**June 10, 2014**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday June 10, 2014 at Galion City Health Department. Board members present were President, Mayor Tom O’Leary, Wendy Kerr, C.N.P, and Ms. Katelyn Strickler.Doug Schilling and Dennis Long were 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 07:36 a.m.

**Approval of Agenda**

Ms. Strickler 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**

Ms. Kerr made a motion that the minutes from the May 14, 2014 meeting be approved. The motion was seconded by Ms. Strickler, and it was unanimously approved.

**Old Business**

**Clemans-Nelson 2011 version of Personnel Policy for review-** Mr. O’Leary stated that the city is committed to the personnel and policy manual. The Health Dept. will follow that process.

**Credit Card Acceptance-** No action

**New Business**

**Board of Health participation in Accreditation- Guest speaker: Rosemary Chaudry, PhD, RN, MHA, MPH, PHCNS-BC, Assessment and Accreditation Coordinator Delaware General Health District, associate clinical professor, The Ohio State University College of Nursing- Dr. Chaudry stated that Community Health Assessment drives the strategic plan. The Board of Health holds staff accountable for performance measures.**

**Accreditation requires demonstrating how the health department has engaged the public. Mr. O’Leary is concerned about the ability of a small staff for accreditation. He wants to know what percentage pf total man-hours are required for accreditation. Dr. Chaudry recommends asking other small health departments what their experience is.**

**She recommends that the staff begins with Domains 11, 1 and 5; then, 3, 6, 7, 8, and 9.**

**Mr. O’Leary again asks about the cost of accreditation.**

**Board of Health Continuing Education- Dr. Novack informed the Board of state mandated continuing education for the Board of Health (ORC 3701.342)**

3701.342 Minimum standards and optimum achievable standards for boards of health and local health departments.

The director of health shall adopt rules establishing minimum standards and optimum achievable standards for boards of health and local health departments. The minimum standards shall assure that boards of health and local health departments provide for:

(A) Analysis and prevention of communicable disease;

(B) Analysis of the causes of, and appropriate treatment for, the leading causes of morbidity and mortality;

(C) The administration and management of the local health department;

(D) Access to primary health care by medically underserved individuals;

(E) Environmental health management programs;

(F) Health promotion services designed to encourage individual and community wellness;

(G) Annual completion of two hours of continuing education by each member of a board of health. The minimum standards shall provide that continuing education credits shall pertain to ethics, public health principles, and a member's responsibilities. Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. The director of health may assist local boards of health of general and city health districts in coordinating approved continuing education programs sponsored by health care licensing boards, commissions, or associations. The minimum standards also shall provide that continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

The director shall adopt rules establishing a formula for distribution of state health district subsidy funds to boards of health and local health departments. The formula shall provide no subsidy funds to a board or department unless it meets minimum standards and shall provide higher funding levels for boards and districts that meet optimum achievable standards.

Notwithstanding section 119.03 of the Revised Code, rules adopted under this section shall not take effect unless approved by concurrent resolution of the general assembly.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General AssemblyFile No.127, HB 487, §101.01, eff. 9/10/2012.

Effective Date: 11-15-1981

Dr. Novack discussed the state-mandated educational requirements. It was presented to the Board for information only. No action was taken.

**Commissioner Letter of Resignation effective July 9, 2014- Dr. Novack offered his letter of resignation, effective July 9, 2014. He thanked the Board for their tireless effort to make the City of Galion a healthier place. He thanked the staff of Galion Health Department for their commitment to quality and integrity work as well as their sense of compassion for all the residents of Galion**. Ms. Strickler made a motion for approval. The motion was seconded by Ms. Kerr. The motion passed unanimously.

**Transition of Blue Sky to Board of Health Ownership- The Board of Health will assume ownership of BlueSky and begin processing payments for that service through the payment order process.**

**Personnel Opportunities- The Board was made aware of the opportunities for new personnel addictions, including health commissioner and sanitarian. Mr. O’Leary will call a special meeting for personnel issues.**

**Monthly Bills**

Ms. Kerr 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.

1. **Accreditation of the Galion City Health Department-** 
   1. Updated timeline for accreditation
      1. Cooperate with Avita on new Community Health Assessment (CHA)- March 30, 2016
      2. Lead a multi-stakeholder Community Health Improvement Plan- December 31, 2016
      3. Complete Agency Strategic Plan (ASP)- December 31, 2016
      4. Submit PHAB Statement of Intent (SOI)- December 31, 2017
      5. Submit to PHAB CHA, CHIP, ASP; Application fee: $12,720 (in 2014)- December 31, 2018
      6. Training for Accreditation Coordinator (AC); Cost: $850 plus airfare (in 2014)- June 30, 2019
      7. Upload all documents to PHAB- June 30, 2020
   2. Guest Speaker for today’s Board of Health meeting: Dr. Rosemary Chaudry
2. **Customer Service-** Has leadership provided the resources for sustainable quality work: employee satisfaction survey
3. **Rationalize Nursing Functions**
   1. **School Nursing-** school contracts to be signed on July 8
   2. **Immunizations-**
   3. **Access to care-**
   4. **Outbreak Reporting-**  No reported measles or mumps outbreaks in Galion
   5. **Workforce Development and maintenance of skills-**
4. **Implement health inspections window stickers-** no update
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-** United Bank details pending approval
7. **Review, revise and convert into an editable electronic document the department personnel manual-**  pending Board approval
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)
         1. Met 3 out of the 4 Tuesdays in May
      2. Define customers and establish method documenting level of satisfaction- pending
   2. External-

Vital measures:

* + 1. **Births 2014**
       1. Total – 152 (37 Galion)
       2. Low-weight- 7 (4 Galion)
       3. <37 weeks – 6 (3 Galion)
       4. Teen Births- 18 (7 Galion)
    2. **Deaths 2014**
       1. Total- 71
       2. Average age of Death- 75.6
       3. Top 3 Causes of death- Heart, Cancer, Lung
       4. Suspected drug overdose death in Galion for 2014- 1
    3. **Reportable Diseases 2014** 
       1. Chlamydia- 24
       2. Hepatitis C, Chronic- 17
       3. Hepatitis B- 2
       4. H1N1- 1
       5. Mycobacterial other than TB- 1
       6. Salmonella- 1
       7. Cryptosporidiosis- 2
       8. Institutional- norovirus – 2
       9. Gonorrhea- 3

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 – has disbanded due to “lack of funding.”
   2. Discussion about linking with Avita: Public Health Accreditation Board requires the following steps (see time line):
      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. Resignation of GCHD commissioner effective July 9, 2014
      1. Thanks and final thoughts
      2. Transition plan
         1. Medical director- will stay on as unpaid medical for up to three months. Will negotiate with new commissioner for further service as medical director
         2. Board of Health takes ownership of Blue Sky
         3. Other items?

The commissioner’s report was accepted by unanimous consent.

**Adjourn**

The meeting was adjourned at 9:00 a.m.

The next meeting will be held on Tuesday, July 8, 2014, at 7:30 a.m. in the Health Department office. The announcement for the special session for personnel is pending.

Respectfully Submitted,

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P. Stephen Novack, D.O., Commissioner

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Tom O’Leary, President/Mayor