

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



**Present:** Mr. Tom O’Leary, President, Mayor; 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

**Guests:** Carmen Greathouse, ES Consulting

**1. Call to Order**

Ms. Factor called the meeting to order at 7:35 am.

**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. Approval of Minutes**

Motion to approve the June 13, 2017 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

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

June Finance Reports were unavailable at the time of the BOH meeting; GCHD waits until the City of Galion Auditors Office closes out the month before reports are deemed final.

Ms. Factor shared the adjustments that were anticipated to be made to the health department budget based on Ordinance 2017-32 having been passed by Galion City Council. Ms. Factor emphasized that the adjustments were still not enough to fill the gaps in the budget fully through December; the main concern being benefits and any unanticipated IT costs.

**5. Public Comment**

N/A

**6. Old Business**

N/A

**7. New Business**

**7.1 Outreach Reports**

An outreach report for Third Friday in Galion (TFIG) – Safety Services Appreciation Night on June 16<sup>th</sup>, 2017 was shared.

**7.2 Information Technology Contracts**

Motion to enter into contract with ES Consulting for the purpose of providing IT services as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Ms. Factor shared that a revised contract from the current IT vendor was submitted as well as a contract from 2 other potential vendors. The 3<sup>rd</sup> contract submitted was from ES Consulting; based on conversations

that occurred during the June 2017 BOH meeting. Ms. Greathouse from ES Consulting was present and shared greater detail of the proposal they submitted. Ms. Greathouse shared 2 potential costs, one with the GCHD as a standalone contract and another where the GCHD held a separate contract for financial purposes, but would be considered part of the City of Galion services. There was a greater cost savings to join with the City of Galion. The BOH voted to go with ES Consulting as a vendor and encouraged Ms. Factor and Ms. Greathouse to work with the City Safety Service Director in order to attempt to combine services for a greater cost savings.

### **7.3 HDIS Contract/ Baldwin Group Agreement**

Motion to approve entering into a 1-year Software Maintenance Agreement with the Baldwin Group for the Health Department Information System (HDIS) as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor shared that this contract is a standard contract that we will see each year for use of a system necessary for various health department programs.

A Roll Call Vote was taken.

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

Motion carried.

### **7.4 Mosquito Surveillance Services Contract**

Motion to enter into contract with Megan Barrett for the purpose of providing Mosquito Surveillance Services 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.

### **7.5 Environmental Services Contract**

Motion to enter into contract with the Morrow County Health Department for the purpose of providing Environmental Health Services as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

### **7.6 Director of Environmental Health**

Motion to approve the hiring of Andrea Barnes for the Director of Environmental Health position as presented by: Mr. Cramer Second by: Ms. Wildenthaler Abstentions: N/A

Members asked how the interview process went; Ms. Factor shared that we had received many qualified applicants and the decision was very difficult. Second round interviews with BOH member Mr. Cramer and City of Galion Building Inspector Bob Johnston were conducted in order to obtain additional information and opinions. Mr. Cramer shared that the decision was difficult but that we are lucky to have Ms. Barnes joining us; she is a Galion High School graduate, knows the area well, and also has numerous years of experience in Environmental Health including in the Director role.

A Roll Call Vote was taken.

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

Motion carried.

### **7.7 Arbovirus Surveillance Updates**

Ms. Factor shared the current Arbovirus Surveillance updates from the state of Ohio.

### **7.8 Environmental Policies**

Ms. Factor shared that the following policies were brought before the BOH previously; however, they are reviewed annually. If any revisions would have been necessary the BOH would potentially need to vote to

the proposed changes. No revisions were deemed necessary.

#### **7.9 Policies**

Motion to approve the Policy/ Procedure/ Guideline Formulation, Implementation, & Review Policy as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Ms. Factor stated that this was a policy that was approved last year and through an annual review process changes reflecting clarification and typographical errors were corrected.

A Voice Vote was taken.  
Motion carried.

Motion to approve the Hand Hygiene Policy as presented by: Mr. Cramer Second by: Ms. Wildenthaler Abstentions: N/A

Ms. Factor stated that this is a new policy for use in the clinical setting.

A Voice Vote was taken.  
Motion carried.

#### **7.10 Board of Health ByLaws**

Ms. Factor shared that Board of Health ByLaws were being drafted in order to better clarify the roles and responsibilities of Board Members as assist in orientation of new members. This was a very welcomed opportunity from BOH members. Ms. Factor stated that it will be a work in progress and that feedback on draft versions shared will be highly important.

#### **7.11 Legislative Updates**

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

#### **7.12 PHAB Tracking**

Ms. Factor shared that the PHAB tracking spreadsheet will be shared when available at BOH meetings.

#### **7.13 Personnel Policies**

Ms. Factor stated that many questions and need for clarifications of the PPM have been brought up during BOH meetings. She recommended entering into executive session after monthly reports in order to discuss. BOH members agreed.

### **8. Monthly Reports**

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

##### **Fiscal/Funding**

2017 budget will be adjusted to account for changes per Galion Ordinance 2017-32 (attached). We will still need to adjust this fall to account for benefits.

##### **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 were both reviewed by the City Law Director (see attached). Per the June BOH mtg, ES consulting is providing a bid as well.

