

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, December 8, 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. Dennis Long, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ashley Smith, Director of Nursing; Stephanie Zmuda, Environmental Director

Guests: N/A

1. Call to Order

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

2. Approval of Agenda

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

Motion carried.

3. Community Member Comments

No comments

4. Approval of Minutes

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

Motion carried.

5. Approval of Finance Reports/ Warrants

The November finance reports were not able to be completed at the time of the BOH meeting. The city auditor's office had not yet completed month end for November, therefore the financial reports could not be pulled to verify our information and add any expenses not paid directly by the health department.

Motion to approve the October 2015 Finance Reports and Warrants by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

6. New Business

6.1 Performance Evaluations

Ms. Factor shared with the BOH the new Performance Evaluations. There are three different evaluations; one for supervisors to evaluate their staff, one for staff to evaluate their supervisors, and one for staff to conduct a self-evaluation.

There was discussion regarding the goal setting portion of the evaluation; Ms. Factor explained that while goals are being set for 2016, we could not evaluate this section in 2015. BOH members discussed the need to set Strategic Goals regarding how the department should operate. Ms. Factor shared that the staff had developed Strategic Priorities and Associated Goals in order to align with the states Strategic Health Improvement Plan (SHIP). Once the department goes through the Strategic Planning process, these Priorities and Goals may be changed, removed, or may remain. BOH members again discussed the need to meet and set priorities.

6.2 Job Descriptions

Ms. Factor shared the revised, competency based, job descriptions.

6.3 Board of Health Continuing Education

Ms. Factor requested that all BOH members submit their verification of course completion. Ms. Factor reminded all BOH members that ORC 3701.342 (G) requires the annual completion of 2 hours of continuing education credits by each BOH member. The continuing education must pertain to ethics, public health principles, and/or member's responsibilities. All members in attendance at the time submitted their sign-off.

6.4 2016 Board of Health Meetings

Ms. Factor presented a listing of all of the 2016 BOH meetings in order to provide ample time in schedules.

6.5 2016 Proposed Food Service Operation/ Retail Food Establishment Fees

Ms. Zmuda provided an explanation on fee establishment and how numbers are brought about due to the Ohio Department of Health's spreadsheet for cost analysis. This was the first reading of the proposed fees.

7. Monthly Reports

7.1 Health Commissioner's Monthly Report- Ms. Factor reported Funding

The budget process has taken up quite a bit of time this month.

The 2016 estimated budget was submitted. The budget was cut by the state and city auditor. A new review of our expected revenue was completed and submitted. The city agreed to subsidize our department at \$290,000. However, 2 budgets are sitting with the state auditor and we will not know which one we have until council passes it. We will have the ability to move funds later, but we have another tight year ahead of us.

Our staff has done an outstanding job working through the budget process and adjusting/ adapting to the various changes that have come our way.

Ms. Factor added that although the BOH had previously approved a 3% pay increase for 2016, the staff had all agreed that they were willing to take a 0% increase in order to maintain staffing and program levels. BOH Members discussed the importance of increases as it pertains to preservation of staff and understood and appreciated the staff's willingness to "do whatever it takes". Ms. Factor offered to take her increase to 0 and have the staff increases remain at 3% and trim budget in other areas if possible. BOH members discussed various options and settled on a 1.5% increase; right in the middle of where the BOH had previously approved and where staff offered to be.

A motion to amend the previous BOH resolution re: pay increases for 2016 was made. The motion to amend the 2016 pay increase resolution made November 10, 2015 to 1.5% instead of 13% in order to preserve staff was made by: Mr. Long Second by: Ms. Strickler.

A Roll Call Vote was taken.

Long- Y Strickler-Y Cramer-Y

Motion carried.

An additional (formal) motion will be presented to the BOH in January 2016.

Building

Comparisons of quotes were presented to the BOH at the last meeting. Quotes were given to Director Swain; although follow-ups have occurred Director Swain no progress has been reported. Lighting has also been identified as an issue. We met with Director Swain and Dan Bute to discuss lighting issues across the entire building; quotes are being obtained and again forwarded over to Director Swain.

Unfortunately with cuts in our budget from the city our entire Capital Improvement budget has been taken down to \$0. Therefore, unless the city pays for some of our issues to be resolved as part of a "lease holder" arrangement; we may run into some difficulties.

