**November 20, 2013**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, at Galion City Health Department. Board members present were President, Mayor Tom O’Leary, President *pro temp* Doug Schilling, Vice President *pro temp* Dennis Long, Wendy Kerr, C.N.P, and Ms. Katelyn Strickler. Also present were Health Commissioner Dr. Steve Novack, Director of Nursing Sandy Crossland, R.N. and Environmental Health Director Stephanie Zmuda, R.S. Mr. O’Leary called the meeting to order at 07:35 a.m.

**Approval of Agenda**

It is noted that this meeting was postponed from November 12, 2013 due to lack of quorum.

Mr. Schilling made a motion that the agenda for the meeting be approved. The motion was seconded by Ms. Kerr, and it was unanimously approved.

**Approval of Month Minutes**

Mr. Schilling made a motion that the minutes from the October 8, 2013 meeting be approved. The motion was seconded by Mr. Long, and it was unanimously approved.

**Monthly Reports**

Dr. Novack stated that the mission of the Galion City Health Department is To Promote and Protect the Health and Well-Being of those we Serve.

1. **Accreditation of the Galion City Health Department**

Dr. Novack stated that Public Health Accreditation Board (PHAB) standards are the framework that will guide the accreditation process. It will be the task of the leadership of Galion City Health Department (GCHD) therefore, to merge all activities through those standards.

1. work on accreditation has been slowed due to changes in personnel
	* + 1. **Standard 1.1** Participate in or Conduct a Collaborative Process Resulting in a Comprehensive Community Health Assessment- **Done**
			2. **Standard 5.2** Conduct a Comprehensive Planning Process Resulting in a Tribal/State/Community Health Improvement Plan. Staff are participating in Avita sponsored Community Health Improvement Plan (CHIP). **In process-** Crawford County Health and Wellness Coalition. The health department is engaged in two projects developing measureable outcomes: 1) childhood nutrition and overweight/obesity, 2) substance abuse
2. **Get Galion City’s fair share of PHEP funding restored-** pending further discussions with Crawford County General Health District (CCGHD)
3. **Rationalize Nursing Functions**-
	1. School Nursing
	2. Immunizations- Flu season final report due in December. Over 600 flu shots administered
	3. Access to care- MAC reimbursement in October $ 4,300
	4. Outbreak Reporting- none to report
	5. Workforce Development and maintenance of skills- new nurses completing in-service
4. **Implement grade level food health inspections on Galion City Health Department website-** see current agenda items
5. **Implement electronic board document system-** BlueSky
6. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-**
7. **Implement use of credit card for payment of services-** Mr. Schilling reports on new options (see below)
8. **Review, revise and convert into an editable electronic document the department personnel manual-** MS Sharepoint unfeasible currently
9. **Develop set key metrics that the department will measure and track its performance – Health**- **Plan: Determine Galion’s Disability Adjusted Life Years (DALY)**
	* 1. **Vital measures**- **Plan: Compare Galion’s experience to other small cities.**
			1. **Births 2013 through October**
				1. **Total – 311 (75 in Galion)**
				2. **Low-weight- 16 (3 in Galion)**
				3. **<37 weeks – 21 (7 in Galion)** note: will have guest Pam Kalb to discuss these topic January 2014 meeting
				4. **Teen Births- 34 (11 in Galion)**
				5. **Fetal Deaths- 6 (1 in Galion)**
			2. **Deaths 2013 through October**
				1. **Total- 175**
				2. **Average age of Death- 78.69**
				3. **Top 3 Causes of death- Circulatory, Respiratory, Neoplasms**
				4. **6 suspected drug overdose death in Galion for 2013**
			3. **Reportable Diseases …. Through ….-**
				1. **Chlamydia- 2, YTD 27**
				2. **Hepatitis C, Chronic- 3, YTD 23**
		2. **Top 3 Causes of Death in Galion by Total Numbers**- **Plan: Determine Potential Years of Life Lost (PYLL) per disease process and prioritize accordingly.**
			1. Diseases of the circulatory system
			2. Diseases of the respiratory system.
			3. Neoplasms
		3. **Top 3 causes of disability in Galion is unknown**- **Plan: Determine most prevalent causes of disability**
10. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey-** Dr. Novack states that this goal will be fulfilled with accomplishment of #1.
11. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
	1. ODH plans to upgrade T1 to Time Warner Business Class
	2. Recent administrative hearing with good response. Expect more.

