

# TIFT COUNTY BOARD OF HEALTH

## AGENDA

AUGUST 2, 2022 | 12:00 P.M.

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1. **Call to Order**
2. **Public Comments**
3. **Approval of August 2, 2022 Minutes (Page 3)**
  - **Motion**
  - **Second**
4. **Ratification of Electronic Vote to Approve the Tift County Health Department's FY2023 Budget**
  - **Motion**
  - **Second**
5. **Business**
  - **Revenue & Expense Summary – Provided (Page 5)**
    - Revenue & Expense Summary Outline (Page 6)
  - **Public Health Update – William R. Grow, MD, FACP**
    - COVID-19 Update
    - Monkeypox Update
    - Legislative Breakfast – Northern Counties / October 7, 2022 / Location to be Determined
6. **Nurse Manager's Report – Mecca Lewis (Page 7)**
7. **Environmental Health Update – Provided (Page 9)**
8. **Diversified Enterprises Update – David Wilber**
  - Director's Report (Page 13)
  - Executive Summary (Page 15)
9. **Executive Session As Allowed By O.C.G.A. § 50-14-4**
  - **Vote to enter into Executive Session**
    - **Motion**
    - **Second**
  - **Executive Session As Allowed By O.C.G.A. § 50-14-4**
  - **Vote to come out of Executive Session**
    - **Motion**
    - **Second**
10. **Announcements**
11. **Adjournment**

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### REMAINING 2022 BOARD OF HEALTH MEETINGS

- **October 4, 2022 (Will be replaced with Legislative Breakfast)**
- **December 6, 2022**

### REMAINING 2022 HOLIDAY SCHEDULE: ALL HEALTH DEPARTMENTS/PROGRAMS CLOSED

- **September 5, 2022**
  - **October 10, 2022**
  - **November 11, 2022 & November 24-25, 2022**
  - **December 23, 2022 & December 26, 2022**
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TIFT COUNTY BOARD OF HEALTH  
MINUTES  
April 5, 2022

The Tift County Board of Health met by conference call on Tuesday, April 5, 2022 at 1:45pm.

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<u>Members Present</u>	<u>Members Absent</u>	<u>Others Present</u>
Dr. Raymond Moreno, Chairman Melissa Hughes Mayor Julie Smith Tina Moody, RN Adam Hathaway Alice Archie, LPN	Charlotte Bedell, Vice-Chairman	William R. Grow, MD, FAcP Dwain Butler Patrina Bowles Teresa Giles Allie Pridgon Mecca Lewis April Robinson David Wilber Jill Reade Maria Martinez Danny Hoover Kristy Dominy

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**Call to Order**

- Dr. Raymond Moreno called the meeting to order at 1:48 P.M.

**Public Comments**

- There were no public comments.

**Approval of February 1, 2022 Minutes (Attached)**

- Ms. Hughes made a motion to approve the minutes from the February 1, 2022 meeting. The motion was seconded by Mayor Smith. All were in favor and the motion passed.

**Financial Information - Teresa Giles (Attached)**

- Ms. Giles presented the Revenue and Expense Summary through March 31, 2022.
- The budget was revised to reflect funds transferred from the COVID-19 budget as well as changes in interest earnings.

**Public Health Updates – William R. Grow, MD, FACP**

- Dr. Grow provided the most current COVID-19 update along with the number of cases in Tift County. He indicated the number of cases has dropped dramatically. Tift County has 11,466 reported to date, with 43% of the population fully vaccinated.
- Board members were invited to attend the Georgia Public Health Association's 92<sup>nd</sup> Annual Meeting and Conference held May 4-6, 2022 on Jekyll Island. Those who would like to go should contact Patrina Bowles.

**Tift County Health Department Updates – Mecca Lewis (Attached)**

- Ms. Lewis indicated a decrease in the demand for both COVID testing and vaccinations. Testing continues to be offered Monday mornings.
- Calls for COVID boosters have also decreased.

