

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, June 12, 2018 5:00 pm**  
**Regular Meeting**



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

**Guests:** Dawn Ratliff, ADM Benefits; Blythe Buurma, Crawford County Public Health

**1. Call to Order**

Ms. Factor called the meeting to order at 5:09 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. Insurance**

Discussion regarding insurance options for GCHD staff occurred. Dan Ratliff from ADM Benefits Plan Agency, Inc. explained the differences between various plan options available to GCHD. It is believed that options discussed provide GCHD staff with the same, or greater, coverage options for a lesser premium. The greatest benefit would be through SOCA/ MEWA options; however, it is yet to be determined how premium payments would be able to be made; discussion with the Auditors Office and benefits plan groups would need to occur. Further discussions on this topic and overall budget will need to occur.

**4. Plans**

Blythe Buurma from Crawford County Public Health was present and discussed how the plan was created. Ms. Buurma and Ms. Factor explained the reason for the promulgation letter. BOH members had questions regarding requirements of the PHEP grant as it related to GCHD; Ms. Factor explained that GCHD had an ERP (Base Plan) but did not have the resources to create all appendices and various operational plans associated with the ERP, Ms. Buurma explained that as the PHEP grant recipients CCPH was responsible for the planning efforts for Crawford County, Galion inclusive. Ms. Factor provided a list of corrections/ updates that would need to be made. BOH members asked if MS. Factor had any other concerns with the plan; Ms. Factor stated concern with the security settings of the document. Due to the nature of the document, Ms. Buurma stated that the ODH wanted documents in the secured form. Ms. Factor stated that if GCHD is to adopt the plan, they would need to be able to highlight and/or place comments on the documents for purposes of accreditation; not to change any plan content. Ms. Buurma stated that she already had, or will have, documents with highlighting completed for accreditation purposes and is able to share those.

Ms. Factor reiterated, and BOH members agreed, that the plan could only be promulgated if the plan is provided to GCHD in a manner which would allow for highlighting and comments to be added AND/OR all emergency preparedness documentation for accreditation purposes be provided by CCPH, including any documentation requested regardless of whether CCPH is utilizing if for submission.

Motion to approve the CCPH-GCHD Emergency Response Plan (Base Plan) and sign promulgation letter for CCPH as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Wildenthaler-Y

Motion carried.

**5. Approval of Minutes**

Motion to approve the April 10, 2018 Meeting Minutes as presented by: Ms. Strickler Second by: Ms. Kerr

Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

**6. Approval of Finance Reports/ Warrants**

Motion to approve the April 2018 Finance Reports as presented by: Ms. Kerr Second by: Ms. Wildenthaler  
Abstentions: N/A

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

Motion to approve the May 2018 Finance Reports as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions:  
N/A

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

Discussions regarding insurance claim payments, unreceived revenue from the Portsmouth contract, travel of the DIS, utility payments (gas), Postage, IT costs, and mosquito control grant occurred. Ms. Wildenthaler pointed out a typo on each report, Ms. Factor stated those would be corrected for the record.

**7. Public Comment**

N/A

**8. Reports**

**8.1 Health Commissioner Report- Ms. Factor reported**

**Accreditation**

Accreditation Coordinator Training will be attended August 28-29, 2018; dates changed due to construction occurring at PHAB during the previously scheduled dates. Internal efforts continue.

**Community Health Assessment**

Question selection occurred 5/31/18. HCNO provided the draft version of the survey and comments from stakeholders are being collected. Adult and Youth surveys will be sent out/ administered fall 2018.

**Fiscal/Funding**

- Our contract to provide services to Crawford County (approved by GCHD BOH March 2018), was tabled by the CCPH BOH due to potential contract with Galion City Council; since council's decision not to contract, we have not been contacted regarding this. Ms. Factor asked Ms. Buurma if she knew the status of that contract, Ms. Buurma said she knew it had gone to the CCPH BOH before but hadn't heard anything further. Ms. Strickler asked if the PHEP grant and the plan agreed to covers us with EPI services and if so do we need to follow through with this. Ms. Buurma stated that under the PHEP grant and the CCPH contract with Union County Galion is covered for EPI services but is responsible for its daily communicable disease reporting.
- Galion City Schools approached GCHD regarding their contracts for health services, they had received quotes from another department that was able to cut costs for them. GCHD will shift their hourly RN rate to match the other department.
- GCHD was not awarded the 2018 Mosquito Grant.
- Portsmouth contract addendum clarification was obtained
- NACCHO ASI Grant final report has been submitted.

