Coweta County
Board of Health Meeting Minutes
December 18th, 2018 @ 3:30 pm
Coweta County Health Department Conference Room

The Coweta County Board of Health held their scheduled meeting on December 18th, 2018 at 3:30 pm in the Coweta County Health Department Conference Room, located at 70 Hospital Rd., Newnan, GA. (November 20th meeting canceled, rescheduled for December 18)

Attendees:

Board of Health Members:
Commissioner Paul Poole, Chairman
John Bermingham
George Alexander
Steve Barker
Gloria Barnes

Coweta County Health Department Managers/Representatives
Angie Nutt, RN, County Nurse Manager
Tammy Brawley, CSR II
David Burnham, Environmental Health Manager
Jennifer Whitaker, Training and Development Specialist

District 4 Office Representatives
Dr. Olugbenga Obasanjo, District Health Director
Amanda Storey, Budget Analyst
Melinda Bailey Knight, District Environmental Health Director
Wendy LeVan RN, District Nursing Director
Michele Davis, CSR II

Others
Michael Hill, Legal Counsel
CALL TO ORDER

Chairman Paul Poole called the meeting to order at 3:37pm and determined a quorum.

INVOCATION

Commissioner Paul Poole, Chairman, provided the Invocation.

PLEDGE OF ALLEGIANCE

Commissioner Paul Poole, Chairman, lead the Pledge.

AGENDA APPROVAL

The December 18th agenda was presented for approval. Steve Barker made the motion to accept the agenda as presented, seconded by John Bermingham.

MINUTES APPROVAL

The September 18, 2018 meeting minutes were presented for approval. John Bermingham made the motion to accept the minutes as presented, seconded by Gloria Barnes.

NEW BUSINESS

Chair and Vice Chair Elections were held. George Alexander made the motion to re-elect Commissioner Paul Poole as Chairman and to re-elect Dr. Kay Crosby as Vice Chair, seconded by Paul Poole, all in favor.

The 2019 BOH Meeting schedule was presented for approval. Steve Barker made the motion to accept the schedule as presented, seconded by George Alexander.

The 2019 Budget Revision was presented for approval. John Bermingham made the motion to accept the budget revision as presented, seconded by George Alexander.

OLD BUSINESS

None

REPORTS

Clinical

Angie Nutt, RN, BSN, County Nurse Manager provided the Clinical Report. (Narrative Attached)

Environmental Health

David Burnham, Environmental Health Manager, provided the Environmental Health Report. (Narrative Attached)

Finance
Amanda Storey, Budget Analyst, provided the Financial Report. (Narrative Attached)

WIC/Nutrition Program

Jennifer Whitaker, provided the WIC Report. (Narrative Attached)

District 4/Public Health Report

Dr. Obasanjo discussed the Accreditation progress and shared two Accreditation Scoreboard fliers, 11/8/2018 and 12/5/2018 located in the meeting packet. The “Push the Button” date has been changed to March 1, 2019. The Accreditation updates will be sent out by Debbi Heard. Documents will be sent out for the board to review and make their comments.

On February 3, 2019 Atlanta will host the 2019 Superbowl Game at the Mercedes-Benz Stadium. The public needs to be aware that potential issues can arise from large events such as, terrorism, human trafficking, increased food inspections and increased stress due to the heavy traffic. District 4 will assist neighboring counties if needed.

BOARD MEMBER REPORTS/COMMENTS

Commissioner Paul Poole, Chairman, thanked everyone for all they do for Coweta County. Wished all in attendance Happy Holidays and Happy New Year.

PUBLIC COMMENTS

None

ADJOURN

The meeting was adjourned at 4:15 pm.

Commissioner Paul Poole, Chairman Date 1/15/19

The next Coweta County Board of Health Meeting is scheduled for January 15, 2019 at 3:30pm in the conference room at the Coweta County Health Department.
Coweta Board of Health Meeting
Clinical Narrative

