

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



Present: Ms. Kate Strickler, President ProTem; Mr. Wade Cramer, Board Member; Ms. Kara Ault, Board Member; Ms. Nadia Oehler, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing;
Guests: Mr. Brian Treisch, City of Galion Auditor
Absent: Mr. Tom O’Leary, President; Ms. Wendy Kerr, Vice President; Ms. Andrea Barnes, Director of Environmental Health

1. Call to Order

Ms. Factor called the meeting to order at 5:06 pm.

2. Approval of Agenda

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

A Voice Vote was taken.
Motion carried.

3. Approval of Minutes

Motion to table the approval of the October 9, 2018 Meeting Minutes as presented (due to lack of number of Board of Health Members present that were present at said meeting) by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.
Motion carried.

4. Approval of Finance Reports/ Warrants

Motion to approve the October 2018 Finance Reports as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

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

Motion to approve the 2019 Budget as submitted to the City of Galion Auditors Office, pending insurance determination, as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

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

Discussion with Mr. Treisch surrounded the 2019 budget and insurance costs. Mr. Treisch stated that a meeting with their Broker to discuss the insurance rates (under the City) would be held on November 19th and we would know more at that point. It was discussed that if the insurance premiums (under the City) were able to work within the GCHD budget numbers; then the GCHD would consider staying with the City insurance plans.

5. Public Comment

N/A

6. Reports

6.1 Health Commissioner Report- Ms. Factor reported

Accreditation

Focus for the Health Commissioner remains on large plans such as Workforce Development, Performance Management, Community Health Assessment, Strategic Plan, and Improvement Plans, etc.

Fiscal/Funding

As previously provided- GCHD submitted a 2019 budget to the City of Galion Auditors Office on 9/21/18. Numbers provided for insurance benefits were based on an ACA plan, not with the City of Galion plans. Wage estimates were based on increases equal to the bargaining unit for the City of Galion.

As of 11/9/18, we have not gotten definitive answers regarding health insurance. The City should have new quotes on premiums soon and once those are received, we will be able to run budget numbers based on those. We continue to work with our individual broker to determine any potential alternative solutions.

The Early Intervention Services (EIS) was applied for in October; a notice of intent to apply (NOIA) was submitted. This RFP was submitted to the auditor's office prior to submitting NOIA's. The EIS grant was not incorporated into anticipated 2019 revenues because the application deadline was after the budget submission deadline. If we are awarded the grant, we will work with the city auditor's office. If we are awarded the EIS grant, that would require the hiring of a staff person to meet the grant requirements.

Administrative Policies/ Procedures

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

Updates to the Personnel Policy and Procedure Manual are being made for presentation to the BOH, due to BOH actions in June and July 2018 as well as standard review/ revision schedule.

IT

As previously shared- GCHD had its server crash over the weekend of 9/15-16/18. ES Consulting was able to convert GCHD over to the virtual server as was planned for when the server reached its end life; however, this happened much earlier than anticipated. GCHD has been having technical issues since the conversion and continues to work with the vendor (ES) to resolve these. The major issue is the slow speed at which systems are running, including the EMR. ES has been working with us to troubleshoot the speed issues as well as various other issues since the movement to a virtual server; the speed has not been able to be resolved. We may need to seriously consider the purchase of a new physical server.

Staff

Performance Reviews began in July with Self-Evaluations, credential verification, and beginning job description reviews. The evaluation process was to continue upon receipt of BOH guidance; with no guidance, formal evaluations were put on hold temporarily. Evaluations have now been conducted and Ms. Factor asked how the BOH would like information shared regarding these. Board members asked that the Health Commissioner Evaluations be shared via email for their review. Ms. Factor said that she would send them out the next day.

Training and credentialing, as well as credential verification, is ongoing based on the workforce development plan

Review of leave banks continue to occur after each payroll, latest review was provided as discussed under Fiscal/ Funding.

Outreach

Tire and Mattress/ Boxspring Collection Event occurred on 10/20/18 from 11am-3pm. 2,000 tires were collected between the spring clean-up day and this event.

Training/ Conferences

HCU- The Health Commissioner University (HCU) was attended by the HC on 11/7/18, this session focused in on Human Resource areas specific to Health Commissioners.

