

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, November 8, 2016 7:30 am**  
**Regular Meeting**



**Present:** Mr. Dennis Long, Vice President; Ms. Katelyn Strickler, President ProTempore, Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director

**Guests:** none present

**1. Call to Order**

Mr. Long called the meeting to order at 7:30 am.

**2. Approval of Agenda**

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

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve the October 13, 2016 Meeting Minutes as presented by: Mr. Long Second by: Mr. Cramer Abstentions: Ms. Strickler (due to lack of attendance on 9/13/16)

A Voice Vote was taken.

Motion carried.

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

Motion to approve the September 2016 Finance Reports and Warrants by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

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

**5. Public Comment**

No public present.

**6. Old Business**

**6.1 Environmental Health Fees for 2017**

A public hearing.

**Resolution 2016-150 2017 Food Service Operation/ Retail Food Establishment Fees- 3<sup>rd</sup> Reading**

Ms. Zmuda stated that this was a second reading of the proposed 2017 Food Service Operation and Retail Food Establishment Fees She asked if any questions had arisen since the fees were proposed in the first reading. Ms. Zmuda explained that the only change from the first reading of the proposed fees was that Resolution numbers had been assigned. There none. Ms. Zmuda explained again how the cost methodology for the food safety program worked.

**Resolution 2016-149 2017 Environmental Health Fees- 2<sup>nd</sup> Reading**

Ms. Zmuda reintroduced the proposed environmental fees for 2017.

**7. New Business**

**7.1 2017 Budget**

Ms. Factor presented the proposed 2017 Galion City Health Department Operational Budget. She stated that, as was done last year, the revenue projections were estimated on the low end and expenses were estimated based on current trends. She explained that the health department would be requesting the same dollar amount in city contributions as they received in 2016; \$290,000 and an additional \$12,000, for a total of \$302,000.

Motion to accept the proposed 2017 Galion City Health Department Operational Budget, as presented by: Mr. Long Second By: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

## **7.2 Overview of the State's Budget Process and AOHC's Involvement**

Ms. Factor took the opportunity to share the process that the state's budget goes through and how the Association of Ohio Health Commissioners are involved. She discussed how the budget bill can be utilized to change legislative requirements for public health and other agencies. A handout was provided with more detail.

## **7.3 Strategic Planning Session**

Ms. Factor discussed the Mission, Vision, and Values/ Guiding Principles that the staff had developed during their last Strategic Planning work session. Ms. Factor shared the reasoning behind the changes to the agency Mission and Vision and how staff felt the change in verbiage better reflected both the mission and vision of the agency. The Board responded by stated that they were very pleased with the changes and agreed that those changes were a best reflection and wished to accept them as presented. Ms. Factor also introduced the newly formed Values/ Guiding Principles that were developed in an effort to show the principles the staff would follow, the values the staff would be driven by, in an effort to support the Mission and Vision of the Galion City Health Department.

Motion to accept the proposed Mission, Vision, and Values/ Guiding Principles, as presented by: Mr. Long Second By: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

In addition, the results of the Environmental Scan and SWOT Analysis were shared. Discussion regarding the findings took place. It was determined that BOH members would be sent a Survey through "Survey Monkey" in order to provide additional feedback for incorporation.

A Strategic Planning Session with a facilitator was tentatively scheduled for November 23<sup>rd</sup>. Another Strategic Planning Session would be conducted in conjunction with the December 13<sup>th</sup> BOH meeting.

## **7.4 ADA Compliance Survey**

Ms. Factor presented the ADA Compliance Audit recently completed by Ms. Zmuda and Ms. Roston. Ms. Zmuda stated that the audit took place over a few days and was quite tedious. She shared that there are a number of areas in which the health department were not compliant with current ADA standards. However, input from a subject matter expert was being sought in order to determine what steps are recommended and/or necessary.

## **7.5 Local Health Department Profiles and Accreditation Readiness Assessment**

Ms. Factor took this opportunity to explain the Accreditation Readiness Assessment that would be conducted in the coming weeks. She explained how the results of the survey were to be utilized by the Ohio Department of Health and the reporting data that was to be distributed. She also stated that local health departments were told that participation in the survey would allow for free training/ guidance to be obtained.

## **7.6 Building Updates**

Ms. Factor stated that building renovations had not begun yet; although the expected start date of the project was November 1, 2016. She explained that she had spoken with the contractor and reviewed the spec's that were given to him; there were inconsistencies with regards to the needs of the department and what the plans portrayed. Further meetings with the contractor are necessary to determine next steps.

## **7.7 Board of Health Continuing Education**

Ms. Factor described Ohio Revised Code 3701.342 in regards to Board of Health continuing education requirements. Ms. Factor presented each BOH member with the Galion City Health Department BOH member CE verification form. It was shared that the health department had purchased new electronic materials for any Board member that was interested.

Ms. Factor stated that the forms were to be submitted by the December Board of Health meeting.

## **8. Monthly Reports**

### **8.1 November Health Commissioner's Monthly Report- Ms. Factor reported**

#### **Fiscal/Funding**

The 2017 Budget is still being reviewed by the City and the State Auditors. We hope to hear back regarding our request soon.

