



# Irwin County Board of Health Meeting

AGENDA

February 14, 2024 | 12:00 P.M. | Irwin County Health Department

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1. Call to Order
2. Introductions
3. Roles and Responsibilities of BOH Members Video/Lunch
4. Public Comments
5. Approval of October 4, 2023 Minutes
  - ❑ Motion \_\_\_\_\_
  - ❑ Second \_\_\_\_\_
6. Business
  - Financial Updates – Teresa Giles
    - Revenue & Expense Summary
  - Public Health Updates
    - Health Director’s Updates – Mark Eanes, MD, MBA
    - Women’s Health Updates – Missy Sims, RN
    - Environmental Health Fee Schedule Update – Chris Calhoun, MPH
      - Motion \_\_\_\_\_
      - Second \_\_\_\_\_
  - By-Law Revisions – Courtney Sheeley, MPA
    - Motion \_\_\_\_\_
    - Second \_\_\_\_\_
  - Election of Officers: Chair, Vice-Chair, Secretary
    - Motion \_\_\_\_\_
    - Second \_\_\_\_\_
7. Health Department Updates – Michelle Stone, RN
8. Environmental Health Update – Alex Collins, MPH
9. Announcements
  - ❑ Vacant Position - Consumer or Licensed Nurse appointed by City
  - ❑ 2024 Board of Health Schedule
  - ❑ Next Meeting – Tuesday, May 8 @ 12:00 (Budget Meeting)
10. Adjournment





# Irwin County Board of Health Meeting

MINUTES

October 4, 2023 | 12:00 P.M. | Irwin County Health Department

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## Members Present

Melvin Harper  
Jeanne Blevins  
Kerry Billingsley  
Casey Conner, MD, Chair  
Paige Wynn

## Members Absent

Scott Carver

## Others Present

Mark Eanes, MD, MBA  
Dwain Butler  
Courtney Sheeley  
Teresa Giles  
Michelle Stone, RN  
Alex Collins  
Jennifer Story  
Reomona Thomas, RN

## Call to Order

Dr. Conner called the meeting to order at 12:00 PM.

## Public Comments

No comments were made.

## Oath of Office

Mayor Melvin Harper was sworn in as a member representing the position of CEO of Largest City.

## Approval of Previous Minutes

Mr. Billingsley made a motion to approve the minutes from the August 9, 2023 meeting. The motion was seconded by Ms. Blevins. All were in favor and the motion passed.

## Financial Updates (Teresa Giles, District Administrator)

- The Revenue and Expense Summary from July 1, 2023 through August 31, 2023 was reviewed. Since the last meeting, some adjustments have been made to the budget. The interagency transfer line was increased, and the grant-in-aid was decreased to reflect the exact amount received. The unassigned fund line also decreased.
- Dr. Conner made a motion to approve the approve the changes to the FY 2024 Budget. The motion was seconded by Mr. Billingsley. All were in favor and the motion passed.

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

- Each member received a packet with information about the functions of board members. A survey is included for members to complete with feedback to ensure adequate board training. Members are asked to return the surveys to Dr. Eanes.
- The “Healthy on Purpose” initiative was explained. The program is designed to inform the public that the Board of Health is making purposeful decisions and also to let them know our purpose in the community.
- The new Covid monovalent vaccine should be out soon. There is a kiosk at the Turner County Health Department for Covid testing and will soon include flu (A&B) tests. Other health departments will possibly have kiosks soon.
- There was discussion of the statewide decision to put a DFCS employee in each health department. The DFCS employee will be placed in our Tift County Health Department to assist clients with enrollment in Medicaid and other programs.

- Kenneth Lowery spoke at the last board meeting regarding the Opioid program. Additional funding has been received to partner with behavioral health.
- Reomona Thomas with the Children's 1<sup>st</sup> program was introduced as today's guest speaker.

**Children 1<sup>st</sup> Updates (Reomona Thomas, RN, Children 1<sup>st</sup> Coordinator)**

Children's 1<sup>st</sup> provides services for children from ages birth to 5 years who are at risk for learning and growth issues. Children's 1<sup>st</sup> is the single point entry for all children's programs. They receive referrals from various sources. The staff consists of three registered nurses and one developmental specialist who can complete the visits in the home. The screening and referral process was explained.

