

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, June 13, 2017 7:30 am**  
**Regular Meeting**



**Present:** Ms. Kate Strickler, President ProTem; Ms. Wendy Kerr, Vice President; Mr. Wade Cramer, Board member; Ms. Andrea Wildenthaler, Board Member; Ms. Trish Factor, Health Commissioner; Emily Miller, Director of Nursing; Ms. Stephanie Zmuda, Director of Environmental Health

**Guests:** Eunice Collene, City of Galion Auditor's Office; Dennis Long, Galion resident

**1. Call to Order**

Ms. Factor called the meeting to order at 7:32 am.

**2. Approval of Agenda**

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

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve the May 9, 2017 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

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

Motion to approve the May 2017 Finance Reports and Warrants by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y

Motion carried.

Discussion occurred regarding finance issues that were in the process of being addressed. There were questions regarding when we would be able to receive a certificate of amended resources. Ms. Strickler questioned how the process should function when the Health Department receives a grant. Ms. Collene explained that most departments anticipate grants when they are completing their initial budgets. Ms. Factor shared that it would very difficult for the Health Department to anticipate all grant possibilities in a given year. Ms. Collene questioned whether or not furlough days were still on the table with the BOH. BOH members shared that they did not want to invoke furlough days and wished to go city council to potentially seek funds to make it through the end of the year. The discussion regarding a significant payout for a staff member leaving after many years of service also occurred. Discussion lead to numerous questions; however, Ms. Collene and Ms. Factor stated that a meeting with the State Auditor's office was slated to occur the next day (6/14/17). It was determined that questions should be taken to that meeting to more clearly determine potential options.

**5. Public Comment**

N/A

**6. Old Business**

N/A

**7. New Business**

**7.1 Mosquito Control Grant**

Motion to enter into a mosquito control grant agreement with the Ohio Environmental Protection Agency as presented by: Ms. Strickler Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y

Motion carried.

## **7.2 Information Technology Contracts**

Ms. Factor shared that a revised contract from the current IT vendor was submitted as well as a contract from another potential vendor. Ms. Factor was asked who the City IT vendor was, she believed it was MT. Ms. Collene stated that it was currently ES consulting. There was some confusion and it was cleared up that that ES consulting was formerly MT; they broke away as a separate entity. Ms. Strickler asked if ES consulting had been contacted. Ms. Factor stated that that was not a company that had initially been contacted. Ms. Strickler asked if the motion to enter into a contract could be tabled. That would allow Ms. Factor to receive a quoted contract from ES consulting as well. Ms. Collene offered to send the contact information over. Ms. Strickler stated that we may be able to get a better price if we are able to follow along with what the city has; depending on what our specific needs are. Ms. Factor agreed to collect the 3<sup>rd</sup> quoted contract.

Motion to table the decision regarding IT contracts as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

## **7.3 Smoke-free Enforcement Contract**

Motion to enter into contract with the Ohio Department of Health for the purpose of providing Smoke-Free Enforcement services as presented by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor shared that this contract is a continuation of the contract that we took back over from ODH in 2016.

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y

Motion carried.

## **7.4 Strategic Plan**

Motion to approve the 2017-2021 Galion City Health Department Strategic Plan as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y

Motion carried.

## **7.5 Branding Strategy**

Motion to accept the Galion City Health Department Branding Strategy as presented by: Ms. Wildenthaler Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y

Motion carried.

## **7.6 Salary Schedule & Customer Non-Discrimination Policies**

Discussion regarding the need for a Salary Schedule in order to expedite hiring processes as well as assist in the determination of the process for wage increases. BOH members discussed their wishes to move to a merit based wage increase system in lieu of agency wide increases.

Motion to remove IIIA and bold the word may in IIC as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

Motion to approve the Salary Schedule as amended by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

Motion to approve the Customer Non-Discrimination Policy as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

#### **7.7 Nursing Policies**

Ms. Factor shared that the following policies were brought before the BOH previously; however, they are reviewed annually and because there are changes in fees they are being formally presented to the BOH again.

Motion to approve the Fee Schedule-Time of Service, Fee Schedule- Vaccines, and Fee Schedule- VFC Policies, and all subsequent revisions as approved by the Health Commissioner, as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

#### **7.8 Legislative Updates**

Ms. Factor shared the most recent legislative updates from the States Biennial Budget process.

#### **7.9 Zmuda Resignation**

Motion to accept the resignation of Ms. Stephanie Zmuda as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.  
Kerr-Y Cramer-Y Strickler-Y Wildenthaler-Y  
Motion carried.

Ms. Factor shared that she had presented to the Civil Service Commission on 6/12/17 as was granted her request to remove the Director of Environmental Health from the Civil Service. The Commission granted the request based on the current job description and the exempt status needed to meet certain positional duties.