The Commissioner’s Report was accepted by unanimous consent.

**Old Business**

**IT contact for Services and Hardware-** The Board of Health heard from two venders for server replacement, Mr. Scott Motes from MB and Mr. G. Kovacs from Smartronix. After consideration of proposed services and quotes, Ms. Strickler made a motion for the Smartronix contract. The motion was seconded by Mr. Schilling. The motion passed unanimously.

**First Reading: Resolution #2013-132. A Resolution to Establish Fees for Food Service Operations and Retail Food Establishments for the License Year 2014 and Repeal Resolution # 2013-130-** Ms. Zmuda presented 2014 fees and described the methodology that was used to arrive at these fees. The Board of Health, by unanimous consent, passed the resolution on its first reading.

**Administrative Hearing Process-** Ms. Zmuda presented an overview of the administrative hearing process. Mr. O’Leary proposed an abbreviated process that would bring the license question to the board in less steps. Ms. Zmuda will present the revised steps in the December meeting.

**2014 Budget Planning-** Dr. Novack recommended the Board of Health increase the state auditor’s suggested Galion City Health Department 2014 salaries and benefits package. The state auditor suggested the department have a $241,000 salary budget for 2014. That suggestion represents a twenty percent reduction from the 2013 budget. That reduction would severely hamper the Department’s ability to respond to current challenges and to provide relief for the understaffed Environmental Health Department. Mr. Schilling made a motion for the 2014 salaries to be $286,000 and benefits $200,200. Ms. Kerr seconded the motion. The motion passed unanimously.

**New Business**

**Food Safety Award Prototype-** Ms. Zmuda presented a prototype of an annual award program for restaurants that excel in Health Department inspections. She anticipates the data collection for the award will begin after the current re-licensing period, March 2014. The concept was approved by unanimous consent.

**Licensed Facility Window Sticker-** Ms. Zmuda presented a window sticker showing to the public the restaurant’s current license status. It will include a link a link to galionhealth.org where the actual inspections can be viewed. The concept was approved by unanimous consent.

**Renewal of the MOU with Ohio Manufactured Homes Commission for 2014-** Ms. Zmuda presented an informational update to the Board.

**Memorandum of Understanding between Galion City Health Department and Shelby Health Department for the purpose of Environmental Health Collaboration-** Ms. Zmuda presented an MOU for Environmental Health oversight for inspections. The motion for approval was made by Ms. Kerr and seconded by Mr. Schilling. The motion passed unanimously.

**RESOLUTION #2013-131: A RESOLUTION GIVING THE HEALTH COMMISSIONER OFFICIAL AUTHORITY TO IMMEDIATELY SUSPEND A FOOD SERVICE LICENSE UNDER OHIO REVISED CODE SECTION 3717.49(C)(1)-** Ms. Zmuda presented a corrected version of this resolution. The motion for approval was made by Mr. Schilling and seconded by Ms. Kerr. The motion passed unanimously.

**Monthly Bills**

Mr. Schilling made a motion for approval of the monthly bills. Ms. Kerr seconded the motion. The motion passed.

**Adjourn**

The meeting was adjourned at 10:14 a.m.

The next meeting will be held on Tuesday, December 10, at 7:30 a.m. in the Health Department office.

Respectfully Submitted,

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P. Stephen Novack, D.O., Commissioner

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Tom O’Leary, President/Mayor