FAYETTE COUNTY
BOARD OF HEALTH MEETING
September 11th, 2018 @ 7:30AM
FAYETTE COUNTY HEALTH DEPARTMENT CONFERENCE ROOM

The Fayette County Board of Health held their bi-monthly meeting at 7:30am on September 11th, 2018 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  
Dr. Loida Bonney, Vice Chairperson  
Charles Rousseau, Commissioner  
Joseph C. Barrow, Jr., Ed. D.  
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  
Teresa McDaniel, District Administrator  
Duane Fields, District Environmental Health Director  
Wendy LeVan, RN, Director of Nursing & Clinical Services  
Debbi Heard, Executive Assistant/BOH Liaison

Others  
Patrick Stough, Legal Counsel

CALL TO ORDER

Chairman Toles called the meeting to order at 7:33am. Commissioner Rousseau provided the Invocation. Chairman Toles led the group in the Pledge of Allegiance.
AGENDA APPROVAL

The agenda for today’s meeting was presented for approval. Commissioner Rousseau made a motion to approve the agenda as presented, seconded by Dr. Faulkner.

MINUTES APPROVAL

The minutes from the July 10th, 2018 board meeting were presented for approval. Dr. Faulkner made a motion to approve the minutes as presented, seconded by Vice Chairperson Dr. Bonney.

Old Business

New Building Update- Teresa McDaniel provided a handout with 3 Building Proposals on it. Proposal #1 is for a new building with location to be determined. Proposal #2 is for rental space at Fayette Pavilion that Ryan Jones Emergency Preparedness Director, put together. Proposal #3 Robert Kurbes put together is renovation of space we now have. He looked at layout of space we have now and how we could renovate to get Physical Health, WIC and Environmental Health all back under roof. To get everyone back together we would all lose space that we all need. Robert stated all 3 departments use all space we have with none wasted. Jessica Ryan said WIC would be losing half the space they have now to come back. The lost space would create a challenge for employees and seating would be a challenge. Chairman Toles asked the board what they thought of proposals. Mr. Barrow suggested we ask employees in each department what space they needed to do the services effectively. Chairman Toles was concerned if we spent the money would it really be helping us. Vice Chairman Dr. Bonney could we do joint office for nurses? Angie Nutt had previously stated that would be a HIPAA concern with nurse’s using exam room as offices. Can we address that problem to start with? Wendy Levan said we are thinking of using portable computers to take from room to room to free up space in exam rooms that would address the HIPAA concerns. We need to also look at the front check in area and rearrange for HIPAA concerns. We have also talked about having a space here for WIC voucher pickup only. Chairman Toles asked if we could add to the modular unit that WIC is in at this time. Robert said that would be added people to get to safety in a severe weather event. Wendy suggested that the building committee look at the outside dimensions and see how to fit everything together. Dr. Obasanjo said when we were building the district office we sat down and looked at what was needed and space went down. Chairman Toles losing space is not a good idea with the county’s growth.

New Business

Food Service Training Fees- Robert would like the board to consider 2 new fees for Environmental Health. Would like to establish a fee to cover extra training for businesses that has employees that are having challenges meeting the Food Service requirements. Don Lucas would be able to do custom training for a fee for up to 6 people at a time to help meet requirements. The second fee is for small business and new owners to get an EH inspector to look at a potential or new space to see if it would be a workable space for their needs. $150.00 walk through fee. Robert said he was not looking for a decision from the board today. Would like the board to think about the proposed fees. Patrick Stough Legal counsel would like to do research on proposed food services fees before a motion is made. Chairman Toles thinks would help and is a great idea. Duane said that training over the district has helped Environmental Health work faster and has changed behavior of establishments. Mr. Barrow thinks would be good customer service but that owners might be upset that we say space not a good choice. Owners and landlords need to be on board with this. Vice Chairperson Dr. Bonney likes the idea of offering extra training for a fee. Asked if looking at properties would pull manpower from services we do now. Robert said in the last 2 months had numerous applications asking for refunds because they find out properties will not work. Feels inspections would help.
Pop up Food Service Establishments- Duane Fields presented to the board Notice of Proposed Rulemaking “Pop-Up’ Food Service Operations” Revisions to Chapter 511-6-1. The purpose of the proposed rulemaking is to add “pop-up” food service operations to list of specialty food service operations authorized by the Department’s rules; to authorize permitted food service establishments to serve prepared food at “pop-up” location without acquiring an additional permit; and to provide for the issuance of letters of approval by the Health Authority for “pop-up” food service operations. Henry County has a couple of pop ups at this time. Will have to call EH to get authority to open pop up. No food prepping can be done at site. Fayette has just permitted a coffee kiosk at Pinewood Studios. Dr. Faulkner stated had a case of food poisoning in Chicago and “Fooda” would not work with the health department or the doctors. Commissioner Rousseau asked Duane what reservations he had about this. Duane said the he did not have any that he did not think would be a problem in Fayette.