\$10,144.00 is being moved from various funds into the Vaccine line to purchase needed vaccines. Awaiting word from the City Law Director regarding potential contracts.

#### **Administrative**

##### **Policies/ Procedures**

Continued work on administrative policies and procedures is being done.

#### **IT**

Still awaiting word from the City Law Director regarding previously discussed issues from our former IT contractor.

#### **Training/ Conferences**

Various nursing trainings and conferences; see the nursing report

#### **Education/ Outreach**

##### **Come Home to Galion**

GCHD is once again participating in the Come Home to Galion event Planning. We will be in charge of the children's contest (last year was "Wash your Paws for Santa Clause"). We are looking for another theme for this year. This should be fun for all. Events are planned for December 3, 2016. If anyone is interested in helping or walking in the parade, please let Trish know.

#### **Accreditation**

##### **Strategic Planning**

The Board of Health is an integral participant in the Strategic Planning process and we will need to have participation from the Board. Need to determine dates for BOH section.

##### **Crawford County Health Partners**

The Crawford County Health Partners met on October 13, 2016. I was voted in as the Chairperson for the Committee for year one implementation.

##### **ADA Compliance**

ADA Compliance survey was completed by Ms. Zmuda and Ms. Roston in October

##### **Workforce Development**

Workforce Development training plan for 2017 is nearing completion

##### **Performance Management**

Performance management goals and objectives will be determined soon for 2017. 2016 goals and objectives continue to be monitored

##### **Quality Improvement**

Immunization documentation project concluded. Additional projects are currently active.

#### **Other**

Reminder that Board of Health Continuing Education verification is due to Trish by December 13, 2016.

## 8.2 November Nursing Monthly Report- Ms. Factor reported

### CMH

Emily has received 4 days of training from the ODH. She will be completing a full assessment on a child to enter them into the CMH program. The ODH will be assisting our CMH program an additional day to ensure the program will be off and running smoothly.

### Child Passenger Safety/ Car Seats

3 Booster Seats and 2 convertible car seats were distributed through car seat classes

### Immunizations

4-month Quality Improvement Project regarding Immunization Documentation Results:

| Immunization Documentation    | Jun-16 | Jul-16 | Aug-16 | Sep-16  |
|-------------------------------|--------|--------|--------|---------|
| # Complete                    | 659    | 1024   | 2114   | 1336    |
| # Documentation Opportunities | 663    | 1032   | 2131   | 1336    |
|                               | 99.40% | 99.22% | 99.20% | 100.00% |
| VCF Documentation             |        |        |        |         |
| #Complete                     | 32     | 44     | 110    | 61      |
| #Documentation Opportunities  | 35     | 48     | 111    | 61      |
|                               | 91.43% | 91.67% | 99.10% | 100.00% |
| Total Records Reviewed        |        |        |        |         |
|                               | 37     | 48     | 111    | 61      |
| Total Shots Given             | 85     | 128    | 255    | 144     |

### Schools

Schools screenings have been ongoing

State required Immunization reports have been submitted to the state

- This requires a record review of each student enrolled

Hand, Foot, Mouth disease is being seen in the area

### Training/ Conferences

12/28/2016 GCHD will host another ODH Vision/Hearing Training at Galion City Health Dept.

November 2016 Staff who utilize the IMPACT SIIS system will be training on the new system that will go live after November 30, 2016

12/2/16 School Health Update Conference (Alicia and Julie will be attending)

12/12/16 OPHA Public Health Nursing Conference (Kara will be attending 1 day)

12/9/16 CMH Northwest Regional Meeting (Emily and Julie will be attending)

12/8/16 Foodborne Disease Outbreak Investigation Training (attendance TBD)

### Staff/ Students/ Mentoring

DeEtta Shaffers last day was 10/28/2016

Emily Miller has joined us as a nurse leading up the Children with Medical Handicaps program (CMH)

Melinda Corwin has joined us as a nurse leading up the Immunization Program

- Both Emily and Melinda will be trained in multiple programs to ensure cross training and coverage

Jessica Bopp has joined us as a Medical Assistant working across all program areas

Jessica previously completed her MA externship with our department

Began hosting a Ross Medical Assistant Externship student

**Communicable Disease  
September**

| <b>Disease</b>       | <b>Total Investigations</b> | <b>Jurisdictions Transferred</b> | <b>GCHD Investigations Confirmed</b> | <b>GCHD Investigations Not a Case</b> | <b>GCHD Investigations Ongoing</b> |
|----------------------|-----------------------------|----------------------------------|--------------------------------------|---------------------------------------|------------------------------------|
| Chlamydia            | 16                          | 8                                | 8                                    | 0                                     | 0                                  |
| Hepatitis C- Chronic | 15                          | 4                                | 10                                   | 0                                     | 1                                  |
| Hepatitis C          | 3                           | 3                                | 0                                    | 0                                     | 0                                  |
| Hepatitis B          | 4                           | 3                                | 1                                    | 0                                     | 0                                  |
| Hepatitis A          | 0                           | 0                                | 0                                    | 0                                     | 0                                  |
| Lyme Disease         | 3                           | 1                                | 1                                    | 1                                     | 0                                  |
| Cryptosporidiosis    | 2                           | 1                                | 0                                    | 1                                     | 0                                  |
| <b>Totals</b>        | <b>43</b>                   | <b>20</b>                        | <b>20</b>                            | <b>2</b>                              | <b>1</b>                           |

