

BEN HILL COUNTY BOARD OF HEALTH

Agenda

September 15, 2021 | 12:00 PM

CALL-IN NUMBER: 866-809-6529

ACCESS CODE: 669111#

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

1. Call to Order
2. Public Comments
3. Approval of June 17, 2020 Minutes (**Page 3**)
4. Business
 - Ben Hill County Health Department FY2022 Budget – Teresa Giles (**Page 7**)
 - Vote to Approve Ben Hill County Health Department’s FY2022 Budget
 - Public Health Updates – William R. Grow, MD, FACP
 - COVID-19 Update
5. Nurse Manager’s Report – Chris Naylor
6. Environmental Health Update – Alex Collins (**Page 11**)
7. The Jessamine Place Update – Shirley Brooks / Constance Manley
 - The Jessamine Place – FY2022 Budget – Constance Manley (**Page 15**)
 - Vote to Approve The Jessamine Place’s FY2022
 - The Jessamine Place - Financial Report (**Page 16**)
 - Director’s Report – Shirley Brooks
8. Announcements
9. Adjournment

Remaining 2021 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 15, 2021**

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, Bice-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,

Theлма Graham, Board Secretary
Julie Parker, Typist

<p>Ben Hill Health Department Budget Summary For Fiscal Year beginning July 1 and ending June 30</p>

RESOURCES	Proposed FY 2022
County Funding	69,498
Unassigned Fund Balance	305
Restricted Fund Balance - Pr Yr Fees	156,000
Restricted Fund Balance - Pr Yr Adm Claiming	84,470
Intra Agency Transfer - From Lowndes GIA	32,046
Qualifying Local Funds - Interest Income	1,110
Grant-In-Aid	268,731
TOTAL RESOURCES	<u>612,160</u>
EXPENSES	
Salaries	225,785
Hourly Labor	44,200
FICA	16,589
Retirement	55,543
Health Insurance	66,503
Supplies & Materials	25,000
Pharmaceuticals	60,000
Repairs & Maintenance	18,000
Utilities	8,500
Printing	2,500
Other Rent	361
Insurance and Bonding	769
Direct Benefits to Clients	2,500
Other Operating	2,600
Computer Software - Microsoft License Fee/Other	2,063
Travel	5,000
Rental of Equipment	3,553
Per Diem and Fees	700
Contract - Maintenance Fee Clinical Software	3,914
Telecommunications	11,310
Postage	4,000
Indirect Cost	52,770
TOTAL EXPENSES	<u>612,160</u>

ANNUAL REPORT OF THE STATE OF MICHIGAN
FOR THE YEAR ENDING DECEMBER 31, 1914

RECEIPTS From the sale of land and other property 1,000,000.00	RECEIPTS From the sale of land and other property 1,000,000.00
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RECEIPTS From the sale of land and other property 1,000,000.00	RECEIPTS From the sale of land and other property 1,000,000.00
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Ben Hill County Board of Health – FY2022 Budget Presentation

Proposed budget for FY2022: \$ 612,160

Resources Anticipated:

- County Funding \$ 69,498
- Unassigned Fund Balance - Projecting to use \$ 305
- Restricted Fund Balance – Prior Year Fees \$ 156,000
- Restricted Fund Balance – Prior Year Admin Claiming: \$ 84,470
- Intra Agency Transfer – From Lowndes GIA \$ 32,046
- Qualifying Local Funds – Interest Income \$ 1,110
- Grant-in-Aid – Projected to be \$ 268,761
 - This is a decrease of \$12,798 from FY2021.
 - Funding is based on a formula that the state recalculates each year.
 - Formula is based on Population, Poverty Rate, Poverty Share, and Penetration Rate.
- **TOTAL REVENUE \$ 612,160**

Expenses Anticipated:

- We see no significant changes in expenditures or staffing for the coming year.
- Salaries and fringe include the following positions:
 - 2 RN Positions
 - Note: 1 @ 100%
 - Note: 1 @ 65% with Family Planning covering 35%
 - 1 LPN Position
 - 2 Administrative Positions
 - 1 Environmentalist Position @ 70% shared with Irwin @ 30%
 - 2 RN Positions – Hourly (Part Time)
- All other projections are based on costs from previous years.
- **TOTAL EXPENSES \$ 612,160**

Summary:

- We don't foresee any funding issues for the coming year.



