



# Echols County Board of Health Meeting

## AGENDA

February 15, 2024 | 12:00 P.M. | Echols County Health Department

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1. Call to Order
2. Introductions/Oath – Courtlain Nowell, RN
3. Roles and Responsibilities of BOH Members Video/Lunch
4. Public Comments
5. Approval of Previous Minutes
  - ❑ Approval of September 19, 2023 Minutes
    - ❑ Motion \_\_\_\_\_
    - ❑ Second \_\_\_\_\_
  - ❑ Approval of November 15, 2023 Minutes
    - ❑ Motion \_\_\_\_\_
    - ❑ Second \_\_\_\_\_
6. Business
  - Financial Updates – Teresa Giles
    - Revenue & Expense Summary
  - Public Health Updates
    - Health Director’s Updates – Mark Eanes, MD, MBA
    - Environmental Health Fee Schedule Update – Blake Lowery, MS
      - Motion \_\_\_\_\_
      - Second \_\_\_\_\_
    - Bylaw Revisions – Courtney Sheeley, MPA
      - Motion \_\_\_\_\_
      - Second \_\_\_\_\_
  - Election of Officers
    - Chairman, Vice Chairman, Secretary
      - Motion \_\_\_\_\_
      - Second \_\_\_\_\_
7. Health Department Updates – Leigh Ann Combass, RN
8. Environmental Health Update – Matthew Turner, MPH
9. Announcements
  - ❑ 2024 Board of Health Schedule
  - ❑ Next Meeting – Thursday, May 16 @ 12:00 (Budget Meeting)
10. Adjournment



**ECHOLS COUNTY BOARD OF HEALTH**  
**September 19, 2023**  
**MINUTES**

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The Echols County Board of Health met September 19, 2023 at the  
Echols County Health Department.

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**Members Present**  
Evelyn Howell, Chairman  
Dr. Vincent Hamm  
Cathy Swilley

**Members Absent**  
Dianne Richardson, Vice-Chairman  
Bobby Walker

**Others Present**  
Dr. Mark Eanes  
Teresa Giles  
Courtney Sheeley  
Leigh Ann Combass  
Tiffinee Dasher  
Kyle Coppage  
Jennifer Wingerstahn

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**Call to Order**

- Ms. Howell called the meeting to order at 12:00 p.m.

**Introductions**

- All board members and attendees introduced themselves.

**Public Comments**

- None

**Approval of May 16, 2023 Minutes**

- Dr. Hamm made a motion to approve the minutes from the May 16, 2023 meeting. The motion was seconded by Mrs. Swilley. All were in favor and the motion passed.

**Business:**

**Financial Update – Teresa Giles**

- Ms. Giles presented the Echols County Health Department’s Revenue and Expense Summary.
- Ms. Giles informed the Board of a decrease in Grant in Aid by \$2,180 to reflect actual GIA received in FY 2024.
- Ms. Giles informed the Board of an increase in fees by \$183.
- Ms. Giles informed the Board of an increase in Intra Agency Transfer by \$2,519 to reflect funds received from Program 750 for Nursing/Environmental Health/1% salary increases beginning FY23.
- Ms. Giles informed the Board of an increase in Unassigned Fund Balance by \$601 to balance budget.

**Public Health Updates – Dr. Mark Eanes**

- Dr. Eanes began by introducing himself. He was in private practice for 35 years as an Ophthalmologist. He has a master’s degree in business. He served on Lowndes County Board of Health for 30 years. He also does Mission Medicine.
- Dr. Eanes informed the Board of training that is available to help them in the responsibilities of a Board Member. The Board was given a self-assessment survey to complete.

- Dr. Eanes informed the Board of the new COVID Vaccine which is a monovalent vaccine which will be available in our health departments.
- Dr. Eanes informed the Board of the new RSV vaccine for adults over 60.
- Jennifer Wingerstahn updated the Board on the Opioid Program that is offered.

**Election of Officers**

- Election of Secretary was decided to table until more Board Members are present. Motion made by Evelyn Howell and Cathy Swilley second.

