

Galion City Board of Health Health Commissioner's Monthly Report for December 2022

Fiscal/Funding

Jason attended a finance committee meeting, a City Council meeting, and a special City Council meeting to meet Mayor O'Leary's request to have the Health Commissioner represent the health department. During the special meeting on 12/28, the budget for all the city departments was approved.

Jason submitted the Personnel Action Forms (PAFs) for all the staff to receive raises as discussed in the November Board of Health meeting. Jason believed that submitting those signed forms would be sufficient. However, the auditor's office let him know that he needed to show Board of Health minutes which show that they approved the raises. Jason assumed that the November minutes which show that the budget was approved would suffice. It turns out that in addition to the signed PAFs, it needs to be shown in the minutes that it was approved. To help address this, Jason will schedule a special Board of Health meeting the week before the normally scheduled meeting in January, with the intent to have the raises approved, and then the minutes can be finalized during the regular meeting and submitted to the auditor's office the next day.

Building

One contractor has followed through and provided a quote on the building fixes he requested. One fix is for the metal part of the front door which lightly scraped the back of someone's heel, and a contractor used a chisel and hammer to knock that back into place until a permanent fix happens. We also intend to replace the drywall from when someone tripped over a year ago and hit their head in the wall. Jessica also asked for a circular medical mirror to be installed in the corner by the wall and ceiling so she can see people as they come in. However, when Jason asked Nikki with the city if a mirror could be included, she let him know that the mirror would have to come out of the health department budget, as opposed to the other two fixes.

IT

ES Consulting has continued to send invoices to Jason of the contested charges, and Jason has continued to forward those to legal counsel, as instructed. Our legal counsel planned to speak with ES Consulting since they are still sending those out in spite of the written information he sent them. Andy got Jason connected with someone from King Office Service to provide an IT quote.

Education/ Outreach

For child car seat safety classes, a total of four classes were conducted, and four car seats were distributed.

Quality

Jason and Shellie have spoken about having Shellie facilitate a Strategic Planning (SP) meeting with the staff. Since a contractor completed her portion of the SP in September 2020, we can build off that and shorten the process.

Staff

Jason sent Dr. Crum a new contract so she can continue serving as the Medical Director. As discussed in the December Board of Health meeting, Jason felt comfortable making this a two-year contract.

Jason helped a job candidate for the front desk position complete a background check.

Accreditation

There are now over 250 survey responses to the utility bill survey, which would give us results at a 94% confidence interval. If we want to have a 95% confidence interval, which is more standard, we would need about 372 responses. The initial plan was to be done with collecting all survey results in December, but efforts will be done to receive more in January. As expected, it was difficult to make other progress on other measures during the holiday season. Jason spoke with accreditation coordinator Lisa as usual, and she reminded Jason that he needs to utilize the other staff more to complete the requirements.