

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, July 12, 2016 7:30 am
Regular Meeting



Present: Mr. Tom O'Leary, Ms. Katelyn Strickler, President- Pro Tem; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director; DeEtta Shaffer, Director of Nursing

Guests: N/A

1. Call to Order

Mr. O'Leary called the meeting to order at 7:33 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 May 17, 2016 Special Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Strickler
Abstentions: N/A
A Voice Vote was taken.

Motion carried.

4. Public Comment

No public in attendance

5. Approval of Finance Reports/ Warrants

City of Galion had not closed out month end reports and therefore the BOH monthly fiscal reports were not complete.

6. New Business

6.1 Baldwin Group Agreement

Motion to approve entering into a 1-year Software Maintenance Agreement with the Baldwin Group for the Health Department Information System (HDIS) as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Discussion included the transfer of the HDIS system from one owner to another; hence the new company named in the agreement.

6.2 Time Warner Agreement

Motion to approve entering into a 3-year Agreement with Time Warner for internet services as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

Ms. Factor explained that this was necessary due to the ODH decision to no longer provide free internet connections to local health departments.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.3 Ohio Department of Agriculture Action Plan

Ms. Zmuda presented the Action Plan that the GCHD will be submitting based on the ODA Survey results from Aprils site survey. Ms. Zmuda explained the survey results again (they had previously been presented to the BOH), and then went through the action steps that were determined to be taken by the GCHD. This was an informational session only.

6.4 Policy/Procedure/ Guideline Formulation, Implementation, & Review Policy

Motion to approve the Policy/Procedure/ Guideline Formulation, Implementation, & Review Policy as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor explain that this was basically a "Policy on Policies" and would help us to determine what needs to go before the BOH and what is a day to day responsibility of the HC. Ms. Strickler said she liked it.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.5 Embargo and Destruction Procedures

Motion to approve the Embargo and Destruction Procedures as presented by:
Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

Ms. Zmuda explained that this was a policy that would assist in fulfilling the ODA Action Plan.

Mr. Cramer asked Ms. Zmuda if food recalls were covered within this policy. Ms. Zmuda said that she would follow up with the state and potentially create a new policy specifically for recalled food found if the state recommends it.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.6 Food License Nonrenewal Policy

Motion to approve the Food License Nonrenewal Policy as presented by:
Ms. Kerr Second by: Mr. Long Abstentions: N/A

Ms. Zmuda explained that this was a policy that would assist in fulfilling the ODA Action Plan.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.7 Food Safety Enforcement Policy

Motion to approve the Food Safety Enforcement Policy as presented by:
Mr. Long Second by: Ms. Kerr Abstentions: N/A

Ms. Zmuda explained that this was a policy that would assist in fulfilling the ODA Action Plan.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.8 Food Safety Training & Evaluation

Motion to approve the Food Safety Training & Evaluation Policy as presented by:

Mr. Long Second by: Ms. Kerr Abstentions: N/A

Ms. Zmuda explained that this was a policy that would assist in fulfilling the ODA Action Plan.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.9 Food Service Operation/ Retail Food Establishment Complaints Policy

Motion to approve the Food Service Operation/ Retail Food Establishment Complaints Policy as presented by: Ms. Kerr Second by: MS. Strickler Abstentions: N/A

Ms. Zmuda explained that this was a policy that would assist in fulfilling the ODA Action Plan.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.10 Personnel Policies 5.04

Ms. Factor provided an update to section 5.04 of the Personnel Policies regarding Holidays.

Lengthy discussion ensued regarding the original policy, changes to the policy, and the policy for Galion City employees. The GCHD employees are not considered Galion City employees and that is why they have their own PPM. Ms. Factor explained that although there was an update made in 2011, she was informed that that version was never approved by the BOH and therefore the department was having to revert back to the 2001 version of the PPM. Mr. O'Leary stated that he had issues with the policy presented. Other BOH members were confused by differences between PT and FT employees, why the department had certain holidays, and what the changes were between the original policy and the policy being presented.

Ms. Strickler asked if it would be possible to redo the policy in the format of the old policy with strikethroughs, etc. in order to see what is being changed, added, etc. Ms. Factor said she would do that.

Motion to table this item till August as presented by: Ms. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

- * Mr. O'Leary stated that he wasn't happy that Ms. Factor met with the City Law Director without a BOH member present. Ms. Factor stated that she has met with him a number of times on various issues such as contracts, review of ORC, etc. Mr. Long stated the BOH is not a working board and they Ms. Factor was hired to handle these types of situations for the Board. The rest of the Board was in agreement that a BOH member did not need to be present for the Health Commissioner to meet with the City Law Director; unless Ms. Factor requests them to be present.

6.11 2016 Public Health Quality Indicators Annual Report

Ms. Factor shared the 2016 Public Health Quality Indicators Annual Report from ODH. ORC 3701.98 requires a standardized data collection process by which local health departments must report on measures related to public health outcomes, capacity of local health departments, and how they are addressing public health issues and programs at the local level. The report includes an overview of the indicators, general conclusions, and several appendices outlining data provided by the local health departments. The material can show where we are as compared to other departments throughout the state.

