

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, January 10, 2017 7:30 am
Regular Meeting



Present: 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, Director of Nursing
Guests: N/A

1. Call to Order

Ms. Factor called the meeting to order at 7:47 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 December 13, 2016 Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Strickler
Abstentions: N/A

A Voice Vote was taken.
Motion carried.

Motion to approve the December 21, 2016 Meeting Minutes as presented by: Mr. Long Second by: Ms. Kerr
Abstentions: N/A

A Voice Vote was taken.
Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the November 2016 Finance Reports and Warrants 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.

City of Galion had not closed out month end reports for December and therefore the BOH monthly fiscal reports for December were not complete.

5. Public Comment

N/A

6. Old Business

No old business to discuss

7. New Business

7.1 Smoke Free Workplace Annual Report 2016

Ms. Factor shared the Smoke Free Workplace Annual Report that was compiled and completed by Ms. Zmuda. Ms. Factor asked that any questions specifically related to the report be directed to Ms. Zmuda via email for discussion at Februarys BOH meeting.

7.2 Personnel Policies

Ms. Factor shared that the PPM had been compiled and that all previously approved policies were formatted together into one document. She stated that the highlighted sections were additions and/or corrections. She stated that additional policies may be necessary moving forward, but at that point she would bring them to the BOH and ask that they be adopted and incorporated into the PPM or as a standalone policy.

Motion to approve the Galion City Health Department Personnel Policy and Procedure Manual as presented by: Ms. Strickler Second By: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

7.3 Workforce Development

Ms. Factor shared that this was more than just a training plan. This WFD Plan incorporates the beginnings of succession planning, continuing education, required and desired trainings, etc. This also incorporates the findings from a staff survey regarding training topics and methods of training.

Motion to approve the Galion City Health Department Workforce Development plan as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

7.4 Emergency Preparedness

Ms. Factor shared the updates regarding the upcoming PHEP grant cycle. She said she had met with the Crawford County Health Department as well as the Crawford County EMA to discuss the changes coming in the 2018 PHEP cycle. Ms. Factor told the BOH that she did not feel that we would be successful in taking on the grant due to staff size and training needs. This leaves the Crawford County health Department as the only agency bidding for the grant in the County. However, in this cycle, all LHD's within the jurisdiction must write a letter of support for the agency applying for the grant funds. Ms. Factor met with the partners to determine how this would work. The County wanted a letter of support, and Ms. Factor made sure to express the concerns of the BOH from previous conversations related to the funding and communication issues related to the PHEP grant. Both LHD's are awaiting some additional answers to questions presented to ODH. The BOH expressed interest in doing their own EPI work if the County can provide funding; they would also like Ms. Factor to look into any other pieces that may be able to realistically be completed by GCHD if funding is provided.

7.5 Board of Health Vacancies/ Appointments

Ms. Factor shared that this was Mr. Long's final meeting as a Board of Health member. This leaves 2 vacancies on the BOH. Mr. O'Leary was not present to discuss the issue of filling those vacancies. BOH members asked Ms. Strickler to send Mr. O'Leary an email asking him about the possible appointment that had been heard about by Mr. Long. She did so during the meeting.

Ms. Factor also stated that Mr. Long's absence will also leave the Vice-President spot open. It was determined that the BOH would go ahead and fill that role today.

Motion to appoint Ms. Wendy Kerr to the position of Galion City Board of Health Vice-President by: Ms. Strickler Second by: Mr. Long Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

7.6 2017 Budget

Ms. Factor shared that December 2016 had not been closed out yet and that January 2017 was not open for purchases yet. No updates yet as to movement of funds.

7.7 Strategic Planning Session

Ms. Factor went back over the environmental scans, surveys, SWOT analysis, Strategic Priorities, etc from previous meetings. Discussions for this meeting were focused on the SWOT analysis findings again, as well as setting some Strategic Goals and Objectives.

BOH members spent time looking at the SWOT analysis and discussing their thoughts on large areas of interest. It did not take long to determine that many of the goals were task oriented and better suited for Program Performance Management. BOH members determined that they needed to look at the Strategic Plan as a big picture, ultimate Goals, and allow the staff and management to determine how to meet them.

