

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, July 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; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director; Ashley Smith, Director of Nursing

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. Kerr Second by: Ms. Strickler Abstentions: N/A
A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

Motion to approve the Agenda by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A
A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the Finance Reports and Warrants by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A
A Roll Call Vote was taken.

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

Motion carried.

5. Monthly Reports

5.1 Health Commissioner's Monthly Report

Ms. Factor shared that the department's monthly staff meetings have allowed everyone to work through various aspects of daily operations; in order to make it more efficient and effective.

Ms. Factor shared that she has been monitoring, where appropriate, the effects of the states Biennial Budget on Public Health Operations. Legislative issues being monitored includes, but is not limited to; Medicaid Expansion, Tobacco Tax Increase, Arbovirus Program Funding, Regional Planning with LHD's and Hospitals, Cuts to Immunization Funds, Needle Exchange, Sewage Connection (SB58), District Licensing Council, and Reconvening of the Public Health Futures legislative Committee.

Ms. Factor discussed Workforce Development Planning as well as the various trainings that had taken place and that were upcoming.

- All staff has completed the required series of Incident Command Systems trainings.
- Ms. Zmuda attended Quality Improvement training (funded by a scholarship) through the 2015 OSU Summer Program.
- Ms. Factor and Ms. Smith attended the Network of Care training on 6/25/15.
- Ms. Factor and Ms. Smith will be attending a Personal Protective Measures for Biological Events Course on 7/15/15.
- Ms. Factor will be attending an APIC Training (EPI 101 & 102) on 8/10-14/15; funded through Regional Ebola Supplemental funding.

Work on the Quality Improvement Plan and associated projects has begun. Ms. Factor shared that Ms. Zmuda would be reviewing the draft plan and providing input based on her recent QI training.

Ms. Factor shared that she is working with the City Law Director in order to clear up the status of City Health Department Employees. She shared that this is an imperative step in terms of various aspects of the

personnel policies and overall administration of the department.

Ms. Factor announced that she had been named as the chairperson of the Crawford County Family and Children First Council for the FY16 term. She explained the core function of Family and Children First Councils as well as the mission and vision of the group.

Ms. Factor shared that Ms. Smith and herself had met partners in order to discuss Access to Care issues. They met with a rep to discuss locally based "Navigators" and also the Rite Aid Wellness Ambassador to discuss the upcoming flu season and coverage of additional immunizations for various populations within the city.

Ms. Factor also shared the numerous outreach opportunities that the Health Department had participated in or have scheduled. Ms. Zmuda spoke at the Safety Council meeting, on 6/1/15, about the CHA and CHIP process. Ms. Factor was bringing a contract before the BOH in order to continue supporting mental health outreach by providing space within the Health Department to allow for counseling sessions to take place locally. The Health Department will be participating in the return of Safety Town. Buckle Bear/ Ms. Swinehart and Ms. Kimerline will be presenting sessions on car seat safety as well as personal and hand hygiene; various handouts will be provided to both kids and parents.

5.2 Nursing Monthly Report

Ms. Smith shared that Ms. Swinehart and herself had attended BMCH (Bureau for Children with Medical Handicaps) Education Days in Columbus. She also shared that the department's field nurse case manager would be coming to the Health Department in August on 4 separate days to do an in depth training on the BCMH program.

Ms. Smith discussed the changes made to the school nursing contracts for the 2015-16 school year; including Galion City Schools moving from 30 hrs per week to 40, Crestline City Schools having signed on with the County health Department for services, and the various changes for Saint Josephs Catholics Schools (Crestline and Galion* once contact is made).

Ms. Smith discussed additional trainings that had not already been covered by Ms. Factor. Ms. Smith, Ms. Swinehart, and Ms. Kimerline will be attending Hearing and Vision Training on 8/13/15. Ms. Smith also discussed her attendance at OPHA PHN (Ohio Public Health Association Public Health Nurses) Quarterly Meetings; she expressed that they have already proven to be an asset to her in the way of support and advice.

Ms. Smith discussed community opportunities/ outreach; in addition to Safety Town, Ms. Swinehart will also be participating in the WIC (Women Infants and Children) Baby Shower at Avita Hospital and taking Buckle Bear to St. Paul preschool.

Ms. Smith provided an update regarding Communicable Disease Cases. In June, there were 19 total cases; 11 hepatitis C, 7 Chlamydia, and 1 Viral Meningitis. She also shared that Ms. Kimerline would be orienting her to ODRS (Ohio Disease Reporting System) in order to transition her to take over regular monitoring.

Changes to the immunization clinics were shared with the BOH members. The major change that was discussed was a move to appointments beginning in August. Mr. O'Leary asked why the BOH hadn't been told about this change prior to the newspaper announcing it. Ms. Factor shared that the possibility had been briefly discussed in previous meetings; other BOH members agreed. It was also shared that day to day operations (operational decisions) of the department should be determined by the Health Commissioner and Division Directors. Mr. O'Leary asked that any major changes/ decisions be shared with BOH members prior to the media in case questions are asked. Ms. Factor agreed. Ms. Smith also shared that a special Tdap walk-in clinic for students entering the 7th grade would be held on 8/12/15 and that the Galion Inquirer (newspaper) ran an article on the clinics in the 7/9/15 paper. It was also shared that Ms. Swinehart had begun reaching out to the businesses in the community to set up flu clinics; there had been a good response so far.

