



Ben Hill County Board of Health Meeting

AGENDA

May 15, 2024 | 12:00 P.M. | Ben Hill County Health Department

1. Call to Order
2. Introductions
3. Roles and Responsibilities
4. Public Comments
5. Approval of February 21,2024 Minutes

Motion _____

Second _____

6. Business

- Financial Updates – Allie Pridgen

FY25 Budget Approval

Motion_____

Second_____

- Public Health Updates

- Health Director’s Updates – Mark J. Eanes MD, MBA (Medical Director)
- Adolescent Health & Youth Development Updates – Percy Chastang, MPH
- Opioid Recovery Funds -Kenneth Lowery, MPH

7. Health Department Updates – Layne Harrell, RN

8. Environmental Health Update – Alex Collins, MPH

Body Art Rule Adoption

Motion _____

Second _____

9. The Jessamine Place Updates – Sandra Sheppard

10. Announcements

2024 BOH Membership

Next Meeting – Wednesday, August 21 @ 12:00

11. Adjournment



Ben Hill County Board of Health Meeting

MINUTES

February 21, 2024 | 12:00 P.M. | Ben Hill County Health Department

Members Present

Daniel Cowan, Chairman
Mayor Jason Holt
Susan Smith
Tolisa Smith

Members Absent

Thelma Graham, Secretary
Dawn Clements
Heath Parrish, Vice-Chairman

Others Present

Mark J. Eanes, MD, MBA
Dwain Butler
Teresa Giles
Courtney Sheeley
Allie Pridgen
Chris Naylor, RN
Alex Collins
Layne Harrell, RN
Crystal McCranie
Nikki Payne
Blake Lowery

Call to Order

Mr. Cowan called the meeting to order at 12:05 PM.

Introductions

There were no introductions.

Roles & Responsibilities of BOH Members

A video on the roles and responsibilities of Board of Health members from the Region IV Public Health Training Center was shown.

Public Comments

There were no public comments.

Approval of Previous Minutes

Ms. Tolisa Smith made a motion to approve the minutes from December 20, 2023. Ms. Susan Smith seconded the motion. All were in favor and the motion passed.

Financial Updates (Teresa Giles, District Administrator)

- Ms. Giles provided a summary of the Ben Hill Revenue and Expense Report from July 1, 2023, through December 31, 2023.
- Staffing in the clinic includes 3 RNs--2 full time, 1 part time, 2 Admin Support, 1 LPN and an Environmentalist paid at 70% and 30% paid by Irwin.
- Ms. Giles informed the Board of her upcoming retirement with 34 years of service. She reported Allie Pridgen will be her replacement.

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

- Dr. Eanes reported on the additional services we will be offering at the Health Department which include lab draws in the 3 northern counties (Ben Hill, Irwin, and Turner) and dental services. He is also considering vision services.
- He provided an update on the uptick in syphilis, reporting an increase in pregnant women. Public Health is working on education.

- Layne Harrell will be the new County Nurse Manager after Chris Naylor's retirement, and Allie Pridgen will be in the Financial Department replacing Teresa Giles.
- Dr. Eanes invited all Board Members to attend the GPHA meeting May 1-3.

Environmental Health Fee Schedule Update (Blake Lowery, MS, Deputy EH Director)

Mr. Lowery presented a proposed increase in Environmental Health fees for Ben Hill County. Once approved by the BOH, the fees will be presented to Ben Hill County Commission for approval.

Mayor Jason Holt made a motion to approve the fees as presented. Mrs. Sue Smith seconded the motion. All were in favor and the motion passed.

Election of Officers

Mayor Jason Holt made a motion to continue with the current officers for another 2-year term: Chairman – Daniel Cowan, Vice Chairman – Health Parrish, and Secretary – Thelma Graham. Mrs. Sue Smith seconded the motion. All were in favor and the motion passed.

Health Department Updates (Christine Naylor, RN, County Nurse Manager)

Ms. Naylor informed the Board we see all services that are available. The Health Department will be doing Daycare Immunizations Audits in the next couple of weeks. Also, they will be going to the Middle School for scoliosis screening for 6th and 8th grades.

