

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, January 12, 2016 7:30 am
Regular Meeting



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

Guests: Ms. Paula Durbin, resident

1. Call to Order

Ms. Kate Strickler called the meeting to order at 7:39 am.

2. Approval of Agenda

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

Motion carried.

3. Approval of Minutes

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

Motion carried.

4. Community Member Comments

Paula Durbin had comments during the discussion of 2016 food service operation/retail food establishment fees (see below).

5. Approval of Finance Reports/ Warrants

The December finance reports were not able to be completed at the time of the BOH meeting. The city Auditor's Office had not yet completed month end for December, therefore the financial reports could not be pulled to verify our information and add any expenses not paid directly by the health department. Once the month is ended by the Auditor's Office, these reports will be completed.

Motion to approve the November 2015 Finance Reports and Warrants by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Long- Y Strickler-Y Cramer-Y

Motion carried.

6. New Business

6.1 2016 Staff Pay Rate

Ms. Factor shared with the BOH that although previous approvals for pay increases had taken place; the city notified the GCHD office that they were unable to change the rate of pay. The rate of pay was unable to be changed due to a lack of signature from the mayor/ BOH present on the city's "personnel Action Form". Discussion ensued regarding whether or not the mayor had the ability to override the Board of Health; especially since the Health Department staff are not technically city employees (as they operate under an independent Board appointed by the mayor (ORC 3709.05)). Board of Health members discussed course of action options and it was decided that a letter from the voting Board of Health members would be sent to the Mayor and copied to the city Auditor (since it was an employee under his office which stated the change could not be made without signature). This letter would entail the dates and the voting outcomes of all three times that raises were approved as well as asking that the "Personnel Action Forms" be signed and pay rates be altered accordingly and retroactively.

Discussion regarding the relationship between the Board of Health, the Mayor, City Council, and GCHD staff was briefly discussed. It was explained that many questions needed to be answered in terms of how the relationships legally fall and that once answers were obtained the Board of Health would create a set of By-

laws by which to operate. A time in which to meet to discuss these issues and begin working on By-laws was TBD.

Motion to approve a 1.5% base pay increase for Galion City Health Department staff effective January 1, 2016 as presented by: Mr. Cramer Second by: Mr. Long Abstentions: N/A
A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.2 2016 Proposed Food Service Operation/ Retail Food Establishment Fees

Ms. Zmuda asked that this meeting be considered a **public hearing** for food fees. She also stated that 3 readings were no longer required and asked that the fees be voted on and approved at this meeting. Ms. Zmuda previously provided an explanation on fee setting and how numbers are brought about using the Ohio Department of Health's spreadsheet for cost analysis. This was the second reading of the proposed fees.

Community member Paula Durbin had a question regarding whether or not all food handlers were required to be trained in food service. Ms. Zmuda explained that not all individuals working within a food service operation were currently required to be trained; however for facilities that are newly-licensed since March 1, 2010, have been implicated in a foodborne illness outbreak, or have a documented failure to maintain the facility in compliance with the food code, there is a requirement for one person in charge per shift to be certified in Level 1 food protection. Ms. Durbin spoke to her belief in the importance of training and certification. There were no other comments at that time.

Motion to approve Resolution #2016-143 A resolution to establish license fees for food service operations and retail food establishments for the license year 2016, and repeal Resolution #2015-134 as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A
A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.3 Quality Improvement Plan

Ms. Factor presented the Quality Improvement Plan for adoption by the BOH. There were no questions.

Motion to approve the Galion City Health Department Quality Improvement Plan as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A
A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.4 Group Purchasing

Ms. Smith explained that our previous methods of purchasing would be seeing a spike in pricing. She stated the BOH had previously approved entering into a Group Purchasing Organization (GPO) under the former Director of Nursing; however no GPO had been joined. Ms. Smith said that she wanted to follow through with this in order to ensure that we could financially sustain the programs and level of care provided to the citizens.

Motion to enter into a Group Purchasing Organization for the purpose of purchasing vaccine and other medical goods and services at discounted rates as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-Y

Motion carried.