**Nurse Manager Updates (Michelle Stone, RN, County Nurse Manager)**

- The School Flu program has been completed for this year. One hundred twenty-seven (127) students were vaccinated at the Middle/High School and 74 students were vaccinated at the Elementary School.
- Paige Wynn asked about crossovers with the Health Department and the School Clinic with vaccinations. Kerry Billingsley stated it is very rare. He further stated that the school clinic is mostly there for the teachers and minor illnesses.
- Local businesses have been contacted regarding Flu vaccines. Mayor Harper asked if the Health Department would visit local churches to administer the Flu vaccine. Mrs. Stone stated that it is possible to schedule a time to vaccinate if the church can gather a group of interested people.

**Environmental Health Updates (Alex Collins, Environmental Health Specialist)**

- Environmental Health Activities were reviewed from July 1, 2023 through September 15, 2023.
- All fees were collected for the 2023 Fiscal Year.
- A time will be scheduled soon to spend time with Mayor Harper to explain the functions of the Environmental services in our community.
- Dr. Eanes stated that there are areas in the State that are behind in environmental health. However, Alex is doing a great job and our environmental health staff is very much on track.

**Announcements**

No announcements were made.

**Adjournment**

There being no further business or announcements, Dr. Conner made a motion to adjourn the meeting at 12:20 PM. Mr. Billingsley seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

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Kerry Billingsley, Board Secretary  
Jennifer Story, Typist

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

		YTD	Revised Budget	% of Budget Received/ Expended
<b>Revenue</b>				
456001	County Participating	8,640.94	14,813.00	58.33%
456004	County Non-Participating	20,525.75	35,187.00	58.33%
995001	Unassigned Fund Balance	35,078.00	35,078.00	100.00%
456024	Restricted Fund Balance - Pr Yr Fees	111,626.32	111,626.00	100.00%
456050	Restricted Fund Balance - Pr Yr Adm Claiming	39,541.13	39,541.00	100.00%
456040	Intra Agency Transfer - From Lowndes	21,953.00	21,953.00	100.00%
456040	Intra Agency Transfer - From Annex 750	28,395.00	28,395.00	100.00%
456051	Qualifying Local Funds - Interest Income	2,144.25	4,284.00	50.05%
458001	Grant-In-Aid	121,434.24	241,346.00	50.32%
456008	Out-Patient Medicare Fees	27,382.27	0.00	N/A
456010	Out-Patient Client Fees	6,634.91	0.00	N/A
456016	Private Insurance	22,692.83	0.00	N/A
456022	Health Check	4,514.51	0.00	N/A
456031	Environmental Fees	9,760.00	0.00	N/A
456034	Medicaid - DSPS	4,287.23	0.00	N/A
456036	Medicaid PCM	1,016.40	0.00	N/A
456049	Current Yr Adm Claiming	33,736.17	0.00	N/A
<b>Total Revenue</b>		<b>499,362.95</b>	<b>532,223.00</b>	<b>73.15%</b>
<b>Expenses</b>				
511000	Salaries	93,164.32	170,557.00	54.62%
513001	Hourly Labor	8,543.92	16,301.00	52.41%
514001	FICA	6,857.27	12,658.00	54.17%
515001	Retirement	26,475.55	50,033.00	52.92%
516000	Health Insurance	26,853.82	49,651.00	54.09%
614001	Supplies & Materials	2,851.72	8,368.00	34.08%
614018	Pharmaceuticals	78,889.61	134,233.00	58.77%
615001	Repairs & Maintenance	3,124.81	4,151.00	75.28%
617001	Utilities	7,221.74	10,992.00	65.70%
618001	Printing	175.50	525.00	33.43%
619001	Other Rent	0.00	248.00	0.00%
622001	Direct Benefits to Clients	290.06	715.00	40.57%
627001	Other Operating	4,244.59	6,875.00	61.74%
633001	Computer Software - Microsoft License Fee	0.00	1,795.00	0.00%
640001	Travel	2,694.08	4,428.00	60.84%
645001	Rental of Equipment	1,123.98	2,080.00	54.04%
651001	Per Diem & Fees	241.71	581.00	41.60%
653001	Contract - Maintenance Fee Clinical Software	2,339.35	4,747.00	49.28%
673001	Telecommunications	3,823.64	6,280.00	60.89%
681001	Postage	(94.38)	830.00	-11.37%
761001	Indirect Cost	12,888.94	46,175.00	27.91%
<b>Total Expenses</b>		<b>281,710.23</b>	<b>532,223.00</b>	<b>52.93%</b>



