FAYETTE COUNTY
BOARD OF HEALTH MEETING
April 9th, 2019 @ 7:30AM
FAYETTE COUNTY HEALTH DEPARTMENT CONFERENCE ROOM

The Fayette County Board of Health held their bi-monthly meeting at 7:30am on April 9th, 2019 in the Fayette County Health Department Conference Room at 140 Stonewall Ave. W., Ste. 107, Fayetteville, GA 30214.

Attendees:

**Board of Health Members**
Ted Toles, Chairman
Jack Bernard
Edward Gibbons, Commissioner
Joseph C. Barrow, Jr., Ed. D.
Vanessa Fleisch, Mayor

**Fayette County Health Department Managers/Representatives**
Beverlyn Ming, RN, MSN County Nurse Manager
Jan Hall, Customer Service Representative
Robert Kurbes, Environmental Health Manager
Jennifer Whitaker, WIC Manager/Supervisor
Bernadette Eden, Customer Service Representative

**District 4 Office Representatives**
Olugbenga Obasanjo, MD, District Health Director
Teresa McDaniel, District Administrator
Seth Woodrow, Deputy Director Environmental Health
Wendy LeVan, RN, Director of Nursing & Clinical Services
Freda Mitchell, Nutrition Services Director
Yesenia Arreguin, Strategic National Stockpile Coordinator

**Others**
Patrick Stough, Legal Counsel
Chris Perkins, Regional Field Representative for Senator Perdue

**OATH OF OFFICE**
Chairman Toles introduced and administered the Oath of Office to Commissioner Edward Gibbons and Mr. Jack Bernard.
CALL TO ORDER

Chairman Toles called the meeting to order at 7:30am. Commissioner Gibbons provided the Invocation. Chairman Toles led the group in the Pledge of Allegiance. Mr. Barrows joined the meeting after the pledge.

AGENDA APPROVAL

The agenda for today’s meeting was presented for approval. Commissioner Gibbons made a motion to approve the agenda as presented, seconded by Mr. Bernard.

MINUTES APPROVAL

The minutes from the November 13th, 2019 board meeting were presented for approval. Mayor Fleisch made a motion to approve the minutes as presented, seconded by Mr. Bernard.

Old Business

New Building Update- Robert Kurbes updated the members on where the committee stands at this time. We have 3 options, 1. We remodel the space we have now to get WIC and Environment Health and Physical Health all back under one roof. 2. We keep looking for land to build new building on. 3. We work with the county on getting new space. Chairman Toles suggested we talk to Mr. Steve Rapson, County Administrator. Robert suggested we need to have a plan in place and have numbers to show before meeting with Mr. Rapson. Mayor Fleisch suggested we get an estimate of what square footage would cost for a remodel or a new building. Chairman Toles stated we would have a lot of opportunity to expand services with more space. Before next board meeting we need to have a plan and a cost of plan.

New Business

Dreampods- Ms. Keisha Shipp did not show for meeting. Robert Kurbes gave an overview of what dreampods are for the new members. The dreampods fall under the swimming pool regulations and the business plan presented has problems and a 3 page letter has been sent to Ms. Shipp and her partner with no response.

Food Service Training Fees- Robert Kurbes stated when we are caught up with inspections we can offer additional services for a fee. Extra Food Service Training for a facility that is struggling to meet requirements, we could go in and teach a class to 6 or 8 employees and managers at a time for a $125.00 fee. A new site review fee will also be available to someone who is thinking of opening a business in an existing building. We would go in and look at the business plan and the building and let them know what would have to be done to bring building up to code. Commissioner Gibbons asked what would happen if we tell them they need to fix something and they do but it is still not up to code. Robert stated application will state this is a review and not final check. We would give them a punch list in writing. The fee for this would be $100.00. Mr. Bernard asked what these fees were based on. Robert said he came up with the fees after looking at fees from surrounding counties. Robert asked the board on their approval of the new fees. Mayor Fleisch made motion to approve fees, seconded by Commissioner Gibbons.

National Stock Pile and Closed PODs- Yesenia Arreguin, District Strategic National Stockpile Coordinator presented the board with a power point on National Stockpile and Closed PODs. Every health department is to
practice a closed POD every 5 years. Dr. Obasanjo said that the Fayette Government and the school system are not partnered to be a closed POD. If they were it would assure employees and family could get medication. Chairman Toles asked how they could become partners. Dr. Obasanjo said they just need to fill out a form and to send it back in. Dr. Obasanjo stated organizations could be a closed POD. Mr. Bernard suggested contacting the Fayette Chamber of Commerce to get list of businesses to contact with information on closed PODs.

