

BEN HILL COUNTY BOARD OF HEALTH

AGENDA

DECEMBER 20, 2023 | 12:00 P.M.

1. Call to Order
2. Introductions
3. Public Comments
4. Approval of September 20, 2023 Minutes
 - **Motion** _____
 - **Second** _____
5. Business
 - Financial Updates – Teresa Giles
 - Revenue & Expense Summary
 - Public Health Updates
 - Health Director’s Updates – Dr. Mark Eanes
 - Women’s Health Program Updates – Missy Sims, RN
 - Bylaw Updates
6. Health Department Updates – Christine Naylor, RN
7. Environmental Health Update – Alex Collins
8. The Jessamine Place Updates – Sandra Sheppard
 - Financial Report
 - Director’s Report
9. Announcements
10. Adjournment

2023 HOLIDAY SCHEDULE: ALL HEALTH DEPARTMENTS/PROGRAMS CLOSED

- **December 25-26, 2023 / Christmas**

**BEN HILL COUNTY BOARD OF HEALTH
MINUTES
September 20, 2023**

A meeting of the Ben Hill County Board of Health was held September 20, 2023, at 12:00 pm.

<u>Members Present</u>	<u>Members Absent</u>	<u>Others Present</u>
Daniel Cowan, Chairman Heath Parrish, Vice-Chairman Thelma Graham, Secretary Dawn Clements Mayor Jason Holt	Susan Smith	Mark J. Eanes, MD, MBA Courtney Sheeley Teresa Giles Catina Everett Chris Naylor Alex Collins Julie Parker Sandra Sheppard Stacie Nikki Payne

Call to Order

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

Introductions

- Ms. Sandra Sheppard from The Jessamine Place introduced herself as the new Director and Mr. Cowan welcomed her on behalf of the Board.

Public Comments

- There were no public comments.

Approval of June 21, 2023, Minutes

- Ms. Dawn Clements made a motion to approve the minutes from the June 21, 2023, meeting. The motion was seconded by Ms. Thelma Graham. All were in favor and the motion passed.

Business

Financial Updates – Teresa Giles (See Attached)

Revenue & Expense Summary

- Ms. Giles reported on the Revenue and Expense Summary for July 1, 2023, through August 31, 2023. A revision (an increase of \$1416.00) was made to the previously approved budget. The Intra Agency Transfer line added \$2789.00 from Program 750 covering staff salary increases.
- Prior Fees increased by \$843.00. To balance the Budget, the Fund Balance shows a decrease of \$2216.00.

Public Health Updates – Dr. Mark Eanes

- Dr. Eanes introduced himself as the new Health Director. Information was shared about surveys from the National Organization of Local Boards of Health. Board members are asked to complete the surveys and send them to Dr. Eanes.
- The State requires four BOH meetings per year and that requirement is a part of the health department audits.

- There was discussion about Covid, the new monovalent vaccine, and the new vaccine for RSV.
- There are two Legislation Bills that took effect July 1st. House Bill 1: No Government Entity, including boards of health, can require a Covid vaccination in order to receive other health department services. House Bill 440: Allows school nurses to continue, under our signature, dispensing albuterol, epinephrine, and glucagon. School Superintendent, Dawn Clements, felt there was no need for these services on their campuses at this time.
- Each board meeting will highlight a different program. Today, the Childrens 1st Program will be explained by Catina Everett.

Childrens 1st Program – Catina Everett

- Childrens 1st Program is the single point of entry for all the Public Health Child Health programs in our District. This program provides screenings to identify at-risk children for growth and learning from ages 0 – 5.
- Referrals are received from numerous agencies such as physicians, hospitals, DFACS, foster parents, etc. Children are linked to early intervention services as well as other health programs and community-based resources.
- A big component of the Childrens 1st Program is education. Approximately 400 babies are seen each year. Reomona Thomas is the Childrens 1st Coordinator with staff consisting of three RNs and a Developmental Specialist.

