



# Irwin County Board of Health Meeting

AGENDA

May 8, 2024 | 12:00 P.M. | Irwin County Health Department

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1. Call to Order
2. Introductions
3. Roles and Responsibilities
4. Public Comments
5. Approval of February 14, 2024, Minutes

Motion \_\_\_\_\_

Second \_\_\_\_\_

## 6. Business

- Financial Updates – Allie Pridgen (Director of Finance)

### **FY25 Budget Approval**

Motion\_\_\_\_\_

Second\_\_\_\_\_

- Public Health Updates

- Health Director’s Updates – Dwain Butler (Deputy Health Director)  
Adolescent Youth & Youth Development Updates-Percy Chastang, MPH
- Opioid Discussion-Kenneth Lowery, MPH

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7. Health Department Updates – Michelle Stone, RN
8. Environmental Health Update – Alex Collins, MPH

### Body Art Rule Adoption

Motion \_\_\_\_\_

Second \_\_\_\_\_

## 9. Announcements

2024 Board of Health Membership

Next Meeting – Wednesday August 14, 2024 @ 12:00

## 10. Adjournment





# Irwin County Board of Health Meeting

MINUTES

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

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## Members Present

Melvin Harper  
Jeanne Blevins  
Kerry Billingsley  
Casey Conner, MD, Chairman  
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  
Missy Sims, RN  
Chris Calhoun  
Blake Lowery

## Call to Order

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

## Public Comments

No comments were made.

## 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.

## Approval of Previous Minutes

Mr. Billingsley made a motion to approve the minutes from the October 4, 2023, meeting. The motion was seconded by Ms. Blevins. All were in favor and the motion passed.

## Financial Updates (Teresa Giles)

- Ms. Giles stated that this would be her last Board of Health meeting in Irwin County as she is retiring at the end of the month. Allie Pridgen was introduced as the new Director of Finance.
- The Revenue and Expense Summary from July 1 through December 31, 2023, was reviewed. The budget has increased since the last board meeting. The interagency transfer line was increased from Lowndes due to the retention bonus that was given by the State. The interest income was increased by the interest earned through December 31, 2023. The unassigned fund balance was also increased.
- Dr. Conner made a motion to 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)

- Dr. Eanes informed the Board of the decision to implement lab draw stations in Ben Hill, Irwin, and Turner County Health Departments. The health departments will take lab orders from outside physician offices. However, we will not be responsible for providing results to the patients. The results will go to the physician that ordered the labs and a copy to our department. The objective is to expose more people to the health department by providing more services.

- Dr. Eanes stated that syphilis is at its highest in years with Georgia being rated number 2 in the country. We are working to bring more awareness to the community through education to try to decrease the numbers.
  - Mr. Billingsley asked for literature that could be provided to the school system. Mayor Harper also asked for literature for the community and churches. Dr. Eanes stated that we could provide literature as well as schedule time for Percy Chastang with the Adolescent and Youth Program to come and speak with the schools and community.
- In trying to meet the needs of the people we have noticed that there is a need for dental care. We are looking to place one or two dental care clinics in health departments for cleanings and sealants.
- The Georgia Public Health Association conference is May 1-3 if anyone would like to attend, please let Courtney Sheeley or Michelle Stone know and they can help get that set up. The conference is going to be held at Jekyll Island.

### **Women's Health Updates (Missy Sims, RN)**

Women's Health consists of the Family Planning Program, Breast and Cervical Cancer Program, Presumptive Eligibility Women's Health Medicaid, Presumptive Eligibility Pregnancy Medicaid, Perinatal Case Management, Baby LUV/Healthy Start, and Adolescent Health and Youth Development Program. An overview of each program was discussed and that these services are available in every health department in our District. Mr. Billingsley wanted more information as to guest speakers and information about the school. Ms. Sims indicated that the Adolescent Health Educator is available to speak and provide educational pamphlets.

### **Environmental Health Fee Updates (Chris Calhoun)**

- Mr. Calhoun discussed the proposed updated Environmental Health Fee Schedule with increasing the budget to offset cost. Mr. Calhoun stated that the proposed update would need approval from the Board of Health before presenting it to the county commission.
- Dr. Conner made a motion to approve the updated Environmental Health Fee Schedule. The motion was seconded by Ms. Blevins. All were in favor and the motion passed.

