

# BEN HILL COUNTY BOARD OF HEALTH

## AGENDA

MARCH 15, 2023 | 12:30 P.M.

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1. **Call to Order**
2. **Public Comments**
3. **Approval of December 14, 2022 Minutes (Page 3)**
  - **Motion** \_\_\_\_\_
  - **Second** \_\_\_\_\_
4. **Business**
  - **Revenue & Expense Summary – Teresa Giles**
    - Revenue & Expense Summary (Page 7)
    - Ben Hill County Board of Health FY2022 Audit Report (Folder Insert)
      - Vote to Accept Ben Hill County Board of Health’s FY2022 Audit Report
        - i. **Motion** \_\_\_\_\_
        - ii. **Second** \_\_\_\_\_
  - **Public Health Update – William R. Grow, MD, FACP**
    - Health Director’s Update
    - 93<sup>rd</sup> GPHA Annual Meeting & Conference
      - May 3-5, 2023 / Jekyll Island
        - i. Registration Is Pre-Paid / Travel Is Reimbursed After Conference
        - ii. Contact Patrina Bowles by March 17, 2023
5. **Nurse Manager’s Report – Chris Naylor, RN (Page 9)**
6. **Environmental Health Update – Alex Collins (Page 11)**
7. **The Jessamine Place – Shirley Brooks**
  - Financial Report (Handout )
  - Director’s Report
8. **Announcements**
9. **Adjournment**

**IMPORTANT DATES ON PAGE 2**

## **IMPORTANT DATES**

### **REMAINING 2023 BOARD OF HEALTH MEETINGS**

- ❑ **April 4, 2023**
- ❑ **June 6, 2023 (Budget Meeting)**
- ❑ **August 1, 2023**
- ❑ **October 3, 2023**
- ❑ **December 5, 2023**

### **REMAINING 2023 HOLIDAY SCHEDULE:**

#### **ALL HEALTH DEPARTMENTS/PROGRAMS CLOSED**

- **April 7, 2023 – State Holiday**
- **May 29, 2023 – Memorial Day**
- **June 19, 2023 - Juneteenth**
- **July 4, 2023 – Independence Day**
- **September 4, 2023 – Labor Day**
- **October 9, 2023 – Columbus Day**
- **November 10, 2023 – Veteran’s Day**
- **November 23-24, 2023 – Thanksgiving**
- **December 25-26, 2023 – Christmas**

**BEN HILL COUNTY BOARD OF HEALTH MEETING**  
**December 14, 2022**  
**Minutes**

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A meeting of the Ben Hill County Board of Health was held December 14, 2022, at 12:00 p.m. by conference call.

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**Members Present**

Daniel Cowan, Chairman  
Heath Parrish, Vice-Chairman  
Susan Smith  
Dawn Clements

**Members Absent**

Thelma Graham – Secretary  
Mayor Jason Holt

**Others Present**

William R. Grow, MD, FACP  
Dwain Butler  
Patrina Bowles  
Teresa Giles  
Layne Harrell  
Alex Collins  
Julie Parker  
Stacie “Nikki” Parker  
Sandra Sheppard

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**1. Call to Order**

- Mr. Cowan called the meeting to order at 12:04 p.m.

**2. Public Comments**

- There were no public comments.

**3. Approval of September 21, 2022 Minutes (Attachment)**

- Ms. Clements made a motion to approve the minutes from the March 16, 2022 meeting. The motion was seconded by Mrs. Smith. 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 Revenue and Expense Summary for July 1, 2022 – November 30, 2022 and noted the budget is in good shape. Individual line items will be cleaned up after the first of the year.
- Ben Hill has made it through 44.33% of the budget, which is in line for this time of year.
- Dr. Grow added Ben Hill is at its highest levels ever for the last ten years and commended the staff for being community minded and a very good team.

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

- Dr. Grow updated the Board with the most current COVID information. Numbers have increased by approximately 50% over the past two weeks. A 40% increase has been indicated statewide as well. Hospitalizations also increased by approximately 50%.
- Ben Hill reported one COVID-related death and five district-wide.
- Vaccinations have decreased; however, flu and RSV cases are surging across the state with the highest numbers seen in a decade but cases may have peaked in the district in the last week.
- The final 2023 Board of Health Meeting Schedule was provided.