**Health Department Update – Leigh Ann Combass**

- Leigh Ann informed the Board of a change in staffing-Sara Hamlett, RN left June 30<sup>th</sup> for a position with CMS.
- Ms. Combass informed the Board of our School Base Flu Clinic which would take place September 26<sup>th</sup>-September 28<sup>th</sup>.
- Ms. Combass informed the Board that we are continuing to see students for school vaccine requirements.
- Ms. Combass informed the Board the Health Department would be participating in the school fall festival on November 3<sup>rd</sup>.
- Ms. Combass informed the Board that in October the health department would participate in an outreach program with Trejo Management to provide information on health department services.
- Ms. Combass informed the Board that the health department has some free services/items like COVID kits, feminine products, condoms and HIV testing.
- Ms. Combass informed the Board that we are continuing with our Car Seat program.
- Ms. Combass informed the Board that we have seen a total of 279 patients from July 2023 to September 15, 2023.

**Environmental Health Update – Kyle Coppage**

- All Echols County food service and inspection permit information was provided, including inspection reports.

**Announcements**

- There were no announcements.

**Adjournment**

- There being no further business, Ms. Howell made a motion to adjourn the meeting. The motion was seconded by Dr. Hamm. All were in favor and the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,

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Bobby Walker, Board Secretary  
Tiffinee Dasher, Typist



# Echols County Board of Health Meeting

MINUTES – INFORMATIONAL MEETING ONLY  
November 15, 2023 | 12:00 P.M. | Echols County Health Department

## Members Present

Evelyn Howell, Chairman  
Bobby Walker, Secretary

## Members Absent

Dianne Richardson, Vice-Chairman  
Dr. Vincent Hamm

## Others Present

Dwain Butler  
Teresa Giles  
Courtney Sheeley  
Leigh Ann Combass, RN  
Tiffinee Dasher  
Matthew Turner  
Reomona Thomas, RN  
Courtlain Nowel, RN

## Call to Order

Mrs. Howell called the meeting to order at 12:00 PM.

## Introductions

All board members and attendees introduced themselves.

## Approval of Previous Minutes

The vote to approve the September 19, 2023 meeting will be held at the next board of health meeting due to absence of quorum.

## Financial Updates (Teresa Giles, District Administrator)

The Revenue & Expense Summary was presented.

## Public Health Updates (Mark Eanes, MD, MBA, District Health Director)

- The RSV Vaccine is on hold for patients who are 60-75 years of age due to increased side effects. Those patients are encouraged to speak with their Primary Care Provider before receiving the vaccine. Patients age 75 and older can get the vaccine at the health department.
- First Amendment people have been visiting health departments around the State representing the Open Records Act. They have been to Lowndes and Tift Health Departments. They are allowed to record videos and audios in the lobbies but are not allowed to film patients. Nor are they allowed to enter the patient's clinical areas.
- Dr. Eanes will begin to update the Board of Health By-Laws in 2024. Specifically, to update the meeting schedules.
- Information provided about the "Healthy on Purpose" campaign which is designed to help everyone make healthy choices and to inform the public about programs available at the health departments.
- Reomona Thomas, RN provided information about the Children 1<sup>st</sup> program. This program provides services for children from ages birth to 5 years who are at risk for learning and growth issues. They receive referrals from various sources. The staff consists of 3 registered nurses and one Developmental Specialists who are able to complete the visits in the home. The screening and referral process was explained.

**County Nurse Manager Updates (Leigh Ann Combass, RN, Nurse Manager)**

- The School Based Flu Clinic was completed September 26-28.
- A flu shot clinic was held at Grimmway Farms and County Offices October 10, 2023.
- October 18, 2023 an informational clinic was held at Trejo Management along with the Baby LUV program.
- On November 3, 2023 she attended the School Fall Festival to distribute promotional items, literature and COVID kits.
- School vaccine audits were completed on November 14, 2023.
- A total of 392 patients were served from September 16 to November 13, 2023.

**Environmental Health Updates (Matthew Turner, Environmental Health Specialist)**

All Echols County food service and inspection permit information was provided, including inspection reports.

**Announcements**

Board member Cathy Swilley resigned from her position on the Board. The new school nurse, Courtlain Nowell, has been nominated for the position. County Commissioners will vote in December to appoint Courtlain as a new member.

**Adjournment**

There being no further information, Mrs. Howell adjourned the meeting at 12:15 PM.

