

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Thursday, February 13, 2018 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Wendy Kerr, Vice President; Ms. Andrea Wildenthaler, Board Member; Mr. Wade Cramer, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health

**Guests:** Olivia Roston, GCHD Employee/ Galion resident; Nadia Oehler, potential intern/ Galion resident; Brian Treisch, City of Galion Auditor

**1. Call to Order**

Ms. Factor called the meeting to order at 5:02 pm.

**2. Approval of Agenda**

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

A Voice Vote was taken.  
Motion carried.

**3. Approval of Minutes**

Motion to approve the January 18, 2018 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 January 2018 Finance Reports as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

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

**4.1 Finance Reports Discussion**

Discussion regarding how finances are reported, including the tracking of 2017 funds being expended in 2018. The Board was asked if there was any further breakdown of numbers they would like to see, or if they would like to see any of the information presented differently. Mr. Cramer asked if the total amounts could be divided by 12 and show how much we would be spending if the costs were evenly distributed. It was explained that the numbers could be shown that way, but it may be beneficial to still show the numbers in the current way as well; since many expenses and/or revenues come all at once, and are not distributed evenly throughout the year (an example of food licensing fees coming in February was shared, those fees are due then, unless a new restaurant opens or other changes occur).

**5. Public Comment**

N/A

**6. Old Business**

No old business

## **7. New Business**

### **7.1 Outreach Reports**

There were no outreach reports to present.

### **7.2 Legislative Updates**

Ms. Factor shared the most recent legislative updates.

### **7.3 Mosquito Surveillance Contract**

Motion to approve entering into a Mosquito Surveillance contract with Nadia Oehler as presented by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Wildenthaler-Y Cramer-Y

Motion carried.

Ms. Factor stated that the former intern/ contractor is unable to come back for the following season and provided a termination letter. In order to continue the mosquito surveillance, outreach, and planning this new intern/ contractor is necessary.

### **7.4 2017 Pool Survey**

Motion to accept the 2017 ODH Pool Survey as presented by: Mr. Cramer Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Wildenthaler-Y Cramer-Y

Motion carried.

Ms. Barnes stated that there was some room for improvement, but overall the survey went very well.

### **7.5 Strategic Plan Review**

Ms. Factor walked to BOH members through the stated goals and objectives from the Strategic Plan and discussed how GCHD was progressing towards them. She also shared that tracking of these would be done via an electronic tracking mechanism that would be shared with the BOH moving forward.

### **7.6 Crawford County Health Partners- Community Health Assessment**

A motion to allow the Health Commissioner to enter into contracts and/or MOU's with the Crawford County Health partners agencies for the purpose of creating and funding the Community Health Assessment(CHA) and Community Health Improvement Plan (CHIP) was tabled till the March meeting. Board members discussed the maximum amount that was budgeted for the CHA in 2018 and not agreeing to contribute more than that amount. It was also discussed that half of the NACCHO ASI grant funds would be utilized towards the GCHD portion of the CHA.

This motion was tabled because the final language was not yet available. Ms. Factor shared previous agreements for BOH review; Avita had not yet provided the new agreement as of the start of this meeting.

### **7.7 PHAB Accreditation**

Motion to apply for Public Health Accreditation through the Public Health Accreditation Board (PHAB), allowing the Health Commissioner to enter into any necessary agreements with PHAB through the application process, as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Wildenthaler-Y Cramer-Y

Motion carried.

A portion of the NACCHO ASI grant funds will cover a portion of the application fee. The application fee is \$15,000.

## **7.8 Epidemiological Coverage Discussion**

Discussion regarding a previous contract, for GCHD to provide some epidemiological services to Crawford County Public Health (CCPH), that had been submitted for BOH consideration. Ms. Factor shared the changes that were made to the contract by CCPH based on GCHD concerns. Discussion regarding additional clarification and corrections occurred. Ms. Factor stated that she would have the contract reviewed by the Law Director prior to entering into the contract, and that the clarifications and corrections would be made.

Motion to enter into contract with Crawford County Public health to provide epidemiological services for Galion through PHEP funding, upon Law Director approval, as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Wildenthaler-Y Cramer-Y

Motion carried.

## **7.9 Health Department Future**

Those present that had attended the January Police, Fire, and Health City Council Subcommittee meeting shared their experience. It was discussed that justification of staff positions (how many and what they do), what school nurses do in the summer months, and what programs/services we provide versus what the county may want something Council was interested in. It was also mentioned that Crawford County Public Health was asked to attend the next meeting. Ms. Factor shared that the next Subcommittee meeting would be held Wednesday, February 28<sup>th</sup> and encouraged BOH members to attend.

## **8. Monthly Reports**

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

#### **Accreditation**

We are ready to select an Accreditation Coordinator and apply.

#### **Fiscal/Funding**

The STD and HIV contracts with Portsmouth were approved 2/7/18.

#### **Administrative Policies/ Procedures**

Continued work on administrative policies and procedures is being done.

#### **IT**

Full onboarding process and Domain changeover should be completed in February.

#### **Staff**

Amy Jerger is joining us as our new PT PHN.

Jessica Bopp is officially PT MA- previously considered intermittent

Emily Miller will be on maternity leave.