Health Department Updates – Christine Naylor, RN

- The latest no fee STD clinic resulted with better than 50% positive results for each no fee clinic. The School Flu vaccine campaign has started for staff and bus drivers. Flu Vaccinations for school children are delayed until inventory is adequate.
- The City of Fitzgerald employees will be vaccinated the 2nd week of October.
- There is a waiting list for the high dose flu vaccine.

Environmental Health Update – Alex Collins

- There is nothing of concern with our Restaurants.
- For FY23, all the fees were collected, and all the inspections were completed on time.
- Mr. Eanes complimented the Environmental Health staff for being the only District in the State of Georgia with up-to-date inspections. Some Districts are two years behind.

The Jessamine Place Updates

Financial Report: Nikki Payne

- The Budget Analysis was discussed for July and August 2023. The program is currently under budget for the total income of \$10,870. Full Budget report year-to-date under budget for total expenses of \$54,293 with a net income of \$43,424.
- The Budget Analysis Year to Date was explained.

Director’s Report: Sandra Sheppard

- The Advisory Board met virtually on Thursday, September 14. The next face-to-face meeting is December 12, 2023.
- TJP has a total workforce of 97 serving 77 individuals in six counties. There are 22 individuals residing in 18 host homes with 4 homes having two individuals living together as housemates.

- In August, TJP celebrated 51 years by sharing a lunch from Subway with the people they support and their staff. They continue to encourage precaution by distributing PPE to employees and clients every Tuesday.
- Several staff and clients attended The Annual Georgia Gathering for Person-Centered Practices on September 8th where two awards were presented to The Jessamine Place. Ms. Dorothy Harris won the Ambassador Award for Person Supported and Ms. Katina Hall won the Direct Support Professional Award.
- The Jessamine Place hosted a week-long celebration of DSP National Recognition Week for the Direct Support Professionals. Governor Kemp designated September 10-16 as Direct Support Professional Week.
- Ms. Shirley Brooks official retirement date is October 31, 2023.

Announcements

- Mr. Cowan noted the next board meeting will be December 20, 2023.
- Courtney Sheeley shared there are certain health department services offered free to board members and their immediate family.
- Mr. Cowan led a discussion about Mr. Turner’s vacant position on the board. This is a county appointed vacancy. Chris Naylor mentioned that she has spoken to Tolisa Smith about the vacancy and that she is interested. Courtney Sheeley will check on the reappointment of Ms. Sue Smith as well as the expiration dates of Mr. Heath Parrish and Ms. Thelma Grahams.

Adjournment

- The meeting was adjourned by Mr. Daniel Cowan.

