

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, December 11, 2018 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Nadia Oehler, Interim President ProTempore; Mr. Wade Cramer, Board Member; Ms. Kara Ault, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health

**Guests:** Mr. Brian Treisch, City of Galion Auditor, Eunice Collene, City of Galion Auditors Office

**Absent:** Mr. Tom O'Leary, President; Ms. Kate Strickler, President ProTempore- Board Member

**1. Call to Order**

Ms. Factor called the meeting to order at 5:00 pm.

**2. Approval of Agenda**

Motion to approve the Agenda by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve of the November 13, 2018 Meeting Minutes as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

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

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

A Roll Call Vote was taken.

Cramer-Y              Oehler-Y              Ault-Y

Motion carried.

Discussion occurred surrounding reports, report formatting, and insurance. Mr. Treisch and Ms. Collene from the Auditors Office were present and were able to show reported finance numbers in a different format; Ms. Factor tried to explain how our reports are developed based on the same sets of numbers. Ms. Factor explained to the Board that report formatting has been reviewed various times and additional breakdowns and reports have been requested and different times. She stated that if different reports are wanted, she would need to know what they are and confirm with Ms. Roston that she is able to pull them. Ms. Collene stated that Board members are always welcome to stop by the Auditors Office and ask any questions. Mr. Cramer and Ms. Oehler determined that they would be available and would meet with Ms. Collene on 12/13/18; if Ms. Roston is available, she will be present as well. Ms. Ault asked about the health insurance and where things stood. Ms. Factor shared that the city had recently provided us the information regarding insurance premiums and that they look to be within the reasonable range to stay with the city based on the figures provided by the Auditors Office. Mr. Treisch and Ms. Collene explained the cost savings to the city as a whole, as well as the new feature of an HRA to assist employees in offsetting some of the higher out of pocket costs; they also explained that this is also a change from Medical Mutual to United Healthcare. Ms. Factor stated that while this new plan does not have the additional claims that we have previously tried to budget for, we would have to account for costs to the HRA. The Auditors Office provided budget figures and although the HRA costs cannot be 100% guaranteed (because it depends on prescriptions, claims submitted, etc) the Auditors Office did some projections and those were utilized for budget purposes. Ms. Factor explained that, in short, we will be staying with the City for health insurance for 2019.

## **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**

The 2019 budget was approved by the Board of Health on 11/13/18.

It sounds as if insurance premiums through the city should be manageable with our submitted budget, but we will work with the Auditors Office if any changes are deemed necessary.

Both the HIV and STD grants have received Notices of Awards totaling **\$140, 590.33**.

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 were made based on motions from the 11/13/18 BOH meeting. Additional reviews and updates continue.

#### **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 and HDIS systems. 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 have set aside funds from unencumbered lines to utilize in the purchase of a new physical server; if we determine that is the direction we wish to proceed.

#### **Staff**

Training for staff is ongoing based on the workforce development plan and programmatic needs. Review of leave banks continue to occur after each payroll.

#### **Training/ Conferences**

**CPR- Training conducted by the Galion City Fire Department for staff needing to renew their CPR cards.**

## Communicable Disease

November

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

November Confirmed Communicable Disease by Type

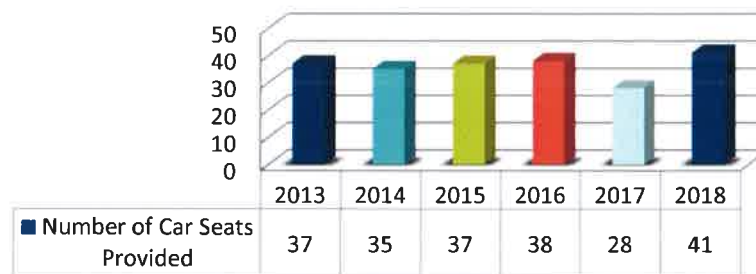
Confirmed Communicable Disease by Type	
Sexually Transmitted Infections	3
Vaccine Preventable Illness	3
Bloodborne Pathogens	1
Enteric Illnesses	0
Other Illnesses	1
Vectorborne Illnesses	0
Total	8

Communicable Disease Totals by Type - YTD				
	2015	2016	2017	2018
Sexually Transmitted Infections	67	55	72	73
Vaccine Preventable Illness	8	12	21	26
Bloodborne Pathogens	67	63	39	61
Enteric Illnesses	3	4	3	1
Other Illnesses	3	2	1	4
Vectorborne Illnesses	1	4	2	0
Total	149	140	138	165

## Child Passenger Safety

These are car seats total distributed YTD.

## Number of Car Seats Provided



## Consent Agenda

Ms. Factor discussed an option for expediting GCHD Board of Health Meetings, consent agendas. This is a tool that various Local Health Departments utilize to keep their Boards informed, yet reduce the time spent in Board Meetings by providing items that do not need Board approval or require Board discussions to be approved by consent. These would be items such as monthly reports (Health Commissioner, Nursing, and Environmental), legislative updates, outreach reports, activity reports, etc. This would not include items that require a Board of Health motion or resolution, or that need discussion. If any Board Member feels

that an item included in the consent agenda needs to be discussed they could motion for the consent agenda to be approved, with the removal of said item; that item would then go onto the regular agenda. Ms. Ault requested that items for the consent agenda be submitted to the Board of Health 1 week prior to the meeting to allow members to review material. Ms. Factor stated that those items would be submitted approximately 1 week prior to the meeting; approximate due to any holidays, etc.