Respectfully submitted,

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Bobby Walker, Board Secretary

Tiffinee Dasher, Typist

**Echols County Board of Health  
Revenue and Expense Summary  
July 1, 2023 - December 31, 2023**

		YTD	Budget	% of Budget Received/ Expended
<b>Revenue</b>				
456001	County Participating	2,168.80	3,718.00	58.33%
456004	County Non-Participating	11,247.85	19,282.00	58.33%
456024	Restricted Fund Balance - Pr Yr Fees	50,183.15	50,183.00	100.00%
456050	Restricted Fund Balance - Pr Yr Adm Claiming	26,131.34	26,131.00	100.00%
456040	Intra Agency Transfer - From Lowndes GIA	15,325.00	17,209.00	89.05%
456040	Intra Agency Transfer - From Program 750	20,265.00	20,265.00	100.00%
456051	Qualifying Local Funds - Interest Income	645.61	1,292.00	49.97%
458001	Grant-In-Aid	80,039.54	174,779.00	45.79%
456008	Out-Patient Medicare Fees	11,622.26	0.00	N/A
456010	Out-Patient Client Fees	7,947.90	0.00	N/A
456016	Private Insurance	9,187.48	0.00	N/A
456022	Health Check	2,356.06	0.00	N/A
456031	Environmental Fees	2,270.00	0.00	N/A
456034	Medicaid - DSPTS	1,559.66	0.00	N/A
456036	Medicaid - PCM	72.60	0.00	N/A
456041	Vital Records	2,105.00	0.00	N/A
456049	Current Yr Adm Claiming	14,995.40	0.00	N/A
<b>Total Revenue</b>		<b>258,122.65</b>	<b>312,859.00</b>	<b>63.48%</b>
<b>Expenses</b>				
511001	Salaries	50,969.56	113,645.00	44.85%
513001	Hourly Labor	8,465.82	14,675.00	57.69%
514001	FICA	3,794.03	8,379.00	45.28%
515001	Retirement	15,998.42	37,273.00	42.92%
516001	Health Insurance	14,497.19	32,958.00	43.99%
614001	Supplies & Materials	2,069.68	5,194.00	39.85%
614018	Pharmaceuticals	17,065.37	30,315.00	56.29%
615001	Repairs & Maintenance	1,878.08	11,540.00	16.27%
617001	Utilities	4,304.68	7,549.00	57.02%
618001	Printing	355.02	392.00	90.57%
619001	Other Rent	98.00	343.00	28.57%
622001	Direct Benefits to Clients	544.00	909.00	59.85%
627001	Other Operating	4,516.21	9,905.00	45.60%
633001	Computer Software - Microsoft License Fee	0.00	2,397.00	0.00%
640001	Travel	783.05	1,567.00	49.97%
645001	Rental of Equipment	788.82	1,578.00	49.99%
651001	Per Diem & Fees	93.79	292.00	32.12%
653001	Contract - Maintenance Fee Clinical Software	1,807.68	2,010.00	89.93%
673001	Telecommunications	1,513.05	4,319.00	35.03%
681001	Postage	318.97	550.00	57.99%
761001	Indirect Costs	5,688.16	27,069.00	21.01%
<b>Total Expenses</b>		<b>135,549.58</b>	<b>312,859.00</b>	<b>43.33%</b>





