

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, September 23, 2015 7:30 am
Regular Meeting



Present: Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Ms. Katelyn Strickler, President- Pro Tem; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Mr. Dennis Long, Board Member; Ms. Trish Factor, Health Commissioner

Guests: N/A

1. Call to Order

Mr. O'Leary called the meeting to order at 7:33 am.

2. Approval of Agenda

Motion to approve the Agenda by: Mr. Long Second by: Ms. Kerr Abstentions: N/A
A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

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

Motion carried.

4. Public Comment

No public was in attendance and therefore there was no public comment.

5. Approval of Finance Reports/ Warrants

Motion to approve the July and August 2015 Finance Reports and Warrants by: Mr. Long Second by: Ms. Kerr
Abstentions: N/A
A Roll Call Vote was taken.

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

Motion carried.

6. Monthly Reports

6.1 Health Commissioner's Monthly Report- Ms. Factor reported
Staff Meetings

We have been working on aligning documentation methods in order to better prepare ourselves for Accreditation. We have been clarifying and reworking daily time codes to allow us to better produce an accurate cost analysis.

The November staff meeting will include Dr. Metzger (medical director) and allow for questions, standing orders to be discussed, and potential skills assessments.

Funding

We have been assessing where we are at in the budget for 2015 and beginning to plan for 2016. A number of grant opportunities are being considered based on our ability to meet requirements. The department also participated in the MAC time study August 10-16, 2015; this was the first week for the state fiscal year 2016.

Building

Quotes for office space projects are being reviewed. Not all renovations may be done at the same time; we may need to take it step by step. However, we are prioritizing the projects based on the needs of the clients we serve.

There is also some basic maintenance for the building that hasn't been done (i.e. cleaning of filters/ vents, lighting/ ballasts going out). Ms Factor also brought up the "Efficiency Smart" evaluation that the city had completed in 2014 and discussed the need to move forward with lighting corrections due to all the current issues.

Network of Care

Reminder: The Galion City Health Departments 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 can also

input their medical history, medication lists, etc on their own secure PHR page (Personal Health Record). To take a look at the site and provide feedback go to <http://galion.oh.networkofcare.org/ph/>. please feel free to let Trish know if there is anything you would like to see added; play around with it a little bit. Once we have it set up as we want it, we will link it to our webpage and do a press release about the uses of the data and the PHR. *This was a free project!

Trainings/ Workforce Development

APIC Training (Intensive EPI 101 & 102)

Ms. Factor attended this course on 8/10-14/15. This course compressed infection prevention fundamentals from the EPI@ 101 and 102 classes into a 5-day interactive intensive learning experience. I was able to learn the newest terminology and current definitions and hear about the regulatory issues of importance today and in the future. Areas of emphasis included how to prepare surveillance and risk assessment plans, regulatory compliance, preventing transmission of infectious diseases, how to handle employee exposures and evidence-based interventions to prevent or reduce risk. Many of the pieces learned will be put into action through policies/ standing orders as well as with any construction that may occur.

AOHC Public Health Combined Conference

Ms. Factor will be attending the required Public Health Combined Conference September 28-30th.

Continuous Quality Improvement

Additions and/or revisions to the plan will continue to be made and a draft plan to share with the BOH should be completed soon.

Ms. Factor is hoping this will be finalized before the end of the year.

Personnel Policies and Procedures

No additional information has been obtained: Additional updates and/or revisions are being considered based on knowledge gained through research. Trish continues to work with the City Law Director in order to clear up the status of City Health Department Employees; this is highly important in terms of numerous aspects of personnel policies and overall administration of the department. The legal opinions and aspects have put this process in a holding pattern in some regards.

Outreach

Ms. Factor shared that the GCHD is participating in the "Come Home to Galion" celebrations on December 5, 2015. The Health Department will be the lead for the youth coloring contest.