Communicable Disease

October

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	4	4	0	
STI	Gonorrhea	1	1	0	
BP	Hepatitis C - Chronic	5	4	1	
VPI	Hepatitis B - Chronic	3	2	0	1
OI	Legionella	2	2	0	
VI	Rabies	2	0	2	

October Confirmed Communicable Disease by Type

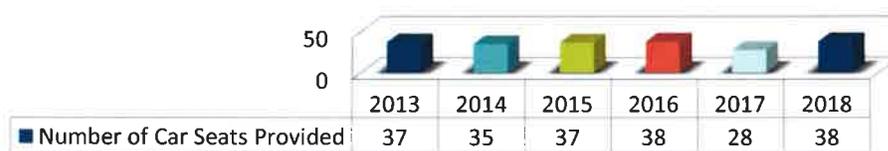
Confirmed Communicable Disease by Type	
Sexually Transmitted Infections	5
Vaccine Preventable Illness	2
Bloodborne Pathogens	4
Enteric Illnesses	0
Other Illnesses	2
Vectorborne Illnesses	0
Total	13

Communicable Disease Totals by Type - YTD				
	2015	2016	2017	2018
Sexually Transmitted Infections	67	55	72	70
Vaccine Preventable Illness	8	12	21	23
Bloodborne Pathogens	67	63	39	60
Enteric Illnesses	3	4	3	1
Other Illnesses	3	2	1	3
Vectorborne Illnesses	1	4	2	0
Total	149	140	138	157

Child Passenger Safety

These are car seats total distributed as of 10/31/18.

Number of Car Seats Provided



Possible Motions

Possible motions presented regarding Leave Balance "Cash-out" Waiver/ Vacation Carryover were tabled for executive session.

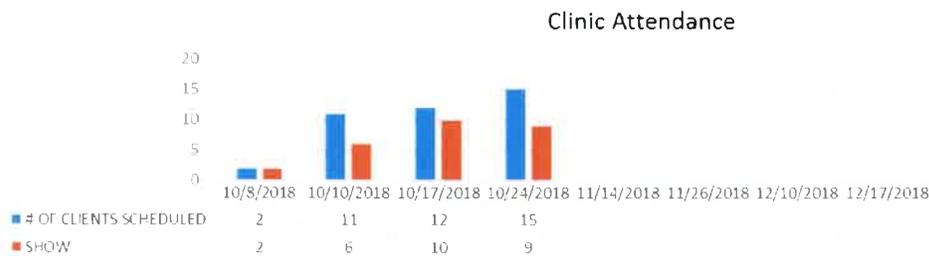
6.2 Nursing Division Report- Ms. Miller reported

CMH

- A guardian for a potential client was in on 10/25 for assistance in returning information to CMH for processing of admission.
- Emily will be attending the Regional PHN meeting on November 16th in Findlay, Ohio
- Remittance advice for \$940 was received on 11/6
- A total of \$4150 has been received.

Immunizations

- Three clinics were held during the month of October
- Fifty-four (non-flu) vaccines were administered
- October no show rate is 32.5%



- Data will be compared to identify if the transition to Wednesday clinics has reduced no show rates.

Get Vaccinated Ohio Grant

- All trainings required for this grant have been completed by Emily Miller. No further trainings are scheduled. The next steps to this grant will be educating local pediatrics and other facilities who are administering vaccine to children aged 0-18.
- Emily has contacted Dr. Eckstein's office providing information about the possible free educational trainings and Quality improvement programs but have yet to hear back if they are interested. Next steps will be to visit these offices providing face-to-face meetings to discuss these opportunities.
- Crawford County was invoiced for a total of \$168 for the reminders for the month of October.
- Total of \$3022 has been billed for reimbursement for this grant.

Flu

- Four public flu clinics were held outside of the department during the month of October. Two were held at the Galion Golden Age Center from 9am-3pm on October 1st and 11th and two were held at the Galion Grace Point Church from 3-6 on October 18th and 25th.
- A total of 180 flu vaccine was administered during October.
- Walk-ins are always welcome in office as vaccine and nursing staff are available

Lead

- Screening for children in need of blood lead level screenings have become part of the normal screening process when children come in for vaccines.
- Children residing in Galion or on Medicaid are required by law to be screened at age 1 and 2 and if no prior history of screening, the child must be tested by the age of 6.
- Emily attended a lead symposium presented by the Ashland University and University Hospitals in Ashland on October 23rd. This was focused on the dangers of lead poisoning in children and the successes a school district in New York State had with identifying and assisting families with lead prevention.

