BEN HILL COUNTY BOARD OF HEALTH

AGENDA

DECEMBER 14, 2022 | 12:00 P.M.

CHANGE IN MEETING FORMAT
Meeting Will Be By Conference Call
Conference Line: 866-809-6529
Conference Code: 669111#

1. **Call to Order**
2. **Public Comments**
3. **Approval of September 21, 2022 Minutes (Page 3)**
   - **Motion:** _____
   - **Second:** _____
4. **Business**
   - **Financial Update – Teresa Giles**
     - Revenue & Expense Summary **(Page 7)**
   - **Public Health Update – William R. Grow, MD, FACP**
     - Health Director's Update
     - 2023 BoH Meeting Schedule
       - To be e-mailed this week.
5. **Nurse Manager's Report – Chris Naylor (Page 9)**
6. **Environmental Health Update – Alex Collins (Page 11)**
7. **The Jessamine Place Update – Nikki Payne / Sandra Sheppard**
   - The Jessamine Place - Financial Report – Nikki Payne **(Page 15)**
   - The Jessamine Place's Director's Report – Sandra Sheppard **(Page 15)**
8. **Announcements**
9. **Adjournment**

REMAINING 2022 BOARD OF HEALTH MEETINGS
MERRY CHRISTMAS AND HAPPY NEW YEAR!!!

2022 HOLIDAY SCHEDULE: ALL HEALTH DEPARTMENTS/PROGRAMS CLOSED

- **December 23, 2022 & December 26, 2022**

BEN HILL COUNTY BOARD OF HEALTH MEETING
SEPTEMBER 21, 2022
Minutes

A meeting of the Ben Hill County Board of Health was held September 21, 2022, at 12:00 p.m. at the Ben Hill County Health Department.

Members Present	Members Absent	Others Present
Daniel Cowan, Chairman		William R. Grow, MD, FACP
Heath Parrish, Vice-Chairman		Dwain Butler
Thelma Graham, Secretary		Patrina Bowles
Susan Smith		Teresa Giles
Mayor Jason Holt		Chris Naylor
Dawn Clements		Alex Collins
Jim Turner		Shirley Brooks
		Constance Manley
		Julie Parker
		Stacie Nikki Payne

1. **Call to Order**
   - Mr. Cowan called the meeting to order at 12:03 p.m. and Mr. Turner offered prayer.

2. **Oath of Office**
   - Ms. Clements was sworn into the Ben Hill County Board of Health as superintendent of Ben Hill County Schools.

3. **Public Comments**
   - There were no public comments.

4. **Election of Vice-Chairman**
   - Mr. Parrish volunteered to serve as vice-chairman of the Ben Hill County Board of Health for 2022-2024. Mr. Cowan made a motion to accept Mr. Parrish's bid for vice-chairman. The motion was seconded by Ms. Graham. All were in favor and the motion passed.

5. **Approval of March 16, 2022 Minutes (Attachment)**
   - Ms. Graham made a motion to approve the minutes from the March 16, 2022 meeting. The motion was seconded by Mr. Parrish. All were in favor and the motion passed.

6. **Business**
   Financial Information – Teresa Giles (Attachments)
   - Ms. Giles presented the Ben Hill County Health Department's FY2023 Budget and outlined budget changes for the next fiscal year.
   - Ms. Giles informed the Board the District was one of the best in the state with employee retention during the COVID process.
   - Dr. Grow noted Ben Hill had a good community and the health department does a good job with that relationship.
   - After a brief discussion, the Ben Hill County Health Department's FY2023 Budget was approved with no opposition.

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

- Dr. Grow provided a COVID-19 update since the last meeting.
- There have been steady declines with mandates being lifted and a decrease in hospitalizations. Bivalent booster doses are available for those who have received the initial COVID vaccination series.
- Ben Hill County's population is 42% fully vaccinated and 46% have received at least one dose.
- The Board was invited to attend the Legislative Breakfast for the northern counties scheduled for 8:30 a.m. on Friday, October 7, 2022 at the Tift County Board of Education.