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

- Mr. Collins provided a report for the Environmental Health Yearly Summary for 2023 and an Environmental Health Activities report for the month of December 2023.
- He informed the Board, the one permitted legal Tattoo Artist in Ben Hill County closed last year.
- Mr. Lowery updated the Board on the new State of Georgia Body Art Rule. They are hoping to adopt this locally at a future meeting.

The Jessamine Place Updates, Financial Report (Nikki Payne)

- Ms. Payne presented the Board with The Jessamine Place Budget Analysis: Year to date Report, July 2023 – December 2023 and the Budget Analysis: Year to Date with Full Budget Report stating TJP is at 49% for their income and 46% for their expenses.
- Ms. Payne also reported on TJP Report on Audit of Financial Statements and Required Supplementary Information for the Fiscal Year Ended June 30, 2023, stating it shows no significant deficiencies.
- Mayor Holt made a motion to accept the TJP Audit. Mrs. Sue Smith seconded the motion. All were in favor and the motion passed.

The Jessamine Place Updates (Crystal McCranie, Assistant Director)

- Ms. McCranie went over the Director's Report by Sandra Sheppard.
- She also informed the Board of a vehicle accident involving their Jeep Wagoneer with staff in route to Douglas. Two staff were taken to the Emergency Room and cleared; however, the Wagoneer is a total loss. This may affect the budget in the long run.

Announcements

- Mr. Cowan announced the next Board of Health meeting is scheduled for Wednesday, May 15 at 12:00 PM. This will be the Budget Meeting.
- Mr. Cowan thanked Ms. Giles and Ms. Naylor for their service, and welcome Mrs. Harrell and Mrs. Pridgen in their new roles.

Adjournment

A motion to adjourn was given by Mayor Holt at 12:44 PM. Ms. Susan Smith seconded the motion. Motion passed.