- Continued work to determine funding levels and potential GCHD scenarios
  - City Council and CCPH potential contract- Council subcommittee advised that they would not continue the contract discussions; GCHD will have to work within the budget allotted.
  - Ms. Factor continues to look at various insurance options as a cost savings measure.

### **Administrative Policies/ Procedures**

Continued work on administrative policies and procedures is being done. Review of policies and procedures being conducted according to their designated review/ revision schedules.

### **IT**

Working through issues as they arise with ES. Currently VPN access to the server is a standing issue.

### **Staff**

- Dr Metzger gave GCHD written notice on 5/15/18 that her last day as Medical Director would be 5/31/18 (note: her contract requires a 60-day written notice).
- Dr Saul was interested in the Medical Director position and we began gathering his information to put him in place.
- Jessica Bopp (MA) will not be returning from maternity leave; she will stay on as an intermittent employee; she was intermittent prior to being made part-time in January 2018.
- Amy Jerger (RN) reduced summer hours to 2 days per week.
- Performance Reviews are coming due in July.

### **Training/ Conferences**

**Public Health Combined Conference-** Ms Factor attended this conference as required under ORC

**HCU-** Health Commissioner University took place 4/5/18. This one-day session focused on Legal Obligations; many OAG opinions and past legal interpretations were discussed. The class follows up with a conference call on 7/26/18. The next session of HCU is slated for 11/7/18, this session focuses in on Human Resource areas specific to Health Commissioners.

**LEHDS-** Leadership Essentials for Health Districts took place 4/24-25/18. The Health Commissioner and Environmental Director attended this training and gained a lot of great information

**Child Passenger Safety** -Ms. Miller was trained as Car Seat Technician in April. Ms Factor received a stipend from the ODH to attend the 2018 Ohio Child Passenger Safety Conference in Columbus, OH (5/1-2/18), through this conference she was able to receive all remaining CE's for this recertification.

**CU Lead-** Ms. Factor graduates from CU Lead on June 14, 2018, as part of a final project Ms Factor participated in Junior Day (5/11/18), this was an opportunity to showcase the field of Public Health and Healthcare to all Crawford County 11<sup>th</sup> grade students.

## Communicable Disease

April

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	7	6	1	0
STI	Gonorrhea	2	2	0	0
BP	Hepatitis C - Chronic	11	8	3	0
VPI	Hepatitis B	1	0	1	0
STI	HIV-Syphilis	1	0	1	0
VI	Lyme Disease	1	0	0	1

May

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	7	7	0	0
EI	Giardia	1	1	0	0
BP	Hepatitis C - Chronic	10	9	1	0
BP	Hepatitis B - Chronic	1	1	0	0
BP	Hepatitis C	1	0	0	1
STI	HIV-Syphilis	1	0	1	0

### April Confirmed Communicable Disease by Type

Sexually Transmitted Infections	8
Vaccine Preventable Illness	0
Bloodborne Pathogens	8
Enteric Illnesses	0
Other Illnesses	0
Vectorborne Illnesses	0
Total	16

### May Confirmed Communicable Disease by Type

Sexually Transmitted Infections	7
Vaccine Preventable Illness	0
Bloodborne Pathogens	10
Enteric Illnesses	1
Other Illnesses	0
Vectorborne Illnesses	0
Total	18

### 2018 Flu (as of 6/1/18)

Flu Type	Vaccinated Y-N-UK	Years of Age
Influenza A	N	64.36
Influenza B	Y	66.32
Influenza A	N	78.23
Influenza B	N	91.56
Influenza A	Y	68.34
Influenza A	N	65.61
Influenza A	N	1.07
Influenza B	N	75.93
Influenza A	Y	79.59
Influenza A	N	79.94
Influenza A	Y	77.43
Influenza A	U	59.08
Influenza B	U	93.09

