**Galion City Board of Health**

**Galion City Health Department, 113 Harding Way East, Galion**

**Thursday, June 18, 2015 7:30 am**

**Regular Meeting**

**Present:** Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Mr. Dennis Long, Vice President; Ms. Katelyn Strickler, President- Pro Tem; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner;

**Guests:** N/A

**1. Call to Order**

Mr. O'Leary called the meeting to order at 7:45 am.

**2. Approval of Agenda**

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

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

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

Mr. Long abstained from voting due to his absence from the May 14, 2015 BOH meeting. A Voice Vote was taken.

All in favor, with Mr. Long 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 stated that she had met with the City Finance Director in regards to reappropriation of funds within the line items of the Health Departments budget. Due to the budget being created under different leadership and changes in some departmental needs / priorities this may be necessary prior to the end of calendar year 2015. A Roll Call Vote was taken.

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

Motion carried.

**5. Monthly Reports**

**5.1 Health Commissioner’s Monthly Report**

Ms. Factor stated that staff has continued to meet on a monthly basis. The staff takes this time to discuss updates and any concerns around the department. They have also been taking the time to celebrate accomplishments, share lessons learned, and provide information/ updates across the various programs.

Ms. Factor stated that quotes for office space projects had been received and that she is still trying to determining how best to move forward with the projects. During the May 14, 2015 Board meeting, 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. Ms. Factor and Ms. Smith met with a representative who is working with them to determine the feasibility of a Navigator; as well as locate trained individuals within the area. Again, a major reason for the projects is to ensure privacy and confidentiality when providing care.

Ms. Factor stated that the MAC (Medicaid Administrative Claiming) time study was conducted May 18-24, 2015 and that final reimbursement totals have not yet been determined. Ms. Factor also updated the Board on two contracts that would be going before them on this day; both in the amount of $4,000.00, one for Public Health Emergency Preparedness and the other for Emergency Ebola Supplemental Services. In addition, Ms. Factor shared that she has been monitoring and providing input where able and appropriate with regards to the states Biennial Budget which has a number of potential effects on Public Health.

Ms. Factor shared the topics of her most recent and final, session of Health Commissioner University.

Ms Factor shared that Dr. Metzger (Medical Director) and herself attended the 2015 Public Health Combined Conference May 18-20, 2015. Both were able to obtain a lot of great information and had various networking opportunities; making contacts to assist them in their new roles.

Ms. Factor again discussed various plans and policies that where being worked on. She explained that the 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. She also discussed how staff would be incorporated into the review of the planning documents. Mr. O’Leary made a suggestion regarding how new Food Service Operations are handled; not having all regulating officials in the establishment at the same time in order to seem more business friendly. Ms. Factor shared that working together with the other entities can expedite the process for the business owner and it was felt that that was an attempt to be business friendly to the new operator; however, she would take the recommendation back to the staff and discuss in greater detail how inspections may be handled. This is a potential quality improvement project. In addition she shared her concerns that the personnel Policies and Procedures were becoming and would continue to be a time consuming task.

Ms. Factor shared that the department received it Food Survey form ODH on May 13-15, 2015 and that the results were recently received. Results of the survey were excellent and only one “action plan” would be submitted back to the state.

Ms. Factor also shared that she had obtained her Masters in Public Health Administration in May and she had also completed her relocation to the local area.

 **5.2 Nursing Monthly Report**

Ms. Factor reported that Ms. Swinehart and Ms. Smith would both be attending BCMH (Bureau for Children with Medical Handicaps) Education Days on June 24, 2015.

Ms. Factor shared that revisions to school contracts were made to more accurately reflect what the school nurse responsibilities are. The health department was also notified that Galion City Schools were interested in increased services from 30 to 40 hours per week. Contracts were being revised and being given to Mr. Palmer (City Law Director) for input. Ms. Factor was also preparing a cost analysis based on various staffing scenarios in order to determine the contract costs and ensure no loss of profit through the contracts.

An upcoming nursing staff meeting was shared, June 29, 2015. Nurses will be discussing plans and projects for the summer; a major focus will be on immunization clinics and nursing policies and procedures. Staffing and scheduling will also be discussed at this meeting.

Ms. Factor shared that Ms. Diebler (school nurse) has taken the summer off and Ms. Hobson (contingent nurse) had resigned.

Ms. Smith will be observing various immunization clinics in the surrounding area as well as our own to determine potential improvements in efficiency and effectiveness. Ms. Smith is also working on having all nursing staff trained in all functional areas of the clinic. Lee Berman from ODH conducted an annual inspection and no deficiencies were found. The VFC Management Plan was reviewed with him and signed off on for next year. There were some issues with the vaccine refrigerator that required servicing. Also, Ms. Smith is looking into various purchasing groups for vaccines which may enable us to purchase at a lower cost.

