**July 9, 2013**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, July 9, 2013, at Galion City Health Department. Board members present were Vice President *pro tempore* Dennis Long, Terry Gribble and Wendy Kerr, C.N.P. President and Mayor Tom O’Leary and President *pro tempore* Doug Schilling 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. Long called the meeting to order at 7:34 a.m.

**Approval of Agenda**

Dr. Novack recommended adding executive session for personnel review, adoption of the Avita Health System Community Health Assessment and the presentation of Mr. Jim Cox to the agenda. Mr. Gribble made a motion for approval of the agenda as amended. The motion was seconded by Ms. Kerr. The motion passed.

**Approval of Month Minutes**

Ms. Kerr made a motion that the minutes from the meeting be approved as amended with the correction of Ms. Kerr properly named. The motion was seconded by Mr. Gribble, and it was unanimously approved.

**Monthly Reports**

Dr. Novack stated that the mission of the Galion City Health Department is To Promote and Protect the Health and Well-Being of those we Serve.

1. Accreditation of the Galion City Health Department
   1. Next step: Community Health Improvement Plan
      1. Develop multi-stakeholder group
         1. Next meeting of Avita’s county-wide Health Assessment (Wellness Coalition) group is Fri July 10, 2013
         2. New city government is invited to participate in Wellness Coalition
2. Get Galion City’s fair share of PHEP funding restored- pending
3. Rationalize Nursing Functions
   1. Immunizations- Developing goals for immunization levels.
   2. School nursing
   3. Car seat education- see graphs
4. Implement grade level food health inspections on Galion City Health Department website- Ms. Zmuda will discuss
5. Implement electronic board document system- Blue sky…feedback?
6. Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures- Discussed with Alex Reed. Avita uses MS 365 Sharepoint. Would likely require an upgrade.
7. Implement use of credit card for payment of services- Sam’s Club and PNC Bank are most competitive at this time
8. Review, revise and convert into an editable electronic document the department personnel manual- pending
9. Develop set key metrics that the department will measure and track its performance
   1. Infectious diseases, May 2013
      1. Chlamydia- 2. YTD 16
      2. Hep C- 3. YTD 13
   2. Births, May 2013-
      1. Total- 31. YTD 183
      2. Low birth weight- 2. YTD 7
      3. <37 weeks gestation- 2. YTD 11
      4. Teen births- 2. YTD 12
   3. Death, May 2013-
      1. Total- 15. YTD 117
      2. Average- 74.48 YTD 80.32
      3. No opiate overdose deaths reported in June and for the 1st 6 months of the year
   4. Drug Overdose calls- none reported as of the time of Board meeting

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

**Old Business**

None for action

**New Business**

Vital Statistics Registrar/Business Services Officer/Receptionist Clerk- Dr. Novack presented a proposed change in the job description for the currently labeled position of Vital Statistics/Registrar. He recommended adding the responsibilities of Business Services Officer, Receptionist/Clerk, and Preparedness Clerk. Ms. Kerr recommended that the job description include the phrase “…and other duties as assigned.” The base pay for this new position is set at $15 per hour and is currently filled by Ms. Olivia Roston. Dr. Novack presented projected budget impact and that this change is within 2013 budgeted amount. Mr. Gribble made a motion for approval of the new position. The motion was seconded by Ms. Kerr. The motion passed unanimously.

Personnel Review- Mr. Gribble made a motion for executive session for personnel review. This was seconded by Ms. Kerr. The Board entered executive session at 7:57 a.m. The Board reentered regular session at 8:02 a.m. No business was transacted.

Adoption of Avita Health System Community Assessment- Dr. Novack recommended that the Board adopt the 2012 Avita Health System Community Health Assessment as its own. This adoption would allow GCHD use that health assessment for the purposes of its own planning, collaboration with other health systems, and preparation for accreditation. Ms. Kerr made a motion for approval. The motion was seconded by Mr. Gribble. The motion passed.

Galion St. Joseph Catholic School contract- tabled for one month

Crestline St. Joseph Catholic School contract- tabled for one month

Administrative Hearing Process- tabled for one month

Presentation by Mr. Jim Cox, Crawford 2020- Mr. Cox, project manager of Crawford 20/20 made a presentation for “Treat Tote.” He explained this program is aimed at engaging families with children of ages from birth to three years of age. The Board, by unanimous consent agreed that Galion City Health Department has a co-incident mission with this part of Crawford 2020 and that staff should seek ways to collaborate on this project.

Monthly Bills- Ms. Kerr made a motion for approval for monthly bills. Mr. Gribble seconded the motion. The motion passed unanimously.

**Adjourn**

Ms. Kerr made a motion for adjournment. The motion was seconded by Mr. Gribble. The meeting was adjourned at 8:30 a.m.

The next meeting will be held on Tuesday, August 13, 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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Dennis Long, Vice-President *pro tempore*