Other

Ms. Factor wanted to bring up the fact that Dr. Metzgers (Medical Director) contract ends December 31, 2015. She has sent the current contract to Dr. Metzger to review and Ms. Factor is reviewing as well. They will make any necessary changes and have it run through the city's Law Director. It will then be presented to the Board for contract approval. Ms. Factor stated that she would like to have the contract signed before the end of 2015 in order for it to go into effect January 1, 2016. She also wanted to make the Board Members aware of the great job Dr. Metzger is doing and that she is learning her role and becoming more involved.

6.2 Nursing Monthly Report- Ms. Factor reported for Ms. Smith BCMH

Theresa and Ms. Smith completed the 4 day training provided by our BCMH field nurse case manager Mindy Schwartz. In the time Mindy spent with us, she got a good feel for where we are currently at with our BCMH program. She encouraged us to "start over" from this point on. In 2014 we billed and were reimbursed approximately \$1200 from BCMH. The nurses were not able to give this program the attention it needs for various reasons. Our case load number has dropped for that reason. There is room for great improvement in this program and we are dedicated to revitalizing it. The plan moving forward is to have at least 2 days for Theresa to focus on BCMH with minimal interruption if possible. By putting the time in, we will be able to serve these children and their families in the appropriate way and in turn be able to increase our reimbursement from this program.

SCHOOL NURSING

-Chris will be covering both Galion and Crestline St. Joe's buildings.

-Kara has had a very busy start to the school year. She will be in the district Monday-Thursdays and Chris will be covering on Fridays and as needed.

EDUCATION/OUTREACH

-Theresa, Kara and MS. Smith completed the ODH Vision and Hearing conference on 8/13/15.

-Kara represented GCHD at the Primary School open house on 8/21/15. The material available to families covered immunization information, car seat safety and safe sleep.

-MS. Smith attended the Child Passenger Safety certification course the first two weeks of September. She also attended the Immunize Ohio Conference on 9/10.

- Kara attended the ODH Orientation for Nurses New to Ohio Schools 9/16/15 thru 9/18/15.

-Theresa is taking Buckle Bear to St. Pauls preschool in September. She was also approached by the

YMCA to present there for the pre-school class, also in September.

IMMUNIZATION CLINICS

-Scheduling appointments continues to be a positive change for us. We are able to prepare ahead of time (pulling charts, insurance verification, determining what vaccinations are needed, making sure we have the needed vaccine in stock, patient education, etc). We have been able to fit walk-ins into the day if they prefer not to set up an appointment.

-Effective January 1, 2016, state-purchased vaccine will no longer be available to local Health Departments. At that time health departments will have to purchase their own vaccine supply for insured individuals. While GCHD is prepared for this change, we have learned from ODH that the program that we use to bill insurance companies (ImpactSIIS) will no longer be an option effective 6/30/2016. For this reason, GCHD has applied for one time GRF Funding available through ODH. If awarded, these monies would be put towards initiating a new billing system.

FLU CLINICS

- Our current community clinics are at The Golden Age Center on 10/5 from 9-11 am and 1-3 pm. Grace Point on 10/8 from 1-5 pm. We are adding a Saturday clinic that will hopefully be beneficial to families that cannot make it during the week. That is at Grace Point on 10/31 from 9-noon. To this date, there are no known delays in the shipment of the vaccine.

CAR SEAT SAFETY

-Ms. Smith has completed the CPS Certification classes.

ODRS

-MS. Smith met with the nurse at Morrow County Health Department who manages their communicable disease reporting to learn more about the correct way of monitoring and reporting. Also, she will be meeting with the nurses at the Crawford County Health Department and Joyce Weaver the infectious disease nurse for Avita on 9/23 (today) for more training.