Ms. Smith shared that Nursing staff meetings were going well and they were able to determine school coverage, clinic coverage, as well as a movement to focus on BCMH, car seat safety and clinic by Ms. Swinehart.

Ms. Smith also let the BOH know that Ms. Swinehart would be having her annual site review for the car seat

program in the next month.

5.3 Environmental Monthly Report

Ms. Zmuda shared that food facility inspections were well underway. She shared information regarding the new food service operations for the city. She also shared that the new inspection website for state mandated programs (food safety & public swimming pools) went live on July 7, 2015. This website is linked directly through the Health Department's website and helps make important information available to the public.

Ms. Zmuda provided an update regarding the manufactured home parks. She stated that annual park inspections under the MOU with Ohio Manufactured Homes Commission were completed in June and services billed. She also discussed the ongoing collaborative efforts to achieve compliance on a number of fronts in Olentangy Estates including; condition of the park, condition of the homes, and utility accounts in arrears. Pictures from the June 19, 2015 inspection of Olentangy Estates were shared.

Ms. Zmuda shared that 11 new public health nuisances were reported in June, which represent half of the cases currently ongoing. 2 cases are being prosecuted in Crawford County Municipal Court. Ms. Factor and Ms. Zmuda met with law Director Palmer and Assistant Law Director Keller to improve and begin to standardize the nuisance abatement process. Comparative charts pertaining to public health nuisances (cumulative compared to 2014, by status, and by location) were presented.

Ms. Zmuda also spoke about training opportunities. She shared more details regarding her Quality Improvement training that Ms. Factor had previously discussed.

6. New Business

6.1 Fee Schedule for Vaccine Policy

Motion to approve the Fee Schedule for Vaccine Policy, and all subsequent revisions as approved by the Health Commissioner, as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor explained that this policy would be utilized to set fees for vaccines on a continuous basis; due to the fluctuating costs to the Health Department.

A Roll Call Vote was taken.

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

Motion Passed.

6.2 Fee Schedule- Time of Service Policy

Motion to approve the Fee Schedule- Time of Service Policy, and all subsequent revisions as approved by the Health Commissioner, as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

Ms. Smith explained that this policy was being put in place in order to ensure a proper procedure for determining a fee schedule for those individuals paying at time of service versus those clients whose insurance would be billed.

A Roll Call Vote was taken.

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

Motion Passed.

6.3 Resolution #2015-139

Motion to approve Resolution #2015-139; Establishing Vaccine Fee Schedules for the Immunization Program.

This resolution was developed in order to establish annual fee schedules and to allow those schedules to be changed based on the Fee Schedule for Vaccine Policy.

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

A Roll Call Vote was taken.

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

Resolution Passed and Signed.

6.4 2015-2016 Vaccine Fee Schedule

Motion to approve the 2015-2016 Fee Schedule as presented by: Ms. Kerr Second by: Ms. Strickler
Abstentions: N/A

This was done in order to set the Fee Schedule for 2015-2016 (through June 2016); schedule can be altered based on the Fee Schedule for Vaccine Policy.

A Roll Call Vote was taken.

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

Motion Passed.

6.5 Community Counseling Services MOU

Motion to approve entering into an MOU to allow Community Counseling, inc. use of space within the Galion City Health Department to render Mental Health Counseling Services as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

This is a great community partnership that has allowed Galion residents to seek counseling services when they otherwise would not be able to. Community Counseling has shared with us that there has been great feedback and an obvious need for these services to be provided right here in Galion.

A Roll Call Vote was taken.

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

Motion Passed and MOU Signed.

6.6 Saint Joseph Catholic School- Crestline Nursing Contract

Motion to approve entering into contract with Saint Joseph Catholic School- Crestline to provide nursing services as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

This new contract has been changed to better clarify roles/ responsibilities of both parties.

A Roll Call Vote was taken.

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

Motion Passed and Contract Signed.

6.7 Galion City School District Nursing Contract

Motion to approve entering into contract with the Galion City School District to provide nursing services as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

Galion City Schools Superintendant met with Ms. Factor and Ms. Smith to discuss changes to the contract. The contract was adjusted based on a request from the school district to increase hours from 30 to 40 hours per week. A cost analysis was conducted to ensure that the change would not adversely affect the health Department. Results of the cost analysis were available for BOH members to review.

A Roll Call Vote was taken.

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

Motion Passed and Contract Signed.

6.8 Resolution #2015-140

Motion to approve Resolution #2015-140; Authorize Health Commissioner to Approve Certain Expenditures, Provide for the Distribution of Funds, and Ensure the Safekeeping of Health Department Funds.

This resolution allows for the Health Commissioner to spend funds up to \$5,000.00 without a formal request to the BOH. This limit is not in place for the purposes of signing for payroll. This resolution also allows the Health Commissioner or BOH to designate a Division Director as an authorized signatory in his/ her absence. The need for this resolution was previously discussed and it was felt by all that it would expedite certain processes and allow for spending in the event of a Health Commissioner vacancy or absence.

Motion to approve by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Resolution Passed and Signed.

7. Executive Session

There were no motions to go into Executive Session.

8. Next BOH Meeting

The next Board of Health meeting is set to take place on August 11, 2015 at 7:30 am in the Galion City Health Department Board Room.

Ms. Factor had requested a move to August 18, 2015 at 7:30 am; based on BOH member availability. *A quorum would not have been possible on 8/18/15; therefore the meeting remains on August 11, 2015.

5. Adjournment

Motion to adjourn was made at 8:30 am by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/Mayor