The Fayette County Board of Health held their bi-monthly meeting at 7:30am on July 11th, 2017 in the Fayette County Public Meeting Room at 140 Stonewall Ave. W., Fayetteville, GA 30214.

**Attendees:**
- **Board of Health Members**
  - Charles Rousseau
  - Becky Smith
  - Ted Toles, Chairman
  - Vanessa Fleisch
  - Thomas B. Faulkner, MD

- **Fayette County Health Department Managers/Representatives**
  - Angie Nutt, RN, BSN
  - Jan Hall, Office Manager
  - Robert Kurbes, Environmental Health Manager
  - Jessica Ryan, Regional Nutrition Manager

- **District 4 Office Representation**
  - Brigid Smith, District Administrator
  - Duane Fields, District Environmental Health Director
  - Debbi Heard, Exec. Assistant/Board of Health Liaison
  - Wendy LeVan, RN, Director of Nursing & Clinical Services

- **Others**
  - Jerra Ferguson, Fayette Care Clinic

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

The July 11th, 2017 agenda was presented for approval. Ms. Becky Smith made a motion to accept the agenda as presented, seconded by Commissioner Rousseau.
The minutes for the May 9th, 2017 meeting were presented for approval. Commissioner Rousseau made a motion to approve the minutes as presented, seconded by Dr. Thomas Faulkner.

New Business

None

Old Business

New Facility Update- The Fayette Building Committee Members (Angie Nutt, Robert Kurbes, Jessica Ryan, Chairman Toles, Morris Hutcheson, and Jan Hall) met on July 10th to discuss possible properties. Also in attendance were Pete Nelms, Fayette County Grant Writer; Amanda Schoonover, Fayette County Financial Analyst; and Jerra Ferguson, Fayette Care Clinic Fundraising Coordinator. Pete Nelms discussed other properties in the county that we could look at as possible sites. Morris Hutcheson and Pete Nelms explained and discussed the Community Development Block Grant (CDBG Grant). Morris Hutcheson presented a consultation letter from an architectural firm confirming that Fayette County Public Health would qualify for the $750,000.00 CDBG Program. Mr. Nelms stated he would take the letter back to the county. Mr. Nelms stated he has a meeting scheduled on July 12th at Pinewood Studios; and he will find a contact person that we could talk with to see if they might help with the funding. Mr. Toles stated Pinewood currently uses the Health Department services; and as they grow they will need more services. He stated some of the workers need services but do not have private physicians. The committee discussed Dr. Obasanjo’s meeting with private industries about helping with new building. Morris Hutcheson will be putting data together as supporting documentation for the CDBG Grant. Commissioner Rousseau stated that the Board of Commissioners will assist any way they can with building and grant writing. Ms. Fleisch asked Mr. Nelms to include the number of clients who are served from surrounding counties. Angie Nutt stated the numbers will be included in Morris’s data report. The Committee will meet again in September.

Angie Nutt, RN, BSN
Nursing & Clinical Services

Angie provided the Nursing & Clinical Services report. (See Narrative attached) No paper report provided.

Brigid Smith
Financial

Brigid provided 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)

Wendy LeVan, RN, (for Dr. Obasanjo)
District 4/Public Health

Wendy reviewed the Save the Date Flyer listing upcoming events:

- September 21st-22nd, 2017 Legislative Luncheon (additional info will be coming)
October 6th, 2017 is the District's Annual Health and Wellness Day. Board members are invited to attend.

Wendy stated Dr. Obasanjo is in Macon today. The Health Director position in the Macon District has not been filled yet. She said they are looking at new candidates. Wendy told the board that August 29th and 30th will be the Accreditation site visit for the Macon District. She said Dr. Obasanjo will be in Macon for the site visit.

An Accreditation update flyer is included in the packets. District 4 is making great strides with Accreditation in meeting the requirements. Dr. Obasanjo, being a part of and seeing what Macon District has done, has helped us tremendously.

Commissioner Fitzgerald has been named the Chief Executive Officer of the Center for Disease and Control (CDC). She stated this will be a big help for public health as a lot of our programs is funded by CDC Grants. Dr. Patrick O'Neal has been named Interim Commissioner for the Department of Public Health. Wendy stated that Dr. O'Neal has been with public health for many years.

