**February 11, 2014**

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 tem* Doug Schilling, Vice President *pro tem* 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 07:33 a.m.

**Approval of Agenda**

Ms. Kerr 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 January 14, 2014 meeting be approved with following amendments:

* Mr. Schilling made a motion to amend the January 14, 2014 minutes to reflect the separate motions for approval of the two BOH minutes in December 2013. Mr. Schilling stated that:

“Ms. Kerr mad a motion that the minutes from December 20, 2013 meeting be approved as read.” The motion was seconded by Ms. Kerr and it was unanimously approved.”

* Ms. Strickler made a motion to add the word “he” to two places in the January 14, 2014 minutes, the first under the New Business, Finances/Monthly Bills: (“Mr. O’Leary stated that *he* is in favor…”); and correct the following omissions (**bold type**): 1. “**Ms. Kerr** made the motion to approve the monthly report, seconded by **Ms. Strickler**.“; 2. “The motion (to adjourn) was seconded by **Ms. Strickler.”;** and 3. “The next meeting will be held on Tuesday, **February 11**...” Ms. Kerr seconded the motion. The motion passed unanimously.

. The motion was seconded by Ms. Strickler and it was unanimously approved.

**Old Business - none**

**New Business**

Clemans-Nelson Personnel Manual, section 1- Mr. O’Leary questioned whether the Board has the up-to-date information for development of a personnel policy manual. Mr. Schilling stated that the Board must have that information. Mr. O’Leary recommends that staff contact Clemans-Nelson in the next thirty days for updated human resources law and other practices.

2014 personnel benefits summary based on AFSCME contract:

3% raise

10% employee contribution to health insurance

0% PERS “pick up”

Tabled for March BOH meeting.

Computer replacement- Smartronix quote- Mr. O’Leary recommended that the quote not include sales tax. Mr. Long recommended that the new monitors be HDMI capable. Mr. Schilling made a motion for approval. The motion was seconded by Long. The motion passed unanimously.

**Monthly Bills**

Mr. Schilling reviewed the graphical presentation of the monthly finances. He requested the data be presented in bar graph as opposed to line graph. Mr. Schilling made a motion for approval of the monthly bills. Mr. Long 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.

1. **Accreditation of the Galion City Health Department**
2. **Customer Service**
3. **Rationalize Nursing Functions**-
   1. School Nursing
   2. Immunizations
   3. Access to care
   4. Outbreak Reporting
   5. Workforce Development and maintenance of skills
4. **Implement health inspections window stickers**
5. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-**
6. **Implement use of credit card for payment of services-**
7. **Review, revise and convert into an editable electronic document the department personnel manual-**
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 System
         4. 1 suspected drug overdose in Galion for January 2014
      3. Reportable Diseases January 2014
         1. Chlamydia- 7 (6 were diagnosed after subzero weather)
         2. Hepatitis C, Chronic-
         3. Influenza A- 1
         4. Salmonella- 1
9. **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.
10. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
11. Dr. Wymyslo, Director ODH, has resigned and returned to private practice
12. No answer from BGSU re: EH grads. Will try again with BGSU and also Findlay U.
13. Finishing end of restaurant licensing period this month.
14. 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.
15. Reminder: governance meeting for boards of CCGHD/GCHD may begin second quarter 2014
16. 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.
17. Anticipate new ODH supplied (through Time-Warner) internet.

Mr. Long made a motion to approve the monthly report, seconded by Ms. Kerr. The motion carried.

**Adjourn**

Mr. Schilling made a motion for adjournment. The motion was seconded by Ms. Kerr. The meeting was adjourned at 9:23 a.m.

The next meeting will be held on Tuesday, March 11, 2014, 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