Respectfully submitted,

Thelma Graham, Board Secretary
Julie Parker, Typist

**Ben Hill County Board of Health
Revenue and Expense Summary
July 1, 2023 - March 31, 2024**

		% of Budget				
		YTD	Revised Budget	Received/ Expended	Original Budget	Increase/ (Decrease)
Revenue						
456001	County Participating	7,564.50	10,086.00	75.00%	10,086.00	0.00
456004	County Non-Participating	44,559.00	59,412.00	75.00%	59,412.00	0.00
995001	Unassigned Fund Balance	0.00	0.00	N/A	2,216.00	(2,216.00)
456024	Restricted Fund Balance - Pr Yr Fees	179,979.08	179,979.00	100.00%	179,136.00	843.00
456050	Restricted Fund Balance - Pr Yr Adm Claiming	79,219.28	79,219.00	100.00%	79,219.00	0.00
456040	Intra Agency Transfer - From Annex 750	41,284.00	41,284.00	100.00%	38,495.00	2,789.00
456040	Intra Agency Transfer - From Lowndes GIA	37,805.00	37,805.00	100.00%	32,046.00	5,759.00
456051	Qualifying Local Funds - Interest Income	4,419.44	5,506.00	80.27%	2,000.00	3,506.00
458001	Grant-In-Aid	261,920.00	360,140.00	72.73%	360,140.00	0.00
456008	Out-Patient Medicare Fees	65,098.95	0.00	N/A	0.00	0.00
456010	Out-Patient Client Fees	19,441.52	0.00	N/A	0.00	0.00
456016	Private Insurance	48,534.26	0.00	N/A	0.00	0.00
456022	Health Check	6,859.11	0.00	N/A	0.00	0.00
456031	Environmental Fees	23,690.00	0.00	N/A	0.00	0.00
456034	Medicaid - DSPS	8,578.29	0.00	N/A	0.00	0.00
456036	Medicaid PCM	2,541.00	0.00	N/A	0.00	0.00
456049	Current Yr Adm Claiming	59,097.10	0.00	N/A	0.00	0.00
Total Revenue		890,590.53	773,431.00	84.06%	762,750.00	10,681.00
Expenses						
511000	Salaries	220,929.29	306,054.00	72.19%	280,595.00	25,459.00
513001	Hourly Labor	9,759.17	14,355.00	67.98%	18,382.00	(4,027.00)
514001	FICA	16,023.53	22,300.00	71.85%	20,603.00	1,697.00
515001	Retirement	66,223.32	90,543.00	73.14%	90,997.00	(454.00)
516000	Health Insurance	63,439.15	88,512.00	71.67%	82,647.00	5,865.00
614001	Supplies & Materials	2,982.90	7,503.00	39.76%	31,500.00	(23,997.00)
614018	Pharmaceuticals	88,277.86	104,760.00	84.27%	109,772.00	(5,012.00)
615001	Repairs & Maintenance	8,497.28	15,141.00	56.12%	14,250.00	891.00
617001	Utilities	6,555.07	8,550.00	76.67%	8,500.00	50.00
618001	Printing	462.65	463.00	99.92%	875.00	(412.00)
619001	Other Rent	0.00	245.00	0.00%	245.00	0.00
620001	Insurance and Bonding	0.00	712.00	0.00%	712.00	0.00
622001	Direct Benefits to Clients	5,401.26	6,001.00	90.01%	2,150.00	3,851.00
627001	Other Operating	5,342.87	13,988.00	38.20%	4,252.00	9,736.00
633001	Computer Software - Microsoft License Fee	0.00	5,533.00	0.00%	6,348.00	(815.00)
640001	Travel	3,386.39	4,990.00	67.86%	3,490.00	1,500.00
645001	Rental of Equipment	2,082.62	2,846.00	73.18%	3,054.00	(208.00)
651001	Per Diem & Fees	438.38	743.00	59.00%	951.00	(208.00)
653001	Contract - Maintenance Fee - Clinical Software	3,509.02	3,509.00	100.00%	4,466.00	(957.00)
673001	Telecommunications	7,110.46	9,826.00	72.36%	11,009.00	(1,183.00)
681001	Postage	1,337.44	2,338.00	N/A	1,778.00	560.00
761001	Indirect Costs	14,788.25	64,519.00	22.92%	66,174.00	(1,655.00)
Total Expenses		526,546.91	773,431.00	68.08%	762,750.00	10,681.00

<p>Ben Hill Health Department Budget Summary For Fiscal Year beginning July 1 and ending June 30</p>

RESOURCES	Proposed FY 2025
County Participating	27,720
County Non-Participating	48,780
Unassigned Fund Balance	71,386
Restricted Fund Balance - Pr Yr Fees	109,600
Restricted Fund Balance - Pr Yr Adm Claiming	44,425
Intra Agency Transfer - From Lowndes	20,902
Intra Agency Transfer - From Annex 750	25,200
Qualifying Local Funds - Interest Income	2,835
Grant-In-Aid	319,804
TOTAL RESOURCES	670,652
EXPENSES	
Salaries	281,921
Hourly	25,616
FICA	21,366
Retirement	82,482
Health Insurance	83,037
Supplies & Materials	7,310
Pharmaceuticals	51,310
Repairs & Maintenance	8,494
Utilities	14,283
Printing	984
Other Rent	363
Direct Benefits to Clients	779
Other Operating	9,436
Computer Software - Microsoft License Fee/Other	1,860
Travel	7,139
Rental of Equipment	2,262
Per Diem and Fees	1,565
Contract - Maintenance Fee Clinical Software	2,658
Telecommunications	8,810
Postage	1,023
Indirect Cost	57,954
TOTAL EXPENSES	670,652

Ben Hill County Health Department Updates

Jan-Mar 2024

PROGRAMS	CLIENTS SERVED
Immunizations	191
Family Planning	117
Child Health	30
STI	74
BCCP	15
Skin Testing	68
Lab	13
PCM	19
Hypertension	11
Adult Health	47