**5. Nurse Manager's Report – Chris Naylor (Presented by Layne Harrell)**

- Ms. Harrell reported all eligible students were vaccinated during the school flu clinics and second doses were also completed as identified.
- The drive-thru flu events at the health department were successful as were the off-site flu clinics at The Jessamine Place, Southern Physical Therapy and Golden Boy.
- Rapid COVID testing is still available by appointment at-home test kits are available at no charge.
- All daycare immunization audits have been completed for the year.
- HIV testing was offered in recognition of World AIDS Day on December 1, 2022. There was no fee for this service.
- A “No-Fee” STD clinic was held December 6, 2022 with a 40% positive rate.
- Ben Hill Staff attended the South Health District's Legislative Breakfast for the northern counties October 7, 2022 at the Tift County Board of Education.
- Health department staff participated in the sheriff's department's fund-raising Halloween Bash and entered a float in the Christmas parade.
- Tolisa Smith, RN, officially retired as of December 1, 2022.

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

- Mr. Collins reviewed Ben Hill's environmental health activities for September 22, 2022 – December 13, 2022. Mandated inspections will be completed by the end of the year.
- Activities have been steady, and fees have been collected with approximately 15 to be paid, which Mr. Collins indicated is good compared to the previous year.
- The Seven Rivers program out of Baxley was introduced to the Board. This agency provides low-income assistance for homeowners who may need assistance with repairs to their wells or septic systems. Anyone needing more information can contact Mr. Collins.

**7. The Jessamine Place****Financial Report Nikki Payne / Sandra Sheppard (Attachments)**

- Ms. Payne provided The Jessamine Place's financial report for July 2022 – October 2022.
- The Jessamine Place has made it through 29.4% of the budget as of October 31, 2022 with 29.1% of the total expenses processed.

**Director's Report – Sandra Sheppard (See Attachments)**

- Ms. Sheppard provided an advisory board update from their December 8, 2022 meeting at the educational center. The DSP Employee of the Year was nominated during this meeting and the winner will be selected by the board and announced during the Christmas breakfast on December 22, 2022.
- Host homes have remained consistent. Currently, 20 persons are supported, 17 are in host homes and three homes have two living as housemates. Approval for the addition of two more host homes in Valdosta and Ocilla is getting closer. The official home visits have already been conducted.
- Ms. Sheppard provided an overview of the impact from COVID. There were 30 persons supported, 38 employees, nine host homes and one death. The overall COVID vaccination rate for The Jessamine Place remains at 81%.
- The biggest hurdle The Jessamine Place currently faces is a shortage in workforce. New initiatives have been implemented, including increasing hourly rates. Social media is also being used as a marketing strategy.

- The Jessamine Place celebrated its 50-year anniversary October 28, 2022 at Wiregrass with a luncheon. Constance Manley's retirement was also celebrated December 2, 2022 at Legion Park. Ms. Manley was honored for more than 30 years with The Jessamine Place.
- A Christmas party was held December 8, 2022 at the Monitor Center for persons served and staff participated in the Christmas parade.
- The Jessamine Place offices will be closed December 23-January 2, 2023 for the holiday.
- The next advisory board meeting is March 9, 2023.

8. **Announcements**

- There were no other announcements.

9. **Adjournment**

- There being no further business, Mr. Cowan made a motion to adjourn. The motion was seconded by Ms. Clements. All were in favor and the meeting was adjourned at 12:21 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, 2022 - February 28, 2023**