Schools

- Immunization Summary Reports were sent to the Ohio Department of Health for both Galion St. Joseph's School and the Galion City Schools by the October 15th deadline
- Galion City Schools
 - Hearing and Vision Screenings continue. K-5th grade screenings have been complete. 7th, 9th and 11 still will need completed and are currently being scheduled.
 - Emergency Medicals have been completed for all buildings.

Training/ Conferences

- Lynn and Amy will be attending the Nation-Wide Children's School Health Updates conference on Friday, November 30th at the Nation-Wide Conference Center in Lewis Center, Ohio. This conference came highly recommended through the CMH community as well as from Crawford County Public Health.

Staff/ Students/ Mentoring

- Two Ashland University Students wrapped up their preceptorship during the second week of October
- We will be likely receiving another student for the Spring semester starting in January 2019.

Accreditation

- We are currently at about 24.5% complete in documentation, our goal is to have documents for 60% of all domains by Christmas.
- We have been working with Crawford County in collecting documentation

6.3 Environmental Division Report- Ms. Factor reported on behalf of Ms. Barnes

Accreditation

It has been extremely difficult to find time to dedicate to working on Domains, Standards and Measures; however, we are trying and making some strides.

Food Safety

The food inspections are completed for round one, and the majority will be inspected again in January and early February 2019. The new inspection form has been in-use since September 1, 2018, and it has not been an easy transition, but it is what it is. I am currently scheduling vending inspections for early December.

General Environmental Health

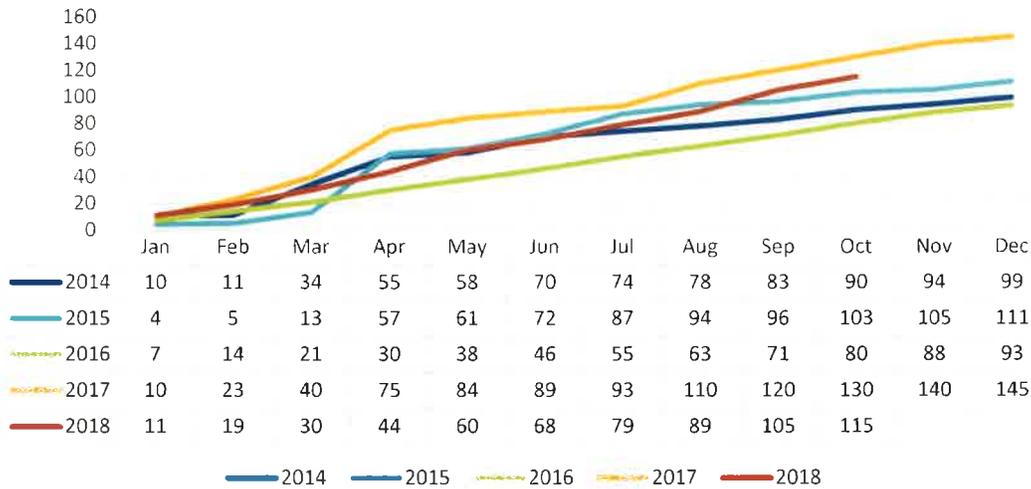
The pool survey was completed by the Ohio Department of Health on October 24, 2018. The office/file review went well, as he was reviewing inspections and inspection frequency for 2017 only. The field portion also went well; however, I did miss a violation that he noted during the field inspection, so some points were lost. I really like the educational approach that the state uses during this survey, because I always learn something.

On another note, I did prepare a proposal for the 2019 Healthy Homes and Lead Poisoning Prevention small grant/funding. GCHD is requesting \$8,000 to increase (double) the number of families we provide outreach and/or supplies to in 2019. We are hoping to increase awareness to aide in lead poisoning prevention.

Public Health Nuisances

There were 10 new nuisance complaints in October. They have all been abated except for one that is supposed to be abated this week or it will be referred to court.

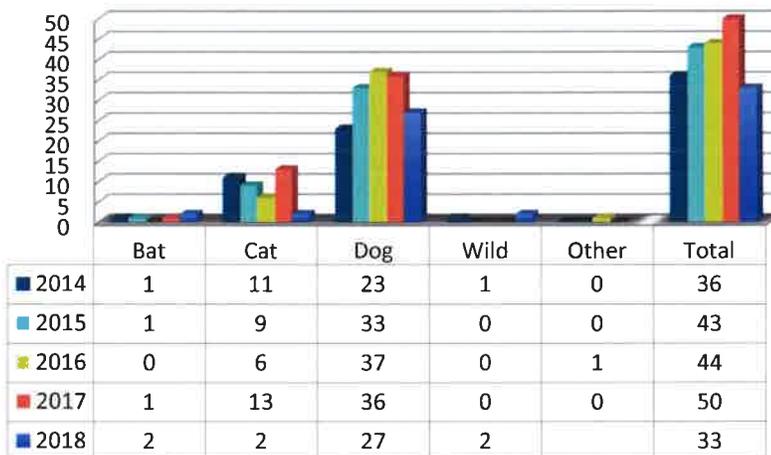
Public Health Nuisances, Cumulative Total



