100.00%
456024	Restricted Fund Balance - Pr Yr Fees	149,465.00	149,465.00	100.00%
456050	Restricted Fund Balance - Pr Yr Adm Claiming	52,470.00	52,470.00	100.00%
456040	Intra Agency Transfer - From Lowndes GIA	0.00	28,521.00	0.00%
456051	Qualifying Local Funds - Interest Income	120.68	1,325.00	9.11%
458001	Grant-In-Aid	25,593.55	281,529.00	9.09%
456008	Out-Patient Medicare Fees	448.70	0.00	N/A
456010	Out-Patient Client Fees	1,747.37	0.00	N/A
456016	Private Insurance	1,569.77	0.00	N/A
456022	Health Check	311.10	0.00	N/A
456031	Environmental Fees	1,750.00	0.00	N/A
456034	Medicaid - DSPTS	205.42	0.00	N/A
456036	Medicaid PCM	435.60	0.00	N/A
456049	Current Yr Adm Claiming	13,125.21	0.00	N/A
<b>Total Revenue</b>		<b>266,627.40</b>	<b>590,610.00</b>	<b>41.83%</b>
<b>Expenses</b>				
511001	Salaries	35,614.88	215,490.00	16.53%
513001	Hourly Labor	5,818.75	44,200.00	13.16%
514001	FICA	2,598.00	15,852.00	16.39%
515001	Retirement	8,721.28	52,852.00	16.50%
516001	Health Insurance	10,490.00	63,470.00	16.53%
614001	Supplies & Materials	2,458.78	12,000.00	20.49%
614018	Pharmaceuticals	(5,720.62)	70,000.00	-8.17%
615001	Repairs & Maintenance	2,529.52	18,600.00	13.60%
617001	Utilities	1,736.55	8,500.00	20.43%
618001	Printing	0.00	2,500.00	0.00%
619001	Other Rent	0.00	346.00	0.00%
620001	Insurance and Bonding	0.00	789.00	0.00%
622001	Direct Benefits to Clients	43.64	2,600.00	1.68%
627001	Other Operating	726.26	2,600.00	27.93%
633001	Computer Software - Microsoft License Fee	0.00	1,151.00	0.00%
640001	Travel	337.67	7,500.00	4.50%
645001	Rental of Equipment	697.19	3,553.00	19.62%
651001	Per Diem & Fees	12.94	600.00	2.16%
653001	Contract - Maintenance Fee Clinical Software	3,913.70	3,807.00	102.80%
673001	Telecommunications	1,834.24	10,890.00	16.84%
681001	Postage	1,551.28	2,400.00	64.64%
761001	Indirect Cost	0.00	50,910.00	0.00%
<b>Total Expenses</b>		<b>73,364.06</b>	<b>590,610.00</b>	<b>12.42%</b>





**BEN HILL COUNTY HEALTH DEPARTMENT UPDATE  
CHRIS NAYLOR – COUNTY NURSE MANAGER**

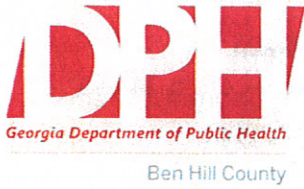
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September 16, 2020

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- Flu Update
  - Drive-Thru Flu Vaccinations
    - Flu vaccinations offered Mondays and Fridays when an adequate amount of vaccine is received.
  - School Flu Update
    - Flu vaccine clinic held at Ben Hill Middle
      - September 9, 2020 – Staff vaccinated
      - Next clinic will be scheduled when more private stock vaccine is received.
- Car Seat Classes
  - Monthly classes one-on-one continue to be offered
  - Three seats installed
  - Two seat-checks performed through August
  - One client scheduled later in September
- Staff/Training Updates
  - August 28, 2020
    - Lunch and learn for staff on recognizing and managing stress.
      - Speaker: Rev. Jeff Palmer from Crossview Church
        - His field of interest is mental health.
- Health Department Activities
  - Mini STD Clinic Scheduled for October
    - The number of clients in the building at one time will be limited.
- COVID-19 Update
  - Testing continues daily (8:15 a.m. – 12:30 p.m.)
    - Two agency nurses
    - One paramedic
    - Environmentalists are freed up to perform other duties