**Environmental Update – Jill Reade (Attached)**

- Ms. Reade provided the most current inspection and food score report since the last meeting.
- Mosquito trapping has resumed. Traps have been set at Northside Elementary and Tift County High School. Two environmentalists are being trained to identify different types of mosquitoes.

**Diversified Enterprises Update – David Wilber (Attached)**

- Mr. Wilber began by noting the continued staffing challenges at Diversified.
- The direct staff COVID vaccination rate is just below 70%.
- Diversified is doing well financially and awaits the five percent salary increase. An additional two percent was also approved by legislators, which should begin in the next fiscal year.
- The search committee met with two internal candidates for the director’s position, which will become available in 2023.
- Diversified is currently at 94% occupancy. One resident will be leaving soon, which will decrease that rate to 89%.

**Announcements**

- Dr. Moreno reminded everyone of the June 7, 2022 budget meeting at 1:45 p.m.

**Adjournment**

- With no further announcements, the meeting was adjourned at 2:07 p.m.

Respectfully Submitted,

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Julie Smith, Board Secretary

April Robinson, Typist

**Tift County Board of Health  
Revenue and Expense Summary  
July 1, 2022 - July 31, 2022**

		% of Budget				
		YTD	Revised Budget	Received/ Expended	Original Budget	Increase/ (Decrease)
<b>Revenue</b>						
456001	County Participating	0.00	35,035.00	0.00%	35,035.00	0.00
456004	County Non-Participating	0.00	145,285.00	0.00%	145,285.00	0.00
995001	Unassigned Fund Balance	82,064.00	82,064.00	100.00%	55,441.00	26,623.00
456024	Restricted Fund Balance - Pr Yr Fees	333,292.45	333,293.00	100.00%	335,715.00	(2,422.00)
456050	Restricted Fund Balance - Pr Yr Adm Claiming	83,209.05	83,210.00	100.00%	83,210.00	0.00
456040	Intra Agency Transfer - From Lowndes GIA	0.00	84,393.00	0.00%	199,552.00	(115,159.00)
456051	Qualifying Local Funds - Interest Income	0.00	715.00	0.00%	715.00	0.00
458001	Grant-In-Aid	0.00	614,622.00	0.00%	482,472.00	132,150.00
456008	Out-Patient Medicare Fees	593.78	0.00	N/A	0.00	0.00
456010	Out-Patient Client Fees	4,215.23	0.00	N/A	0.00	0.00
456016	Private Insurance	3,566.25	0.00	N/A	0.00	0.00
456022	Health Check	205.64	0.00	N/A	0.00	0.00
456031	Environmental Fees	1,685.00	0.00	N/A	0.00	0.00
456034	Medicaid - DSPS	428.66	0.00	N/A	0.00	0.00
456036	Medicaid PCM	290.40	0.00	N/A	0.00	0.00
456041	Vital Records Fees	8,400.00	0.00	N/A	0.00	0.00
456049	Current Yr Adm Claiming	0.00	0.00	N/A	0.00	0.00
<b>Total Revenue</b>		<b>517,950.46</b>	<b>1,378,617.00</b>	<b>36.16%</b>	<b>1,337,425.00</b>	<b>41,192.00</b>
<b>Expenses</b>						
511000	Salaries	47,098.68	591,997.00	7.96%	594,434.00	(2,437.00)
513001	Hourly Labor	0.00	34,916.00	0.00%	34,916.00	0.00
514001	FICA	3,364.01	42,926.00	7.84%	42,978.00	(52.00)
515001	Retirement	14,934.72	187,923.00	7.95%	145,024.00	42,899.00
516000	Health Insurance	13,872.42	184,651.00	7.51%	185,369.00	(718.00)
612001	Motor Vehicle Expense	1,533.38	3,000.00	51.11%	1,500.00	1,500.00
614001	Supplies & Materials	361.20	35,000.00	1.03%	35,000.00	0.00
614018	Pharmaceuticals	348.07	60,000.00	0.58%	60,000.00	0.00
615001	Repairs & Maintenance	1,733.68	23,071.00	7.51%	23,071.00	0.00
617001	Utilities	50.51	706.00	7.15%	706.00	0.00
618001	Printing	2,118.82	2,871.00	73.80%	2,871.00	0.00
619001	Other Rent	0.00	505.00	0.00%	505.00	0.00
622001	Direct Benefits to Clients	52.30	2,761.00	1.89%	2,761.00	0.00
627001	Other Operating	615.83	8,586.00	7.17%	8,586.00	0.00
633001	Computer Software - Microsoft License Fee	0.00	3,491.00	0.00%	3,491.00	0.00
640001	Travel	330.23	10,000.00	3.30%	10,000.00	0.00
641001	Vehicles	0.00	33,564.00	0.00%	33,564.00	0.00
645001	Rental of Equipment	659.47	9,756.00	6.76%	9,756.00	0.00
651001	Per Diem & Fees	35.56	484.00	7.35%	484.00	0.00
653001	Contract - Maintenance Fee - Clinical Software	0.00	5,396.00	0.00%	5,396.00	0.00
673001	Telecommunications	1,522.72	18,308.00	8.32%	18,308.00	0.00
681001	Postage	146.58	6,053.00	2.42%	6,053.00	0.00
761001	Indirect Costs	0.00	112,652.00	0.00%	112,652.00	0.00
<b>Total Expenses</b>		<b>88,778.18</b>	<b>1,378,617.00</b>	<b>6.44%</b>	<b>1,337,425.00</b>	<b>41,192.00</b>