REPORTS

Clinical
Wendy LeVan, RN, Director of Nursing & Clinical Services

Wendy Levan provided the Clinical Report (narrative attached)

Environmental Health Program
Robert Kurbes, 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
Jessica Ryan, Regional WIC/Nutrition Manager

Jessica provided the WIC report (narrative attached)

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

Dr. Obasanjo recognized that this was Duane Fields last board meeting as he is retiring at the end of September. On September 24th, from 2-4 there will be a retirement reception at the District Office.

Dr. Obasanjo wanted to take this time to thank and recognize district staff for all they do. Interviews for the Clayton County Health Director are underway. Dr. Obasanjo has been working with the Interim Director Dr. Uninibile O. Odama to get things up and running as soon as possible. Chairman Toles said he tried to contact Claytons Board of Health with no response.

Dr. Obasanjo thanked Chairman Toles for attending the 3rd Mercer Leadership Class Graduation.
On August 31st, 2018 we pushed the button for Accreditation. We sent application and received confirmation that application was received. We are on course to upload our documents on 12/28/18. Around Thanksgiving we will start uploading 100 documents. Susie Hammock and Amy Fenn are looking over all documents and we have also partnered with Rome District and they will look over documents also before we upload them.

On October 5th, 2018 we are having our District 4 Annual Health and Wellness day at The Rock Ranch. We hope the board members can attend.

BOARD MEMBER REPORTS/COMMENTS

Becky Smith has resigned her position on the Board. The county will be appointing a replacement.

PUBLIC COMMENTS

None

Adjourn

Commissioner Rousseau made the motion to adjourn the meeting, seconded by Vice Chairperson Dr. Bonney. The meeting adjourned at 9:34am.

Ted Toles, Chairman

Date

The next Fayette County Board of Health Meeting is scheduled for November 13th, 2018 at 7:30am in the conference room of the Fayette County Health Department.
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<th>Comments</th>
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<tbody>
<tr>
<td>County Management</td>
<td>Carla Heath, District Administrative Operations Coordinator, has been Acting County Manager now since July 1st. The District Nursing Department has chosen Denise Kilgore, RN to provide Nursing Leadership and support to the Clinical staff. Denise will be on-site 4 days a week with the exception of days she is required to attend meetings or meet with new staff in her other role as District Clinical Trainer. Denise and Carla will be participating in the CNM meetings held the 2nd Wednesday of each month. We have posted the CNM position and will continue our search until a suitable candidate is selected.</td>
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<td>Staffing</td>
<td>Callie Hill, FNP joined the Team July 16th. The past month she has spent time with other NP's in our district as well as seasoned nursing staff, learning programs and protocols. She will receive signed protocols by the first of October. She will also be receiving training in LARC insertion and WH at the CT Technology conference in Atlanta, November 1-3. We will gradually increase our marketing of her services. Bernice Gay was recognized on August 31st for successfully completing the Mercer Leadership Course. We are very proud of her accomplishment.</td>
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<td>Programs and Training</td>
<td>Please review the bar chart and graph with program numbers. The new Shingrix (Shingles Vaccine) is available for both county purchase and private pay patients. Several staff members attended a workshop entitled “Communicating Across Cultures” on August 2st. This raised awareness and increased their knowledge of how to best serve our diverse population. The Fayette Disaster Shelter Strike Team members will serve along with staff from Coveta and Meriwether Counties during the months of October. They will be used as back-up during December.</td>
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<td>Schools</td>
<td>August 4th clinic staff, as well as a staff member from the district, provided free HVD and Immunizations here at the Health Department as part of the County Wide Back to School Bash. Mr. Toles was also here to help. Approximately 72 patients were served providing a total of 106 services. We will begin school and daycare audits the week of September 24th.</td>
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<td>Outreach</td>
<td>Carla attended the Fayette Factor meeting on August 27th. The District HIV Prevention Program is seeking additional sites within the community to access at risk populations for condom distribution and testing. They are currently working with Atlanta ID Group for condom distribution and Access Treatment Health Center for testing.</td>
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**INFORM-PREVENT-PROTECT**

