

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, April 14, 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. Katelyn Strickler, President- Pro Tem; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ms. Stephanie Zmuda, Environmental Health Director

Guests: Rob Bean, Mackenzie Mack, Alexandria Ruff

1. Call to Order

Mr. O'Leary called the meeting to order at 7:34 am.

2. Approval of Agenda

Mr. Long made a motion that the agenda be approved, seconded by Ms. Strickler. No discussion. Motion passed unanimously by voice vote.

3. Approval of Minutes

Mr. Long made a motion that the minutes from the March 13, 2015, regular meeting of the Galion City Board of Health be approved, seconded by Ms. Strickler. No discussion. Motion passed unanimously by voice vote.

4. Old Business

4.1 Personnel Policy & Procedure Manual

Ms. Factor discussed the need for additional special meetings in order to review and revise the Personnel Policy & Procedure Manual. One meeting was held in which Ms. Factor and Mr. Long were able to clarify historical points as well as previous BOH discussions. This meeting allowed for forward progression on the project; additional meetings will benefit in much the same way.

4.2 Operational Plans & Policies/ Procedures

Mr. O'Leary had requested at the March 13, 2015, meeting that the Board of Health have a half-day retreat to review goals. Mr. O'Leary was able to clarify that this retreat would be to determine operational goals and priorities until a formal Strategic Plan was put in place. Ms. Factor had discussed that a Strategic Plan is typically developed after a Community Health Improvement Plan; which is derived from the Community Health Assessment (a process which we are currently in).

Ms. Factor discussed the potential for a set of Board of Health By-Laws to be drafted. This would be beneficial to Board of Health members as a reference document to help guide them when necessary. Topics may include, but are not limited to, BOH responsibilities, meeting attendance requirements, pay, continuing education requirements, ethics, confidentiality, etc.

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.

Ms. Factor explained an expense that was inadvertently drafted from the Health Departments funds. This expense was recovered as of April 13, 2015. However, because it was noted in the financial reports, she wanted to clarify. Mr. Long made a motion that the financial reports be approved, seconded by Mr. Cramer. Motion passed unanimously by voice vote.

5.2 Monthly Reports

Director of Nursing – Ms. Factor presented the Nursing report prepared by Interim Director of Nursing Kara Kimerline. She advised work is being done to bring BCMH billing up to date. The school nursing contracts are currently under review in order to prepare for the 2015-16 school year. Ms. Factor said a tracking system has been developed for vaccine inventory. Work is also being done with the hospital and labs to streamline communicable disease reporting.

Environmental Health Director – Ms. Zmuda said she recently identified a need for food safety training at the local level. She will work to develop training to meet the need. This department has submitted intent to participate as a beta test site in an Ohio Department of Health drowning prevention pilot project. This

department was awarded by Galion Safety Council a 100% award for working throughout 2014 without an injury or illness resulting in a day away from work.

Health Commissioner – Ms. Factor was the opening speaker and designed and presented an exercise at the Preparedness, Emergency Response, and Recovery Consortium (PERRC) Planning Committee conference in March. She surprised staff with a breakfast celebration at the April staff meeting in honor of National Public Health Week. Quotes are being gathered for building repairs and office space projects; project completion will be based on budget review. Ms. Factor is attending AOHC Health Commissioner University. She is also working on a Workforce Development Plan for staff.

5.3 Director of Nursing- Approval of Hire

Ms. Factor asked that the Board approve the hiring of Ashley Smith, RN, BSN. Ms. Strickler made a motion that the hiring of Ms. Smith be approved, seconded by Mr. Cramer. Motion passed unanimously by voice vote.

5.4 Community Health Assessment (CHA) MOU

Ms. Zmuda advised Crawford County Health Partners, the collaborative working toward a CHA, is finalizing arrangements. Avita Health System will be the fiscal agent for the collaborative and will enter into a contract with Hospital Council of Northwest Ohio, the vendor chosen to conduct the assessment. Project funders will then have MOUs in place with Avita. Mr. Long made a motion to allow Ms. Factor to sign the CHA MOU, seconded by Ms. Strickler. Discussion: there was some concern that the version of the MOU before the Board was in draft form and that they want to see the final version being signed. It was agreed that the final version would be emailed to all Board of Health members. Motion passed unanimously by voice vote.

The next CHA meeting will be held Tuesday April 21, 2015 from 2-4 at Galion Hospital.

5.5 School Nursing Contracts

Ms. Factor discussed the review of existing school contracts in preparation for the creation of contracts for the upcoming 2015-2016 school year. Ms. Factor noted that there was conflicting verbiage noted within contracts and various other pieces to be worked out. Mr. O'Leary suggested utilizing the city Law Director when/ if necessary. Ms. Factor agreed that these contracts should be run through the Law Director. Ms. Factor hopes to be able to get in touch with each superintendent in order to work through these contracts and have everything in place for the school nursing program in a timely manner.

5.6 2014 Annual Report

Ms. Factor had noted during the March 13, 2015 meeting that no Annual Report had been created. Since that time, data had been collected and an Annual report for the Galion City Health Department was completed.

Ms. Strickler made a motion to accept the 2014 Annual Report, seconded by Mr. Cramer. Discussion: the report was well liked by BOH members and it was agreed that this should be maintained as an annual report. Motion passed unanimously by voice vote.

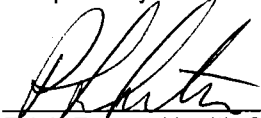
5. Adjournment

Mr. Long made a motion that the meeting be adjourned, seconded by Mr. Cramer. Motion passed unanimously by voice vote and the meeting was adjourned at 8:45 am.

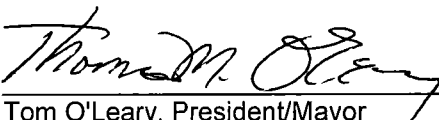
6. Next Meeting

Tuesday, May 12, 2015, 7:30 am at Galion City Health Department

Respectfully Submitted,



Trish Factor, Health Commissioner



Tom O'Leary, President/Mayor