#### **7.10 Public Health Accreditation Board (PHAB) Update**

Ms. Factor shared the Galion City Health Department Domain Dashboard that was created in order to update the Board of Health regarding progress of PHAB documentation prepared for submission. Monthly updates regarding PHAB documentation will begin soon.

#### **7.11 Finance and Policy Discussion**

The finance discussion was covered during the Finance Report approvals. It was determined that Policy discussions should be discussed at a later meeting, and in Executive Session where it meets the criteria.

### **8. Monthly Reports**

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

#### **Fiscal/Funding**

2017 budget was adjusted to account for the salary and benefits line that was decreased by the state auditors.

We originally believed that 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. What we have since been notified of, after various inquiries on what our target revenue was in their system, was the following, " Magic Number" – First to clarify this is 90% of the total General Fund budget, not just the Health Dept. budget. Total estimated revenue for the General Fund is \$5,938,312.00. As of May 31, 2107, we are at 46.45% The target for this time is 41.67% so we are slightly ahead. We will continue to monitor this."

A Mosquito Control Grant was applied for on 4/28/17; we received notification of award of \$18,000.00. Unfortunately, after inquiring how the funding lines should be set up, we received the following, "Mosquito Control Grant – There will not be fund lines for this. It will be tracked just like the other grants we are currently tracking. Appropriation of these funds will be no different than the process we have discussed and as clarified below to reach 90% prior to filing an Amended Certificate." This is cause for concern due to the timing and the requirement of the grant to conduct Mosquito Surveillance during Mosquito season.

The state auditors will be in Galion on June 14<sup>th</sup> and Trish & Liv are expected to meet with them, as well as members of the City Auditors office to discuss these various issues.

A grant through the Crawford County Community Foundation was applied for; we unfortunately did not receive this grant.

2-year contracts with Galion City Schools and St Josephs-Galion were finalized.

A contract was drafted to provide Epidemiological Services for Crawford County, as seen by the BOH last month, we did not receive the bid on this contract, they decided to stay with the current contractor, Union County.

#### **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. Last update shared that tracking down the contractor had become an issue.

Due to issues with contract language and charges incurred in 2017, we have received a contract from a new contractor as well as a revised contract from our current contractor. These are both being reviewed by the City Law Director.

#### **Training/ Conferences**

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

Various trainings for programmatic updates are also taking place.

#### **Outreach/ Access to Care**

Third Fridays in Galion- the GCHD will be participating in TFIG, a different theme for each of the 4 Fridays is being determined and various programs will be showcased, the 1<sup>st</sup> of these events was held in May (unfortunately it was a rainy day).

Farmers Market- GCHD has been asked to participate in the Farmer's Market by providing BP checks, provide education, conduct car seat checks, etc. GCHD staff participated on 6/3/17, dates of future participation are TBD.

Sexual Health Clinic- GCHD is working with the Sexual Health Clinic out of Union County to bring services to Galion; this would be once a month to start (beginning in June)

Legislative Review-Biennial Budget- quite a bit of work continues to be done reviewing the biennial budget, GCHD continues to work with stakeholder agencies and policy makers to express support and/or concern regarding various areas of the Bill.

#### **Accreditation**

The Accreditation workplan due April 31, 2017 was completed and submitted. This is a new requirement from the ODH.

**Tracking-** A new PHAB dashboard was created to track documentation completion. This dashboard will be shared regularly with the BOH.

#### **Workforce Development**

Workforce Development training plan was approved and is use.

#### **Performance Management**

Performance management goals and objectives are updated for 2017 and may be revised to reflect the Strategic Plan. A Performance Management Plan is required by ODH, the plan is going to be written, but it will be encompassed into the Quality Improvement Plan.

#### **Quality Improvement**

Several potential QI projects are in progress and additional projects are being considered. The Quality Improvement Plan is being updated to fully incorporate Performance Management

#### **Strategic Plan**

Strategic Plan is complete and awaiting Board of Health approval (see attached).

#### **GCHD Branding Strategy**

The GCHD Branding Strategy is complete and awaiting Board of Health approval (see attached).

#### **Communicable Disease**

May

<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	12	1	11	0	0
Hepatitis C- Chronic	3	1	2	0	0
Gonorrhea	1	0	1	0	0
Lyme	2	1	0	0	1
<b>Totals</b>	<b>18</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>1</b>

## **8.2 June Nursing Monthly Report- Ms. Miller reported**

### **Immunizations**

We will be adding an extra clinic through the summer for "Back-to-School" vaccinations starting June 15th and running until August 17th. (The last Thursday before Galion City Schools go back to school.)

A press release was sent to the Galion inquirer and posts were made to Facebook as well as letters sent to the students at school to advertise the vaccine clinic.

Another VFC order was placed to prepare for the extra clinics as ordering will be suspended for VFC vaccine purchasing until mid-June due to an Impact SIIIS system update. This update will take effect on June 7th.