Wendy stated District 4 found that we are very competitive in our salaries. Compared with other districts in the state, District 4 ranks in the top half for salaries in both Nursing and Environmental Health. (BOH Members were provided with a copy of the Nursing Career Track). In the next 5 years, 50% of the PH Nursing workforce will be eligible for retirement. The hiring of a PH Nurse is really a much larger investment than just salary. It was explained that when hiring PH Nurses we must consider that they function in an expanded role, making nursing diagnosis and treatment decisions based upon a protocol signed by the District Health Director. To be adequately trained for this role may take up to a year. This training is provided to the nurse at no cost to them, and in addition to her salary and benefits, along with any required travel expenses by the county. I have me with the Director of Human Resources and Recruiting Manager to look at possible hiring incentives to attract nurses to our counties.

Wendy reported on Recruitment for District 4:

1. Compared across the state District 4 is in the top half with what we offer the new employees for Nursing and Environmental Health
2. Worked with Human Resource Department looking for other incentives to encourage new employees
3. 3 Step Process for RN
   - Looked at position and salary posted (provided a copy of Nursing Career Track put in place statewide in the next 5 years 50% of staff is eligible for retirement
   - Looked at areas hard to fill and gave 2.5 % incentive
   - Look at different nursing levels of experience to match position with salary incentive of 2.5% for every 5 years of experience
4. For LPNs, an incentive of 5% is given for experience with Immunizations and GRITS experience.

The board was informed that the county is able to have specific incentives, but according to HR, a policy needs to be created and approved by the board. These incentives are a onetime allocation, taxable and not included in the employees' retirement benefits.

Chairman Toles questioned whether there was a policy to encourage those hired part-time to move to full-time employment. It was explained that employees are informed about the benefit package that goes along with full time employment during the recruiting process. Some employees, who may not need benefits, actually prefer part-time employment, i.e. Nurses who are looking for flexibility of hours and higher hourly salary.

Commissioner Rousseau commended the District for all the hard work put in to staffing and recruitment. He also requested that we bring a draft plan/policy for recruitment and retention of employees to the next BOH meeting.

Wendy stated the Legislative Luncheon times and locations will be announced later. She discussed inviting all governmental representatives. Wendy recognized Dr. Fitzgerald for her commitment to Public Health.
Commissioner Rousseau suggested calling Karen Handel. He stated he worked with her before. He said it would be good to make her a partner and an advocate for the health department. Commissioner Rousseau would like an agenda to share with others and to invite them to the Legislative Luncheon. ACCG let them know what we need, lobbyist can take package.

Wendy asked Commissioner Rousseau if interested in inviting lobbyist to come to next meeting. Commissioner Rousseau also would like them to talk to Board of Commissioners. They were able to get passed the Veterans can go back 3 years on property taxes. Will help us advocate at local and state levels.

Chairman Toles wanted to know how we could be involved with school based clinics. It was explained that currently the schools have nurses in place who work very well with the health department so there is no need at this time.

Chairman Toles asked if there was a way for counties to share funding if they were providing services to persons from outside of Fayette County. Ms. Smith asked if they could charge a higher fee for persons from out-of-county. I explained that based upon much of the funding we received we could not increase fees or limit services. With all appointments going through our call center we do our best to schedule people in their county of residence. We do schedule people in neighboring counties if a service is needed quickly and no appointments are available in their county or if the service is not provided in their county, for example, travel vaccines.

Ms. Smith talked about the Back to School Expo scheduled for July 29th. Even though most of the health department services are provided inside, she suggested we set up a table outside with someone to tell people about services the health department offers. Angie Nutt, CNM, informed the board that staff from Coweta County will be helping Fayette that day. This year we will be providing Hearing, Vision, Dental, Nutrition Screening and Immunizations (required services for entry to school).

Commissioner Rousseau suggested we advertise the Expo on the county website and Cable TV, Facebook and Instagram. He also suggested staggering services and providing county residents with an express line to avoid the residents from other counties such as nearby Clayton also seeking services this day. Chairman Toles asked if we might block out times to serve residents and non-residents. Ms. Nutt explained that normally persons are not screened for residency on that day as the services provided are to be available to all. It was decided that the health department would look at options for next year so as to better serve not residents and non-residents. Ms. Smith announced that the book bags that would be given will be given to residents only.

