

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, August 8, 2017 7:30 am
Regular Meeting



Present: Ms. Kate Strickler, President ProTem; Ms. Wendy Kerr, Vice President; Ms. Andrea Wildenthaler, Board Member; Ms. Trish Factor, Health Commissioner; Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health

Guests: N/A

1. Call to Order

Ms. Factor called the meeting to order at 7:50 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 July 11, 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 June 2017 Finance Reports and Warrants by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

July Finance Reports were not completed at the time of the BOH meeting; City of Galion had not yet closed out the month of July.

Ms. Factor discussed the need to begin formalizing the budget for 2018. She shared an email from the City of Galion Auditor's Office that stated spreadsheets would be sent out on September 8th and would need to be submitted to the city by the 22nd. She asked if any BOH members would be willing to assist in the development of the budget; that way they can more easily attest to the budgetary needs when presented with questions. No BOH member was able to commit; however, it was determined that Ms. Factor will send out an email to all BOH members asking for availability to meet to discuss.

5. Public Comment

N/A

6. Old Business

N/A

7. New Business

7.1 Outreach Reports

Outreach reports for Third Friday in Galion (TFIG) – July 21, 2017, the 2017 Summer Lunch Program, and 2017 Safety Town were shared.

7.2 Survey Results

Ms. Factor shared the results of the Clinic Surveys as well as the 2017 GCHD Employee Satisfaction Survey. It was discussed that the Clinic surveys showed very positive feedback. It was also discussed that the Employee Satisfaction Survey showed positive trending in most areas over the 2016 survey; staff have and will continue to discuss the results of the survey.

7.3 Quality Improvement

Ms. Miller shared an update on the ongoing Quality Improvement projects that were being conducted within the nursing division. She explained the tracking of any medical documentation errors was taking place; similar to a study conducted in the Fall of 2016, but with more pinpointed data being collected. A discussion occurred regarding a Quality Improvement project for decreasing “no-show” rates. It was shared that we are finding a much larger no-show rate during Monday clinics vs the Thursday clinics. It was shared that consideration of a move (transition) of clinics to regular Thursdays instead of Mondays may be in order. Board members were in agreement that if the rates showed Thursday as a better option then we should do it. Results for the number of vaccines being given based on recommendations were also shared. Updates and final results of these Quality Improvement projects will be shared with the BOH at future dates.

7.4 Legislative Updates

Ms. Factor shared the most recent legislative updates.

7.5 Emergency Operations Plan (EOP) and EPI Plan Review

Ms. Factor shared that this review process is different than in the past or future reviews. With Public Health Emergency Preparedness (PHEP) grant changes effective July 1, 2018; the Crawford County Public Health Department is now responsible for the EOP and the EPI Plan as well as training and coverage for specific roles (such as the Epidemiologist). The Galion City Health Department currently has a standalone EOP and EPI Plan which reviews were started on. Crawford County Public Health is now required to integrate the City of Galion into County-wide plans. This will take some time. Ms. Factor sought out guidance as to whether to continue with plan reviews so that we have current plans in place until the time comes and our staff are trained on any new procedural pieces within the policies, or, stop work on the plans leaving them as is until replaced by new County-wide plans. It was determined that any necessary revisions to the plans should be completed in order to ensure plans are in place until County-wide plans are in place and staff are trained on their contents.

7.6 Arbovirus Surveillance

Ms. Factor shared the most recent Arbovirus Surveillance updates from the state of Ohio. She also shared the mosquito testing summary from the Ohio Department of Health Laboratory from July 25, 2017. She was also able to update the BOH regarding a specimen that came back positive with West Nile Virus on August 8, 2017. She stated that a press release would be going out today (8/8/17) in order to let the public know about the finding.

7.7 2018 Budget Preparation

Ms. Factor discussed the need for BOH participation in the upcoming preparation of the 2018 budget. She stated that with BOH members attending more City Council meetings and being asked questions, she felt it would be beneficial to have Board member participation. At that time, no BOH was able to commit to participation. Ms. Factor stated that she would send out an email to request participation to all BOH members; in order to give those not present the ability to participate. If enough members wish to participate we will announce it as a public meeting.