Updates to Fee Schedule: Annual cost analysis of vaccine pricing. Asking for approval to change the pricing of the vaccinations in order to account for changes in vaccine costs.

### **Sexual Health Clinic**

Union County Health Department has offered to provide sexual health services for the Galion Community. They will be using the Galion City Health Department Clinic room on the first Mondays of the month (during which we do not have clinics). These clinics will be staffed by their clinic staff only. This service is part of a multi-county grant serving Crawford, Marion, Logan and Union counties. The first clinic will be June 5th from 1pm-3pm.

### **Schools**

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

Vision and hearing screenings for the year were completed. All preschoolers that did not participate in Kindergarten screening were screened. ODH Hearing Screening Annual Report was submitted by June 1st. This is the first year this was required.

Cindy Parrott held a quarterly meeting for specialty services. The year was reviewed and goals set for next year. We are hoping to put some medical/health info on the school website under the "Parent Resources" tab with regard to lice care, bedbug info etc. for easy referral.

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

On May 23rd Lynn Corwin and Emily Miller sent final referral letters for preschool vision screenings and gathered needed information for submission to ODH for hearing screening.

### **Staff/ Students/ Mentoring**

An Ashland University Student is precepting with Lynn Corwin on Wednesdays through the Summer. She began May 10th.

### **Grant**

On April 21st, Emily applied for the Community Foundation for Crawford County to assist in a project for the Back-To-School vaccination clinic, funds to assist in resources for the Summer Lunch program and improvements to the waiting area. Unfortunately, our request was declined.

### **Education/ Outreach**

#### **Third Friday In Galion (TFIG)**

On May 19th Jessica Bopp and Emily Miller participated in the TFIG festivities. A game was set up for kids, education and coloring books were available for the kids. The clinic room was opened up for nursing mothers and free blood pressure checks for the public. Cool, rainy weather may have contributed to poor turn out. We are hopefully for the next TFIG!

## **Upcoming Events**

### **God's Little Acre- Farmer's Market**

Beginning June 3rd, the First Presbyterian Church will be hosting the God's Little Acre Farmer's Market on Saturdays from 9am-12pm. The GCHD will be participating in the June 3rd farmer's Market giving free blood pressure checks and providing educational materials. Emily and Jessica will staff this outreach opportunity.

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

### **Food Safety**

Ms. Zmuda conducted inspections at school food service operations in May as well as continued inspections of seasonal food service operations.

Ralphie's Sports Eatery opened for business on May 2. Plans were approved and pre-license inspections conducted for Cake & Icing, a retail cake and cupcake bakery located at 114 Harding Way West, in May. The bakery opened for business on May 9. I met with Stacy Young of the proposed arcade/food service operation Geeksters, to be located in the former Galion Aerie Eagles building at 137 Harding Way East, to evaluate the existing facility. Plans have not yet been submitted. Galion Duchess submitted plans on May 17 for a retail food establishment to replace the existing establishment located at 745 Harding Way West. The demolition of the existing building and construction of the new building were set to begin on May 30.

### **Information Technology**

We received notification from Ohio Department of Health on June 7 that HealthSpace, the vendor with which ODH has been working for IT services for environmental health programs for the past 5 years, did not fulfill the terms of its contract. ODH will soon be seeking other vendors for a statewide solution to replace HealthSpace.

### **Public Health Nuisances**

Eight public health nuisances were reported and investigated in May: sewage (2); and solid waste (6). I conducted at least a first inspection for all of the nuisances reported in May, and have undertaken action to abate them. Thankfully the rate at which we received nuisance reports leveled off in May. Still the number of nuisances reported 2017 year-to-date is considerably higher than in the previous two years: 36% higher than the number of nuisances reported through the end of May in 2015, and 118% higher than in 2016. Twenty-six cases remain open at this time (06/09/17 15:00). Two of those cases have involved court enforcement and additional cases are nearing that stage in the nuisance abatement process.

### **Public Swimming Pools**

Pre-season inspections were conducted at the outdoor pool at Aspen Terrace and at East Park Spray Ground on May 25. Both are ready to open for the season.

### **School Environmental Health**

School environmental health inspections were conducted in all five of the schools in the Galion City Health jurisdiction in May.

### **Solid Waste**

Solid waste hauler license renewal takes place in May each year. Eighty-one percent of the companies renewed their licenses on time. A 25% penalty is assessed for licenses renewed after June 1. A truck inspection clinic was held at the Wastewater Treatment Plant on May 31 and June 1, where a majority of the licensed trucks were inspected. Remaining trucks have at least been scheduled for inspection.

**9. Executive Session**

No executive session was called.

**10. Next BOH Meeting**

The next Board of Health meeting is set to take place on July 11, 2017 at 7:30 at the Galion City Health Department.

**11. Adjournment**

Motion to adjourn was made at 9:57 am by: Ms. Strickler Second by: Ms. Wildenthaler 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