Respectfully Submitted,

Thelma Graham, Board Secretary
Julie Parker, Typist

**Ben Hill County Board of Health
Revenue and Expense Summary
July 1, 2023 - November 30, 2023**

		YTD	Revised Budget	% of Budget Received/ Expended
Revenue				
456001	County Participating	4,202.50	10,086.00	41.67%
456004	County Non-Participating	24,755.00	59,412.00	41.67%
456024	Restricted Fund Balance - Pr Yr Fees	179,979.08	179,979.00	100.00%
456050	Restricted Fund Balance - Pr Yr Adm Claiming	79,219.28	79,219.00	100.00%
456040	Intra Agency Transfer - From Lowndes GIA	32,046.00	32,046.00	100.00%
456040	Intra Agency Transfer - From Annex 750	41,284.00	41,284.00	100.00%
456051	Qualifying Local Funds - Interest Income	2,087.73	2,000.00	104.39%
458001	Grant-In-Aid	130,960.00	360,140.00	36.36%
456008	Out-Patient Medicare Fees	32,159.57	0.00	N/A
456010	Out-Patient Client Fees	11,793.11	0.00	N/A
456016	Private Insurance	26,699.03	0.00	N/A
456022	Health Check	6,154.99	0.00	N/A
456031	Environmental Fees	17,540.00	0.00	N/A
456034	Medicaid - DSPS	6,161.12	0.00	N/A
456036	Medicaid PCM	1,669.80	0.00	N/A
456049	Current Yr Adm Claiming	32,224.55	0.00	N/A
Total Revenue		628,935.76	764,166.00	62.70%
Expenses				
511001	Salaries	119,125.56	280,595.00	42.45%
513001	Hourly Labor	5,466.65	18,382.00	29.74%
514001	FICA	8,600.81	20,603.00	41.75%
515001	Retirement	36,589.54	90,997.00	40.21%
516001	Health Insurance	35,087.26	82,647.00	42.45%
614001	Supplies & Materials	1,583.60	32,781.00	4.83%
614018	Pharmaceuticals	58,598.45	109,772.00	53.38%
615001	Repairs & Maintenance	4,972.01	14,250.00	34.89%
617001	Utilities	3,926.94	8,500.00	46.20%
618001	Printing	391.50	875.00	44.74%
619001	Other Rent	0.00	245.00	0.00%
620001	Insurance and Bonding	0.00	712.00	0.00%
622001	Direct Benefits to Clients	1,954.84	2,150.00	90.92%
627001	Other Operating	2,627.35	4,252.00	61.79%
633001	Computer Software - Microsoft License Fee	0.00	6,348.00	0.00%
640001	Travel	1,137.55	3,490.00	32.59%
645001	Rental of Equipment	1,335.89	3,054.00	43.74%
651001	Per Diem & Fees	162.41	951.00	17.08%
653001	Contract - Maintenance Fee Clinical Software	3,509.02	4,466.00	78.57%
673001	Telecommunications	4,401.51	11,009.00	39.98%
681001	Postage	1,337.44	1,778.00	75.22%
761001	Indirect Cost	0.00	66,309.00	0.00%
Total Expenses		290,808.33	764,166.00	38.06%

Ben Hill County Health Department Updates

12/20/2023

PROGRAMS	CLIENTS SERVED
Immunizations	479
Family Planning	121
Child Health	69
STI	83
BCCP	19
Skin Testing	121
Lab	27
PCM	17
Hypertension	13
Adult Health	37



Ben Hill County



Environmental Health Activities
9/1/2023 through 11/31/2023
(Ben Hill County Board of Health December 20, 2023)

Permitted Facilities:

- 61 Food Establishments
- 1 Septic Tank Pumper
- 8 Tourist Accommodations
- 2 Public Swimming Pools

Activities:

- 45 Food Service Inspections
- 7 Tourist Accommodation Inspections
- 2 Public Swimming Pool Inspections
- 13 Site Evaluations for Septic Systems
- 6 Septic Tank Permits Issued
- Inspected 10 Septic Systems
- Evaluated 5 Existing Septic Systems
- 6 Water Samples Collected and Evaluated
- Issued 4 Well Permits

Food Service Inspections (9-1-23 through 11-31-23)

Facility Name	Purpose	Score	Grade	Inspection Date
46 & 1 Melton Soulfood, LLC	Routine	100	A	10/31/2023
46 & 1 Melton Soulfood, LLC (Base)	Routine	100	A	10/31/2023
Ben Hill County Elementary School	Routine	100	A	10/04/2023
Ben Hill County Middle School	Routine	100	A	10/18/2023
Ben Hill County Primary School	Routine	91	A	10/18/2023
Ben Hill County Senior Center	Routine	100	A	10/04/2023
Ben Hill Pre-K	Routine	100	A	10/04/2023
Cafe` Budapest	Routine	95	A	11/15/2023
Chicken Coop	Routine	97	A	11/15/2023
Cirillo's Pizzeria	Routine	100	A	11/29/2023
Coastal Plain Barbecue Company (base)	Routine	100	A	11/02/2023
Coastal Plain Barbecue Company (base)	Initial	100	A	09/20/2023
Coastal Plain Barbecue Company (Mobile)	Routine	100	A	11/02/2023
Domino's Pizza	Routine	100	A	10/04/2023
Dorminy Medical Center	Routine	100	A	11/15/2023
Ellianos Coffee	Initial	100	A	10/13/2023
Fitzgerald High School & Career Academy	Routine	100	A	11/01/2023
Flossie's Country Kitchen	Routine	97	A	11/15/2023
Fred's Mobile Kitchen Express	Routine	100	A	10/30/2023
Fred's Mobile Kitchen Express (Base)	Routine	100	A	10/30/2023
Kentucky Fried Chicken	Routine	100	A	11/15/2023
Kobe Hibachi & Sushi	Routine	91	A	11/30/2023
La Lomita Mexican Restaurant and Store	Routine	96	A	11/29/2023
Lil' Shack by the Trax	Routine	100	A	11/02/2023
Little Angel	Routine	100	A	10/31/2023
Little Angel Mobile	Routine	96	A	10/31/2023
Ms. Motts' Place	Routine	100	A	11/30/2023

