The Fayette County Board of Health held their bi-monthly meeting at 7:30am on July 10th, 2018 in the Fayette County Health Department Conference Room at 140 Stonewall Ave. W., Ste. 107, Fayetteville, GA 30214.

Attendees: 

**Board of Health Members**
- Loida Bonney, MD, Vice Chairperson
- Ted Toles, Chairman
- Vanessa Fleisch, Mayor
- Thomas Faulkner, MD

**Fayette County Health Department Managers/Representatives**
- Carla Heath, County Operations Manager
- Jan Hall, Customer Service Representative
- Robert Kurbes, Environmental Health Manager
- Jessica Ryan, Regional Nutrition Manager

**District 4 Office Representatives**
- Olugbenga Obasanjo, MD, District Health Director
- Amanda Storey, District Budget Analyst
- Duane Fields, District Environmental Health Director
- Wendy LeVan, RN, Director of Nursing & Clinical Services
- Barbara Stephens, Director of Business Operations
- Debbi Heard, Executive Assistant/BOH Liaison

**Others**
- Patrick Stough, Legal Counsel

Chairman Toles called the meeting to order at 7:37am. Vice Chairperson Dr. Bonney provided the Invocation. Chairman Toles led the group in the Pledge of Allegiance.

The July 10th, 2018 agenda was presented for approval. Dr. Faulkner made a motion to accept the agenda as presented, seconded by Mayor Fleisch.
The minutes from the May 8th, 2018 meeting were presented for approval. Vice Chairperson Dr. Bonney made a motion to approve the minutes as presented, seconded by Dr. Faulkner.

New Business

Fayette Chamber of Commerce Expo 2018- Chairman Toles informed the board members of the health department staff’s participation in the Community Expo last year. Chairman Toles stated he would like to see the staff participate in the Expo again this year as it is a good opportunity for us to let the public know what services we offer. Last year’s Expo was a great success with a large attendance.

Georgia Shape Program- Chairman Toles informed the board members of the Georgia Shape Program. He stated the program is supported by the governor’s office. The program promotes physical fitness and trains teachers to incorporate physical activities in their lesson plans. Dr. Obasanjo stated Carroll County is the only county in our district that is participating in this program at this time. Dr. Obasanjo and Chairman Toles plan to discuss with Dr. Barrow about getting this program into Fayette County Schools. Vice Chairperson Dr. Bonney stated that the program is funded by the state and that funding is sitting there waiting for Superintendents to sign up for the program.

Old Business

New Building Update-Chairman Toles stated health department funds could not be used to pay rent on a building. He stated the county is required to provide space for the health department to operate by original agreement. Chairman Toles stated a building committee meeting is scheduled with Steve Rapson, Fayette County Administrator for July 30, 2018.

Vice Chairperson Dr. Bonney asked if the board supported going forward with the new building? She would like to hear thoughts from each board member about the building. Dr. Faulkner asked if space was really needed and what would the benefit of the new space be for Fayette residents? Chairman Toles told the board that space is needed at this time and that we are looking to the future needs for space as we could expand services offered to residents. Mayor Fleisch stated that land in the county is high. The Mayor also expressed her concerns for the need to watch the budget. She stated the board needed to follow the county’s lead and to work with the county.

Vice Chairperson Dr. Bonney asked to hear from the building committee on how they felt about the space. Robert Kurbes stated he thinks our eyes got too big as we went along. In most exit interviews he does with employees that have resigned he gets the response of there being a lack of space which limits access for other programs. When the building committee first started meeting, our vision was good, each time we met more was added and the price kept going up. Vice Chairperson Dr. Bonney stated we need to limit the scope of the project and work with private donors and the board needs to come up with a realistic plan that we can take to the county that is within budget. Robert stated every department is feeling the effects of the budget cuts. There is only one county vehicle to use as the other vehicle is having transmission problems. He stated the county does not have another car for us at this time. He told the board that we used to get vehicles from other agencies when they retired the vehicle, but agencies are holding onto vehicles longer due to the budget cuts. Robert stated when we go to meet with Mr. Rapson we need to go in with some hard figures and a plan. He stated we need to look at data to see what it would take to get on the SPLOST (Special Purpose Local Option Sales Tax) that the community would support. Mayor Fleisch stated budgets are tight and she does not see any changes for a while. She stated we need to be very conservative and make do with what we have. Money from the SPLOST is already earmarked because of budget cuts.

