**December 10, 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, Dennis Long, and Wendy Kerr, C.N.P. Ms. Katelyn Strickler was absent. 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 07:41 a.m.

**Approval of Agenda**

Dr. Novack announced the need to adjust the process of the agenda. In today’s meeting and future meetings, the commissioner’s report will follow the regular business. In today’s meeting, the new business item of executive session and consideration of a license holder’s status will follow the approval of the previous month’s minutes. Following the license holder consideration, the board will hear guest Pam Kalb R.N., representing Help Me Grow from Crawford County General Health District (CCGHD). Mr. Long made a motion that the agenda for the meeting be approved. The motion was seconded by Mr. Schilling, and it was unanimously approved.

**Approval of Month Minutes**

Ms. Kerr made a motion that the minutes from the November 20, 2013 meeting be approved. The motion was seconded by Mr. Long, and it was unanimously approved.

**Old Business**

**Second Reading and Public Hearing: 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-** by unanimous consent, the board accepted the resolution.

**2014 Budget Planning-** the 2014 budget for the city of Galion is completed.

**Administrative Hearing Process-** tabled

**New Business**

**Executive Session for License Holder-** Mr. Long made a motion to enter executive session. The motion was seconded by Mr. Schilling. The board entered executive session at 7:43 a.m.

**Action for License Holder-** The board exited executive session at 8:46 a.m. Mr. Kenneth Dye and Ms. Lisa Dye, representatives of license holder Varsity Grill, LLC were heard by the board on the question of license status. Ms. Zmuda, Director of Environmental Health presented to the board a summary of inspections at the Varsity Grill from Dec, 17, 2008 to Dec 19, 2013. She also stated that the Varsity Grill representatives had attended an administrative hearing March 5, 2012. She stated that the restaurant has recurrent critical violations, all of which have corrected. Mr. Schilling and Mr. O’Leary asked the restaurant representatives if they were willing to develop an action plan to address recurrent critical violations. Mr. Long stated he wanted the representatives have a plan that will ensure that no food-borne illness outbreak risk exists. Mr. O’Leary asked if the representatives were aware of the risk of possible loss of license. Mr. stated that the inability of attaining an inspection with no critical violations was one of “execution.” Mr. Schilling made a motion requiring Varsity Grill, LLC to present an action plan in writing that is dated and measureable by the date of the board’s special meeting, being held at Galion Community Hospital, December 20, 2013, 2-5pm. Mr. Long seconded the motion. The motion passed with yes votes from Ms. Kerr, Mr. Schilling and Mr. Long.

**Help Me Grow (HMG) -** Ms. Pam Kalb, R.N. addressed the board for an informational purpose. She said that HMG is aimed at first time mothers in poverty. The program emphasizes parents as teachers and screening for developmental milestones. HMG utilizes individualized family service plans and individualized educational plans designed to assist children in attaining educational goals earlier than they otherwise would. Additional services may be provided through the Healthy Families program.

**MOU renewal with Ohio Manufactured Homes Commission (OMHC) -** Mr. Schilling made a motion for renewal of Memorandum of Understanding with the OMHC. Mr. Long seconded the motion. The motion passed unanimously.

**Renewal of MOU with Ohio Department of Health for Hepatitis C Screening-** Mr. Long made a motion for approval. The motion was seconded by Mr. Schilling. The motion passed.

**Application for OPHP Grant-** Ms. Crossland presented a request for board approval for a grant application to OPHP for the purpose of funding accreditation work. Mr. Long made a motion for approval. The motion was seconded by Mr. Shilling. The motion passed unanimously.

**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. He delivered a summary of the year’s progress toward the 2013 goals.

**Vision Statement:**

*Inspire and Engage out Citizens and Community to be Optimally Healthy*

**Mission Statement:**

*To Promote and Protect the Health and Well-Being of those we Serve*

**Goals:**

1. **Accreditation of the Galion City Health Department-** 
   1. Significant steps that have occurred in 2013:
      1. Adopted Avita HS CHA
      2. Worked with Avita HS on what will be our Community Health Improvement Plan
      3. Rudimentary steps toward intra-office document sharing
2. **Get Galion City’s fair share of PHEP funding restored-** not accomplished
3. **Rationalize Nursing Functions**
   1. **School Nursing-** Hired 2 part-time nurses
   2. **Immunizations-**  began flu shot project analysis (to be completed Jan 2014)
   3. **Access to care-** Using Medicaid Administrative Claiming (ODH project) as spring-board to linking patients to care, developing funded care programs
   4. **Outbreak Reporting-** 
      1. Norovirus outbreak Feb 2013
      2. Coxsackie investigation (not an outbreak)
   5. **Workforce Development and maintenance of skills**-
      1. BLS training
      2. Nursing CEU’s up to date
4. **Implement grade level food health inspections on Galion City Health Department website-** substituted window inspection sticker
5. **Implement electronic board document system-** BlueSky
6. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** SharePoint nor feasible this year
7. **Implement use of credit card for payment of services-** pending
8. **Review, revise and convert into an editable electronic document the department personnel manual-** not done
9. **Develop set key metrics that the department will measure and track its performance –** 
   1. Birth/death certificates
   2. Numbers of immunizations
   3. Numbers of restaurant inspections, administrative hearings, BOH license actions
   4. Numbers of nuisance requests
   5. Customer satisfaction
   6. Financial performance
   7. **Vital measures**:
      1. **Births 2013 through November**
         1. **Total – 347**
         2. **Low-weight- 17 (3 in Galion)**
         3. **<37 weeks – 24 (7 in Galion)**
         4. **Teen Births- 41 (14 in Galion)**
         5. **Fetal Deaths- 6 (1 in Galion)**
      2. **Deaths 2013 through November**
         1. **Total- 184**
         2. **Average age of Death- 78.75**
         3. **Top 3 Causes of death- Circulatory, Respiratory, Neoplasms**
      3. **1 confirmed drug overdose death in Galion for 2013, No other suspicious**
      4. **Reportable Diseases November-** 
         1. **Chlamydia- 2; YTD 29**
         2. **Hepatitis C, Chronic- 0; YTD 23….**
         3. **Gonorrhea- 1**
         4. **Atypical mycobacterium (non-TB)- 1**
         5. **Cryptosporidium- 1**
10. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey -** done
11. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
    1. Server installation this weekend
    2. I will address Galion City Council Fire, Police and Health committee Wed 121813, 7 pm- open discussion…thoughts?
    3. BOH get together and 2014 planning Fri 122013, 1-4pm, Galion Hospital
    4. Sandy applied for $15k grant for accreditation

By unanimous consent, the board accepted the abbreviated commissioner’s report.

**Monthly Bills**

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

**Adjourn**

Mr. Long made a motion for adjournment. The motion was seconded by Mr. Schilling. The meeting was adjourned at 10:03 a.m.

The next regular meeting will be held on Tuesday, January 14, 2014, at 7:30 a.m. in the Health Department office.

A special board meeting will be held Friday, December 20, 2013 at Galion Community Hospital, 2-5 p.m. for the purposes license holder report and planning for 2014.

Respectfully Submitted,

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P. Stephen Novack, D.O., Commissioner

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Tom O’Leary, President/Mayor