

Galion City Board of Health
Health Commissioners Monthly Report for February 2024



Accreditation

I made the necessary changes to ePHAB website for the two main contacts to be Jennifer Frazier as accreditation coordinator and me as the Health Commissioner/Department Director. Jenny and I will be reviewing the documents and actions needed to comply with the submission of an Annual Report in the upcoming months.

Fiscal/Funding

Leanna has been such an excellent addition to this department – I am so thankful for her. Although we have made some mistakes with budgets and grants, we continue to fix mistakes and strive to understand what the auditor's office needs from us to pay bills and receive our funds.

Administrative Policies/ Procedures

February did not allow me time to review many policies/procedures that need to be reviewed; however, it will be a focal point of my work soon. The ODH Food Survey took several days of my time to prepare and get through it. I believe GCHD will pass but it was not perfect. Most of 2023, I was focused on accreditation and keeping our doors open.

IT

ES continues to invoice us an extra bill for the extra time they spent when they migrated from our old server to the new server. Thomas Palmer told our department to forward this charge to him until there is a resolution. ES is providing good service to us in comparison to what I hear from the city about the IT company they chose to replace ES.

Staff

Training for new staff has been a focal point lately for many of us. A staff meeting was held on February 29th, 2024 and all staff were present except for Kori and Kim, who were excused. Kim Ponziani, our M,W, F part time nurse is taking an extended leave of absence without pay until June 1st to care for her husband who is terminally ill. The staff meeting focused on welcoming new staff, documentation of daily codes, updating website and social media regularly, office etiquette with our "shared offices", policy review, vacation scheduling, and keeping a focus on "Continuous Quality Improvement."

City Meetings

February

I attended the Police, Health, and Fire Meeting to inform the council about the Total Solar Eclipse on April 8th, 2024, and I gave them the information that we have been being told from our emergency preparedness partners for the last year and a half about the potential impacts. I would say it was not received all that well, but I tried.

Mandi and I met with the mayor, law director, and Nikki about services, hiring using civil service (why aren't we?), and about fees that they may want to charge us in the future. The next meeting will focus on Civil Service with Thomas Palmer

Other

I was fortunate to attend a free 2-day leadership training that was put on through the Crawford Success Center in Bucyrus. My favorite session was about workplace communication, *Nothing is so simple that it cannot be misunderstood* -Freeman Teague, Jr. Those words are so true. I am trying to be more aware of the need to create boundaries and I am hoping that I provide: trust, compassion, stability, and hope to the staff.

Other tasks progressing include, but are not limited to:

- Performance Management System updates, wrapping up 2023, analyzing data, preparing for 2024 tracking
- Solar Eclipse Preparation
- Community Outreach plans
- Emergency Preparedness
- Preparing documentation for the annual report
- Coverage for staff out on vacation

Respectfully Submitted,

Andrea Barnes, Health Commissioner