		YTD	Revised Budget	% of Budget Received/ Expended
<b>Revenue</b>				
456001	County Participating	6,920.98	10,086.00	68.62%
456004	County Non-Participating	39,608.00	59,412.00	66.67%
995001	Unassigned Fund Balance	35,552.00	35,552.00	100.00%
456024	Restricted Fund Balance - Pr Yr Fees	173,136.39	173,136.00	100.00%
456050	Restricted Fund Balance - Pr Yr Adm Claiming	30,649.70	30,650.00	100.00%
456040	Intra Agency Transfer - From Lowndes GIA	32,046.00	32,046.00	100.00%
456040	Intra Agency Transfer - From Annex 750	38,495.00	39,823.00	96.67%
456051	Qualifying Local Funds - Interest Income	1,156.54	1,265.00	91.43%
458001	Grant-In-Aid	218,538.11	343,417.00	63.64%
456008	Out-Patient Medicare Fees	34,508.78	0.00	N/A
456010	Out-Patient Client Fees	15,604.17	0.00	N/A
456016	Private Insurance	38,230.00	0.00	N/A
456022	Health Check	7,820.48	0.00	N/A
456031	Environmental Fees	21,290.00	0.00	N/A
456034	Medicaid - DSPS	7,983.85	0.00	N/A
456036	Medicaid PCM	2,686.20	0.00	N/A
456049	Current Yr Adm Claiming	38,885.58	0.00	N/A
<b>Total Revenue</b>		<b>743,111.78</b>	<b>725,387.00</b>	<b>78.42%</b>
<b>Expenses</b>				
511001	Salaries	188,199.61	278,175.00	67.66%
513001	Hourly Labor	19,830.57	36,811.00	53.87%
514001	FICA	13,720.03	20,439.00	67.13%
515001	Retirement	60,722.85	89,866.00	67.57%
516001	Health Insurance	55,436.43	81,938.00	67.66%
614001	Supplies & Materials	3,214.11	5,482.00	58.63%
614018	Pharmaceuticals	63,229.76	86,319.00	73.25%
615001	Repairs & Maintenance	8,168.24	11,220.00	72.80%
617001	Utilities	5,930.87	8,990.00	65.97%
618001	Printing	963.54	964.00	99.95%
619001	Other Rent	0.00	183.00	0.00%
620001	Insurance and Bonding	0.00	712.00	0.00%
622001	Direct Benefits to Clients	1,245.44	2,500.00	49.82%
627001	Other Operating	2,595.58	3,073.00	84.46%
633001	Computer Software - Microsoft License Fee	3,199.84	3,200.00	100.00%
640001	Travel	2,050.86	4,000.00	51.27%
643001	Equipment Over \$5000	7,689.03	7,689.00	100.00%
645001	Rental of Equipment	2,099.42	2,863.00	73.33%
651001	Per Diem & Fees	646.26	885.00	73.02%
653001	Contract - Maintenance Fee Clinical Software	4,465.97	4,466.00	100.00%
673001	Telecommunications	7,068.22	11,191.00	63.16%
681001	Postage	777.63	2,500.00	31.11%
761001	Indirect Cost	32,490.57	61,921.00	52.47%
<b>Total Expenses</b>		<b>483,744.83</b>	<b>725,387.00</b>	<b>66.69%</b>





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

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MARCH 15, 2023

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### **Health Department Updates**

- Car Seat Program
  - Visit from Cynthia Sharper – State Representative
    - Inventory Review
- Child Fatality Review
  - Reviews conducted on three infants
    - Two – Sleep Related
      - Prevention Was Possible
    - One - Failure to Thrive
      - Prevention May Have Been Impossible
  - Child Fatality Training
    - March 9, 2023 / Douglas / Attended by Chris Naylor and Layne Harrell

### **School Collaborations**

- Scoliosis screenings were conducted on sixth and eighth grade students.
  - Students Screened: 482
- July 2023
  - Partnership with Hope Harmon to plan a “back to school” bash.
- Immunizations
  - Parents of rising seventh and eleventh graders are being contacted regarding tetanus and meningitis requirements for entry into the next grades.

### **Health Department Services**

- “No Fee” STD Clinic
  - Scheduled for March 28, 2023
- Health Department Services
  - Ben Hill is fully open for all services.

### **COVID**

- COVID home testing kits are available at no charge to clients.

### **Community Activities**

- Upcoming Weekend
  - Wild Chicken Festival
    - Information about health department services along with general health information will be provided.