**October**

| <b>Disease</b>       | <b>Total Investigations</b> | <b>Jurisdictions Transferred</b> | <b>GCHD Investigations Confirmed</b> | <b>GCHD Investigations Not a Case</b> | <b>GCHD Investigations Ongoing</b> |
|----------------------|-----------------------------|----------------------------------|--------------------------------------|---------------------------------------|------------------------------------|
| Chlamydia            | 9                           | 5                                | 4                                    | 0                                     | 0                                  |
| Hepatitis C- Chronic | 5                           | 0                                | 4                                    | 0                                     | 1                                  |
| Hepatitis C          | 4                           | 4                                | 0                                    | 0                                     | 0                                  |
| Hepatitis B          | 1                           | 0                                | 0                                    | 0                                     | 1                                  |
| Hepatitis A          | 1                           | 0                                | 0                                    | 0                                     | 1                                  |
| Lyme                 | 2                           | 2                                | 0                                    | 0                                     | 0                                  |
| Gonorrhea            | 4                           | 2                                | 2                                    | 0                                     | 0                                  |
| Syphilis             | 1                           | 0                                | 0                                    | 1                                     | 0                                  |
| Salmonellosis        | 1                           | 0                                | 1                                    | 0                                     | 0                                  |
| Legionella           | 1                           | 0                                | 0                                    | 1                                     | 0                                  |
| <b>Totals</b>        | <b>29</b>                   | <b>13</b>                        | <b>11</b>                            | <b>2</b>                              | <b>3</b>                           |

Trish is working with the hospital to determine why so many jurisdictional transfers are having to take place

**Education/ Outreach**

Annual Influenza Vaccine Clinics/Business Sites continued in October

**Needs**

We will still be struggling with having enough private vaccines for the rest of the year

**Quality**

Continue to complete quality checks on nursing documentation for immunizations.

**8.3 November Environmental Monthly Report- Ms. Zmuda reported****Accreditation**

The Crawford County Health Partners (CCHP) met on October 13. The community health assessment has been completed as well as the community health improvement plan, and we have entered the implementation phase for the action steps selected by the CCHP to address the county's priority health issues. The group will continue to meet on a monthly basis to ensure progress is made and lines of communication remain open. Olivia and I completed the ADA accessibility survey for existing facilities, which is based on the 2010 Standards for Accessible Design. Some aspects of the facility design do not meet current standards but may be grandfathered. Research is being done to determine actions that need to be taken.

**Food Safety**

An unusual amount of development has been taking place in Galion. Photos are included of the construction and development at 3 sites in the city: Arby's, Sleep Inn, and Tim Horton's. I met with developers of the Iron Works Grill at the location of the former BJ's Restaurant to evaluate the existing facility and equipment. They are extensively renovating the facility, and have not yet set an opening date. I evaluated the existing facility at Liberty Farm, Home and Garden, formerly Liberty Mill, for licensure as a retail food establishment in order to begin selling Rus-Men Farms meats. I also evaluated an existing church facility for licensure as a food service operation by a couple who formerly had a home-based food business. The Facilities Manager for Bennett Enterprises confirmed the Ralphie's Sports Eatery project will move forward at the location of the former Varsity Grille with an anticipated opening date in March 2017.

**Public Health Nuisances**

Nine public health nuisances were reported in October; one was a food service operation complaint and the rest were solid waste. I provided education to the implicated food employee about proper handwashing and hygienic practices. Solid waste nuisance conditions reported in two of the cases were unfounded, one case has been abated, and four are ongoing.

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

Stephen Long, Recreation Programs Specialist with Ohio Department of Health, conducted a survey of the public swimming pool program on October 6. The final report should be received within 45 days.

**Rabies Prevention**

Five animal bites were reported in Galion in October. Three of the victims were bitten by their own animals, and one was bitten by a dog that either belongs to an unknown owner or is unowned. Rabies vaccination information has been received for one of the owned dogs and is pending for the remaining cases.

**Smokefree Workplace**

Violations of the Smokefree Workplace Law observed in a licensed facility during a routine food service inspection led to an onsite investigation on October 5, which revealed smoking in a prohibited area and the presence of ashtrays. The investigation will result in a letter of warning. This establishment has had 18 standard investigations and 2 for retaliation since the law went into effect December 7, 2006. The most recent finding of violation was in 2008, a fourth finding of violation in a 2-year period, which resulted in a doubled fine of \$2000.

**9. Executive Session**

There were no motions to go into Executive Session.

**10. Next BOH Meeting**

The next Board of Health meeting is set to take place on December 13, 2016 at 7:30 am in the Galion City Health Department Board Room.

**11. Adjournment**

Motion to adjourn was made at 9:08 am by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

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Trish Factor, Health Commissioner

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Board of Health Approval Signature

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Board of Health Approving Name and Title