<b><u>South Health District Environmental Health Fees</u></b> <b>Current Echols County Fee Structure</b>		<b>Proposed EH Fee Structure</b>
<b><u>Food Service</u></b>	<b><u>Fees</u></b>	<b><u>Proposed Fees</u></b>
<b><u>Yearly Inspection Fees Based on # of Seats (Indoor and/or Outdoor)</u></b>		
<i>This fee includes all routine compliance inspections for one year.</i>		
0 Seats	\$200	\$300
1-49 Seats	\$300	\$400
50+ Seats	\$400	\$500
Mobile Unit	\$150/unit	\$150/unit
Mobile Unit Base of Operation	\$150	\$150
<b><u>Informal Inspections/Staff Trainings</u></b>	No Charge	No Charge
<b><u>Plan Review (New Construction/Extensive Remodel)</u></b>	Yearly fee	Yearly Fee
<i>This fee includes the review of all plans for the construction or extensive remodel of a new food service establishment (application, menu, processes, engineered plans, equipment specs, etc.) and includes the initial/opening inspection.</i>		
<b><u>Plan Review (Existing Facility/Change of Ownership)</u></b>	1/2 of yearly fee	1/2 Yearly Fee
<i>This fee includes the review of the application, menu, processes, equipment, etc. of a previously permitted facility.</i>		
<b><u>Reinspections (Required or Requested)</u></b>	1/2 of yearly fee	1/2 Yearly Fee
<i>This fee includes reinspections due to an Unsatisfactory score or a Requested reinspection.</i>		
<b><u>Temporary For-Profit Permit</u></b>	\$100/permit	\$150/permit
<i>This fee includes all compliance inspections and issuance of a temporary permit.</i>		
<b><u>Temporary Nonprofit</u></b>	No Charge	No Charge

<u>Land Use</u>	<u>Fees</u>	<u>Proposed Fees</u>
<u>Subdivision Lot/Mobile Home Park Plan Review</u> <i>This fee includes site evaluation, review of design layout of development and engineering plans of proposed lots.</i>	\$90/lot	\$120/lot
<u>Site Evaluation (New)</u> <i>This fee includes the evaluation of a parcel to determine the suitability of the soil for on-site septic systems based on the proposed use. Fee applies for an evaluation or a re-evaluation only.</i>	\$90/evaluation	\$120/evaluation
<u>Septic Permit (New)</u> <i>This fee includes the septic permit for a new residential or commercial facility and also includes the inspection associated with the installation of the septic system.</i>	\$90/permit	\$120/permit
<u>Site Evaluation (Repair)</u> <i>This fee includes the evaluation of a parcel with an existing septic system that is in failure to determine the optimal placement for the REPAIR system.</i>	\$45/evaluation	\$90/evaluation
<u>Septic Permit (Repair)</u> <i>This fee includes the septic REPAIR permit for an existing residential or commercial facility and also includes the inspection associated with the installation of the septic system.</i>	\$45/permit	\$90/permit
<u>Septic Install Re-inspection</u> <i>This fee is applicable to those jobs which require additional trips and system inspections to correct the faults in construction.</i>	\$90/re-inspection	\$120/re-inspection
<u>Existing Septic System Evaluation</u> <i>This fee includes the evaluation of existing septic tank systems.</i>	\$60/evaluation	\$80/evaluation
<u>Well Site and Location Permit</u> <i>This fee includes the site evaluation and well location permit only.</i>	\$60/permit	\$80/permit
<u>Water Sample</u> <i>This fee includes the sampling and testing of drinking water for total coliform and E. coli.</i>	\$50/sample	\$80/sample
<u>Septic Pumper Inspection</u> <i>This fee applies to septic tank pumper's annual permit and inspection of the pumping equipment.</i>	\$100/truck	\$150/truck
<u>Portable Toilet Pumper Inspection</u> <i>This fee applies to portable toilet pumper's annual permit and inspection of the pumping equipment.</i>	\$100/truck	\$150/truck
<u>Filled Site Certification</u> <i>This fee applies to the certification of fill material on sites that require the use of fill for a drain field design.</i>		\$200

<b><u>Tourist Accomodation</u></b>	<b><u>Fees</u></b>	<b><u>Proposed Fees</u></b>
<b><u>Yearly Inspections Based on # of Rooms</u></b>		
<i>This fee includes all routine compliance inspections for one year.</i>		
0-24 rooms	\$150	\$200
25-74 rooms	\$200	\$300
75+ rooms	\$250	\$400
<b><u>Plan Review (New Facility)</u></b>	Yearly fee	Yearly Fee
<i>This fee includes the review of all plans for the construction or extensive remodel of a new tourist accommodation (application, engineered plans, equipment specs, etc.) and includes the initial/opening inspection.</i>		
<b><u>Plan Review (Existing Facility/Change of Ownership)</u></b>	1/2 yearly fee	1/2 Yearly Fee
<i>This fee includes the review of the application, equipment, etc. of a previously permitted facility.</i>		
<b><u>Re-inspection</u></b>	1/2 yearly fee	1/2 Yearly Fee
<i>This fee includes reinspections due to an Unsatisfactory score or a Requested reinspection.</i>		

