

**Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, August 11, 2015 7:30 am
Regular Meeting**



Present: Ms. Katelyn Strickler, President-Pro Tem; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Stephanie Zmuda, Environmental Director; Ashley Smith, Director of Nursing

Guests: N/A

1. Call to Order

Mr. Long called the meeting to order at 7:31 am.

2. Approval of Agenda

Motion to approve the Agenda by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken. Motion Passed.

3. Approval of Minutes

Motion to approve the minutes from the July 14, 2015, meeting by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken. Motion Passed.

4. Approval of Finance Reports/ Warrants

*The financial reports could not be reviewed or approved at the meeting. The City Auditor's Office had not yet completed month-end for July, therefore departmental financial reports could not be completed. Once month-end is completed by the Auditor's office, the reports will be completed.

5. Monthly Reports

5.1 Health Commissioner's Monthly Report

Ms. Smith presented the Health Commissioner's report as Ms. Factor was away at training.

Summer staff meetings continue to allow the department to work through various aspects of daily operations in order to become more efficient and effective. We are also working on aligning documentation methods in order to better prepare ourselves for accreditation; well-informed, accurate costs analysis, and strategic planning.

A comparison document for the budget bill was provided on BlueSky. Ms. Factor encouraged, via her written report, Board members to contact her with questions or for more information.

Ms. Factor met with John Swain to go over the renovation needs for the department and he approved all of them that were discussed. Additional quotes for office space projects have been solicited and should all be in before the end of August. Renovations may be done in phases according to priority and client needs, and as financial resources allow.

Ms. Factor was able to do a conference call with the Vice President of the Network of Care site following training that she and Ms. Smith attended. Galion City Health Department's data site is now up and running and we have the ability to go in and add various things (i.e. annual reports, CHA/ CHIP, announcements, etc.) Residents are also able to input their medical history, medication lists, etc., on their own secure personal health record (PHR). The site can be viewed at <http://galion.oh.networkofcare.org/ph/>. Ms. Factor requests input about from Board members about the site, desired additions, etc. Our website will have a link to the Network of Care site and there will be a press release about the uses of the data and the PHR. This was a free project!

The Workforce Development Plan is under development and Ms. Factor hopes to have a draft to share soon. Staff will be able to follow and will be held accountable for training requirements incorporated within. This plan will also include the training plans for newly hired employees. All staff currently has access to online training portals.

Ms. Factor is currently attending APIC Training (08/10-14/15), an intensive epidemiology course that includes infection prevention fundamentals. A representative from each department in the Central Planning Region is attending. The costs of the course, travel, and meals are being covered through local and regional Ebola funding, otherwise attendance would be cost-prohibitive.

Ms. Factor and Ms. Smith attended Personal Protective Measures for Biological Events training on 07/15/15. The course is designed to ensure that they have the information and resources needed to properly prepare for and respond to infectious disease outbreaks such as Ebola, and to collaborate with the healthcare sector through participation in regional healthcare coalitions. Ms. Smith said it was a good experience to learn more about personal protective equipment (PPE) and practice donning and doffing PPE.

5.2 Nursing Monthly Report

Ms. Smith said BCMH field nurse case manager Mindy Schwartz will be coming on 4 separate days in August to do in-depth training on the BCMH program. Trainings for nursing staff in August and September include the following: Hearing and Vision Training in Medina on 08/13/15 for Ms. Smith, Ms. Kimerline, and Ms. Swinehart; Immunization Conference in Columbus on 09/15/15 for Ms. Smith; ODH Orientation for Nurses New to Ohio Schools for Ms. Kimerline 09/16/15-09/18/15; and the National Child Passenger Safety certification course for Ms. Smith in September. Following Ms. Smith's successful completion of the car seat certification program, the department will have 2 certified technicians.