6.5 Board of Health Continuing Education

Ms. Factor requested that all BOH members submit their verification of course completion. Ms. Factor reminded all BOH members that ORC 3701.342 (G) requires the annual completion of 2 hours of continuing education credits by each BOH member. The continuing education must pertain to ethics, public health principles, and/or member's responsibilities. All members in attendance at the time submitted, or had previously submitted, their sign-off.

7. Monthly Reports

7.1 Health Commissioner's Monthly Report- Ms. Factor reported

Funding

Our staff has done an outstanding job working through the budget process and adjusting/ adapting to the various changes that have come our way.

The final totals that were shared with us by the State Auditor were as follows:

<u>Account Description</u>	<u>2016 Budget</u>	<u>Difference from 2015 Budget</u>
Total Contractual Services	\$82,395.00	-24.44%
Total Materials and Supplies	\$39,340.00	-26.88%
Total Capital Outlay	\$0	-100%
TOTAL HEALTH DEPARTMENT	\$121,735.00	-25.24%
Salaries	\$312,900.00	14.91%
Benefits	\$128,800.00	42.29%
TOTAL OPERATING COSTS	\$563,435.00	7.19%

Future BOH Meetings

During the December 2015 BOH meeting a document with a list of 2016 BOH meeting dates was shared. I was notified of a few conflicting dates and would like to get those rescheduled. Suggested dates are below; dates that have been changed are noted in Red.

January 12, 2016

February 9, 2016

March 15, 2016

April 12, 2016

May 17, 2016

June 14, 2016

July 12, 2016

August 9, 2016

September 13, 2016

October 11, 2016

November 8, 2016

December 13, 2016

BOH members asked that this updated listing be sent out by Ms. Factor.

Building

No further definitive news regarding the building or future modifications and/or repairs.

Accreditation

The Accreditation Team is meeting after each Board of Health meeting. Progress on large documents is still being made. Various changes in day to day functions continue to be adjusted in order to better meet requirements and also to better serve our clientele.

Personnel Policies and Procedures

Continued work is being done. Some surveys and further cross references PHAB requirements are taking place.

Administrative

Job descriptions have been reviewed and updated; these incorporate Public Health Core Competencies as required by PHAB.

Personnel evaluations have been completed. These were developed to incorporate individual goals & objectives, evaluation of the Core Competencies, training needs, licensure verifications, evaluation of job duties/ responsibilities, etc.

Evaluations of our technology equipment and software have been conducted and repairs are in progress. Various issues regarding our former IT contractor have been noted.

Outreach

The Wash Your Paws for Santa Claus campaign went better than expected. We had hundreds of entries into the coloring contest. We worked with the primary school and 7 winners were selected. Winners have been invited to ride (with their parents) in the Come Home to Galion parade. The Health Department had a horse drawn wagon take the along the parade route.

ODH Updates

Effective July 1, 2016, state provided internet and email with no longer be provided free of charge to local health departments. ODH is currently conducting a cost analysis to determine how much it would cost each department in order to maintain those services.

Based on the results of this cost analysis the GCHD may wish to look to other providers for these services. Further information will be provided as we get more details.

PHAB (Accreditation) requirement: ODH addressed this issue directly on a recent conference call and discussed actions moving forward. Director Hodges stated that he does not have a secret Bill, but has a number of ideas. He said that local health departments deserve certainty, flexibility, and autonomy. It was said that through legislative actions for the next state budget period that the language in revised code would provide certainty in regards to Accreditation; a change from "may" to "shall" would provide that certainty. In terms of the flexibility and autonomy, it was stated that the Director was not seeking to create regional hubs around urban areas, that he wants a system where decisions are based in the LHD's, and that flexibility in timing to may those necessary choices/ changes be in place.

Director Hodges and ODH will be providing 6 regional meetings to discuss the topic of Accreditation and how to handle the various aspects that must be addressed. They are looking for a consensus on how to meet the goals being set by ODH. Local health departments are being asked to not only send a representative from their department, but to also bring a BOH member (or as many BOH members that are able/ willing to attend) as this affects the governance of the local departments.