<b><u>Public Swimming Pools/Water Parks</u></b>	<b><u>Fees</u></b>	<b><u>Proposed Fees</u></b>
<b><u>Pool Inspection</u></b>	\$60/inspection	\$100/inspection
<i>This fee includes all routine compliance inspections.</i>		
<b><u>Pool Re-inspection</u></b>	\$60/inspection	\$100/inspection
<i>This fee includes reinspections due to an Unsatisfactory score or a Requested reinspection.</i>		
<b><u>Water Park Ride Inspection</u></b>	\$100/inspection	\$100/inspection
<i>This fee includes all routine compliance inspections.</i>		
<b><u>Water Park Ride Re-inspection</u></b>	\$100/inspection	\$100/inspection
<i>This fee includes reinspections due to an Unsatisfactory score or a Requested reinspection.</i>		
<b><u>Plan Review Per Pool/Water Park Ride</u></b>	\$200	\$400
<i>This fee includes the review of all plans for the construction or extensive remodel of a new pool or water park ride (application, engineered plans, equipment specs, etc.) and includes the initial/opening inspection.</i>		

<b><u>Body Art</u></b>	<b><u>Fees</u></b>	<b><u>Proposed Fees</u></b>		<b>Note: The state has taken over certifying body artists now so we no longer receive any artists fees</b>
<b><u>Plan Review (New Construction/Extensive Remodel)</u></b> <i>This fee includes the review of all plans for the construction or extensive remodel of a new body art establishment (application, engineered plans, equipment specs, etc.) and includes the initial/opening inspection.</i>	Yearly fee	Yearly Fee		
<b><u>Plan Review (Existing Facility)</u></b> <i>This fee includes the review of the application, equipment, etc. of a previously permitted facility.</i>	1/2 yearly fee	1/2 yearly fee	for 1 booth	
<b><u>Permitting Fee for Body Art Establishment</u></b> <i>This fee includes all routine compliance inspections for one year. This fee will include the permit for one facility and the one artist/operator. Additional artist permits will be \$100 per year for each additional artist.</i>	Facility: <b>\$400</b> Additional Artist: <b>\$100</b>	\$300 \$400 \$500	for 2-5 booths for 6+ booths	

<b><u>Miscellaneous</u></b> <i>This fee includes other environmental services and will be charged in increments of 15 minutes.</i>	\$15 per 15 mins	\$25 per 15min (\$100/hr)
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<b><u>Exclusions</u></b> <i>Certain governmental facilities, governmental sponsored facilities, public schools, and other applicable facilities to be determined by the District Health Director. Additionally, the District Health Director reserves the authority to waive any environmental health fee he/she deems necessary.</i>
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# Echols County Health Department Updates

(Oct-Dec 2023)

PROGRAMS	CLIENTS SERVED
Immunizations	62
Family Planning	47
Child Health	24
STI Screening	14
BCCP (Breast & Cervical Cancer Program)	16
Skin Testing	2
Other Services (Hypertension, Adult Health & Lab)	10
<b>Total Services</b>	<b>175</b>





# Environmental Health

Echols County: 7 Permitted Food Establishments

January 1, 2023 to December 31, 2023

14 Food Service Inspections

37 Sites Evaluated for Septic Systems

29 Septic Tank Permits Issued (New & Repair)

- 21 New
- 8 Repair

Inspected 14 Septic Systems (New & Repair)

Evaluated 3 Existing Septic Systems

Issued 19 Well Permits

Food Facility Inspection (Total 14)

FSP-050-000027 Corbett's Country Corner 1315 HWY 376 E Lake Park, GA 31636  
08/09/2023 100 A

FSP-050-000027 Corbett's Country Corner 1315 HWY 376 E Lake Park, GA 31636  
02/07/2023 100 A

FSP-050-000012 Echols County School 190 HWY 94 Statenville, GA 31648  
10/12/2023 100 A

FSP-050-000012 Echols County School 190 HWY 94 Statenville, GA 31648  
10/12/2023 100 A

FSP-050-000017 Echols County Senior Citizen Center 170 Church of God St Statenville, GA 31648  
08/09/2023 100 A