#### **Training/ Conferences**

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

Scheduling at the schools is allowing the GCHD to designate some training days.

The first day-long training was conducted on January 29, 2018 and various required trainings were able to be completed.

**NACCHO ASI-** January 24-25, 2018, Washington DC

This has been attended and follow-up conference calls and remote technical assistance (TA) is still being received.

### CU Lead- October 2017-June 2018

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

### Communicable Disease

January

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	10	10		
VPI	Flu (hospitalized)	11	11		
STI	Gonorrhea	2	2		
BP	Hepatitis C - Chronic	3	3		
BP	Hepatitis B - Chronic	1	1		
VI	Lyme disease	1			1
VI	Rabies	1		1	

### January Confirmed Communicable Diseases by Type

Sexually Transmitted Infections	12
Vaccine Preventable Illness	11
Bloodborne Pathogens	4
Enteric Illnesses	0
Other Illnesses	0
Vectorborne Illnesses	0
Total	27

## 8.2 Nursing Monthly Report- Ms. Miller reported

### Staff Update

- Amy Jerger RN, BSN began orientation during the month of January. She followed Lynn at the schools and also spent time in the office with other orientation needs during the month of January. She has brought with her valuable experience that has brought forth improvements in the schools.
- Jessica Bopp, MA began her part time status. With the beginning of the part time status, she has been working on outreach activities including Facebook updates and preparations of the upcoming Health and Wellness Fair (Galion Safety Council). She has played a large part in immunization clinic preparations as Lynn devoted more time in the schools orienting Amy.
- Theresa Swinehart covered the CMH program, St. Joseph's School and assisting with other small programs as needed such as the Ramps and SIDS programs while Emily was out on Maternity Leave.
- Emily was out beginning Friday, January 12th.

### Immunizations

- During the month of January there was a 37.5% no show rate. During the month of January, inclement weather was experienced which is a factor in the increased no show rate. Overall, 30 clients were seen with an appointment and 45 injections were given. Because most deadlines for vaccine requirements have been met for the school year, lower client load was also experienced during this month.

### CMH

- Remittance advice was received on 1/29 for a payment of \$1320.

- Rejection advice was also received by error and has been resolved.

### **School Nursing**

- Galion City Schools
  - Amy Jerger began her orientation in the schools following Lynn Corwin.
  - During the month of January, the 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade required hearing and vision screenings were completed. All required follow-ups, rescreening, and documentation was also completed for these grades.
  - Amy and Lynn met with Cindy Parrott (Student Services Director) for a regular meeting. Issues were discussed regarding the proper storage of level 2 medications. Concerns were expressed that the school was not receptive of the advice of proper management of these medications. Lynn and Amy will be researching the laws and regulations for the management of these medications.
  - According to Lynn, all required documentations, screenings and other required duties are caught up and within good standings.
- Galion Saint Joseph Parish School
  - Theresa Swinehart reviewed immunization records for preschoolers on January 17<sup>th</sup>. Second notice letters were sent out to the remainder of the student still requiring vaccines.

### **Students**

- An Ashland University College of Nursing Student has begun her clinical rotation with Lynn Corwin at the schools.

## **8.3 Environmental Monthly Report- Ms. Barnes reported**

### **Food Safety**

I am finishing inspections for the 2017-2018 food licensing year and busy processing new license applications/licenses for 2018-2019. I received plans to review for a new Risk Level 3 RFE (BellStores/Marathon) and a Risk Level 4 FSO (Dairy Queen). I am dealing with a few of our local businesses to complete license transfers prior to March 1, 2018. I have not yet received clarification from the Ohio Department of Health and the Ohio Department of Agriculture on the question of licensing distilleries with tasting rooms.

### **General Environmental Health**

I have given education materials on bed bugs and landlord/tenant rights to several complainants in Jan/Feb.

### **Manufactured Home Parks**

The regulatory transfer from OMHC to the Ohio Department of Commerce did occur on January 21<sup>st</sup>. I was asked by the Department of Commerce to send our past MOU/contract to them for review.

### **Public Health Nuisances**

The public health nuisance program is steadily busy with 15 new public health nuisance investigations taken during the months of January/February to date. I had my first court date on February 6<sup>th</sup>; however, the defendant asked for a one-week continuation and it was granted. I do need to follow through with court proceedings for another non-compliant case as well.

### **Smokefree Workplace**

I received a complaint in February on Z's Grog for allowing patrons to smoke inside, but the investigation has not yet been completed as I am awaiting guidance/direction from the Ohio Department of Health, because the complainant has actual video-evidence.

### **Rabies Prevention**

GCHD has had 4 animal bite reports so far this year. I am working with the Crawford County Dog Warden's office to gain dog owner compliance for vaccination records. One of the animal bites was a stray pitbull, so we used social media to make the community aware; however, it has not yet been found.

**9. Executive Session**

No executive session was requested or held.

**10. Next BOH Meeting**

The next Board of Health meeting is set to take place on March 13, 2018 at 5:00pm at the Galion City Health Department.

A list of 2018 BOH dates was provided

**11. Adjournment**

Motion to adjourn was made at 7:07 pm by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner

Katelyn Strickler President RoJem  
Board of Health Approval Signature

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Board of Health Approving Name and Title