BOH members felt that the Strategic Plan should cover a 5 year cycle in order to cover a timeframe where the new CHA/ CHIP will be incorporated as well as the accreditation period, and many other timeframes involved with various planning efforts.

Major topics that the BOH felt they wanted to incorporate were:

- The achievement of Accreditation
- Better communication between the BOH and City Council
- Better communication between the staff and City Council
- Increasing revenues (whether by grants, fee for services, etc.)
- Increase community services provided to the public based on the needs identified in the CHA/CHIP
- Increase the marketing and branding efforts of the health department
- Build a better partnership with Avita

Other items of note that were brought up during the discussion were utilizing the annual report and its data to assist in marketing the services of the health department as well as looking into utilization of Health Stream to piggyback with Avita for training purposes.

8. Monthly Reports

8.1 December Health Commissioner's Monthly Report- Ms. Factor reported

Fiscal/Funding

The contract for services with the City of Shelby is in place and underway. 2017 funding is still being worked out with the city and state auditors.

Administrative

Policies/ Procedures

Continued work on administrative policies and procedures is being done.

IT

Still awaiting word from the City Law Director regarding previously discussed issues from our former IT contractor.

Training/ Conferences

A team of 3 from the GCHD completed the *Performance Management Systems for Public Health Agencies* workshop on December 8-9, 2016. Ms. Factor, Ms. Miller, and Ms. Zmuda attended the 2-day training free of charge and were able to learn a great deal as well as utilize workshop time to begin setting Performance Management goals.

Ms. Factor received some basic training on the use of Avita's various Electronic Health Record systems. This was arranged in order to expedite the process of communicable disease reporting. Avita provided remote access to Ms. Factor for the purpose of communicable disease investigations.

3 staff members were trained by ODH staff onsite in Vision and Hearing screenings. This will allow the GCHD to expedite the screening process in the school systems. An additional staff member completed the vision screening training. We now have a total of 5 vision screeners and 4 hearing screeners.

Education/ Outreach

Come Home to Galion

GCHD once again participated in the Come Home to Galion event Planning. We oversaw the children's Winter of Wellness contest. Kindergarten, First, and Second Grade students from Galion City Schools as well as Galion St. Joseph's Catholic School participated. Nine students were selected as winners and received an invitation to ride along with the Galion City Health Department in the parade. The parade was held on December 3, 2016.

Accreditation

Workforce Development

Workforce Development training plan for 2017 is nearing completion

Performance Management

Performance management goals and objectives were determined for 2017. 2016 goals and objectives continue to be monitored and a 2016 report will be presented upon its completion.

Quality Improvement

Immunization documentation project had concluded; however, due to the large number of new staff it was determined that extending the project would be beneficial as new nurses are learning.

Other

Board of Health Continuing Education verification is due.

OBB/ Car Seats

- Trish completed the 1st quarter report for the Regional Coordinator which covers reporting data for the entire County
- 3 Car Seat classes were held
 - 1 Booster Seat was distributed
 - 3 Convertible Car Seats were distributed

Communicable Disease

December

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	9	7	2	0	0
Hepatitis C- Chronic	5	3	2	0	0
Lyme	2	2	0	0	0
ISP	1	0	1	0	0
Totals	17	12	5	0	0

The use of the Avita EHR has been found to be a tremendous help.

8.2 December Nursing Monthly Report- Ms. Factor reported

CMH

- Continuing to contact clients through phone calls and letters to those unable to be reached by phone
- Office visits and home visits continue.
- LOA renewal is behind at the state, last update stating renewals are up-to-date as far as 11/14/2016.
- Progress is steady as files are being organized, information is being updated electronically, and clients are being evaluated for needs.

Immunizations

- Clinics are full with few to no cancellations/no shows
- Free books and educational information is available at all immunization clinics
- 3 Clinics, few and decreasing errors as experience is gained.
- Visit to Lifetouch on Dec. 14 for Hepatitis B series per Lynn PHN and Jess MA
 - Next life touch visit will be in March 15

Schools

Galion City Schools

- Lynn PHN will be starting as the second school nurse at the GCS for Wednesdays and Fridays.
- Theresa Swinehart, retired PHN, began working as needed starting January 6, 2017 at the schools.
- Third Grade Screenings to begin the week of January 9th.

Saint Joseph's School in Galion

- Health Records are being updated
- Lice check for entire school was completed on January 3rd.