Nabila's Garden Restaurant, INC	Routine	100	A	11/29/2023
Our Daily Bread	Routine	95	A	11/28/2023
Pruitt Health - Fitzgerald	Routine	100	A	11/15/2023
Quality Inn Fitzgerald	Routine	96	A	11/06/2023
Rancho Grande Mexican Restaurant	Routine	99	A	11/28/2023
Rancho Grande Taqueria - Tortilleria	Routine	99	A	11/28/2023
RJ's Moblile Kitchen and Catering, LLC	Routine	100	A	10/30/2023
RJ's Moblile Kitchen and Catering, LLC (Base)	Routine	100	A	10/30/2023
Spike's Place	Initial	100	A	10/25/2023
Subway	Initial	100	A	11/01/2023
Subway	Routine	100	A	11/01/2023
Tallman's Cook Spot	Routine	100	A	11/10/2023
The Fitzgerald Pillars	Routine	100	A	11/07/2023
The Owens Girls	Routine	96	A	11/07/2023
Watch Cooking Melissa	Routine	100	A	11/08/2023
Watch Cooking Melissa (mobile)	Routine	100	A	11/08/2023
Woody's Restaurant	Routine	96	A	11/03/2023
Your Daily Dose	Routine	97	A	11/01/2023

Tourist Accommodation Inspections (9-1-23 through 11-31-23)

Facility Name	Purpose	Score	Grade	Inspection Date
Colony Motel	Routine	94	A	11/29/2023
Garden Inn & Suites	Routine	100	A	11/29/2023
Varai Mata LLC, DBA Fitzgerald Inn	Routine	93	A	11/29/2023
Western Motel	Routine	100	A	11/07/2023
Quality Inn	Routine	91	A	11/06/2023
Dorminy Masee House	Routine	100	A	11/03/2023
Tiny Dreams Cottages	Routine	100	A	11/02/2023

Public Swimming Pool Inspections (9-1-23 through 11-31-23)

Facility Name	Purpose	Score	Grade	Inspection Date
Quality Inn	Routine	100	A	10/31/2023
Western Motel	Routine	100	A	10/31/2023

