

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, October 17, 2017 7:30 am
Regular Meeting



Present: Ms. Kate Strickler, President ProTem; 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 7:30 am.

2. Approval of Agenda

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

A Voice Vote was taken.
Motion carried.

3. Approval of Minutes

Motion to approve the September 12, 2017 Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Wildenthaler Abstentions: Ms. Strickler

A Voice Vote was taken.
Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the August 2017 Finance Reports and Warrants as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

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

Motion to approve the September 2017 Finance Reports and Warrants as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

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

October 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

2nd Reading Resolution 2017-151 Food Fees

This was the second reading of Resolution 2017-151 FSO and RFE license fees for the license year 2018. This was considered the public hearing on this matter. 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. New Business

7.1 Outreach Reports

Outreach report for the September Buckle Bear presentation to St Paul Preschool was shared.

7.2 Arbovirus (Mosquito) Surveillance

Ms. Factor shared the most recent surveillance reports. She reiterated to 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 Policies

Motion to approve the Offsite Clinic Policy as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y Cramer-Y Wildenthaler-Y

Motion carried.

7.5 2018 Budget Discussion

Information regarding the submitted 2018 budget was presented. No questions were presented at that time.

7.6 Personnel Policy and Procedure

Carryover and Cash out Caps were determined. It was also determined that Carryover Caps were only to be enforced at the end of the year (no rollover from year to year- unless a waiver is granted). It was also determined that Cash outs would only be allowed one time per year between November 1 and December 15.

7.7 MOU- Community Counseling

Motion to enter into an agreement with Community Counseling Services, Inc. for utilization of space for Mental Health Counseling Services through June 30, 2020 as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y Cramer-Y Wildenthaler-Y

Motion carried.

7.8 MOU- Sanitarian Evaluation in Food Safety Program

Motion to enter into an agreement with the Shelby City Health Department and the Morrow County Health District for the purpose of evaluation of sanitarian performance in the food service operation and retail food establishment programs as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y Cramer-Y Wildenthaler-Y

Motion carried.

7.9 NACCHO Contract

Motion to enter into contract with the National Association of County and City Health Officials (NACCHO) to provide professional services to NACCHO to enhance the programmatic activities of a CDC Grant until June 1, 2018 as presented by: Ms. Strickler Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y Cramer-Y Wildenthaler-Y

Motion carried.

8. Monthly Reports

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

Fiscal/Funding

The City of Portsmouth addendum to our STD contract for an additional \$6,000 was signed. We worked with the Auditor's Office and City Council who approved the transferring of funds so money could be allocated into our budget lines.

The NACCHO ASI (Accreditation Support Initiative) Grant will be received; only 24 recipients nationwide were selected. A training, to be held in January 2018, will be mandatory with receipt of these funds; training and expenses are covered.

Administrative Policies/ Procedures

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

IT

ES Consulting has been working on resolving various issues for us remotely as well as onsite. They are still working on our full onboarding process.

A new modem was installed by Spectrum. This was required for faster speed under our new internet services through state purchasing agreements. We are expecting to save significantly and receive faster through this service.

Training/ Conferences

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

Accreditation Learning Community

The Galion City Health Department was accepted into a small focus group (10 selected in the state) for the Ohio Accreditation Learning Community. To defray the staff-time cost to you for your involvement in the ongoing focus group and for your commitment to attend all 5 learning community sessions over the next 1.5 years, we will receive:

1. **Free** OPHA membership
2. **Free** travel to and from five Accreditation Learning Community sessions (all to be held in the Columbus area)
3. Documentation of your involvement in this research project as an example that can serve as accreditation documentation.

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

DIS Presentation at AOHC (Association of Ohio Health Commissioners) Fall Conference

- Our DIS, Tina Nichols, presented to Ohio Health Commissioners on the role of DIS in Public Health and the role in the recent Ohio HIV outbreak.
- Dr Metzger attended

Oktoberfest

- Quite a bit of work went into the 2017 Oktoberfest.
 - 28 mobile units
 - 1 "Farmer's Market" stand
 - 1 sewage issue

- 1 potential temporary campground
- Worked with many members of the ODH and ODA staff

Come Home to Galion

Preparation have begun for the annual Come Home to Galion Parade and Coloring Contest

Communicable Disease

September

Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
Chlamydia	2	0	2	0	0
Hepatitis C- Chronic	2	2	0	0	0
Hepatitis B	1	0	1	0	0
Giardia	1	0	1	0	1
Varicella	1	1	0	0	0
Totals	7	3	4	0	1

8.2 September Nursing Monthly Report- Ms. Miller reported

Immunizations

- On September 18th and 21st clinics were held until 8 pm to accommodate for the students needing back-to-school vaccines before the exclusion deadline to attend school. Not as many students attended the clinics as expected. However, some opted to schedule their appointments later and getting proof of appointments. This is considered acceptable for attending school.
- A purchase for Varivax (Varicella containing vaccine) was made for \$1,094.38. This leaves the overall budget for vaccine at \$3285.44 for the rest of the year.

