



MISSISSIPPI STATE DEPARTMENT OF HEALTH

July 18,2022

Ronnie Lott  
Madison County Board of Supervisors  
PO Box 608  
Canton, MS 39046-0608

Dear Ronnie Lott:

This letter is to request Madison County Health Department's FY 2023 County Appropriations be forwarded at your earliest convenience. As certified by the Board, \$182,440 was authorized for our Fiscal Year 2022 public health operations.

Please make the check payable to: Madison County Health Department  
309 Park Drive  
Canton, MS 39046

I appreciate your support and assistance. Please do not hesitate to contact me should you have questions.

Sincerely,

A handwritten signature in black ink that reads "David Caulfield".

David Caulfield  
Regional Administrator



MISSISSIPPI STATE DEPARTMENT OF HEALTH

July 18, 2022

Board of Supervisors – Madison County  
ATTN: Ronnie Lott  
Madison County Board of Supervisors  
PO Box 608  
Canton, MS 39046-0608

Dear Board Members,

This letter and attachments are being submitted as a budget request for the Madison County Health Department for Fiscal Year 2023. The total annual budget of over \$1.8 million is necessary to maintain essential public health services for your county and its citizens.

The Mississippi State Department of Health provides core public health functions through various clinical, disease control and environment health programs. The Madison County Health Department makes over 15,000 patient and client contacts each year by Nurse Practitioners, Social Workers, Registered Nurses, and Environmentalist. Also, a major part of STD investigations and treatments occur at the health department. We are still in the process of combating COVID-19. Immunizations are being provide on a weekly basis at Madison County Health Department. The agency continues to transition all county staff to help address this public health crisis on a local level.

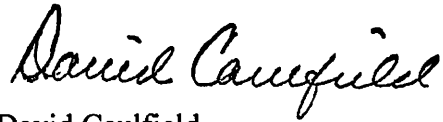
In Smith County we provide childhood immunizations and health screenings for children, as well as nutrition education. We provide services in women's health for breast and cervical cancer screenings as well as reproductive health for non-insured and under-insured patients who otherwise may not have access to care. The positive results realized from the immunization, disease surveillance, and environmental health programs help to prevent the spread of diseases and protect the entire population of Madison County. I have included information regarding the financial impact of all Federal Grants totaling nearly \$3million dollars that flow into the Madison County Health Department.

During the past fiscal year, the Madison County Board of Supervisors provided an appropriation of \$182,440 toward our total budget for the operations of the health department in Madison County. As requested, we have provided a budget appropriation request and supporting documentation to the Board for Fiscal Year 2023. We are not requesting an increase in our appropriations for FY 2023. The amount requested is essential to pay for the expenses of the department. I am requesting that the requested amount is paid in one total sum after January 1, 2023, as is the current procedure.

I appreciate your continued support of our public health efforts.

If additional information is needed, please feel free to call me at 601-981-2304.

Sincerely,

A handwritten signature in black ink that reads "David Caulfield". The signature is written in a cursive, flowing style.

David Caulfield  
Regional Administrator  
Central Region Public Health  
Mississippi State Department of Health  
4800 McWillie Circle  
Jackson, MS 39216

I have included information regarding the financial impact of Federal Grants totaling nearly \$3 million that flow into Madison County. The Federal Grant dollars are broken down by Program Category and benefit the entire county.

Below is the Budget Outline for the Fiscal Year 2023 Appropriation Request for Madison County Health Department. After Reviewing the budget needs and expected revenue for the upcoming year, we are NOT requesting an increase in our county appropriations of \$85,000 for FY 2022. The funds are distributed into the following categories:

**Madison County Health Department  
Central Region Public Health  
Budget Outline  
FY 2023**

**Budgeted Expenditures:**

<b>Salary/Fringe</b>	<b>\$ 1,000,500</b>
<b>Travel Reimbursement</b>	<b>\$ 40,000</b>
<b>Contractual Services</b>	<b>\$ 88,000</b>
<b>Commodities (Supplies)</b>	<b>\$ 30,000</b>
<b>Subsidies (Reimbursement for Vaccines)</b>	<b>\$ 40,000</b>
	<b><u>\$1,518,000</u></b>

**Anticipated Revenue:**

<b>State and Grant Appropriations</b>	<b>\$ 1,202,560</b>
<b>Earnings (Fees and Third Party)</b>	<b>\$ 133,000</b>

**County Appropriation Requested** **\$ 182,440**



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

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### **INTERNAL AUDIT REPORT FOR THE ON-SITE REVIEWS OF COUNTY HEALTH DEPARTMENT CLINICS AND REGIONAL OFFICES IN THE CENTRAL PUBLIC HEALTH REGION**

Internal Audit conducted audit procedures for the Hinds, Kemper, Lauderdale, Leake and Lowndes County Health Department Clinics in the Central Public Health Region during the second quarter of the 2022 fiscal year. Audit procedures for the Central Regional Offices in Jackson and Meridian were conducted as well.

The scope of the audit was financial and operational in nature and covered the fiscal year ending June 30, 2021 and a limited portion of fiscal year ending June 30, 2022. The audit procedures were conducted in accordance with the Standards for the Professional Practice of Internal Auditing and any applicable Government Auditing Standards.

