Fayette County Board of Health Meeting
Fayette County Health Department
Conference Room
March 14th, 2017 7:30am

The Fayette County Board of Health held their bi-monthly meeting at 7:30am on March 14th, 2017 in the Fayette County Health Department Conference Room at 140 Stonewall Ave. W., Ste. 107, Fayetteville, GA.

Attendees: Commissioner Charles Rousseau, Vice Chairman Dr. Loida Bonney, Becky Smith, Chairman Ted Toles, Joseph Barrow, Vanessa Fleisch, Dr. Thomas Faulkner, Dr. Olubenga Obasanjo, Brigid Smith, Duane Fields, Wendy LeVan, Angie Nutt, Robert Kurbes, Jessica Ryan, Jan Hall, Morris Hutcheson

Chairman Toles called the meeting to order and determined a quorum. The Invocation was provided by Commissioner Rousseau. Chairman Toles led the group in the Pledge of Allegiance.

The March 14th agenda was presented for approval, with Ms. Becky Smith making a motion to accept the agenda as presented, seconded by Mr. Joseph Barrow.

Then Minutes from the January 17th, 2017 meeting were presented for approval. Mr. Joseph Barrow made the motion to approve the minutes as presented, seconded by Ms. Becky Smith.

New Business

Vice Chairman Dr. Loida Bonney passed around a signup sheet for the Liaison Project. The Board Members will keep in touch with the department in between meetings for better communication and contact between the departments and the board. The following is the schedule that will be rotated:

| Environmental Health | Dr. Thomas Faulkner, Vanessa Fleisch, Ted Toles |
| Clinical             | Dr. Loida Bonney, Joseph Barrow, Ted Toles     |
| WIC                  | Becky Smith, Commissioner Rousseau, Ted Toles  |

Old Business

None
Angie Nutt, RN, BSN
Nursing & Clinical Services

Angie provided the Nursing & Clinical Services report. (Paper report not provided) (See Narrative Attached)

Brigid Smith
Financial

Brigid provide the Financial report. (See Narrative Attached)

Robert Kurbes
Environmental Health Program

Robert provided the EH report. (See Narrative Attached)

Jessica Ryan
WIC

Jessica provided the WIC report. (See Narrative Attached)

Dr. Obasanjo
District 4/Public Health

Dr. Obasanjo reviewed the Save the Date flyer with the following upcoming events:

GPHA is scheduled for April 11th-12th in Atlanta. A Governance session is held for board of health members. Dr. Obasanjo encouraged board members to attend GPHA and dinner on Monday night.

On May 17th The Mercer Leadership Certificate Ceremony will be held at the Newman Center at 9:30am.

On May 19th The Carroll County Health Department is having a ribbon cutting for the remodeling of the Health Department and WIC section.

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

The 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 Health Director for the Macon District. Interviews for the position are scheduled for April 21st, 2017. Hopefully a new Health Director will be in place 6 weeks later.

The Macon District Marketing Coordinator recently provided a presentation regarding Marketing and Branding. District 4 has hired a Marketing Associate to work with her to develop a marketing strategy for District 4.

Wendy LeVan reported the call-center is up and running with a few minor issues that are being corrected. The center has been very busy; having over 320 calls a day on average.
Vanesha Perfect is the Financial Advisor for Coweta/Fayette Counties. She calls clients 24 to 48 hours before appointments to verify Insurance Coverage. Mrs. Nutt stated she worked on the front desk on Friday and that it has sped up time it takes frontline staff to work up patients.

**Executive Session**

At 9:03am Chairman Toles made the motion to go into Executive Session, seconded by Ms. Becky Smith.

At 9:09am the board reconvened to the Board of Health regular meeting by motion made by Chairman Toles, seconded by Mr. Joseph Barrow.

Dr. Faulkner made the motion to adjourn at 9:12am, seconded my Mr. Joseph Barrow.