7. **Nurse Manager's Report – Chris Naylor (Presented by Layne Harrell)**
   - Ms. Harrell provided health department activities from July – August.
   - Car seat classes were conducted each month.
   - Staff have continued to administer COVID vaccine to the community.
   - Staff has participated in active shooter and stop the bleed training.
   - An evacuation/fire drill is planned for October.
   - Ms. Smith completed car seat recertification.
   - Ben Hill has set aside time to conduct Ear Eye Dental and Nutrition (EEDN) screenings as well as immunizations needed for children to enter school.
   - All immunization audits for schools and daycares have been completed.
   - There has been an increase in return of school flu vaccine consent forms. Some teachers and staff are being vaccinated from all schools throughout September.
   - Drive-thru flu clinics are being held Fridays from 8:30 a.m. – 12:00 p.m.
   - Moderna vaccine is offered Mondays and Pfizer is offered Thursdays along with the new bivalent vaccine.
   - School flu clinics for students are scheduled to begin soon.

8. **Environmental Health Update – Alex Collins (See Attachments)**
   - Mr. Collins reviewed Ben Hill's environmental health activities for June 11, 2022 – September 15, 2022.
   - All bills for FY2023, totaling $16,920, have been sent out. Payments are being sent in but this does not include septic tanks and wells.
   - One establishment has not paid for inspections. A hearing is scheduled for October.

9. **The Jessamine Place**
   Financial Report Constance Manley (Attachments)
   - Mrs. Brooks began by announcing Ms. Manley's upcoming retirement from The Jessamine Place, effective October 1, 2022. Ms. Stacie "Nikki" Payne has been designated as her replacement.
   - Two major revisions were made to The Jessamine Place's FY2023 budget. Mrs. Manley began by noting the increase in Grant-in-Aid funding and funding for salary increases.
   - Expenses were also revised to reflect the change in wages and increases in staffing.
   - After a brief discussion, The Jessamine Place's FY2023 Budget was approved with no opposition.

Director's Report – Shirley Brooks (See Attachments)

- Ms. Brooks provided an overview of The Jessamine Place's activities since the last meeting.
- The Jessamine Place's slate of board members was updated to include Steve O'Neil as chairman, and Wanda Kimbrell as vice-chairman. New members include Celanese Floyd, Dorothy Harris, Dr. Lydia Bryant and Dawn Clements.
- Currently, The Jessamine Place manages 20 persons supported in 17 host homes with three living in double occupancy environments. Mrs. Brooks noted, it is "something special" to have that number of host homes in Ben Hill County.
- The Jessamine Place saw 22 COVID cases this year – ten in January alone. There has been a downturn in cases over the last eight months. Since the pandemic began, 28 persons supported, 37 staff and nine host home providers have contracted COVID. There was one death. Overall, the vaccination rate is 81%.
- Mrs. Brooks added the biggest concern for The Jessamine Place has been a 21% decrease in their workforce since the pandemic began. Measures are being taken to address this and how to attract and retain new employees.
- The Long Road Home event was a success. Ocilla Pharmacy was named "The 2022 Friend of The Jessamine Place".
- Celebrations continue for The Jessamine Place's 50th Anniversary. Mayor Holt presented a proclamation identifying August 31, 2022 as "The Jessamine Place Day". A reunion and founders luncheon will be held October 28, 2022 at Wiregrass to celebrate the journey and visionaries who made The Jessamine Place possible.

10. Announcements

- There were no other announcements.

11. Adjournment

- There being no further business, the meeting was adjourned at 1:07 p.m.

Respectfully Submitted,

_____

Thelma Graham, Board Secretary
Julie Parker, Typist

South Health District
Revenue and Expense Summary
001 - Public Health
009 - BEN HILL
From 7/1/2022 Through 11/30/2022