## Tift County Board of Health Meeting – August 2, 2022

### Budget Update

#### Budget for FY2023: \$1,337,425

- Has been revised from the original to reflect changes in final revenues for FY2022 and to adjust applicable expense projections for FY2023.

#### Resources:

- County Funding remains at \$180,320 as of FY2023.
- Unassigned Fund Balance - Projecting to use \$82,064.
  - This is the amount needed to balance the budget based on anticipated expenses. Changes occur throughout the year so we will adjust periodically as the budget needs change.
- Restricted Fund Balance – Prior Year Fees are: \$333,292.45
  - Fee revenue is up almost 6% over FY2022.
    - COVID vaccine insurance payments helped with this gain.
- Restricted Fund Balance – Prior Year Admin Claiming: \$83,210
  - This amount is for FY2022 and is in line with the last couple of years.
  - Definition of Admin Claiming: Funds earned based on a formula using the number of Medicaid patients served and the amount of local money spent.
    - Funds are for the administrative cost portion (not the clinical portion).
    - Formula is controlled by the state and takes into account services provided by all of the health departments in the state as a whole, then calculates each county individually.
    - It's difficult to predict this amount from year to year.
- Intra Agency Transfer – From Lowndes GIA: This amount was decreased to \$84,393. The initial projection was that the state funding for the COLA salary increase would go to the lead county (Lowndes) and would then be transferred to Tift. The state funding is now included in the Grant-in-Aid allocation directly to Tift.
- Grant-in-Aid is \$614,622
  - This is an increase of \$132,150 which is a combination of the FY2023 formula adjustment and the COLA increases (salary and fringe costs).
  - Funding is based on a formula that the state recalculates each year.
  - Formula is based on Population, Poverty Rate, Poverty Share, and Penetration Rate.
  - The State handles this formula.

#### Expenses:

- Salaries were adjusted slightly because a budgeted position was vacant in July.
- Retirement was significantly changed to reflect an increase in the retirement rates for FY2023. At the time of the proposed budget, these rates were not available.
- We do not foresee any funding issues for this fiscal year.



Teresa Giles  
District Administrator, South Health District 8-1

**TIFT COUNTY HEALTH DEPARTMENT UPDATE  
MECCA LEWIS, RN – COUNTY NURSE MANAGER**

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August 2, 2022

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- Health Department Activities
  - School Flu
    - Staff is preparing for this year's school flu vaccinations.
- COVID
  - Testing continues Monday mornings
  - Mako provides testing Wednesday and Thursday (9 a.m. – 3 p.m.)
  - At-Home COVID test kits are available.