Vice Chairperson Dr. Bonney stated it is too early to meet with Mr. Rapson, we first need a new building committee and a realistic plan, and have all our ducks in a row before meeting with the county. She stated she
would like a fact sheet with the pros and cons for the board members to review. She stated we need hard numbers of cost. Dr. Bonney asked, who could pull these numbers together? Dr. Obasanjo stated the District will get some numbers together. Chairman Toles stated we have 3 options to work with; we can do a major remodel of the existing building; renovate a vacant building or build a new building. Mayor Fleisch asked where is the county with the expansion plans at the judicial site. Robert stated that we have an invitation to sit on the developmental plan committee with the county. He stated since the city did not purchase this building, the county is in no hurry to move offices. Mayor Fleisch stated the plan is not off the table but the economy just is not right at this time. The Mayor asked what can we do immediately to make it a better work space and to improve morale. Chairman Toles stated he is happy with the morale at this time. He said he has spent a lot of time in the different departments and morale is very good. Chairman Toles said we need to look at building or see if anyone is moving as we might be able to take over the space which would allow us to get all departments back under one roof.

Chairman Toles stated space is an issue, if we know we are going to be here for another 10 years we would need to do a major renovation. Chairman Toles asked if we could use the funds that are set aside for remodel? Dr. Obasanjo stated the district is looking at how to use the funds, including making sure we have space to bring WIC back into the health department.

Mayor Fleisch said she would have to leave early for a 9am meeting. Chairman Toles stated he would call a special meeting to look at new plans. He thinks we should cancel the meeting with Mr. Rapson until we have created a new building committee and talked to Commissioner Rousseau to see what the county plans are. Chairman Toles stated as he has traveled to meetings in the other counties, he has found that our health department is very well respected.

Robert Kurbes suggested that if it would be possible to look at our existing space here and come up with a plan to reconfigure this space to address the HIPAA concerns and to get WIC back, this could show the county that we are willing to do what we must do to get their support on the project.

Mayor Fleisch left the meeting at 8:41am, per Patrick Stough, Legal Counsel the official board meeting is over as there is no longer a quorum. The remaining board members understood and chose to stay to hear reports.

Wendy LeVan, RN, Nursing

Wendy LeVan, RN introduced Carla Health as the County Operations Manager of the health department. Wendy provided the Nursing & Clinical Services report. (See Narrative attached)

Amanda Storey
Financial

Amanda Storey provided the Financial Report. (See Narrative attached)

Robert Kurbes
Environmental Health Program

Robert Kurbes provided the EH report. (See Narrative attached)

Jessica Ryan
WIC

Jessica Ryan provided the WIC report. (See Narrative attached)

Dr. Obasanjo
District 4/Public Health

Chairman Toles will be attending NALBOH (National Association of Local Boards of Health) Conference on August 8th-10th, 2018 in Raleigh, North Carolina. The conference focuses on the roles of board members. The board members get to talk to other board members from across states and countries. Dr. Obasanjo encouraged all board members to attend. If board members would like to attend please contact Debbi Heard.

The Community Health Improvement Plan has been completed. We will send to all board members for review before we submit for Accreditation.

The Mercer Leadership Ceremony will be in Newnan on August 31st from 9am till 11am. We will be officially applying for Accreditation at 1:30pm that afternoon. All board members are invited to join us by VICS at the health department. We hope to be completed with document downloads by December 28th, 2018. We will work through the holidays to get ready for the site visit, and rest the first week of January 2019.

Dr. Obasanjo stated after we have applied for Accreditation we will use the Dashboard to keep up with what we need to do. He stated each person has a different level of access on the Dashboard. Dr. Obasanjo stated while interim DHD he checked the Dashboard daily at 3am to see if everything had been completed. If someone’s task was not completed, they received a phone call from him. Dr. Obasanjo will use the Dashboard to keep up with District 4’s progress as well.

October 5th the District 4 Annual Health and Wellness day is scheduled from 9am- 4pm.

In March 2019 will be the Professional Development Day and would like the board members to attend.

In April 2019 will be the Annual Georgia Public Health Association Conference that will be held in Atlanta.

In August 2019 will have PHAB (Public Health Accreditation Board) Site Visit. Dr. Obasanjo will let everyone know as soon as the dates are confirmed. At the site visit, they will be looking at the 12 domains and the information submitted. We will have an idea of how we are doing by the end of the first day. Georgia has 4 Districts with Accreditation at this time.

Action Items

None

Public Comments

None
Adjourn

The meeting adjourned at 9:15am.

Ted Toles, Chairman

Date

The next Fayette County Board of Health Meeting is scheduled for 7:30am on September 11th, 2018 in the Fayette County Health Department Conference Room.

