

**Galion City Board of Health  
Galion City Health Department, 113 Harding Way East, Galion  
Friday, March 13, 2015 7:30 am  
Regular Meeting**

**Present:** Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, CNP, Board member; Ms. Katelyn Strickler, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ms. Stephanie Zmuda, Environmental Health Director

**1. Call to Order**

Mr. O'Leary called the meeting to order at 7:37 am.

**2. Approval of Agenda**

Mr. Long made a motion that the agenda be approved, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

**3. Approval of Minutes**

Ms. Kerr made a motion that the minutes from the February 20, 2015, regular meeting of the Galion City Board of Health be approved, seconded by Ms. Strickler. Motion passed unanimously by voice vote.

**4. Old Business**

**4.1 Board of Health – Membership & Officers**

The recent retirement from the Board of longtime member Doug Schilling left the President Pro Tem office vacant. Mr. Long nominated Ms. Strickler, and her election was unanimous by voice vote.

**4.2 Personnel Policy & Procedure Manual**

Ms. Factor discussed the need for completion of the project to revise the Personnel Policy & Procedure Manual. She suggested either scheduling a special meeting for the full Board to review proposed revisions, or naming a committee to review proposed revisions and make recommendations to the Board. Ms. Kerr and Mr. Long volunteered to sit on a committee for that purpose. They will meet with Ms. Factor at the Health Department office on Tuesday, April 7, 2015, at 7:30 am.

**5. New Business**

**5.1 Financial Reports**

Ms. Factor presented financial reports for the month of February. Ms. Strickler made a motion that the February financial reports be approved and bills paid, seconded by Mr. Cramer. Motion passed unanimously by voice vote.

**5.2 Communicable Disease Prevention & Control Reports**

Ms. Crossland prepared written communicable disease prevention and control reports for the Board prior to her resignation, and Ms. Factor presented them. Mr. O'Leary again voiced his concern about Hepatitis C and the public health response. He asked how communicable disease relates to the community health assessment (CHA). Ms. Factor advised there isn't a direct relationship. We are required to track reportable diseases and communicate that information to the state. The CHA and community health improvement plan (CHIP) which follows are community-wide. If communicable disease isn't identified as a community-wide priority in the CHA and CHIP, it can be addressed in this department's strategic plan. The strategic plan should have balance between the department's CHA- and CHIP-based responsibilities and operational initiatives (Board-determined priorities). Mr. O'Leary stated he doesn't believe the community will make the connection between Hepatitis C and the drug problem, and that there is a need to address both.

**5.3 Monthly Reports**

Ms. Factor advised during the Health Commissioner's report that \$4.2 million in additional funding will be made available statewide for Ebola planning. Personal protective equipment will be purchased for both departments by Crawford County General Health District through the Public Health Emergency Preparedness (PHEP) grant. The local health department is responsible for monitoring the health status of travelers from Ebola-affected areas. Ms. Factor said there are plumbing and building issues that need to be addressed. She learned from Ohio Department of Health (ODH) Director Hodges at a recent Association of Ohio Health Commissioners (AOHC) meeting that ODH is moving toward providing no direct funding, that all funding will be provided by reimbursement based on deliverables. The departmental annual report will be presented at the April meeting.

Ms. Zmuda said February was a busy month in the food safety program with completing inspections for the 2014-15 license year, renewing licenses for 2015-16, and plan review for proposed new facilities and facilities undergoing changes in ownership. Ms. Zmuda is co-chair of the Crawford County Health Partners, the collaborative planning the upcoming CHA. A successful community kick-off meeting was held on March 5 with a robust turn-out. Contracts and MOUs are set to be in place by April 15, and survey questions will be selected in the coming months in order to be prepared for survey administration in early September. The Annual Financial Report and Quality Indicators reporting were submitted on March 2.

**5.4 Public Health Nursing**

Ms. Kara Kimerline has agreed to serve as Interim Director of Nursing until the vacancy can be filled. Mr. Long made a motion to that effect, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

School nursing contracts will be carefully reviewed and contact made with school administration to ensure needs are being met and contract language is appropriate.

**5.5 Employee Health Insurance**

Departmental personnel policy allows for health insurance coverage for new employees within 30-90 days after appointment. Ms. Factor requested that her coverage begin 30 days after her appointment. Mr. Long made a motion that Ms. Factor's health insurance coverage begin 30 days after her appointment, seconded by Ms. Kerr. Motion passed unanimously by voice vote. Mr. Long advised it is important to update the policy and procedure manual accordingly.

**5.6 Contingency Plan for Health Commissioner**

Ms. Factor will be attending a conference March 23-27, 2015, and requested that Ms. Zmuda be approved to sign payroll, and approve emergency expenditures with prior verbal permission from Ms. Factor during her absence. Mr. Long made a motion to that effect, seconded by Ms. Kerr. Motion passed unanimously by voice vote.

**5.7 Operational Plans & Policies/Procedures**

Ms. Factor said she will begin bringing policies to the Board for approval regularly, as there are many policies—required, prudent, or both— that are either nonexistent and/or due for revision. She will work toward shortening regular meetings to one hour. Some Boards of Health have committees/sub-committees for important topics like finances and policies, and the Board may want to consider creating that structure. Mr. O'Leary advised he wants a half-day retreat within 30-90 days to review goals.

**5.8 Food Safety Award**

Ms. Zmuda presented a newly-developed food safety award program for licensed entities. Data will be collected during a full license year, beginning with the current year; points can be earned for best practices, or deducted for violations observed during routine inspections. Facilities earning 90 or more points will be awarded a certificate to display, recognized for their achievements during a Board of Health meeting, and media notification will be made. Ms. Strickler made a motion to approve implementation of the program, seconded by Mr. Cramer. Motion passed unanimously by voice vote.

**6. Adjournment**

Mr. Long made a motion that the meeting be adjourned, seconded by Ms. Kerr. Motion passed unanimously by voice vote and the meeting was adjourned at 9:10 am.

**7. Next Meeting**

Tuesday, April 14, 2015, 7:30 am at Galion City Health Department

Respectfully Submitted,

  
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Trish Factor, Health Commissioner  
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Tom O'Leary, President/Mayor