Ms. Smith reported Galion City Schools, Galion St. Joe's and Crestline St. Joe's have all signed the nursing contracts for the upcoming school year. Ms. Kimerline completed the ODH "Epinephrine Autoinjectors on Ohio Schools: Train the Trainer Program for School Nurses" and she will be doing an in-service for the teachers on epi-pens and seizure precautions. The epi-pen training is contingent on the school having an epi-pen policy in place, which they do not at this time. Mr. Long advised he forwarded a sample epi-pen policy to Superintendent Mark Stefanik, and the issue will be on the agenda at the next meeting of the Board of Education.

GCHD was involved in Safety Town as presenters in August. Positive feedback was received about our presentations and Safety Town in general. Ms. Swinehart participated in the WIC Baby Shower at Avita Hospital and she is taking the Buckle Bear presentation to St. Paul preschool.

Ms. Kimerline is orienting Ms. Smith to ODRS in order for her to take over the daily monitoring. August communicable disease statistics: 10 Hepatitis C and 5 Chlamydia.

TDap is a requirement for the students entering the 7th grade so the department will hold a TDap clinic on 8/12/15, and an additional immunization clinic is planned for 08/19/15 to accommodate kids needing back to school/college immunizations. Flu clinics will be held at the Golden Age Center and Grace Point Church this season. The companies that have expressed interest in having us come in to do flu shots are Galion LLC, Buckeye Pump, Central State and Carter Machine. Ms. Strickler inquired about how immunization clinics are advertised. Ms. Smith said Facebook, our website, the Time Warner Cable channel, and Galion Inquirer media outlets will be used.

6.3 Environmental Monthly Report

Ms. Zmuda shared information regarding a new food service operation in the city and one undergoing a change of ownership.

Fourteen new public health nuisances were reported in July, all based on solid waste complaints. Ms. Zmuda presented a Crawford County Municipal Court activity summary that included 3 properties.

Ms. Zmuda said she appreciated the opportunity to attend the Accreditation Learning Community held in July. The grant-funded series of events has been held during the past 3 years, with the last event planned for September. They have been excellent opportunities to learn from and network with subject matter experts and representatives of local health departments at all levels of accreditation preparedness, including some that have achieved accreditation.

6. New Business

6.1 Saint Joseph Catholic School-Galion Nursing Contract

Motion to approve entering into contract with Saint Joseph Catholic School-Galion to provide nursing services as presented by: Ms. Kerr Second by: Ms. Long Abstentions: N/A

A Roll Call Vote was taken.

O'Leary – absent Long- Y Kerr- Y Strickler-Y Cramer-Y

Motion Passed.

6.2 Public Records Policy

Motion to approve the Public Records Policy, and all subsequent revisions as approved by the Health Commissioner, as presented by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken. Motion Passed.

6.3 Confidentiality Agreements

All staff have signed the Confidentiality Agreement; Board members present at the meeting signed Confidentiality Agreements as well.

6.4 Biennial Budget Bill (HB 64)

Ms. Zmuda highlighted some points of interest in the budget bill. Preventing infant mortality is a high priority statewide due in part to Ohio's high rate of infant mortality as compared to other states and the national average. Ohio local health departments' quality indicators and national PHAB standards include infant mortality prevention objectives and programming. The Health District Licensing Council is now an option for local jurisdictions rather than a requirement. There is a provision in the bill that allows for food service operation license revocation is 3 or more Smokefree Workplace violations are documented within a 2 year time frame, or if an operator fails to pay a related fine of \$1,000 or more. There is also a requirement that the Legislative Committee on Public Health Futures ("Committee") be reconvened in order to review the 2012 Public Health Futures report that detailed the Committee's exploration of new ways to structure and fund local public health, and provide an updated report by 01/31/16.

7. Executive Session

There were no motions to go into Executive Session.

8. Next BOH Meeting

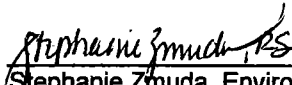
The next Board of Health meeting is set to take place on September 8, 2015, at 7:30 am in the Galion City Health Department Board Room.

5. Adjournment

Motion to adjourn was made at 8:30 am by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken. Motion Passed.

Respectfully Submitted,


Stephanie Zmuda, Environmental Health Director


Katelyn Strickler, President Pro Tem