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**Ted Toles, Chairman**

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' Date 

The next Fayette County Board of Health Meeting is scheduled for May 9th, 2017 at 7:30am in the Conference Room of the Commissioners office.
Fayette Board of Health Meeting  
Financial Narrative  

Date: March 14th, 2017

<table>
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<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY17 Budget</td>
<td>The FY17 budget spending is under budget with 8 months of spending completed. We are at 66%.</td>
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<td>FY18 Budget</td>
<td>It will be time to meet with Fayette managers to look at the FY18 Budget. We have received the request from the county to submit our County request.</td>
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<td>Financial Report</td>
<td>The Financial report was presented to the Board.</td>
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<td>FY16 Revenues July through Feb: $1,002,397 compared to FY16 $959,445.</td>
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<td>An increase of $42,952. The biggest difference is EH and “other rev” up $8149</td>
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<td>Clinical/Medicaid Fee Rev up $1,082.</td>
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<td>EH Fee Rev up $33,721.</td>
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<td>FY16 Expenses July through Feb: $861,592 compared to $887,653.</td>
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<td>A decrease in spending of $26,061 over previous year. (Savings of $15,267 in salary) We are continuing try to hire NP.</td>
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INFORM-PREVENT-PROTECT  
Presented by: Brigid Smith  
Director of Administration for District 4
# Fayette County Board of Health Meeting

## Environmental Health Narrative

**Date:** 3/14/2017

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| Overall Status                | 1) We are busy but doing fairly well in getting to items and addressing issues.  
                                        2) Currently 2-2.5 week turnaround time for new construction septic permits. Due to builders turning in multiple permit applications at same time, having to request most needed to avoid being overloaded by a single builder.  
                                        3) 1-3 day turnaround on septic repair permit applications.  
                                        4) Still maintaining 3-5 day turnaround on water samples, septic letters and approvals for construction items such as additions, outbuildings and pools. |
| Staffing                      | 1) Austin will be receiving his promotion to EHS II effective 4/1/17 and we have begun to utilize him as a solo inspector adding to our department's ability to respond more efficiently to client requests. He is currently working toward his FSVC Standardization.  
                                        2) Jeff Kilgore will complete his part time special project posting with our department. He will truly be missed.  
                                        3) We had a staff injury, dog bite while investigating reported sewage system malfunction. Kat received treatment at the ER and was out of the office for several days but is recovered and back in the office.  
                                        4) We are also addressing a staff member duty modification due to doctor medical statement. Michelle has been limited for construction site work but has picked up additional plan review, office coverage and facility inspection assignments.  
                                        5) We have extended another offer for assignment for our vacant customer service representative through the temp agency. Roxanne Amoroso has accepted the assignment and will begin on 3/27/17.  
                                        6) We are still working with the District on our EHS II or III posting which initially did not receive any qualified applicants. If no success on follow up, we will likely repost as an EHS I. |
| Fayette County Safe Kids Activities | 1) Department still lead agency with Debbie Straight acting as Coalition Coordinator.  
                                        2) Still holding monthly Car Seat Classes as part of State DPH Minigrant.  
                                        3) Debbie recently received letters of appreciation/recognition for assisting other District 4 staff in renewing their Child Passenger Safety Technician Certification. |
| Food Service                  | 1) Staff continues with FSVC plan review services with new construction, new owners and remodel of existing facilities. We have had a spike in interest, inquiries and submissions for remodeling and/or owner changes for existing facilities. |
**Fayette County Board of Health Meeting**  
**Environmental Health Narrative**

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<td>Environmental Health Spaces.</td>
<td>1) First meeting with FCHD Building Committee set for tomorrow.</td>
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| Discussion/BOH Questions | 1) Brief discussion on EHS Staff positions and starting salaries  
2) Mr. Toles inquired about future growth around Pinewood Studios, particularly Pinewood Forest and while department will see some additional workload on food service and tourist accommodation type facilities, project is reported to be served by sewer so should not have great impact of on-site sewage program. Robert indicated that he has been contacted by both Pinewood and State DNR EPD about county taking responsibility of existing septic system on old elementary school and is currently awaiting release (permit release) from EPD. Pinewood has previously expressed desire to also connect this administrative building to public sewer. |