Influenza A- 69.23%

Influenza B- 30.77%

Average Age (not including the single infant)- 74.95 years

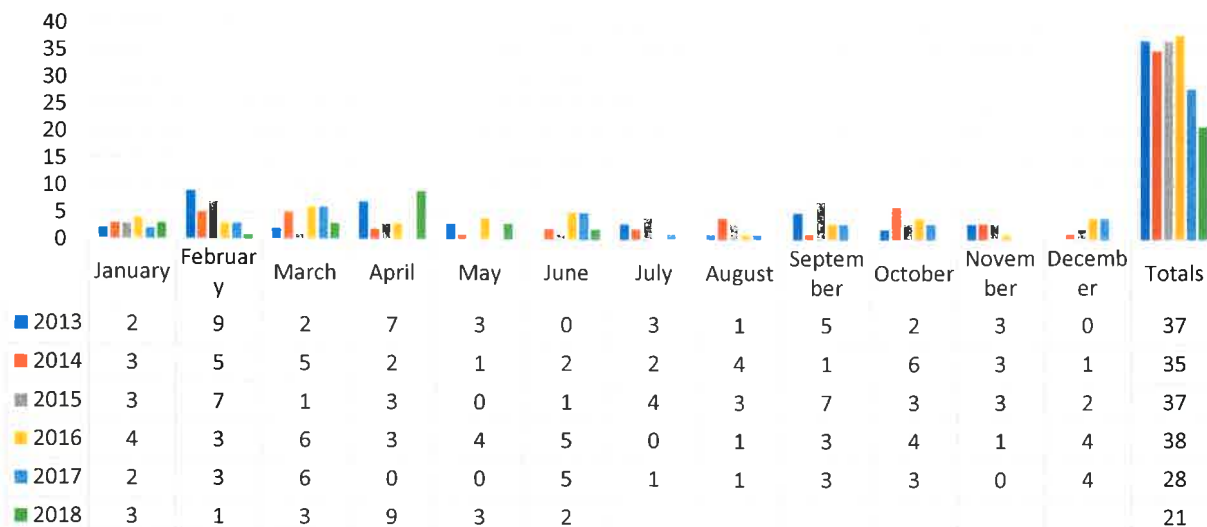
## Child Passenger Safety

Car seats total distributed, YTD

### Number of Car Seats Provided



### Car Seats Distributed 2013-2018



## 8.2 Nursing Division Report- Ms. Miller reported

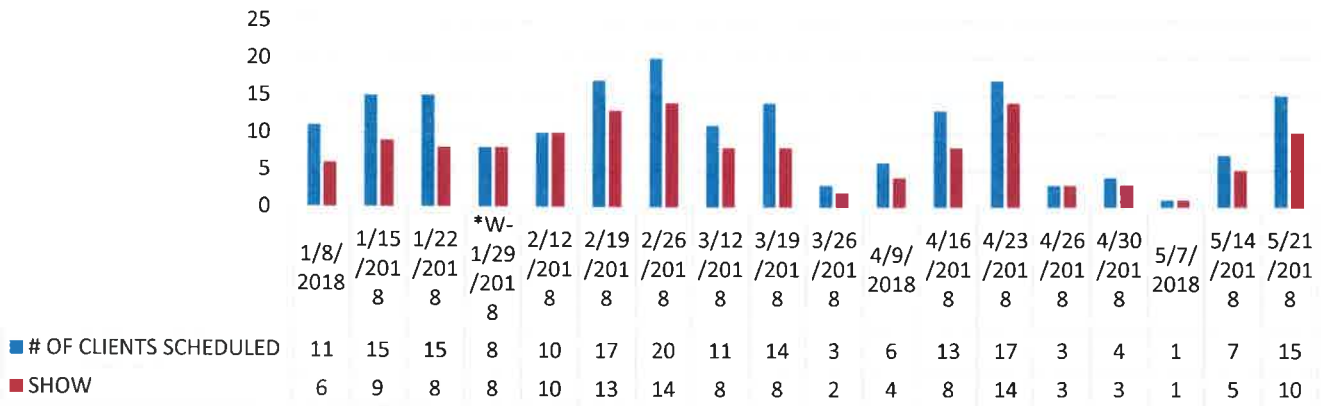
### Staff Update

- Jessica Bopp MA out on maternity leave, expected to return on Monday May 21<sup>st</sup>. Ms. Bopp has opted not to return to her part-time position but would like to return as an intermittent employee; a position she held prior to January 2018.