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties
Georgia Department of Public Health | We Protect Lives.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>County Management</td>
<td>Effective July 1st, Carla Heath, District Administrative Operations Coordinator, is Acting County Manager. Carla will serve up to June 30, 2019 or until a new CNM is selected. The District Nursing Department will continue to provide Nursing Leadership and Support to the Nursing staff throughout this time.</td>
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<tr>
<td>Staffing</td>
<td>One of the County CSR’s resigned to take a job closer to her home effective June 30th. Callie Hill, FNP will join the Team effective July 16th. Her first day in clinic will be July 17th. The first month will be a combination of training and orientation. Sharon Muse the District WHNP continues to provide expanded Women’s Health Services here 1-2 days per month. Dr. Bonney commented on the second interview that she and Mr. Toles provided for the two NP candidates. The possibility of using BOH members for future interviews was discussed. Additional nurses from the district office, Coweta, Henry and Spalding counties will continue to assist in clinic as needed. Our hope is to interview for another RN position by the end of the month.</td>
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<tr>
<td>Programs and Training</td>
<td>Please review the bar chart and graph with program numbers. On May 23rd the staff received training on the new Shingrix (Shingles Vaccine). Fayette currently has state supplied vaccine for persons uninsured or under insured. They currently do not have any private pay vaccine for those with insurance but additional vaccine is on back order due to the high demand. On June 29th, 2 CSR’s participated in District Shelter Strike Team training via telehealth. Once nursing staff is trained, a nurse will also be represented on the team. The Fayette team will serve along with staff from Coweta and Meriwether Counties during the months of February, June and October. They will be used as back-up during April, August and December.</td>
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<tr>
<td>Back to School</td>
<td>On June 12 the clinic designated the day for families trying to “Beat the Rush” by prioritizing the time for back to school HVD and Immunizations. The attendance that day was smaller than we hoped for. Today marks another such day designated for that purpose. August 4th all staff, as well as some staff from the district, will provide free HVD and Immunizations here at the Health Department as part of the County Wide Back to School Bash.</td>
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<td>Staff Commendation</td>
<td>A Letter of Recognition of Valerie McKisic, RN for outstanding service was shared with BOH members. Donna Jane Corona, LPN, was recognized for 20 years of service to Public Health.</td>
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Fayette Board of Health Meeting  
Financial Narrative

Date: July 10, 2018

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<tr>
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<tbody>
<tr>
<td>FY18 Budget</td>
<td>Budget closed out at 89% spent for FY18.</td>
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<tr>
<td>Financial Report</td>
<td>The Financial report was presented to the Board.</td>
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<td>Revenue:</td>
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<td></td>
<td>FY18 Revenues YTD: $1,721,347 compared to FY17 Revenues YTD: $1,735,144. A decrease of $13,797.</td>
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<td>Clinical/Medicaid Fee Rev down by $72,877 YTD.</td>
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<td>EH Fee Rev down by $39,677 YTD.</td>
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<td>Total fee rev down $112,544 YTD.</td>
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<td>Other Rev up $98,748 (admin claim x 4, GIA increase, Intra/Inter increase)</td>
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<td>Expenses:</td>
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<td>FY18 Expenses YTD: $1,513,855 compared to FY17 Expenses YTD: $1,373,576</td>
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<td></td>
<td>An increase in spending of $140,279 over FY17 (salaries up, other operating down, indirect cost down)</td>
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<td>Additional information</td>
<td>None.</td>
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INFORM-PREVENT-PROTECT  
Presented by: Amanda Storey  
District 4

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

Date: 7/10/2018

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<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>Overall Status</td>
<td>1) Currently &lt; 1 week turnaround time for new construction septic permits. &lt;br&gt;2) 1-2 day avg. (weather and number) turn around on septic repair permit applications. &lt;br&gt;3) Still maintaining 3-5 day turnaround on water samples, septic letters and 5-7 day turnaround on approvals for construction items such as additions, outbuildings and pools.</td>
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<td></td>
<td>*Note: At this time, Board did not have quorum due to departure of board member. Presentation continued as informational only.</td>
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<tr>
<td>Staffing</td>
<td>1) Donald Ackerman is continuing to shadow staff and he develops skills for Georgia programs. &lt;br&gt;2) CSR Roxanne Amoroso resigned suddenly and effective 6/29/18 due to family situation. Vacancy posted through district HR immediately and hope to fill position ASAP</td>
</tr>
<tr>
<td>Fayette County Safe Kids Activities</td>
<td>1) Department still lead agency with Debbie Straight acting as Coalition Coordinator. &lt;br&gt;2) Debbie continues to hold car seat classes through state minigrant program using PTC Fire Station 81. &lt;br&gt;3) Department and Fayette County Safe Kids will staff information booth and demo table top at upcoming Back to School event Saturday August 4.</td>
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<td>Food Service</td>
<td>1) Staff worked toward getting all facilities checked at least 1 time by end of June. We were short by approximately 12 facilities. These are being done first. &lt;br&gt;2) Don Lucas continues to lead program and get us back on track for routine inspections and plan review turnaround times. &lt;br&gt;3) Robert noted EH reported showed significant increase (15) since last reporting period. &lt;br&gt;4) Robert requested Board consider at future meeting potential to establish a food service training class fee of $100.00.</td>
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<tr>
<td>Healthy Homes</td>
<td>1) Department is hoping to participate in Healthy Home Pilot Program for Asthma Triggers and 2 staff (Kat Franklin, Don Ackerman) are to attend a 2 day training in Coweta County for this project.</td>
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### Fayette County Board of Health Meeting

