**April 9, 2013**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, April 9, 2013, at Galion City Health Department. Board members present were President Doug Schilling, Vice President Dennis Long, and Wendy Kerr, C.N.P. Pamela Fellner and Terry Gribble were absent. 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 7:46 a.m.

**Approval of Agenda**

Mr. Long made a motion for the approval of the agenda with the following changes:

* Change the date of May’s meeting and
* Executive session for retirement policy

Ms. Kerr seconded the motion. The motion was unanimously approved.

**Approval of Month Minutes**

Mr. Long made a motion that the minutes from the meeting be approved. The motion was seconded by Ms. Kerr, and it was unanimously approved.

**Monthly Reports**

Dr. Novack stated that mission of Galion City Health Department (GCHD) is to promote and protect the health and well-being of those we serve. He discussed the need for hiring a replacement of part-time registered nurse. He discussed the Crawford County General Health District’s (CCGHD’s) desire to sever the shared server connection between the two departments. This change will result in some cost to GCHD with highest estimate being about $15,000. He said he look toward other estimates and other solutions. Mr. Long discussed his own office’s IT solutions. Mr. Shilling agreed that all options should be considered and requested all estimates placed in pdf format. Dr. Novack stated that he will have a conference call with OSU Transformational Bioinformatics Department about developing a relationship that would benefit the Galion and OSU health community. He stated further that he did complete a course on clinical informatics and will seek graduate level credit for the course. There were no reported drug overdose deaths and no report from EMS on opiate overdoses.

Ms Crossland discussed the billable project. There has been over $6000 reimbursement through Medicaid Administrative Claiming (MAC). She stated that the hepatitis C project is going well.

Ms. Zmuda presented end-of-license year restaurant inspections. A few had zero critical violations for the entire year. Ms. Zmuda states that there is no one size fits all for obtaining restaurant compliance.

She then presented nuisance violations photos and enforcement actions. Mr. Long points out that the photos do not have a full date stamp. Ms. Zmuda stated that she will look into the camera options.

She further discussed her role in outbreak investigations. Many may be related to food-borne illness.

Ms. Kerr made a motion to approve the monthly reports, seconded by Mr. Long. Motion carried.

**Old Business**

2013 Goals- Mr. Schilling presented his 2013 goals. He asked for comments from the Board. Dr. Novack stated that a reasonable measurable goal would be to have intent to apply for accreditation from PHAB by the end of 2013. Ms. Crossland is appointed as Accreditation Coordinator. Mr. Schilling commented that PHAB is operating differently from ISO. Ms. Crossland recommended the Board view the four orientation videos on the PHAB website. Mr. Schilling recommends that Dr. Novack come back in May 2013 for specific accreditation goals for 2013.

Mr. Schilling discussed rationalizing nursing functions. Ms. Crossland discussed how that might be affected by Avita HS strat plan. Mr. Schilling discussed the need to look at all public health nursing (i.e. BCMH and car seats) and how they may be done better.

Grade level scoring of restaurants: Dr. Novack stated that scoring may require city council ordinance. Mr. Schilling would prefer posting grades on web-site as opposed to restaurant window posting. Ms. Zmuda presented Salt Lake (UT) Health Dept&#39;s on-line violations summary (see:https://public.cdpehs.com/UTEnvPbl/VW\_EST\_PUBLIC/ShowVW\_EST\_PUBLICTablePage.aspx"). Ms. Kerr states that likes the Salt Lake City’s grading approach. Mr. Schilling expressed his support of this type of reporting method. Mr. Schilling asks that Ms. Zmuda report to the Board on specific grading/scoring methods that will be visible to the public. Online Board meetings fulfilled with blueskymeetings.com.

Web site access to internal documents: Mr. Long commented that he can access all Board of Education documents including contracts. Ms. Kerr commented on her experience with Ellucid Policy Manager at Avita HS. Mr. Schilling stated that this is part of IT strategy.

Credit card systems: Mr. Schilling suggested the square. He states that there is no cost to get started. Ms. Crossland discussed Vital Check and other available systems. ODH has not made state-wide health departments credit card processing yet.

Editable electronic documents for health: Mr. Schilling uses the personnel manual as an example. Mr. Long suggested that we get the documents to the Board.

Develop metrics for health department performance. Mr. Schilling notes that the Board needs to see changes over time.

Develop strategic plan for health dept.

Communicate other major operations.

Communicate operational issues.

Mr. Schilling asked the Board if they are in accord with these goals and by unanimous consent they stated yes.

Report on Discussions with CCGHD- There is a tentative date Thursday April 18 for discussions.

Generator Quote- Tabled

School Nursing Contract with Galion City Schools- Ms. Crossland discussed draft contract. Tabled.

School Nursing Contract with Crestline Exempted Schools- Ms. Crossland discussed draft contract. Tabled.

**New Business**

Change the Date of the May 2013 meeting- because of the annual Chamber of Commerce breakfast the May meeting of the Board of Health is moved to Wednesday May 15, 2013 by unanimous consent.

 Executive session: retirement through PERS and vacation policy- Mr. Long made a motion to enter executive session. The motion was seconded by Mr. Schilling. The Board enter executive session at 9:54 a.m. The Board re-entered regular session at 10:04 a.m. The Board affirms its retirement policy as written.

Monthly Bills- Mr. Long made a motion for the approval of the monthly bills. The motion was seconded by Mr. Schilling. The motion passed.

**Adjourn**

Mr. Long made a motion for adjournment. The motion was seconded by Mr. Schilling. The motion passed.

The next meeting will be held on Wednesday, May 15, 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