

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, March 13, 2018 5:00 pm
Regular Meeting



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

Guests:

1. Call to Order

Ms. Factor called the meeting to order at 5:13 pm.

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 February 13, 2018 Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: Ms. Strickler

A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

February had not been closed out by the Galion City Auditors Office as of the time/ date of the GCHD BOH meeting; therefore, they will be presented at the next regularly scheduled GCHD BOH meeting.

5. Public Comment

N/A

6. Old Business

No old business

7. New Business

7.1 Outreach Reports

An outreach report for the February 25, 2018 Health and Safety Fair was presented.

7.2 Legislative Updates

Ms. Factor shared the most recent legislative updates. She also provided a briefing on the ODH draft rules and referenced the open comment period. Ms. Factor will provide comments on behalf of the GCHD during the open comment period.

7.3 Policies

Motion to approve the Standing Orders Policy as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y

Strickler-Y

Cramer-Y

Motion carried.

7.4 Resolution 2018-152

Motion to approve Resolution #2018-152 (A RESOLUTION TO AUTHORIZE THE HEALTH COMMISSIONER TO APPROVE CERTAIN EXPENDITURES, PROVIDE FOR THE DISBURSEMENT OF FUNDS, AND ENSURE THE SAFEKEEPING OF HEALTH DEPARTMENT FUNDS), and repeal Resolution #2015-140 as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Ms. Factor had shared that this resolution expanded the \$5,000 expenditure limitation to include vaccine purchases and fee remittance to the State of Ohio Treasurer.

7.5 CHA/ CHIP Expenditure

Motion to allow the Health Commissioner to expend \$10,000, per Resolution 2018-152, for the purpose of paying towards GCHD's portion of the Community Health Assessment/ Community Health Improvement Plan, as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Cramer-Y

Motion carried.

7.6 Crawford County Health Partners- Community Health Assessment

Motion to allow the Health Commissioner to enter into contracts and/or MOU's with Crawford County Health Partners agencies for the purpose of creating and funding the Community Health Assessment and Community Health Improvement Plan as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Ms. Factor shared that \$8,000 of GCHD's NACCHO ASI grant funds are being utilized towards a portion of GCHD's contribution.

7.7 PHAB Accreditation

Motion to allow the Health Commissioner to expend \$14,000, per Resolution 2018-152, for the purpose of paying the Public Health Accreditation Board application fee, as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Cramer-Y

Motion carried.

Ms. Factor shared that \$7,000 of GCHD's NACCHO ASI grant funds will cover a portion of the application fee. The total application fee is \$14,000.

7.8 Epidemiological Coverage Discussion

Ms. Factor shared that a motion to enter into contract with Crawford County Public Health, for GCHD to provide epidemiological services for Galion was approved at the February 13, 2018 GCHD BOH meeting. She shared the final version of the contract, with changes made per the GCHD BOH discussion and approval of the Law Director. The contract is now with Crawford County Public Health awaiting BOH approval.

7.9 Healthy Homes Contract

Motion to approve the Health Homes Lead Poisoning Prevention Contract, upon approval of the Law Director, as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y

Strickler-Y

Cramer-Y

Motion carried.

7.10 DIS Supervisor Contract

The DIS Supervisor contract/ contract addendum presented to GCHD by the Portsmouth City Health Department was reviewed and discussed. No additional funding was being offered in contract language as it had in 2017. There seemed to be some question regarding the funding being incorporated in to the original DIS (STD and HIV) contracts; it had been relayed that Portsmouth believed the funding for this was incorporated in the contract totals. Ms. Factor and the City Law Director reviewed the original DIS contracts and it was agreed that no supervisory duties were included in the language of the contracts. Ms. Factor will reach out to the Portsmouth City Health Department to gain clarification regarding the intent and the funding levels.

7.10 Health Department Future

Those present that had attended the February Police, Fire, and Health City Council Subcommittee meeting shared their experience. It was discussed that the information regarding 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 was not even asked for or considered during the meeting. Discussions were more directed at the GCHD's ability to operate for \$259,000 or less and what all services could be provided for the funding appropriated in the recovery plan. It was also mentioned that Crawford County Public Health was asked to attend the next meeting; in March, not the February meeting as originally understood. Ms. Factor shared that the next Subcommittee meeting would be held Wednesday, March 28th and encouraged BOH members to attend.

8. Monthly Reports

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

Accreditation

Emily has taken on the role of Accreditation Coordinator(AC).

Application has been submitted to PHAB. Once it is reviewed and accepted by PHAB, we will be invoiced the application fee and training for the AC will be scheduled.

See accreditation updates.

Fiscal/Funding

Our contract to provide services to Crawford County has been updated and approved by the Law Director.

Our contract with Portsmouth is being reviewed, they sent an amendment for our DIS to provide supervisor services for the rest of the year.

Administrative Policies/ Procedures

Continued work on administrative policies and procedures is being done.

IT

Only a few issues arose during onboarding, but those that have been noted have been corrected.

Staff

Emily Miller is back full-time. Jessica Bopp will be on maternity in the near future.

Training/ Conferences

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

HCU- Health Commissioner University will take place 4/5/18. The Health Commissioner will attend this. This one-day session will focus on legal Obligations

LEHDS- Leadership Essentials for Health Districts will take place 4/24-25/18. The Health Commissioner and Environmental Director will attend this.