#### Environmental Health Narrative

| Public Swimming Pools | 1) Robert working with City of Fayetteville to get updated regulations on City Council agenda. Currently on agenda of their 7/19/18 meeting. As with past regulation approval requests, not anticipating any problems.
|                       | 2) All seasonal pools were able to be permitted as requested. Debbie Straight was instrumental in achieving this and Don Ackerman received hands on training during this permitting push to assist with program throughout the summer. |
| Misc. programs and trainings | 1) **BODY ART**: Department receiving numerous calls and inquiries on Microblading due to recent GA Law Change. These are being addressed on a case by case basis.
|                       | 2) **Trainings**: Robert presented a program on Zika and Mosquito Control at the Fayette Senior Center in Fayetteville. Attended by 11 participants (10 signed up) and 2 facility staff that stopped by and decided to stay. Future presentations with Fayette Senior Services are being planned to include Food Service Inspection program, and water well testing service and information on maintenance.
|                       | 3) Robert took opportunity to thank Duane Fields for his service to our department as District EH manager as he will be retiring in October. Robert thanked him for his leadership of EH in District 4, his commitment to excellence in EH and his mentorship. |
| Discussion/BOH Questions | 1) Dr. Bonnie and Chairman Toles inquired about the Night Markets. Robert indicated the department has been working with operators and word is getting out about mobile food unit permitting. Discussed difference in requirements for food operations with mobile, temporary and exempt events. |

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**INFORM-PREVENT-PROTECT**

Presented by: Robert F. Kurbes

District 4 Public Health

Rev 9/16 DH
Fayette Board of Health Meeting
WIC Narrative

Date: 07/10/18

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<tr>
<th>Topic</th>
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<tr>
<td>WIC Reports</td>
<td>Review WIC caseload reports for April and May 2018. Fayette is top clinic in district for meeting percentage of assigned caseload. Number of participants continues to increase especially due to closure of Clayton County Health Department.</td>
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<tr>
<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 weight gain, low maternal weight gain and low hemoglobin. <strong>Infants:</strong> The top risk factor for infants was prematurity. Other risk factors included low birth weight and underweight. <strong>Children:</strong> The top risk factor for children was low hemoglobin. Other top risk factors included prematurity and short stature.</td>
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<tr>
<td>1st Trimester Enrollment</td>
<td>Clinic did not meet state goal of 60% for April or May. Highest percentage was in May (28.5%). We had improved in this category in previous months. However, since the Clayton closure we have seen a decrease in this percentage.</td>
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<tr>
<td>Vendors</td>
<td>Fayette had a total of 14 WIC vendors. The highest amount cashed was in May ($115,049.11)</td>
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<tr>
<td>Other</td>
<td>Due to the closure of the Clayton clinic, Fayette has been overwhelmed with participants requesting services. Clinic implemented walk-in policy in April and now will only see four walk-ins in the morning and four in the afternoon (total of eight per day). Walk-ins are limited to moms and babies and prenatales.</td>
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<tr>
<td>Board Member Comments</td>
<td>Vice-chairperson Dr. Bonney asked if the State WIC office had a statement or discussed breastfeeding. I elaborated on how WIC promotes and supports breastfeeding. Dr. Bonney thanked me for explaining the relationship of WIC to breastfeeding and stated it was important for the board to hear. Dr. Bonney also asked about the decrease in the first trimester enrollment rate and what it would take to increase the percentage. Chairperson Mr. Toles stated it should not count against the program to get mothers enrolled in the second trimester. Mr. Toles also asked if WIC had information available in the health department regarding enrollment and breastfeeding. Mr. Toles asked about staffing and the cooking matters class. Dr. Bonney volunteered a contact for a potential space WIC could use to conduct the cooking matters class.</td>
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INFORM-PREVENT-PROTECT
Presented by: Jessica Ryan, RD, LD