



Berrien County Board of Health Meeting

AGENDA

May 14, 2024 | 12:30 P.M. | Berrien County Health Department

1. Call to Order
2. Introductions
3. Public Comments
4. Approval of February 12, 2024, Minutes
 - Motion _____
 - Second _____
5. Business
 - Financial Updates – Allie Pridgen (Director of Finance)
 - FY25 Budget Meeting
 - 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 Discussion—Kenneth Lowery, MPH
6. Health Department Updates – Dawn Bowen, RN
7. Environmental Health Update – Lee Meeks
 - Body Art Rule Adoption
 - Motion _____
 - Second _____
8. Announcements
 - 2024 Board of Health Membership
 - Next Meeting August 13, 2024 @12:30pm
9. Adjournment



Berrien County Board of Health Meeting

MNUTES

February 13, 2024 | 12:30 P.M. | Berrien County Health Department

Members Present

William Nash, MD, Chair
Jimmy Parker, Vice Chair
Joe Barkman
Samantha Warren

Members Absent

Robin Marcrum
John Clayton
Deree Nix, Secretary

Others Present

Dwain Butler
Teresa Giles
Courtney Sheeley
Allie Pridgen
Chris Calhoun
Blake Lowery
Dawn Bowen, RN
Austin Haney
Debbie Tomlinson

Call to Order

Dr. Nash called the meeting to order at 12:40 PM.

Public Comments

There were no public comments.

Oath of Office

Ms. Samantha Warren was sworn onto the Berrien County Board of Health serving as the Consumer or Licensed Nurse appointed by the City of Nashville. Ms. Warren’s term will expire December 31, 2028.

Roles and Responsibilities of BOH Members Video

The Board viewed a video which covered the Roles and Responsibilities of a Board of Health member. The video is being shown at all our meetings in response to feedback received by Dr. Eanes.

Approval of Previous Minutes

Jimmy Parker made a motion to approve the minutes from the October 11, 2023, meeting as presented. Joe Barkman seconded the motion. All were in favor and the motion passed.

Business- Financial Updates (Teresa Giles)

Ms. Giles informed the Board that she will be retiring as of February 29, 2024, and introduced Ms. Allie Pridgen as the new Director of Finance.

- Ms. Giles reviewed The Berrien County Revenue and Expense Summary Report for the period of July 1, 2023, through December 31, 2023.
- Being halfway into the fiscal year, 48.17% of the budget has been expended.
- The following revisions were made to the budget since the last meeting:
 - 1) The total budget has been increased by \$60,596.
 - 2) The increases include Intra-Agency transfer from Lowndes by \$4952, Intra-Agency transfer from Annex 750 by \$2789 and Interest income by \$1878.
To balance everything with expenses the Unassigned Fund Balance was increased by \$50,977.
 - 3) In the expenses area, adjustments were made to Salary and Fringe Benefits to reflect projections for the remainder of the fiscal year.

- 4) Line-item increases were made for supplies, pharmaceuticals, repairs, maintenance, utilities, and other operating expenses which includes Telecommunications, and Indirect Cost.
- 5) Pharmaceuticals were increased by \$41,000 to reflect what we have spent through this year and projecting to spend through June 2024.
- 6) Staffing at Berrien County Health Department includes 2- Full-time Registered Nurses, 2 – Admin Support, 1- Part-time LPN and 1 – Environmentalist position that is split with Lanier County Health Department. Berrien pays 60% and Lanier pays 40% of the Environmentalist's salary.

Public Health Updates – (Dwain Butler)

Mr. Butler provided Public Health Updates as Dr. Eanes was attending a Health Director's Meeting in Atlanta.

- In May we will start back having a Programmatic person at the BOH meeting to highlight one of our Public Health Programs with the Board.
- Lab draws stations for outside orders for labs. We will begin in the counties of Turner, Irwin, and Ben Hill. If all goes well in these three counties, we may look at expanding this service into other county Health Departments in our District where there is a need for it.
- The Georgia Public Health Association meeting will be held at Jekyll Island May 1-3, 2024. If any Board members are interested in going expenses will be covered.