		Current Period Actual	YTD	Total Budget Revised	Perce... Spent	Revised budget variance
Revenue						
456001	County Participating	4,399.48	4,399.48	10,086.00	43.61%	5,686.52
456004	County Non-Participating	24,755.00	24,755.00	59,412.00	41.66%	34,657.00
456008	Out-Patient Medicare Fees	22,008.59	22,008.59	0.00	0.00%	(22,008.59)
456010	Out-Patient Client Fees	10,782.92	10,782.92	0.00	0.00%	(10,782.92)
456016	Private Insurance	28,672.18	28,672.18	0.00	0.00%	(28,672.18)
456022	Health Check	6,357.93	6,357.93	0.00	0.00%	(6,357.93)
456024	Prior Year Income	0.00	0.00	173,136.00	0.00%	173,136.00
456031	Environmental Fees	15,890.00	15,890.00	0.00	0.00%	(15,890.00)
456034	Medicaid - DSPS	5,195.42	5,195.42	0.00	0.00%	(5,195.42)
456036	Medicaid PCM	1,524.60	1,524.60	0.00	0.00%	(1,524.60)
456040	Intra-Inter Agency Trans	71,869.00	71,869.00	71,869.00	100.00%	0.00
456049	Admin Claiming Income	7,575.07	7,575.07	0.00	0.00%	(7,575.07)
456050	Prior Yr Admin Claiming	0.00	0.00	30,650.00	0.00%	30,650.00
456051	Qualifying Local Funds	220.82	220.82	1,265.00	17.45%	1,044.18
458001	Grant-In-Aid	124,878.92	124,878.92	343,417.00	36.36%	218,538.08
	Total Revenue	324,129.93	324,129.93	689,835.00	46.99%	365,705.07
Expense						
511001	Salaries	120,364.06	120,364.06	275,445.00	43.69%	155,080.94
511002	Local Salary Supplement	361.89	361.89	0.00	0.00%	(361.89)
513001	Hourly Labor	15,487.57	15,487.57	42,537.00	36.40%	27,049.43
514001	FICA	8,848.64	8,848.64	20,370.00	43.43%	11,521.36
515001	Retirement	38,868.03	38,868.03	89,114.00	43.61%	50,245.97
516001	Health Insurance	35,452.09	35,452.09	81,130.00	43.69%	45,677.91
516002	Health Ins Local Supplement	106.58	106.58	0.00	0.00%	(106.58)
614001	Supplies & Materials	2,290.46	2,290.46	20,758.00	11.03%	18,467.54
614018	Pharmaceuticals	51,319.28	51,319.28	37,753.00	135.93%	(13,566.28)
615001	Repairs & Maintenance	5,607.23	5,607.23	9,465.00	59.24%	3,857.77
617001	Utilities	4,131.33	4,131.33	8,990.00	45.95%	4,858.67
618001	Printing	963.54	963.54	3,772.00	25.54%	2,808.46
619001	Other Rent	0.00	0.00	343.00	0.00%	343.00
620001	Insurance and Bonding	0.00	0.00	712.00	0.00%	712.00
622001	Direct Benefits to Clients	533.71	533.71	2,500.00	21.34%	1,966.29
627001	Other Operating	1,867.74	1,867.74	2,000.00	93.38%	132.26
633001	Computer Software	3,199.84	3,199.84	2,918.00	109.65%	(281.84)
640001	Travel	1,602.54	1,602.54	4,000.00	40.06%	2,397.46
643001	Equipment Over $5000	7,689.03	7,689.03	7,689.00	100.00%	(0.03)
645001	Rental of Equipment	1,335.89	1,335.89	3,055.00	43.72%	1,719.11
651001	Per Diem & Fees	253.96	253.96	780.00	32.55%	526.04
653001	Contracts	307.93	307.93	3,976.00	7.74%	3,668.07
673001	Telecommunications	4,401.57	4,401.57	11,191.00	39.33%	6,789.43
681001	Postage	777.63	777.63	2,500.00	31.10%	1,722.37
761001	Indirect Costs	0.00	0.00	58,837.00	0.00%	58,837.00
	Total Expense	305,770.54	305,770.54	689,835.00	44.33%	384,064.46

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

December 14, 2022

PRESENTED BY LAYNE HARRELL

School Flu Update

- All eligible students were vaccinated
- Second doses were offered at a later date to students who were absent

Flu Update

- Drive-thru flu events were held at the health department.
- Three off-site flu clinics were held.
    - The Jessamine Place
    - Southern Physical Therapy
    - Golden Boy

COVID Update

- Rapid testing is available by appointment.
- Home test kits are still available at no charge.

