

1. Call to Order
2. Introductions
3. Public Comments
4. Approval of August 12, 2024, Minutes
 - Motion _____
 - Second _____
5. Business
 - Financial Updates – Allie Pridgen (Director of Finance)
 - Public Health Updates
 - Health Director’s Updates – Mark J. Eanes MD, MBA (Medical Director)
 - Babies Can’t Wait – Jessie Judkins, (Early Intervention Coordinator)
 - IT-Brandon Ramella, (MIS/IT Department Director)
6. Health Department Updates – Dawn Bowen, RN
7. Environmental Health Update – Lee Meeks
8. Announcements-- Next Meeting February 11, 2025 @ 12:30pm
2025 BOH schedule included in packet
9. Adjournment





Berrien County Board of Health Meeting

MINUTES

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

Members Present

William Nash, MD, Chair
Jimmy Parker, Vice Chair
Deree Nix - Secretary
Joe Barkman
Samantha Warren

Members Absent

Robin Marcrum
John Clayton

Others Present

Dr. Eanes
Dwain Butler
Tiffany Cannon
Karen Harrison
Lauren Robinson
Dawn Bowen, RN
Lee Meeks
Debbie Tomlinson

Call to Order

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

Public Comments

There were no public comments.

Approval of Previous Minutes

Joe Barkman made a motion to approve the minutes as presented from the May 14,2024 meeting. Jimmy Parker seconded the motion. All were in favor and the motion passed.

Business- Financial Updates (Tiffany Cannon – Accounting Supervisor)

Ms. Cannon presented the Revenue and Expense Summary Report to the Board for the period of July 1,2023 through June 30, 2024.

Under the Revenue Section the following revisions were made to the budget since the last meeting in May:

- The total budget for FY24 has been increased by \$28,004 from the original budget.
- Prior year’s fees were decreased by \$6956 to reflect the actual FY23 fees that we collected and spent in FY24.
- Intra Agency transfer from Lowndes was increased by \$4952 for the one-time retention bonus of \$1000 given too all full-time employees in December 2023.
- Intra Agency transfer from Program 750 was increased by \$25,200 to reflect the funds for our nursing, environmental health and 1% salary increases that began in FY23.
- Interest income was increased by \$2326 to reflect the actual interest income that we received through June of 2024. All the interest income collected was spent by June 30, 2024, before we closed out.
- Grant-in-Aid was decreased by \$14,247 to reflect the actual Grant-in-Aid that we received in FY24.
- The Unassigned Fund Balance was increased by \$16,729 to balance the budget.
- All these changes equal the \$28,004 total increase for revenue for FY24.

Under the Expense Section the following revisions were made to the budget since the last meeting in May:

- To reflect the budget increase of \$28,004 adjustments were made to salaries, FICA, retirement, and health insurance to reflect the actual FY24 expenses.
- Increases were made for supplies, pharmaceuticals, repairs and maintenance, utilities and other operating, telecommunications and indirect costs to reflect our actual FY 24 expenses.
- The revenue that has been collected in FY 24 will be budgeted in the current fiscal year to spend.
- The FY 24 fees that we collected totaled out to \$100,480. This was a \$20,286 increase from the total fees collected in the prior fiscal year. This will be budgeted and spent in the current FY 25.
- Adjustments will be made to the FY 25 budget as needed based on actual revenue and expenses that are received throughout the fiscal year.

Public Health Updates:

Health Director's Updates (Dr. Mark Eanes MD, MBA (Medical Director))

- Dr. Eanes discussed the lack of prenatal care throughout each of our 10 counties.
- Dr. Eanes introduced a new Perinatal Care program. This will consist of nurses making home visits, checking fetal heart tones as well as other necessary needs for the client.
- Dr. Eanes stated that there had been an increase in Covid, and the CDC will continue to monitor the Bird Flu
- After discussing the information regarding the THC cards at the previous meeting. Clients in need of THC must apply, and their physician sends in the information along with a written prescription. The State will be mailing those cards out to clients who have a physical address. Any client that gets mail through a PO Box will continue to pick up their card at their local health department.
- Dr. Eanes stated that there were plenty of Narcan if any public buildings or school was in need.
- Dr. Eanes stated there has been a change on the school flu forms this year. The forms are electronic now making it more efficient. Letters with a QR code are being sent home with the students for parents to scan and sign their child up for the vaccine.