7.8 Personnel Policy Manual Updates

This item was tabled due to time constraints and lack of BOH member attendance.

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. 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.

Per BOH motion, a new IT contractor (ES Consulting) was selected and begins providing services effective 8/1/17.

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

BOH members were referred to the outreach reports previously shared

Communicable Disease

July

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	8	3	5		
Hepatitis C-Chronic	5		5		
Lyme	1				1
Gonorrhea	2	1	1		
RMSF	1			1	
Totals	17	4	11	1	1

Environmental Health

Maintained environmental health programs not requiring an RS.

Utilized the MOU with Morrow County for 1-two-hour period in July in order to meet a required licensing inspection timeframe.

8.2 July Nursing Monthly Report- Ms. Miller reported Immunizations

- Quality Improvement projects continue.
 - The Quality Improvement Project tracks Documentation errors, No Shows, and clients receiving recommended vaccine on top of the vaccines that were scheduled. Referenced QI Project.
- Vaccine were rearranged in refrigerator to place adult vaccine separately from child/adolescent vaccine.
- Back-To-School Clinics continue and have been successful.
- Ordering for both Private vaccine stock and VFC was completed at the end of the month. Approx. \$18,000 was spent in purchasing private stock which consists mainly of the required Back-to-School vaccinations.
- VFC Compliance Site Visit was performed by Jean Lantz and Kate Saltsman from the Ohio Department of Health.
 - A few content areas were addressed:
 - Shot records given to parents or clients are to be written or stamped with the health department's address.
 - The glycol is to be located on the middle shelf of the refrigerator.
 - Assure borrowing practices are minimal in a 12-month period. A supervisor is to sign off on the replacement vaccines.

BCMH

- Two office visits were performed, three appointments cancelled, one of which rescheduled for August 1st.
- Remittance advice was reviewed, payment to be received at \$310.00.
- CareSource is planning to terminate its relationship with the Cleveland Clinic beginning August 31, 2017. This has already caused concern for CMH clients.

School Nursing

- Kindergarten Screenings
 - Jessica Bopp, MA, Kara Kimerline, PHN, and Lynn Corwin, PHN attended GCS kindergarten screenings on July 26th. Jessica Bopp performed vision screenings, Kara Kimerline performed hearing screenings, and Lynn Corwin performed immunization record reviews.

Education/ Outreach

- Third Friday In Galion (TFIG)
 - Referenced Outreach Report TFIG 7.21.17
- Safety Town
 - Referenced Outreach Report Safetytown 7.25.17
- Summer Lunch
 - Referenced Outreach Report Summer Lunch 2017

Upcoming Events

- Galion City Schools and Galion St. Joe's first day will be August 21st.
- Crawford County WIC will be hosting a Community Baby Shower on Aug. 3rd. Emily Miller, DON and Jessica Bopp, MA will be attending this Outreach opportunity.
- Head Start TST clinic August 14th. An estimated 57 employees will be receiving a TST.

8.3 July Environmental Monthly Report- Ms. Factor reported

Ms. Factor stated that she worked diligently to maintain the time sensitive and essential components of environmental programs during the month of July. The Morrow County contract was utilized 1 time for the minimum 2-hours required. Ms. Factor introduced Ms. Barnes, new Director of Environmental Health to the BOH members.

9. Executive Session

No executive session was called.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on September 12, 2017 at 7:30 at the Galion City Health Department.

Ms. Strickler stated that she will not be able to attend the September BOH meeting, this was acknowledged.

11. Adjournment

Motion to adjourn was made at 8:16 am by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

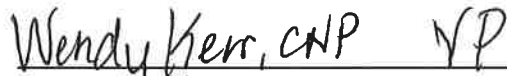
Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature



Board of Health Approving Name and Title