Ben Hill County



Environmental Health Activities **1/1/2024 through 3/31/2024** **(Ben Hill County Board of Health May 15, 2024)**

Permitted Facilities:

- 75 Food Establishments
- 1 Septic Tank Pumper (2 pumping units)
- 8 Tourist Accommodations
- 2 Public Swimming Pools

Activities:

- 22 Food Service Inspections
- 2 Tourist Accommodation Inspections
- 10 Site Evaluations for Septic Systems
- 9 Septic Tank Permits Issued
- Inspected 6 Septic Systems
- Evaluated 4 Existing Septic Systems
- Issued 3 Well Permits
- Collected 2 Water Samples



Ben Hill County Health Department
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www.southhealthdistrict.com/benhill

<u>Food Service Inspections (1-1-24 through 3-31-24)</u>				
Facility Name	Purpose	Score	Grade	Inspection Date
46 & 1 Melton Soulfood, LLC	Routine	100	A	02/29/2024
46 & 1 Melton Soulfood, LLC (Base)	Routine	100	A	02/29/2024
Ben Hill County Head Start	Routine	100	A	03/20/2024
Burger King #6548	Routine	91	A	01/10/2024
Captain D's	Routine	91	A	03/20/2024
Coastal Plain Barbecue Company, LLC	Initial	100	A	03/15/2024
Domino's Pizza	Routine	100	A	03/27/2024
Doodle's Cajun and More	Routine	97	A	02/28/2024
Doodle's Cajun and More	Routine	100	A	02/28/2024
Doodle's Cajun and More	Routine	100	A	02/28/2024
Fred's Mobile Kitchen Express	Routine	100	A	01/17/2024
Fred's Mobile Kitchen Express (Base)	Routine	100	A	01/17/2024
Huddle House	Routine	95	A	02/14/2024
Little Angel	Routine	100	A	01/18/2024
Little Angel Mobile	Routine	94	A	01/18/2024
McDonalds	Routine	96	A	03/27/2024
Pizza Hut #2954	Routine	100	A	01/10/2024
RJ's Mobile Kitchen and Catering, LLC	Routine	100	A	01/22/2024
RJ's Mobile Kitchen and Catering, LLC (Base)	Routine	100	A	01/22/2024
Watch Cooking Melissa	Routine	100	A	02/27/2024
Watch Cooking Melissa (mobile)	Routine	100	A	02/27/2024
Zaxby's	Routine	96	A	02/14/2024
<u>Tourist Accommodation Inspections (1-1-24 through 3-31-24)</u>				
Facility Name	Purpose	Score	Grade	Inspection Date
Tiny Dreams Cottages	Routine	100	A	03/26/2024
Paulk Park RVCampground	Routine	100	A	01/10/2024