Emergency Preparedness (Lauren Robinson -Emergency Preparedness Director)

- Ms. Robinson presented before the board today on the role of Emergency Preparedness. It supports and strengthens the capabilities of our local Health Department staff to be ready to respond to health situations that may threaten the public and the community.
- Some examples of that would be bioterrorism, novel infectious diseases such as Covid, and national disasters and severe weather. As a local Health Department, we do have a role in shelters in the communities whenever they are opened.
- Emergency Preparedness staff are heavily involved with the Regional Healthcare Coalition which is a group of healthcare and emergency management partners from the nine surrounding counties that meet quarterly for trainings and information sharing to strengthen the resiliency of the overall healthcare community.
- Emergency Preparedness also supports the local Health Departments through equipment and resources. EP funds have been available in helping to purchase the new

Star Link equipment to allow the Berrien County Health Department to have a redundant internet connection in times of loss of power.

- EP funds were also used to install a generator docking station that's on the Berrien County Health Department building. It allows for a large generator to be brought in and powered up when all power is lost. It would be big enough to power the entire health department with no problem.
- EP supplies the Nurse Manager with a Southern Link push to talk radio as another redundant communication resource and a Wi Fi enabled surface laptop that enables her to work from wherever she is.
- Ms. Robinson also covered what happens when EP transitions from preparedness to response. EP coordinates and pulls information from the local level to share with our leadership so they can make the decisions they need based on what is happening in each county. That information is also coordinated to the State DPH level to the Commissioner of Public Health.

Health Department Updates (Dawn Bowen, RN, County Nurse Manager)

- Ms. Bowen reviewed the Berrien County Health Department updates for April 2024 through June 2024
- Ms. Bowen noted the new School Flu forms that were being sent out electronically is showing potential.
- Ms. Bowen stated that there are plans in place to go into the schools to give flu shots along with Scoliosis Screening and TB skin tests in October.

Environmental Health Updates (Lee Meeks, Environmental Health Specialist)

- Mr. Meeks reviewed The Environmental Health Activities Report for April 2024 through June 2024.

Announcements

The next Board of Health meeting is scheduled for November 12, 2024.

Adjournment

There being no further business, a motion was made by Jimmy Parker to adjourn at 1:20 PM. The motion was seconded by Deree Nix. 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, 2024 - September 30, 2024**