**Ben Hill County Health Department**  
251 Appomattox Road • PO Box 188 • Fitzgerald, Georgia 31750  
Phone: (229) 426-5288 • Fax: (229) 426-5291  
[www.southhealthdistrict.com/benhill](http://www.southhealthdistrict.com/benhill)

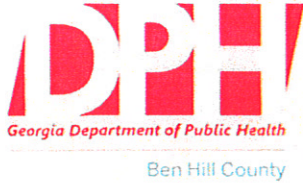
## **Environmental Health Activities 6/17/2020 through 9/11/2020 (Ben Hill County Board of Health September 15, 2020)**

### **Permitted Facilities:**

- 64 Food Establishments
- 1 Septic Tank Pumper
- 9 Tourist Accommodations
- 2 Public Swimming Pools
- 1 Body Art Establishment (microblading only)

### **Activities:**

- 38 Food Service Inspections
- 10 Site Evaluations for Septic Systems
- 9 Septic Tank Permits Issued
- Inspected 8 Septic Systems
- Evaluated 5 Existing Septic Systems
- 9 Tourist Accommodation Inspections
- 3 Water Samples Collected and Evaluated
- Issued 4 Well Permits

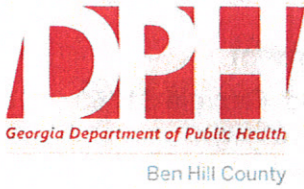


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**Food Service Inspections (6-1-20 through 9-11-20)**

<u>Facility Name</u>	<u>Date</u>	<u>Purpose of Inspection</u>	<u>Final Score</u>	<u>Grade</u>
Quality Inn Fitzgerald	6/2/2020	Routine	100	A
Captain D's	6/2/2020	Routine	92	A
Burger King	6/2/2020	Routine	100	A
Dairy Queen of Fitzgerald	6/2/2020	Routine	100	A
Sonic Drive-In #2041	6/2/2020	Routine	95	A
Domino's Pizza	6/2/2020	Routine	100	A
Kentucky Fried Chicken	6/2/2020	Routine	100	A
McDonalds	6/2/2020	Routine	97	A
Subway	6/2/2020	Routine	97	A
Pizza Hut #2954	6/2/2020	Routine	96	A
Zaxby's	6/2/2020	Routine	93	A
Garden Inn & Suites	6/3/2020	Routine	100	A
Our Daily Bread	6/4/2020	Routine	100	A
Cirillo's Pizzeria	6/4/2020	Routine	100	A
Hook Fish and Chicken	6/4/2020	Routine	87	B
Ms. Motts' Place	6/4/2020	Routine	94	A
Puckett's Place Hometown Diner	6/11/2020	Routine	96	A
RJ's Moblile Kitchen and Catering, LLC (Base)	6/12/2020	Routine	100	A
RJ's Moblile Kitchen and Catering, LLC	6/12/2020	Routine	100	A
The Owens Girls	6/12/2020	Routine	100	A
Chicken Coop	6/16/2020	Routine	97	A



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A & J BBQ	6/16/2020	Routine	96	A
Wendy's	6/16/2020	Routine	93	A
Hibachi Buffet	6/16/2020	Routine	83	B
Ben Hill County Senior Center	6/16/2020	Routine	100	A
Kellwell Food Management DBA Ben Hill County Detention Center	6/16/2020	Routine	100	A
La Lomita Mexican Restaurant and Store	6/16/2020	Routine	96	A
Kobe Hibachi & Sushi	6/16/2020	Routine	93	A
Dorminy Medical Center	6/17/2020	Routine	99	A
Life Care Center	6/18/2020	Routine	97	A
Pruitt Health - Fitzgerald	6/18/2020	Routine	91	A
Ronny's BBQ	6/18/2020	Routine	96	A
Huddle House	6/18/2020	Routine	79	C
Greasy Spoon	6/19/2020	Routine	100	A
Hibachi Buffet	6/19/2020	Followup	94	A
Flossie's Country Kitchen	6/19/2020	Routine	91	A
Fitzgerald Recreation and Pool Hall	6/19/2020	Routine	79	C
Just 4U Vegan/Base of Operation	6/19/2020	Routine	90	A