THE JESSAMINE PLACE

FINANCIAL REPORT - FY '24

Year to Date: Budget Analysis

Year to Date: Budget Analysis with Full Budget

May 24

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

July 2023 - March 2024

	Selected Period	Budgeted	\$ Difference
Income			
State Grant-In-Aid	\$903,043	\$725,997	\$177,046
Medicaid	\$1,941,409	\$2,135,106	(\$193,698)
Medicaid - SMS	\$21,567	\$22,500	(\$933)
Other Local Funds	\$1,650	\$750	\$900
Interest Income	\$1,659	\$1,500	\$159
GA Rehab	\$2,100	\$7,500	(\$5,400)
Total Income	\$2,871,427	\$2,893,353	(\$21,926)
Expenses			
Salaries - Exempt	\$658,311	\$837,943	(\$179,633)
Salaries - Merit	\$671,422	\$614,094	\$57,328
FICA Expense	\$57,606	\$175,805	(\$118,200)
Retirement	\$192,240	\$188,306	\$3,935
Insurance	\$186,715	\$191,920	(\$5,205)
Contracted Services	\$538,571	\$517,860	\$20,711
Travel	\$41,139	\$45,000	(\$3,861)
Inservice	\$23,875	\$22,500	\$1,375
Equipment (Over \$1000.00)	\$3,099	\$6,750	(\$3,651)
Lease Purchase - Equipment	\$3,748	\$5,250	(\$1,502)
Equipment (Under \$1000.00)	\$4,485	\$7,500	(\$3,015)
Equipment Rental	\$18	\$750	(\$732)
Other Operating	\$9,198	\$7,500	\$1,698
Printing	\$10,969	\$4,500	\$6,469
Consultation	\$0	\$3,750	(\$3,750)
Office Supplies	\$3,716	\$5,625	(\$1,909)
Dues & Subscriptions	\$23,701	\$18,300	\$5,401
Advertising	\$6,095	\$3,750	\$2,345
Office Expense/New Emp	\$3,018	\$3,750	(\$732)
Office Exp/Misc.	\$6,704	\$7,500	(\$796)
Training Supplies	\$1,538	\$3,750	(\$2,212)
Maintenance Supplies	\$2,586	\$7,500	(\$4,914)
Computer Software	\$23,430	\$15,000	\$8,430
Specialized Medical Supplies	\$19,444	\$22,500	(\$3,056)
Motor Vehicle	\$91,845	\$45,000	\$46,845
Food	\$16,670	\$15,000	\$1,670
Consumers Benefits	\$5,472	\$7,500	(\$2,028)
Postage	\$596	\$1,500	(\$904)
Telephone	\$2,237	\$2,250	(\$13)
Utilities	\$11,647	\$15,000	(\$3,353)
Property & Equipment Maint	\$19,193	\$18,750	\$443
Rent	\$23,475	\$22,500	\$975
Insurance & Bonding	\$43,933	\$45,000	(\$1,067)
Unemployment Reimb.	\$0	\$3,750	(\$3,750)
Total Expenses	\$2,706,696	\$2,893,353	(\$186,657)
Net Income/(Loss)	\$164,731		

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

July 2023 - March 2024

	Selected Period	Budgeted	Percent
Income			
State Grant-In-Aid	\$903,043	\$967,996	93%
Medicaid	\$1,941,409	\$2,846,808	68%
Medicaid - SMS	\$21,567	\$30,000	72%
Other Local Funds	\$1,650	\$1,000	165%
Interest Income	\$1,659	\$2,000	83%
GA Rehab	\$2,100	\$10,000	21%
Total Income	\$2,871,427	\$3,857,804	74%
Expenses			
Salaries - Exempt	\$658,311	\$1,117,258	59%
Salaries - Merit	\$671,422	\$818,792	82%
FICA Expense	\$57,606	\$234,407	25%
Retirement	\$192,240	\$251,074	77%
Insurance	\$186,715	\$255,894	73%
Contracted Services	\$538,571	\$690,480	78%
Travel	\$41,139	\$60,000	69%
Inservice	\$23,875	\$30,000	80%
Equipment (Over \$1000.00)	\$3,099	\$9,000	34%
Lease Purchase - Equipment	\$3,748	\$7,000	54%
Equipment (Under \$1000.00)	\$4,485	\$10,000	45%
Equipment Rental	\$18	\$1,000	2%
Other Operating	\$9,198	\$10,000	92%
Printing	\$10,969	\$6,000	183%
Consultation	\$0	\$5,000	0%
Office Supplies	\$3,716	\$7,500	50%
Dues & Subscriptions	\$23,701	\$24,400	97%
Advertising	\$6,095	\$5,000	122%
Office Expense/New Emp	\$3,018	\$5,000	60%
Office Exp/Misc.	\$6,704	\$10,000	67%
Training Supplies	\$1,538	\$5,000	31%
Maintenance Supplies	\$2,586	\$10,000	26%
Computer Software	\$23,430	\$20,000	117%
Specialized Medical Supplies	\$19,444	\$30,000	65%
Motor Vehicle	\$91,845	\$60,000	153%
Food	\$16,670	\$20,000	83%
Consumers Benefits	\$5,472	\$10,000	55%
Postage	\$596	\$2,000	30%
Telephone	\$2,237	\$3,000	75%
Utilities	\$11,647	\$20,000	58%
Property & Equipment Maint	\$19,193	\$25,000	77%
Rent	\$23,475	\$30,000	78%
Insurance & Bonding	\$43,933	\$60,000	73%
Unemployment Reimb.	\$0	\$5,000	0%
Total Expenses	\$2,706,696	\$3,857,804	70%
Net Income/(Loss)	\$164,731		