		% of Budget				
		YTD	Revised Budget	Received/ Expended	Original Budget	Increase/ (Decrease)
Revenue						
456001	County Participating	6,930.00	27,720.00	25.00%	27,720.00	0.00
456004	County Non-Participating	12,195.00	48,780.00	25.00%	48,780.00	0.00
995001	Unassigned Fund Balance	33,404.00	33,404.00	N/A	71,386.00	(37,982.00)
456024	Restricted Fund Balance - Pr Yr Fees	100,480.10	100,480.00	100.00%	109,600.00	(9,120.00)
456050	Restricted Fund Balance - Pr Yr Adm Claiming	51,707.25	51,707.00	100.00%	44,425.00	7,282.00
456040	Intra Agency Transfer - From Annex 750	25,200.00	25,200.00	100.00%	25,200.00	0.00
456040	Intra Agency Transfer - From Lowndes GIA	20,950.00	20,902.00	100.23%	20,902.00	0.00
456051	Qualifying Local Funds - Interest Income	539.56	2,835.00	19.03%	2,835.00	0.00
458001	Grant-In-Aid	58,146.18	375,246.00	15.50%	319,804.00	55,442.00
456008	Out-Patient Medicare Fees	72.88	0.00	N/A	0.00	0.00
456010	Out-Patient Client Fees	4,082.73	0.00	N/A	0.00	0.00
456016	Private Insurance	4,865.91	0.00	N/A	0.00	0.00
456022	Health Check	1,211.92	0.00	N/A	0.00	0.00
456031	Environmental Fees	16,120.00	0.00	N/A	0.00	0.00
456034	Medicaid - DSPS	1,087.88	0.00	N/A	0.00	0.00
456036	Medicaid PCM	871.20	0.00	N/A	0.00	0.00
456049	Current Yr Adm Claiming	0.00	0.00	N/A	0.00	0.00
Total Revenue		337,864.61	686,274.00	43.01%	670,652.00	15,622.00
Expenses						
511000	Salaries	69,867.06	282,415.00	24.74%	281,921.00	494.00
513001	Hourly Labor	5,588.75	25,616.00	21.82%	25,616.00	0.00
514001	FICA	5,272.19	21,480.00	24.54%	21,366.00	114.00
515001	Retirement	20,463.68	82,877.00	24.69%	82,482.00	395.00
516000	Health Insurance	20,584.08	83,188.00	24.74%	83,037.00	151.00
614001	Supplies & Materials	1,088.07	7,310.00	14.88%	7,310.00	0.00
614018	Pharmaceuticals	5,072.45	51,310.00	9.89%	51,310.00	0.00
615001	Repairs & Maintenance	2,556.05	14,370.00	17.79%	8,494.00	5,876.00
617001	Utilities	4,555.52	14,741.00	30.90%	14,283.00	458.00
618001	Printing	439.00	247.00	177.73%	984.00	(737.00)
619001	Other Rent	0.00	363.00	0.00%	363.00	0.00
622001	Direct Benefits to Clients	337.44	783.00	43.10%	779.00	4.00
627001	Other Operating	2,916.26	11,281.00	25.85%	9,436.00	1,845.00
633001	Computer Software - Microsoft License Fee	0.00	4,581.00	0.00%	1,860.00	2,721.00
640001	Travel	2,143.72	8,624.00	24.86%	7,139.00	1,485.00
645001	Rental of Equipment	584.43	2,206.00	26.49%	2,262.00	(56.00)
651001	Per Diem & Fees	0.00	1,831.00	0.00%	1,565.00	266.00
653001	Contract - Maintenance Fee - Clinical Software	2,813.50	2,964.00	94.92%	2,658.00	306.00
673001	Telecommunications	2,253.97	9,045.00	24.92%	8,810.00	235.00
681001	Postage	924.66	1,759.00	52.57%	1,023.00	736.00
761001	Indirect Costs	0.00	59,283.00	0.00%	57,954.00	1,329.00
Total Expenses		147,460.83	686,274.00	21.49%	670,652.00	15,622.00

Berrien County Health Department Updates

Third Quarter (July thru Oct 2024)

PROGRAMS	CLIENTS SERVED
Immunizations	119
Family Planning	118
Child Health	65
STI	46
BCCP	10
Skin Testing	25
Hypertension	11
PCM	14



Berrien County



Berrien County Environmental Health Update

July - September 2024



Total Permitted Facilities: 50

Facility Inspections

Food Service Inspections	19
Tourist Accommodation Inspections	0
Public Pool Inspections	0
Body Art Inspections	1

Land Use

New System Permits Issued	9
New Installations Inspected	8
Repair Permits Issued	3
Repair Installations Inspected	7
Well Permits Issued	11
Water Samples	16