Flu Clinics

- All flu vaccine has been received for the flu season.
- Press releases, an ad in the Town Money saver and several Facebook posts have been put out to advertise for the upcoming flu clinics.
- Galion Building and Loan Bank employee flu clinic was conducted at the Bucyrus rd. location and the S. Market street location on September 26th. Fifteen vaccinations were given.
- The Galion Golden Age Center flu clinic was held on September 29th from 9-3. Fifty Vaccines were given. Mostly being High Dose for individuals 65 and older.
- Central State Enterprise employee flu clinic was conducted on October 3rd, 17 vaccinations were given.
- Grace Point Church flu clinic was held on October 4th from 3-6, 48 vaccinations were given.

Upcoming Clinics

- The City Flu Clinic will take place on October 5th and will be open to all city employees.
- Horizon Animal Hospital employee flu clinic will be held on October 6th
- Innovative Recycling employee flu Clinic on October 10th
- The second flu clinic for the Galion Golden Age Center will be held on October 11th from 9-3.
- The second flu clinic for Grace Point Church will be held on October 18th from 3-6.
- Walk-in flu clinics will be held at the department as staff and vaccines are available.

BCMH

- A payment of \$570 was received.
- The NW Regional PHN meeting has been set for Nov. 17th at the Blanchard Valley Hospital.

- No other updates.

School Nursing

- Galion City Schools
 - Nursing was busy at the Galion City School district with the enforcement of the 14-day rule for immunizations. Students had to either show proof of up to date shot records, proof of an appointment, or sign an immunization exemption form by 9/12/17 or be excluded from school. Nurses are tracking appointments and working on updating the school list of immunization exempt students. Nurses are also working on getting the emergency medical alerts entered in DASL (school software program) to coordinate safe care in the district with teachers, transportation, and cafeteria staff. A scheduled bimonthly meeting was held with Cindy Parrott, Lynn, and Kara to provide updates, share concerns, discuss needs.
 - Jessica Bopp, our MA has been assisting the nurses at the GCS with documentation from the immunizations and for hearing and vision screenings. This has helped meet deadlines.
- Galion Saint Joseph Parish School
 - On September 8th, hand washing education was taught to the Preschool classes. The Glo Germ materials were used. All of the students were able to wash their hands and observe under the glow light to see if how well they washed their hands.
 - On September 12th, kindergarteners, first and second graders were educated on hand washing and were able to do Glo Germ as well.
 - Immunization records were completed with only 1 student needing vaccines.
 - The hearing and vision screenings for kindergarten and first grade are scheduled for October 24th and 25th.

Students

- An Ashland University College of Nursing Student has been following Lynn Corwin PHN and Kara Kimerline PHN at the schools on Wednesdays. The student is participating in flu clinics as well.

Education/ Outreach

- September 13-15 Emily and Lynn attended the 3-day ODH conference "Orientation for Nurses New to Ohio Schools". Important information was received as well as updates that will be coming for school nurses.
- On September 25th, the ONA Advocacy Training Event (free) was attended by Emily. The training was educational with some good insight on current events advocating for health and the clients we care for.

8.3 September Environmental Monthly Report- Ms. Barnes reported

Accreditation

I attended the Accreditation Learning Community in Columbus on September 26, 2017. It was very beneficial for guidance pertaining to documentation selection during the accreditation process. PHAB presenters provided real scenarios to aide local health departments.

Education/Outreach

Oktoberfest took up a lot of our time in EH for two days, just ensuring that each facility and food stand was properly licensed and had the essentials to help provide safe food to the public. The teamwork from Trish Factor and Todd Eagle really helped facilitate efficiency from EH. On October 6, 2017, I provided six classes on *Food Safety, Here Comes the Health Inspector* to Galion High School students (9-12) in Robin Stacy's classroom. The presentation is attached.

Food Safety

In September, I completed an additional 13 routine standard inspections and 7 critical control point inspections at licensed mobiles, FSO and RFE's to move EH closer to completing first round inspections by October 31, 2017.

General Environmental Health

I submitted a request for funding through the Healthy Homes & Lead Poisoning Prevention Program annual grant for 2018. It is a small grant to aide with outreach to families with children under the age of 6. I requested \$5,000.

Manufactured Home Parks

Discussions are ongoing between our department, the city of Galion, and OMHC about the Clay Street Manufactured Home Park. Currently, GCHD has an MOU with OMHC to do one annual inspection at each licensed park. The inspections were completed by Stephanie. OMHC has the enforcement authority under regulations, not the health department.

Public Health Nuisances

The public health nuisance program is steadily busy with 10 new public health nuisance investigations taken during the month of September.

Public Swimming Pools, Spas, and Special Use Pools

I completed an inspection at Sleep Inn swimming pool. ODH has contacted me and scheduled the state swimming pool survey for Tuesday, October 24, 2017.

Rabies Prevention

In September, GCHD received 4 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

GCHD received a report of violation of the Smokefree Workplace Act at the Central Hotel near the end of September. A notice of report was issued to the owner/operator, and an on-site investigation will follow soon.

9. Executive Session

No executive session was called.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on November 14, 2017 at 7:30 at the Galion City Health Department.

11. Adjournment

Motion to adjourn was made at 8:40 am by: Ms. Wildenthaler Second by: Ms. Strickler 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