### **By-Law Revisions (Courtney Sheeley)**

- Recommended By-Law changes were presented by Ms. Sheeley.
- Dr. Conner made a motion to approve the recommended changes to the By-Laws. The motion was seconded by Mr. Billingsley. All were in favor and the motion passed.

### **Election of Officers**

- Irwin County BOH By-Laws require officers to be appointed every two years.
- Slate of officers: Dr. Casey Conner, Chairman, Scott Carver, Vice-Chairman, Kerry Billingsley, Secretary.
- Mrs. Wynn made a motion to re-elect the current officers (slate of officers). Mayor Harper seconded the motion. All were in favor and the motion passed.

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

- Last quarter the Irwin County Health Department served a total of 429 clients. There has been an increase in numbers for adult immunizations since Covid.
- We have also seen an increase in the number of walk-in appointments from other areas due to clinical staffing.
- Jennifer and Tiffani have been doing a great job with appointment reminders by calling patients along with our automated phone system.
- As discussed by Dr. Eanes there has been a rise in the number of syphilis cases. Our clinic does have a high demand for appointments for sexually transmitted infections.
- Traci Gosier from the Chronic Disease & Prevention program attended the most recent Family Connections meeting to discuss heart health.

#### **Environmental Health Updates (Alex Collins)**

- Environmental Health Activities were reviewed from July 1 through December 31, 2023.
- Blake Lowery discussed a new law which was recently passed concerning the registration of Body Art artists statewide. More information on this topic will be available and presented at the next meeting to be adopted locally.

#### **Announcements**

- The consumer or licensed nurse position which is appointed by the city is currently vacant. Ms. Sheeley will contact Mayor Harper to fill the vacancy.
- An updated Board of Health meeting schedule was included in this meeting's packet.
- The next meeting is scheduled for Wednesday, May 8 at noon. The FY25 Budget will be presented for approval.

#### **Adjournment**

There being no further business or announcements, Dr. Conner made a motion to adjourn the meeting at 12:50 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 - March 31, 2024**

