Galion City Board of Health

Galion City Health Department, 113 Harding Way East, Galion
Tuesday, January 20, 2015 7:30am
Regular Meeting

Present: Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, CNP, Board member; Ms. Katelyn Strickler, Board member; Ms. Stephanie Zmuda, RS, Health Commissioner

1. Call to Order

Mr. O'Leary called the meeting to order at 7:35 am.

2. Approval of Agenda

Mr. Long made a motion that the agenda be approved, seconded by Ms. Strickler. Motion passed unanimously by voice vote.

3. Approval of Minutes

Mr. Long made a motion that the minutes from the December 9, 2014, regular meeting of the Galion City Board of Health be approved, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

4. Old Business

4.1 Board of Health Continuing Education

Board members completed a certification stating each had completed two (2) hours of continuing education as required by Ohio Administrative Code Section 3701-36-03 (B)(8).

5. New Business

5.1 Financial Reports

Financial reports for the month of December were reviewed. The December expense report was not available from the Finance Department as of the Board meeting. Ms. Kerr made a motion that the available December financial reports be approved and bills paid, seconded by Ms. Strickler. Motion passed unanimously by voice vote.

5.2 Resolution 2015-134: 2015 Food Service Operation/Retail Food Establishment Fees

Ms. Zmuda read the title of the proposed resolution and advised the proposed fees were unchanged since the previous meeting. Mr. Long made a motion to approve proposed fees, seconded by Ms. Kerr. Motion passed unanimously by voice vote. The approved fees will go into effect ten days from the first date of publication.

5.3 Association of Ohio Health Commissioners/Skillsoft Contract

The Association of Ohio Health Commissioners (AOHC) has negotiated a 3-year contract with Skillsoft to offer to interested local health departments 30 training courses per year

on a variety of topics. AOHC staff indicated a bonus of 20 additional courses will be offered due to meeting a threshold of 900 licenses statewide. The proposed contract is a commitment to purchase 6 licenses for each of the 3 years in the contract period, with the cost of each license not to exceed $30. Ms. Strickler made a motion that the contract be approved, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

5.4 Employee Salary & Benefits

The AFSCME contract specifies an annual 3% increase in salary, and an increase this year in the employee's share of the health insurance premium to 12.5%. Mr. Long said there has been discussion in previous years about merit-based salary increases where an increase is based on the annual evaluation. Mr. O'Leary said he is not in favor of that system because he is in no position to evaluate performance due to not having experience within the organization, and having the responsibility for determining whether an employee receives a salary increase would put the Health Commissioner in a difficult position. Ms. Kerr shared her concern that employees have no motivation to excel if increases are *not* merit-based. She said the Board would have to rely on the Health Commissioner to give accurate, quality evaluations. Ms. Strickler suggested that transition to a merit-based system not be made at this time. Mr. Long made a motion to approve increases in salary and insurance premium consistent with the AFSCME contract, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

5.5 Public Health Emergency Preparedness (PHEP) Grant Contract

Crawford County General Health District submitted a contract for Galion City Board of Health consideration for services provided under the PHEP grant. Ms. Zmuda advised some amendments had already been made to the contract submitted originally. She recommended additional amendments to correct grammar and typographical errors, as well as substantive changes to Article VIII - Suspension and Termination as follows:

B. "...take all necessary or appropriate steps to limit disbursements and minimize costs as of the date of receipt of notice of suspension or termination, and furnish reports describing the status of all work..."
C. "...for the work performed prior to the effective date of termination or suspension..."

Mr. O'Leary expressed his concern about the provision for suspension or termination of the contract for any reason, based on historical experience at Galion City having been eliminated from the PHEP grant. Since this contract is for a short period (February 1-June 30, 2015), he recommended that future contracts be negotiated to state suspension or termination be allowable only for cause, and that causes be specified. Mr. Long made a motion to approve the contract as amended, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

5.6 BlueSky Contract

Ms. Zmuda presented a draft contract for calendar year 2015 with BlueSky Meeting Solutions for the software currently used to manage Board documents and reporting. Mr. Long made a motion to approve the contract, seconded by Ms. Strickler. Motion passed unanimously by voice vote.

5.7 Future of Public Health in Galion City

Ms. Zmuda advised Board members of her desire to resign from the Health Commissioner position and return to the position of Environmental Health Director. She recommended an individual for the Health Commissioner position who has valuable skills

in accreditation and emergency planning/preparedness that will fill critical gaps we have in the department, gaps that may be difficult to fill otherwise. She said this strategic move would position the organization to be better able to achieve accreditation. Mr. O'Leary stated for the good of the order that the individual was recently interviewed by the Board (as a Health Commissioner candidate when the position was posted last year). She was found to be a strong candidate. Mr. Long expressed that hiring the individual would be the "best of both," as the two top candidates interviewed for the Health Commissioner position would be on staff. Board members discussed concern about the long commute the individual would have until she completes her education and makes relocation arrangements, as well as the possibility of a modified work schedule or working from home. Should the individual accept an offer of employment, the actual start date would be a month out. Ms. Strickler made a motion to accept Ms. Zmuda's resignation as of the date of hire of a new Health Commissioner, seconded by Mr. Long. Motion passed unanimously by voice vote.

There was also discussion about filling vacancies on the Board of Health. Mr. Doug Schilling's term on the Board expired January 15, 2015, and he will not seek re-appointment. Several possible candidates were named. Mr. O'Leary shared his concern about the lack of engagement in leadership from the younger generation. He advised that one position will be appointed at this time, and he will appoint to fill the second vacancy in July when it has been determined whether the existing Revised Code requirement that one Board member be a delegate from the Licensing Council is repealed. Repeal of that requirement will make appointment less restrictive, as Licensing Council eligibility is based on residency within the health jurisdiction and being a representative of business activity licensed by the Board. Board members will assist Mr. O'Leary in appointing to fill a vacancy by reaching out to possible candidates.

5.8 Communicable Disease Prevention & Control Reports

Ms. Crossland, who was absent from the meeting, previously submitted written reports for Board consideration. Mr. O'Leary inquired again what is being done to address the issue. Ms. Zmuda will include analysis of possible options at the next Board meeting. There were no further comments or discussion.

6. Adjournment

Mr. Long made a motion that the meeting be adjourned, seconded by Ms. Strickler. Motion passed unanimously by voice vote and the meeting was adjourned at 8:38 am.

7. Next Meeting

Tuesday, February 10, 2015, 7:30-9:30 am at Galion City Health Department

Respectfully Submitted,

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Stephanie Zmuda, RS, Health Commissioner

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Tom O'Leary, President/Mayor