12/18/2018

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>Hired new CSR. Her name is Ivette Reina. She is bilingual and has been a huge asset to our staff. New LPN is to start January 2. Then we will be back up to full staff. NP has not gone full time as expected due to medical illnesses. Will reassess after the beginning of the year.</td>
</tr>
<tr>
<td>Clinical Updates</td>
<td>School immunizations audits are completed for this year and turned into the District Office. We still have some flu vaccine left. Will be assisting the school system with Scoliosis screenings in February, so that will take a nurse out of clinic on those days.</td>
</tr>
<tr>
<td>Questions/Concerns</td>
<td>Any questions or concerns.</td>
</tr>
</tbody>
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INFORM-PREVENT-PROTECT
Presented by: Angela L Nutt, RN
## (Coweta) Board of Health Meeting
(Environmental Health ) Narrative

**Date:** December 18, 2018  *(reporting period-Sep-Oct 2018)*

<table>
<thead>
<tr>
<th>Topic</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Very busy in food service program as usual. Inspection requirements are up-to-date. Higher percentage in the “A” range which is the goal. Schools continue to do a great job.</td>
</tr>
<tr>
<td>On-Site</td>
<td>On-site program is steady. Has slowed somewhat this fall, but none the less still busy. New permits issued are about same as last year. Still have subdivisions being submitted. Repair permits about the same as previous year – since data entered into DHD system, most repairs due to age of system which relates to biomat formation in trench</td>
</tr>
<tr>
<td>Rabies</td>
<td>1 cat submitted for testing – neg for rabies</td>
</tr>
<tr>
<td>Fees</td>
<td>Fees up a little compared to last year. Facility annual renewal fee notices sent last week.</td>
</tr>
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**INFORM-PREVENT-PROTECT**
**Presented by: **David Burnham

District 4 Public Health
Rev 9/16 DH
### Financial Narrative

**Date:** December 18, 2018

**District 4 Public Health Board of Health Meeting**

<table>
<thead>
<tr>
<th>Topic</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>FY19 Budget</strong></td>
<td>Budget is at 30.76% spent YTD.</td>
</tr>
<tr>
<td><strong>Financial Report</strong></td>
<td>The Financial Report was presented to the Board.</td>
</tr>
<tr>
<td></td>
<td><strong>Revenues:</strong></td>
</tr>
<tr>
<td></td>
<td>FY19 Revenues YTD: $440,438 compared to FY18 Revenues YTD: $523,064. <em>This is a decrease of $82,626 over LY.</em></td>
</tr>
<tr>
<td></td>
<td>Clinical/Medicaid Fee Rev is up $1,846 over LY.</td>
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<td></td>
<td>EH Fee Rev is up $13,330 over LY.</td>
</tr>
<tr>
<td></td>
<td>Total Fee Rev is up $15,177 compared to LY.</td>
</tr>
<tr>
<td></td>
<td>Other Rev is down $97,801 over LY. <em>(No GIA)</em></td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
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<tr>
<td></td>
<td>FY19 Expenses YTD: $578,957 compared to FY18 Expenses YTD: $604,548. <em>A decrease in spending of $25,591 over LY.</em></td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
<td>None.</td>
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*INFORM-PREVENT-PROTECT*

Presented by: Amanda Storey

District 4
## Coweta Board of Health Meeting
### WIC Narrative

**Date:** 12/18/18

### Participation

Review Coweta WIC reports for September-October 2018. Caseload had a decrease to 1893 in October. Clinic continues to work on in-reach and outreach as well as calling all missed appointments. Filling the vacancy left by the full time CSR will allow us to see more participants.

### Common Risk Factors

- **Women:** The most common risk factor for prenatal and postpartum women 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 prematurity. Other top risk factors include low hemoglobin and short stature.

### 1st Trimester Enrollment

Slightly below state standard of 60% at 55%. The clinic works hard to get prenatals in as early as possible, by scheduling appointments in fewer than ten days and taking walk-ins whenever possible.

### Vendors

There were 13 WIC vendors. Vouchers cashed totaled $119,876.08.

### Other

At the end of October, we had a contract formula change from Gerber to Enfamil. This transition has overall gone smoothly except for a few vendor challenges with keeping inventory of the new formulas.

We currently have a full time CSR vacancy that we are filling with two part-time CSRs. One started yesterday, 12/17 and one is set to start on 1/2. The full-time nutritionist, Lashawnda has been accepted to an internship program and her last day will be January 3. We are interviewing and are hoping to hire two part-time nutritionists by mid-January at the latest.

### Board Member Comments

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**INFORM-PREVENT-PROTECT**  
**Presented by:** Jennifer Whitaker, CLC

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District 4 Public Health

Rev 9/16 DH