COWETA COUNTY

BOARD OF HEALTH MEETING
COWETA COUNTY HEALTH DEPARTMENT CONFERENCE ROOM
MAY 16TH, 2017

The Coweta County Board of Health held their bi-monthly meeting at 3:30pm on May 16th, 2017 in the Coweta County Health Department conference room.

Attendees:

Board of Health Members
Commissioner & Vice Chairman Paul Poole
Dr. Kay Crosby
Chairman Jim Wright
Tippy Conner
Gloria Barnes

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

District 4 Office Representation
Dr. Obasanjo, District Health Director
Brigid Smith, District Administrator
Duane Fields, District Environmental Health Director
Debbi Heard, Exec. Assistant/Board of Health Liaison
Wendy LeVan, RN, Director of Nursing & Clinical Services

Other
Michael Fouts
Jerry Ann Conner

Mr. Jim Wright, Chairman, called the meeting to order and determined a quorum. The Invocation was provided by Commissioner & Vice Chairman Paul Poole. Commissioner and Vice Chairman Paul Poole led the Pledge of Allegiance.

Minutes from the March 21st, 2017 meetings were presented for approval. Commissioner and Vice Chairman Paul Poole made the motion to accept the minutes as presented, seconded by Ms. Tippy Conner.

New Business

FY’18 Budget Presentation - Ms. Brigid Smith presented the FY’18 Budget, leading to discussion about cutting the Coweta County participation and to use fund balance instead. Commissioner and Vice Chairman Paul Poole asked why the county could not keep the money and if we needed it to come back to county and ask for money at that time. Commissioner and Vice Chairman Paul Poole asked Ms. Brigid Smith to find out if the Janitorial
and Landscaping could be considered the match the county must give. Ms. Brigid Smith stated she would check with the state office.

**Old Business**

**Office Repairs**- Angie Nutt reported that the county fixed the separation in the concrete in the front office area. They had to cut the carpet to fix the floor. They did a great job and it looks good.

**Brigid Smith**

**Financial Report**

Brigid provided the Financial Report. (Narrative Attached)

**Angie Nutt, RN**

**Nursing & Clinical Services**

Angie provided the Nursing 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)

**Dr. Obasanjo**

**District 4/Public Health**

On September 21st-22nd Board of Health training is scheduled. Board members will learn about programs and services not talked about in board meetings.

Then Annual Health and Wellness Day at Rock Ranch is scheduled for October 6th, 2017.

District 4 will have applied for Accreditation by the October 6th Meeting.

Dr. Obasanjo is still Interim Director for Macon District Office at this time. Interviews were held on April 21st, 2017. Hopefully Dr. Obasanjo will be back full time in July. He will still work closely with Macon District through August. They have a site visit for Accreditation on August 29th, 2017. Working with Macon on Accreditation has helped us with what we need to do as they are a year ahead of us in the process. We are working on a strategic plan at this time. We are also working on a mission and vision statement that we will bring to the board for approval. He will keep the board updated on where we are in the process of Accreditation.

Dr. Obasanjo thanked Board of Health Members that attended the Georgia Public Health Association (GPHA) Conference this year (Dr. Crosby, Commissioner and Vice Chairman Poole). GPHA was very informative this year. Commissioner and Vice Chairman Poole stated he enjoyed the speaker on Zika virus and wants us to
advertise more on prevention of Zika. Ms. Angie Nutt, CNM stated we are running an ad in the Coweta Magazine and we could put information on Zika in our advertisement.

Public Comments

None

Commissioner and Vice Chairman Paul Poole made the motion to adjourn and seconded by Ms. Tippie Conner. The Meeting was adjourned at 4:22pm.

Paul Poole, Vice Chairman

Date

The next Coweta County Board of Health Meeting is scheduled for July 18th, 2017 at 3:30pm in the conference room at the Coweta County Health Department.
### Building

The county has been out and repaired the floor. Looks great.

### Nurse Practitioner

Had to repost the position for NP due to no applicants. We are holding interviews this Friday for the new applicants if they accept interview.

### Staffing

Held partial interviews for LPN position on May 5th and May 12th. Hopefully we will have someone who accepts the position. Reposted RN position.

### Clinic Updates

Jan Hall and I attended GPHA in April. I saw Dr. Krosby there as well and we thank you for attending and your support. Was a great conference this year. Finished scoliosis screenings in school. Nurses will be attending a lot of annual nursing program updates over the next couple of month.

