

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, September 12, 2017 7:30 am
Regular Meeting



Present: 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; Ms. Andrea Barnes, Director of Environmental Health

Guests: N/A

1. Call to Order

Ms. Factor called the meeting to order at 7:31 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 August 8, 2017 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: Mr. Cramer

A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the July 2017 Finance Reports and Warrants 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.

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

5. Public Comment

N/A

6. Old Business

N/A

7. New Business

7.1 Outreach Reports

Outreach reports for the August Third Friday in Galion (TFIG), Annual Baby Shower, Farmer's Market (Car Seat Check Event & Mosquito Education), and the Galion Elementary Open House were shared.

7.2 Arbovirus (Mosquito) Surveillance

Ms. Factor shared the most recent surveillance reports. She made it a point to let all present know that there have been 6 West Nile Virus (WNV) positive mosquitos identified through the Galion City Health Department surveillance activities; all 6 positive samples were retrieved from traps located on City of Galion properties.

7.3 Legislative Updates

Ms. Factor shared the most recent legislative updates for Board members to review.

7.4 Medical Director Contract

Motion to approve entering into contract with Dr. Sarah Metzger for services as the Galion City Health Department Medical Director 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.

7.5 DIS Contract- Addendum

Motion to approve the proposed addendum to the City of Portsmouth contract to provide DIS Supervisory Services as presented by: Ms. Wildenthaler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

7.6 Nursing Services Contract

Motion to approve entering into contract to provide Nursing Services to the City of Shelby Health Department 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 Policies

Motion to approve the Mosquito Control and Surveillance Policy, Smoke-Free Workplace SOG, School EH&S SOG, Rabies Prevention SOG, Public Health Nuisance SOG, and Public Swimming Pools, Spas & Special Use Pool SOG 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.

Motion to approve the VS Acknowledgement of Paternity, VS Birth Affidavits, VS Birth Certificate Issuance, VS Birth Certificate Registration, VS Birth Certificate Special Requests, VS Death Affidavits, VS Death Certificate Issuance, VS Death Certificate Registration, VS Death Certificate Special Requests, VS Hold Status Removal for BC, and VS Home Birth Registration Policies as presented by: Ms. Wildenthaler Second by: Mr. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

Motion to approve the Syphilis and HIV Surveillance Policy and Immunization Clinic Clinical Process 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.

7.8 1st Reading Resolution 2017-151 Food Fees

This was the first reading of Resolution 2017-151 FSO and RFE license fees for the license year 2018. Ms. Barnes presented a fee comparison chart that showed comparison of fees from 2015 to the proposed 2018 fees. She explained how the state required cost methodology is configured and which years data was

required to be utilized. She shared that although there is a slight increase, it is still below where it had been in years past.

7.9 Emergency Preparedness Plans

Motion to approve the GCHD EPI Response Plan and Emergency Operations Plan as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

Ms. Factor wanted to make it clear that these plans are in place until we formally adopt emergency preparedness plans from Crawford County Public Health; as they are the recipients of the Public Health Emergency Preparedness (PHEP) Grant and required to submit these plans which cover the Galion jurisdiction.

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

7.10 Performance Management

Motion to approve the Performance Management Update as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

Ms. Factor explained that many of the measured that are seen as Red or Yellow are found to be that way due to the expectation of goals being set at an annual basis and not being far enough into the year. Other measures have been found to be due to training, or lack of staff/ certified staff.

A Voice Vote was taken.

Motion carried.

7.11 Budget Discussion

This discussion included the dates of budgets to be submitted to the City and State Auditors. Anticipated personnel costs needed to be discussed but would be taken up in executive session.

7.12 Personnel Policy and Procedure Manual Updates

An overview of the changes that were previously approved were gone over. Additional changes to be discussed but would be taken up in executive session.

8. Monthly Reports

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

Fiscal/Funding

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

The City of Portsmouth has sent us an addendum to our STD contract for an additional \$6,000. We are working with the Auditor's Office to determine how/if that money can be allocated into our budget lines.

Wrote a grant to assist us with PHAB application costs; expected decision in October.

Administrative Policies/ Procedures

Continued work on administrative policies and procedures is being done. See PPM notes.

IT

ES Consulting began providing services effective 8/1/17. They have resolved various issues for us remotely already. They are still working on our full onboarding process.

Training/ Conferences

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

Various trainings for programmatic updates are also taking place. We are limited in the training opportunities in which we are able to send staff to, either due to lack of funds for trainings with a cost associated or constraints with budget to allow for staff coverage when others are out of the office.

Outreach/ Access to Care

See outreach reports.

Communicable Disease

August

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	3	1	2	0	0
Hepatitis C- Chronic	5	1	4	0	0
Lyme	2	1	1	0	0
Gonorrhea	2	0	2	0	0
Legion	1	0	0	0	1
Totals	13	3	9	0	1

8.2 August Nursing Monthly Report- Ms. Miller reported

Immunizations

- It is the busy season for vaccines and the immunization clinic. After a second purchase for depleted vaccines, our vaccine budget is \$4,411. Flu vaccine has already been purchased and a small order of the required back to school will be made for Varicella but unsure what the flow will be like through the month of September. It is anticipated to slow after the push through September and beginning of October.
- On August 14th, a clinic was held for all the Head Start employees for TB testing. All available GCHD nursing staff participated in the event.
- It has been decided to continue the Monday clinics until further notice. Meetings and schedules are formed around the Monday clinic schedule. It will need to be investigated further to make the smoothest transition should the switch be made.
- Calls were made and clinics for Flu are currently being set. Many of the businesses that participated have responded and are once again participating.