Motion to move to a consent agenda format, beginning January 2019 as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Oehler-Y Ault-Y

Motion carried.

## 6.2 Nursing Division Report- Ms. Miller reported

### CMH

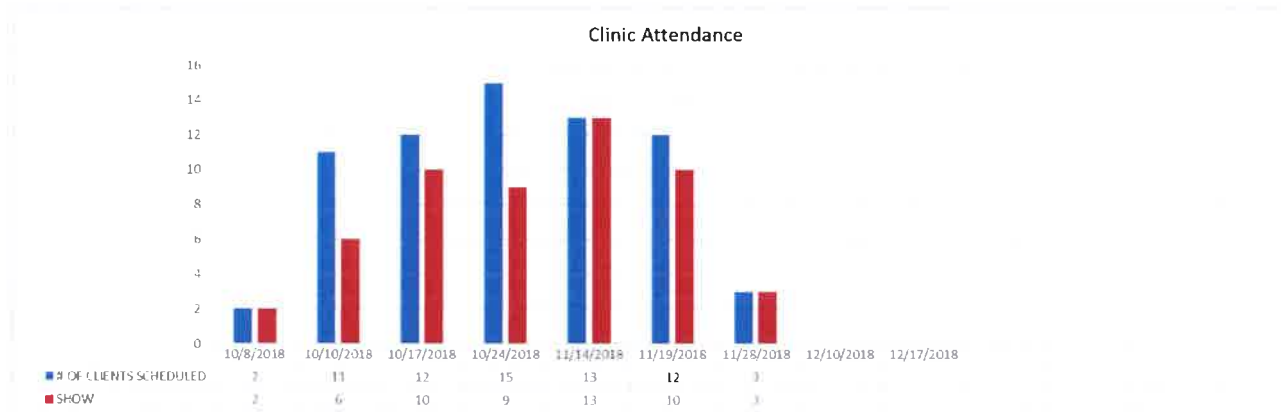
- Billing was completed on November 13th for \$1040
- A total of \$4150 has been received.

### Car Seats

- One car seat class took place on November 13<sup>th</sup>, two mothers attended this class. One car seat was distributed.

### Immunizations

- Three clinics were held during the month of November
- Vaccines administered During November were 50.
- October-November no show rate is 22.06%