The objective of the audit was to determine compliance with select agency policies and procedures as well as applicable state and federal requirements. The audit included an onsite review of the following areas:

1. Cash - To verify existence of funds in the petty cash and change funds and to verify that on-hand amounts are accurate and agree to financial records
2. Employee Existence – To ensure employees listed on the most recent Time and Attendance Report are actively employed
3. Property – To ensure property/equipment inventory is managed in accordance with agency policies and state laws and regulations
4. Leave Records – To ensure leave taken by county staff is being properly reported, reviewed, and recorded
5. HIPAA Security and Privacy – To verify the facilities’ compliance with HIPAA policies
6. Physical Access – To ensure facilities comply with selected ADA requirements
7. Vaccine Storage – To ensure vaccines are properly stored in accordance with agency policy

A material finding is a deficiency that is of such magnitude or pervasiveness that its omission, misapplication, or misstatement results in significant financial misstatement, operating inefficiency, operating ineffectiveness, or failure to substantially comply with applicable laws or regulations for the County or Region as a whole.

An opportunity for improvement is a deficiency of lesser magnitude or pervasiveness that may result in some financial misstatement, operating inefficiencies, operating ineffectiveness or failure to comply with applicable standards but provides significantly less exposure to the County or Region. While of less importance than a material finding, if unaddressed, an opportunity for improvement may ultimately result in material findings.

In our opinion, we found the financial transactions to be properly recorded and the operational procedures to be adequate for the period under audit with the exception of the observations identified in this report. Overall, we found the Region to be in compliance with agency policies and procedures as well as applicable state and federal requirements with the exception of the areas identified in this report.

## **OBSERVATIONS MADE FOR THE MANAGEMENT OF PROPERTY**

### **Hinds County Health Department - (location 5E)**

Internal Audit obtained a Magic Asset Listing for the Hinds County Health Department located in the Jackson Medical Mall dated November 8, 2021 and conducted a search for all equipment inventory items appearing on the report on November 9, 2021 and November 10, 2021. Some of the items listed on these reports were not located during this search. Internal Audit discussed these conditions with the Office Manager and later contacted the MSDH Property Office and IT staff to assist with corrective actions after the on-site visit. The Office Manager was contacted by email with responses from the Property Office and IT staff members regarding resolution.

The following equipment inventory items (listed by inventory number) were not located:

82610 – Television  
81804 – Computer Notebook  
80173 – Computer Notebook  
80153 – Computer Notebook  
79782 – Computer Notebook  
78964 – Computer Notebook  
77411 – Computer Notebook  
71948 – Computer Notebook  
71875 – Computer Notebook  
67806 – Cryosurgical System  
67153 – Lab Incubator  
67111 – Lab Incubator  
65396 – Cell Phone  
54414 – Color Monitor  
50708 – TV/Video Combo

570 East Woodrow Wilson • Post Office Box 1700 • Jackson, MS 39215-1700  
601-576-8090 • 1-866-HLTHY4U • [www.HealthyMS.com](http://www.HealthyMS.com)

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## **Lauderdale County Health Department (location 6I)**

Internal Audit obtained the Magic Asset Listing for the Lauderdale County Health Department dated 10/18/2021 and conducted a search for all equipment inventory items appearing on the report on 10/20/2021. This search was made in the clinic and the office space used by the Central Regional Office staff members assigned to its Meridian office in the same building. The Office Manager for the clinic is the responsible inventory keeper for both locations. Some of the items listed on the report were not located during this search. Internal Audit discussed these conditions with the Office Manager and later contacted the MSDH Property Office and IT staff to assist with corrective actions after the on-site visit. The Office Manager was contacted by email with responses from the Property Office and IT staff members regarding resolution.

The following equipment inventory items (listed by inventory number) were not located:

- 81251 – Personal Computer
- 80553 – Computer Notebook
- 80095 – Personal Computer
- 78997 – Mobile Telephone
- 78965 – Computer Notebook
- 77696 – Cell Phone
- 74102 – Computer Notebook
- 71863 – Computer Notebook
- 71369 – Computer Notebook
- 67275 – LCD Projector
- 50719 – Printer

### **Central Regional Office in Jackson (location Code 51)**

Internal Audit obtained a Magic Asset Listing for the Central Regional Office in Jackson dated October 26, 2021 and conducted a search for all equipment inventory items appearing on the report on November 4, 2021. Some of the items listed on the report were not located during this search. Internal Audit discussed these conditions with the responsible person for these lists, Kimberly Carr and later contacted the MSDH Property Office and IT staff to assist with corrective actions after the on-site visit. Kimberly Carr was contacted by email with responses from the Property Office and IT staff members regarding resolution.

The following equipment inventory items (listed by inventory number) were not located:

- 81576 – Computer Notebook
- 81459 – Mobile Telephone
- 81458 – Mobile Telephone
- 81451 – Mobile Telephone
- 80260 – Mobile Telephone
- 79073 – Computer Notebook
- 79013 – Cell Phone
- 77389 – Computer Notebook
- 75585 – Personal Computer
- 75160 – Laser Printer
- 73014 – Printer
- 71227 – Cell Phone
- 54360 – Printer
- 42557 – Printer