**September 16, 2013**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, September 16, 2013, at Galion City Health Department. Board members present were President *pro temp* Doug Schilling, Vice President *pro temp* Dennis Long, Terry Gribble and Wendy Kerr, C.N.P. Also present were Health Commissioner Dr. Steve Novack, Director of Nursing Sandy Crossland, R.N. Environmental Health Director Stephanie Zmuda, R.S. was absent. President, Mayor Tom O’Leary was absent and attending a state auditor meeting. Mr. Schilling called the meeting to order at 07:35 a.m.

**Approval of Agenda**

Mr. Long made a motion that the agenda for the meeting be approved as amended by adding the item of the Simply Clean contract. The motion was seconded by Mr. Gribble, and it was unanimously approved.

**Approval of Month Minutes**

Ms. Kerr made a motion that the minutes from the August 2013 meeting be approved. 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**

Dr. Novack stated that Public Health Accreditation Board (PHAB) standards are the framework that will guide the accreditation process. It will be the task of the leadership of Galion City Health Department (GCHD) therefore, to merge all activities through those standards.

* 1. **Standard 1.1** Participate in or Conduct a Collaborative Process Resulting in a Comprehensive Community Health Assessment-
  2. **Standard 5.2** Conduct a Comprehensive Planning Process Resulting in a Tribal/State/Community Health Improvement Plan. Staff are participating in Avita sponsored Community Health Improvement Plan (CHIP). Ms. Crossland and Zmuda are involved in the subgroup of Childhood Obesity; Dr. Novack the substance abuse subgroup.
  3. **Standard 3.1** Provide Health Education and Health Promotion Policies, Programs, Processes, and Interventions to SupportPrevention and Wellness- Ms. Zmuda participated in food safety at Galion City Schools. Galion City Health Department and Galion City Schools co-sponsored Level 1 food safety training on August 28 with 42 food employees in attendance from multiple health jurisdictions (28 Galion workers from 7 licensed facilities).

1. **Get Galion City’s fair share of PHEP funding restored-** pending further discussions with Crawford County General Health District (CCGHD)
2. **Rationalize Nursing Functions**-
   1. School Nursing- B. Hobson to contingent. New part-time hires (see below)
   2. Immunizations- reduced reimbursement time, increased utilization. Mr. O’Leary asks whether the Ohio Billable Project will require additional plans.
   3. Access to care
   4. Outbreak Reporting- none
   5. Workforce Development and maintenance of skills- school orientation for new hires.
3. **Implement grade level food health inspections on Galion City Health Department website-** 
   1. Ms. Zmuda in discussions with Gene Phillips at ODH. Ms. Zmuda mentioned that Crawford County General Health District is using window stickers.
4. **Implement electronic board document system-** BlueSky
5. **Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** IT planning in process.
6. **Implement use of credit card for payment of services-** Mr. Schilling reports on new options (see below)
7. **Review, revise and convert into an editable electronic document the department personnel manual-** see #6
8. **Develop set key metrics that the department will measure and track its performance –** 
   1. YTD income by end of August over $30,000. The BOH asks that income goals be set.
9. **Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey-** Dr. Novack states that this goal will be fulfilled with accomplishment of #1**.**
   1. Work with the Crawford County Wellness Coalition (see accreditation above)**.** Mr. Schilling asks that the six metrics used by the coalition be reported.
10. **Communicate other major operational issues to assist the Board in understanding the organization’s business dynamics**
    1. **Vital measures**:
       1. **Births 2013 through ----**
          1. **Total – 246**
          2. **Low-weight- 11 (2 in Galion)**
          3. **<37 weeks – 14 (4 in Galion)**
          4. **Teen Births- 22**
       2. **Deaths 2013 through** 
          1. **Total- 148 (Galion only)**
          2. **Average age of Death- 78.5**
       3. **Top 3 Causes of death- circulatory, respiratory, and neoplasms**
       4. **Reportable Diseases 2013 through July** 
          1. **Chlamydia- 22**
          2. **Hepatitis C, Chronic- 17**
          3. **Gonorrhea- 3**

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

**Old Business**

Credit Card discussion- Mr. Schilling recommends Elavon from United Bank. Mr. Long made a motion for approval. The motion was seconded by Ms. Kerr. The motion passed.

Administrative Hearing Process- Tabled for September. Mr. O’Leary recommends a work flow analysis be included.

**New Business**

Christine Diebler, R.N. for part-time nurse-

Kara Kimmerline, R.N. for part-time nurse-

B. Hobson, R.N. change of status from part-time to contingent-

Mr. Long made a motion for approval for all the personal changes. The motion was seconded by Mr. Gribble. The motion passed.

Approval for discussions with AOHC on One Office- Tabled

Simply Clean Bid- Mr. Gribble made a motion for approval. The motion passed.

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**Monthly Bills**

Ms. Kerr made a motion for approval of the monthly bills. Mr. Gribble seconded the motion. The motion passed.

**Adjourn**

The meeting was adjourned at 9:16 a.m.

The next meeting will be held on Tuesday, October 8, 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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Tom O’Leary, President/Mayor