### Questions/Concerns

Any questions or concerns.

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**INFORM-PREVENT-PROTECT**

Presented by: Angela L Nutt, RN
**Coweta Board of Health Meeting**

**Financial Narrative**

Date: May 16, 2016

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<th>Comments</th>
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| **FY17 Budget** | Ten months through the year, the budget is underspent in our expenditures. The NP position is vacant, but we are advertising. We are also needing 1 RNs and an LPN. We have received additional Grant in Aid of $12,117 and a budget revision is necessary and presented to the Board. The amount that Coweta County would give for the NP was taken away since we had not filled the position. The Budget revision reduced the total by ($59,448) making the new total $1,687,723. The expenses showed items equipment purchases. A new vision machine and Computers. The salary line was reduced.  
The **FY17 Coweta 001 Operating Budget was approved by Mr. Paul Poole and seconded by Dr. Crosby.** |
| **FY18 Budget** | Met with Coweta managers to look at the budget on April 25th. Meeting with Coweta County Administration of Mr. Michael Fouts and Ms. Kelly Mickle on April 26th. We are appreciative of all the County does for us. Especially the cleaning and Janitorial. 
Presentation of the budget brought about a discussion to cut the Coweta County participating and to use Fund balance instead.  
Ms. Smith changed the budget to reflect County Participating of only the match amount of $68,132. The **FY18 001 Operating budget was approved by Mr. Paul Poole and seconded by Ms. Conner.**  
Mr. Poole asked Ms. Smith to find out if the Janitorial could be considered the match. She stated she would find out from the State.  
**UPDATE:** The match must be through County appropriations. Ms. Smith emailed Ms. Dionne Denson, DPH CFO. She responded in email to Michael Fouts and sent a copy of the Master Agreement. |
| **Financial Report** | FY17 Revenues from July thru April were $1,421,108 compared to $1,395,017 last year. An increase of $26,091  
Clinical fees down $29,340 (Staffing)  
EH fees up $24,370  
FY16 Expenses were $1,215,914 compared to $1,252,877 last year. A decrease of $36,963. |

**INFORM-PREVENT-PROTECT**

**Presented by: Brigid Smith**
**Date:** May 16, 2017 (reporting period – Mar – Apr 2017)

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<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Facilities</td>
<td>New part time employee starts this week to assist in food service inspections. One less TA - sold to Falcon Aviation Flight School – for use as a dormitory facility will be connected to sewer. Comm. Poole asked about inspections of conditions involving structure of food service facilities.</td>
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<td>On-Site</td>
<td>New septic permits are up from previous year. Septic scans submitted = 6454. Presented an example of EZ Flow material to board for review; Chairman Jim Wright asked about sandline approval at state. Duane Fields stated there is current review of system at engineers request, but no approval at this time.</td>
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<td>Rabies</td>
<td>One dog tested - negative</td>
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**INFORM-PREVENT-PROTECT**  
Presented by: _David Burnham_
Coweta Board of Health Meeting
WIC Narrative

Date: 05/16/17

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<tr>
<td><strong>Participation</strong></td>
<td>Review Coweta WIC reports for March 2017. Caseload has decreased district-wide. Clinic continues to work on outreach.</td>
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<td><strong>Common Risk Factors</strong></td>
<td><strong>Women:</strong> The most common risk factor was overweight. Other top risk factors include high maternal weight gain, low maternal weight gain and low hemoglobin. <strong>Infants:</strong> The most common risk factor was prematurity. Other top risk factors include low birth weight and short stature. <strong>Children:</strong> The most common risk factor was low hemoglobin. Other top risk factors include overweight and prematurity.</td>
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<td><strong>1st Trimester Enrollment</strong></td>
<td>Below state standard of 60% for both March (42.2%). -Clinic continues to work on outreach and in-reach.</td>
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<td><strong>Vendors</strong></td>
<td>There were 14 WIC vendors for March 2017. -7,655 worth $127,761.77</td>
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<td><strong>Other</strong></td>
<td><strong>Staffing:</strong> PT temp clerk resigned in March. Brought back one that worked for us earlier in the year. <strong>Gateway:</strong> Implemented integrated eligibility system on 05/01.</td>
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<td><strong>Board Member Comments</strong></td>
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