

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, December 12, 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: Brian Treisch- City of Galion Auditor

1. Call to Order

Ms. Factor called the meeting to order at 7:39 am.

2. Approval of Agenda

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

A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

Motion to approve the November 14, 2017 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: Ms. Strickler

A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

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

5. Public Comment

N/A

6. Old Business

BOH CE Verification

Ms. Factor reminded all BOH members that per ORC 3701.342 must complete 2 hours of continuing education each year. She provided verification letters to each BOH member to fill-out, sign, and return.

7. New Business

7.1 Outreach Reports

Outreach report for the December 2, 2017 Come Home to Galion parade and coloring contest was shared. Ms. Factor discussed how the coloring contest was run as well as the GCHD's participation in the annual parade with the contest winners. Outcomes can be found on the outreach report.

7.2 Legislative Updates

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

7.3 Policies

Motion to approve the Infant At Work Policy as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y

Kerr-Y

Wildenthaler-Y

Motion carried.

Ms. Factor shared that this policy had been brought before the BOH in November and it was requested that it go before legal counsel. Ms. Factor consulted with the Law Director and he had made one suggestion for language inclusion on the waivers. That correction was made, and the final version of the policy and waivers are what is being presented.

Motion to approve the School Nursing Absenteeism, Vaccine Refrigerator Failure, Lice, Dress Code-Client Contact, CMH- Client Consultations, CMH- Enrollment Process, CMH- Billing, and Home Visiting Policies as presented by: Ms. Ker Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

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

7.4 Resignation of Kara Kimerline

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

A Roll Call Vote was taken.

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

7.5 2018 Budget Discussion

Information regarding the submitted 2018 budget was presented. It was discussed that City Council had passed the 2018 budget as presented; however, the GCHD budget would held to a city contribution of \$259,000 per year in years 2019-2022. The determination of how the GCHD would fill the funding gap has not been made. Options discussed were merger, levy, income tax, combinations of various options. The discussions regarding funding and options must start taking place earlier; especially if any options require elections. The BOH agreed that more discussions with City Council would need to take place. Ms. Factor also shared that more advertising of GCHD services would be needed if considering a levy or income tax option.

8. Monthly Reports

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

Fiscal/Funding

The City of Portsmouth addendum funds (\$6,000) were finally received.

There have been numerous discussions with City Council regarding the funding of the Health Department, potential levy, potential merger discussions, etc.

Subcommittee is recommending that we are fully funded, per our budget request, for 2018; then flat funded in years 2019-2022 at \$259,000.

Administrative Policies/ Procedures

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

IT

ES Consulting is still working on our full onboarding process.

Training/ Conferences

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

Emily Miller will be trained as a Car Seat Technician in April 2018.

Outreach/ Access to Care

Come Home to Galion

The annual Come Home to Galion Parade and Coloring Contest were very successful again this year!
See Outreach Report

Communicable Disease

November

Disease Type	Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
EI	Campylobacter	1	0	1	0	0
STI	Chlamydia	6	0	6	0	0
BP	Hepatitis C - Chronic	4	0	2	2	0
VPI	Hepatitis B - Chronic	2	0	1	1	0

8.2 Nursing Monthly Report- Ms. Miller reported

Staff Update

- Kara Kimerline, RN, BSN, Nurse in the Galion City Schools has resigned. Her last day will be December 15th.
 - The hiring process has begun for finding a replacement. Currently looking to fill a 2-3 day a week position. Lynn Corwin, RN, who is currently in the schools has expressed interest in moving to 3-days a week in the schools. This will allow flexibility in the hiring process.
 - During this time, Lynn Corwin, RN will be picking up 4 days in the schools and Theresa Swinehart RN will be subbing in on a few days.

Immunizations

- Number of appointments have declined as expected.
- Overall 24 clients were seen during regular clinic hours with a 21% no show rate and thirty-six immunizations were given.
- Nineteen clients were seen outside of regular clinic hours for miscellaneous immunization/TB test needs.
- Two off-site clinics were held for Fox Plumbing and Heating, and Lifetouch. Hepatitis B series were started at both locations for a small number of employees. Flu vaccinations were also administered at Fox Plumbing and Heating for employees.