Rabies Prevention

GCHD received 3 new animal bite reports in October, bringing the total animal bites/exposures to 27 dog bites, 2 cats bites, 2 bats, and 2 raccoon exposures. Quarantine notices are sent out and pet owners must comply with pet vaccination requirements. The wild animals or strays are tested when the animal is available otherwise victims are then referred to their physician and/or ER for follow-up. Our recommendation in the case of a stray or wild animal is post exposure prophylaxis with the rabies immune globulin because of the risk.

Animal Bites/Exposures Reported



6.4 Legislative Reports/ Updates

Legislative updates for October and November were shared.

Discussion occurred regarding House Bill 263 which amends the Ohio Revised Code section 3717.05 and enacts 3717.14, authorizing owners of food service operations (FSO) and retail food establishments (RFE)

to allow dogs in an outdoor dining area of the FSO or RFE. This new law became effective 10/29/18. While the law is in place, the rules regarding enforcement have not been finalized. The Ohio Department of Health shared some guidance with the local health departments and this was shared with the Board of Health; a reminder that local enforcement and any local rules/ ordinances could be, or may already be, in place. It was discussed that this law is specific to dogs only. There was also discussion regarding the difference between a service animal, support animal, therapy animal, and pets; and the common confusion between some of these differences.

6.5 Public Health Accreditation

The monthly GCHD Public Health Accreditation Report was provided and reviewed.

6.6 Arbovirus Surveillance Reports/ Updates

Ms. Factor shared the most recent Mosquito-borne Disease Surveillance Reports and Updates from the Ohio Department of Health. This will be the last report of 2018 as mosquito season has winded down.

6.7 Hepatitis A Situation Reports

Ms. Factor shared the recent Hepatitis A Situation Reports from the Ohio Department of Health. She shared that the Ohio Department of Health (ODH) and affected local health departments are investigating an increased number of hepatitis A cases in Ohio. ODH declared a statewide community outbreak of hepatitis A after observing an increase in cases linked to certain risk factors since the beginning of 2018. These situation reports will be available each week during the outbreak through the Ohio Department of Health's website (<https://www.odh.ohio.gov/hepa>). As of November 5, 2018, there are 813 cases, 513 hospitalizations, and 1 death.

6.8 Program Highlights

Ms. Factor shared the program highlight for the OBB Car Seat Program. She stated that program highlights would be shared at each meeting in order to showcase the various programs of the health department. Ms. Strickler said that she liked it and asked if it was in a format that could be shared on Facebook; Ms. Factor said she would see how that could be done and if so, we could certainly do that.

6.9 Board of Health Activity & Attendance

Ms. Factor shared the Board of Health Activity & Attendance Report. This is typically a report that is shared annually, but with new Board Members present it was felt that it would be beneficial to show that Board actions and attendance are tracked on an ongoing basis.

7. Old Business

7.1 2nd Reading of Environmental Health Licensing Fees- Public Hearing

This was the public hearing for the licensing fees, all license holders were notified in advance- per requirements. None were in attendance.

Food Service Operations (FSO's) and Retail Food Establishments (REF's) for the license year 2019

- 2nd reading of Resolution 2018-153, A resolution to establish food service operation and retail food establishment license fees for the license year 2019, and repeal 2017-151.
- A fee comparison chart for 2015-2019 proposed was provided for reference and discussion occurred regarding how the proposed fees were determined.
- Ms. Factor reminded the Board that it is their responsibility under Ohio Revised Code 3717.11 and 3709.09 to set the fees for these as licensable programs.

Environmental Health Fees for 2019

- 2nd reading of Resolution 2018-154, A resolution to set environmental health fees for 2019.
- Proposed fees were presented and discussed.
- It was discussed that after the recent survey by ODH, they pointed out that although we don't currently have any campgrounds; that the fees associated should be broken down further. This change was the only one made from the first reading. Board members were agreeable to the change

- Ms. Factor reminded the Board that it is their responsibility under Ohio Revised Code 3717.11 and 3709.09 to set the fees for these as licensable programs.