**Presented by: Wendy LeVan, RN, BSN**
Fayette County Board of Health Meeting
Environmental Health Narrative

Date: 09/11/2018

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| Overall Status             | 1) Currently < 1 week turnaround time for new construction septic permits.  
                               2) 1-2 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 4-5 day turnaround on approvals for construction items such as additions, outbuildings and pools. |
| Staffing                   | 1) Mary Gabby Hardeman begin working with our department on August 16, 2018 to fill the Vacant CSR position. Efforts by the District HR department to allow her to begin during the middle of the month was greatly appreciated. |
| 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) Over 350 persons attended the Back to School Expo at Stonewall and had access to Child Safety and Vector Control (Zika/WNV) information. |
| Food Service               | 1) Don Lucas continues to lead program and get us back on track for routine inspections and plan review turnaround times.  
                                           2) Robert noted EH reported showed significant increase across the food program with increases in both new facilities and routine inspections since last reporting period. |
| Healthy Homes              | 1) Department participated in Healthy Home Pilot Program for Asthma Triggers and 2 staff (Kat Franklin, Don Ackerman) attended a 2 day training in Coweta County for this project. |
Fayette County Board of Health Meeting  
Environmental Health Narrative

| Public Swimming Pools | 1) Robert reported that City of Fayetteville updated pool regulations on their 7/19/18 meeting.  
2) The 2018 Pool season went well with most seasonal pools having already closed. Debbie and Don A. work well together in getting Don familiar and up to standards on opening and conducting routine inspections. Under Debbie’s guidance, Don has completed pool training and is inspecting pools as a solo inspector. |
|----------------------|-----------------------------------------------------------------------------------------------------------|
| Misc. programs and trainings | 1) BODY ART: Department still 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 has been asked and has agreed to participate on a panel for a roundtable discussion during an upcoming Metropolitan North Georgia Water Planning District for the Metro Atlanta Area. He will be answering questions of septic system permitting and issues.  
3) Robert indicated that the Health Dept has been invited to again participate in the County Face to Face event to allow residents to learn about department services. Event will be held in October prior to a scheduled County Commission Meeting and will be at the County Administrative Complex Fountain.  
4) Robert passed on a BOLO from the County about a suspect attempting to enter vehicles in the county complex.  
5) Robert also commended the D4 IT Department for it’s great assistance in helping getting new EH Phones activated and set up, even with a District office/call center phone outage. |

| Discussion/BOH Questions | There were no questions. |

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

Date: September 11, 2018  **FINAL**

<table>
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<tr>
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<tbody>
<tr>
<td>FY19 Budget</td>
<td>FY19 budget is at 12.68% spent YTD.</td>
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<td>Financial Report</td>
<td>The Financial report was presented to the Board.</td>
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<td><strong>Revenue:</strong></td>
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<td>FY19 Revenues YTD: $256,702 compared to FY18 Revenues YTD: $150,485</td>
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<td>An increase of $106,217.</td>
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<td>Clinical/Medicaid Fee Rev down by $13,166 YTD.</td>
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<td>EH Fee Rev up by $13,777 YTD.</td>
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<td>Total fee rev up $610 YTD.</td>
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<td>Other Rev up $105,607 (July 18 received no other rev)</td>
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<td><strong>Expenses:</strong></td>
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<td>FY19 Expenses YTD: $234,899 compared to FY18 Expenses YTD: $247,093.</td>
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<td>A decrease in spending of $12,194 over FY18.</td>
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<td>Additional information</td>
<td>None.</td>
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INFORM-PREVENT-PROTECT  
Presented by: Teresa McDaniel  
District 4
# Fayette Board of Health Meeting

## WIC Narrative

**Date:** 09/11/18

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<td><strong>WIC Reports</strong></td>
<td>Review WIC caseload reports for June and July 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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| **Common Risk Factors**       | **Women:** 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.  
**Infants:** The top risk factor for infants was prematurity. Other risk factors included low birth weight and underweight.  
**Children:** The top risk factor for children was low hemoglobin. Other top risk factors included prematurity and short stature. |
| **1st Trimester Enrollment**  | Clinic did not meet state goal of 60% for June or July. Highest percentage was in June (30.6%). We had improved in this category in previous months. However, since the Clayton closure we have seen a decrease in this percentage. |
| **Vendors**                   | Fayette had a total of 14 WIC vendors. The highest amount of vouchers cashed was in July (5,163 worth $93,128.33)                                                                                           |
| **Other**                     | Due to the closure of the Clayton clinic, Fayette has been overwhelmed with participants requesting services. Clinic continues to see walk-ins most days as well having additional appointments added to the schedule. Moms and new babies as well as prenatals are top priority although the clinic will walk-in transfer recertifications when able. CSR Karina Montano resigned effective 08/31/18. Possible transfer from Henry WIC (Cecilia Benitez) who used to work in Fayette will not be effective until 10/01. |
| **Board Member Comments**     |                                                                                                                                                                                                           |

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