

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, December 13, 2016 7:30 am
Regular Meeting



Present: Mr. Tom O'Leary, BOH President; Ms. Kate Strickler, President ProTem; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director

Guests: Eunice Collene; Kara Kimerline

1. Call to Order

Mr. O'Leary called the meeting to order at 7:34 am.

2. Approval of Agenda

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

A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

Motion to approve the November 8, 2016 Meeting Minutes as presented by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

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

A Roll Call Vote was taken.

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

Motion carried.

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

5. Public Comment

None of the public present came with comments.

6. Old Business

6.1 2017 Environmental Health Fees- 3rd Reading

Ms. Zmuda stated that this was the third reading of the proposed 2017 Environmental Fees. She asked if any questions had arisen since the fees were proposed last month. There none. Ms. Zmuda stated that the only change to the document was that a formal Resolution Number had been assigned.

Motion to approve the Resolution 2016-149: A Resolution to Set Environmental Health Fees for 2017, and Repeal Resolution 2011-129 as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

2017 Food Service Operation/ Retail Food Establishment Fees- 3rd Reading

Ms. Zmuda stated that this was the third 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 last month. There none. Ms. Zmuda stated that the only change to the document was that a formal Resolution Number had been assigned.

Motion to approve the Resolution 2016-150: A Resolution to Establish Food Service Operation and Retail Food Establishment License Fees for the 2017 License Year, and Repeal Resolution 2016-143 as presented by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Long- Y Strickler-Y Kerr-Y Cramer-Y
Motion carried.

Ms. Zmuda stated that in future years, the fees for all Environmental Programs will be set within 1 Resolution instead of the 2 as has been done historically.

7. New Business

7.1 Medical Director Contract

Motion to approve entering into a contract with Dr. Sarah Metzger for services as the Galion City Health Department Medical Director as presented by: Ms. Kerr Second By: Ms. Strickler Abstentions: N/A

Roll Call Vote was taken.

Long- Y Strickler-Y Kerr-Y Cramer-Y
Motion carried.

7.2 Nursing Services Contract

Ms. Factor requested a motion to approve entering into a contract to provide Nursing Services to the City of Shelby. Ms. Factor shared that the Galion City Council meets that evening and an agenda item is approval of a budget that could be quite restrictive to the additional purchase of needed vaccines to provide all services requested within the contract. Multiple members of City Council had stated that if additional funds were necessary for vaccines that they could appropriate those much like they did the \$12,000.00 in 2016. Mr. Long said he was sad that “we” (the city) can’t find the funding. The additional revenue would more than make up for the upfront costs of the vaccines. BOH members asked what would happen if they didn’t sign. Ms. Factor stated that Shelby would then have no nursing services because they had already dismissed other contracts for services presented to them. Ms. Factor shared that staff had a concern regarding providing all services due to our lack of fully trained staff, 75% of the nursing staff are new to the department. There was also concern due to the approved budget from the City and not being able to fill vacancies but adding on additional workload. BOH members asked if we needed to decide this right now.

Ms. Factor stated that the City of Shelby would at least like to move forward with the portions of the contract that they are mandated to have which are DON coverage and Communicable Disease Reporting; however, the contract would need to be revised and brought back before the BOH for a vote before the end of the year.

It was asked exactly how much money would be needed upfront to provide the services. Mr. O’Leary said that immunization services could be looked at if the specific numbers were able to be provided and made sense to move forward in asking council for funds. It was discussed that each vaccine costs a different amount and some vaccine is from the VFC program so an exact cost is very difficult to project. Ms. Factor stated that she can contact Shelby and see what all information is able to be obtained in order to get a better idea on potential costs. Specific information to obtain was discussed and Ms. Factor was going to attempt to obtain how many of what types of vaccines were given, how many flu vaccines, number of VFC versus private stock vaccine, and how many people per clinic were seen. The number for 2015 would be requested.

Motion to table the Nursing Services Contract by: Ms. Strickler Second By: Mr. Long

Voice Vote was taken.

Motion carried.

Ms. Factor said that she would work with legal to rework the contract for the specified services and send out a poll to BOH members to determine when a Special meeting could be held.

7.3 Personnel Policy Manual

Motion to the following Personnel Policies, 3.02, 3.03, 3.04, 3.05, 3.10, 3.11, 3.12, 5.07, 5.08, 5.09, 5.10, 5.11, 5.12, 5.13, 5.14, 5.16, 5.17, 5.18, Section 6 Personnel Procedures, 7.02, 7.03, 7.04, 7.05, 7.06, 7.07,

7.08, 7.10, Section 8 as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Ms. Eunice Collene (guest from Auditors Office) requested that if the BOH could pass everything together it would be very helpful for her as it is difficult to receive a few policies at a time. Ms. Factor stated that this was the end of the amendments and all would be formatted together and shared with the Auditors Office upon completion.