		% of Budget				
		YTD	Revised Budget	Received/ Expended	Original Budget	Increase/ (Decrease)
<b>Revenue</b>						
456001	County Participating	9,875.36	14,813.00	66.67%	14,813.00	0.00
456004	County Non-Participating	23,458.00	35,187.00	66.67%	35,187.00	0.00
995001	Unassigned Fund Balance	0.00	0.00	N/A	2,005.00	(2,005.00)
456024	Restricted Fund Balance - Pr Yr Fees	111,626.32	111,626.00	100.00%	105,000.00	6,626.00
456050	Restricted Fund Balance - Pr Yr Adm Claiming	39,541.13	39,541.00	100.00%	39,541.00	0.00
456040	Intra Agency Transfer - From Annex 750	28,395.00	28,395.00	100.00%	25,606.00	2,789.00
456040	Intra Agency Transfer - From Lowndes GIA	21,953.00	21,953.00	100.00%	19,746.00	2,207.00
456051	Qualifying Local Funds - Interest Income	2,968.11	4,284.00	69.28%	960.00	3,324.00
458001	Grant-In-Aid	162,787.47	241,346.00	67.45%	249,894.00	(8,548.00)
456008	Out-Patient Medicare Fees	45,323.36	0.00	N/A	0.00	0.00
456010	Out-Patient Client Fees	8,712.95	0.00	N/A	0.00	0.00
456016	Private Insurance	24,561.61	0.00	N/A	0.00	0.00
456022	Health Check	4,570.13	0.00	N/A	0.00	0.00
456031	Environmental Fees	12,490.00	0.00	N/A	0.00	0.00
456034	Medicaid - DSPS	5,256.93	0.00	N/A	0.00	0.00
456036	Medicaid PCM	1,306.80	0.00	N/A	0.00	0.00
456049	Current Yr Adm Claiming	41,508.37	0.00	N/A	0.00	0.00
<b>Total Revenue</b>		<b>544,334.54</b>	<b>497,145.00</b>	<b>79.40%</b>	<b>492,752.00</b>	<b>4,393.00</b>
<b>Expenses</b>						
511000	Salaries	113,358.92	143,651.00	78.91%	169,198.00	(25,547.00)
513001	Hourly Labor	11,281.12	15,632.00	72.17%	17,402.00	(1,770.00)
514001	FICA	8,283.07	10,425.00	79.45%	12,403.00	(1,978.00)
515001	Retirement	32,614.83	41,824.00	77.98%	53,702.00	(11,878.00)
516000	Health Insurance	32,801.94	41,724.00	78.62%	49,835.00	(8,111.00)
614001	Supplies & Materials	3,339.64	17,576.00	19.00%	20,000.00	(2,424.00)
614018	Pharmaceuticals	91,409.47	143,933.00	63.51%	91,742.00	52,191.00
615001	Repairs & Maintenance	3,412.84	4,823.00	70.76%	4,060.00	763.00
617001	Utilities	9,136.26	11,442.00	79.85%	10,200.00	1,242.00
618001	Printing	246.65	247.00	99.86%	525.00	(278.00)
619001	Other Rent	0.00	245.00	0.00%	248.00	(3.00)
622001	Direct Benefits to Clients	505.90	506.00	99.98%	515.00	(9.00)
627001	Other Operating	5,253.99	9,875.00	53.20%	3,375.00	6,500.00
633001	Computer Software - Microsoft License Fee	0.00	1,795.00	0.00%	1,795.00	0.00
640001	Travel	3,215.50	5,000.00	64.31%	3,500.00	1,500.00
645001	Rental of Equipment	1,737.08	2,131.00	81.51%	2,080.00	51.00
651001	Per Diem & Fees	259.97	470.00	55.31%	581.00	(111.00)
653001	Contract - Maintenance Fee - Clinical Software	2,339.35	2,339.00	100.01%	2,585.00	(246.00)
673001	Telecommunications	4,752.04	6,117.00	77.69%	5,650.00	467.00
681001	Postage	(94.38)	0.00	N/A	830.00	(830.00)
761001	Indirect Costs	12,888.94	37,390.00	34.47%	42,526.00	(5,136.00)
<b>Total Expenses</b>		<b>336,743.13</b>	<b>497,145.00</b>	<b>67.74%</b>	<b>492,752.00</b>	<b>4,393.00</b>





<p><b>Irwin Health Department Budget Summary</b>  <b>For Fiscal Year beginning July 1 and ending June 30</b></p>
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<b>RESOURCES</b>	<b>Proposed FY 2025</b>
County Participating	14,813
County Non-Participating	35,187
Unassigned Fund Balance	2,000
Restricted Fund Balance - Pr Yr Fees	136,295
Restricted Fund Balance - Pr Yr Adm Claiming	41,508
Intra Agency Transfer - From Lowndes	19,746
Intra Agency Transfer - From Annex 750	28,395
Qualifying Local Funds - Interest Income	4,284
Grant-In-Aid	241,346
<b>TOTAL RESOURCES</b>	<b><u>523,574</u></b>
<b>EXPENSES</b>	
Salaries	158,301
Hourly	17,402
FICA	11,111
Retirement	48,321
Health Insurance	46,626
Supplies & Materials	12,750
Pharmaceuticals	135,000
Repairs & Maintenance	4,950
Utilities	11,500
Printing	246
Other Rent	245
Direct Benefits to Clients	675
Other Operating	11,500
Computer Software - Microsoft License Fee/Other	5,000
Travel	5,500
Rental of Equipment	2,131
Per Diem and Fees	470
Contract - Maintenance Fee Clinical Software	2,425
Telecommunications	6,500
Postage	250
Indirect Cost	42,671
<b>TOTAL EXPENSES</b>	<b><u>523,574</u></b>



# Irwin County Health Department Updates

(Jan-March 2024)

PROGRAMS	SERVICES	
Immunizations	260	Increase from last quarter
Family Planning	93	Increase from last quarter
STI Screening	34	Increase from last quarter
Skin Testing	27	
Other Services (BCCP, PCM & HTN)	21	Increase from last quarter
Child Health	16	Increase from last quarter
<b>TOTAL SERVICES</b>	<b>451</b>	Increase from last quarter

