

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, August 9, 2016 7:30 am**  
**Regular Meeting**



**Present:** Mr. Tom O'Leary (did not sign in), 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 7:39 am.

**2. Approval of Agenda**

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

Motion carried.

**4. Public Comment**

No public in attendance

**5. Approval of Finance Reports/ Warrants**

Motion to approve the June 2016 Finance Reports and Warrants by: Mr. Long Second by: Mr. Cramer Abstentions:  
N/A  
A Roll Call Vote was taken.

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

Motion carried.

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

**6. New Business**

**6.1 Strategic Planning**

Motion to approve the Health Commissioner to enter into a contract that may exceed \$5,000.00 for the purpose of hiring an outside agency to facilitate the Strategic Planning process as presented by: Ms. Kerr Second by: MS. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Discussion included the selection process for a contractor as well as the budget lines for payment of such a project.

**6.2 Personnel Policies Section 5.04**

Motion to amend Personnel Policies Section 5.04 as presented by: Mr. Long Second by: Ms. Kerr Abstentions:  
N/A

A Roll Call Vote was taken.

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

Motion carried.

### **6.3 Vaccine Funding Line**

Ms. Shaffer and Ms. Factor explained the need to go before City Council to request an increase in funding to the vaccine funding line. Due to the Ohio Department of Education's change in vaccine requirements, we are getting an overwhelming number of individuals seeking vaccination. In addition, new processes within the department for education during vaccination appointments has increased our return rate for those vaccines requiring multiple doses. It was requested that Board of Health members available to attend the City Council Finance Committee meeting on August 17<sup>th</sup> and/or the Galion City Council meeting on August 23<sup>rd</sup> please do so in order to support this effort. Ms. Strickler committed to the August 17<sup>th</sup> meeting and others were going to verify their schedules prior to committing.

### **6.4 Authorizations & Signatures**

The Galion City Auditor requested to be placed on our agenda to discuss authorizations and signatures. He wanted to verify with the BOH who was able to sign the Health Commissioners time sheets, etc as well as who was able to sign for purchases and/or payroll in the Health Commissioners absence. Ms. Factor explained that these issues were covered by the BOH through motion and/or resolution and had previously been submitted to the payroll department at the city. She stated that she would send copies directly to him; he was satisfied with the solution. Ms. Factor took the opportunity to ask the auditor a question regarding the purchasing procedure. She queried as to why the City Safety Service Director had the ability to accept or deny purchase order requests after the Health Commissioner had already approved them. The auditor was unsure of why the system had been set up that way. Ms. Factor stated that if the BOH, or herself as the BOH's representative, had approved a purchase; how could a city employee with no line of authority have the ability to deny it? The auditor stated that he did not believe that this should be taking place and that he would work to correct the issue.

### **6.5 Public Health Emergency Law**

Ms. Factor presented information obtained from a course held at the Ohio Department of Health by legal counsel for CDC and ODH. The training slides were made available prior to the BOH meeting and no questions regarding the content were asked. Ms. Factor encouraged the BOH members to review the material again and ask any questions they may have regarding the subject.

### **6.6 Ohio Arbovirus Surveillance Update**

Ms. Factor presented the current Ohio Arbovirus Surveillance update (as of 7/29/16). Information included, but was not limited to; West Nile virus, Chikungunya, Dengue, Zika, and Malaria. She explained the increases from the last time the data was presented. She also went on to explain the transmission of Zika and newly found information regarding this.

### **6.7 Nursing Services Contract**

Motion to enter into a contract to provide nursing services to the Shelby City Health Department, on an as needed basis, as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

## **7. Monthly Reports**

### **7.1 July 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) has been received from the state.

#### **Building**

We have not been given any updates pertaining to this. DeEtta has moved into one of the offices, but has to enter through our server room.

### **Administrative**

Continued work on administrative policies and procedures is being done.

### **IT/ Website**

IT issues continue to be resolved.

New internet through Time Warner has been installed and we are now officially off of the states platforms.

We had 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 should be moving this forward; we have not heard back on this as of yet.

### **Training/ Conferences**

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

Health Educators Institute October 20-21, 2016

### **Preparedness**

Crawford County Public Health has not given us a contract for preparedness services; we are looking at what this means if there is any type of emergency in our jurisdiction.

### **Staff**

We have welcomed our 2 new nurses.

### **Contracts**

The City of Shelby would like to contract with our department to provide immunizations on a trial basis. We would need to ensure that our vaccine stock is sufficient.

### **Community Health Improvement Planning**

Trish worked with the Crawford County Health Department to write a grant to assist with the CHIP process. We should hear in the next month or so if we receive that funding.

We conducted the Local Public Health System Performance Assessment. The CCHD conducted theirs as well. We then met together and created a joint document for use in the CHIP process.

Future CHIP meeting dates have been set as follows:

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 July Nursing Monthly Report- Ms. Shaffer reported**

### **BCMH**

- Income for July \$410
- Scheduled training for new staff for August & September 2016

### **Car Seats**

- 0 Car Seats were distributed in July, no calls or inquires.