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**Tourist Accommodation Inspections (6-1-20 through 9-11-20)**

<b><u>Facility Name</u></b>	<b><u>Purpose</u></b>	<b><u>Final Score</u></b>	<b><u>Date</u></b>
Quality Inn	Routine	95	6/2/2020
Paulk Park RV Campground	Routine	100	6/3/2020
Up-Town Motel	Routine	95	6/3/2020
Garden Inn & Suites	Routine	100	6/3/2020
Varai Mata LLC, DBA Fitzgerald Inn	Routine	96	6/3/2020
Western Motel	Routine	100	6/4/2020
Tiny Dreams Cottages	Routine	100	6/10/2020
Colony Motel	Routine	98	6/19/2020
Dorminy Masseur House	Routine	100	6/24/2020

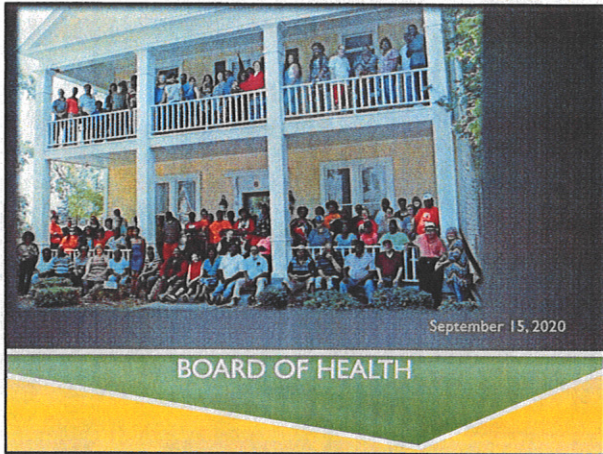
Ben Hill Board of Health  
*The Jessamine Place*  
**FY '21 REVISED BUDGET**  
**JULY 2020 - JUNE 2021**

Revenue/Expenditures	FY'21 Projected Budget	FY '21 Contract Revision	FY'21 Revised Budget
<b>Revenue</b>			
Reserved Funds	\$100,000	(\$100,000.00)	\$0
State Grant-In-Aid	\$120,346	\$276,799	\$397,145
Medicaid	\$2,656,647		\$2,656,647
Medicaid - SMS	\$15,500		\$15,500
Other Local Funds	\$1,000		\$1,000
Interest Income	\$2,000		\$2,000
GA Rehab	\$10,000		\$10,000
<b>Total Proposed Revenue</b>	<b>\$2,905,493</b>	<b>\$176,799</b>	<b>\$3,082,292</b>
<b>Expenditures</b>			
Salaries - Exempt	818,040	30,000	\$848,040
Salaries - Merit	650,591	20,000	\$670,591
FICA Expense	55,031		\$55,031
Retirement	151,456		\$151,456
Insurance	191,625		\$191,625
Contracted Services	632,900		\$632,900
Travel	100,000		\$100,000
Inservice	30,000		\$30,000
Equipment (Over \$1000.00)	4,000	20,000	\$24,000
Lease Purchase - Equipment (Under	6,600		\$6,600
Equipment Rental	4,000		\$4,000
Other Operating	1,000		\$1,000
Printing	20,000		\$20,000
Consultation	6,000		\$6,000
Office Supplies	1,500		\$1,500
Dues & Subscriptions	7,050		\$7,050
Advertising	8,000		\$8,000
Office Expense/New Emp.	3,000		\$3,000
Office Exp/Misc.	2,500		\$2,500
Training Supplies	2,000		\$2,000
Maintenance Supplies	2,500		\$2,500
Computer Software	11,000	10,000	\$21,000
Specialized Medical	15,000		\$15,000
Motor Vehicle	15,500	45,000	\$100,000
Food	55,000		\$55,000
Consumers Benefits	7,000		\$7,000
Postage	5,000		\$5,000
Telephone	1,200		\$1,200
Utilities	3,000		\$3,000
Property & Equipment Maint	15,000		\$15,000
Rent	18,000		\$18,000
Insurance & Bonding	30,000	20,000	\$50,000
Unemployment Reimb.	2,000	31,799	\$33,799
<b>Expenditures</b>	<b>2,905,493</b>	<b>176,799</b>	<b>3,082,292</b>