6.12 Legislative Updates

Ms. Factor shared the recent legislative updates including:

- Senate rejecting amendments to reduce gun violence

- Senate appropriations committee passing Labor-HHS-Education bill with cuts to public health
- Congress failing to pass Zika funding
- Supreme Court striking down Texas abortion restriction law
- Advocates opposing senate attempts to weaken menu labeling
- APHA applauding Senator Durbin's opioid bill
- Health equity legislation being reintroduced in the House
- Health organizations opposing addition of tobacco riders in Senate agriculture spending bill
- APHA summer advocacy campaign being off to a running start
- Policy watch
 - New law makes Maryland a leader in contraceptive access and equity
 - Community-wide effort in West Virginia to curb opioid epidemic met with success
 - Transforming primary care through addressing social determinants of health

6.13 Ohio Arbovirus Surveillance Update

Ms. Factor shared the most recent state of Ohio Arbovirus Update. Information included, but was not limited to; West Nile virus, Chikungunya, Dengue, Zika, and Malaria.

7. Monthly Reports

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

Funding

\$15,000.00 in infrastructure dollars (for the purpose of setting up necessary IT systems as well as Accreditation efforts) will be received from the state soon.

Building

We have gone over plans with Dan Bute and have conducted another walkthrough of renovations. We are awaiting word of when bids will go out.

Administrative

Continued work on administrative policies and procedures is being done.

Met with City Law Director to work on various issues including, but not limited to; former IT contractor issues, BOH questions, nuisance abatement, Board order effective dates, Medical Director/ Electronic Medical Records questions, contracts, policy vs practice questions, and city ordinances affecting the health department.

IT/ Website

Reminder: Staff has been moved to a new email system. Our former email addresses will still work through the end of June; however, in order to ensure continuity, we will have a period of time with overlap. New email addresses are firstname.lastname@galionhealth.org. We have ensured that proper encryption and security of data are incorporated with these new addresses.

We have encountered various issues with our server which we are working through with our IT contractor. This has taken quite a bit of time and funding may need to be moved from projects in order to repair/ correct issues. However, the server has now been repaired and antivirus issues have been resolved.

We have met with the City Law Director regarding these issues due to the fact that many of the costly IT repairs have been due to errors made on the part of the previous contractor, as well as the fact that the department paid for goods and services that they were not provided. The City Law Director will be moving this forward.

Training/ Conferences

Continuous Quality Improvement (CQI Bootcamp)

Trish attended the CQI Boot Camp which was an intensive training that gets people learning and using CQI methods and tools. Starting with the basics, this course is designed to provide a foundation in CQI that will give participants the confidence to be an effective improvement team member within their agencies. Participants applied new skills to an in-depth simulation involving a prototypical public health agency. This course was highly interactive and participants will leave ready to start an improvement project in their agencies.

Trish was able to make contact with other local health departments that are interested in potentially working together on some CQI projects that both of our departments can learn and improve on.

Child Passenger Safety

Trish and DeEtta completed the Child Passenger Seat Technician Course and are now certified Techs!

Public Health Combined Conference (Fall) September 21-23, 2016

Health Educators Institute October 20-21, 2016

Preparedness

Operation Decisive Medallion was a success (Ebola exercise). The After Action meeting with participants was successful in determining corrective actions for the regional objections. Based on those, our local Corrective Action Plan will be completed.

Staff

Theresa Swinehart retired effective June 30th (also her birthday). A retirement open house was held on June 29th and the turnout was amazing. The local media was great in sharing the story of our longest standing employee and we want to thank the city PIO for assisting us in pushing out information regarding this event as well as the fact that the position was posted.

Due to circumstances beyond our control, Britany Hobson will no longer be joining our team here at GCHD. The position was reposted and we hope to fill this ASAP, interviews will begin the week of July 4th.

Contracts

A contract was signed and approved for continuation of shared space for Community Counseling Services within the Galion City Health Department. The Health Department received a lot of positive press coverage for this.

Community Health Improvement Planning

Trish is working with the Crawford County Health Department to write a grant to assist with the CHIP process.

Locally, the GCHD will be conducting the Local Public Health System Performance Assessment. The CCHD will be conducting theirs as well. We will then meet together and create a joint document for use in the CHIP process.

Future CHIP meeting dates have been set as follows:

July 14, 10:00 am-2:00 pm @ Galion Community Hospital Board Room
August 11, 10:00 am-2:00 pm @ Galion Community Hospital Board Room
August 25, 10:00 am-2:00 pm @ Galion Community Hospital Board Room
September 1 (make-up date), 10:00 am-2:00 pm @ Galion Community Hospital Board Room
Avita has graciously offered to provide lunch during the meetings.

Strategic Planning

After the completion of the CHIP, we will need to begin working on our Strategic Plan. The Board of Health is an integral participant in this process and we will need to have participation from the Board. Once the contractor/ facilitator is selected a doodle poll for dates will be sent out.

