COWETA COUNTY
BOARD OF HEALTH MEETING
Coweta County Health Department
September 20th, 2016

The Coweta County Board of Health held their bi-monthly meeting at 3:30pm on September 20th, 2016 in the Coweta County Health Department conference room.

Attendees: Jim Wright, Paul Poole, Dr. Gilbert, Tippie Conner, Steve Barker, Gloria Barnes, Brigid Smith, Wendy LeVan, Duane Fields, Debbi Heard, David Burnham, Angie Nutt, Lindsey Jordan, Ryan Jones

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

The minutes from the May 17th, 2016 meeting were presented for approval. Mr. Poole made the motion to accept the minutes as presented, seconded by Dr. Gilbert.

New Business

Nomination Committee for 2017 Chairman and Vice Chairman – Mr. Wright asked for the board members to form a committee to make a recommendation for the 2017 Chairman seat. After brief discussion, Dr. Gilbert made a motion for Mr. Wright to continue as Chairman of the Coweta County Board of Health, seconded by Mr. Poole.

Grantville City Hall Mold/Indoor Air Quality Issue - Duane Fields made the board aware of an issue at the Grantville City Hall building. (See attached)

DFACS Fee Waiver Request – David Burnham has a request from DFACS to waive fees associated with certified septic and well letters for foster care applicants. DFACS reimburses the fee instead of the applicant for $125 per inspection. JerryAnn Conner, legal counsel, suggested the board create a policy and will also research to see if it is legal. Mr. Poole made a motion to waive the fee if it is legal and will wait until they hear back from Ms. Conner, seconded by Mr. Barker.
### Old Business

None

### Brigid Smith
#### Financial Report

Brigid provided the Financial report. (Narrative attached)

### Angie Nutt, RN
#### Nursing & Clinical Services

Angie provided the Nursing report. (Narrative attached)

### Lindsey Jordan
#### WIC

Lindsey provided the WIC report. (Narrative attached)

### David Burnham
#### Environmental Health

David provided the Environmental Health report. (Narrative attached)

### Brigid Smith (for Dr. Obasanjo)
#### District 4/Public Health

District 4 moved into the new office on July 1st. The Ribbon Cutting/Open House was on July 29th. If you were not able to attend we will have another opportunity for you to tour our District office.

We have scheduled a Board of Health Update/Training on September 23 & 24. We will have 2 sessions on Friday, one on Saturday. This will be an opportunity for board members to learn more about public health programs and meet board members from other counties.

In your packet, in there is an updated Accreditation flyer. It is our goal to inform the board at each meeting and give an update. The Community Health Assessments have been completed for all 12 Counties. Results will be posted on the website. We have formed a QI (Quality Improvement) Council at the District to review deliverables before we can apply. The Quality Improvement plan has been completed. We have partnered with GA Southern University to create our Workforce Development Plan.

District 4 is considering a Call Center for all appointments to be centralized, similar to our WIC Call Center. The Waycross District has done this and been very successful. This would enable our front line customer service representative to concentrate on the client at hand.

The District 4 Professional Development Day is scheduled for January 13th, 2017. Board members are invited to join us.
Coweta County is sharing an office manager with Fayette County. She is an experienced public health employee from Fayette County.

Brigid introduced Ryan Jones, Emergency Preparedness Coordinator for District 4. Ryan spoke briefly about his program and their participation on September 10th at a Red Cross drill at the Cornerstone Methodist Church. He also commented on the good job Coweta County Health Department has done working with Jay Jones on the October 19th exercise.

PUBLIC COMMENTS

None

Mr. Poole made a motion to adjourn, seconded by Mr. Barker. The meeting adjourned at 4:05pm.

At 4:06 Mr. Poole made a motion go back in session, seconded by Mr. Barker. The Closed POD Site MOU was presented for approval. Mr. Barker made a motion to approve the MOU as presented, seconded by Mr. Poole.