REPORTS

Clinical
Beverlyn Ming, RN, MSN County Nurse Manager

Beverlyn Ming provided the Clinical Report (narrative attached)

Environmental Health Program
Robert Kurbus, EH Manager

Robert Kurbus provided the EH Report (narrative attached)

Financial
Teresa McDaniel, District Administrator

Teresa McDaniel provided the Financial Report (narrative attached)

WIC/Nutrition Program
Jennifer Whitaker, WIC Manager/Supervisor

Jennifer Whitaker provided the WIC report (narrative attached)

District 4/Public Health Report
Olughenga Obasanjo, MD, District Health Director

Dr. Obasanjo welcomed our new board members Commissioner Gibbons and Mr. Bernard. Debbi will be contacting you to set up a time for us to meet.

Accreditation has been a process these last 5 years. We are expecting an email in the next few days to let us know when we will have our site visit. We will be the 5th District out of 15 to get Accreditation. He stated the State Public Health Board got accredited last week. Only 200 out of 3000 health departments nationwide have been accredited.

The District usually meets twice a year district wide but this year we have postponed our Health and Wellness Day in October due to the expected site visit. We will have our Professional Development Day on May 3rd.

Hepatitis A is going on in the State and started in July of last year. It is associated with drug use and men having sex with men. It started in Tennessee and now is mostly in North Georgia. We have had 3 or 4 cases in our District. Hepatitis A vaccine works. We encourage everyone to get the vaccine. With just 1 vaccine you have 95% coverage.
Chairman Toles told the board members about GPHA (Georgia Public Health Association) that is being held May 7th – May 9th, 2019 at the Westin Buckhead in Atlanta. If you would like to attend please contact Debbi Heard.

Chairman Toles just returned from Washington D.C. where he attended NALBOH (National Association of Local Boards of Health) Board of Directors Midwinter Leadership Conference.

Chris Perkins, Regional Field Representative for Senator David Perdue is with us today. Fayette County is part of his region. He can help individuals that are having problems with a federal agency program. He can help track Federal Grants but can’t do anything with state grants. If anyone comes to Washington D.C. contact the office and they will set up some tours for you.

PUBLIC COMMENTS

None

Adjourn

Commissioner Gibbons made the motion to adjourn the meeting, seconded by Joseph Barrow. The meeting adjourned at 9:00am.

Ted Toles, Chairman

Date

The next Fayette County Board of Health Meeting is scheduled for May 14th, 2019 at 7:30am in the conference room of the Fayette County Health Department.
Fayette BOH Meeting  
Clinical Narrative

Date: April 9, 2019

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| County Management   | Carla and I participated in the CNM meetings held February 13th & March 13th  
                      CHINS Meeting March 5th  
                      Presentation at Fayette Senior Center on Preventative Health March 6th  
                      School Nurse Meeting March 14th  
                      Fayette Factor Leadership Meeting presentation March 14th  
                      Fayette Factor Collaborative Meeting March 25th  
                      Influenza/Flu Shot Flyer distribution                                                            |
| Staffing            | Denise Kilgore continues to provide Nursing support to the Clinical staff 1 day a week.  
                      Interviews were held on February 6th for FNP and RN positions.  
                      Brianna Mavis, RN started March 1st and Uwa Amoji, FNP started on April 1st  
                      Customer Service Reps, Carla, and I attended District Billing Training/Updates on February 8th & 15th |
| Clinic Updates      | Valerie McKisic, RN attended Prenatal Case Management Training (PCM)  
                      All staff attended updated training for HIPAA and CLIA/lab.  
                      RN Protocol Updates and LPN Clinical Updates were held on February 25th  
                      NP Protocol Updates were held on February 26th  
                      Tuberculosis Telehealth Quarterly Updates March 1st  
                      Staff Meeting March 7th  
                      Worksite Wellness Meeting March 15th                                                                 |
| Programs Data       | Please review the bar chart and graph with program numbers.                                                                                |
| Outreach            | Cervical Cancer Awareness Month Jan 2019  
                      Heart Health Month Feb 2019  
                      Fayette Senior Center Preventive Health Mar 2019  
                      Fayette Factor Leadership Presentation Mar 2019  
                      Influenza/Flu Shot Flyer distribution                                                             |