Flu Clinics

- Our last Flu Clinic was held on Election Day, November 7th, at the Galion City High School. This clinic was open to the public, teachers, and students.
 - Twenty-three vaccinations were given.
 - The outcome for this clinic was poor and not as anticipated. The clinic was set up in the training room, located in the same hallway as the entrance into the gym where voting was held.
- Walk-in flu clinics will be held at the department as staff and vaccines are available.

BCMH

- Three client consultations were completed during the month of November.
- Mindy Schwartz, Field Case Manager for the Ohio Department of Health CMH program came to the Galion City Health Department to refresh former CMH nurse, Theresa Swinehart, PHN to the CMH program. Theresa will be covering the CMH program while Emily is out on leave. Theresa is currently employed as a call-in.
- Theresa and Emily attended the Northwest Regional PHN meeting for CMH at the Blanchard Valley Hospital in Findlay, Ohio.

School Nursing

- Galion City Schools
 - Hearing and Vision screenings continue. The 5th grade hearing and vision screening was completed the week of November 27th. Third grade hearing and vision screenings were completed the week of December 4th. This will leave the 7th, 9th and 11th graders to be screened as well as preschool which will be screened after April 1st as this will then be counted as the screening for kindergarten.
 - Jessica Bopp, MA has been orienting in the schools and assisting in documentation.
- Galion Saint Joseph Parish School
 - No updates

Students

- An Ashland University College of Nursing Student will start the week of January 15 and another to follow on March 20th. The students will be based in the school for their 6-week rotation.

8.3 Environmental Monthly Report- Ms. Barnes reported

Food Safety

As of today, all licensed vending locations have been inspected. I am starting to do some of the second-round inspections for the licensing year which ends on February 28, 2018. GCHD has issued 5 Temporary Food Service Licenses in 2017, which is the most for one year in quite some time. I reached out to the ministerial association to see if they would be interested in me offering food safety training to their volunteers, and they are passing the word on to the area churches. I have been contacted by the Galion City Schools' Food Service Director to attend their January in-service meeting to provide a food safety refresher to staff.

I attended a training on plan review and farm markets at the Morrow County Health Department on November 28, 2017. It was a free training put on by ODH and ODA where we received CEU credits for the day. The matter of transferring licenses was brought up. One health department in attendance allows for transfers and the other two LHD's in attendance do not allow for license transfers.

General Environmental Health

On December 1, 2017, I inspected and issued a solid waste hauler permit for a new garbage truck for Shuster Sanitation. The trucks are inspected for safety and sanitation purposes. Chapter 719 of the Galion Codified Ordinances cover the collection and transportation of solid waste in Galion.

Manufactured Home Parks

Currently, there is not any news about the regulatory transfer from OMHC to the Ohio Department of Commerce.

Public Health Nuisances

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

Rabies Prevention

In November, GCHD received 3 new rabies investigation reports to complete so the season seems to be slowing down. 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 November, again. I issued the notice of report to the owner/management. I will do an investigation sometime in December to see if there are violations of the SmokeFree Workplace laws.

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: 9:27am

A Roll Call Vote was taken.

Strickler-Y Kerr-Y Wildenthaler-Y

Motion carried.

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

Time: 9:48am

A Roll Call Vote was taken.

Strickler-Y Kerr-Y Wildenthaler-Y

Motion carried.

Motion to approve 2018 wage rates as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y Kerr-Y Wildenthaler-Y

Motion carried.

Personnel action forms for 2018 wage rates were signed.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on January 9, 2018 at 7:30 at the Galion City Health Department. A list of 2018 BOH dates was provided

11. Adjournment

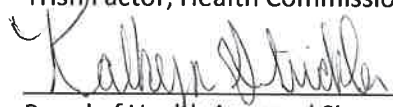
Motion to adjourn was made at 9:50 am by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

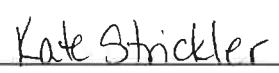
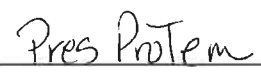
A Voice Vote was taken.

Motion carried.

Respectfully Submitted,


Trish Factor, Health Commissioner


Board of Health Approval Signature

 
Board of Health Approving Name and Title