<b><u>South Health District Environmental Health Fees</u></b> Current Irwin County Fee Structure		<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>		

<u>Body Art</u>	<u>Fees</u>	<u>Proposed Fees</u>		
<u>Plan Review (New Construction/Extensive Remodel)</u> <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>Note: The state has taken over certifying body artists now so we no longer receive any artists fees</b>
<u>Plan Review (Existing Facility)</u> <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	
<u>Permitting Fee for Body Art Establishment</u> <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	for 2-5 booths	
		\$500	for 6+ booths	

<u>Miscellaneous</u> <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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<u>Exclusions</u> <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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# Irwin County Health Department Updates

(Oct-Dec 2023)

PROGRAMS	CLIENTS SERVED
Immunizations	239
Family Planning	80
Child Health	7
STI Screening	33
BCCP (Breast & Cervical Cancer Program)	14
Skin Testing	37
PCM (Perinatal Case Management)	5
Other Services (Hypertension, Adult Health & Lab)	14
<b>Total Services</b>	<b>429</b>







**Irwin County Health Department**  
407 West Fourth Street • PO Box 2 • Ocilla, Georgia 31774  
Phone: (229) 238-9540 • Fax: (229) 238-9542  
[www.southhealthdistrict.com/irwin](http://www.southhealthdistrict.com/irwin)

## **Environmental Health Activities 9/16/23 through 12/31/23 (Irwin County Board of Health February 14, 2024)**

### **Permitted Facilities:**

- 26 Food Establishments
- 1 Tourist Accommodation

### **Activities:**

- 20 Food Service Inspections
- 1 Tourist Accommodation Inspection
- 15 Site Evaluations for Septic Systems
- 12 Septic Tank Permits Issued
- Inspected 7 Septic Systems
- Evaluated 2 Existing Septic Systems
- 1 Water Sample Collected and Evaluated
- Issued 5 Well Permits

**Food Service Inspections (9-16-23 through 12-31-23)**

<b>Facility Name</b>	<b>Purpose</b>	<b>Score</b>	<b>Grade</b>	<b>Inspection Date</b>
ALTOH Cafe	Routine	100	A	11/14/2023
Cafe at Fourth and Cherry	Routine	100	A	12/14/2023
Catfish House	Routine	91	A	11/07/2023
Chicken Delite	Routine	97	A	11/08/2023
C's C-Food, LLC	Routine	99	A	11/08/2023
Dixie Kitchen	Routine	97	A	12/13/2023
Esparza's Mexican Restaurant	Routine	96	A	11/13/2023
Hutto's Bar-B-Q & Grill	Routine	96	A	11/14/2023
Indian Lounge	Routine	96	A	11/07/2023
Irwin County Detention Center	Routine	100	A	12/14/2023
Irwin County Elementary School	Routine	100	A	11/17/2023
Irwin County Hospital	Routine	99	A	11/13/2023
Irwin County Middle/High School	Routine	100	A	11/20/2023
J & J Shaved Ice	Routine	100	A	11/08/2023
J & J Shaved Ice (mobile)	Routine	100	A	11/08/2023
Lin's Garden	Routine	100	A	11/13/2023
Peck's Place	Routine	95	A	12/14/2023
Pruitt Health-Ocilla	Routine	99	A	11/17/2023
Sissy's Place	Routine	96	A	11/09/2023
Subway	Routine	96	A	11/14/2023

**Tourist Accommodation Inspections (9-16-23 through 12-31-23)**

<b>Facility Name</b>	<b>Purpose</b>	<b>Score</b>	<b>Grade</b>	<b>Inspection Date</b>
Regents Inn	Routine	100	A	11/13/2023



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# 2023 Environmental Health Yearly Summary

## **Permitted Facilities:**

- 26 Food Establishments
- 1 Tourist Accommodation

## **Activities:**

- 53 Food Service Inspections
- 40 Site Evaluations for Septic Systems
- 32 Septic Tank Permits Issued
- Inspected 19 Septic Systems
- Evaluated 10 Existing Septic Systems
- 2 Tourist Accommodation Inspections
- 13 Water Samples Collected and Evaluated
- Issued 19 Well Permits





# 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).