Other Programs

Animal Bite Investigations	8
Complaint Investigations	2

Inspections Report

Food Facility Inspections (19 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	07/24/2024	John Meeks
FSP-010-000016	02/14/2001	<u>Berrien Head Start</u>	204 HAZEL AVE NASHVILLE, GA 31639	Berrien	Routine	100	A	07/24/2024	John Meeks
FSP-010-000105	02/14/2001	<u>Berrien Senior Center</u>	204 HAZEL AVE NASHVILLE, GA 31639	Berrien	Routine	100	A	07/24/2024	John Meeks
FSP-010-000124	07/01/2022	<u>Combo House</u>	790 PATTEN AVE RAY CITY, GA 31645	Berrien	Routine	96	A	07/31/2024	John Meeks
FSP-010-000015	07/28/2011	<u>Dogwood Pharmacy</u>	501 N DAVIS ST NASHVILLE, GA 31639	Berrien	Routine	100	A	07/11/2024	Austin Haney
FSP-010-000093	08/28/2009	<u>Domino's Pizza</u>	702 TIFTON RD NASHVILLE, GA 31639	Berrien	Routine	100	A	09/06/2024	Austin Haney
FSP-010-000130	07/12/2023	<u>Green Acres Wellness LLC</u>	15320 HWY 129 ALAPAHA, GA 31622	Berrien	Routine	100	A	09/24/2024	John Meeks
FSP-010-000095	05/28/2009	<u>La Puerta Del Sol</u>	704 TIFTON RD NASHVILLE, GA 31639	Berrien	Routine	96	A	09/06/2024	Austin Haney
FSP-010-000135	02/02/2024	<u>M & D Grill</u>	530 HAZEL ST A NASHVILLE, GA 31639	Berrien	Routine	100	A	07/24/2024	John Meeks
FSP-010-000134	02/02/2024	<u>M & D Grill</u>	530 HAZEL ST A NASHVILLE, GA 31639	Berrien	Routine	100	A	07/24/2024	John Meeks
FSP-010-000137	07/05/2024	<u>Mathis Peanuts</u>	1309 CAMELLIA WAY NASHVILLE, GA 31639	Berrien	Initial	100	A	07/05/2024	John Meeks
FSP-010-000136	07/05/2024	<u>Mathis Peanuts</u>	1309 CAMELLIA WAY NASHVILLE, GA 31639	Berrien	Initial	100	A	07/05/2024	John Meeks
FSP-010-000089	03/24/2021	<u>Pizza Hut</u>	608 S DAVIS STREET NASHVILLE, GA 31639	Berrien	Routine	100	A	07/11/2024	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	07/26/2024	John Meeks
FSP-010-000138	07/26/2024	<u>Smoke-N-Grill</u>	1456 MALLIE HESTER RD LENOX, GA 31637	Berrien	Initial	100	A	07/26/2024	John Meeks
FSP-010-000139	07/26/2024	<u>Smokin-N-Grill</u>	1456 MALLIE HESTER RD LENOX, GA 31637	Berrien	Initial	100	A	07/26/2024	John Meeks
FSP-010-000070	06/21/2018	<u>Subway</u>	707 ADEL RD NASHVILLE, GA 31639	Berrien	Routine	94	A	07/11/2024	Austin Haney
FSP-010-000122	08/15/2022	<u>Weezy's</u>	608 S DOGWOOD DR NASHVILLE, GA 31639	Berrien	Routine	100	A	07/24/2024	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	07/24/2024	John Meeks

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South Health District, 8-1

2025 County Board of Health Meeting Schedule

BEN HILL	3 RD Wednesday	12:00 PM
February	19	
May	21 (Budget Meeting)	
August	20	
November	19	

LOWNDES	4 TH Tuesday	12:00 PM
February	25	
May	27 (Budget Meeting)	
August	26	
November	17 (Moved due to Thanksgiving Week)	

BERRIEN	2 ND Tuesday	12:30 PM
February	11	
May	13 (Budget Meeting)	
August	12	
November	6 (Moved due to Veteran's Day)	

TIFT	1 ST Tuesday	12:30 PM
February	4	
May	6 (Budget Meeting)	
August	5	
November	4	

BROOKS	4 TH Wednesday	12:00 PM
February	26	
May	28 (Budget Meeting)	
August	27	
November	13 (Moved due to Thanksgiving Week)	

TURNER	1 ST Wednesday	12:00 PM
February	5	
May	7 (Budget Meeting)	
August	6	
November	5	

COOK	3 RD Tuesday	12:00 PM
February	18	
May	20 (Budget Meeting)	
August	19	
November	18	

2025 Holiday Schedule	
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	January 20
State Holiday	April 18
Memorial Day	May 26
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 1
Columbus Day	October 13
Veterans Day	November 11
Thanksgiving Holidays	November 27-28
Christmas Holidays	December 25-26

ECHOLS	3 RD Thursday	12:00 PM
February	20	
May	15 (Budget Meeting)	
August	21	
November	20	

IRWIN	2 ND Wednesday	12:00 PM
February	12	
May	14 (Budget Meeting)	
August	13	
November	12	

LANIER	4 TH Friday	12:00 PM
February	28	
May	23 (Budget Meeting)	
August	22	
November	21	

Meeting packets copied to:

Mark J. Eanes, MD, MBA

Dwain Butler

Lisa Thomas, RN, BSN, MSN

Karen Harrison

Nurse Managers/Lead Admin Support Supervisors

Allie Pridgen

Chris Calhoun/Environmental Health Specialists

Courtney Sheeley/Kristin Patten

Diversified Enterprises (Tift)

The Jessamine Place (Ben Hill)

Updated September 9, 2024/ Karen Harrison

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.