Ms. Factor shared the reportable disease cases for May which totaled 14 cases. The outliers in the case load were 1 Lyme Disease and 1 Mycobacterium Disease- other than TB (tuberculosis).

There are plans to have additional staff certified in car seat safety in the next year.

 **5.3 Environmental Monthly Report**

Ms. Factor reiterated the excellent Food Survey results received from the survey conducted by ODH in May. These surveys are conducted every 3 years. Items reviewed during these surveys are administrative aspects of the program; requirements of the rules as applied to the inspection of facilities (evaluation of food program sanitarians); and performance standards, items that are essential in facilitating compliance with the requirements of an inspection program as well as those that are enhancements for a quality program.

Ms. Factor shared that the volume of public health nuisances reported were down in May as compared to April, with just 4 new cases; all complaints were in reference to solid waste. 17 nuisances were abated in May. 2 cases were referred to Crawford County Municipal Court for prosecution.

The Crawford County health Partners met on May 28, 2015 and were able to complete the question selection for the Community Health Assessment. Ms. Factor indicated that the surveys will begin going out in early September.

Ms. Factor also shared that she had procured a scholarship for the 2015 Summer Program in Population Health. This scholarship is being utilized to send Ms. Zmuda to a 3 day course; CQI Bootcamp (Continuous Quality Improvement). Ms. Zmuda has been working hard to complete the prerequisite courses prior to the course on June 24-26, 2015. Actual Quality Improvement projects will be planned during the course, giving our department a head start on this Accreditation requirement.

**6. New Business**

**6.1 Public Health Emergency Preparedness Contract**

 Motion to enter into contract for Public Health Emergency Preparedness funds with Crawford County Public Health as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

 Ms. Factor explained that this contract, in the amount of $4,000.00 was to assist the department in planning and training for emergencies. She also reiterated that this is a similar contract to the one that is currently in place; however, Ms. Factor requested some revisions and clarifying language. A Roll Call Vote was taken.

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

 Motion Passed and Contract Signed.

**6.2 Emergency Ebola Supplemental Services Contract**

Motion to enter into contract for Emergency Ebola Supplemental Service funds with Crawford County Public Health as presented by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

Ms. Factor provided an explanation that this funding was for use in planning and training for Ebola response. A Roll Call Vote was taken.

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

 Motion Passed and Contract Signed.

**6.3 Resolution 2015-138**

Motion to approve resolution 2015-138; delegating Board of Health authority for isolation and quarantine measures to the Health Commissioner by Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

Ms. Factor shared that the language within the resolution is such that all actions taken would still be reported to BOH as well as the Director of ODH. This is a method to allow for swift action to be taken and not rely on the ability to gather a quorum of the BOH in order to take action. A Roll Call Vote was taken.

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

 Resolution Passed and Signed.

**6.4 Ohio Biennial Budget/ House Bill 64 Update**

This was shared for informational purposes only.

Ms. Factor shared the legislative issues affecting public health within the Biennial Budget. 6 attachments were shared with more detailed information regarding these issues as well as he language changes recommended. The Biennial Budget is due to go into effect July 1, 2015. An update will be provided as more information is obtained.

Mr. O’Leary had questions in regard to the Needle Exchange Issue being addressed. It was discussed that various pieces of this issue could affect public health. It was unclear if the bill would require exchange programs be set-up, or if it would standardize any programs that were operating. Further information will be shared as it is received.

Ms. Factor also shared that if drafted language regarding the District Licensing Council was accepted then the Board of Health could have the ability to no longer have a District Licensing Council and in turn would no longer have the requirement to appoint a BOH member from the Council. This would allow for an independent appointment. Again, future updates will be provided.

**7. Executive Session**

Motion to go into Executive Session for the purpose of compensation of a public employee by: Mr. Long Second by: Ms. Kerr

A Roll Call Vote was taken.

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

Executive Session was entered into at 8:42 am.

Motion to return from Executive Session by: Ms. Kerr Second by: Ms. Strickler

A Roll Call Vote was taken.

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

Return from Executive Session occurred at 8:52 am.

**7.1 Executive Session Motion**

Motion to make a pay adjustment to the Health Commissioners base salary in the amount of 5%, bringing the hourly base salary to $35.18 by: Ms. Kerr Second by: Mr. Long Abstentions: N/A

Due to the completion of her Masters in Public Health and the agreement set forth in the offer of employment the decision to increase the base salary was made.

A Roll Call Vote was taken.

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

Motion Passed.

**8. Next BOH Meeting**

The next Board of Health meeting is set to take place on July 14, 2015 at 7:30 am in the Galion City Health Department Board Room.

**5. Adjournment**

Motion to adjourn was made at 9:05 am by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/Mayor