**Berrien County Board of Health**

**MINUTES | BUDGET MEETING**

**January 29, 2019 | 12:30 PM**

The Berrien County Board of Health met at the Berrien County Health Department on Tuesday, June 11, 2019 at 2:00PM.

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| **Members Present** | **Members Absent** | **Others Present** |
| Dr. William Nash, Chairman | Cassandra McCoy | Dr. William Grow |
| Jimmy Parker, Vice-Chairman | Mayor Michael Richbourg | Dwain Butler |
| Judge Christina Allen |  | Teresa Giles |
| Robin Marcrum |  | Patrina Bowles |
| Deree Nix, Secretary |  | Dana Watson |
|  |  | Lee Cumbee |
|  |  | Debbie Tomlinson |

**Call to Order**

Dr. William Nash called the meeting to order at 12:40 p.m.

**Public Comments**

* There were no public comments.

**Approval of January 29, 2019 Minutes (Attachment)**

* Deree Nix made a motion to approve the minutes from the January 29, 2019 meeting. Jimmy Parker seconded the motion. All were in favor and the motion passed.

**Business**

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

**Revenue and Expense Summary**

* Ms. Giles reviewed the Revenue and Expense Summary for July 1, 2018 – May 31, 2019 was reviewed. There is one month remaining in the fiscal year. Berrien’s revenue and expenses look good with nothing unexpected for the last month.

**FY2018 Audit Report**

* Ms. Giles presented the Berrien County Board of Health’s FY2018 Audit Report, noting no material weaknesses, no material weaknesses and no noncompliance materials found by the auditors.
* Jimmy Parker made a motion to accept the Berrien County Board of Health’s FY2018 Audit Report as presented. Deree Nix seconded the motion. All were in favor and the motion passed.

**Berrien County Health Department FY2020 Budget**

* Ms. Giles presented the Berrien County Health Department’s FY2020 Budget, which totals $458,915.
* Salaries and fringe benefits are at 68% of this budget. Staffing was outlined along with expected revenue and expenses for the upcoming budget period. Ms. Giles noted a slight decrease in Grant-in-Aid (GIA) funds, which changes each year based on a formula used by the state.
* Berrien currently has a good fund balance with four-five months of operating expenses in unrestricted funds.
* Mr. Parker made a motion to approve the Berrien County Health Department’s FY2020 Budget as presented. The motion was seconded by Robin Marcrum. All were in favor and the motion passed.

**Public Health Update – William Grow, MD, FACP (Attachment)**

* Dr. Grow informed the board that Dr. Kathleen Toomey was appointed Commissioner of the Georgia Department of Public Health and provide a brief overview of her background.
* The Board was asked to consider amending the Bylaws of the Berrien County Board of Health to move the meeting dates to the second Tuesday in January, April, June and October as well as move the time from 2:00 p.m. to a 12:30 p.m. lunch meeting. The second amendment would be to allow the board secretary to call the meeting to order with an established quorum in the absence of the chairman or vice-chairman. Deree Nix made a motion to amend the Bylaws of the Berrien County Board of Health as presented. The motion was seconded by Christina Allen. All were in favor and the motion passed.

**Health Department Update – Dana Watson, RN (Attachment)**

* Ms. Watson provided a staffing update. The new LPN on staff has helped with providing immunizations to walk-in patients.
* The health department is gearing up for the next school flu clinics. A health department representative will be at each open house to distribute flyers about the clinics. Consent forms will be delivered to each school in time to be sent home in the go packets.
* The Mayor’s Youth Leadership Banquet was held in Ray City on March 16, 2019. Staff attended and set up a table displaying information about health department services.
* Ms. Watson informed the Board that the health department is looking for back to school bashes to participate in to promote mandatory school vaccines. She noted the change in requirements for students entering eleventh grade in July of 2020. Those students will be required to have a Menactra booster.

**Environmental Update – Lee Cumbee, Environmentalist (Attachments)**

* The Environmental Health Activities Reports for January 25, 2019 – June 6, 2019 were presented.
* Mr. Cumbee announced that all fees from food service inspections have been collected except for one facility.

**Announcements**

The next Board of Health meeting will be held October 29, 2019 at 12:30 p.m.

**Adjournment**

There being no further business, Jimmy Parker made a motion to adjourn. The motion was seconded by Mayor Richbourg. All approved and the meeting was adjourned at 1:45 p.m.

Respectfully submitted,

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Deree Nix, Secretary

Debbie Tomlinson, Typist