Environmental Health Fee Schedule Update – (Chris Calhoun)

- Chris Calhoun, District Environmental Health Director, presented the proposed Fee increases for Environmental services. With the last updated cost from 2018, a comparison of current and proposed fee increases was discussed.
- After review and discussion, a motion was made by Jimmy Parker, seconded by Joe Barkman. All were in favor and the motion passed.
- The proposed Environmental Fee increases will now be presented to the Berrien County Commission for their approval.

By-Law Updates – (Courtney Sheeley)

- Ms. Sheeley presented recommended changes to the Berrien County By-Laws.
- After review and discussion, a motion was made by Jimmy Parker, seconded by Samantha Warren. All were in favor and the motion passed.

2024 Election of Berrien County Board of Health Officers (Courtney Sheeley)

- The by-laws state that officers shall be elected or re-elected every two years at the first regular meeting of the calendar year.
- The current slate of officers are Dr. Nash, Chairman, Jimmy Parker, Vice-Chairman and Deree Nix, Secretary.
- Dr. Nash and Mr. Barkman's terms have expired. Both have agreed to serve another term.
- A Motion was made by Joe Barkman to keep the current slate of officers, seconded by Samantha Warren. All were in favor and the motion carried.

Nurse Manager Updates (Dawn Bowen, RN)

- Ms. Bowen reviewed the services provided by the Berrien County Health Department from October – December 2023.
- The Health Department is currently preparing for back- to- school with immunizations as well as Eyes Ears and Dental screenings.
- Covid, Flu and RSV vaccines are also being provided for anyone who is in need.

Family Planning has seen an increase of services which are needed in Berrien County. In March we will have a Staff RN going for training to do Nexplanon insertions. That will give us two staff RNs and our Nurse Practitioner on the days she is in our county, available to do Nexplanon insertions. We are trying to increase the availability of long-acting contraceptives and access to care in our community.

- We continue to provide Breast and Cervical Cancer Screenings (BCCP), STI (Sexually Transmitted Infection screenings) and PCM (Presumptive Medicaid for pregnant women).
- With college semester changes we are doing more TB skin tests and vaccines for students.
- We are also seeing increases in the number of patients count and fees.

Environmental Health Updates (Austin Haney)

- The Environmental Health Activities and Food Service Inspections Reports were reviewed for the period October 2, 2023, through December 31, 2023, by Mr. Haney.
- Blake Lowery, District Deputy Environmental Health Director stated Georgia has passed a new rule which includes micro blading. While being approved statewide it will need to be locally adopted. Also, an ad will be in the paper for 2 weeks, then go before the board.

Part of the new rule, the state of Georgia will begin permitting the artist while the county will permit the studios.

Announcements

- Updated 2024 Board of Health Meeting Schedule. Copy provided.
- Next meeting – Tuesday, May 14th @12:30 PM (Budget Meeting)

Adjournment

There being no further business, a motion was made by Jimmy Parker to adjourn at 1:20 PM. The motion was seconded by Samantha Warren. All were in favor and the motion passed.

