

The Fayette County Board of Health met on Tuesday, July 10, 2012 in the Public Meeting Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

Board of Health Members Present:

Don Haddix
Robert Horgan
Fred Oliver
Lynette Peterson
Michael Strain, MD

Staff Members Present:

Glenda Bryant, RN, MN, FNP
Merle Crowe, BA, CCFO
Rick Fehr, BS
Robert Kurbes

District Members Present:

John Darden
Duane Fields
Nicole Haynes, MD, MPH
Debbi Heard
Wendy LeVan, RN, BSN
Pam Rock
Brigid Smith

CALL TO ORDER: Dr. Strain called the meeting to order at 7:30 AM.

APPROVAL OF MINUTES FROM April 10, 2012: Motion to approve the minutes as written was made by Ms. Peterson, seconded by Mr. Horgan. The minutes were unanimously approved.

OLD/UNFINISHED BUSINESS/ PUBLIC COMMENT:

Bylaws Update: Dr. Haynes presented the revised bylaws to the board. She said that Attorney Scott Bennett had agreed to represent the board as outlined in the bylaws. Motion to approve the bylaws was made by Mr. Haddix, seconded by Mr. Horgan. The motion was unanimously approved.

NEW BUSINESS: Mr. Fehr and Mr. Fields presented proposed regulations for the health of the public utilizing tattoo businesses. Mr. Fields explained that the proposed regulations had been approved by Heard County Board of Health and are being reviewed by other counties in the district. The board wanted to be sure that the proposed regulations of the Board of Health (BOH) would align with regulations or ordinances of local municipalities. The board tabled the proposal until the next meeting, in order to allow staff time to meet with local city councils and ensure that there would be no conflict between regulations of the BOH and city regulations or ordinances.

PUBLIC COMMENT: Mr. Rodney Pendelton, a local business owner, was in agreement that body-art studios should have rules and regulations. He requested the chance to review and understand the proposed regulations. The board directed Mr. Fehr to give Mr. Pendelton a copy of the proposal for his review.

STAFF REPORTS:

Women, Infants and Children (WIC): Ms. Pam Rock presented the board with data on local WIC staff caseload and demographics of patients seen (attachment #1). She explained how the numbers had increased since her last report; risk factors for nutrition patients, and how important it was for WIC to serve prenatal mothers. She mentioned that Fayette County had the largest Hispanic population in the district. She reported that the new WIC building had a tree limb come through the roof after a storm and that the Fayette maintenance department had completed the repairs.

Nursing Report: Ms. Bryant updated the board on Fayette staff activities over the previous year. She said that all staff had stepped up to the challenge of increasing billable services. She said that nurses had seen more patients and clerical staff had worked hard to assist nurses in that effort; WIC had seen more patients, and that the largest patient demographic seen was children between 1-4 years old and adults between the ages of 20-34 years old. She mentioned that although Fayette County ranked number one in the report from the *Wisconsin School of Public Health*, there was still room for improvement: 18% of adults surveyed admitted to excessive drinking and Fayette residents remained above average in that risk category. She named local collaboratives that the health department was working with to best utilize funding and to prevent duplication of services. She mentioned initiatives that had brought in revenue during the year: the *Flumist Campaign*; the *APPLES* campaign, which will go on for another three years and which vaccinated both students and staff at local schools, and the travel vaccine initiative, which had proved to be an excellent client service as well as providing revenue. A new nurse, Ms. Alicia Kates, RN, was recently hired. Ms. Kates comes from the DeKalb County Health Department with experience in the Children 1st Program. She will work with eligible children; over time that program is expected to grow. Staff continues to work to enroll women in the Women's Health Program. Advertising funded by that program is ongoing.

Ms. Peterson expressed concern about how nurses visiting from other health departments sign in to the system without their own login for that particular site. Ms. LeVan assured the board that she had investigated that question when it was brought to her attention. She had found that only on one occasion had a nurse from another health department signed in under another nurse's login. The information technology staff was not notified in a timely manner for them to assign the nurse a login. She assured the board that issue had been addressed and resolved.

Mr. Fehr reviewed an article in the local paper that thanked the Environmental Health staff for their quick response to questions and all their help.

Financial: Ms. Smith reviewed the final budget figures for Fiscal Year (FY) 2012. She said that Fayette County Health Department (FCHD) managers had done an excellent job over the year: revenue was up by more than \$100,000 over the previous fiscal year, and expenses were down, even though there was less staff. She said that the goal of every budget was to use only the three main revenue streams, and not use current year fees. FCHD had used about a quarter of the current year fees built into the FY 2012 budget, which was excellent. She planned to review the budget and any revisions at future board meetings. There was an increase in Grant-in-Aid of about \$70,000 for FY 2012 and a budget revision had been done to reflect those changes. A new Family Planning (FP) budget was added to account for FP

funds. A budget revision to the FY 2013 budget would be needed to reflect the final revenue figures after the year-end audit.

Ms. Peterson expressed concern about the indirect cost line item in the budget, which helps to support items like rent, janitorial or utility expenses for the district office. Ms. Smith explained that those expenses were direct cost items and were charged to the program that benefited from those services; there was no cost to FCHD.

District 4/Public Health: Dr. Haynes reviewed activities by the district office staff. She thanked Ms. Smith for being proactive in monitoring the FCHD budget. She said that the proposed redistricting was on hold, because some of the affected counties had some concerns. She said that staff training would be an ongoing effort: scheduled training included Customer Service; emergency planning, Point of Distribution (POD) training to determine each person's responsibility and how to do their job in the event of an emergency. A documentation class is scheduled at the end of August for both nurses and clerical staff. The attorney was asked to attend the trainings to discuss legal points.

The *Emory School of Public Health* received a grant to train public health staff, and Dr. Haynes had been in discussion with their representative to determine the most pressing training needs of public health staff. Since Fayette County has such a large Hispanic population, cultural training would be beneficial to staff and free to FCHD, since the grant would cover the cost. She said that Morale Day would be reinstated to help staff get to know each other better. She said that the Federal authorities had asked that local health departments extend their operating hours; FCHD had chosen to remain open until 6:00 PM on Thursday if approved. She said she was exploring utilizing a Grant Writer at the district. There were currently three interns at the district office that were working on a community needs assessment and possibly there would be a Centers for Disease Control (CDC) Fellow onboard to help with the that project. The project would assess community needs and how to bridge any gaps found. She said the ongoing HIV outreach project would attempt to identify any unknown HIV positive individuals. In Fayette County that effort would mean that Ms. Bryant would work with the methadone clinic to offer free HIV testing on the 26th. Any individual that tested positive could access the HIV/Ryan White clinic in Newnan. It was proposed that on World AIDS Day in December local health departments would be open for free AIDS testing. She asked if there was anything else the district could do for the board.

ADJOURNMENT: Motion to adjourn was made by Ms. Peterson, seconded by Mr. Horgan. The motion carried unanimously. The meeting was adjourned at 8:21 AM.