

**Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Wednesday, December 21, 2016 5:00 pm
Special Meeting**



Present: Mr. Tom O'Leary, BOH President; Ms. Kate Strickler, President ProTem; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Emily Miller, Interim Director of Nursing

Guests: none present

1. Call to Order

Mr. O'Leary called the meeting to order at 5:07 pm.

2. Approval of Agenda

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

A Voice Vote was taken.

Motion carried.

3. Public Comment

None of the public present came with comments.

4. New Business

4.1 Contract Services

Motion to approve entering into a contract to provide services to the City of Shelby Health Department as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Discussion regarding moving forward with collecting information to expand contract services to include immunization services followed. Ms. Factor stated that she was awaiting the information requested and would provide it as soon as she could.

4.2 2017 Budget Discussion

Ms. Factor shared that the 2017 Operating Budget for the GCHD was set at \$517,293.00 by Galion City Council. This is \$84,800 less than initially requested. Ms. Factor shared that after the initial budget request was submitted they were notified that the insurance premiums would be increased by 26% (5% increase for employee contributions). This significantly impacted the overall budget. The GCHD was then told that the City would not contribute more than \$250,000.00. So, the department worked to see where costs could be cut, programs reevaluated, and staffing evaluated. Although grants and revenue can increase throughout the year it couldn't be guaranteed that we would have the upfront money necessary to purchase needed resources in order to provide services. Ms. Factor again shared that the GCHD went back through line by line in the budget to determine what could be cut and/or reduced.