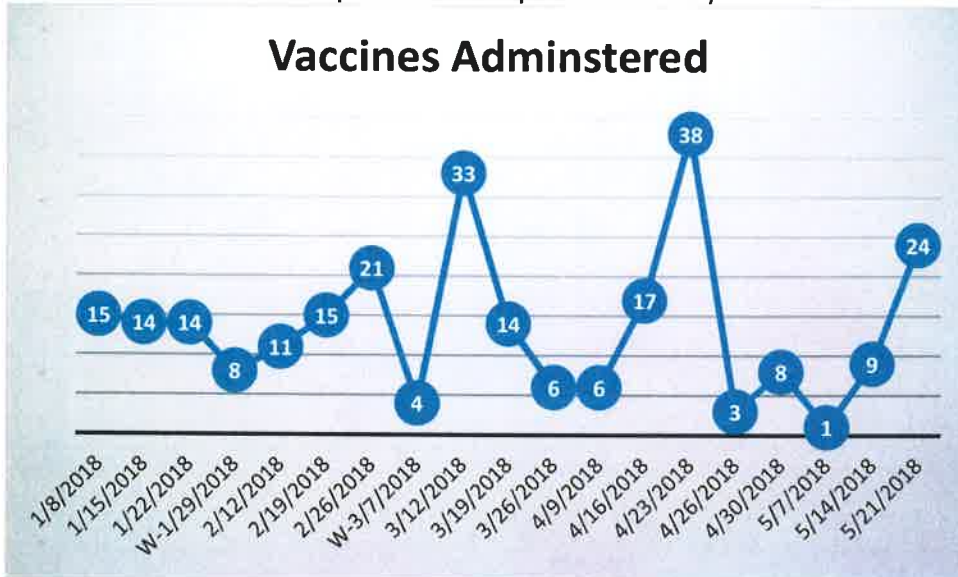
### Immunizations

- Five immunization clinics were held during the month of April
- A total of 35 clients were scheduled with a total of ten no shows. See graph below for the Clinic Attendance for January-April.
- Two immunization clinics were held during the month of May
- A total of 35 clients were scheduled with a total of ten no shows. See graph below for the Clinic Attendance for January-May.

## Clinic Attendance



- A total of 70 immunizations were administered during the month of April and 34 in May
- 13 Tuberculin Skins were performed in April and 8 in May



\*W – non-clinic day walk in

### CMH

- April
  - On 4/3/18 \$940 was billed to CMH.
  - Remittance advice of a total of \$440 was received.
  - A total of \$2580 in revenue has been received for 2018.
  - One office consultation was scheduled during the month of April but was rescheduled for May 1st.
- May
  - Remittance advice of a total of \$190 was received.
  - A total of \$2770 in revenue has been received for 2018.
  - One office consultation was conducted May 1st.

### Foster Screenings

- No foster screenings were conducted during the April or May

### Lice Checks

- Nine lice checks were completed during the month of April, none were conducted on May.



### **School Nursing**

- Galion City Schools
  - Kindergarten screenings were conducted on April 18th from 9-4 and 19th from 12-8. Lynn Corwin will be reviewed immunization records, Amy and Emily will be performed hearing and vision screenings.
  - Lynn Corwin, Amy Jerger and Theresa Swinehart to be attended the ODH Regional School Nurse Conference on April 20th in Wooster. CEUs were received, as well as updates.
  - Galion City Schools had there last day on May 24th
  - Summer Lunch
    - to begin June 4th Amy and Lynn to participate on Wednesdays rotating locations every other week. They will be providing health education and activities with giveaways at each location each week.
    - Locations
      - Libby Lane Apartments
      - East Park
      - Galion Church of the Nazarene
      - South Park
      - Galion Public Library
      - Heise Park
- Galion Saint Joseph School
  - No updates

### **SIDS (Sudden Infant Death Syndrome)**

- No referrals

### **Outreach**

- Social Media Posts (4/3/18,4/30/18)

### **Students**

- Tracy Woodring an RN student from Ashland University finished her rotation on April 25<sup>th</sup> with Lynn Corwin.
- No students during the month of May. The Galion City Health Department has agreed to hosting AU students during the summer semester as needed.

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

### **Accreditation**

Ongoing process; currently working on Domain 1 and 6 as time allows. I am planning to attend the Accreditation Coordinator training with Emily on August 28<sup>th</sup> & 29<sup>th</sup> in Alexandria, VA.

### **Food Safety**

The ODH & ODA are still working on finalizing the changes to the new inspection forms that they hope to have Ohio LHD's trained on and started using by July of 2018. I am scheduled to attend the training on the use of the new forms on June 21<sup>st</sup> in Wood County. I am starting to do my first round of food inspections for the new licensing year; however, mobiles and temporaries are incoming/first priority at this time.