- The first screening for Hearing and Vision for 3rd, 5th, and 7th grading including referrals and new students were completed on January 4th by Lynn Corwin PHN and Emily Miller DON. Plans for rescreens in February
- Education was provided to the principal and teacher of a student regarding Hand, Foot and Mouth Disease.

Training/ Conferences

- Hearing and Vision training for school screenings was completed on December 28th by Trish Factor, Health Commissioner, Lynn, PHN, and Emily DON.
- Jess Bopp MA completed vision training for vision screenings on January 5th
- Emily DON has trained with Kara PHN for coverage at the schools
- Plans for Lynn, PHN to train with Kara starting January 11th with Kara and to work Wednesdays and Fridays at the schools.

Staff/ Students/ Mentoring

- We have entered into an Educational Affiliation Agreement with Ashland University College of Nursing and Health Sciences
 - We will have a student from Ashland University CON Starting March 15th.

8.3 December Environmental Monthly Report- Ms. Zmuda reported

Accreditation

The Crawford County Health Partners (CCHP) Obesity subcommittee held an organizational meeting on December 20, with representation from Galion City and Crawford County Health Departments, Crawford County Partnership for Education & Economic Development, and OSU Extension. The large group will meet again on January 12, and the Obesity subcommittee on January 24. Trish, Emily, and I also participated in a Performance Management Systems workshop on December 8 and 9. Teams from local health departments from across the state had the opportunity to develop performance management ideas for their own agencies while we had access to subject matter experts.

Food Safety

Arby's successfully completed a pre-licensing inspection and the license was issued on December 15. Tim Hortons had pre-licensing inspections on December 22 and 27, and the license was issued on December 27. Renovations continue at Iron Works Grill, the location of the former BJ's Restaurant, and I have been working closely with involved parties to solicit plans. Renovations also continue at Ralphie's Sports Eatery, the location of the former Varsity Grille, including installation of a new roof and gutting the inside of the facility. Andrea Barnes, Environmental Health Director at Shelby City Health Department, and I conducted joint inspections of licensed food facilities in Galion and Shelby on December 7 for the annual, mutual evaluation of our performance in the food safety program, as required by Ohio Departments of Agriculture and Health.

Public Health Nuisances

Five public health nuisances were reported and investigated in December, all of which were solid waste. Four cases were heard in Crawford County Municipal Court in December reference solid waste violations. Three former tenants who left solid waste behind at their residential property on South Market Street when they moved pled guilty to the charges but hadn't abated the nuisance as of January 3. Another offender pled guilty to charges on a second offense but also hadn't abated the nuisance as of January 3. Further enforcement action will be taken in order to achieve abatement.

Public Swimming Pool

I accompanied Matt Sromek of Ohio Department of Health for a rough pool inspection at Sleep Inn on December 1. Plans for the construction or alteration of a public swimming facility are submitted to and approved by ODH, and construction inspections are conducted by ODH staff. One or more rough inspections are conducted to verify that the piping, main drains, skimmers, inlets, and components of the circulation system are identical to the set of plans approved by ODH engineers. Most of what is inspected during the rough inspection will be underground, within the pool walls, or under water, and inaccessible after project completion. ODH has been communicating very well about inspections in this jurisdiction, including their outcome.

Rabies Prevention

Two dog bites were reported in Galion in December. One dog had not been vaccinated against rabies at the time of the bite; it has since been quarantined, received a satisfactory examination and rabies vaccination, and been released from quarantine. The second dog is still under quarantine but had current rabies vaccination status at the time of the bite.

Smokefree Workplace

Two investigations were conducted in December for alleged violations of the Smoke-Free Workplace law in Galion facilities. No evidence of violations was found in one facility and the case was dismissed. The complaint in that case was believed to have been made by a disgruntled guest. Evidence of violations—ashtrays containing cigarette butts in a prohibited area—was found during the second investigation. This is the facility's second finding of violation during 2016 and will result in a \$100 fine being assessed.

9. Executive Session

No executive session was called.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on February 14, 2017 at 7:30 am in the Galion City Health Department Board Room.

11. Adjournment

Motion to adjourn was made at 9:05 am by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Board of Health Approval Signature

Board of Health Approving Name and Title