**INFORM-PREVENT-PROTECT**  
*Presented by: Robert F. Kurbes*
Fayette Board of Health Meeting  
WIC Narrative

Date: 03/14/17

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<tr>
<td>WIC Reports</td>
<td>Review WIC Reports for December and January. Fayette continues to grow much faster than any other clinic in District 4. They consistently exceed their assigned caseload every month.</td>
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| Common Risk Factors  | **Women:** Overweight was the most common risk factor for all women participant types. Other top risk factors include: high maternal weight gain and low hemoglobin.  
**Infants:** Prematurity was the most common risk factor for infants. Other top risk factors include: low birth weight, short stature and underweight.  
**Children:** The most common risk factor for children was low hemoglobin. Other top risk factors include: Obesity, short stature and inadequate growth. |
| 1st Trimester Enrollment | Clinic did not meet the state goal of 60% for December or January. The highest percentage was in December (46.8%). The clinic continues to work on in-reach and outreach.                          |
| Vendors              | County has 13 WIC vendors. The highest amount of vouchers cashed was in January (6,902 worth $109,376.87).                                                                                                  |
| Other                | District 4 WIC Program continues to have the highest percentage in the state for meeting assigned caseload. Fayette is the top performer in D4. Moved bilingual FT WIC clerk to Coweta to strengthen clinic. Transferred PT bilingual temp from Henry. Cooking Matter this month has been Apple/Peanut Butter Wraps. |
| Board Member Comments | -Ms. Smith asked about WIC's procedure for follow-up/treatment for low hemoglobin. I explained the participants return in 1-3 months (depending on coordination of services for the family). Unfortunately, since most participants do not make any dietary or lifestyle changes, WIC no longer checks the hemoglobin at the follow-up appointment. Dr. Bonney agreed that is true and appropriate follow-up as well. |

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

District 4 Public Health  
Rev 9/16 DH
Fayette Board of Health Meeting  
Nursing Narrative

Date: 03/14/2017

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<td>Space</td>
<td>The building committee has a meeting scheduled on 03/15/2017 at the FCHD. The committee consists of Angie Nutt, Robert Kurbes, Jessica Ryan, Mr. Ted Toles and Dr. Obasanjo. Morris Hutcherson will also be attending. He is the new building coordinator for District 4. Mr. Rosseau recommends that I make arrangements to be on county agenda for their May 3rd retreat on budgets.</td>
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<td>Nurse Practitioner</td>
<td>We are going to hold interviews on March 29, 2017 for position. Not many applicants and all fresh out of school. Mr. Rosseau asked what I see as a barrier to hiring Nurse Practitioner. Dr. Obasanjo spoke and said he thinks it's just the Nurse Practitioners lack of knowledge on what public health does and what role they could play in Public Health. Mr. Rosseau stated that he would help be a liaison for getting the word out for nurse practitioner in public health.</td>
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<tr>
<td>Staffing</td>
<td>Selenaia Williams, Administrative Assistant, started on February 16. She is doing extremely well and is going to be a great asset to our clinic.</td>
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<td>Clinic Updates</td>
<td>Annual daycare audits are being done. Nurses attended the annual protocol review at DO no March 1. Jan Hall and I will be attending GPHA in April. Nurses and clerical staff will be out of office attending Cultural Competency training next couple of months at different times. We signed a MOU with Fayette Care Clinic to assist them with immunizations for uninsured clients. Mr. Toles asked what type of vaccines we would be assisting with. We are giving Pneumococcal and Tdap. Fayette Care clinic has also signed a MOU with FCHD to allow us to refer our uninsured clients to them for blood pressure and diabetes care. I have ordered new examination tables for nurses. We reviewed our family planning ad with local movie theater to promote our services. Mr. Toles asked what role we played in food poisoning issues that arise. Requested we make some information available for the public. Duane Fields addressed this issue and stated what he could do to assist with that.</td>
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Questions/Concerns  | Any questions or concerns.  |

District 4 Public Health  
Rev 9/16 DH
Fayette Board of Health Meeting
Nursing Narrative

INFORM-PREVENT-PROTECT
Presented by: Angela L Nutt, RN