

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, April 11, 2017 7:30 am**  
**Regular Meeting**



**Present:** Mr. Tom O'Leary, President/ Mayor; Ms. Wendy Kerr, Vice President; Ms. Andrea Wildenthaler, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Emily Miller, Director of Nursing  
**Guests:** Dennis Long, resident; Eunice Collene, Galion Auditors Office; Brian Triesch, Galion Auditor; Olivia Roston, resident/ staff; Kara Kimerline, staff; Amanda Dennison, ODH; Tina Nichols, staff

**1. Call to Order**

Ms. Factor called the meeting to order at 7:38 am.

**2. Approval of Agenda**

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

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve the January 10, 2017 Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Motion to approve the January 31, 2017 Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

**4. Approval of Finance Reports/ Warrants**

Motion to approve the December 2016 Finance Reports and Warrants by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

Motion to approve the January 2017 Finance Reports and Warrants by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

Motion to approve the February 2017 Finance Reports and Warrants by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

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

**5. Public Comment**

Mr. O'Leary briefly discussed the city's efforts regarding sewerage unsewered areas, non-functioning septic systems, and how items such as these could easily become public health issues.

## **6. Old Business**

Ms. Factor, Ms. Zmuda, and Ms. Miller shared updates from the Health Commissioners, Nursing, and Environmental monthly reports for January and February. Only highlights were discussed, but full reports were attached. Lack of quorum in February and March BOH meetings resulted in three reports not being fully shared. This discussion occurred during current monthly reports.

## **7. New Business**

### **7.1 2016 Communicable Disease Investigation Statistics**

Ms. Factor shared the Communicable Disease Investigation Statistics for 2016. Top communicable diseases reported and comparisons of kind, type, and year to year were discussed.

### **7.2 2016 Pool Survey Report**

Ms. Zmuda shared the results of the 2016 ODH Pool Survey

### **7.3 2016 Public Health Nuisance Report**

Ms. Zmuda shared the 2016 Public health Nuisance Report. It was also noted that 2017 reports are higher than average.

### **7.4 2016 Smokefree Workplace Report**

Ms. Zmuda shared the Smokefree Workplace program report for 2016. She also commented that the GCHD receives funding based on investigations and that investigations are complaint driven.

### **7.5 2016 BOH Activity & Attendance Review**

Ms. Factor shared that this report shows BOH members a snapshot of actions they have taken over the past year as well as their attendance.

Motion to accept the 2016 BOH Activity & Attendance Review as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

### **7.6 2016 Performance Management Review**

Ms. Factor shared that 92% of all Performance Metrics were met and discussed why 8% of Performance Metrics were not met, but did have progress. 0% of the Performance Metrics had no work completed on them.

Motion to accept the 2016 Performance Management Review as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

### **7.7 Nursing Service Contracts**

Ms. Factor discussed the potential to have to move swiftly with Nursing Service contracts for school nursing; this could be due to time constraints with school board meetings, etc. Ms. Factor wanted to receive prior approval to enter into contracts, should the need arise. The contracts would be brought back before the BOH.

Motion to allow the Health Commissioner to enter into contracts with selected schools for the purpose of providing nursing services as presented by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

#### **7.8 Business Related Travel**

Ms. Factor discussed the topic of business related travel, Section 6.01 of the PPM, and the current need for clarification and interpretation. There was the need for clarification of the definition of a business expense as well as when Travel Request Forms were necessary and who should have authority to sign them.

It was determined that Travel Request Forms would be filled out for any travel outside of Galion City limits. It was also determined that the Health Commissioner would be the authorized signatory for GCHD staff, for purposes of Travel Requests; the BOH would remain the authorized signatory for the Health Commissioner.

#### **7.9 Vacation Accrual Rate**

There was discussion regarding a potential motion to allow for prior service credit to be accepted for all employees hired 1/1/17 or after; for the purpose of determining vacation accrual rates (Section 5.03 of the GCHD PPM). The PPM had some room for interpretation regarding what employees were eligible for prior service credits. There were various opinions regarding the accrual rate; which had not been done in a standardized manner previously. There was concern of the financial impact, the standardization for all employees, the standardization of methods to determine prior service, etc.

It was determined that this topic needed to be researched further, BOH members wanted an opportunity to look into the appropriate PPM Sections, and then it should be discussed in an executive session due to the consideration of compensation of a public employee(s).

#### **7.10 Annual Report**

Ms. Factor introduced the 2016 GCHD Annual Report and highlighted programs as well as an analysis of data trending over the years.

Motion to accept the 2016 Annual Report as presented by: Ms. Kerr Second by: Ms. Wildenthaler  
Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y  
Motion carried.