**Teresa Giles, District Administrator
South Health District**



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

Environmental Health Activities **6/1/2021 through 8/31/2021** **(Ben Hill County Board of Health September 15, 2021)**

Permitted Facilities:

- 60 Food Establishments
- 1 Septic Tank Pumper
- 9 Tourist Accommodations
- 2 Public Swimming Pools
- 1 Body Art Establishment

Activities:

- 35 Food Service Inspections
- 5 Tourist Accommodation Inspections
- 1 Body Art Inspection
- 16 Site Evaluations for Septic Systems
- 12 Septic Tank Permits Issued
- Inspected 9 Septic Systems
- Evaluated 2 Existing Septic Systems
- 6 Water Samples Collected and Evaluated
- Issued 5 Well Permits



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Food Service Inspections (6-1-21 through 8-31-21)

<u>Facility Name</u>	<u>Purpose</u>	<u>Score</u>	<u>Grade</u>	<u>Inspection Date</u>
46 & 1 Melton Soulfood, LLC	Routine	100	A	07/21/2021
46 & 1 Melton Soulfood, LLC (Base)	Routine	100	A	07/21/2021
A & J BBQ	Routine	100	A	06/22/2021
Burger King	Routine	99	A	06/03/2021
Cafe` Budapest	Routine	100	A	06/10/2021
Chicken Coop	Routine	97	A	06/14/2021
Cirillo's Pizzeria	Routine	100	A	06/10/2021
Dairy Queen of Fitzgerald	Routine	100	A	06/22/2021
Fitzgerald Recreation Center / Pool Hall	Initial	100	A	07/27/2021
Fred's Mobile Kitchen Express	Routine	100	A	07/21/2021
Fred's Mobile Kitchen Express (Base)	Routine	100	A	07/21/2021
Greasy Spoon	Routine	100	A	06/24/2021
Hibachi Buffet	Routine	90	A	06/23/2021
Hook Fish and Chicken	Routine	89	B	06/18/2021
Huddle House	Routine	90	A	06/23/2021
Just 4U Vegan/Base of Operation	Routine	96	A	06/15/2021
Kellwell Food Management DBA Ben Hill County Detention Center	Routine	100	A	06/24/2021
Kobe Hibachi & Sushi	Routine	92	A	06/24/2021
La Lomita Mexican Restaurant and Store	Routine	96	A	06/21/2021
Life Care Center	Routine	99	A	06/15/2021
McDonalds	Routine	100	A	06/21/2021
Ms. Motts' Place	Routine	96	A	06/03/2021
Nabila's Garden Restaurant, INC	Routine	100	A	06/01/2021
Pruitt Health - Fitzgerald	Routine	99	A	06/15/2021



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Puckett's Place Hometown Diner	Routine	96	A	06/14/2021
Quality Inn Fitzgerald	Routine	100	A	06/22/2021
Quick Express Deli	Routine	82	B	06/10/2021
Rancho Grande Mexican Restaurant	Routine	96	A	06/22/2021
Rancho Grande Taqueria - Tortilleria	Routine	96	A	06/22/2021
Ronny's BBQ	Routine	97	A	06/18/2021
Taqueria El Nopal	Initial	100	A	06/23/2021
Taqueria El Nopal (base)	Initial	100	A	06/23/2021
Wendy's	Routine	95	A	06/14/2021
Woody's Restaurant	Routine	100	A	06/24/2021
Zaxby's	Routine	90	A	06/24/2021

Tourist Accomodation Inspections (6-1-21 through 8-31-21)

<u>Facility Name</u>	<u>Purpose</u>	<u>Score</u>	<u>Grade</u>	<u>Inspection Date</u>
Paulk Park RV Campground	Routine	100	A	07/20/2021
Quality Inn	Routine	100	A	06/22/2021
Garden Inn & Suites	Routine	98	A	06/18/2021
Varai Mata LLC, DBA Fitzgerald Inn	Routine	95	A	06/18/2021
Up-Town Motel	Routine	100	A	06/14/2021

Body Art Facility Inspection (6-1-21 through 8-31-21)

<u>Facility Name</u>	<u>Purpose</u>	<u>Score</u>	<u>Grade</u>	<u>Inspection Date</u>
Fussell Tattoo Studio	Routine	S	S	7/1/2021

Ben Hill Board of Health
The Jessamine Place
PROPOSED BUDGET
FY '22

Proposed FY'22 Budget

Revenue

State Grant-In-Aid	\$381,133
Medicaid	\$2,836,615
Medicaid - SMS	\$20,000
Other Local Funds	\$1,000
Interest Income	\$2,000
GA Rehab	\$10,000

Proposed Revenue	\$3,250,748
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Expenses