CU Lead- October 2017-June 2018

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

Communicable Disease

February

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	3	3	0	0
VPI	Flu (hospitalized)	2	2	0	0
STI	Gonorrhea	1	1	0	0
BP	Hepatitis C - Chronic	3	3	0	0
BP	Hepatitis B - Chronic	1	0	1	0

February Confirmed Communicable Diseases by Type

Sexually Transmitted Infections	4
Vaccine Preventable Illness	2
Bloodborne Pathogens	3
Enteric Illnesses	0
Other Illnesses	0
Vectorborne Illnesses	0
Total	9

8.2 Nursing Monthly Report- Ms. Miller reported

Staff Update

- Emily Miller returned and resumed part time status beginning February 5th. As of February 26th, she resumed full time status.
- Amy Jerger RN, completed her orientation in the schools on 2/12. She will be working two days a week in the schools and one day a week in the office during the rest of the school year. She will likely drop to two days a week once school is out. During this time, she will be oriented to the other nursing programs within the department including the immunization clinic.
- Lynn Corwin is back in the office for Mondays and Thursdays, continuing her duties as the immunization coordinator.

Immunizations

- Three immunization clinics were held during the month of February
- A total of 47 clients were scheduled during the month of February with a total of ten no shows. A graph indicating the No Show Rates for January-February was presented.

CMH

- Remittance advice was received on 2/16 for \$280 for adjustments from previous payment in January.
- Remittance advice was received on 2/21 for \$540 for payment from November 2017.
- No home or office visits were conducted during the month of February.

Foster Screenings

- No foster screenings took place during the month of February.

Lice Checks

- Two head checks were completed.

School Nursing

- Galion City Schools
 - Prescription medication handling as address in last month's meeting will not be handled any differently per Cindy Parrott, Student Services Director for Galion City Schools, as it was determined Schedule II medication inventory is not required per the Board of Pharmacy.
 - Rescreenings were completed on 2/28 for 7th, 9th, and 11th graders. This includes all required documentation and referral letters.
 - DASL (online student records) training will be completed on March 14th for Amy Jerger, Lynn Corwin and Jessica Bopp. This program allows for student information to be accessed from any location. Information input into this program includes student health information such as immunization records, hearing and vision screenings.
 - It was discussed at the end of last year with the Galion City Schools superintendent that we would be transitioning health record information for the students into DASL replacing paper files. However, it was discovered that this transition would not be as helpful as intended and the superintendent has decided to continue with the paper health files.
- Galion Saint Joseph Parish School
 - No updates

SIDS (Sudden Infant Death Syndrome)

- No referrals

Outreach

- Galion Safety Council – Health and Wellness Fair (See Outreach Report Health and Wellness Fair 2/15/18)

Students

- An Ashland University Student wrapped up her rotation on 2/27. She completed an exit interview. A new AU student will start on March 21st.
- AU faculty reached out for hope to place more students during summer semester.

8.3 Environmental Monthly Report- Ms. Barnes reported

Accreditation

Although there has not been any time in Environmental Health this past month to work on accreditation, I am looking forward to being able to have some time to work on Domains 6 & 2, where I am the lead. Trish and I met on 3-1-18 and went through each measure for Domain 6, and I think the notes we recorded will really help me find the proper documents to select for the accreditation process.

Food Safety

The 2017-2018 food licensing year ended; all required inspections were completed. We do have a few late paying FSO/RFE's operators. I approved the plans for the BellStores and also for the Dairy Queen. Taylors, Bistro 217, and Lane's Tavern completed the license transfers on or before March 1, 2018. I am anxious to attend the MidWest Workshop on March 27th to learn more about when a local health department would license distilleries with tasting rooms or wineries that wholesale.

General Environmental Health

In late November of 2017, I submitted an application to the National Environmental Health Association to be a host LHD for their National Environmental Public Health Internship Program (NEPHIP). Last week, GCHD was notified that we were selected to host an intern through the program. Basically, NEHA pays a \$4,000-\$6,000 stipend to the

student to work 40 hours a week for 10 weeks during the summer at GCHD; however, the student will be working in Environmental Health programs, specifically the vector control program. I will be the mentor to the student as the student completes an independent, complex project that focuses on solving an EH problem that we are currently facing.

Public Health Nuisances

The public health nuisance program is steadily busy with 9 new public health nuisance investigations taken during the months of February/March to date. 7 complaints were solid waste, while the other 2 complaints were Healthy Homes/insect/pest infestation problems. A graph showing the cumulative and month to month nuisance totals from 2014 to the present was presented.

Smokefree Workplace

I conducted my smoking complaint investigation at Z's Grog in late February and observed people smoking as well as ashtrays which are both violations of the Smokefree Workplace laws. I am following the protocol from ODH to follow through with the rest of the investigation (issuing a fine) for violations found within the last 2 years.

Rabies Prevention

GCHD has had 6 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. I completed the Ohio Department of Health's animal bite/rabies survey to report our 2017 findings. A chart showing the animal bites/ exposure trends by species and year from 2014 to current was provided.

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 April 10, 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 6:58 pm by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature

Katelyn Strickler President Pro Tem
Board of Health Approving Name and Title