Immunization Update

- All daycare immunization audits have been completed.

Health Department Services

- HIV Testing offered in recognition of World Aids Day
- A "No-Fee" STD Clinic was held December 6, 2022
    - 40% positive rate

Community Activities/Events

- Ben Hill staff attended the South Health District's Legislative Breakfast for the northern counties (October 7, 2022 – Tift County Board of Education)
- Staff participated in the sheriff's department's fund-raising Halloween Bash.
- Ben Hill County Health Department entered a float in the Christmas parade.

Staff Updates

- Staff Retirement
    - Tolisa Smith / December 1, 2022

Georgia Department of Public Health
Ben Hill County

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
9/22/2022 through 12/13/2022
(Ben Hill County Board of Health December 14, 2022)

Permitted Facilities:

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

Activities:

- 37 Food Service Inspections
- 1 Tourist Accommodation Inspections
- 11 Site Evaluations for Septic Systems
- 9 Septic Tank Permits Issued
- Inspected 7 Septic Systems
- Evaluated 2 Existing Septic Systems
- 4 Water Samples Collected and Evaluated
- Issued 4 Well Permits

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Food Service Inspections (9-22-22 through 12-13-22)

Facility Name	Purpose	Score	Grade	Inspection Date
46 & 1 Melton Soulfood, LLC	Routine	100	A	10/03/2022
46 & 1 Melton Soulfood, LLC (Base)	Routine	100	A	10/03/2022
Ben Hill County Elementary School	Routine	100	A	11/09/2022
Ben Hill County Head Start	Routine	100	A	10/12/2022
Ben Hill County Middle School	Routine	100	A	11/02/2022
Ben Hill County Primary School	Routine	100	A	11/02/2022
Ben Hill County Senior Center	Routine	100	A	09/28/2022
Ben Hill Pre-K	Routine	100	A	10/12/2022
Burger King #6548	Routine	100	A	10/12/2022
Cafe` Budapest	Routine	100	A	12/13/2022
Captain D's	Routine	98	A	10/19/2022
Chick-fil-a Douglas Mobile Unit (Ben Hill)	Routine	100	A	11/17/2022
Coastal Plain Barbecue Company	Routine	98	A	12/13/2022
Coastal Plain Barbecue Company (Mobile)	Routine	100	A	12/13/2022
Dairy Queen of Fitzgerald	Routine	100	A	11/09/2022
Domino's Pizza	Routine	100	A	11/02/2022
Dorminy Medical Center	Routine	96	A	12/07/2022
Fitzgerald High School & Career Academy	Routine	91	A	11/09/2022
Fred's Mobile Kitchen Express	Routine	100	A	09/28/2022
Fred's Mobile Kitchen Express (Base)	Routine	100	A	09/28/2022
Huddle House	Routine	88	B	10/19/2022
Kellwell Food Management DBA Ben Hill County Detention Center	Routine	100	A	12/07/2022
Kentucky Fried Chicken	Routine	100	A	11/30/2022
Lil' Shack by the Trax	Routine	100	A	12/13/2022
McDonalds	Routine	100	A	11/30/2022
Pizza Hut #2954	Routine	100	A	10/12/2022
RJ's Moblile Kitchen and Catering, LLC	Routine	100	A	09/28/2022

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RJ's Moblile Kitchen and Catering, LLC (Base)	Routine	100	A	09/28/2022
Sonic Drive-In #2041	Routine	93	A	12/07/2022
Subway	Routine	100	A	11/02/2022
Tallman's Cook Spot	Routine	100	A	12/13/2022
The Fitzgerald Pillars	Routine	100	A	10/04/2022
The Owens Girls	Routine	100	A	12/13/2022
Watch Cooking Melissa	Routine	100	A	09/30/2022
Watch Cooking Melissa (mobile)	Routine	100	A	09/30/2022
Wendy's	Routine	89	B	11/30/2022
Zaxby's	Routine	100	A	10/19/2022

Tourist Accommodation Inspections (9-22-22 through 12-13-22)

Facility Name	Purpose	Score	Grade	Inspection Date
Dorminy Massee House	Routine	100	A	12/13/2022