A motion to adjourn was made by Ms. Smith, seconded by Mayor Fleisch. The meeting adjourned at 9:11 am.

Ted Toles, Chairman

The next Fayette County Board of Health Meeting is scheduled for 7:30am on September 19th, 2017 in the Fayette County Public Meeting Room.

District 4 Public Health
Serving Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties
Fayette Board of Health Meeting  
Nursing Narrative

Date: 07/11/2017

<table>
<thead>
<tr>
<th>Topic</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Nurse Practitioner</td>
<td>Interviewed on Friday, June 30th. Great candidate. Hopefully she will accept the position.</td>
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<tr>
<td>Back to School Bash</td>
<td>We will be participating in Fayette Factors Back to school bash on Saturday, July 29. We will be offering immunizations and HVD screenings.</td>
</tr>
<tr>
<td>Clinic updates</td>
<td>Nursing and clerical staff will all attend the True Colors Training that is being provided by the district office throughout the next couple of months. Will rotate the staff so that clinic stays open.</td>
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<tr>
<td>Questions/Concerns</td>
<td>Any questions or concerns.</td>
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INFORM-PREVENT-PROTECT  
Presented by: Angela L Nutt, RN
Fayette Board of Health Meeting
Financial Narrative

Date: July 11, 2017

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<tr>
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<tbody>
<tr>
<td>FY17 Budget</td>
<td>Fayette finished the year with expenses $358,792 lower than revenues. We put money in fund balance. Budget is using 4 revenue streams. PYPI is $894,876.11 Fund Balance is $958,104.39 Commissioner Rousseau asked Ms. Smith how much fund balance could be set aside for the new building? Ms. Smith stated that there should be 25% - 30% of the budget in fund balance and Fayette Health Department could earmark $500,000 towards the new building. Ms. Smith also stated that fund balance could not be spent without Board Approval. Chairman Ted Toles asked how hiring the NP would affect the budget. Ms. Smith stated that the Budget already had the NP and vacant positions. We had anticipated hiring that position when we created the budget.</td>
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<tr>
<td>FY17 District Programs Support Fayette County Health Dept.</td>
<td>District Programs send money to Health Departments for assisting with the program. FY17 STD 283 $ 1,698 C 1st 024 $ 6,850 TB $ 1,771 Immun $ 3,083</td>
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<tr>
<td>Financial Report</td>
<td>The Financial report was presented to the Board. Revenue: FY17 Revenues: $1,735,144 compared to FY16 $1,603,974. An increase of $131,170. Clinical/Medicaid Fee Rev up $6,568 from last year. EH Fee Rev up $49,804. Other Rev up $74,797 Expenses: FY16 Expenses: $1,373,576 compared to $1,379,705. A decrease in spending of $6,129 over previous year. (Savings of $26,441 in salary) We are continuing try to hire NP.</td>
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Fayette County Board of Health Meeting
Environmental Health Narrative

Date: 7/11/2017

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<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>Overall Status</td>
<td>1) We are getting busier beginning to have challenges in getting to items and addressing issues quickly.</td>
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<td>2) Currently 4-4.5 week turnaround time for new construction septic permits. Due to builders turning in multiple permit applications at same time, Weather patterns and staffing (vacations, sick leave, # fully trained staff, etc) I am beginning to receive phone calls on turnaround times but up to this point, have been able to address concerns.</td>
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<td>3) 2-3 day turnaround on septic repair permit applications.</td>
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<td>4) 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>5) Getting several review applications for new subdivision which in addition to suggesting future workload increases, is labor intensive for actual site reviews.</td>
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<td>6) Staff will be attending the District True Colors Training in rotation to prevent having office closed.</td>
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<td>7) EH will be participating in the upcoming Back to School Event and the Chamber of Commerce Expo</td>
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<td>Staffing</td>
<td>1) Austin received his promotion to EHS II effective 4/1/17. He is currently working toward his PSVC Standardization.</td>
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<td>2) Roxanne Amoroso has accepted the assignment of Customer Service Representative and is working out well. She picked up office needs quickly and professionally, resulting in several positive calls received by Director. Currently working with District 4 Staff to make her full time FCHD employee, hopefully effective 8/1/17</td>
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<tr>
<td></td>
<td>3) Our reposting for EHS 1, 2 or 3 resulted in offering the strongest candidate, Laura Sorrow, a position as an EHS I which she accepted and began work with our department 6/1/17. She is currently shadowing other staff and working through regulations in preparation for attendance of the EHS Trainings over the next year as the trainings are offered by state. She begins her first, food service, next week in College Park.</td>
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<tr>
<td>Fayette County Safe</td>
<td>1) Department still lead agency with Debbie Straight acting as Coalition Coordinator.</td>
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<td>Kids Activities</td>
<td>2) Received over 60 child safety seat from a Graco grant applied for and obtained by Debbie.</td>
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# Fayette County Board of Health Meeting