7.2 Board of Health Continuing Education

Ms. Factor provided a reminder to Board of Health members that two hours of continuing education are required to be completed each calendar year, per ORC 3701.342. She provided a verification sheet for members to complete and stated that these, as well as copies of certificates need to be submitted to Trish no later than December 15, 2018.

7.3 Board of Health Member Contact Update

Ms. Factor shared the most recent Board of Health member contact list and asked that any updates be made. Board members completed this task and submitted to Ms. Factor.

8. New Business

8.1 Contracts/ MOU's/ MOA's

Medical Director

Motion to approve entering into a contract with Dr. Kenneth Saul to provide services as the Galion City Health Department Medical Director as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

Medical Director

Motion to allow the Health Commissioner to enter into contracts (pending Law Director review) for the purpose of procuring, purchasing, and administering health insurance benefits as presented by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

This action was taken in order to expedite the procurement, purchasing, and administering of health insurance benefits for GCHD eligible employees in the case that the City of Galion insurance premiums came back out of the budget range for GCHD.

8.2 Plans

Workforce Development Plan

Motion to approve the GCHD Workforce Development Plan as presented by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

Epidemiological Response Plan

Motion to approve the Epidemiological Response Plan as presented by: Ms. Oehler Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

Quality Improvement Plan

Motion to approve the GCHD Quality Improvement and Performance Management Plan as presented by: Ms. Strickler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

8.3 Updated Policies/ Procedures

Motion to approve updates of the PPM effective January 1, 2019 as presented by: Ms. Strickler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

Updates included:

Corrections to typographical or formatting errors throughout

4.07- updated verbiage, removal of compensatory/ flex time language for exempt employees (in order to match the 2018 BOH motion that exempt employees can no longer accumulate compensatory time)

*flexing of time is till allowable (within the 80 hour pay period)

5.03- updated verbiage, chart, and capped accumulation increments at 25 years

6.01- change to OBM rates, change to meal reimbursements requiring overnight stay, specifying receipts necessary

*these changes are being made in order to standardize the health department reimbursement rates with those allowable under OBM (which is what we can charge off to grants) without the changes the GCHD would be responsible for costs over and above those set by OBM.

8.4 Board of Health ByLaws and Orientation Process

A discussion regarding the creation of the Board of Health ByLaws and formal process for orientation occurred. Ms. Factor shared some draft documents and samples of information to be considered for addition into a final document. Board members

8.5 Board of Health By-Laws & Orientation

Ms. Factor shared a first draft of Board of Health By-Laws and Orientation material. Members present liked the idea of both. Ms. Factor stated that there is more research that needed to be done to ensure accuracy. She said that a second draft would be sent out for the November BOH meeting.

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 (specifically to determine potential waivers for vacation "cash-out" and/or carry overs) as presented by: Ms. Strickler Second by: Ms. Ault Abstentions: N/A

Time: 7:32pm

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y

Motion carried.

*No one was asked to join the session, it was asked if Ms. Miller would be needed after the return from session. BOH stated that she would not be needed and were dismissed.

Motion to return from Executive Session by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

Time: 7:54pm

A Roll Call Vote was taken.

Cramer-Y Strickler-Y Oehler-Y Ault-Y
Motion carried.

Motion to not waive the vacation "cash-out" maximums or the vacation carryover maximums as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

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

Board members explained that based on the amount employees vacation leave balances, they did not feel that waivers were necessary. Vacation time, up to the maximums would be approved for "cash-out". If financially the GCHD becomes unable to pay for maximum requests; any amount over the carryover maximums will be considered a priority for "cash-out", then additional would be considered.

10. ADDITION

Motion to appoint Ms. Nadia Oehler as the Interim Galion City Health Department President ProTempore as presented by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

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

This motion was made in order to ensure that the Board of Health had individuals designated with signatory authority available; as Ms. Strickler will be taking a leave of absence from Board responsibilities during her maternity leave (estimated December-February).

11. Next Scheduled Board of Health Meeting

The next Board of Health meeting is set to take place on December 11, 2018 at 5:00pm at the Galion City Health Department. A list of 2018 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Subcommittee meeting is scheduled for Wednesday, November 28, 2018.

12. Adjournment

Motion to adjourn was made at 8:05 pm by: Mr. Cramer 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