

**Brooks County of Board of Health**  
**January 24, 2018**  
**Minutes**

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A meeting of the Brooks County Board of Health was held January 24, 2018 at 12:00 P.M. in the conference room at the Brooks County Health Department.

**Members Present**

Dr. Telia Cunningham, Chairman  
Dr. Michael Sopt-Vice- Chairman  
    Dr. Vickie Reed  
    Dr. Nancy Dennard  
    James Maxwell  
    Nancy Williams

**Members Absent**

Shelly Kirkendoll

**Others Present**

Dr. William R. Grow  
    Teresa Giles  
    Chris Calhoun  
    Patrina Bowles  
    Ken Lowery  
    Dorcel Rockmore  
    Shannon Walker  
    Farron Perry

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**Call to Order**

- Mr. James Maxwell said grace and Dr. Cunningham called the meeting to order at 12:00 P.M.

**Public Comments**

- Dr. Cunningham introduced Dr. Nancy Dennard as the new board member and Mayor of the City of Quitman.

**Approval of October 25, 2017 Minutes (See attachment.)**

- The minutes from the October 25, 2017 were approved as presented.

**Business**

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

- The Revenue and Expense Summary Report from July 1, 2017 through December 31, 2017 was reviewed.
- Revenue increased from last year by \$1,200. No budget revisions have been done.
- Family Planning income decreased by \$815. This is a trend throughout the District.
- Hourly labor is down five percent due to an open part-time position. This position may be increased to full-time if the budget allows.
- The budget will be revised before the next meeting.

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

- Dr. Grow updated the Board on Enterprise System Modernization. The initial request for proposal was too broad in scope and it was costly.
- All ten health departments are now using Mitchell & McCormick (M&M).
- The WIC Program will have a call center in an effort to increase their patient participation rate. It is currently at approximately 82%.
- Dr. Grow brought Senate Bill 239 to the Board's attention. While each board member has sovereign immunity, the board of health as a whole does not. This bill is currently in legislation. Dr. Grow noted that he will update the board on the bill's progress.
- Dr. Grow announced the 89<sup>th</sup> Annual GPHA Meeting in Jekyll Island, GA scheduled for April 4-6, 2018. All board members invited and should contact Patrina Bowles if they wish to attend.

**Nurse Manager’s Report – Dorcel Rockmore**

- Ms. Rockmore informed the Board that she has been out in the community to introduce herself and to provide information about health department services.
- The health department has provided 230 flu vaccinations to date.
- Free HIV testing for World’s AIDS Day was available on December 1, 2017.
- School flu vaccinations have been completed.
- Family Planning and immunizations are busy all the time.
- The health department has a new fee and issuance system for Vital Records. This system should make the vital records process more effective and accurate. Dr. Cunningham asked if the fees have increased or if they are on track. Ms. Rockmore indicated that the fees are being tracked and that reports can be printed from the system.

**Environmental Health Update – Shannon Walker (See Attachments)**

- The Environmental Health Activity and Inspection reports were presented. Mr. Walker confirmed eight animal bite cases with one possibly positive for rabies. The rabies treatment was recommended and the parent and child are currently being treated.
- Dr. Reed stated she was told the child passed away. Dr. Cunningham requested a follow up. Mr. Walker said he will contact the family. He noted that the family was treated in Florida but he was unsure about the reason.

**Board of Health Attendance Policy**

- Dr. Cunningham spoke with the Board about a possible attendance policy.

**Announcements**

- Dr. Cunningham asked the Board to add the 2018 meeting dates to their calendars; the Legislative Breakfast to be announced.
- An attendance policy will be electronically sent out for review and will be voted on at next meeting.

**Adjournment**

- There being no further business, the meeting was adjourned at 12:41 p.m.

Respectfully Submitted,

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Dr. Telia Cunningham, Chairman

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Shelly Kirkendoll, Secretary

Farron Perry, Typist