**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)

## **2022 Environmental Health Yearly Summary**

### **Permitted Facilities:**

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

### **Activities:**

- 126 Food Service Inspections
- 59 Site Evaluations for Septic Systems
- 44 Septic Tank Permits Issued
- Inspected 36 Septic Systems
- Evaluated 10 Existing Septic Systems
- 16 Tourist Accommodation Inspection
- 4 Public Swimming Pool Inspection
- 21 Water Samples Collected and Evaluated
- Issued 12 Well Permits



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**Environmental Health Activities**  
**12/14/2022 through 2/28/2023**  
**(Ben Hill County Board of Health March 15, 2023)**

**Permitted Facilities:**

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

**Activities:**

- 34 Food Service Inspections
- 5 Tourist Accommodation Inspections
- 11 Site Evaluations for Septic Systems
- 7 Septic Tank Permits Issued
- Inspected 6 Septic Systems
- Evaluated 2 Existing Septic Systems
- 7 Water Samples Collected and Evaluated
- Issued 4 Well Permits



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<b>Food Service Inspections (12-14-22 through 2-28-23)</b>				
<b>Facility Name</b>	<b>Purpose</b>	<b>Score</b>	<b>Grade</b>	<b>Inspection Date</b>
Ben Hill County Head Start	Routine	100	A	01/26/2023
Ben Hill Pre-K	Routine	100	A	01/26/2023
Burger King #6548	Routine	100	A	01/11/2023
Captain D's	Routine	100	A	01/26/2023
Chicken Coop	Routine	100	A	12/22/2022
Cirillo's Pizzeria	Routine	100	A	12/22/2022
Fitzgerald Recreation Center / Pool Hall	Routine	80	B	12/27/2022
Flossie's Country Kitchen	Routine	96	A	12/20/2022
Hibachi Buffet	Routine	90	A	12/27/2022
Hook Fish and Chicken	Routine	90	A	12/27/2022
Huddle House	Routine	96	A	02/08/2023
Just 4U Vegan/Base of Operation	Routine	94	A	12/27/2022
Kobe Hibachi & Sushi	Routine	89	B	12/27/2022
La Lomita Mexican Restaurant and Store	Routine	95	A	12/28/2022
Life Care Center	Routine	81	B	12/28/2022
McDonalds	Routine	100	A	02/15/2023
Ms. Motts' Place	Routine	94	A	12/21/2022
Nabila's Garden Restaurant, INC	Routine	100	A	12/28/2022
Our Daily Bread	Routine	91	A	12/22/2022
Pizza Hut #2954	Routine	100	A	01/11/2023
Pruitt Health - Fitzgerald	Routine	92	A	12/28/2022
Puckett's Place Hometown Diner	Routine	96	A	12/21/2022
Quick Express Deli	Routine	90	A	12/21/2022
Rancho Grande Mexican Restaurant	Routine	100	A	02/15/2023
Rancho Grande Mexican Restaurant	Routine	94	A	12/20/2022
Rancho Grande Taqueria - Tortilleria	Routine	100	A	02/15/2023
Rancho Grande Taqueria - Tortilleria	Routine	94	A	12/20/2022
Restaurante El Nopal	Initial	100	A	02/03/2023
Ronny's BBQ	Routine	98	A	12/22/2022
Subway	Routine	100	A	02/08/2023
Wendy's	Routine	100	A	02/15/2023
Woody's Restaurant	Routine	100	A	12/15/2022
Your Daily Dose	Routine	100	A	12/28/2022
Zaxby's	Routine	100	A	02/08/2023
<b>Tourist Accommodation Inspections (12-14-22 through 2-28-23)</b>				
<b>Facility Name</b>	<b>Purpose</b>	<b>Score</b>	<b>Grade</b>	<b>Inspection Date</b>
Paulk Park RV Campground	Routine	100	A	01/11/2023
Colony Motel	Routine	92	A	12/28/2022
Garden Inn & Suites	Routine	98	A	12/28/2022
Varai Mata LLC, DBA Fitzgerald Inn	Routine	95	A	12/28/2022
Tiny Dreams Cottages	Routine	100	A	12/14/2022



