The Coweta County Board of Health held their bi-monthly meeting at 3:30pm on March 27th, 2018 in the Coweta County Health Department Conference Room.

Attendees:  
Board of Health Members  
Commissioner & Vice Chairman Paul Poole  
Dr. Kay Crosby  
Tippie Conner  
Steve Barker  
George Alexander  
Gloria Barnes  

Coweta County Health Department Managers/Representatives  
Angie Nutt, RN, County Nurse Manager  
Jan Hall, Office Manager  
David Burnham, Environmental Health Manager  
Jessica Ryan, Regional Nutrition Manager  

District 4 Office Representatives  
Teresa McDaniel, District Administrator  
Duane Fields, District Environmental Health Director  
Barbara Stephens, District Director of Business Operations  
Marilyn McPhie, District Payroll Specialist  

Others  
Michael Hill, Legal Counsel  

Commissioner & Vice Chairman Paul Poole called the meeting to order at 3:32pm and determined a quorum. Commissioner and Vice Chairman Paul Poole provided the Invocation and led the Pledge of Allegiance.

The March 27th Agenda was presented for approval. Mr. Steve Barker made the motion to accept the agenda as presented, seconded by Mr. George Alexander. The September 19th, 2017 Meeting minutes were presented for approval. Ms. Tippie Conner made the motion to accept the minutes as presented, seconded by Mr. Steve Barker.
New Business

Chairman and Vice Chairman Elections- Mr. George Alexander made the motion for Commissioner and Vice Chairman Paul Poole to be elected as Chairman, seconded by Mr. Steve Barker. Commissioner and Vice Chairman Paul Poole made the motion for Dr. Kay Crosby to be elected as Vice Chairman, seconded by Mr. Steve Barker.

Board Approval Items - Barbara Stephens presented the following items for board approval:

- 2018 Board of Health Meeting Schedule - Commissioner and Chairman Paul Poole made the motion to accept the schedule as presented, seconded by Mr. George Alexander.

- Board Member Reimbursement- A list of the county boards of health and their choice for reimbursement for attending board meetings was provided. Commissioner and Chairman Paul Poole made motion for Coweta County Board of Health members to waive the fee, seconded by Mr. Steve Barker.

Amended Swimming Pool Rules & Regulations- Duane Fields presented the board with the amended changes. The amended changes will make it easier to regulate swimming pools. Commissioner and Chairman Paul Poole made motion to accept the Amended Swimming Pool Rules & Regulations as presented, seconded by Mr. George Alexander.

Old Business

None

Teresa McDaniel

Financial Report

Teresa provide the Financial Report. (Narrative Attached)

Angie Nutt, RN, BSN

Nursing & Clinical Services

Angie provided the Nursing Report. (Did not provide a Paper Report) (Narrative Attached)

Jessica Ryan

WIC

Jessica provided the WIC Report. (Narrative Attached)

David Burnham

Environmental Health

David provided the Environmental Health Report. (Narrative Attached)
Barbara Stephens
District 4/Public Health

Barbara Stephens informed the board Dr. Obasanjo is no longer Interim Health Director in Macon. Dr. Obasanjo’s focus is on Accreditation and Quality Improvement. The Community Health Plan (CHIP) is now on the District 4 website. We would like to ask board members to go on the District 4 website, review the plan and make a comment. Susie Hammock, Accreditation/Quality Improvement Coordinator will be coming to speak with each board of health. We are still working towards pushing the button for Accreditation in August. Board members will be getting emails from Debbi Heard about Domain 12 which is Governance.

The GPHA (Georgia Public Health Association) Conference is April 4th-6th in Jekyll Island. Board members are encouraged to attend. Dr. Kay Crosby plans to attend.

April 30th, 2018 is District 4 Professional Development Day, and will be held at Glendalough Manor in Tyrone, GA. We invite the board members to attend. The focus will be Accreditation.

October 5th, 2018 is District 4 Health & Wellness Day. Board members are invited to join us.

The NALBOH (National Association of Local Boards of Health) annual conference is scheduled in Raleigh, North Carolina on August 8th-10th, 2018. If you would like to attend please contact Debbi Heard to make the arrangements.

Service Award

Duane Fields presented David Burnham, Environmental Health Manager with his 25 years of service award.

Board Member Comments/Reports

Commissioner and Chairman Poole thanked everyone for all they do for Coweta County.

Public Comments

None

Adjourn

Commissioner and Chairman Paul Poole made the motion to adjourn, seconded by Ms. Tippie Conner. The meeting was adjourned at 4:06pm.