Accreditation

The Accreditation Team is meeting after each Board of Health meeting. Progress on large documents is being made. Various changes in day to day functions have been adjusted in order to better meet requirements and also to better serve our clientele.

The Quality Improvement Plan will be brought before the BOH for its approval in January. The Workforce Development Plan is in the process of being completed and a DRAFT will also be presented as soon as possible.

Personnel Policies and Procedures

Continued work is being done. Some surveys and further cross references PHAB requirements are taking place.

Outreach

The Wash Your Paws for Santa Claus campaign is going well. We had hundreds of entries into the coloring contest. We worked with the primary school and they selected 7 winners for us. Winners have been invited to ride (with their parents) in the Come Home to Galion parade. The Health Department will have a horse drawn wagon taking the winners and any interested staff along the parade route. One contest winner will be chosen to help light the tree on the square.

Administrative

Job descriptions have been updated; these now incorporate Public Health Core Competencies as required by PHAB.

Personnel evaluations have been developed. These have been developed to incorporate individual goals & objectives, evaluation of the Core Competencies, training needs, licensure verifications, evaluation of job duties/ responsibilities, etc. Evaluations will be completed prior to the end of the year.

Evaluations of our technology equipment and software have been conducted and repairs are in progress.

7.2 Nursing Monthly Report- Ms. Smith reported

BCMh

- Theresa continues to make home visits.
- We will have our site visit on 12/17/15 with field nurse case manager Mindy Schwartz.
- Theresa and I will be attending the annual BCMh meeting on 12/11/15 in Findlay.

School Nursing

- We will be finishing up screenings for hearing and vision this month (December).
- We continue our meetings with Cindy Parrott on a monthly basis; however we will not be meeting in December because of Christmas break.
- I met with Mr. Grubbs and Charlene Parkinson and we were able to work out a date for flu shot administration for the staff. That occurred on 12/2/15. It was not as well attended as it had been in the past, perhaps because of the late date for administration.

Education/Outreach

- I attended the annual OPHA PHN Conference on 11/30 and 12/1. This is a good time of networking.

Immunization Clinic

- Nothing new to report with clinics.
- We have our TIES (Teen Immunization Education Sessions) presentation on 12/9/15 with an American Academy of Pediatrics representative.

Flu

- Our final community clinic is 12/7/15 at the Golden Age Center.
- All of our flu shipment has now arrived except the nasal mist. There was issues with manufacturing and we might receive a shipment in December.

Child Passenger Safety

- Nothing new to report

ODRS

- Numbers will be available at the meeting as I am waiting for addresses for a few patients to know if they are in our district or not.

Dr. Metzger is coming 12/4/15 to meet with staff.
Next nursing meeting is 12/9/15 at 9am.

7.3 Environmental Monthly Report- Ms. Zmuda reported

Accreditation

The adult data collection phase of the community health assessment (CHA) is almost complete. A total of 380 surveys is needed to achieve a 95% confidence interval (CI) for the county, and 91 surveys for the same CI in Galion. Britney Ward of HCNO advised most recently on November 11 that 399 surveys had been returned for the entire county and 43 from the Galion mailing, for a total of 442. She also said then that surveys would continue to trickle for about another month, and we will know when the data has been entered if enough surveys were returned by Galion residents to generalize to Galion. HCNO will present the draft CHA report to the Crawford County Health Partners in January, and we'll schedule a community event to present the report and CHA findings.

Food Safety

Work is progressing with the food safety project on which Karim Baroudi and I are collaborating, and we will be meeting early in December to finalize the project. Remaining pieces of the project are enforcement-related and will streamline the enforcement process should it ever be needed.

Public Health Nuisances

One new solid waste nuisance complaint was reported in November, but investigations continued with cases previously reported in order to abate the nuisances.

General Environmental Health

Time was spent in November working on important pieces of documentation including a competency-based job description, cost analysis, and program goals. I also worked on developing formats for reporting that is required or recommended.

8. Executive Session

There were no motions to go into Executive Session.

9. Next BOH Meeting

The next Board of Health meeting is set to take place on January 12, 2016 at 7:30 am in the Galion City Health Department Board Room.

10. Adjournment

Motion to adjourn was made at 8:55 am by: Mr. Cramer Second by: Mr. Long Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/Mayor