Vital Statistics

It was shared that after having met with the hospital during their Maternity Unit Site Survey; Ms. Factor discussed with them the ORC requirements for submission of birth records to the local health department within specified timeframes, which had not been being met. A follow-up discussion occurred where it was determined that the hospital would alter their methods of reporting. Ms. Factor shared that in the first 8 months of 2015 only 25.51% were on time, and in the last 4 months 92.49% were on time. We feel that this is a direct result of open communication with the hospital and building of community relationships/ partnerships.

7.2 Nursing Monthly Report- Ms. Smith reported

BCMH

We had our site visit by our field nurse case manager Mindy Schwartz on December 17th. We have not received the final report of her findings yet. I spoke with Mindy on this date and let her know that Theresa will be retiring mid- year 2016 and we will need to train whoever takes over BCMH. Mindy is willing to do this training and I will be in contact with her when new staff is in place.

I am going to be reaching out to other health departments to see if I can visit with their BCMH nurses to get a feel for how successful programs are managed and get some direction for our own program.

School Nursing

5th grade hearing and vision screenings were completed in December. Kara is trying a different schedule

during the day to see if it allows her more time for charting, etc.

Education/Outreach

Theresa and I attended the annual BCMH meeting on 12/11/15 in Findlay. It was a good time of updates and networking.

Olivia and I will be starting the new billing and electronic medical record training tomorrow 1/13/15. There will be 6-8 two hour trainings over the course of the month.

Immunization

I have explored the option of entering into a buying group to decrease purchasing costs. I have looked into this in the past but at that time it would not have been a savings to the department. However, one of our main vaccine manufacturer's had pricing increases and now with this increase and the decrease in our immunization budget of \$9260 (\$46,000 in 2015 to \$36,740 in 2016), I believe it is crucial that this is addressed. I spoke with multiple health departments and vaccine manufacturer reps and the two main buying groups that these health departments contract with are AHP (Atlantic Health Partners) and CPP (Children's Practicing Pediatricians). I also looked into MMCAP, which Sandy left information on. I obtained information from each of these groups and compared the differences to see what would be most beneficial for our practice. There is no cost to join and the agreement can be terminated at any time.

The American Academy of Pediatrics completed our TIES (Teen Immunization Education Session) on 12/9/15. We have worked to "clean up" our reports and have ideas going forward on how to keep these reports more accurate. This report specifically looks at TDap, Meningitis and HPV vaccination rates.

Child Passenger Safety

-Nothing new to report

ODRS

The numbers for December were 5 Hepatitis C, 7 Chlamydia and 1 Lyme Disease that is a recurrent case.

7.3 Environmental Monthly Report- Ms. Zmuda reported

Food Safety

The majority of my time in December was spent conducting food service operation and retail food establishment inspections. A report will be submitted separately about inspection findings.

Karim Baroudi provided a collection of enforcement-related draft documents that will streamline the enforcement process should it ever be needed. Documents and procedures that include legal action will be submitted to Law Director Palmer for review. Public law enforcement is the subject of Domain 6 in the PHAB standards for accreditation, and having formal, standardized procedures will ensure consistency and fair treatment.

The Candi Bar was approved in December to begin operation at a new location at 125 Harding Way East.

Household Sewage Treatment

Ohio Administrative Code Section 3701-29-19, which became effective January 1, 2015, requires the Board of Health in each local health district to develop a household sewage treatment system operation and maintenance (O&M) program. I attended an informational workshop at Morrow County Health Department on December 10 in order to learn more about the O&M program the department has, and I plan to work with MCHD staff as time goes on.

Much more on this topic is to come.

Public Health Nuisances

Four new solid waste nuisance complaints were reported in December and a general environmental health complaint regarding building demolition. The solid waste nuisances are in progress, and no nuisance was found regarding the building demolition.

School Environmental Health & Safety

The second of two required environmental health and safety inspections were conducted in December for all schools in the jurisdiction.

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 February 9, 2016 at 7:30 am in the Galion City Health Department Board Room.

10. Adjournment

Motion to adjourn was made at 9:15 am by: Ms. Kerr Second by: Mr. Long Abstentions: N/A

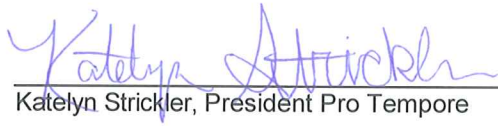
A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Katelyn Strickler, President Pro Tempore