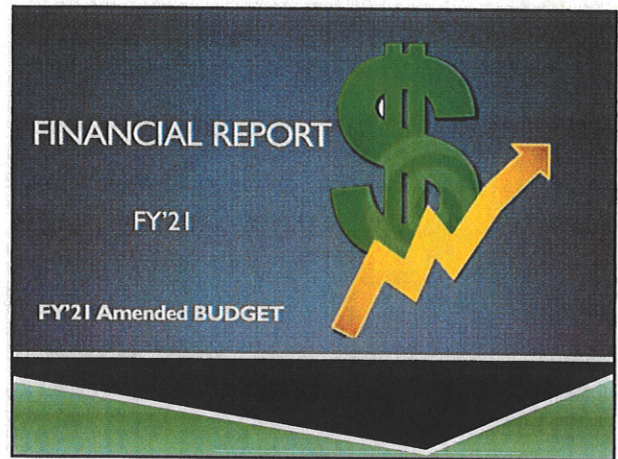
**Ben Hill Board of Health**  
**The Jessamine Place**  
**Profit & Loss**  
**July - August 2020**

	Selected Period	Budget	\$ Difference	Difference
<b>Income</b>				
State Grant-In-Aid	\$59,151.00	\$66,191.00	(\$7,040.00)	-11%
Medicaid	\$394,279.00	\$442,775.00	(\$48,496.00)	-11%
Medicaid - SMS	\$854.70	\$2,583.00	(\$1,728.30)	-67%
Other Local Funds	\$0.00	\$167.00	(\$167.00)	-100%
Interest Income	\$248.00	\$333.00	(\$85.00)	-26%
GA Rehab	\$0.00	\$1,667.00	(\$1,667.00)	-100%
<b>Total Income</b>	<b>\$454,532.70</b>	<b>\$513,716.00</b>	<b>(\$59,183.30)</b>	<b>-12%</b>
<b>Expenses</b>				
Salaries - Exempt	\$110,759.00	\$141,340.00	(\$30,581.00)	-22%
Salaries - Merit	\$106,292.00	\$111,765.00	(\$5,473.00)	-5%
FICA Expense	\$9,058.00	\$9,172.00	(\$114.00)	-1%
Retirement	\$25,740.00	\$25,243.00	\$497.00	2%
Insurance	\$31,851.00	\$31,938.00	(\$87.00)	0%
Contracted Services	\$98,331.00	\$105,483.00	(\$7,152.00)	-7%
Travel	\$7,457.00	\$16,667.00	(\$9,210.00)	-55%
Inservice	\$9,812.00	\$5,000.00	\$4,812.00	96%
Equipment (Over \$1000.00)	\$0.00	\$4,000.00	(\$4,000.00)	-100%
Lease Purchase - Equip	\$1,098.00	\$1,100.00	(\$2.00)	0%
Equipment (Under \$1000.00)	\$850.00	\$667.00	\$183.00	27%
Equipment Rental	\$0.00	\$167.00	(\$167.00)	-100%
Other Operating	\$2,562.00	\$3,333.00	(\$771.00)	-23%
Printing	\$362.00	\$1,000.00	(\$638.00)	-64%
Consultation	\$0.00	\$250.00	(\$250.00)	-100%
Office Supplies	\$497.00	\$1,175.00	(\$678.00)	-58%
Dues & Subscriptions	\$1,874.00	\$1,333.00	\$541.00	41%
Advertising	\$745.00	\$500.00	\$245.00	49%
Office Expense/New Emp	\$319.00	\$417.00	(\$98.00)	-24%
Office Exp/Misc.	\$183.00	\$333.00	(\$150.00)	-45%
Training Supplies	\$0.00	\$417.00	(\$417.00)	-100%
Maintenance Supplies	\$1,889.00	\$3,500.00	(\$1,611.00)	-46%
Computer Software	\$188.00	\$2,500.00	(\$2,312.00)	-92%
Specialized Medical Supplies	\$1,515.00	\$2,583.00	(\$1,068.00)	-41%
Motor Vehicle	\$1,365.00	\$16,667.00	(\$15,302.00)	-92%
Food	\$710.00	\$1,167.00	(\$457.00)	-39%
Consumers Benefits	\$0.00	\$833.00	(\$833.00)	-100%
Postage	\$153.00	\$200.00	(\$47.00)	-24%
Telephone	\$483.00	\$500.00	(\$17.00)	-3%
Utilities	\$2,733.00	\$2,500.00	\$233.00	9%
Property & Equipment Maint	\$2,676.00	\$3,000.00	(\$324.00)	-11%
Rent	\$7,550.00	\$5,000.00	\$2,550.00	51%
Insurance & Bonding	\$22,827.00	\$8,333.00	\$14,494.00	174%
Unemployment Reimb.	\$0.00	\$5,633.00	(\$5,633.00)	-100%
<b>Total Expenses</b>	<b>\$449,879.00</b>	<b>\$513,716.00</b>	<b>(\$63,837.00)</b>	<b>-9%</b>
<b>Net Revenue over Expenses</b>	<b>\$4,653.70</b>	<b>\$0.00</b>	<b>\$4,653.70</b>	