Chairman, Coweta County Board of Health

Date

The next Coweta County Board of Health meeting is scheduled for November 15th at 3:30pm in the Coweta County Health Department conference room.
Duane informed the Board about an ongoing mold issue within Grantville City Hall. He began the discussion with some background information about the State of Georgia Healthy Homes Program and the Carroll County Environmental Health Department’s Mold program. He also stressed that there are no regulations or enforcement avenues for resolving these type of issues.

In response to numerous ongoing respiratory/sinus complaints from City Hall employees, Carroll County Environmental Health was hired (May 9, 2016) to conduct a mold/ indoor air quality assessment for City Hall. Numerous suggestions were made based on findings of water leaks and damage and the high presence of molds known to cause allergic symptoms in sensitive individuals. A follow up assessment was performed (June 13,2016) by a private company (Mold Assessment Group) and also found presence of these molds and similar observations. Remediation of the affected areas was recommended.

After being contacted by the State’s Healthy Homes program in July in response to complaints from City workers about the mold, Duane made contact with the City Manager about the status of this issue. The City Manager responded that the issue was on the agenda for the July City Council meeting, but there was no quorum. He also indicated that Workman Comp claims have been filed and a field representative recommended that all personnel be removed from the areas affected immediately, and all remediation work recommended by the assessments be followed. The City has acquired 3 bids for remediation work and has relocated the affected employees to another location. Duane was again contacted by the Healthy Homes program in September and asked about the status after receiving additional concerns from the complainants. David Burnham reached out to the City Manager and received another status update last week. The Council did discuss the issue in the August meeting and motion was made to have the City attorney review the contract bids. To date, this review has not been completed. This issue can be placed on the September meeting agenda pending completion of bid review by the attorney and the will of the Mayor and City Council. Duane noted that the most important issue of removing the affected employees to another location was completed quickly by the City.
# Coweta Board of Health Meeting

## Nursing Narrative

**Date:** 09/20/2016

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign</td>
<td>New sign installed just awaiting county to get the power hooked up to it.</td>
</tr>
<tr>
<td>EP</td>
<td>EP drill scheduled for October 19, 2016. We will be vaccinating all first responders during drill. Pod will be open from 12-8 to catch all shifts. Need permission from board to close health department on that date b/c all staff will be reporting to Fair Grounds from 11-9pm that date. WIC staff will remain at health department providing services. Mr. Poole made motion to approve closing the Health Department on 10/19/2016 for EP exercise, seconded by Mr. Barnes.</td>
</tr>
<tr>
<td>Staffing</td>
<td>Have applications for NP to share between Coweta/Fayette. Will be interviewing first week of October. Still in need of another RN and LPN for clinic. Dr. Gilbert asked about services the NP can provide. Dr. Gilbert asked if there are any PAs in the district. He has students asking about possible jobs.</td>
</tr>
<tr>
<td>Flu</td>
<td>Flu vaccines are in and we have begun vaccinating.</td>
</tr>
<tr>
<td>Immunization Audits</td>
<td>All School immunization audits are being done this week.</td>
</tr>
</tbody>
</table>

**INFORM-PREVENT-PROTECT**

**Presented by:** Angela L Nutt, RN

---

District 4 Public Health

Rev 9/16 DH
Date: September 20, 2016

## Coweta Board of Health Meeting
### Financial Narrative

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY16 Budget</td>
<td>Budget revisions were necessary and were not presented to the BOARD because the change took place in June. The revisions were discussed at the May meeting. We did receive additional GIA of 2% for Contingency funds in the 001 Health Department budget.</td>
</tr>
<tr>
<td>FY17 Budget</td>
<td>FY17 Budget was created with input from Angie, David and the management team at the District office. FY17 Budget was presented and approved at the May meeting. Good news: GIA is $24,127 higher. PYPI is around ($49272) less at $779,883. However, we increased our fund balance to $284,793. This was due to the sharing the CNM and nursing staff shortage.</td>
</tr>
<tr>
<td>Audit</td>
<td>Was completed on August 16th. No findings. Will present the audit book at the next BOH meeting.</td>
</tr>
<tr>
<td>FY17 Family Planning Budget</td>
<td>FY17 Family Planning budget was presented to the Board. A copy of the budget was in the Board packet. It is the fees for Family Planning that have rolled over from last year.</td>
</tr>
<tr>
<td>Financial Report</td>
<td>FY16 Revenues were $1,771,398 compared to $1,671,922 last year. An overall increase of $99,476. The District programs sent the HD $22,381 $5,891 in Family Planning money $6,200 in Children's First $ 2,800 in STD, $5,040 TB and $2,450 in Immunizations Clinical fees up $10,213 EH fees up $13,065 FY16 Expenses were $1,504,970 compared to $1,515,306 last year. A decrease of $10,336.</td>
</tr>
</tbody>
</table>

