

**ECHOLS COUNTY BOARD OF HEALTH
MINUTES
February 21, 2017**

The Echols County Board of Health met at the Echols County Health Department on Tuesday, February 21, 2017 at 12:00 p.m.

Members Present

Brenda Corbett – Secretary
Bobby Walker
Diane Richardson
Lance Heard
Evelyn Howell

Members Absent

Others Present

Dr. William Grow
Sherrie White
Tad Williams
Teresa Giles
Bernotta Gipson
Patrina Bowles
Rachel Rogers
Vicky Carter

Call to Order

- Brenda Corbett called the meeting to order at 12:00PM.
- Evelyn Howell and Lance Heard were introduced as the newest members of the Echols County Board of Health.

Election of Officers

- Officers needed to be elected for the Echols County Board of Health. Once elected, the officers will be elected for 2017 and 2018.
- Bobby Walker nominated Evelyn Howell for Chairman of the Echols County Board of Health. Lance Heard seconded the nomination. All were in favor and the vote was unanimous. Chairman Evelyn Howell presided over the remainder of the Echols County Board of Health meeting.
- Chairman Evelyn Howell nominated Diane Richardson for Vice-Chairman of the Echols County Board of Health. Brenda Corbett seconded the nomination. All were in favor and the vote was unanimous.
- Lance Heard nominated Brenda Corbett for Secretary of the Echols County Board of Health. Diane Richardson seconded the nomination. All were in favor and the vote was unanimous.

Approval of May 19, 2015 Minutes (See attachment)

- Minutes from the May 19, 2015 meeting were approved as written.

New Business:

Financial Information – Sherrie White (See attachments)

FY2017 Budget

- Ms. White presented the proposed FY2017 budget summary, which included a three-percent salary increase for all staff with an additional six-nine percent increase for nurses. The largest part of the budget is salaries and fringe benefits. The LPN was not replaced until October and a registered nurse is shared with the Lanier County Health Department. Echols pays 40% of her salary and Lanier pays the remaining 60%.

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- A new clinical software system is being implemented in all health departments, which now has a monthly maintenance fee shared by all health departments. Mr. Walker said there is a new tax in Echols County for maintenance on computers that may assist with this fee.
 - Lance Heard made a motion to approve the Echols County Board of Health's FY2017 budget as presented. The motion was seconded by Bobby Walker. All were in favor and the motion passed.
 - Ms. White reviewed the Revenue and Expense summary with the Board. The health department is seven months into the fiscal year with 54.37% of the budget spent. The health department will incur an additional expense to install a new phone system. Ms. White informed the Board she is also working to get funding from the Immunization Program for a new generator. Mr. Walker asked Ms. White to send the remaining balance for the generator to the County Commissioners for payment.
 - The health department's fees and five-year fee history was presented.

FY2015 and FY2016 Audit Reports (See Bound Handouts)

- Ms. White informed the Board that there were no exceptions or instances of non-compliance with the FY2015 Audit Report or the FY2016 Audit Report.
- Lance Heard made a motion to approve the Echols County Board of Health's FY2015 and FY2016 Audit Reports. The motion was seconded by Brenda Corbett. All were in favor and the vote was unanimous.

Public Health Updates – William R. Grow, MD, FACP (See Attachments)

- Dr. Grow informed the Board that the health departments are moving to a new electronic health records system called Mitchell & McCormick. Echols County is one of the health departments currently using the new system. This software will allow the District to migrate into the new system the state plans to implement in the future.
- The 2017 Board of Health Meeting Schedule was provided.
- The Georgia Public Health Association meeting is April 11-12, 2017 in Atlanta. Anyone interested in attending should contact Patrina Bowles.
- Dr. Grow made a recommendation for the Echols County Board of Health to amend its bylaws to allow the secretary to call a meeting to order in the event the chairman or vice-chairman is unable to attend. Dr. Grow also recommended that the Board change their meeting times from 4:30 p.m. to 12:00 p.m. to better accommodate the member's schedules. After a brief discussion, Lance Heard made a motion to include language to the bylaws to allow the board secretary to call the meeting to order in the absence of the chairman or vice-chairman and to change the meeting time of the Echols County Board of Health from 4:30 p.m. to 12:00 p.m. The motion was seconded by Bobby Walker. All were in favor and the vote was unanimous.

Nurse Manager' Report – Rachel Rogers, RN (Attachments)

- Ms. Rogers reported that the health department has been utilizing the new Mitchell & McCormick software system for a little more than a week.
- The school flu project was a success. Ms. Rogers thanked the school staff for their assistance.
- The health department is planning an Ear, Eye and Dental day for Pre-K registration.

Environmental Health Update – Bernotta Gipson (Attachments)

- Bernotta Gipson presented the Environmental Health Update. There were no incidents to report.

Announcements

- Tad Williams informed the Board that Dr. Brenda Fitzgerald, Commissioner for the Georgia Department of Public Health, attended Echols' dental screening day at Echols County Schools last fall. She was very impressed with the program.
- A Thank You card from Mr. Lamar Raulerson was passed around for the Board to read. The note expressed his appreciation of the gift basket he received from the Echols County Board of Health. Mr. Raulerson passed away shortly after receiving the basket. He served faithfully as Chairman of the Echols County Board of Health.

Adjournment

Bobby Walker made a motion to adjourn. Brenda Corbett seconded the motion and the vote was unanimous. The meeting was adjourned at 1:00 pm.

Respectfully Submitted,

Brenda Corbett, Board Secretary
Vicky Carter, Typist