

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, August 12, 2014 7:30 am
Regular meeting

Present: Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Mr. Doug Schilling, President Pro Tempore; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, CNP, Board member; Ms. Katelyn Strickler, Board member; Ms. Sandy Crossland, Director of Nursing; Ms. Stephanie Zmuda, RS, Director of Environmental Health

Special Guests: Tim Hollinger, Interim Crawford County Health Commissioner/Huron County Health Commissioner; Sis Love, Crawford County Board of Health

1. Call to Order

Mr. O'Leary called the meeting to order at 7:38 am.

2. Approval of Agenda

Mr. Long requested that Executive Session to discuss personnel be added to the agenda, and made a motion that the revised agenda be approved, seconded by Ms. Strickler. Motion passed unanimously.

3. Approval of Minutes

Ms. Strickler made a motion that the minutes from the July 14, 2014, meeting be approved, seconded by Ms. Kerr. Motion passed unanimously.

Mr. Hollinger and Ms. Love presented information about the Public Health Emergency Preparedness (PHEP) grant held by Crawford County General Health District (CCGHD). Mr. Hollinger advised epidemiology services in Crawford County are currently provided under a contract with Huron County. CCGHD has an employee on staff who qualifies to be a Level 1 epidemiologist, who will train with the Huron County epidemiologist. CCGHD has also hired an emergency planner who will manage the grant. He will develop two sets of plans, one set of countywide plans and one set that is specific to Galion. Mr. Hollinger recommended that the health departments work together and provide backup for one another. Exercises have not been conducted as required by the grant and as a result there is a great deal of work to do in a short amount of time.

Accreditation was also discussed. Mr. Hollinger emphasized accreditation requires that community partners work together toward health improvement. A community health assessment must be done first, followed by collaborative goal setting. Mr. O'Leary inquired about how to continue providing services while working toward accreditation. Mr. Hollinger named restructuring, increasing efficiencies, use of technology, and process modification as tools. He said statewide there is a move toward shared services or merger at the local level to improve efficiencies and the level of service. Mr. Schilling said sharing services is a significant change from the historical relationship between the departments and he questioned the change. Ms. Love advised there has been a change in the CCGHD Board and most members are newer. Mr. O'Leary spoke of interest in collaboration or merger only if improving public health and program quality are at the forefront, rather than solely cutting costs. Ms. Love recommended that the Boards get together; Mr. O'Leary and Mr. Schilling further suggested a Board retreat as the next step.

4. Old Business

none

5. New Business

5.1 Monthly Financial Reports

Monthly financial reports for July 2014 were presented. Mr. Schilling made a motion that the financial reports be approved, seconded by Ms. Kerr. Motion passed unanimously. Ms. Zmuda mentioned the need for a departmental credit card to address needs for time-sensitive specimen shipping, and online purchase of equipment and supplies that are not available locally. She will work toward securing a credit card for use under a narrow range of circumstances.

5.2 Communicable Disease Reports

Ms. Crossland presented communicable disease reports for July 2014.

5.3 HDIS 1-Year Software Maintenance Agreement

Ms. Zmuda presented for consideration the renewal of the Health District Information System (HDIS) Software 1-Year Maintenance Agreement for the period 08/10/2014-08/09/2015. The total fee for the maintenance agreement is \$775.66. Ms. Strickler made a motion that the agreement be approved, seconded by Mr. Schilling. Motion passed unanimously.

5.4 Minnesota Multistate Contracting Alliance for Pharmacy Facility Membership

The ODH Billable Vaccine Pilot Project has come to an end and local health departments (LHDs) must now purchase vaccines privately for children with private insurance coverage. Ms. Crossland advised this buying group, facilitated by the Minnesota Department of Health, was recommended by the Ohio Department of Health Vaccine Unit, to purchase all vaccines at reduced cost from suppliers. She researched Avita Health System and Nationwide Children's vaccine purchasing, and advised membership in this single alliance will streamline purchasing and enable purchase from all desired manufacturers. Mr. Schilling made a motion that membership be approved, seconded by Ms. Kerr. Motion passed unanimously.

5.5 City of Galion Website

The City of Galion has contracted with CivicPlus, a company that specializes in local government website design, for the development of a new City-wide website. CivicPlus offers options that we don't currently have, as well as a Word-based platform that is more user-friendly than our current Joomla. The website will be a vital tool as we move toward accreditation. The health department has multiple options for participation in the project. Ms. Strickler asked whether services can be shared, including payment online by credit card. Ms. Olivia Roston will research for the next meeting.

5.6 Medical Director

Board members discussed options for the Medical Director position, as Dr. Novack's declared end date is October 9, 2014.

5.7 Executive Session

Mr. Schilling made a motion that the Board enter Executive Session to discuss personnel, seconded by Ms. Kerr. The motion was unanimously approved and the Board entered Executive Session at 9:25. Members returned to the open meeting at 9:52. Ms. Kerr made a motion to offer the Health Commissioner position to Ms. Zmuda, seconded by Ms. Strickler. Motion passed unanimously. Mr. Schilling and Mr. Long will meet with Ms. Zmuda to discuss terms of employment.

6. Adjourn

Mr. Long made a motion that the meeting be adjourned, seconded by Ms. Kerr. Motion passed unanimously. The meeting was adjourned at 9:55.

7. Next meeting

The next regular meeting will be held on September 9, 2014, at 7:30 am in the health department office.

Respectfully Submitted,

Stephanie Zmuda, RS, Interim Health Commissioner/Director of Environmental Health

Tom O'Leary, President/Mayor