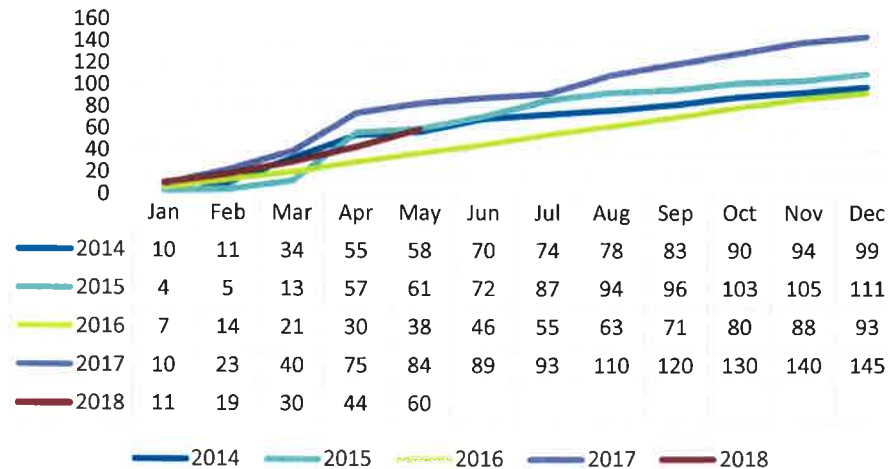
### **General Environmental Health**

I attended the Leadership Essentials for Health Department Success in Worthington with Trish on April 24<sup>th</sup> and 25<sup>th</sup>. It was very informative and one of the best trainings I have ever attended in my public health career.

### Public Health Nuisances

Twenty-eight new public health nuisance complaints were investigated in April and May. Two are being referred to the law director for court. One ongoing trash nuisance at 1420 Baehr Street was cleaned up using city funds because of its severity. The process involves billing the owner and then assessing the cost to property taxes if the owner does not pay. Bob Johnston, zoning inspector handles that portion of it through his weed control funds. I have had three sewage on the ground complaints, one was transferred to Crawford because of jurisdiction, one was issued orders and abated; and the 3<sup>rd</sup> one is ongoing because of financial hardship. There was an unjustified complaint at Little Caesars. There was also a mosquito complaint/standing water complaint in a ditch on state route 61 that Nadia was able to address by placing mosquito dunks in and also setting a mosquito trap at the location.

### Public Health Nuisances, Cumulative Total



### Manufactured Home Parks

The Ohio Department of Commerce gave GCHD a fully executed contract to do the manufactured home park inspections. Olentangy Estates MHP or (Clay Street) was inspected in mid-May with several violations noted, and Weir MHP will be inspected soon.

### Healthy Homes

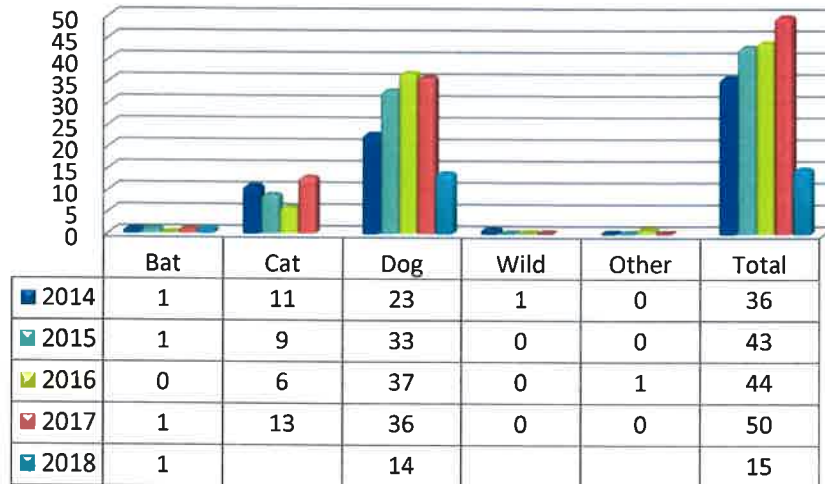
The first 3<sup>rd</sup> Friday in Galion was more successful than we originally thought it would be; we gave out approximately 15 Healthy Homes cleaning buckets with CO detectors to parents/grandparents of children under the age of 6, living in pre-1978 housing. The outreach at the Galion Library was not well-attended, with only 5 Healthy Homes cleaning buckets distributed; however, another outreach event is scheduled at the library on June 11<sup>th</sup> in the evening, and it should be better received with it tying to storytime.