**INFORM-PREVENT-PROTECT**

**Presented by: Brigid Smith**

District 4 Public Health

Rev 9/16 DH
Coweta County
Board of Health Meeting
Environmental Health Narrative

Date: September 20, 2016 (Reporting period – May-Aug 2016)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFACS fee waiver request</td>
<td>DFACs requested a waiver of fees associated with certified septic and well letters for foster care applicants. Board voted to approve the fee waiver, but cannot take effect until Jerry Ann Conner can review for legal purposes. Chairman Wright asked the fee amount involved was mentioned to board the fee was $125.00 for a certified letter for a septic inspection.</td>
</tr>
<tr>
<td>Food Service</td>
<td>Inspections number are up from previous year. Two restaurants had a score of “U” unsatisfactory; Bethlehem Church Ministries issued citation for failure to comply - did not show in court-bench warrant issued</td>
</tr>
<tr>
<td>On-Site</td>
<td>New permits up from previous year Lullwater SD has started prep site for new lift station Mentioned to Board that meeting with Planning Dept. had shown a 650 lot inventory in the county. Dr. Barker as if those were planned or platted lots. I responded stating it was my understanding the lots were platted, approved lots.</td>
</tr>
<tr>
<td>Rabies</td>
<td>Two specimens sent to lab - 1 bat and 1 cat - both tested negative</td>
</tr>
<tr>
<td>Staff update</td>
<td>Patti Gammans has transferred to Troup Co. Jeremy Moore – Carroll Co. - food service inspection 2 days a week</td>
</tr>
</tbody>
</table>

INFORM-PREVENT-PROTECT

Prepared by: David Burnham

District 4 Public Health

Review/Revision Date 4/2015
### Board of Health Meeting
#### Coweta WIC Report

Date: 09/20/16

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
</table>
| WIC Reports                  | • Total caseload increased  
                                |   o Now taking walk-ins daily from 8-3  
                                |   • Helping with mom/baby appointments, transportation issues and hopefully first trimester enrollment  
                                |   • Most common risk factor  
                                |   o Infants: inappropriate nutr practices/prematurity  
                                |   o Children: inappropriate nutr practices  
                                |   o Women: overweight  
                                |   • First trimester enrollment down  
                                |   • There are now 14 vendors in Coweta County with a total cumulative vendor total of $123-$140,000 |
| Nutrition Education          | • Cooking Matters classes held pop-up Shopping Matters tours in July and promoted June  
                                |   o Very popular  
                                |   o $10 gift card for each family that participated – supplies went quickly |
| Regional Updates             | • PT nutritionist started June 1 – fitting in well  
                                | • Clinic flow changed  
                                | • Front office flow procedures also changed – printing to centralized printer |
| Outreach                     | • One Nutritionist served outreach at Cinco de Mayo event in Lilburn  
                                | • OBGYN/Pregnancy Resource and pharmacies  
                                | • Pediatricians offices  
                                | • Foodbank |
| Board Member Questions       | • Options for transportation for clients was discussed. Mr. Poole mentioned that Coweta County does have a public transit that costs $3 one way. Dr. Gilbert asked how the phone number is listed and Mr. Wright responded: 770-683-RIDE.  
                                | • Carseats are a barrier to public transportation as it is difficult to travel with bulky carseats and public transit may or may not have seatbelts to secure carseats. |

**INFORM-PREVENT-PROTECT**

Prepared by: Lindsey Jordan, RD, LD

District 4 Public Health

Review/Revision Date 4/2015