Ms. Factor shared the justifications as listed below to the BOH members verbally. She also stated that there was room for savings if raises were reduced or taken to 0.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 @ 8/31 BUDGET	2017 SUBMITTED BUDGET	% DIFF	2017 POSSIBLE REVISED BUDGET	JUSTIFICATION
101-2010-52304	PERSONNEL/HUM RES SVCS	1,025.08	2,000.00	95.11%	100.00	This would cut out our ability to pay for legal council
101-2010-52314	INSURANCE	3,366.21	3,400.00	1.00%	3,400.00	This is a figure we are told to put in by the Auditors Office
101-2010-52317	OTHER TECHNICAL SERVICES	36,633.79	16,882.66	-53.92%	15,882.66	\$15,000 from a grant rolled over from 2016
101-2010-52320	POSTAL SERVICES	1,200.00	1,000.00	-16.67%	1,000.00	Can't reduce anymore due to known costs
101-2010-52323	UTILITIES	4,200.00	3,300.00	-21.43%	3,000.00	This is cutting it close
101-2010-52326	ADVERTISING	2,000.00	1,300.00	-35.00%	1,000.00	This reduces us by 50% from 2016 budget
101-2010-52329	MEMBERSHIPS & SUBSCRIPTIONS	2,100.00	1,700.00	-19.05%	1,700.00	This would involve cutting a membership
101-2010-52332	TRAVEL EXPENSES	4,000.00	2,500.00	-37.50%	2,000.00	Reduction of 50% from 2016 and will take a lot of planning re: use of city vehicle and travel for trainings
101-2010-52333	REGISTRATION & TRAINING	3,470.00	2,500.00	-27.95%	1,700.00	This is already a reduction of over 50% from 2016 which is difficult considering 3/7 of our staff is new
101-2010-52335	RENTAL/LEASE	2,500.00	2,300.00	-8.00%	2,300.00	Required minimum for equipment lease
101-2010-52337	SOFTWARE LICENSURE/SUBSCRIPTION	5,600.00	7,500.00	33.93%	7,500.00	Required for mandatory software
101-2010-52338	MAINTENANCE/REPAIR	3,000.00	1,000.00	-66.67%	1,000.00	We have various pieces of dated equipment that require maintenance
101-2010-52350	VITAL STATISTICS FEES	22,000.00	22,000.00	0.00%	22,000.00	This is required
101-2010-52351	BURIAL PERMIT FEES	275.00	250.00	-9.09%	250.00	This is required
101-2010-52354	FOOD SERVICE OPERATION FEES	2,400.00	2,100.00	-12.50%	2,100.00	This is required
101-2010-52355	RETAIL FOOD ESTABLISHMENT FEES	1,200.00	1,000.00	-16.67%	1,000.00	This is required
101-2010-52358	SWIMMING POOL & SPA FEES	600.00	540.00	-10.00%	540.00	This is required
101-2010-52359	PHARMACY LICENSE FEES	120.00	120.00	0.00%	120.00	This is required
101-2010-52361	PERMITS & LICENSES	200.00	200.00	0.00%	0.00	Removed this line item completely
101-2010-52390	REFUNDS	500.00	500.00	0.00%	500.00	Must account for any refunds
101-1020-52300	TOTAL CONTRACTUAL SERVICES	96,390.08	72,092.66	-25.21%	67,092.66	
101-2010-52402	OFFICE MATERIALS & SUPPLIES	1,000.00	1,000.00	0.00%	1,000.00	This is the average amount needed
101-2010-52410	OPERATING SUPPLIES	1,600.00	1,100.00	-31.25%	1,100.00	Tried to reduce as much as possible
101-2010-52415	MEDICAL/DENTAL/LAB SUPPLIES	650.00	800.00	23.08%	800.00	With the increase in immunizations, more supplies are needed to resupply
101-2010-52416	DRUGS/MEDICINES	49,290.00	48,000.00	-2.62%	36,000.00	This is putting us at bare bones, doubtful it will cover full year
101-2010-52436	FUEL-GASOLINE/DIESEL/AVIATION	500.00	400.00	-20.00%	400.00	Reduced based on average use
101-2010-52437	VEHICLE SUPPLIES & REPAIR	300.00	300.00	0.00%	300.00	Must account for maintenance
101-2010-52450	FURNITURE & SMALL EQUIPMENT	0.00	300.00	#DIV/0!	300.00	Possible equipment necessary for clinic
101-2010-52456	MEDICAL EQUIPMENT	0.00	300.00	#DIV/0!	300.00	Possible equipment necessary for clinic
TOTAL 24	TOTAL MATERIALS AND SUPPLIES	53,340.00	52,200.00	-2.14%	40,200.00	
TOTAL 2010	TOTAL HEALTH DEPARTMENT	149,730.08	124,292.66	-16.99%	107,292.66	
	SALARIES	312,900.00	326,000.00	4.19%	307,000.00	This figure is based on not filling a PT RN position, hiring from within for the DON position, and backfilling a current PT RN position with additional hours from an existing RN
	BENEFITS	128,800.00	119,000.00	-7.61%	125,000.00	This is best estimate based on the rate increase and the plans for those staff as determined above
	TOTAL OPERATING COSTS	591,430.08	569,292.66	-3.74%	539,292.66	

During the rundown questions were asked and discussion occurred.

Mr. O'Leary asked what the Health Department was paying for under 101-2010-52314. He stated that there should be no reason why the GCHD should be paying for this if it is insurance coverage for the building, car, etc. because they belong to the City of Galion.

This brought up questions from BOH members regarding fund 101-2010-52323, utilities. Mr. O'Leary said that the building is not metered for electric and asked what utilities the GCHD is paying. Ms. Factor verified it was for Gas, Phone, Internet, and Needle Disposal. Mr. O'Leary asked if the Gas bill could be checked to see if the GCHD was metered separately from the rest of the building or if the whole building usage was being split between departments. There were also questions asked regarding the phone lines and how the cost was determined since the GCHD was on the Cities phone system.

Ms. Factor pointed out that there are services that the GCHD provides to the City and does not charge. A large one of those is nuisance complaints. Mr. O'Leary asked if the GCHD could draw fees on nuisance complaints addressed by the GCHD. Ms. Factor said she believes some other health departments are under contract with cities to enforce ordinances. Mr. O'Leary said it was something he would suggest looking into.