Communicable Diseases to Report: 2 Hep B, 8 Hep C and 2 Chlamydia for 8/2015

6.3 Environmental Monthly Report- Ms. Factor reported for Ms. Zmuda

Food Safety

Ms. Zmuda will be collaborating with Karim Baroudi, RS, Food Safety Program staff with Ohio Department of Health and Masters of Public Health student at Northwest Ohio Consortium for Public Health, on a quality improvement project in our food safety program. The project will be the basis of Karim's scholarly project for his MPH program. It will benefit the department in a number of ways, including moving us in the direction of accreditation readiness. Components of the project include:

- Developing a Level 1 certification course in food safety. Upon receiving course approval from ODH, I will be able to teach the course and certify successful participants.
- Developing procedures and protocols for achieving compliance with laws or enforcement actions (PHAB 6.3.1(2))
- Developing a risk-based protocol or algorithm for scheduling food safety inspections (PHAB 6.3.2(1))
- Developing a reporting template for the food program's annual reports that summarizes complaints, enforcement action, and compliance (PHAB 6.3.4(1))
- Developing a process improvement system for food safety program enforcement action (PHAB 6.3.4(2))

The estimated time of project completion is December 2015.

Public Health Nuisances

Seven new public health nuisance cases were reported in August: solid waste (6), and vector (1). Several changes have been made to the program to reduce cost and increase efficiency: maintaining electronic rather than paper files, and receiving electronic shipment information for certified mail.

Crawford County Municipal Court activity summary:

355 Cherry Street – Case referred for prosecution; hearing set for 09/15/15

436 Hensley Avenue – Case referred for prosecution for a 2nd offense; hearing set for 09/15/15

516 Second Avenue – Defendant pled guilty during a hearing on 08/11/15; \$250/\$250 was suspended pending completion of clean-up by 09/12/15. Review hearing set for 09/15/15.

Upcoming/ Recent Events

Posey D's restaurant opening – 09/08/15

Family Dollar store closing – 09/24/15; store re-opening as Dollar Tree – 10/09/15

Galion Oktoberfest – 09/24-26/15

Accreditation Learning Community – 09/29/15

7. New Business

7.1 Resolution #2015-141

Motion to approve Resolution #2015-141; A Resolution to Define the Composition of the Galion City Health Department Board of Health, as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

Ms. Factor explained that this resolution was being brought forward due to the change in Ohio Revised Code. Since the GCHD does not have a District Licensing Council, we will then appoint a 5th Board of Health Member.

A Roll Call Vote was taken.

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

Motion Passed.

7.2 Resolution #2015-142

Motion to approve Resolution #2015-142; A Resolution to Establish a Fee for Food Protection Certification Course, as presented by: Ms. Kerr Second by: Mr. Long Abstentions: N/A

Ms. Factor was asked a number of questions regarding this course. She explained that this is a course that was requested by currently licensed food service operators and we were developing it to meet a need presented by the community. When asked if this was going to be required, she stated that this is a voluntary course; however individuals completing the course will receive a certificate. She also made a point to express to the Board that the Ohio Department of Health would have to approve the course material being presented prior to any course offering. Ms. Zmuda is working with an ODH staff member to develop the materials. The ability to offer this course provides the GCHD an opportunity to educate Food Service Operators and hopefully reduce the amount of violations seen in facilities.

A Roll Call Vote was taken.

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

Motion Passed.

7.3 Board of Health Continuing Education

Ms. Factor reminded the Board Members that Ohio Revised Code 3701.342 (G) Requires the Annual completion of TWO HOURS of Continuing Education by each member of a Board of Health. The minimum standards shall provide that continuing education credits shall pertain to ethics, public health principles, and a member's responsibilities. Credits may be earned in a number of ways. Ms. Factor thanked Mr. Long for having completed his hours and submitting his certificate. Ms. Factor made electronic training available to assist in the completion of this requirement. There was discussion amongst Board members regarding how to fulfill this requirement in the future. Suggestions included a half day retreat, adding time onto each BOH meeting, continued independent study, or a combination of these. No decision was made regarding how to proceed but will be looked at prior to 2016.