FSP-050-000017 Echols County Senior Citizen Center 170 Church of God St Statenville, GA 31648  
02/17/2023 100 A

FSP-050-000019 La Sabrosura Mexicana (base) 2195 J Frank Culpepper Rd Lake Park, GA 31636  
10/25/2023 100 A

FSP-050-000019 La Sabrosura Mexicana (base) 2195 J Frank Culpepper Rd Lake Park, GA 31636  
05/11/2023 100 A

FSP-050-000020 La Sabrosura Mexicana (mobile) 2195 J Frank Culpepper Rd Lake Park, GA 31636  
10/25/2023 100 A

FSP-050-000020 La Sabrosura Mexicana (mobile) 2195 J Frank Culpepper Rd Lake Park, GA 31636  
05/11/2023 100 A

FSP-050-000030 Las Palmas Taqueria (base) PO Box 30 Statenville, GA 31648  
08/11/2023 100 A

FSP-050-000030 Las Palmas Taqueria (base) PO Box 30 Statenville, GA 31648  
03/08/2023 100 A

FSP-050-000031 Las Palmas Taqueria (mobile) PO Box 30 Statenville, GA 31648  
08/11/2023 96 A

FSP-050-000031 Las Palmas Taqueria (mobile) PO Box 30 Statenville, GA 31648  
03/08/2023 100 A



# South Health District, 8-1

## 2024 County Board of Health Meeting Schedule

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BEN HILL 3 <sup>RD</sup> Wednesday 12:00 PM		
February	21	
May	15 (Budget Meeting)	
August	21	
November	20	

LOWNDES 4 <sup>TH</sup> Tuesday 12:00 PM		
February	27	
May	28 (Budget Meeting)	
August	27	
November	18 (Moved due to Thanksgiving Week)	

BERRIEN 2 <sup>ND</sup> Tuesday 12:30 PM		
February	13	
May	14 (Budget Meeting)	
August	13	
November	12	

TIFT* 1 <sup>ST</sup> Tuesday 12:30 PM		
February**	8	
May	7 (Budget Meeting)	
August	6	
November	5	

*\*5<sup>th</sup> meeting TBD / \*\*Moved to Feb. 8 due to unforeseen circumstances*

BROOKS 4 <sup>TH</sup> Wednesday 12:00 PM		
February	28	
May	22 (Budget Meeting)	
August	28	
November	14 (Moved due to Thanksgiving Week)	

TURNER 1 <sup>ST</sup> Wednesday 12:00 PM		
February	7	
May*	29 (Budget Meeting)	
August	7	
November	6	

*\*May meeting moved to last week due to GPHA Conference.*

COOK 3 <sup>RD</sup> Tuesday 12:00 PM		
February	20	
May	21 (Budget Meeting)	
August	20	
November	19	

2024 Holiday Schedule	
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	January 15
State Holiday	March 29
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Veterans Day	November 11
Thanksgiving Holidays	November 28-29
Christmas Holidays	December 24-25

ECHOLS 3 <sup>RD</sup> Thursday 12:00 PM		
February	15	
May	16 (Budget Meeting)	
August	15	
November	21	

IRWIN 2 <sup>ND</sup> Wednesday 12:00 PM		
February	14	
May	8 (Budget Meeting)	
August	14	
November	13	

Meeting packets copied to:

Mark J. Eanes, MD, MBA  
 Dwain Butler  
 Lisa Thomas, RN, BSN, MSN  
 Nurse Managers/Lead Admin Support Supervisors  
 Teresa Giles/Allie Pridgen  
 Chris Calhoun/Environmental Health Specialists  
 Courtney Sheeley/Kristin Patten  
 Diversified Enterprises (Tift)  
 The Jessamine Place (Ben Hill)

LANIER 4 <sup>TH</sup> Friday 12:00 PM		
February	23	
May	24 (Budget Meeting)	
August	23	
November	22	

*Updated 2/2/2024 CDS*

All meetings will be held in person at the local health department and are open to the public. Dates/times may change from above due to scheduling conflicts, audit requirements, or holidays. More information is available at [www.southhealthdistrict.com](http://www.southhealthdistrict.com).