**January 14, 2014**

The Galion City Board of Health met in regular session at 7:39 a.m. on Tuesday, at Galion City Health Department. Board members present were President, Mayor Tom O’Leary, Dennis Long, Wendy Kerr, C.N.P, and Ms. Katelyn Strickler. President *pro temp* Doug Schilling was absent. Also present were Health Commissioner Dr. Steve Novack but tardy, Director of Nursing Sandy Crossland, R.N. and Environmental Health Director Stephanie Zmuda, R.S. Mr. O’Leary called the meeting to order at 07:40 a.m.

**Approval of Agenda**

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

**Approval of Month Minutes**

Mr. Long made a motion that the minutes from the December 10, 2013 and December 20, 2013 meetings be approved as amended by the insertion of the name “Dye” after “Mr.” in the December 10, 2013 under the heading of Board License Action. The motion was seconded by Ms. Strickler, and it was unanimously approved.

**Old Business**

**Third Reading and Fee Adoption: 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**

Mr. Long made a motion for passage. The motion was seconded by Ms. Kerr. The motion passed unanimously.

**New Business**

**Finances/Monthly Bills-** Mr. O’Leary questioned the reimbursements for BlueSky and Mindjet. These are software as a service and downloaded programs. They were purchased with employee credit cards as there was no other option to purchase these items. Mr. O’Leary stated that is in favor of city credit card but a policy is needed. The board will review monthly statement of Clemans-Nelson with the idea of justifying the “divvying” the human resources consultant’s fees among city departments. Mr. Long made a motion for approval of the monthly bills and finances. The motion was seconded by Ms. Strickler. The motion passed unanimously.

**Additional Environmental Health staffing-** Dr. Novack proposed an additional full-time position in the Department of Environmental Health for a registered sanitarian. Mr. Long restated his desire to have the commissioner contact BGSU for new or upcoming graduates of the environmental health discipline. Mr. O’Leary commented that the funds could be used for either a new sanitarian or an accreditation consultant. The commissioner will report on progress in either direction.

**Monthly Bills**

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

**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.

**Goals:**

1. **Accreditation of the Galion City Health Department**
	1. Pre-application- to be completed in 2014
		1. Document management is key
		2. Weekly meetings
		3. Monthly reporting on progress, problems, needs
	2. Application- 2015
	3. Document Selection and Submission
	4. Site Visit
	5. Accreditation Decision
	6. Reports
	7. Re-accreditation
2. **Customer Service**
	1. List all “customers”
	2. Create list of anticipated needs of each customer
	3. List of ways customer needs can be assessed
	4. Evaluate GCHD programming based on customer needs and mission of GCHD
3. **Rationalize Nursing Functions**
	1. School Nursing- interview school superintendents for current and future needs assessment
	2. Immunizations-
		1. develop pre-K childhood immunization plan
		2. present flu clinic analysis as model for all programming (see attached 2013 flu clinic analysis)
	3. Access to care- develop plan to link people with medical needs to providers; primarily through MAC
	4. Outbreak Reporting
	5. Workforce Development and maintenance of skills
4. **Implement health inspections window stickers –** implement 2014
5. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** pending
6. **Implement use of credit card for payment of services-** pending
7. **Review, revise and convert into an editable electronic document the department personnel manual-** currently on Q drive
8. **Develop set key metrics that the department will measure and track its performance**
	1. Internal- pending
	2. External- will develop graphical presentations

Vital measures:

* + 1. **Births 2013**
			1. **Total – 377**
			2. **Low-weight- 17 ( 3 in Galion)**
			3. **<37 weeks – 26 ( 8 in Galion)**
			4. **Teen Births- 43 (15 in Galion)**
		2. **Deaths 2013**
			1. **Total- 199**
			2. **Average age of Death- 79**
			3. **Top 3 Causes of death- Heart, Lung, Cancer**
			4. **1 confirmed (one other suspected) drug overdose death in Galion for 2013**
		3. **Reportable Diseases Dec 2013**
			1. **Chlamydia- 3**
			2. **Hepatitis C, Chronic- 2**
			3. **Gonorrhea- 0**
1. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey** -
2. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
	1. Flu is widespread state-wide. > 800 hospital admissions in state
	2. I will be involved in a state sponsored drug court effort for 2014 (along with ongoing suboxone treatment)
	3. Significant new opiate legislation in the chute
	4. I will also be involved in expansion of workplace wellness through Workwell in 2014
	5. New server and internet access operational
	6. Need to discuss Galion overall preparedness (despite no PHEP funding)
	7. Increased rates of gonorrhea/syphilis, especially among MSM
	8. Mr. Faulds, Galion City Council President has resigned as of January 8, 2014

-------- made a motion to approve the monthly report, seconded by --------. The motion carried.

**Adjourn**

Mr. Long made a motion for adjournment. The motion was seconded by --------. The meeting was adjourned at ------- a.m.

The next meeting will be held on Tuesday, ----------------, 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