

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Thursday, May 14, 2015 7:30 am
Regular Meeting



Present: Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Ms. Katelyn Strickler, President- Pro Tem; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ms. Ashley Smith, Nursing Director
Guests: N/A

1. Call to Order

Mr. O'Leary called the meeting to order at 7:30 am.

2. Approval of Agenda

Motion to approve the Agenda by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

It was determined that New Business would be discussed prior to Monthly Reports due to Mr. Cramer having a time constraint. A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

Motion to approve the Agenda by: Ms. Strickler Second by: Mr. Cramer Abstentions: Ms. Kerr

Ms. Kerr abstained from voting due to her absence from the April 14, 2015 BOH meeting. A Voice Vote was taken.

All in favor, with Ms. Kerr abstaining, Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the Finance Reports and Warrants by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

Ms. Factor explained to the Board that the expense that had inadvertently been drafted from the Health Departments funds (discussed during April 14, 2015 BOH mtg.) was recovered on April 13, 2015 and was noted in the report. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Motion carried.

4.1 CHA/ CHIP Invoice

Motion to approve the payment of \$10,000 for the Community Health Assessment and Community Health Improvement Plan to Avita Health System, fiscal agent for the Crawford County Health Partners by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A discussion regarding the ability of 3 BOH members to vote on this due to their employment with Avita Health System took place. It was determined that because no money was being paid to Avita Health System for a service, no administrative costs were being charged, and none had direct relationships to the financial department that it was acceptable for them to vote. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Motion carried.

5. New Business

5.1 Confidentiality Agreement

Motion to accept the new confidentiality agreement by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

Mr. O'Leary asked if this agreement was for staff to sign. Ms. Factor explained that this confidentiality agreement will replace the current agreement which did not incorporate certain aspects required for confidentiality within a Health Department. Ms. Factor also stated that in the future, a confidentiality agreement would need to be developed and signed by contractors, interns, etc that would be working within our department and may come in contact with confidential information or overhear confidential information. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Resolution Passed and Signed.

5.2 Resolution 2015-135

Motion to approve resolution 2015-135; authorizing the Health Commissioner to immediately suspend a retail food establishment or food service operation license in emergency situations by Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

Ms. Factor provided an explanation that this resolution was replacing a previous resolution passed by the BOH. Changes to the verbiage in OAC and ORC were taken into account with the revision. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Resolution Passed and Signed.

5.3 Resolution 2015-136

Motion to approve resolution 2015-136; authorizing the Health Commissioner and his/her designee to initiate enforcement actions leading to retail food establishment or food service operation license suspension or revocation in non-emergency situations by Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor provided an explanation that this resolution was replacing a previous resolution passed by the BOH. Changes to the verbiage in OAC and ORC were taken into account with the revision. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Resolution Passed and Signed.

5.4 Resolution 2015-137

Motion to approve resolution 2015-137; giving the Health Commissioner, Environmental Health Director, or Registered Sanitarian official authority to embargo, condemn, or destroy food in a retail food establishment or food service operation by Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

Ms. Factor provided an explanation that this resolution was replacing a previous resolution passed by the BOH. Changes to the verbiage in OAC and ORC were taken into account with the revision. A Roll Call Vote was taken.

O'Leary – Y Kerr- Y Strickler-Y Cramer-Y

Resolution Passed and Signed.

5.5 GCHD 2014 Annual Report in the Galion Inquirer

Ms. Factor reported that on Wednesday, April 22, 2015 the Galion Inquirer provided a nice article showcasing the health department's 2014 Annual Report. She stated that in addition to reading the report, the journalist contacted Ms. Factor directly to ask clarifying questions regarding the data; how it was collected, interpretation of facts, as well as some definitions. A copy of the article was provided.

Mr. O'Leary inquired about the dissemination through the website. Ms. Factor stated that the Annual Report had been posted to the Health Department website. He discussed the possibility of incorporating it into the City of Galion's website. It was verified by Ms. Olivia Roston (GCHD staff) that the City of Galion's website has a link to the Health Department which directs citizen's right to the GCHD website. Further electronic collaboration was discussed as a possibility to reach more individuals.

6. Monthly Reports

6.1 Health Commissioner's Monthly Report

Ms. Factor stated that staff has continued to meet on a monthly basis and the nursing staff held their first monthly staff meeting in April.

Ms. Factor stated that quotes for office space projects had been received and that she is in the stages of determining how best to move forward with the projects. Mr. O'Leary discussed the need to assure that building renovations should provide our residents with better access to care and not just office space for

employees. He brought up the topic of a Health Care Navigator. This brought about a lengthy discussion regarding training requirements of a Navigator as well as determining the need for one in house. No final determinations were made regarding this. Ms. Factor stated that if the two additional office spaces were able to be created, that the current DON office would be able to be converted into a clinical room; this would relocate immunization clinics out of the lunch room/ board room/ conference room. She stated that this would resolved various issues regarding confidentiality, allow for ease of access, and when clinic was not in use could possibly be utilized as additional office space for further outreach (other than immunizations- possibly for a Navigator if deemed necessary).

Ms. Factor stated that the 2014 Annual Report has been well received and that feedback had been obtained from a number of community partners while at meetings.