Handwritten text at the top of the page, possibly a title or header, which is mostly illegible due to fading.

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# Environmental Health

Tift County: 152 Permitted Food Establishments, 16 Schools, 2 Septic Pumpers, 1 Portable Sanitation Provider, 20 Tourist Accommodations, 22 Swimming Pools, 4 Body Art Facilities with 21 Artists.

June 1, 2022, through July 22, 2022, Environmental Health Activities:

## **Food Service:**

- 37 Routine Inspections
- 2 Initial Inspections (change of ownership or new facility)
- 4 Informal Inspections
- 1 Training Conducted and 12 Personnel Trained

## **Land Use:**

- 11 New System Permits Issued
- 5 Repair Permits Issued
- 8 New Installations Inspected
- 5 Repair Installations Inspected
- 2 Existing System Evaluations
- 19 Sites evaluated

## **Other Programs:**

- 6 Total Swimming Pool Inspections (Opening or routine)
- 3 Tourist Accommodation Inspections
- 7 Well Permits
- 3 Water Samples
- 9 Rabies Investigations
- 9 Complaint investigations (food, land use, tourist accommodations)

## **Announcements:**

- Tamika and Jennifer have been working on Identifying mosquitoes which have been trapped around the county; Viral testing was also completed, and West Nile was found at ABAC Farm
- Lisa Vernon, our EH Secretary's last day will be August 15<sup>th</sup>. A job announcement has been posted to replace her position.

# Inspections Report

## Food Facility Inspections (39 Total)

Permit #	Permit Issue Date	Facility Name	Address	County	Purpose	Score	Grade	Inspection Date	Inspector
137-0119	03/17/2000	<u>AMC Classic Tifton 6</u>	216 N VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	100	A	06/14/2022	Jennifer Mothershed
FSP-137-000109	01/09/2013	<u>Applebee's Neighborhood Grill &amp; Bar</u>	808 W 7TH ST TIFTON, GA 31794	Tift	Routine	74	C	06/01/2022	Tamika Pridgon
FSP-137-000369	01/19/2022	<u>Burger King</u>	1504 US HIGHWAY 82 W TIFTON, GA 31793	Tift	Routine	96	A	07/18/2022	Brooke Pearson
FSP-137-000311	01/24/2020	<u>Chapos Tequilas &amp; Grill</u>	3310 US HIGHWAY 82 WEST TIFTON, GA 31793	Tift	Routine	97	A	06/01/2022	Brooke Pearson
FSP-137-000249	05/17/2018	<u>Chick-fil-A #0589 Tifton</u>	1197 U. S. HIGHWAY 82 TIFTON, GA 31793	Tift	Routine	100	A	06/01/2022	Tamika Pridgon
FSP-137-000371	01/07/2022	<u>Cod Tail Seafood &amp; Chicken</u>	204 VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	82	B	07/18/2022	Brooke Pearson
137-0016	07/21/2017	<u>Dairy Queen</u>	210 W 7TH ST TIFTON, GA 31794	Tift	Routine	91	A	06/14/2022	Jennifer Mothershed
FSP-137-000339	12/17/2020	<u>Domino's</u>	105 E 8TH ST TIFTON, GA 31734	Tift	Routine	100	A	07/13/2022	Brooke Pearson
FSP-137-000272	10/04/2018	<u>Don Julios LLC</u>	211 N MAIN ST TIFTON, GA 31794	Tift	Routine	97	A	06/13/2022	Jennifer Mothershed
FSP-137-000390	05/17/2022	<u>Edzna Campeche</u>	1920 W US HWY 82 TIFTON, GA 31793	Tift	Routine	93	A	07/15/2022	Jennifer Mothershed
FSP-137-000152	05/22/2014	<u>El Metate Mexican Restaurant</u>	1021 2ND ST W TIFTON, GA 31794	Tift	Routine	100	A	06/16/2022	Tamika Pridgon
FSP-137-000251	03/08/2018	<u>El Patron Mexican Restaurant</u>	451 FULWOOD BLVD TIFTON, GA 31794	Tift	Routine	78	C	06/13/2022	Tamika Pridgon
FSP-137-000391	06/21/2022	<u>Ferry Lake Grill</u>	1109 FERRY LAKE RD TIFTON, GA 31794	Tift	Initial	100	A	06/21/2022	Jennifer Mothershed
FSP-137-000160	08/25/2014	<u>Golden Corral of Tifton #661</u>	190 S VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	100	A	06/14/2022	Jill Reade
FSP-137-000248	12/28/2017	<u>H. K. Steak Sushi LLC dba Tokyo Japanese Steakhouse &amp; Sushi Bar</u>	192 S VIRGINIA AVE STE 204/206 TIFTON, GA 31794	Tift	Routine	94	A	06/22/2022	Tamika Pridgon
FSP-137-000106	04/15/2013	<u>Kentucky Fried Chicken</u>	804 W 2ND ST TIFTON, GA 31794	Tift	Routine	100	A	06/17/2022	Jennifer Mothershed
137-0071	09/19/1997	<u>Leroy Rogers Senior Center</u>	315 W 2ND ST TIFTON, GA 31794	Tift	Routine	100	A	07/12/2022	Tamika Pridgon
FSP-137-000197	04/29/2016	<u>Little Caesar's Pizza</u>	214 E 18TH ST TIFTON, GA 31794	Tift	Routine	94	A	07/14/2022	Tamika Pridgon