7.2 May Nursing Monthly Report- Ms. Shaffer reported

BCMH

- Approximately 40 Children on Program
- Income for June \$230

Car Seats

- Trish & DeEtta have completed training in June both now Certified CPS Technicians.
- 3 Car Seats were distributed in June.
- Income for June \$30

Immunizations

- Extra vaccination clinic held due to new vaccine requirements for Middle & High School Students.
- Returned unused expired vaccine to manufacture for refund. **Received \$3,255.74 in credits back!** This is the first time this has been done at the health department. Currently in the process of returning unused expired influenza vaccine in July for a refund credit.
- Nursing saw 45 individuals and provided 96 vaccinations/tests (84 children) for June. No show rate of 2.17%. Kids Vaccination Reimbursement Break Down: 70.30% Private Insurance; 27% Medicaid; 2.70% Self Pay.

Schools

- Galion City Schools: Working with school leadership team on standardizing practice across the four campuses, developing a nurse's schedule and a electronic documentation system to be used by everyone who sees children in the school health clinic. This will allow some data to be extracted. This is an ongoing process and will be working on this all summer.
- Galion St Joe: Nothing new to report. We will be reaching out to them to make plans for the 2016/2017 school year since they will have new leadership.

Communicable Disease

- June Cases
 - 1 New Chlamydia Case
 - 1 New Gonorrhea Case
 - 1 New Hep B Chronic Case
 - 1 New Hep B Newly Reported Case
 - 3 New Hep C Chronic Cases
 - 1 New Lyme Pending Case
- Corrections to case counts: April One Chronic Hep C case, confirmation detected no Hep C at this time. May One New Hep C case was actually a Chronic Case of Hep C.

Accreditation

- Currently working on the GCHD Epi Response Plan, BBP Exposure Control Plan, TB Control Plan, Respiratory Protection Plan, and Vaccine Management & Immunization Program Plan.

Needs

- Replace Theresa Swinehart, interviewing is currently ongoing at this time. We have had a great response; received over 20+ resumes and currently have 8 scheduled interviews.

Additional Programs/ Activities

- Summer Meals Program: GCHD Nursing Division will be conducting educational activities on Tuesdays. Topics such as Nutrition/Exercise, Hand/Personal Hygiene, Immunizations, Car Seat/Safety. Runs 6/14-8/2/2016. Ongoing, small turn out but getting our information out to them every week.

Quality

- Chart showing temperature logging was shared

	6/13/2016	6/20/2016	6/27/2016	6/29/2016	June Totals
Immunization Documentation					
# Complete	205	234	212	8	659
# Documentation Opportunities	206	236	213	8	663
	99.51%	99.15%	99.53%	100.00%	99.40%
VCF Documentation					
#Complete	8	10	13	1	32
#Documentation Opportunities	11	10	13	1	35
	72.73%	100.00%	100.00%	100.00%	91.43%
Total Records Reviewed	13	10	13	1	37
Total Immunization Given Reviewed	26	31	27	1	85

7.3 May Environmental Monthly Report- Ms. Zmuda reported

Accreditation

Remaining community health improvement (CHIP) meetings are scheduled as follows:

Thursday, July 14, 10:00-2:00 @ Galion Community Hospital Board Room

Thursday, August 11, 10:00-2:00 @ Galion Community Hospital Board Room

Thursday, August 25, 10:00-2:00 @ Galion Community Hospital Board Room

Again, these are the four health priorities we will be focusing on during the next 3 years:

- ☐ Obesity
- ☐ Adult Cardiovascular Disease
- ☐ Youth Substance Abuse
- ☐ Prenatal Outcomes

Work that remains to be done yet includes a Quality of Life assessment. We are in need of as many Crawford County residents to complete the assessment as possible. The good news is that this is an electronic Survey Monkey survey that takes 2-3 minutes to complete. The survey can be found at <https://www.surveymonkey.com/r/CrawfordCHIP2016>.

Food Safety

Ohio Department of Agriculture Retail Food Program survey results were received in a packet dated May 26. There are five items that need improvement, some of which had already been planned and/or undertaken. Details can be found in the attached action plan.

Public Health Nuisances

Eight new nuisance complaints were reported in June: 1 sewage, 5 solid waste, and 1 solid waste hauler.

Thirty-four nuisance inspections were conducted.

Various charts were shared depicting PH nuisances.

Manufactured Home Parks

Manufactured home park inspections were completed in June under the MOU with Ohio Manufactured Homes Commission and an invoice submitted for the work.

8. Executive Session

Motion to go into Executive Session, at 8:48am, for the purpose of *considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing and/or considering matters required by federal laws, or rules, or state statutes to be kept confidential* by: Mr. Cramer Second by: Mr. Long

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Motion to return from Executive Session, at 9:02am, by: Mr. Long Second by: Ms. Strickler

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Ms. Factor was asked to send the list of potential BOH members that was collected to all BOH members; Mr. O'Leary had previously received this.

9. Next BOH Meeting

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

10. Adjournment

Motion to adjourn was made at 9:05 am by: Mr. Long 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