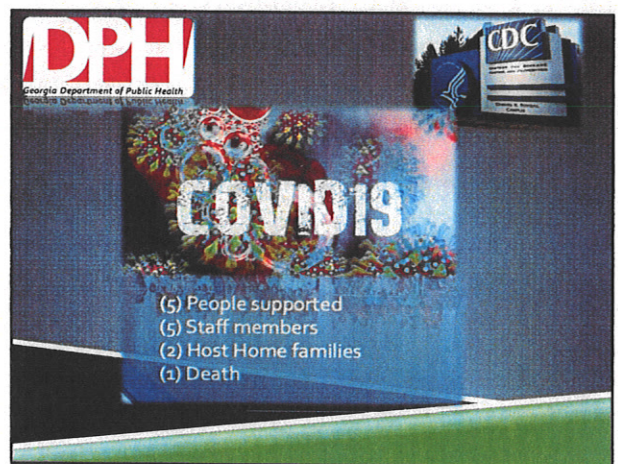
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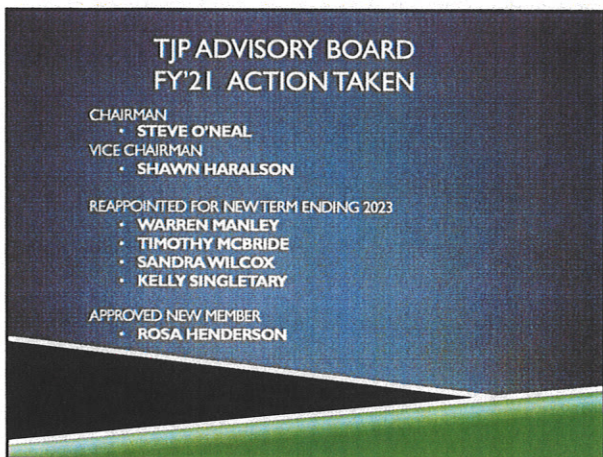
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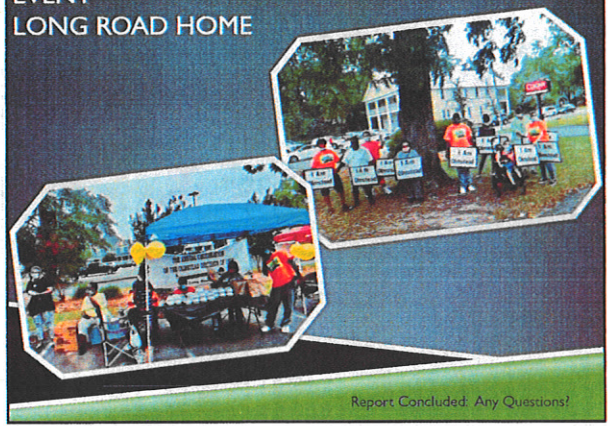
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EVENT



7

EVENT  
LONG ROAD HOME



Report Concluded: Any Questions!

8