**INFORM-PREVENT-PROTECT**  
**Presented by:** Beverlyn Ming, RN, MSN County Nurse Manager
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| Overall Status                | 1) Currently < 1 week turnaround time for new construction septic permits mostly due to recent weather delays.  
2) 2-3 day avg. (weather and number) turnaround on septic repair permit applications.  
3) Able to maintain 2-4 day turnaround on water samples, septic letters and 3-4 day turnaround on approvals for construction items such as additions, outbuildings and pools. |
| Staffing                      | 1) Alyssa Allen was hired to fill vacant CSR position and began employment 12/3/18. She suddenly resigned her position 3/28/19 (to return to Army). Staff currently working with District HR to fill vacant position with 2 interviews set up for Wed. 4/10/19. |
| Fayette County Safe Kids Activities | 1) Department still lead agency with Debbie Straight acting as Coalition Coordinator.  
2) Debbie continues to hold car seat classes through state minigrant program using PTC Fire Station 81.  
3) As a National CPST Instructor (one of the few on the metro south side) Debbie is working with Local, District, and State CPST’s to aid in their maintenance of their National Certifications. |
| Food Service                  | 1) The increase in new facilities and plan review request trend continues for our department.  
2) Don Lucas working with staff and almost all facilities have received at least 1 routine inspection for 2018, with the exception of a few Mobile FSVC Units (mostly with movie industry) not currently working in our area. Working toward plan for majority of facilities getting at least 2 inspections per year for 2019 and we are staying on required inspections for facilities receiving C’s and U’s on inspection grades.  
3) We have 3 staff remaining that will go through the process in the next several months: Kat, Austin and Don Ackerman. |
| Staff Development             | 1) Don Ackerman, with support from District 4 EH, has been registered for his final state EH required training in Soils Class in Athens, GA for May. This will complete his Level 2 On Site Certification and allow him to operate as a fully solo inspector for both installation inspections and septic system permitting. |
# Fayette County Board of Health Meeting

## Environmental Health Narrative

| 2) | Don Ackerman has already accepted additional duties in the oversight of our department's Tourist Accommodation program, thus allowing Austin to accept greater responsibilities in septic system permitting. |
| 3) | Jeff Kilgore will likely complete his part time special assignment position with our department in May or June this year. Jeff has graciously agreed to stay on with department until Don Ackerman has completed his Level 2 On Site Certification. Jeff's experience and vast knowledge in our On-Site Sewage Program has been critical in preparing newer staff for their certifications and proficiency in this program. |

| Public Swimming Pools | 1) Don Ackerman completed state Pool and Tourist Court classes and has already been utilized as solo inspector in these programs. |

| Misc. programs and trainings | 1) BODY ART: Department still receiving numerous calls and inquiries on Microblading due to GA Law Change. These are being addressed on a case by case basis. Our county has moved from 1 BA facility to 6 in last few months due to 5 new BA facilities that only offer this process. |
|                           | 2) Robert spent time with David Burham, Coweta Co EH Mgr, to work on producing District standard BOH EH report locally. Robert will be completing this training as the final version of the standard report is developed and will compile and produce this report locally for future BOH Meetings. |

| Discussion/BOH Questions | No EH questions or Discussion. |

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**INFORM-PREVENT-PROTECT**

*Presented by: Robert F. Kurbes*
Fayette Board of Health Meeting
Financial Narrative

Date: April 9, 2019

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<td>FY19 Budget</td>
<td>FY19 budget is at 65.63 spent YTD.</td>
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| Financial Report| The Financial report was presented to the Board.  
Revenue:  
FY19 Revenues YTD: $1,126,353 compared to FY18 Revenues YTD: $1,224,470 A decrease of $98,117.  
Clinical/Medicaid Fee Rev down by $28,698 YTD.  
EH Fee Rev up $3,684 YTD.  
Total fee rev down $25,012 YTD.  
Other Rev down $73,103 YTD. |
| Additional information | FY20 Budget will be presented at the May 14th board meeting. |

INFORM-PREVENT-PROTECT  
Presented by: Teresa McDaniel  
District 4
Fayette Board of Health Meeting
WIC Narrative

Date: 4/9/19

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<td>WIC Reports</td>
<td>Fayette’s assigned caseload was increased from 1900 to 2300 for FFY 2019. Fayette is still surpassing this assigned caseload each month. For February, the caseload was 2,679. This is a 53% increase from this month last year.</td>
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<td>Common Risk Factors</td>
<td><strong>Women:</strong> The most common risk factor for women was overweight. Other top risk factors for all women were high maternal weigh gain, and low hemoglobin. <strong>Infants:</strong> The top risk factor for infants was prematurity. Other risk factors included low birth weight and short stature. <strong>Children:</strong> The top risk factor for children was low hemoglobin. Other top risk factors included prematurity and low birth weight.</td>
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<td>1st Trimester Enrollment</td>
<td>First trimester enrollment for prenats is at 43.6%. This is an increase from previous months that were at 25%. The state goal is 60%. Staff are working to increase this number by taking prenatal clients as walk-ins as much as possible.</td>
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<td>Vendors</td>
<td>Fayette currently has a total of 14 WIC vendors. In February, 5087 vouchers were cashed for a total of $90, 160.</td>
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<td>Other</td>
<td>Currently, all Fayette WIC new hires have completed their training. Sarah McWhirter, a part time nutritionist, started on February 15. She is a registered dietitian with Florida WIC experience, so a great addition to the Fayette team. With a fully trained team, we have been able to open more appointment slots to meet the growing caseload.</td>
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**INFORM-PREVENT-PROTECT**
Presented by: Jennifer Whitaker, CLC