Respectfully submitted,

Deree Nix, Secretary
Debbie Tomlinson, Typist

**Berrien 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	20,790.00	27,720.00	75.00%	27,720.00	0.00
456004	County Non-Participating	36,585.00	48,780.00	75.00%	48,780.00	0.00
995001	Unassigned Fund Balance	80,066.00	80,066.00	N/A	39,370.00	40,696.00
456024	Restricted Fund Balance - Pr Yr Fees	80,193.83	80,194.00	100.00%	87,150.00	(6,956.00)
456050	Restricted Fund Balance - Pr Yr Adm Claiming	55,274.66	55,275.00	100.00%	55,275.00	0.00
456040	Intra Agency Transfer - From Annex 750	25,200.00	25,200.00	100.00%	0.00	25,200.00
456040	Intra Agency Transfer - From Lowndes GIA	25,902.00	25,902.00	100.00%	20,950.00	4,952.00
456051	Qualifying Local Funds - Interest Income	2,328.66	2,833.00	82.20%	955.00	1,878.00
458001	Grant-In-Aid	223,466.40	307,225.00	72.74%	321,472.00	(14,247.00)
456008	Out-Patient Medicare Fees	15,707.27	0.00	N/A	0.00	0.00
456010	Out-Patient Client Fees	11,250.46	0.00	N/A	0.00	0.00
456016	Private Insurance	21,217.72	0.00	N/A	0.00	0.00
456022	Health Check	4,487.82	0.00	N/A	0.00	0.00
456031	Environmental Fees	25,095.00	0.00	N/A	0.00	0.00
456034	Medicaid - DSPS	3,425.31	0.00	N/A	0.00	0.00
456036	Medicaid PCM	1,016.40	0.00	N/A	0.00	0.00
456049	Current Yr Adm Claiming	44,425.40	0.00	N/A	0.00	0.00
Total Revenue		676,431.93	653,195.00	83.54%	601,672.00	51,523.00
Expenses						
511000	Salaries	206,938.62	273,562.00	75.65%	257,526.00	16,036.00
513001	Hourly Labor	16,311.50	22,716.00	71.81%	25,616.00	(2,900.00)
514001	FICA	15,731.34	20,783.00	75.69%	19,455.00	1,328.00
515001	Retirement	58,019.76	77,520.00	74.84%	78,769.00	(1,249.00)
516000	Health Insurance	59,607.24	79,231.00	75.23%	75,852.00	3,379.00
614001	Supplies & Materials	5,464.93	11,541.00	47.35%	6,200.00	5,341.00
614018	Pharmaceuticals	38,481.47	51,500.00	74.72%	31,500.00	20,000.00
615001	Repairs & Maintenance	6,164.00	8,494.00	72.57%	9,850.00	(1,356.00)
617001	Utilities	11,016.60	14,283.00	77.13%	13,500.00	783.00
618001	Printing	755.26	984.00	76.75%	2,000.00	(1,016.00)
619001	Other Rent	118.00	363.00	32.51%	375.00	(12.00)
622001	Direct Benefits to Clients	583.73	584.00	99.95%	1,100.00	(516.00)
627001	Other Operating	5,236.95	10,095.00	51.88%	3,095.00	7,000.00
633001	Computer Software - Microsoft License Fee	0.00	3,720.00	0.00%	1,860.00	1,860.00
640001	Travel	5,354.42	6,610.00	81.00%	6,610.00	0.00
645001	Rental of Equipment	1,621.82	2,262.00	71.70%	2,400.00	(138.00)
651001	Per Diem & Fees	1,334.98	1,564.00	85.36%	600.00	964.00
653001	Contract - Maintenance Fee - Clinical Software	2,658.35	2,658.00	100.01%	2,920.00	(262.00)
673001	Telecommunications	6,860.79	8,810.00	77.88%	8,500.00	310.00
681001	Postage	1,022.94	1,523.00	N/A	2,000.00	(477.00)
761001	Indirect Costs	14,287.14	54,392.00	26.27%	51,944.00	2,448.00
Total Expenses		457,569.84	653,195.00	70.05%	601,672.00	51,523.00

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

Berrien County Health Department Updates

(Jan-Mar 2024)

PROGRAMS	CLIENTS SERVED
Immunizations	61
Family Planning	94
Child Health	49
STI	32
BCCP	5
Skin Testing	57
Hypertension	4
PCM	19





Berrien County Health Department
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www.southhealthdistrict.com/berrien

Environmental Health Activities 1/1/24 Through 3/31/24

Permitted Facilities:

- 46 Food Service Establishments
- 2 Tourist Accommodation
- 1 Body Art Establishment

Activities:

- 26 Food Service Inspections
- 34 Site Evaluations for Septic Systems
- 28 Septic System Permits Issued
- 10 Septic Installation Inspections
- 1 Existing Septic System Evaluations
- 8 Water Samples Collected and Evaluated
- 13 New Well Permits Issued
- 2 Tourist Accommodation Inspections

Inspections Report

Food Facility Inspections (26 Total)