### Rabies Prevention

GCHD has had 8 new animal bite reports in April and May, bringing the total to 14 dog bites and one bat exposure. Quarantine notices are sent out and pet owners must comply with vaccination requirements. As for the bat, it was submitted to the Ohio Department of Health for testing.



## Animal Bites/Exposures Reported



### 6.4 Legislative Reports/ Updates

Legislative updates from April, May, and June were shared. Special emphasis on Ohio Specific legislation in June was made.

### 8.5 Performance Management/ Continuous Quality Improvement

Motion to accept the Q1-Q2 Performance Management Review as presented by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

The Q1 and Q2 reports were combined due to lack of time to cover Q1 previously. Discussion regarding measures that are meeting, exceeding, and not meeting their targets. Explanations for any targets not meeting their targets were provided and discussed as necessary. Targets not being met may be addressed through a Quality Improvement project.

### 8.6 Strategic Plan Report

Motion to accept the 2018 Annual Strategic Plan Report as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

Discussion regarding the ability to alter objectives took place; however, no objectives were changed. Objectives that were not being met were discussed. Ms. Factor suggested that this report be shared biannually instead of annually in order to catch any lag in performance before it gets out of hand, BOH members agreed.

## 9. Old Business

N/A

## 10. New Business

### 10.1 Policies

Motion to approve the Nursing Staff in the Schools- Staff Designation, Nursing Staff in the Schools- Means

of Communication, Fees Schedule- VFC, Fee Schedule- Time of Service, Fee Schedule- Vaccines, Vaccine Administration- Immunization History (Missed Opportunities), and Ethical Decision Making Policies as presented by: Ms. Wildenthaler Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Wildenthaler-Y

Motion carried.

Motion to approve the OTC Topical Medication Standing Order as presented by: Ms. Strickler Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Wildenthaler-Y

Motion carried.

\*Ms. Factor noted that this Standing Order is coming before the BOH because it is a new order, revisions will be handled by the Medical Director.

Motion to approve the 2018 Personnel Policy and Procedure Manual as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Wildenthaler-Y

Motion carried.

\*Changes to vacation accumulation rates were discussed in previous meetings, the language (5.03) change was formally adopted through this change. Consideration to table this was discussed and opted to move it forward due to the time of year and the ability of affected staff to utilize any time returned to them. In addition, an updated organizational chart (1.08), renumbering, and correction of typos/ formatting were done. Language changes/ corrections in 1.06 and 3.11 as provided were made and a correction was noted in the meeting for 1.05; 1.05 and 1.06 were removing references to City of Galion procedures.

Motion to set vacation leave accumulation rate based on prior service, this is to be prorated back to date of hire based on successful verification of prior service, as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Wildenthaler-Y

Motion carried.

## **10.2 Contracts**

Motion to approve the GCHD-Galion City Schools 2018-19/2019-20 contract for Health Services as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Ab                      Wildenthaler-Y

Motion carried.

## **10.3 Personnel**

Motion to accept the resignation of Dr. Sarah Metzger, GCHD Medical Director, as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Ab                      Wildenthaler-Y

Motion carried.

Motion to appoint Dr. Kenneth Saul to the position of GCHD Medical Director as presented by: Ms. Kerr  
Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion to change Jessica Bopp, Medical Assistant, from part-time to intermittent status as presented by:  
Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

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

#### **10.4 Travel/ Training/ Meetings**

Motion to approve out of state travel for Ms. Emily Miller and Ms. Andrea Barnes, for the purpose of attending PHAB Accreditation Coordinator training presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

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

Ms. Factor presented a document, requested by BOH members prior to this meeting, which listed various meetings and trainings which staff regularly attend. Ms. Factor said the list may not be all inclusive, but staff did their best to list out as many of their regular attendance activities as they could.

#### **11. Executive Session**

No Executive Session was requested.

#### **10. Next Scheduled Board of Health Meeting**

The next Board of Health meeting is set to take place on July 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 8:12 pm by: Ms. Wildenthaler Second by: Ms. Kerr 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