Salaries - Exempt	\$950,724
Salaries - Merit	\$677,219
FICA Expense	\$57,836
Retirement	\$153,341
Insurance	\$199,468
Contracted Services	\$695,960
Travel	\$100,000
Inservice	\$30,000
Equipment (Over \$1000.00)	\$24,000
Lease Purchase - Equipment	\$6,600
Equipment (Under \$1000.00)	\$4,000
Equipment Rental	\$1,000
Other Operating	\$20,000
Printing	\$6,000
Consultation	\$1,500
Office Supplies.	\$7,500
Dues & Subscriptions	\$12,400
Advertising	\$5,000
Office Expense/New Emp.	\$5,000
Office Exp/Misc.	\$5,000
Training Supplies	\$5,000
Maintenance Supplies	\$21,000
Computer Software	\$20,000
Specialized Medical Supplies	\$20,000
Motor Vehicle	\$70,000
Food	\$7,000
Consumers Benefits	\$5,000
Postage	\$2,200
Telephone	\$3,000
Utilities	\$20,000
Property & Equipment Maint	\$30,000
Rent	\$30,000
Insurance & Bonding	\$50,000
Unemployment Reimbursement	\$5,000

Proposed Expenses	\$3,250,748
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Ben Hill Board of Health
The Jessamine Place
Profit & Loss
July 2021 (FY '22)

	July '21	Budgeted	\$ Difference	% Diff
Revenue				
State Grant-In-Aid	\$42,073	\$31,761	\$10,311	32.5%
Medicaid	\$212,314	\$236,385	(\$24,071)	-10.2%
Medicaid - SMS	\$673	\$1,667	(\$994)	-59.6%
Other Local Funds	\$0	\$83	(\$83)	100.0%
Interest Income	\$44	\$167	(\$123)	-73.5%
HHS Cares Act Provider Relief	\$0	\$0	\$0	100.0%
GA Rehab	\$0	\$833	(\$833)	-100.0%
Total Revenue	\$255,103	\$270,896	(\$15,793)	-5.8%
Expenses				
Salaries - Exempt	\$54,202.60	\$79,227	(\$25,024)	-31.6%
Salaries - Merit	\$53,752.67	\$56,436	(\$2,683)	-4.8%
FICA Expense	\$4,522.76	\$4,820	(\$297)	-6.2%
Retirement	\$12,976.75	\$12,778	\$198	1.6%
Insurance	\$16,119.00	\$16,622	(\$503)	-3.0%
Contracted Services	\$52,890.00	\$57,997	(\$5,107)	-8.8%
Travel	\$4,034.14	\$8,333	(\$4,299)	-51.6%
Inservice	\$0.00	\$2,500	(\$2,500)	-100.0%
Equipment (Over \$1000.00)	\$0.00	\$2,000	(\$2,000)	-100.0%
Lease Purchase - Equipment	\$426.38	\$550	(\$124)	-22.5%
Equipment (Under \$1000.00)	\$0.00	\$333	(\$333)	-100.0%
Equipment Rental	\$0.00	\$83	(\$83)	-100.0%
Other Operating	\$2,865.00	\$1,667	\$1,198	71.9%
Printing	\$998.06	\$500	\$498	99.6%
Consultation	\$0.00	\$125	(\$125)	-100.0%
Office Supplies	\$1,444.00	\$625	\$819	131.0%
Dues & Subscriptions	\$43.00	\$1,033	(\$990)	-158.5%
Advertising	\$610.00	\$417	\$193	18.7%
Office Expense/New Emp.	\$150.00	\$417	(\$267)	-64.0%
Office Exp/Misc.	\$0.00	\$417	(\$417)	-100.0%
Training Supplies	\$29.69	\$417	(\$387)	-92.9%
Maintenance Supplies	\$596.00	\$1,750	(\$1,154)	-65.9%
Computer Software	\$155.00	\$1,667	(\$1,512)	-90.7%
Specialized Medical Supplies	\$1,206.71	\$1,667	(\$460)	-27.6%
Motor Vehicle	\$1,920.00	\$5,833	(\$3,913)	-67.1%
Food	\$115.63	\$583	(\$468)	-80.2%
Consumers Benefits	\$770.00	\$417	\$353	84.8%
Postage	\$0.00	\$183	(\$183)	-100.0%
Telephone	\$241.50	\$250	(\$9)	-3.4%
Utilities	\$1,375.84	\$1,667	(\$291)	-17.4%
Property & Equipment Maint	\$2,788.00	\$2,500	\$288	11.5%
Rent	\$5,275.00	\$2,500	\$2,775	111.0%
Insurance & Bonding	\$0.00	\$4,167	(\$4,167)	-100.0%
Unemployment Reimburs	\$0.00	\$417	(\$417)	-100.0%
Total Expenses	\$219,508	\$270,896		
Revenue over Expenses	\$35,595	\$0	\$35,595	