Galion City Health Department Mission Policy 2013 to 2014

February 11, 2014

**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. Document management- policy developed on document management
   2. Document management software choice: Mindjet
   3. Policy management software (i.e. Ellucid) too expensive
   4. SharePoint likewise appears too expensive.
   5. Helen Burdine, R.N. acted as unpaid consultant on Jan 31, 2014 and recommended we begin with Domain 11: Maintain Administrative and Management Capacity. She further recommended beginning with Measure 11.1.5 A required documentation of Human Resources (HR) policies and procedures.
   6. Monthly board consideration of Policies and Procedures as developed by Clemans-Nelson. Process comments?
2. **Customer Service**
3. **Rationalize Nursing Functions**
   1. **School Nursing-** statemandated nursing needs for schools may be increasing
   2. **Immunizations-** will continue flu shot program
   3. **Access to care-** discussed with JFS the steps to increase Medicaid enrollment
   4. **Outbreak Reporting-** discussed reduced risk
   5. **Workforce Development and maintenance of skills-**
4. **Implement health inspections window stickers-** pending
5. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** 
   1. May be possible to establish an internet access to ‘Q’ drive
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-**  see agenda
8. **Develop set key metrics that the department will measure and track its performance** 
   1. Internal
      1. Weekly accreditation meeting (except for week before board meeting)
      2. Define customers and establish method documenting level of satisfaction
   2. External-

Vital measures:

* + 1. **Births January 2014**
       1. Total – 33
       2. Low-weight- 2 ( 2 in Galion)
       3. <37 weeks – 2 ( 2 in Galion)
       4. Teen Births- 1 (1 in Galion)
    2. **Deaths January 2014**
       1. Total- 18
       2. Average age of Death- 69.6
       3. Top 3 Causes of death- Heart, cancer, digestive sytem
       4. 1 suspected drug overdose death in Galion for January 2014
    3. **Reportable Diseases January 2014** 
       1. Chlamydia- 7 (6 cases were diagnosed after the subzero weather)
       2. Hepatitis C, Chronic- 1
       3. Influenza A- 1
       4. Salmonella- 1

1. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey** 
   1. Next meeting of Crawford County Health and Wellness Coalition Wed Feb 12, 2014, noon to 1pm, GCH board room.
2. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
   1. Dr. Wymyslo, Director ODH, has resigned and returned to private practice
   2. No answer from BGSU re: EH grads. Will try again with BGSU and also Findlay U.
   3. Finishing end of restaurant licensing period this month.
   4. Met with Mr. John Harbeck, R.S., who will collaborate with Ms. Zmuda in EH. I can recommend his credentials. Ms. Zmuda and I will visit with Dr. Chala, the Health Commissioner of Shelby City Health Department in March.
   5. Reminder: governance meeting for boards of CCGHD/GCHD may begin second quarter 2014
   6. New server is operational (as was noted last meeting). The need to move on desktop and laptop upgrades is compelled by the end of Microsoft ending support of XP in April.
   7. Anticipate new ODH supplied (through Time-Warner) internet.