#### **7.11 2017 Budget**

Ms. Factor led the discussion regarding the state of the 2017 GCHD budget. She shared concern regarding the timing of a potential Certificate of Amended Resources. She also shared that an amended budget had to be submitted to the Auditors Office showing a balanced budget; without the Certificate of Amended Resources. This was required with a short turnaround. The budget that was submitted reflected an hourly pay decrease for the health Commissioner and a potential 5 furlough days for each staff member. The City Auditors Office required a Personnel Action Form for the change in pay for the HC, which was signed and submitted. Members of the BOH were concerned with the thought of furlough days. Mr. O'Leary stated again, that he strongly recommends that BOH members speak to City Council members to express their concerns and determine how this could be mitigated. There was also concern that the HC's pay was changed without full BOH approval. It was determined that further research, discussions, and consideration should be given to these topics and then it should be discussed in an executive session due to the consideration of compensation of a public employee(s).

#### **7.12 Disease Intervention Specialist**

Ms. Factor introduced Ms. Nichols, the GCHD's new Disease Intervention Specialist, and Ms. Dennison, the STD Program Manager for the Ohio Department of Health. They provided a written summarized description of the roles of the position and associated program tasks. They also discussed the program itself in greater detail verbally to the attendees. BOH members took the opportunity to verify that Ms. Nichols would be allowed to be paid 100% out of the STD contract funds, even if portions of her time were spent on Communicable Disease, Accreditation, Health Education, and other times in active pay status such as staff meetings. Ms. Dennison confirmed those were all allowable costs.

#### **7.13 Strategic Planning Session**

Ms. Factor discussed concerns of staff in relation to the Strategic Goals and Objectives that were currently in draft form. Ms. Factor shared how the Goals and Objectives could be streamlined to incorporate most of the pieces that the BOH wanted to see. Most of the concerns were rooted in lack of appropriate funding levels to meet all of the Objectives; in terms of funding for staffing hours, training, equipment, contracts, etc. There is also concern specific to an Accreditation Coordinator and the need to have that position funded and

appointed. Ms. Factor went through the drafted Goals and Objectives again. Additional meetings to finalize the Strategic Plan will be necessary.

## **8. Monthly Reports**

### **8.1 March Health Commissioner's Monthly Report- Ms. Factor reported**

Ms. Factor the possibility of bringing a sexual health clinic to Galion due to the need that has been identified. Details to come next month.

#### **Fiscal/Funding**

Continuing to work with the city and state auditors on our budget and upcoming updates that are necessary. 2017 budget will be adjusted to account for the salary and benefits line that was decreased by the state auditors. Once we reach 90% of our anticipated revenue a Certificate of Amended Resources will be requested and then we will be able to go to City Council and request the additional funds that we have obtained through various revenue streams.

#### **Administrative Policies/ Procedures**

Continued work on administrative policies and procedures is being done.

#### **IT**

Numerous computers were infected with viruses; this took approximately 18 hours of IT contractor time to resolve. This was an unexpected cost.

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

#### **Training/ Conferences**

Regular staff trainings are being conducted, per the Workforce Development Plan.

Various trainings for programmatic updates are also taking place.

An upcoming Communications, Teambuilding, and Stress Management training will be held for all staff members on April 18, 2017. This is being done through a collaborative grant with Community Counseling.

#### **Accreditation**

Work is being done to complete the Accreditation workplan due April 31, 2017. This is a new requirement from the ODH.

#### **Workforce Development**

Workforce Development training plan was approved and is use.

#### **Performance Management**

Performance management goals and objectives are being updated for 2017 to reflect the Strategic Plan. The 2016 Report is attached.

#### **Quality Improvement**

Several potential QI projects are being considered

#### **Strategic Plan**

Continued work towards completion of the Strategic Plan is occurring.

#### **Child Passenger Safety**

6 Car Seat Classes were conducted

#### **Communicable Disease**

January

<b>Disease</b>	<b>Total Investigations</b>	<b>Jurisdictions Transferred</b>	<b>GCHD Investigations Confirmed</b>	<b>GCHD Investigations Not a Case</b>	<b>GCHD Investigations Ongoing</b>
Chlamydia	14	6	8	0	0
Hepatitis C- Chronic	6	1	5	0	0
Gonorrhea	1	1	0	0	0

Hospitalized Flu	6	0	6	0	0
<b>Totals</b>	<b>27</b>	<b>8</b>	<b>19</b>	<b>0</b>	<b>0</b>

## February

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	7	3	4	0	0
Hepatitis C- Chronic	10	3	6	1	0
Hepatitis B	1	0	1	0	0
Hospitalized Influenza	4	0	4	0	0
Legionellosis	1	0	1	0	0
<b>Totals</b>	<b>23</b>	<b>6</b>	<b>16</b>	<b>1</b>	<b>0</b>

## March

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	8	4	4	0	0
Hepatitis C- Chronic	6	0	6	0	0
Hepatitis B- Chronic	2	1	1	0	0
Hospitalized Influenza	2	0	2	0	0
Gonorrhea	1	0	1	0	0
Varicella	1	0	1	0	0
<b>Totals</b>	<b>20</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>0</b>

## 8.2 March Nursing Monthly Report- Ms. Miller reported

### BCMH

- Governor Kasich's Budget Proposal regarding the Children with Medical handicaps (CMH) have been removed from H.B. 49. Although changes are still expected there is to be further review of the way those changes are to come about.