7.4 Accreditation

Motion to approve the needs assessment for a new position of Accreditation Coordinator as presented by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

It was questioned why this was needed and whether it would be a FT or PT position. Ms. Factor stated that is the reason for the needs assessment; to determine how best to utilize staff and if we need additional. It was also pointed out that we would be losing a staff member next year due to retirement and those factors into staffing decisions. Mr. O'Leary asked that Ms. Factor contact the Crawford County Health Department to consider the sharing of staff as this was discussed previously (during merger discussions); the potential for a countywide accreditation coordinator. Ms. Strickler asked if it could potentially be a contracted position. Ms. Factor said that she preferred it to be a staff member, but a contract wasn't out of the question. Ms. Factor asked that Board members send her any additional questions they would like to see addressed in the assessment as soon as possible; if a new position is added it would need to be budgeted for 2016. Mr. O'Leary stated that he did not believe the city would approve the funding for the new position.

A Roll Call Vote was taken.

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

Motion Passed.

7.5 Building Construction

Bids were received from contractors for the construction/ renovation of clinical and office space. Ms. Factor was asking for approval to expend funds in excess of \$5,000.00. Lengthy discussions regarding steps needed to be taken by the city and the Board wanting to see the quotes occurred.

Mr. Long made a motion to table this discussion and requested that quotes be reviewed by Board members prior to the next BOH meeting; Ms. Strickler seconded.

Mr. Long asked that Ms. Factor invite other affected city department heads to the next meeting in order to allow for any questions to be asked.

A Voice Vote was taken.

Motion carried.

7.6 IT

Bids were received by potential vendors for IT services. Ms. Factor was asking for approval to enter into new and/or renew agreements for IT services. Ms. Strickler and Mr. O'Leary questioned the need for this. Ms. Factor explained the various issues that the department was running into with their current vendor. Mr. Long stated that the Board should see the proposals prior to approving.

Ms. Strickler made a motion to table this discussion and requested that quotes be reviewed by board members prior to the next BOH meeting. Mr. Long seconded.

Ms. Kerr wanted to state that this is an operational function of the department and believed that Ms. Factor should be able to determine if this is truly a need as she was hired to run the daily operations of the department.

A Voice Vote was taken.

Motion carried.

7.7 Issue 2&3

Ms. Factor presented two documents to describe competing issues on the ballot that many public health professionals are being asked about. The documents provide further information regarding what is contained within these bills as well as guidance on Boards taking a position on the Marijuana Ballot Issue.

Discussion ensued as to whether or not the Board should take a position. Ms. Factor stated that she would like the Board Members to look through the documentation and consider the pro's and con's of action. She also emphasized that it is her belief that public health's role is to educate the public regarding the health related topics on both sides of the issue. She suggested that if after reading the documentation they feel the Board would like to take a position then we could address it at the next meeting.

7.8 Smokefree Workplace Enforcement

Motion to approve the Health Commissioner to enter into a contract with the Ohio Department of Health; renewing the Galion City Health Department's designation for Smokefree Workplace Enforcement as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

Ms. Factor shared the statistics of how much enforcement had been done over the previous timeframe and what the current open actions were. She stated that it was minimal time consumption and that the ODH would provide payment for completed investigations.

A Roll Call Vote was taken.

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

Motion Passed.

7.9 Intern/ Scholarly Project

Ms. Factor shared that the GCHD had accepted two students to work as "interns" for the department. Both students are Masters in Public Health Candidates. An Epidemiology intern will be completing 275 hours of an internship and an Administrative Public health student will be completing a scholarly project within the Environmental Division.

8. Executive Session

There were no motions to go into Executive Session.

9. Next BOH Meeting

The next Board of Health meeting is set to take place on October 13, 2015 at 7:30 am in the Galion City Health Department Board Room.

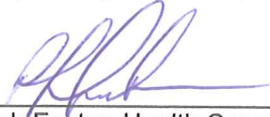
10. Adjournment

Motion to adjourn was made at 9:40 am by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Tom O'Leary, President/Mayor