The Jessamine Place

Financial Report – Nikki Payne



THE JESSAMINE PLACE

FINANCIAL REPORT - FY '24

Year to Date: Budget Analysis
Year to Date: Budget Analysis with Full Budget

December 23

**Ben Hill Board of Health
The Jessamine Place
Budget Analysis: Year to Date**

July 2023 - October 2023

	Selected Period	Budgeted	\$ Difference
Income			
State Grant-In-Aid	\$395,207	\$241,999	\$153,208
Medicaid	\$864,586	\$711,702	\$152,884
Medicaid - SMS	\$8,807	\$7,500	\$1,307
Other Local Funds	\$638	\$250	\$388
Interest Income	\$643	\$500	\$143
GA Rehab	\$1,800	\$2,500	(\$700)
Total Income	\$1,271,681	\$964,451	\$307,230
Expenses			
Salaries - Exempt	\$284,177	\$279,314	\$4,863
Salaries - Merit	\$297,569	\$204,698	\$92,871
FICA Expense	\$25,678	\$58,602	(\$32,924)
Retirement	\$88,434	\$62,769	\$25,665
Insurance	\$86,387	\$63,973	\$22,414
Contracted Services	\$226,402	\$172,620	\$53,782
Travel	\$19,478	\$15,000	\$4,478
Inservice	\$8,152	\$7,500	\$652
Equipment (Over \$1000.00)	\$0	\$2,250	(\$2,250)
Lease Purchase - Equipment	\$1,607	\$1,750	(\$143)
Equipment (Under \$1000.00)	\$1,007	\$2,500	(\$1,493)
Equipment Rental	\$0	\$250	(\$250)
Other Operating	\$3,508	\$2,500	\$1,008
Printing	\$2,626	\$1,500	\$1,126
Consultation	\$0	\$1,250	(\$1,250)
Office Supplies	\$2,278	\$1,875	\$403
Dues & Subscriptions	\$12,493	\$6,100	\$6,393
Advertising	\$5,017	\$1,250	\$3,767
Office Expense/New Emp	\$1,333	\$1,250	\$83
Office Exp/Misc.	\$3,154	\$2,500	\$654
Training Supplies	\$0	\$1,250	(\$1,250)
Maintenance Supplies	\$1,089	\$2,500	(\$1,411)
Computer Software	\$23,094	\$5,000	\$18,094
Specialized Medical Supplies	\$8,807	\$7,500	\$1,307
Motor Vehicle	\$6,647	\$15,000	(\$8,353)
Food	\$5,810	\$5,000	\$810
Consumers Benefits	\$3,577	\$2,500	\$1,077
Postage	\$160	\$500	(\$340)
Telephone	\$966	\$750	\$216
Utilities	\$5,665	\$5,000	\$665
Property & Equipment Maint	\$8,669	\$6,250	\$2,419
Rent	\$12,100	\$7,500	\$4,600
Insurance & Bonding	\$24,625	\$15,000	\$9,625
Unemployment Reimb.	\$0	\$1,250	(\$1,250)
Total Expenses	\$1,170,509	\$964,451	\$206,058
Net Income/(Loss)	\$101,172		

**Ben Hill Board of Health
The Jessamine Place
Budget Analysis: Year to Date with Full Budget**

July 2023 - October 2023

	Selected Period	Budgeted	Percent
Income			
State Grant-In-Aid	\$395,207	\$967,996	41%
Medicaid	\$864,586	\$2,846,808	30%
Medicaid - SMS	\$8,807	\$30,000	29%
Other Local Funds	\$638	\$1,000	64%
Interest Income	\$643	\$2,000	32%
GA Rehab	\$1,800	\$10,000	18%
Total Income	\$1,271,681	\$3,857,804	33%
Expenses			
Salaries - Exempt	\$284,177	\$1,117,258	25%
Salaries - Merit	\$297,569	\$818,792	36%
FICA Expense	\$25,678	\$234,407	11%
Retirement	\$88,434	\$251,074	35%
Insurance	\$86,387	\$255,894	34%
Contracted Services	\$226,402	\$690,480	33%
Travel	\$19,478	\$60,000	32%
Inservice	\$8,152	\$30,000	27%
Equipment (Over \$1000.00)	\$0	\$9,000	0%
Lease Purchase - Equipment	\$1,607	\$7,000	23%
Equipment (Under \$1000.00)	\$1,007	\$10,000	10%
Equipment Rental	\$0	\$1,000	0%
Other Operating	\$3,508	\$10,000	35%
Printing	\$2,626	\$6,000	44%
Consultation	\$0	\$5,000	0%
Office Supplies	\$2,278	\$7,500	30%
Dues & Subscriptions	\$12,493	\$24,400	51%
Advertising	\$5,017	\$5,000	100%
Office Expense/New Emp	\$1,333	\$5,000	27%
Office Exp/Misc.	\$3,154	\$10,000	32%
Training Supplies	\$0	\$5,000	0%
Maintenance Supplies	\$1,089	\$10,000	11%
Computer Software	\$23,094	\$20,000	115%
Specialized Medical Supplies	\$8,807	\$30,000	29%
Motor Vehicle	\$6,647	\$60,000	11%
Food	\$5,810	\$20,000	29%
Consumers Benefits	\$3,577	\$10,000	36%
Postage	\$160	\$2,000	8%
Telephone	\$966	\$3,000	32%
Utilities	\$5,665	\$20,000	28%
Property & Equipment Maint	\$8,669	\$25,000	35%
Rent	\$12,100	\$30,000	40%
Insurance & Bonding	\$24,625	\$60,000	41%
Unemployment Reimb.	\$0	\$5,000	0%
Total Expenses	\$1,170,509	\$3,857,804	30%
Net Income/(Loss)	\$101,172		

