COWETA COUNTY
BOARD OF HEALTH MEETING
Coweta County Health Department
January 17th, 2017

The Coweta County Board of Health held their bi-monthly meeting at 3:30pm on January 17th, 2017 in the Coweta County Health Department conference room.

Attendees: Jim Wright, Paul Poole, Dr. Gilbert, Steve Barker, Gloria Barnes, Dr. Obasanjo, Brigid Smith, Wendy LeVan, Duane Fields, Debbi Heard, Angie Nutt, Jessica Ryan, Jan Hall, Marylyn McPhie

Mr. Jim Wright, Chairman, called the meeting to order and determined a quorum. The Invocation was provided by Dr. Gilbert.

The minutes from the November 15th, 2016 meeting were presented for approval. Mr. Barker made the motion to accept the minutes as presented, seconded by Dr. Gilbert.

New Business

Resignation – Dr. Gilbert announced his retirement effective March 14th and resignation from the Coweta County Board of Health. He was a member of the Coweta County Board of Health from 2001 – 2008 and was honored to have been asked to come back. Chairman Wright thanked Dr. Gilbert for serving on the board of health and let him know that he will be greatly missed.

Old Business

None

Brigid Smith
Financial Report

Brigid provided the Financial report. (Narrative attached)
Wendy LeVan/Angie Nutt, RN
Nursing & Clinical Services

Wendy and Angie provided the Nursing report. (Narrative attached, no report provided)

Jessica Ryan
WIC

Jessica provided the WIC report. (Narrative attached)

Duane Fields for David Burnham
Environmental Health

Duane provided the Environmental Health report. (Narrative attached)

Dr. Obasanjo
District 4/Public Health

The District Health Director in Macon District 5-2 was in an accident, and Commissioner Fitzgerald asked for Dr. Obasanjo to step in as Interim. District 5-2 is applying for Accreditation and while in their district he has the opportunity to review their process and bring back information to District 4.

The District 4 Professional Development Day was January 13th, 2017 in LaGrange. The event was very successful with a variety of speakers, update on Accreditation and break-out sessions.

GPHA is scheduled for April 11th – 12th in Atlanta. A Governance session is held for board of health members.

Plans for the District 4 Call Center is moving forward and plans are to start in February. A committee from District 4 traveled to the Savannah district to observe the process. WIC has used this process for all their appointment scheduling across the 12-county district and has been very beneficial. Clients will still call the health department for an appointment and be routed to the appointment line. This will allow front line staff the ability to focus on the client they are serving without trying to answer the phone at the same time. It will allow them time to talk to the client to see if additional services can be provided.

PUBLIC COMMENTS

None

Mr. Poole made a motion to adjourn, seconded by Ms. Barnes. The meeting adjourned at 4:15pm.

Chairman, Coweta County Board of Health 3/20/17

The next Coweta County Board of Health meeting is scheduled for March 21st, 2017 at 3:30pm in the Coweta County Health Department conference room.
Coweta Board of Health Meeting
Financial Narrative

Date: January 17, 2016

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17 Budget</td>
<td>Halfway through the year the budget is on track. We are under spent in</td>
</tr>
<tr>
<td></td>
<td>our expenditures. The NP position is vacant again.</td>
</tr>
<tr>
<td>FY17 Payroll</td>
<td>January 15th the employees were paid out of Altera with State Bank in</td>
</tr>
<tr>
<td></td>
<td>Macon. Lots of work, no glitches so far. We will be learning the new time</td>
</tr>
<tr>
<td></td>
<td>and attendance system for leave input.</td>
</tr>
<tr>
<td>Financial Report</td>
<td>FY16 Revenues from July to December were $726,985 compared to $691,606</td>
</tr>
<tr>
<td></td>
<td>last year. Increase of $35,379.</td>
</tr>
<tr>
<td></td>
<td>Coweta leads the counties with Medicaid money.</td>
</tr>
<tr>
<td></td>
<td>Clinical fees down $24093</td>
</tr>
<tr>
<td></td>
<td>EH fees up $29,130</td>
</tr>
<tr>
<td></td>
<td>FY16 Expenses were $715,670 compared to $715,329 last year. An increase</td>
</tr>
<tr>
<td></td>
<td>of $341. (more indirect cost paid by this time compared to last year.</td>
</tr>
<tr>
<td></td>
<td>Also $16,977 for 3% of sign payment)</td>
</tr>
</tbody>
</table>

INFORM-PREVENT-PROTECT
Presented by: Brigid Smith
Coweta Board of Health Meeting  
Nursing Narrative

Date: 01/17/2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>Nurse practitioner did not work out. Have reposted the position. Have applications for RN and have reposted LPN position as well.</td>
</tr>
<tr>
<td>BCCP</td>
<td>October was national breast cancer awareness month. Winnie Franks did several outreaches at two local churches, a women's group at Golden Corral and for the staff at an assisted living home in Corinth.</td>
</tr>
<tr>
<td>Scoliosis</td>
<td>Nurses will begin to help with scoliosis screenings in school system this month.</td>
</tr>
<tr>
<td>Billing</td>
<td></td>
</tr>
<tr>
<td>Billing</td>
<td>Vanessha Perteet has started doing pre-insurance screening for all clients with appointments. She calls them ahead of time, gets insurance information, checks it through Availity and informs them of coverage and amount of co-pay they need to bring to visit. Hopefully this will help with revenue and amount of time it takes front desk to work up a client.</td>
</tr>
</tbody>
</table>

INFORM-PREVENT-PROTECT  
Presented by: Angela L Nutt, RN
## Coweta Board of Health Meeting
### WIC Narrative

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Participation              | - Review Coweta WIC reports for November/December 2016  
- Decreased slightly from November to December, but still met state goal for total enrolled each month  
- Highest month was November                                                                 |
| Common Risk Factors        | **Women**: The most common risk factor was overweight. Other top risk factors include high and low maternal weight gain and low hemoglobin.  
**Infants**: The most common risk factor was prematurity. Other top risk factors include low birth weight and short stature.  
**Children**: The most common risk factor was low hemoglobin. Other top risk factors include overweight and prematurity. |
| 1st Trimester Enrollment   | - Below state standard of 60% for November (41.6%), but met for December (63.4%).  
- Clinic continues to work on outreach and inreach.                                                                                                 |
| Vendors                    | - There were 14 WIC vendors for November/December 2016.  
- The highest amount of vouchers cashed was in November (8,216 worth $133,083.12)  
- The cumulative total was $264,134.76                                                                                                               |
| Other                      | - Cooking Matters will have a pop-up shopping tour in January. This allows the participants to review smart shopping and WIC eligible foods.  
- New PT Nutritionist started 01/17/17  
- 2 PT CSR temps (1 still in training)  
- D4 was the first in the state for percent participation in November                                                                                 |
| Board Member Comments      | None at this time                                                                                                                                                                                             |

**INFORM-PREVENT-PROTECT**  
**Presented by: Jessica Ryan, RD, LD**