**April 8, 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 temp* Doug Schilling, Vice President 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**

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. Long made a motion that the minutes from the April 8, 2014 meeting be approved. The motion was seconded by Mr. Schilling, and it was unanimously approved.

**Old Business**

Amendment to 2014 personnel benefits**-** Theresa Swinehart is eligible for 8.5% PERS pickup offset & 3% cost of living increases. That is a change from $21.39/hour to 23.85/hour.

Mr. Long commented that personnel evaluations ought to justify salary changes. Mr. O’Leary said that there is a need to look at terms of re-appointment.

Mr. Long made a motion for approval of the amendment. This was seconded by Mr. Schilling. The motion passed unanimously.

Memorandum of Understanding with Community Counseling- Mr. O’Leary stated that Dr. Novack has the authority to exercise the MOU. Dr. Novack stated that the current plan is for the adult/pediatric counselor to use the commissioner’s office each Wednesday beginning in May 2014. Clients will contact Community Counseling at (419) 562-2000 to make appointments. Mr. O’Leary inquired about the best way to get the word out to the community that there will be counseling services available in Galion. He also asked if existing Galion clients will be relocating their services to Galion and will new Galion clients will be taken in the Galion office. Dr. Novack will clarify with Community Counseling clinical director Ms. Wallis.

Clemans-Nelson 2011 version of Personnel Policy for review- Mr. O’Leary recommended that the city as well as the health department might benefit from a full personnel policy review. He recommended that Dr. Novack attend the bi-monthly Wednesday meeting of elected officials in order to express the need for personnel policy review. Dr. Novack stated that he intends to re-arrange his clinical schedule to be available for those meetings at least once per month.

**New Business**

Galion City Schools Nursing contract- Mr. Long mentioned recent state of Ohio legislation that increases the school’s responsibility for the medical management of its students, especially special needs students. He also mentioned the management of diabetes and epi-pen usage. Ms. Crossland presented an analysis of the proposed contract. Mr. O’Leary asked if the hourly rate is cost-based. Mr. Schilling added that the current analysis needs to include all overhead costs. She added that there is a planned increase in services to accommodate required 11th grade hearing and vision screening. The board tabled decision until there is an opportunity to have another discussion with the school about its needs and further cost information is included.

Proposed changes to hours and pay of commissioner- Dr. Novack requested a change to his pay and hours as Galion City Health Commissioner. He requested a reduction in hours from 20 per week to 7 hours per week. He requested a commensurate reduction in pay from about $27,000 per year to about $10,000 per year. Mr. Schilling made a motion for executive session. This was seconded by Mr. Long. The motion passed. The Board entered executive session at 8:28 a.m. The Board exited executive session at 8:41 a.m. Mr. Schilling made a motion to accept Dr. Novack’s proposal. The motion was seconded by Mr. Long. Mr. O’Leary mentioned chain-of-command activities such as pre-approved leave. The motion passed unanimously.

**Monthly Bills**

Mr. Long made a motion for approval of the monthly bills. Ms. Kerr 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-** 
   1. Personnel manual is essential and pending
   2. Consider additional staffing for project
2. **Customer Service-**
   1. Prototypical easy projects
3. **Rationalize Nursing Functions**
   1. **School Nursing-** renewal of school contracts
   2. **Immunizations-** planning forkindergarten project
   3. **Access to care-** is it possible that all residents of Galion can have personal provider?
   4. **Outbreak Reporting-**  no reported mumps cases
   5. **Workforce Development and maintenance of skills-** focused on accreditation skills; school nursing; car seats;
4. **Implement health inspections window stickers-** prototype is available
5. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** 
   1. Feasible, now. What are the costs/risks?
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-**  pending
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 2014**
       1. Total – 79 (21 in Galion)
       2. Low-weight- 4 (3 in Galion)
       3. <37 weeks – 3 (3 in Galion)
       4. Teen Births- 8 (2 in Galion)
    2. **Deaths 2014**
       1. Total- 36
       2. Average age of Death- 75.7
       3. Top 3 Causes of death- circulatory, respiratory, neoplasms
       4. Suspected drug overdose death in Galion for 2014- 1
    3. **Reportable Diseases 2014** 
       1. Chlamydia- 11
       2. Hepatitis C, Chronic- 7
       3. Cryptosporidiosis- 2

1. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey** 
   1. Crawford County Health and Wellness Coalition- recent grant request to the Community Foundation of Crawford County has been tabled. Next meeting is not scheduled
   2. Discussion about linking with Avita: Public Health Accreditation Board requires the following steps:
      1. Community Health Assessment
      2. Community Health Improvement Plan
      3. Galion Board of Health Strategic Plan
2. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
   1. Mumps
   2. Newer, faster ODH-sponsored internet
   3. New desktops and laptops installed; no interruption of services
   4. Discussion of public records request from CCGHD, “1st installment”
   5. Reduction in hours and pay for commissioner

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**Adjourn**

Ms. Kerr made a motion for adjournment. The motion was seconded by Mr. Schilling. The meeting was adjourned at 9:22 a.m.

Because of the Galion Chamber of Commerce and Galion Betterment Commission annual awards breakfast on Tuesday May 13, 2014, the next meeting will be held on Wednesday, May 14, 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