**January 8, 2013**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, January 8, 2013, at Galion City Health Department. Board members present were President Doug Schilling, Vice President Dennis Long, Pamela Fellner, Terry Gribble and Wendy Kerr, C.N.P. Also present were Health Commissioner Dr. Steve Novack, Director of Nursing Sandy Crossland, R.N. and Environmental Health Director Stephanie Zmuda, R.S. Mr. Schilling called the meeting to order at 7:36 a.m.

**Approval of Month Minutes**

Mr. Gribble made a motion to revise the minutes of December 11, 2012 to reflect Ms. Kerr’s additional clinical credentialing by replacing the Registered Nurse initials with Certified Nurse Practioner initials. The motion was seconded by Mr. Long. The changes were approved unanimously. Mr. Long made a motion that the corrected minutes from the meeting be approved. The motion was seconded by Mr. Gribble and it was unanimously approved.

**Monthly Reports**

Dr. Novack stated the mission of Galion City Health Department is To Promote and Protect the Health and Well-being of those we serve. He reminded the Board that Ms. Miller officially retired from Galion City Health Department (GCHD) on December 31, 2012. Ms. Roston has undergone in-service for Vital Statistics and is working well with the public and the staff. He noted also that Ms. Swinehart, in an email to Ms. Crossland, has offered her resignation from her part-time position. She states in that email that she has taken a full-time position with obstetrical practice. Dr. Novack states that her contributions to Galion City Health department will be missed. Dr. Novack states that he continues his three month on-line class in clinical informatics. Also he has registered himself and by extension the GCHD, with the National Library of Medicine’s Unified Medical Language System (UMLS). Both the informatics course and UMLS are more activities that link GCHD with the broader world of health analysis. The social media report prepared by Ms. Hobson showed that *Advisories and Alerts* continues to be the most popularly viewed item with 2160 hits since web-site inception. Views of *Food Safety Inspections* are also popular. Dr. Novack states he has had discussions with Avita Health System (AHS) about AVS may participate more with increasing the volume of work in opiate addiction. Mr. Long asked if Dr. Novack has had an opportunity to get quotes for on-line access to Board of Health (BOH) documents. Dr. Novack stated that he has no specific information but will have information on at least two options: Blue-Sky and Board Docs by the February meeting. Mr. Schilling asked about updates to the website that may allow the BOH to securely access standing documents such as the employee manual. Mr. Long and Mr. Schilling both agreed that the BOH needs internet access during the BOH meetings. Dr. Novack was asked to contact MBS for technical assistance. For December 2012, there were no reported opiate overdose deaths; however, there were two opiate overdoses transported by Galion Fire/EMS. In December the average of death was 83 and there were 17 deaths.

Ms Crossland states that GCHD is participating with the Ohio Department of Health on the Immunization Billing Project. She stated that flu is widespread throughout in Ohio. The predominant strains are H3N2 and B-Wisconsin viruses. Both are included in the current trivalent vaccine. She states that GCHD “has plenty of vaccine left” and encourages those not already vaccinated to seek same. She said that along with the flu there is also a nausea and vomiting syndrome within the community, especially the schools. The most likely cause there is norovirus. GCHD continues hepatitis C screening by appointment. Ms. Hobson is taking over the car seats effort that was headed by Ms. Swinehart. Ms. Robinson is planning leave in February and Ms. Crossland will take over school nursing in Galion at that time. Communicable diseases in Galion showed that Chlamydia was number one and hepatitis C was number two.

 Ms. Zmuda stated that she was busy with food inspections and reporting in December.

The Monthly reports were accepted by unanimous consent.

**Old Business**

Health Priority and Strategic Planning- Friday, Feb 1 2013

**New Business**

Approval to Apply for Accreditation Readiness Grant-

Ms. Kerr made the motion for approval. The motion was seconded by Mr. Gribble. The motion passed unanimously.

Policy on sick leave donation –

The Board heard from Ms. Marcy Porter, City of Galion Human Resources, about the possibility of allowing an employee their unused sick-leave time to another employee that may be in need.

Approval of Resolution 2013-130 to establish 2013 food service operation/retail food establishment license fees (attached) and repeal of Resolution 2011-128. –

Mr. Long made a motion for approval. The motion was seconded by Ms. Kerr. The motion passed unanimously.

Salary increase –

Ms. Kerr made a motion for a 2.5% increase in employee pay, retroactive to December 30, 2012 for those employed at least six months; and to increase the employee contribution to their personal or family health insurance premium to 7.5%. The motion was seconded by Mr. Gribble. The motion passed unanimously.

Ms. Swinehart Resignation –

Mr. Gribble made a motion to enter executive session for discussion of personnel items. The motion was seconded by Ms. Kerr. The motion passed unanimously. The Board entered executive session at 8:11 a.m. The Board exited executive session at 8:38 a.m. after Ms. Kerr made the motion, seconded by Mr. Gribble. The motion passed unanimously.

The Board tabled consideration of Ms. Swinehart’s resignation until it is in receipt of a formal letter of resignation.

**Monthly Bills**

Ms. Kerr made a motion for approval of the monthly bills. The motion was seconded by Mr. Long. The motion passed unanimously.

**Adjourn**

Ms. Kerr made a motion for adjournment. The motion was seconded by Mr. Long. The motion passed unanimously. The meeting adjourned at 9:06 a.m.

The next meeting will be held on Tuesday, February 12, 2013, at 7:30 a.m. in the Health Department office.

Respectfully Submitted,

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P. Stephen Novack, D.O., Commissioner

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Douglas Schilling, President