Permit #	Permit Issue Date	Facility Name	Address	County	Purpose	Score	Grade	Inspection Date	Inspector
FSP-010-000094	05/28/2009	<u>Barry's Deli</u>	102 E HALL STREET NASHVILLE, GA 31639	Berrien	Routine	100	A	03/20/2024	John Meeks
FSP-010-000097	09/25/2009	<u>Berrien County Elementary School</u>	802 MIDDLE SCHOOL CIR NASHVILLE, GA 31639	Berrien	Routine	100	A	02/22/2024	Austin Haney
FSP-010-000098	05/28/2007	<u>Berrien County High School</u>	500 E SMITH STREET NASHVILLE, GA 31639	Berrien	Routine	100	A	02/22/2024	Austin Haney
FSP-010-000099	09/25/2008	<u>Berrien County Middle School</u>	800 TIFTON HWY NASHVILLE, GA 31639	Berrien	Routine	100	A	02/22/2024	Austin Haney
FSP-010-000100	09/04/2009	<u>Berrien County Primary School</u>	1427 N DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	02/22/2024	Austin Haney
FSP-010-000016	02/14/2001	<u>Berrien Head Start</u>	204 HAZEL AVE NASHVILLE, GA 31639	Berrien	Routine	100	A	01/29/2024	John Meeks
FSP-010-000105	02/14/2001	<u>Berrien Senior Center</u>	204 HAZEL AVE NASHVILLE, GA 31639	Berrien	Routine	100	A	01/29/2024	John Meeks
FSP-010-000131	07/31/2023	<u>Blazin Hog BBQ</u>	403 COLLEGE ST NASHVILLE, GA 31639	Berrien	Routine	99	A	02/28/2024	John Meeks
FSP-010-000118	07/31/2023	<u>Blazin Hog BBQ Base</u>	403 COLLEGE ST NASHVILLE, GA 31639	Berrien	Routine	99	A	02/28/2024	John Meeks
FSP-010-000124	07/01/2022	<u>Combo House</u>	790 PATTEN AVE RAY CITY, GA 31645	Berrien	Routine	94	A	03/20/2024	John Meeks
FSP-010-000096	01/31/2022	<u>Dairy Queen Grill & Chill</u>	415 S DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	02/22/2024	Austin Haney
FSP-010-000023	08/10/2009	<u>Hardee's</u>	602 S DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	92	A	01/25/2024	Austin Haney
FSP-010-000103	07/17/2020	<u>High Rev Speedway</u>	311 HAZEL AVE NASHVILLE, GA 31639	Berrien	Routine	100	A	02/15/2024	John Meeks
FSP-010-000085	05/28/2009	<u>Huddle House</u>	718 S DAVIS STREET NASHVILLE, GA 31639	Berrien	Routine	92	A	01/25/2024	Austin Haney
FSP-010-000134	02/02/2024	<u>M & D Grill</u>	530 HAZEL ST A NASHVILLE, GA 31639	Berrien	Initial	100	A	02/02/2024	John Meeks
FSP-010-000135	02/02/2024	<u>M & D Grill</u>	530 HAZEL ST A NASHVILLE, GA 31639	Berrien	Initial	100	A	02/02/2024	John Meeks
FSP-010-000086	12/15/2009	<u>McDonalds</u>	609 S DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	96	A	01/25/2024	Austin Haney
FSP-010-000121	08/29/2023	<u>Nash Nutrition</u>	715 S DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	01/30/2024	John Meeks
FSP-010-000132	07/31/2023	<u>Nellie's Kitchen</u>	392 SE RAILROAD ST ALAPAHA, GA 31622	Berrien	Routine	96	A	01/30/2024	John Meeks
FSP-010-000089	03/24/2021	<u>Pizza Hut</u>	608 S DAVIS STREET NASHVILLE, GA 31639	Berrien	Routine	100	A	01/25/2024	Austin Haney
FSP-010-000102	05/28/2009	<u>Ray City Senior Citizen's Center</u>	1101 PATTEN AVENUE RAY CITY, GA 31645	Berrien	Routine	100	A	03/19/2024	John Meeks
FSP-010-000070	06/21/2018	<u>Subway</u>	707 ADEL RD NASHVILLE, GA 31639	Berrien	Routine	90	A	01/25/2024	Austin Haney
FSP-010-000133	10/10/2023	<u>The Quirky Perk</u>	323 S DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	03/14/2024	Austin Haney
FSP-010-000063	05/07/2018	<u>Vee's Restaurant</u>	106 N DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	03/14/2024	Austin Haney
FSP-010-000122	08/15/2022	<u>Weezy's</u>	608 S DOGWOOD DR NASHVILLE, GA 31639	Berrien	Routine	100	A	01/30/2024	John Meeks
FSP-010-000123	08/15/2022	<u>Weezy's Mobile Unit</u>	608 S DOGWOOD DR NASHVILLE, GA 31639	Berrien	Routine	100	A	02/16/2024	John Meeks