BCMH

- Two home visits were conducted.
- Billing was completed on 8/9 for a total of \$570
- No payments were received for the month of August.
- The NW Regional PHN meeting has been set for Nov. 17th at the Blanchard Valley Hospital.

School Nursing

- Galion City Schools
 - The 2017-18 school year for the Galion City Schools began on August 21st.
 - The start of the year is in full swing and very busy. All 4 clinics were set up and ready to go on the first staff days, August 17th and 18th. Nursing has been attending student care conferences, providing health information education to staff, checking in medications, as well as doing immunization record reviews. Over the summer, additions were made to the school website under "Parent Resources" to include a "Clinic Resources" tab to provide some health education consistently to families. Lynn and Kara participated in the Primary Open House to provide some community outreach regarding services available at the health dept. We are also able to use our medical assistant, Jessica Bopp, this year to help with documentation and screenings.
- Galion Saint Joseph Parish School
 - The 2017-18 school year for the Galion Saint Joseph Parish School began on August 21st. The principal has requested hand washing education to be conducted at the beginning of the year. The education has been scheduled for September 8th and 12th for preschool through 2nd grade. Hand washing will be taught using the Glo Germ and Glitter germ products.

Students

- An Ashland University College of Nursing Student will be following Lynn Corwin PHN and Kara Kimerline PHN at the schools on Wednesdays. The student will be follow the nurses beginning September 6th through October 18th. The student will also be participating in the Wednesday Flu clinics.

Education/ Outreach

- The Community Baby Shower was held at the Galion Community Hospital. See Annual Baby Shower 8.4.17 Outreach report.
- The Galion City Schools Open House was conducted on August 17th and attended by Kara Kimerline and Lynn Corwin, the nurses in the Galion City Schools. See School Open House 2017 Outreach report.

Upcoming Events

- Orientation for Nurses New to Ohio Schools September 13th-15th.
- Buckle Bear Seat Belt Safety September 22nd.
- ONA Advocacy Training Event (Free) September 25th.

Flu Clinics

- Golden Age Center September 29th from 9-3.
- Grace Point Church Flu Clinic October 4th from 3-6.
- Horizon Animal Hospital (Employees only) October 6th 8am
- Innovative Recycling (Employees only) October 10th 11:30am
- Golden Age Center October 11th 9-3.
- Grace Point Church October 18th 3-6.

8.3 August Environmental Monthly Report- Ms. Barnes reported

Accreditation

My start date was August 1, 2017. I am familiar with accreditation, and I was recently briefed on Performance Management processes at GCHD.

Education/Outreach

On August 18th, the last 3rd Friday in Galion, I participated in the afterhours activities including Stuff the Bus and outreach at our GCHD table which gave out health promotional items such as mosquito dunks.

Food Safety

In August, I spent a lot of office time planning and scheduling my time in the food program to complete the

inspections required by the state. I completed 16 standard food inspections, 2 CCP food inspections, 1 temporary food inspection, and 3 mobile licensing inspections. I completed plan review for a proposed Level 1 MicroMarket RFE. I also proctored one online level II food safety examination.

General Environmental Health

I am still acquainting myself with the programs, SOG's, and past practices at GCHD.

Manufactured Home Parks

GCHD completed MHP inspections per the MOU with OMHC prior to my arrival in August. I am following the legislation through the Ohio budget closely as they have dissolved the OMH, and the Ohio Department of Commerce is now going to absorb the Manufactured Home Park program. We do expect to receive first right of refusal to do the inspections on behalf of the department of Commerce for the mobile home parks as we did with OMHC, more details to come.

Public Health Nuisances

The public health nuisance program is steadily busy with 17 new public health nuisance investigations taken during the month of August. I am still acquainting myself with the way public health nuisance investigations are done at GCHD, especially the enforcement procedures with the law director.

Public Swimming Pools, Spas, and Special Use Pools

I did inspections at Heise Park Pool and wading pool, East Park Spray Ground, and Aspen Terrace.

Rabies Prevention

In August, GCHD received 8 new rabies investigation reports to complete. I am working with the Crawford County Dog Warden to obtain rabies vaccination status for each animal involved in an exposure.

Smokefree Workplace

There were no new investigations in this program for August.

Tattoo and Body Piercing

We do not currently have any licensed establishments in Galion

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. Kerr Second by: Ms. Wildenthaler
Abstentions: N/A

Time: 8:33am

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

Motion to return from Executive Session by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

Time: 9:34am

A Roll Call Vote was taken.

Kerr-Y Cramer-Y Wildenthaler-Y

Motion carried.

Motion to update the Galion City Health Department Personnel Policy and Procedure Manual sections 5.03, 5.11 and 6.11 as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

BOH members determined that language pertaining to Personal Leave should be placed under its own heading; including new language that clarifies this leave is not eligible for payout. It was also determined that additional language needed drafted for section 5.03 clarifying vacation carryover and cash out. Ms. Factor will present these at a future meeting.

A Roll Call Vote was taken.

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

Motion to set 2018 staff wage rate increases at a maximum of 4%, individual increases set based on merit 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.

Motion to set the 2018 Health Commissioner wage rate at \$36.78 and a maximum of 6% additional 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.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on October 10, 2017 at 7:30 at the Galion City Health Department.

11. Adjournment

Motion to adjourn was made at 9:36 am by: Ms. Kerr 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