**Director's Report – Sandra Sheppard
Advisory Board Update**

The Advisory Board met on Thursday, December 14 at 12:00 PM. During our December meeting, the board selects the Lizzie Winner (JP Employee of the Year) from stories about the nominees but without their names.

CQL Update

The Council on Quality and Leadership (CQL) is the organization that accredits us. In August 2022, we were reaccruited for "Person-Centered Excellence" for another four

years. On November 20, we had our second virtual meeting with Eric DesSoye, who has extensive experience as a service provider. He had no concerns or findings about our organization, but he did recommend that we establish some long-term goals. The JP Management team decided to concentrate on the Workforce Factor, where the indicators primarily focus on rebuilding our workforce with stable and qualified staff.

Total Workforce

The agency's total workforce currently consists of 102.

- Full-time: 21
- Part-Time: 63
- Contract Workers (HHP): 18

We have noticed an increase in our workforce. For the past three to four years, our employment numbers have fluctuated between 82 to 86. However, we have recently exceeded the 100 mark! If we were fully staffed, our employment numbers would be around 114, so we are currently looking to fill at least 12 more vacancies. We are optimistic about our chances of achieving this goal.

Direct Support Professionals Pilot

The Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) is funding three Direct Support Professional (DSP) credentialing pilot projects starting on February 1, 2024, with the goal of 600 DSPs receiving a DSP-I credential. Ten provider organizations will be selected through an application process. The Jessamine Place has submitted an application. The provider will be asked to support 20 DSPs in achieving the DSP-I credential. Each participant in the pilot who completes the program will receive a one-time \$5,000 bonus. This initiative is designed with the hope of creating a better career ladder for DSPs.

Total Service Population

Our agency is currently serving 77 individuals (43 male, 34 female), over the span of seven counties (Ben Hill, Irwin, Wilcox, Coffee, Lowndes, Turner, Tift)

Host Homes Update:

Currently, we provide support to (22) individuals residing in (18) host homes, where (4) homes have two individuals living together as housemates. We have recently been approved for a new Host Home where we will transition an individual to the new home. The old home will be reserved as an alternate care site or respite.

Featured Positive Moments and Community Involvement

As our mission statement expresses, we make every effort to ensure TJP plays a contributing role in our community, individually and collectively.

- September 28 - We supported the Childhood Cancer Awareness Group of Coffee County to help raise awareness about childhood cancer.
- October 10 - A group of individuals and staff attended the Perry Fair
- Throughout the month of October, Jessamine Place supported Breast Cancer Awareness by sponsoring "Pink Out Fridays."
- October 19 - Crystal (Lead DDP) and I visited the Wilcox County High School to share information about the agency and services provided
- November 1 - Our beloved leader, Shirley B. Brooks, retired after serving The Jessamine Place for over 30 years.
- November 21 - A group of staff and people served and volunteered at the Fitzgerald-Ben Hill Humane Society.

- November 28 – The JP Management Team attended the Legislative Breakfast at Pillars sponsored by the Chamber.
- December 7 - A group of staff and people served participated in Fitzgerald's annual Christmas parade.
- December 14 - The people-supported Christmas party was held at the Monitor Center.