Mr. O'Leary took an opportunity to say that the health insurance increase and coverage was killing this little department. Ms. Kerr asked if the city looked at bidding out the insurance instead of allowing such a hike. Mr. O'Leary stated that it was a balancing act between the insurance and the union contract. The only way to get a quote from another insurance company is to obtain everyone's health information and the city didn't feel they could get the 100% compliant required. In addition, he shared that the union contract maintained an 85/15 insurance costing for union members and deductibles and copays could not be raised.

BOH members had seen information from various City Council meetings and did not see where other departments had taken the same kind of financial hit as the GCHD had based on overall budget size. Mr. O'Leary said he doesn't feel its accurate to say that only the Health Department was hit. He then stated that maybe GCHD should go back and rework the school contract.

Mr. O'Leary stated that GCHD should do a cost allocated based on people for school nursing, immunization, and other programs. Ms. Factor stated that such a cost analysis is done prior to school contracts and insurance costs are factored in. Ms. Factor also stated that cost analysis for an immunization program is not so black and white. Each vaccine has a different cost, each insurance company reimburses at a different rate, you have some individuals with multiple insurances, some with no insurance, some are able to utilize VFC vaccine, each employee is at a different wage rate and various levels of benefits and there is no way to predict which nurse will be administering which vaccines to which individuals.

Mr. O'Leary asked why do we vaccinate if it's so unpredictable? Can't they go elsewhere? Ms. Factor stated that the immunization program, if run properly, can be a great source of revenue for the GCHD; as noted from 2016 figures. She also shared that while it's unfortunate, not all the physicians and pediatricians in the area provide vaccinations. Ms. Kerr added that many providers don't want to do the paperwork required or the background stuff to be a part of the VFC program. Mr. O'Leary asked about all the pharmacies. Ms. Factor stated that pharmacists aren't able to vaccinate all ages with all the vaccines. They must work within their scope of practice.

It was questioned whether we should discontinue providing flu vaccine. The conversation again turned to the fact that pharmacists cannot vaccinate certain age groups and it would leave a chunk of our population unprotected.

In trying to determine what to do with the budget, staffing levels were discussed. The DON position was posted, a 2 day per week school nurse was leaving for a full-time position elsewhere, and we are getting requests to provide services. During discussions Ms. Factor stated that she did not want to have to lay any employees off, that if we could figure out a way to maintain our staff and fill the roles we needed that would be optimal. So, it was suggested that since an internal candidate had applied for the DON position, to go ahead and promote her into that role. Then post for her position. Ms. Factor shared that there were other PT staff that were willing to increase their hours, even up to full-time, and were willing to sign an insurance waiver. When looking at the scenario it was decided to increase the hours of a PT RN in lieu of posting the position, if an insurance waiver was signed. Ms. Factor said she would discuss with the individual staff members.

After considering various other scenarios, Ms. Factor said that none of these measures get us to where we

need to be budget wise. After more discussion, the BOH members brought up the fact that City Council said that if more money was necessary for something such as vaccines, that we could come back to them much like we did in 2016. So, it was determined that after all other movement of funds is made if more money is necessary, then GCHD should plan to move from the vaccine line item to where it is necessary, most likely salaries. Then, monitor appointments and revenue and regularly keep the City Council updated on where we are in this fund so that they are aware of anticipated needs as they arise. We can also add in the anticipated amount of revenue from the Contract approved today.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on January 10, 2017 at 7:30 am in the Galion City Health Department Board Room.

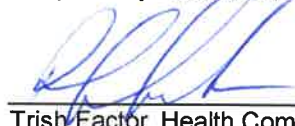
11. Adjournment

Motion to adjourn was made at 7:14 Pm by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner


Board of Health Approval Signature
Kate Strickler, President Pro Tem
Board of Health Approving Name and Title