#### **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. See outreach reports (attached).

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, we will be participating again on 7/22/17 and conducting car seat checks (weather permitting).

#### **Accreditation**

**Tracking-** A new PHAB dashboard was created to track documentation completion. This dashboard will begin being 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 will be revised to reflect the Strategic Plan. A Performance Management Plan is required by ODH, the plan is going to be written; 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. One project is awaiting completion of the Storyboard and will then be shared with the Board.

**Communicable Disease**

June

| <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                                    |                                       |                                    |
| Hepatitis C- Chronic | 2                           |                                  | 1                                    | 1                                     |                                    |
| Hepatitis B          | 1                           |                                  | 1                                    |                                       |                                    |
| Legion               | 1                           |                                  |                                      | 1                                     |                                    |
| Lyme                 | 1                           |                                  |                                      | 1                                     |                                    |
| Gonorrhea            | 3                           | 3                                |                                      |                                       |                                    |
| HIV                  | 1                           |                                  | 1                                    |                                       |                                    |
| Pertussis            | 1                           | 1                                |                                      |                                       |                                    |
| <b>Totals</b>        | <b>24</b>                   | <b>10</b>                        | <b>11</b>                            | <b>3</b>                              | <b>0</b>                           |

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

### **Immunizations**

The Back-To-School clinics have been successful in getting students in early for their immunizations needed for the next school year. These extra clinics have not only encouraged students to come but others in the community have taken advantage of this service. We are expecting a large turnout for this back to school season due to the requirements for seventh graders and seniors. The current back-to-school vaccine clinics run through August 17th. More clinics will likely be arranged and offered during the fall months.

A Quality Improvement Project was started by immunization coordinator, Lynn Corwin, PHN. The project is tracking documentation errors, acceptance of recommended vaccinations, and no-show rates. During review of the project, it was found that 8 documentation mistakes were made out of greater than 360 potential mistakes. Out of 32 vaccines offered in addition to the scheduled vaccines, 9 were accepted and given. Lastly, the no show rate for the month of June was 13.33%.

### **BCMH**

Payments have been received for billing from the end of last year and beginning of this year. Revenue received during the month of June totals \$1270 for a total of \$1670 for the year. More billing is yet to be received.

NW Regional meeting dates have yet to be announced but are expected to be early August.

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

We will be hosting another Ashland University Student Nurse for fall semester.

### **Education/ Outreach**

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

On June 16th Emily Miller DON, and Lynn Corwin, PHN participated in the TFIG festivities. Emily Dressed as Buckle bear while Lynn provided education to the public. See outreach report 6-16-17.

#### **Summer Lunch**

Kara Kimerline with assistance from Lynn Corwin PHN and Jessica Bopp MA have been participating in the summer lunch program. Educational packets are made ahead of time and passed out. Educational packets include information such as immunizations, healthy eating and personal hygiene (Teeth brushing, hand washing etc.) The Summer Lunch program is reaching an average of 20-50 kids at each location, an outcome which exceeds that of the past. Summer lunch will continue through July.

### **Trainings**

On June 8th Emily, Lynn, and Jessica Bopp, MA, attended the Free Preschool vision screening training located in Toledo. All are now certified to perform preschool vision screenings. Kara Kimerline PHN has previously been certified.

### **Upcoming Events**

#### **Safety Town**

Lynn Corwin PHN, Kara Kimerline PHN, Jessica Bopp MA and Theresa Swinehart PHN will be participating in safety town on July 25th. Education will be provided on seat belt safety and personal hygiene (Teeth brushing, hand washing). Buckle bear will be in attendance.

#### **Kindergarten Screenings**

The remaining incoming kindergarteners will be having screenings on July 25th from 8:30am – 12:00pm. Kara Kimerline and Lynn Corwin will be performing hearing and vision screenings.

#### **TFIG**

Kara Kimerline will be participating in the TFIG with Olivia Roston on July 21st. Kara will be providing education on healthy eating and providing samples of healthy snacks.

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

Ms. Factor stated that she would be working diligently to maintain the time sensitive and essential components of environmental programs. The Morrow County contract would allow for us to bring an RS in, if necessary.

## 9. Executive Session

Motion to enter into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A  
Time: 8:42am

A Roll Call Vote was taken.

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

Motion to return from Executive Session by: Ms. Wildenthaler Second by: Ms. Strickler Abstentions: N/A  
Time: 9:17am

A Roll Call Vote was taken.

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

Motion to update the Galion City Health Department Personnel Policy and Procedure Manual sections 3.11, 4.01, 4.02, 4.06, 4.07, 4.08, 4.09, 4.10, 5.01, 5.04, and 6.12 as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

BOH members determined that more information was needed in order to determine changes to section 5.03. It was requested that Ms. Factor bring the current leave balances for employees before the Board at the August meeting. Additional changes to 4.07, 4.09, and 5.04 are being considered. Changes to sections 5.11 and 6.11 will be considered in August due to time limitations.

A Roll Call Vote was taken.

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

## 10. Next BOH Meeting

The next Board of Health meeting is set to take place on August 8, 2017 at 7:30 at the Galion City Health Department.

## 11. Adjournment

Motion to adjourn was made at 9:25 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

  
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Board of Health Approving Name and Title