The Jessamine Place Update – Sandra Sheppard/Stacie Nikki Payne

- **Financial Report – Nikki Payne**

Ben Hill Board of Health
The Jessamine Place
Profit & Loss: Year to Date
July 2022 through October 2022

	Selected Period	Budgeted	Difference
Income			
State Grant-In-Aid	$321,998.58	$308,556.64	$13,441.94
Medicaid	$783,229.63	$943,428.64	-$160,199.01
Medicaid - SMS	$7,668.20	$10,000.00	-$2,331.80
Other Local Funds	$420.00	$333.36	$86.64
Interest Income	$480.73	$666.64	-$185.91
GA Rehab	$3,750.00	$3,333.36	$416.64
Total Income	**$1,117,547.14**	**$1,266,318.64**	**-$148,771.50**
Expenses			
Salaries - Exempt	$284,869.06	$364,732.00	-$79,862.94
Salaries - Merit	$281,617.76	$266,904.64	$14,713.12
FICA Expense	$24,535.82	$22,723.64	$1,812.18
Retirement	$76,162.96	$109,342.00	-$33,179.04
Insurance	$74,626.27	$76,650.64	-$2,024.37
Contracted Services	$224,338.00	$220,346.64	$3,991.36
Travel	$17,881.78	$25,000.00	-$7,118.22
Inservice	$1,353.53	$13,333.36	-$11,979.83
Equipment (Over $1000.00)	$6,265.17	$3,000.00	$3,265.17
Lease Purchase - Equipment	$1,279.14	$3,866.64	-$2,587.50
Equipment (Under $1000.00)	$2,814.50	$4,666.64	-$1,852.14
Equipment Rental	$214.00	$552.36	-$338.36
Other Operating	$8,724.33	$6,666.64	$2,057.69
Printing	$4,137.13	$2,000.00	$2,137.13
Consultation	$0.00	$3,833.36	-$3,833.36
Office Supplies	$1,933.40	$2,500.00	-$566.60
Dues & Subscriptions	$4,708.89	$8,133.36	-$3,424.47
Advertising	$2,265.42	$1,666.64	$598.78
Office Expense/New Emp	$1,546.80	$1,666.64	-$119.84
Office Exp/Misc.	$2,152.60	$3,333.36	-$1,180.76
Training Supplies	$1,551.80	$3,333.36	-$1,781.56
Maintenance Supplies	$3,163.23	$7,000.00	-$3,836.77
Computer Software	$129.95	$10,000.00	-$9,870.05
Specialized Medical Supplies	$7,668.50	$6,666.64	$1,001.86
Motor Vehicle	$4,373.98	$35,000.00	-$30,626.02
Food	$8,442.63	$6,666.64	$1,775.99
Consumers Benefits	$2,033.32	$3,333.36	-$1,300.04
Postage	$595.93	$733.36	-$137.43
Telephone	$1,207.50	$1,000.00	$207.50
Utilities	$5,431.90	$10,000.00	-$4,568.10
Property & Equipment Maint	$9,659.32	$10,000.00	-$340.68
Rent	$12,100.00	$10,000.00	$2,100.00
Insurance & Bonding	$27,841.03	$20,000.00	$7,841.03
Unemployment Reimb.	$0.00	$1,666.64	-$1,666.64
Total Expenses	**$1,105,625.65**	**$1,266,318.56**	**-$160,692.91**
Net Profit/(Loss)	**$11,921.49**		

Ben Hill Board of Health
The Jessamine Place
Profit & Loss: Year to Date
July 2022 through October 2022