### **Immunizations**

- Extra vaccination clinic held due to new vaccine requirements for Middle & High School Students.
- Returned unused expired influenza vaccine to manufacture for refund on 7/18/2016.

- Nursing saw 51 individuals and provided 81 vaccinations/7 tests (74 children/7 Adults) for July. No show rate of 16.39% =10 individuals (7 from same family). Kids Vaccination Reimbursement Break Down 1/2016-7/2016: 57.38% Private Insurance; 32.79% Medicaid; 9.84% Self Pay.

#### **Schools**

- Extra vaccination clinic held due to new vaccine requirements for Middle & High School Students.
- Returned unused expired influenza vaccine to manufacture for refund on 7/18/2016.
- Nursing saw 51 individuals and provided 81 vaccinations/7 tests (74 children/7 Adults) for July. No show rate of 16.39% =10 individuals (7 from same family). Kids Vaccination Reimbursement Break Down 1/2016-7/2016: 57.38% Private Insurance; 32.79% Medicaid; 9.84% Self Pay.

#### **Communicable Disease**

- July Cases
  - 5 New Chlamydia Case (4 New Individuals, 1 Individual 2 Infections)
  - 1 New Hep B Newly Reported Case
  - 9 New Hep C Chronic Cases
  - Update: 2 Lyme Cases Investigated but determined not a case per Physician.
- ODRS training is up coming soon.

#### **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**

- **Desperate need for additional funding for immunizations.** Previously discussed last board meeting. With new ODH mandated Meningitis & Tdap requirements, and new ODH recommendations of HPV, Varicella & HAV, we have drained our immunization budget. While it looks like we have approximately \$11,000 left in the account, this money is ear marked for the influenza vaccine pre-ordered in early January 2016 for the 2016-2017 Influenza Season.

#### **New Staff**

- 3 Day Week PHN            April Suits Started 7/25/2016
- 1 Day Week PHN            Alicia Miller Started 7/20/2016

#### **Mentoring**

- Ross Medical Program-Jessica Bopp Medical Tech Student: Started 7/18/2016 here for 168 hours for July & August.

#### **Additional Programs/ Activities**

- Summer Meals Program: PHN's continues to conduct educational activities on Tuesdays. Topics such as Nutrition/Exercise, Hand/Personal Hygiene, Immunizations, Car Seat/Safety. Runs 6/14-8/2/2016. Kara & DeEtta donated Packs of Crayons to hand out the last two sessions. The children and family's enjoyed the additional treat in addition to the educational activities.

#### **Quality**

- Temperature for Refrigerator & Freezer has been at 100% last 3 months.
- VFC Documentation for July was 91%
- Immunization Documentation is holding steady as noted below at 99%

### **7.3 July Environmental Monthly Report- Ms. Zmuda reported**

#### **Accreditation**

The second community health improvement (CHIP) meeting was held on July 14. The group completed the Community Themes & Strengths, Forces of Change, and Local Public Health System Assessments. The next meeting is scheduled for Thursday, August 11, 10:00-2:00 @ Galion Community Hospital Board Room.

Again, 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 SurveyMonkey survey that takes 2-3 minutes to complete. The survey can be found at <https://www.surveymonkey.com/r/CrawfordCHIP2016>.

In upcoming events, I will be a presenter along with Steve Jozwiak of Crawford County Public Health for the Crawford Conversation to be held on September 22. "A Business Case for Health" will target business and industry with the message that investing in workforce health and wellness can have a significant impact on our economy, from health care cost savings to increase per capita income.

#### **Food Safety**

A ServSafe Food Protection Manager course was held in Galion on July 18 and 19, and was taught by Sheila Hamm of Tri-Rivers Career Center.

#### **Public Health Nuisances**

Nine new nuisance complaints were reported in July: 1 sewage and 8 solid waste.

#### **Public Swimming Pools, Spas, and Special Use Pools**

The East Park Spray Ground was licensed and began operation on July 8.

Our health department is participating in a Drowning Prevention Pilot Project through Ohio Department of Health. The program includes detailed data collection for incidents and injuries that occur at licensed public swimming pools, spas, and special use pools. The data is submitted to the local health department and then to ODH for analysis. The project aims to determine the effectiveness of data collection in order to better understand the circumstances surrounding public swimming pool-related injuries and deaths in Ohio; enhance ODH's ability to make informed, data-driven decisions during the public swimming pool rule review process; and enable ODH to develop programs that can reduce incidences of drownings and injuries in Ohio public swimming pools. We began receiving information in July for incidents and injuries at the licensed facilities in Galion.

#### **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 September 13, 2016 at 7:30 am in the Galion City Health Department Board Room.

#### **10. Adjournment**

Motion to adjourn was made at 8:51 am by: MS. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

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Trish Factor, Health Commissioner

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Katelyn Strickler, President ProTem