7.4 2017 Budget

Ms. Factor started out discussions by stating that decisions this evening would affect the way the GCHD may have to operate in 2017. If the City's 2017 budget is approved on 3rd Reading as it stands, the GCHD would have to look into not filling open positions, reduction in programming, etc. If the budget does not pass on the 3rd Reading the state auditors have blocked off December 20, 2016 for a special meeting. Although many Council members have voiced their support for the health department to staff, BOH members, and publicly in the past none of the Council members at this time have come forward to the mayor, auditor or state auditor with regards to options for funding. Ms. Kerr asked how the budgeting process works and how can we request additional funds. Mr. O'Leary and Ms. Collene explained that in order for more money to be received by the GCHD, cuts would have to happen in other departments. The large increase in revenues in 2016 were discussed and the inability to make that kind of revenue or more would be impossible with such a drastic cut to the budget. Staff shared that without an increase in funding we wouldn't be able to provide the level of services that we have been able to meet this year. Ms. Kimerline stated that we (the staff) want to provide our services and in order to provide them we look at ways to save all the time. Ms. Factor said this was very true, the staff do an excellent job in cutting costs where we can, including taking care of various maintenance issues themselves, buying some of their own supplies, and working with limited resources. Ms. Kerr asked the question, if we can't continue to provide all services and do all the extra work it takes to become accredited won't the city have to pay to receive the services elsewhere? Ms. Factor said yes. Ms. Kerr asked if it would be all the same services. Ms. Factor said no, not necessary. Ms. Factor shared how the funding for Health Departments is determined and that Galion residents would have to pay for any taxable fees/ levies for the County Health Department if something were to happen to the GCHD. In turn, the City would have to enter into a contract and pay for the county to provide services; these services would not have to be obtained in Galion and vital statistics would go away in Galion.

7.5 Performance Evaluations

Ms. Factor shared the templates for the GCHD Staff performance evaluations. A brief discussion on how the evaluations could be utilized for performance based wage increases in the future was held.

7.6 2017 Wage Rates

Motion to table the wage rate discussion till executive session by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

7.7 Board of Health Continuing Education

Ms. Factor reminded all BOH members that their verification of BOH CE completion was due.

7.8 Board of Health Continuing Education

Ms. Factor shared the BOH terms and contact information and asked for any updates to be provided. There was a brief discussion on the current vacancy and the vacancy that will occur after Mr. Long's final meeting in January. There were questions raised about the previous Resolution passed that set a timeframe for filling of BOH vacancies. Ms. Factor expressed that this has been brought to the Law Directors attention but that no opinion has been shared to date.

7.9 Legislative Updates

Ms. Factor shared the legislative updates from the American Public Health Association.

7.10 Strategic Planning

Ms. Factor discussed the next steps necessary for the Strategic Planning process due to a lack of survey replies in a timely fashion. It was determined that the BOH meeting in January 2017 would incorporate a Strategic planning session. All were in agreement.

8. Monthly Reports

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

Fiscal/Funding

The 2017 Budget has been reviewed by the City and State Auditors. Ms. Factor has participated in the numerous Budget Work Sessions as well as City Council Finance Subcommittee meetings. Ms. Factor did not go into detail on this since it was discussed in depth during the course of the meeting.

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

A team from the GCHD was accepted into the *Performance Management Systems for Public Health Agencies* workshop on December 8-9, 2016.

Education/ Outreach Come Home to Galion

GCHD once again participated in the Come Home to Galion event Planning. We oversaw the children's Winter of Wellness contest. Kindergarten, First, and Second Grade students from Galion City Schools as well as Galion St. Joseph's Catholic School participated. Nine students were selected as winners and received an invitation to ride along with the Galion City Health Department in the parade. The parade was held on December 3, 2016.

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 November 10, 2016. At this meeting a schedule for 2017 CCHP meetings was determined. It was also decided that subcommittees would be formed based on the 4 priority areas identified by the CHIP. The GCHD will be the lead agency for the Obesity Taskforce.

Workforce Development

Workforce Development training plan for 2017 is nearing completion

Performance Management

Performance management goals and objectives were determined for 2017. 2016 goals and objectives continue to be monitored and a 2016 report will be presented upon its completion.

Quality Improvement

Immunization documentation project had concluded; however, due to the large number of new staff it was determined that extending the project would be beneficial as new nurses are learning.

Other

Board of Health Continuing Education verification is due.

8.2 November Nursing Monthly Report- Ms. Factor reported

CMH

- Emily has completed ODH training
- Currently 42 active clients
- Charts are currently being organized and updated
- Clients are currently being contacted; appointments and home visits are being set up

Child Passenger Safety/ Car Seats

- Trish met with the Regional Coordinator and the Crawford County PH CPS Techs
- Additional Car Seats were received
- 1 Car Seat Class was held
3 car seat classes are scheduled for December.