137-0243	08/20/2008	<u>Little Caesar's Pizza</u>	1876 U.S. HIGHWAY 82 W TIFTON, GA 31793	Tift	Routine	88	B	07/07/2022	Tamika Pridgon
137-0082	07/22/2002	<u>Longhorn Steakhouse</u>	1314 US HIGHWAY 82 W TIFTON, GA 31794	Tift	Routine	81	B	06/13/2022	Tamika Pridgon
FSP-137-000269	09/18/2018	<u>New King Buffet</u>	177 S VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	75	C	06/17/2022	Jill Reade
FSP-137-000325	08/28/2020	<u>New River Flea Market</u>	44 OLD BROOKFIELD RD TIFTON, GA 31794	Tift	Routine	100	A	06/23/2022	Tamika Pridgon
FSP-137-000146	03/20/2014	<u>Oishii Japanese Grill &amp; Sushi</u>	1909 U. S. HIGHWAY 82 W STE 1 TIFTON, GA 31793	Tift	Routine	100	A	06/13/2022	Jennifer Mothershed
FSP-137-000096	02/13/2013	<u>Olive Garden</u>	1208 US HWY 82 W TIFTON, GA 31794	Tift	Routine	96	A	06/03/2022	Jill Reade
FSP-137-000279	01/16/2019	<u>Osaka Hibachi &amp; Sushi</u>	626 N VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	89	B	06/21/2022	Tamika Pridgon
137-0097	06/16/1999	<u>Papa John's Pizza SARPJ</u>	1805 N TIFT AVE STE C TIFTON, GA 31794	Tift	Routine	100	A	07/13/2022	Tamika Pridgon
FSP-137-000362	10/18/2021	<u>Ponder's BBQ</u>	605 LOVE AVE TIFTON, GA 31794	Tift	Routine	81	B	06/15/2022	Brooke Pearson
FSP-137-000164	08/25/2014	<u>Red Lobster #0739</u>	101 S VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	72	C	06/08/2022	Tamika Pridgon
FSP-137-000392	07/08/2022	<u>Red Owl (HR Investments LLC)</u>	2219 N TIFT AVE TIFTON, GA 31794	Tift	Initial	100	A	07/08/2022	Jennifer Mothershed
FSP-137-000093	07/02/2012	<u>Saigon Kitchen</u>	724 W 2ND ST TIFTON, GA 31794	Tift	Routine	96	A	06/22/2022	Tamika Pridgon
FSP-137-000316	03/06/2020	<u>Serenity Adult Day Health, Inc.</u>	508 MAIN ST TIFTON, GA 31794	Tift	Routine	100	A	06/15/2022	Brooke Pearson
FSP-137-000270	09/18/2018	<u>Sno Biz</u>	110 S VIRGINIA AVE TIFTON, GA 31793	Tift	Routine	100	A	07/13/2022	Brooke Pearson
FSP-137-000388	04/13/2022	<u>Sno Biz Mobile Unit</u>	110 S VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	100	A	06/10/2022	Brooke Pearson
FSP-137-000128	08/23/2013	<u>Subway #1310</u>	1830 U. S. HIGHWAY 82 W TIFTON, GA 31794	Tift	Routine	91	A	07/19/2022	Tamika Pridgon
FSP-137-000129	08/23/2013	<u>Subway #14304</u>	214 E 18TH ST TIFTON, GA 31794	Tift	Routine	100	A	07/12/2022	Tamika Pridgon
FSP-137-000246	12/04/2017	<u>Taqueria Taco Loco dba Taco Loco Mexican Grill</u>	307 W 12TH ST TIFTON, GA 31794	Tift	Routine	100	A	06/17/2022	Tamika Pridgon
FSP-137-000319	04/27/2020	<u>Taqueria Viki</u>	1405 U. S. HIGHWAY 41 N TIFTON, GA 31794	Tift	Routine	100	A	06/08/2022	Tamika Pridgon
137-0088	07/01/2006	<u>The Great Wall</u>	604 LOVE AVE TIFTON, GA 31793	Tift	Routine	100	A	06/14/2022	Tamika Pridgon
FSP-137-000280	06/07/2019	<u>The Local at the Lankford</u>	401 LOVE AVE TIFTON, GA 31794	Tift	Routine	100	A	06/23/2022	Tamika Pridgon