## Environmental Health Narrative

### 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.
2. Late fee status: Approximately 4 facilities have still not submitted their 2017 annual fees/late notices. These facilities have been contacted and will addressed in accordance with the recent food service fee resolution. Thank you again for the tools to streamline this process.

### Discussion/BOH Questions
1. Commissioner Rousseau indicated that he has received several positive comments recently on the services provided by EH and complemented Department. Robert indicated that it was a team effort and was nice to hear the feedback.
2. Commissioner Rousseau indicated that progress was being made on the proposed County HOA Bootcamp. Robert indicated he would be willing to participate and looks forward to receiving registration/sign up data.
3. Chairman Ted Toles inquired about staffing situation. Robert indicated that once Laura is trained, certified and working as solo inspector, he would like to consider 1 additional EHS. Commissioner Rousseau inquired about possible staff retention and Training costs. A brief discussion occurred about similar concerns of staff receiving training then leaving for other county’s or jobs within Law Enforcement, Fire and Rescue and Teachers about the potential to address an “agreement” or contract that requires a time frame of service to offset training costs. It was inquired as to potential for local incentives to keep staff or to offset cost of trainings. Wendy Levan (District 4) indicated that she would have District Four HR staff come out to next BOH meeting. Commissioner Rousseau indicated he would like to see something on the next agenda about employee contract addressing returns on investment before they could leave. Dennis Davenport indicated this may be possible for Law Enforcement/Fire Departments, but not sure if PH would be able to consider something like the contract. He indicated he would research this question. Chairman Toles inquired about the potential to reach out to colleges for possible staff interviews and consider the ability to assist new hires with offsetting college loans. Duane indicated they have contacts in local colleges and are working on internships to try to develop future staff interest. Robert indicated the department had an opportunity to be considered for an intern this year but declined as trying to train new staff. Not sure how department could look at
Fayette County Board of Health Meeting
Environmental Health Narrative

| Discussion/BOH Questions Continued | assisting with college loans. |

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

**Date:** 07/11/17

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<tr>
<th>Topic</th>
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<tr>
<td>WIC Reports</td>
<td>Review WIC caseload reports. Fayette continues to meet target caseload despite overall decrease in number of participants. Decrease in participation seen throughout the district. Clinic calls the clients without issues report as time permits. Clinic continues to see walk-ins on a daily basis.</td>
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<td>Common Risk Factors</td>
<td><strong>Women:</strong> The most common risk factor for all 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 short stature. <strong>Children:</strong> The top risk factor for children was low hemoglobin. Other top risk factors included overweight, 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 either April or May. The highest percentage was in April (42.3%).</td>
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<td>Vendors</td>
<td>Fayette had a total of 13 WIC vendors. The highest amount of vouchers cashed was in May ($6,612 worth $109, 012.88).</td>
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<tr>
<td>Other</td>
<td>D4 WIC program implemented Georgia Gateway integrated eligibility system on 05/01/17. PT nutritionist, Natalie Tripp, has resigned to pursue MPH at Georgia State. Her last day was 06/30/17. New PT nutritionist, Marlen Rosales, started 06/16/17. PT customer service representative, Cecilia Benitez, transferred to Henry WIC effective 07/03/17. New PT temp CSR, Karina Montano, started 07/03/17.</td>
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<tr>
<td>Board Member Comments</td>
<td>*Ms. Smith asked if it would help to see where vouchers are being cashed? * Mayor Fleisch was interested in finding out the percentage of participants enrolled in Fayette WIC who actually reside in the county. I will work on this for the next meeting. * Mr. Toles had questions about why Fayette WIC is not on the state server and the possibility of remote access. This problem has already been rectified.</td>
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**INFORM-PREVENT-PROTECT**

**Presented by:** Jessica Ryan, RD, LD