	Selected Period	Budgeted	% Difference
Income			
State Grant-In-Aid	$321,999	$925,670	34.8%
Medicaid	$783,230	$2,830,286	27.7%
Medicaid - SMS	$7,668	$30,000	25.6%
Other Local Funds	$420	$1,000	42.0%
Interest Income	$481	$2,000	24.0%
GA Rehab	$3,750	$10,000	37.5%
Total Income	**$1,117,547**	**$3,798,956**	**29.4%**
Expenses			
Salaries - Exempt	$284,869	$1,094,196	26.0%
Salaries - Merit	$281,618	$800,714	35.2%
FICA Expense	$24,536	$68,171	36.0%
Retirement	$76,163	$328,026	23.2%
Insurance	$74,626	$229,952	32.5%
Contracted Services	$224,338	$661,040	33.9%
Travel	$17,882	$75,000	23.8%
Inservice	$1,354	$40,000	3.4%
Equipment (Over $1000.00)	$6,265	$9,000	69.6%
Lease Purchase - Equipment	$1,279	$11,600	11.0%
Equipment (Under $1000.00)	$2,815	$14,000	20.1%
Equipment Rental	$214	$1,657	12.9%
Other Operating	$8,724	$20,000	43.6%
Printing	$4,137	$6,000	69.0%
Consultation	$0	$11,500	0.0%
Office Supplies	$1,933	$7,500	25.8%
Dues & Subscriptions	$4,709	$24,400	19.3%
Advertising	$2,265	$5,000	45.3%
Office Expense/New Emp	$1,547	$5,000	30.9%
Office Exp/Misc.	$2,153	$10,000	21.5%
Training Supplies	$1,552	$10,000	15.5%
Maintenance Supplies	$3,163	$21,000	15.1%
Computer Software	$130	$30,000	0.4%
Specialized Medical Supplies	$7,669	$20,000	38.3%
Motor Vehicle	$4,374	$105,000	4.2%
Food	$8,443	$20,000	42.2%
Consumers Benefits	$2,033	$10,000	20.3%
Postage	$596	$2,200	27.1%
Telephone	$1,208	$3,000	40.3%
Utilities	$5,432	$30,000	18.1%
Property & Equipment Maint	$9,659	$30,000	32.2%
Rent	$12,100	$30,000	40.3%
Insurance & Bonding	$27,841	$60,000	46.4%
Unemployment Reimb.	$0	$5,000	0.0%
Total Expenses	**$1,105,626**	**$3,798,956**	**29.1%**
Net Profit/(Loss)	**$11,921**		

Director Report – Sandra Sheppard

Advisory Board Update

- The Advisory Board meeting was held on Thursday, December 8, 2022, in person at The Jessamine Place Educational Center on South Sheridan but without a quorum.
- Nominations were presented for our DSP of the year and the winner was selected by our Adv. Bd. will be announced at the Staff Christmas breakfast on Dec. 22nd.

Host Homes Update

- Host Homes have remained consistent where we are currently supporting (20) people living in (17) host homes with only (3) homes with two people living as housemates together.
- Getting closer to the approval of our (2) host home applications from Valdosta and Ocilla. Official visits have been conducted. The need for more host homes is growing in every community.

- **Public Health Challenge: COVID-19 Update**
  - To date, the overall health impact of the pandemic during the entire PHE is:
    - (30) -- People supported
    - (38) --Staff members.
    - (9) --Host home families
    - (1) -- Death

  - **Vaccination Rate**
    - As of today, our overall agency vaccination rate remains at 81%.

Biggest Hurdle: Workforce Shortage

- Recruiting and retaining qualified staff has been the biggest hurdle faced in 2022 and we continue to strategize ways to offset this concern so many companies are facing.
- Our total workforce decreased by 21% during the PHE.
- Initiatives implemented to get our workforce numbers back up:
- Hourly wages by 57% higher than minimum wages to compete in today's labor market and some new marketing strategies, such as utilizing Social Media

Feature: Jessamine Place Events:

- In honor of our 50th Year Anniversary, we celebrated with a luncheon at Wiregrass Georgia Technical College on Friday, October 28.
- Constance Manley's Retirement was held on Friday, December 2 at the Legion Park. Celebrating over 30+ Years of Services.
- Jessamine Place Individual-Served Christmas Party was held on December 8 at the Monitor Center.

Upcoming Event

- Lizzie Awards will be given out at the Staff Christmas breakfast on Thursday - December 22 starting at 8:00 AM
- Holiday Schedule – The office will be closed from (Friday) - December 23, 2022 to (Tuesday) January 3, 2023.
- Advisory Board Next Meeting – March 9, 2023