Ms. Factor shared the topics of her most recent session of Health Commissioner University and stated that her last session is scheduled for June 5, 2015.

Ms. Factor introduced the new GCHD Director of Nursing, Ms. Ashley Smith. She stated that she is being acclimated to the various nursing programs by shadowing the staff. Ms. Factor also discussed the need for standardization across the nursing division and that various policies and/ or protocols were going to be created starting this summer.

Ms. Factor reminded the BOH that Dr. Metzger (Medical Director) and herself would be attending the 2015 Public Health Combined Conference 5/18-20/2015.

Ms. Factor discussed various plans and policies that where being worked on. She explained that a Workforce Development Plan was being written to provide staff with a layout of trainings that would be required of them. The WFD Plan would also incorporate requirements for new employees. She also discussed the Quality Improvement Plan and how numerous projects have already been identified; the plan will layout how plans should be documents and how information/ data could be collected. In addition she shared her concerns that the personnel Policies and Procedures were becoming and would continue to be a time consuming task. She shared that she had already met with Board members Mr. Long and Ms. Kerr on separate occasions and there was much more work to be done. Ms. Kerr shared that there were concerns that policies currently in place had not been being followed and that there was previously no one enforcing all of the policies. Ms. Factor and Ms. Kerr shared the need to look at both policies and practice in determining revisions. It was agreed that policies needed to be enforced and clarified through the process.

6.2 Nursing Monthly Report

Ms. Factor reported that BCMH status updates were being worked on, and billing was being caught up by Ms. Hobson. Training on BCMH updates is being provided this summer and pertinent staff will be attending.

Ms. Factor shared that various concerns with the current school contracts were looked at by Mr. Palmer (Law Director) and herself. She stated that Ms. Smith was shadowing all school nurses this week to consider needs and would assist in revising the contracts for the 2015-16 school years. Mr. O'Leary shared his concern that cost methodology may have previously been done incorrectly when determining the hourly cost of a health department nurse; there was concerned that the cost may not have incorporated various costs to the department. Ms. Factor shared the concern that administrative costs and in office costs for nurses researching health issues, developing policies and protocols (specific to their schools), and other functions may not have been factored into the cost analysis completed by a former employee. She stated that the department began recording their activities and time spent into an electronic system; she cautioned that although that should give us a better feel for the costs associated, that it is a new system and coding inconsistencies may have occurred. She explained that this summer, the nurses will develop a document that will define coding measures and allow for even greater standardization across the school nursing program. Ms. Factor stated that further budgetary review will be taking place to determine costs for the upcoming school year and that in subsequent years she hopes to be able to utilize the electronic reports to create further accuracy in cost determination.

A reiteration of the nursing staff meetings was shared.

Ms. Factor shared that checklists and protocols for vaccine clinics were being created to help improve flow and decrease errors. Ms. Roston and Ms. Kimerline have drafted up a number of these are have been seeking feedback from the other nurses. Ms. Smith will be reviewing these and we are hopeful to have them fully in place in the near future.

Ms. Factor shared the reportable disease cases for April and stated that letters from the GCHD and ODH Disease fact sheets are being mailed to all clients after follow-up phone calls regarding diagnosis and treatment are completed. She also shared that there is still a concern about the large amount of cases being placed into the GCHD ODRS queue that require jurisdictional transfer; this is due to the lab not supplying an address. Further attempts to resolve this issue will be made. This error causes a large amount of unnecessary time investigating at a cost to our department.

6.3 Environmental Monthly Report

Ms. Factor shared the ongoing actions taking place at one of the licensed manufactured home parks. The OMHC Investigator had advised that the park is in the top 5 for enforcement in the state. Ms. Zmuda continues to work with the OMHC Investigator, Swackhammer, City Building/ Zoning Inspector, the Utility Office Manager, and the Utility Crew Chief to assist with enforcement actions. Mr. O'Leary discussed the issues with water at this site being a public health issue. Ms. Factor discussed the various other public health issues including sewage and various other nuisances.

Ms Factor also discussed the data reported regarding public health nuisances and the causes and concerns regarding spikes in activity as well as location of nuisances throughout the city. Mr. O'Leary shared his concerns that most of these could be elderly unable to physically cleanup the issues by themselves and asked if Ms. Zmuda collected demographic data like age so we could prove this; Ms. Strickler suggested if this is the case that there would be an opportunity to work with other entities to help remediate the issues. Ms. Factor stated that it was her belief that while some of nuisances may fall into this category, it was doubtful that all or even a majority were. However, there is no data collected to confirm either way. In regards to nuisance complaints, the information collected is limited to contact information of the complainant, and as much information about the location of the problem, owner of the property, whether it is a rental or owner occupied, what the concern is and how long it has existed, and other basic information necessary to conduct a proper inspection.

Ms. Factor reported that contracts and MOU's are now in place for the Community Health Assessment

7. Other

Ms. Factor shared that she has successfully completed her schooling and has obtained her Masters in Public Health. She will be walking in the graduation ceremony with the University of Toledo, College of Medicine on May 29, 2015.

5. Adjournment

Motion to adjourn was made at 8:43 by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A
A Voice Vote was taken.

Motion carried.

6. Next Meeting

TBD, an email will be sent out by Ms. Factor.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/Mayor