Paul Poole, Vice Chairman

Date

5/15/2018

The next Coweta County Board of Health Meeting is scheduled for May 15th, 2018 at 3:30pm in the conference room at the Coweta County Health Department.
### Coweta Board of Health Meeting
### Nursing Narrative

**03/27/2018**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staffing</strong></td>
<td>Health department is finally at full staffing capacity. NP services are increasing rapidly and would like to offer her full-time status. New lab tech started in January. Mr. Paul Poole requested I send in written request to Michael Fouts at the county to ask for the funding back to support Nurse Practitioner salary. Staffing issues going on in Fayette due to nurses retiring and resigning. Using some of Coweta staff to assist with the shortage on a short time basis until I can fill the positions. Fayette will reimburse Coweta for the nurse’s salaries.</td>
</tr>
<tr>
<td><strong>Clinical Updates</strong></td>
<td>Have started on immunization audits for day cares in the county. We are having been assisting the school system with scoliosis screenings since February and almost complete with those.</td>
</tr>
<tr>
<td><strong>Emergency Preparedness</strong></td>
<td>Wendy Levan, District Nursing Director has challenged the county nurse managers to develop a contingency plan for clinic in the event of us not being able to access our building due to natural disaster, fire, etc. so David and I have been throwing ideas around and would like to ask the county if they have another site we could designate for us to use in that event.</td>
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<tr>
<td><strong>Questions/Concerns</strong></td>
<td>Any questions or concerns.</td>
</tr>
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**INFORM-PREVENT-PROTECT**
**Presented by: Angela L Nutt, RN**
Coweta Board of Health Meeting
Financial Narrative

Date: March 27, 2018

<table>
<thead>
<tr>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>FY18 Budget</td>
<td>FY18 budget is on track with spending at 63% for 8 months.</td>
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<tr>
<td>Financial Report</td>
<td>The Financial Report was presented to the Board.</td>
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<td>Revenue:</td>
</tr>
<tr>
<td></td>
<td>FY18 Revenues: $1,180,437 compared to FY17 Revenues: $1,050,086. An increase of $130,351.</td>
</tr>
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<td></td>
<td>Clinical/Medicaid Fee Rev is up $4063 over LY.</td>
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<td>EH Fee Rev up $6,500 over LY.</td>
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<td></td>
<td>Total Fee Rev is up $10,562 compared to LY.</td>
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<tr>
<td></td>
<td>Other Rev is up $119,787 over LY. (Intra/Inter, GIA, Admin Claim timely)</td>
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<td>Expenses:</td>
</tr>
<tr>
<td></td>
<td>FY18 Expenses: $1,208,925 compared to FY17 $923,350. An increase in spending of $285,575 over LY. (Salaries, Indirect Cost higher over LY)</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Budget Revision 1 is presented to align GIA and PYPI to actual. PYPI increased $29,182 and GIA increased $4,607. This is an overall increase by $33,789. Fund Balance was backed out to adjust for PYPI and GIA increase. The expense side was adjusted accordingly to align YTD spending as needed per line item. The overall change to the budget is $0.00</td>
</tr>
<tr>
<td></td>
<td>Note* Salaries/fringes was reduced to take out FT NP, hourly labor was increased to add PT NP. Indirect cost decreased.</td>
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<tr>
<td></td>
<td>Motion to accept budget revision by Mr. Poole, seconded by Mr. Barker, all in favor. No further discussion.</td>
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INFORM-PREVENT-PROTECT
Presented by: Teresa McDaniell
District 4
Date: March 27, 2018  (reporting period - Sep 2017-Feb 2018)

<table>
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<tr>
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<tr>
<td>Facilities</td>
<td>Inspections are currently up to date for required inspections. Additional personnel hired in November has helped in increased inspections. Mr. Alexander asked about “U” scores and when there is a reinspection. Chairman Poole asked about roof leaks at Hardees and if the department inspected for those leaks.</td>
</tr>
<tr>
<td>On-Site</td>
<td>New septic permits are steady, little lower than before. Subdivisions continue to be submitted for review and most awaiting construction starts. Scanned drawings to tax database – 14000+</td>
</tr>
<tr>
<td>Rabies</td>
<td>3 animals submitted for rabies testing. No animal tested positive for rabies.</td>
</tr>
<tr>
<td>Personnel</td>
<td>EHS I position added in November. Gina Duffey joined staff from Spalding/Lamar counties.</td>
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## Coweta Board of Health Meeting

**WIC Narrative**

**Date:** 03/27/18

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<tr>
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<tbody>
<tr>
<td><strong>Participation</strong></td>
<td>Review Coweta WIC reports for August 2017-February 2018. Caseload decreased during the specified time frame. Clinic continues to work on in-reach and outreach as well as calling all missed appointments. Assigned caseload decreased from 2,550 to 2,518 in October.</td>
</tr>
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</table>
| **Common Risk Factors**       | **Women:** The most common risk factor was overweight. Other top risk factors include high maternal weight gain, 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, obesity, prematurity and short stature. |
| **1st Trimester Enrollment**  | Below state standard of 60% for both August, September and November. Achieved state standard in October (61.5%) and December (61.1%). Clinic continues to work on outreach and in-reach. |
| **Vendors**                   | There were 14 WIC vendors for August and September 2017. Total decreased to 12 in October. The highest amount of vouchers cashed was in January (7,454 worth $140,464.96) |
| **Other**                     | **Staffing:** Karina Montano (FT bilingual CSR) comes to Coweta on Fridays. Reposted for PT nutritionist job. Mabel Xu has resigned her position effective 04/30/18. Will also post for another PT nutritionist. |

### Board Member Comments

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