### Immunizations

- On 3/20 the Galion City Health Department (GCHD) experienced a power outage. Power was lost for approximately 5 hours. During that time the vaccine alarming system, Sensaphone, did not call out to alert staff of the outage. Fortunately, the majority of the vaccines were supported by the manufacturers during the outage. However, vaccine that was opened which included multi-dose IPOL and Tuberol as well as MMR-II were not supported during the outage and had to be removed. VFC vaccine will be replaced by ODH, private doses are still under investigation for possible reimbursement. Some reimbursement will come when the vaccine outdates and can be returned to the manufacturer for some reimbursement.
- Standing orders were signed by Medical Director Sarah Metzger on 3/31.

## **Schools**

### **Galion City Schools (GCS)**

- Kara Kimerline, Lynn Corwin, Theresa Swinehart and Emily Miller attended the 2017 ODH Regional School Nurse Conference in Wooster. It was educational & provided timely updates for changes coming. Cindy Parrott (Student Services Director of Galion City Schools) & Jim Grubbs (Superintendent of Galion City Schools) have been updated on the changes.
- Ninth grade vision & hearing screenings were completed. Dates are set for the Kindergarten screenings in April.

### **St. Joseph Catholic School in Galion**

- Exemption list was created with the students who have been exempt from required vaccinations.
- Preschool hearing and vision is scheduled
- Contract to be discussed 4/25 for school year 2017-18

## **Staff/ Students/ Mentoring**

- Ashland University Student started on March 15th. She began her experience at the office learned about the different programs provided by GCHD but continues experience at the GCS.
- A Ross Medical student began her externship on 4/4. She will mainly be working around the office assisting with medical filing, immunization clinics and other misc. duties.

## **Education/ Outreach**

- Kindergarten fair as attended on March 7th by Emily Miller and Lynn Corwin. Information was provided on GCHD services.
- The GCHD will be attending the Health Fair for the Pioneer GRADS program on 4/6. The GRADS program is a program for teens who are pregnant or young parents.
- The GCHD will also be attending the Community Baby Shower presented by the Bucyrus Public Library on April 20th.

## **8.3 March Environmental Monthly Report- Ms. Zmuda reported**

## **Emergency Preparedness**

I attended the regular LEPC meeting on March 15. I also participated in the LEPC full-scale exercise at Crawford County Fairgrounds on March 29 as an observer.

## **Food Safety**

I met with the owner of a proposed retail bakery located at 114 Harding Way West, on March 8. She hoped to be open for business by Easter. The Iron Works Grill is not under development at this time, though the owner of the building at 741 Portland Way South advised he is interested in having someone open the business. Ralphie's has a final pre-license inspection set for April 12.

Clean Plate Award applications were sent to all licensed operators in March with a submission deadline of March 31. The facilities which earned awards for 2016 will be announced at the May meeting.

A quality improvement project was conducted in February and March with renewal of food service operation and retail food establishment licenses. During 2016, 12% of existing, non-seasonal facility operators were late in renewing their licenses. Two simple measures implemented in 2017 brought the percentage of late renewals down to 1%. A full report on the project will be made to the Board of Health in May.

## **Public Health Nuisances**

Seventeen public health nuisances were reported and investigated in March, all of which were solid waste. The number of nuisances reported 2017 year-to-date is considerably higher than in the previous two years. The health department is handling cases referred from the Building/Zoning Office, as well as self-referring violations that are observed. All cases reported in 2016 have been resolved.

## **Public Swimming Pools**

Steven Long of Ohio Department of Health and I conducted a joint pool inspection at Sleep Inn & Suites on March 16: his was a final construction inspection, and mine was a pre-licensing inspection. The facility passed inspection and was licensed on March 17. I also received notification in March that Aspen Terrace has converted their existing pool to a salt water pool; it is the only salt water pool in the City of Galion.

## **Workforce Development**

I was fortunate to be allowed to attend two trainings in March: Midwest Workshop Food Safety Day (March 21) sponsored by Ohio Departments of Agriculture and Health, and Environmental Health Leadership Class (February 22 and March 22) sponsored by Ohio Environmental Health Association. The trainings provided a number of benefits, including providing continuing education required for annual renewal of my Registered Sanitarian license and required by our agency Food Safety Training & Evaluation Policy, helpful information, and opportunities for peer networking.

## **9. Executive Session**

No executive session was called.

## **10. Next BOH Meeting**

The next Board of Health meeting is set to take place on May 9, 2017 at 7:30 am, location is TBD due to Clean Plate Awards ceremony being conducted in May.

## **11. Adjournment**

Motion to adjourn was made at 9:18 am by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

  
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Trish Factor, Health Commissioner

  
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Board of Health Approval Signature

  
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Board of Health Approving Name and Title