Immunizations

- Out to life touch on November 7th for 9-Hep B Vaccine to follow up on December 14th.
- Order Vaccine for private (HIB, POL, TB, Hep A (Peds), Varicella, HPV, ProQuad, Hep A (Adults) Hep B (Adults) Prevnar 13
- Three Total Immunization Clinics with new hires.
- MA Jessica Bopp
 - Working on billing

Schools

- School vision and hearing screenings have been ongoing
- State required Immunization reports have been submitted to the state
 - This requires a record review of each student enrolled
- Alicia Miller is resigning, and we are working on schedule and getting people trained going forward for the New Year.

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- postponed- date TBD

Communicable Disease

- November

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	8	5	3	0	0
Hepatitis C- Chronic	9	7	2	0	0
Hepatitis B	4	0	4	1	0
Hepatitis A	1	0	1	0	0
Lyme	2	2	0	0	0
Gonorrhea	2	1	1	0	0
Pertussis	1	0	1	0	0
LaCrosse ENC	1	0	1	0	0
Totals	28	15	13	1	0

- Trish has gained access into the Avita EHR systems in order to expedite the process of communicable disease investigation. Joyce Weaver (Avita Infection Control) has trained Trish in the use of some of the available systems.

Staff/ Students/ Mentoring

- Emily Miller has stepped up as our Interim DON
- Alicia Miller has accepted a full-time RN position with Avita and her last day with GCHD will be 12/14/16
- Melinda Corwin will be training with Kara at the schools to fill Alicia's days

8.3 November Environmental Monthly Report- Ms. Zmuda reported

Accreditation

The Crawford County Health Partners (CCHP) met on November 10. The large group will begin meeting during the first month of each quarter in 2017 to allow four subcommittees that have been formed, to meet. The subcommittees and their agency chairs are as follows:

- Obesity – Galion City Health Department
- Adult Cardiovascular Disease – Avita Health System
- Youth Substance Abuse – ADAMH Board
- Prenatal Outcomes – Crawford County Public Health

An organizational meeting of each subcommittee is planned for December.

I spent time in November writing standard operating guidelines for the Rabies Prevention and Smoke-Free Workplace programs.

Food Safety

Updated photos are included of the construction and development at 3 sites in the city: Arby's, Sleep Inn, and Tim Hortons. Arby's scheduled a pre-licensing inspection for December 13. The estimated date of completion for Sleep Inn is January 31, and the estimated date of completion for Tim Hortons is December 23. Renovations continue at Iron Works Grill, the location of the former BJ's Restaurant, with completion slated for January 2017. Renovations have also begun at Ralphie's Sports Eatery, the location of the former Varsity Grille, with an anticipated opening date in March 2017. Liberty Farm, Home and Garden, formerly Liberty Mill, will not pursue licensure as a retail food establishment in due to prohibitive costs.

Public Health Nuisances

Eight public health nuisances were reported in November, all solid waste. Solid waste nuisance conditions were unfounded in one of the cases, six cases have been abated, and one is ongoing.

Rabies Prevention

Three animal bites were reported in Galion in November: two dogs and a rat. Rabies vaccination information has been received for one of the owned dogs; the other is a puppy which is too young for rabies vaccination. Rats are rarely infected with rabies and the biting rat has never been exposed to the bite of another animal, so there was no concern about rabies infection in the rat or transmission of rabies to the bite victim.

Smokefree Workplace

Two new complaints were reported in November for alleged violations of the Smoke-Free Workplace law in Galion facilities. The Smoke-Free web application is a complaint-based system which opens an investigation when a complaint is received. The facilities have been notified that complaints were received and onsite investigations will be conducted within the next two weeks. One of the facilities was found to be in violation of the law during an investigation in June 2016.

9. Executive Session

Motion to enter into Executive Session 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, by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.
Long- Y Strickler-Y Kerr-Y Cramer-Y
Motion carried at 0915 hrs.

Motion to return from Executive Session by: Mr. Cramer Second By: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.
Long- Y Strickler-Y Kerr-Y Cramer-Y
Motion carried at 0936 hrs.

BOH members wished to revisit Agenda Item 7.6 2017 Wage rates.

Motion to approve a 3% base pay increase for nonprobationary, Galion City Health Department staff effective January 1, 2017 as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.
Long- Y Strickler-Y Kerr-Y Cramer-Y
Motion carried.

Mr. Long wanted to state that although the Board understood the financial hardships of the department, and the willingness of the staff to forgo raises in 2017; the Board felt that with the increase in insurance rates, the additional workload that will be taken on by not filling positions, and the fact that 2016 raises were cut to 1.5% although the rest of the city received a 3% was more than enough cause to approve a 3% increase.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on January 10, 2017 at 7:30 am in the Galion City Health Department Board Room.

11. Adjournment

Motion to adjourn was made at 9:44 am by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Board of Health Approval Signature

Board of Health Approving Name and Title