Director's Report – Report by Sandra Sheppard, Executive Director

UPDATES

Advisory Board – The next meeting is Thursday – June 13, at 12:00 PM

Our program spotlight for this meeting will be Supportive Employment. This is the department that supports our individuals in locating and maintaining meaningful employment in their communities.

Total Workforce

The agency's total workforce currently consists of 103

- Full-time: 21
- Part-Time: 61
- Contract Workers: 21 - (HHP) 20 and (1) Contract Consultant

Service Population

Our agency is currently serving 79 individuals (43 male, 36 female) over the span of seven counties (Ben Hill, Irwin, Wilcox, Coffee, Lowndes, Turner, Tift)

Host Homes Update:

We provide support to (24) individuals residing in (19) host homes. Four homes with (2) Individuals.

Growth Initiatives (Workforce and Service Population)

Our organization is still working on rebuilding our workforce and getting back fully staffed. The Direct Support Professional (DSP) position remains to be where we need the most help. Some initiatives we have incorporated are:

- The DSP job description was updated in Indeed to include a caregiver. We are currently receiving up to two to three applications daily.
- Attend more public meetings – we were invited to FHSCCA Parents Night to share about our transition process from high school into adult services. At that meeting, we were also invited to Coffee County. At these meetings, we provide service applications along with employment applications. From this type of contact, we have gained (2) new individuals.
- Keeping our Social Media presence updated

Legislative Update

We are very excited that "Recognizing the Role of DSPs Act" has achieved a milestone by passing through the Senate unanimously.

- 15,000 Letters were sent to Congress in the past year.
- "Recognizing the Role of DSPs Act has been moved to the House of Representatives as House bill H.R. 2941.
- Classification for DSPs will improve how employment and wage data is collected, helping policymakers address the critical workforce shortage in Home and Community Based Services (HCBS).

Transportation

At our previous meeting, we discussed the unfortunate incident where one of our vehicles, a 2022 Wagoneer, was completely damaged. However, we were fortunate enough to get a replacement vehicle of the same make and model in March. Cory Gibbs, who is a member of our Advisory Board, played a crucial role in ensuring that we received a reasonable price from both the insurance company and the dealership.

FEATURED POSITIVE MOMENTS AND COMMUNITY INVOLVEMENT

Our mission is to contribute to the community, both as individuals and as a collective, at TJP. Since our last meeting, some of our community involvement includes:

- February 28 - A group of staff and people served and volunteered to read at the PreK for Dr. Suess Day
- March 7 – Some individuals, staff, and members of our Advisory Board attended the CIS Celebrity Banquet. Our theme was “Oscars Night – Everybody is a Star.”
- March 26 – Our leadership team attended the Community Connection luncheon hosted by the Ben Hill Chamber of Commerce.
- March 28 – Our agency participated in a friendly kickball game with Sunnydale in Ocilla, Georgia. Both our staff and individuals had a great time engaging in some healthy competition. The game was held in Ocilla this year and has become an annual event filled with fun and excitement. I'm pleased to report that TJP emerged as the reigning champions, beating Sunnydale 9 to 5.
- April 9—Dorothy Harris, one of our self-advocates, traveled to Washington and represented The Georgia Council on Developmental Disabilities at a disability seminar at the White House.
- April 21 – 27 – National Volunteer Week. So far, we have already been working on volunteer efforts, such as cleaning local parks, engaging with the local humane society, and serving at the Christian Kitchen
- April 24 – We will be celebrating Administrative Professional Day.