**Tourist Accommodation Inspections 2014 (3 Total)**

Permit #	Permit Issue Date	Facility Name	Address	County	Purpose	Score	Grade	Inspection Date	Inspector
TAP-137-000005	06/23/2010	<u>Super 8 Motel</u>	1022 2ND ST W TIFTON, GA 31794	Tift	Routine	84	B	07/08/2022	Jennifer Mothershed
TAP-137-000023	02/29/2016	<u>Carson Motel</u>	309 W 7TH ST TIFTON, GA 31794	Tift	Routine	95	A	06/21/2022	Jennifer Mothershed
TAP-137-000031	04/22/2021	<u>Quality Inn Tifton</u>	1104 KING RD TIFTON, GA 31793	Tift	Routine	95	A	06/21/2022	Jennifer Mothershed



**Pool Inspections (6 Total)**

Permit #	Permit Issue Date	Facility Name	Address	County	Purpose	Score	Grade	Inspection Date	Inspector
SPP-137-000024	08/11/2017	<u>Days Inn</u>	1199 US HIGHWAY 82 WEST TIFTON, GA 31794	Tift	Routine	100	N/A	07/14/2022	Jennifer Mothershed
SPP-137-000020	08/08/2016	<u>Microtel Inn and Suites Pool</u>	196 S VIRGINIA AVE TIFTON, GA 31794	Tift	Routine	100	N/A	07/14/2022	Jennifer Mothershed
SPP-137-000028	09/21/2020	<u>Motel 6</u>	1103 KING RD TIFTON, GA 31793	Tift	Routine	80	N/A	07/14/2022	Jennifer Mothershed
SPP-137-000029	05/03/2021	<u>Quality Inn Tifton Pool</u>	1104 KING RD TIFTON, GA 31793	Tift	Routine	100	N/A	07/14/2022	Jennifer Mothershed
SPP-137-000030		<u>Quality Inn Tifton Spa</u>	1104 KING RD TIFTON, GA 31793	Tift	Routine	100	N/A	07/20/2022	Jennifer Mothershed
SPP-137-000023	05/22/2017	<u>Tift County Recreation Department Fun Pool</u>	204 BALDWIN DR TIFTON, GA 31794	Tift	Permit/Opening	100	N/A	06/01/2022	Brooke Pearson





## Tift County Board of Health

### Diversified Enterprises Directors Report- Aug 2022

#### 2022 Turnover Report

	Number of Employees Separated During Month	Average Number Employees During Month	2022 Turnover Rate (Monthly)	2021 Turnover Rate (Monthly)	2020 Turnover Rate (Monthly)
January	2	94.5	2.12%	5.31%	5.15%
February	1	95.5	1.05%	6.31%	4.90%
March	5	95.5	5.24%	9.26%	7.91%
<b>1st Quarter</b>			<b>2.80%</b>		
April	8	92	8.65%	12.50%	3.94%
May	4	92	4.35%	3.94%	7.07%
June	2	93	2.08%	2.87%	5.62%
<b>2nd Quarter</b>					
July	7	96	7.41%	4.67%	11.86%
August				9.43%	7.11%
September				7.62%	6.22%
<b>3rd Quarter</b>					
October				7.88%	5.53%
November				4.21%	7.51%
December				6.36%	2.71%
<b>4th Quarter</b>					

- COVID-19 Impact:** We have moved to regular trainings, advisory board meetings and orientations in a face-to-face activities following the CDC Community levels guidance as an indicator of community transmission. We are closely monitoring the increases in cases to see when we need to go more virtual. When the Public Health Emergency (PHE) ends some of the additional funding and flexibilities will end within 90 days to 6 months. The agency is prepared for that transition which may be in April 2023.
- Accreditation:** Diversified had a routine CARF (The Rehabilitation Accreditation Commission) accreditation from June 1-3, 2022. The agency was evaluated for compliance around over two thousand (2200) standards for its programs and only had one recommendation where we were not in compliance with a documentation requirement that is easily correctable now that we have a pair of records clerks. The agency will be awarded a 3-year accreditation the highest available with only one recommendation to respond to.

3. **Financials:** The Monthly Financial report June is attached. The agency continues to be on solid financial footing. There is a 5% rate increase approved from July 1, 2021 that should roll out in August 2022 and will go back to July 21. We anticipate approximately \$200,000 additional dollars of revenue. For FY23, the agency has created steps for wages: Starting pay for all DSPS will be moved up to \$9.75. After 6 months, that will increase to \$10. New team leaders will start at \$11.00. After 6 months, they move to \$11.25. After 1 year, they move to \$11.50. A reminder the Medicaid reimbursement rate is based on a pay rate of \$10.63 per hour.
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4. **Director Search Committee.** The search committee met with two internal candidates that were interested in the director position becoming available in 2023. The position will be posted in November 2022 and interviews after other candidates are identified to include the internal candidates.





## Executive Summary Report

Month of: June 2022-**Closing of FY 2022**

Accrued YTD Rev: \$5,254,319    Accrued YTD Expenses: \$4,803,437    Accrued YTD Income: \$450,882

Actual (Cash) YTD Rev: \$5,189,562    Actual Exp. Paid: \$5,041,826    YTD Cash Balance: \$147,736

YTD Cash Value reflects amount less funds deposited into money market accounts (\$180,000) which no longer classify as cash on hand. Accrued billing not yet received within reported period (\$69,608) will also not be reflected in the cash amount.

Income			
As of 7/6/2022:			
Medicaid Receivables (Aging)			
Current – 30 Days	30-60 Days	60-90 days	Over 90 Days
\$2,861.41	\$-2,050.24	\$672.00	125.82

Medicaid Billed in the month of June: \$ 363,473.23 (includes rebilled denials)

Medicaid Received in the month of June: \$ 355,314.88 (includes rebilling from previous months)

EVV for June: \$ 49,534

**Medicaid Write-offs:** Write-offs for the month of June total \$ 11,457

Group Home Occupancy:    **88%**    Target 95%

**Discussion Points:** Receivables include Specialized Medical Supplies that have not been written off while we await the 5% increase so we can rebill these. Also includes claims that have since been written off for exceeded authorized units. We are also awaiting revisions to notes for one individual whose claims have been voided so we can bill at a revised rate.

Direct Costs		
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Total Payroll: \$206,010    Total Fringe: \$ 46,331    Staffing Agency Expense: \$ 32,947

Mileage/Travel: \$ 5,877    Performance Based Pay: \$0    Sign On/Referral Bonus: \$ 200

EVV Incentive Bonus: \$400    Host Home Provider Contracts: \$ 42,422

Overtime Hours: 1,874    **12.3% of total hours worked**    Target 6%

**Discussion Points:** Again, overtime has hit another all-time-high for the month of June. We are still having staffing issues at one location due to the individual's behavior. Last quarter's turnover rate was at 2.8% and this quarter's turnover rate was at 5%. Even with the sign on bonus, we are having trouble retaining staff past the 6-month mark. Of the 22 separations in the past 6 months, 13 of those were here less than 6 months. We have implemented pay increases, effective July 1, for starting pay at \$9.75 (previously \$9.50) and added an additional tier to increase to \$10 after 6 months.



## Operating Expenses

**Discussion Points** – Dues and subscriptions were up in the month of June for SPADD annual membership of \$3,000.

Computer Software is up in the month of June for purchase of Data Driven Outcome and Business Intelligence modules in our Electronic Health Record software for \$1,219.17.

Inservice/Training was up in June for registration to attend CARF training \$665.

Legal fees were \$5,210 for the month of June (Desi Jackson deposition).

Staff expense was up in the month of June (\$1,488) for background checks, physicals, CPR cards, and drug screening costs.

## Assets/Liabilities

**State Employee Leave May:** \$111,455      **State Employee Leave June:** \$112,254

### Current Fleet and Valuation:

2019	Dodge Grand Caravan	\$19,091
2019	Dodge Grand Caravan	\$17,823
2010	White Dodge Grand Caravan	\$2,053
2006	White Ford Freestar	<\$1,000
2015	White Dodge van w/WC Lift	\$6,410
2017	Dodge Grand Caravan	\$8,514

All vans are currently operational. Valuations have been updated 1/1/2022.

\*Van inspections and maintenance are being completed in July 2022. All but 2 have been inspected and needed repairs are being scheduled.

## Bank Account Balances as of 06/30/2022

<i>Parent Account:</i>	<i>Balance</i>	<i>Subsidiary Parent Account</i>	<i>Balance</i>	<i>Subsidiary Accounts</i>	<i>Balances</i>
Synovus Money Market Fund>	\$1,126,497	>General Funds>	\$50,629	>Disbursements>	\$0
				>Payroll>	\$0
<b>Reserve Accounts (Target 3 Months Operating /\$1.4 million)</b>					
<i>Account</i>	<i>Balance</i>		<i>Total</i>	<i>% Of target</i>	
Ameris Bank MMF	\$ 257,170.10		\$929,032.47	66.36%	
South Georgia Bank MMF	\$ 266,567.78				
Colony Bank MMF	\$ 255,279.06				
CBC Bank MMF	\$ 150,015.53				

\$50,000 was deposited into the CBC Money Market account in June.





### Additional Comments

#### Budgeted FY22 comparison:

	Budgeted for FY22	Closing Amounts
Revenues	5,313,972	5,254,319
Expenses	4,908,635	4,803,437
Net Income	405,337	450,882
		Actual over budgeted \$45,545

Documents are being prepared to submit to auditor by the end of the month.

**5% increase in billing rates:** We were told by DCH that the 5% in additional revenue due to us for billing completed July 1, 2021 through June 30, 2022 will start to be incrementally paid out as they adjust Prior Authorizations in the month of August during their Phase 2 rollout.

We were also told that current billing can be done at the new rates that include the 5% effective July 1, 2022. However, those rates are not showing available to us in the Medicaid system, and we have not received a fee schedule for this. We are currently unable to add the new rates in our billing system.

Since any billing completed after July 1 that we bill at the old rates will have to be voided, money sent back to Medicaid, and rebilled when the new rates come available, we have refrained from billing for this past week.

**This 5% increase that was not recognized in FY22 will need to be adjusted to financials during the audit process which will increase accrued revenue by around \$221,000 which will put us closer to \$5.5 million in Revenue for the year.**