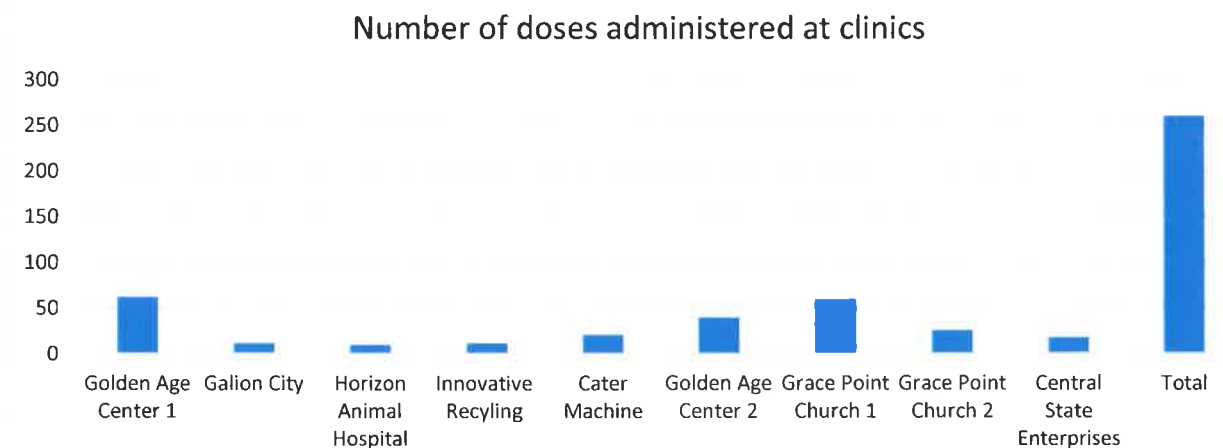
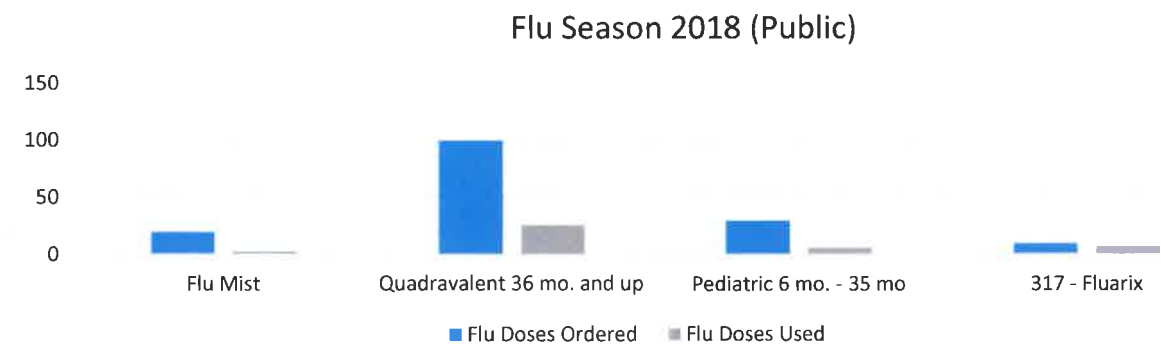
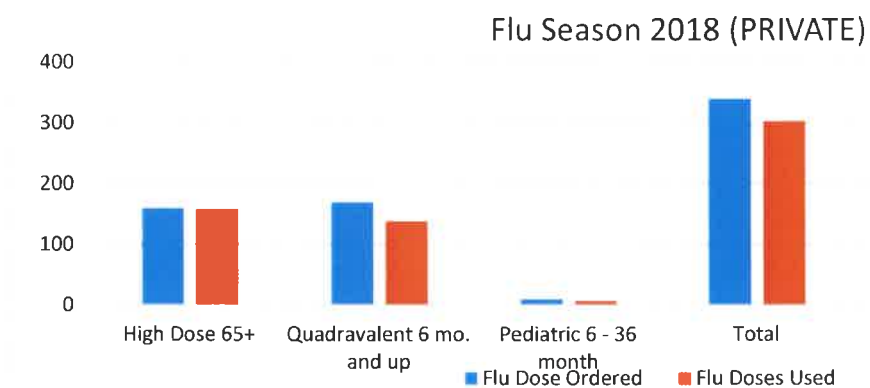
- A power outage was experienced on Sunday, December 2<sup>nd</sup>. Emily Miller was notified by Sensaphone at 1:18 pm. Emily reported to the Health Department immediately and monitored the vaccine storage units every 15 minutes. Emily and Trish Factor attempted to contact the Line Department without success and therefore decided to move the vaccine to Galion Community Hospital. Vaccine were held at this location until 8:30 AM on Monday, December 3<sup>rd</sup>. The Ohio Department of Health (ODH) was contacted to report the outage and actions taken. Temperature logging information was sent to ODH.

### Get Vaccinated Ohio Grant

- The Galion City Health Department is currently pulling reports from ImpactSIIS for AFIX quality improvement.
  - These reports include the rates of fully vaccinated 0-2-year-olds and 13-17-year-olds.

- Reports will be pulled, and strategies will be developed to improve the rates.
- Next steps will be to visit Galion pediatric offices providing face-to-face meetings to discuss trainings and performing AFIX quality improvement strategies.
- Crawford County was invoiced for a total of \$108 for the reminders for the month of November.
- Total of \$3202 has been reimbursement by Crawford County for this grant.

## Flu



## **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.
- Blood Lead Level Screenings have begun with the first submitted test being positive at 2 micrograms per deciliter. No action needs to be taken until levels reach 5 or greater. The family was notified and instructed to come to the department for a free clean cleaning bucket and information materials. Test results, lead exposure and cleaning methods were explained over the phone to the mother.

## **Schools**

### **• Galion City Schools**

- A separate report was presented
- Lynn and Amy have been busy with hearing and vision screenings as well as increased acuity with the students, primarily at the primary school.

### **• St. Joseph School**

- A letter was sent home with the preschool students for the requirement of obtaining the seasonal flu vaccine.
- No visits were needed during the month of November.

## **Training/ Conferences**

- Lynn and Amy will be attended the Nation-Wide Children's School Health Updates conference on Friday, November 30<sup>th</sup> 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**

- We will be receiving another student for the Spring semester starting in January 2019. The student will be precepting with Lynn in the schools on Tuesdays. Vaccine clinics will be available for the student to participate in on Wednesdays.

## **Accreditation**

- We are currently at about 30.6% complete in documentation, our goal is to have documents for 60% of all domains by Christmas.
- Staff continue to be encouraged to work on Accreditation daily and set meeting dates for their domains.
- Our documentation is to be submitted for PHAB review by September 2019.

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

### **Accreditation**

Ongoing, time-consuming process; trying to dedicate time to work on Domains, Standards, and Measures.

### **Food Safety**

I will have the food vending locations inspected by December 6, 2018. I just completed part of the MOU for the evaluation of the food sanitarian at Morrow County Health Department. The EH Director from Shelby will evaluate me doing 2 inspections on December 10, 2018. Both Geyer's and Payne's Pizza closed this year; I issued closure letters to both license holders. Tiger Blendz smoothie FSO opened in late October and the Galion 24 Store at Valero opened in November. I did personally email the food operators the FDA recommendation to discard and stop usage of all romaine lettuce until further notice. Cost methodology was submitted to both the ODH and ODA offices in November. Also, the summaries of the resolutions for fee changes have been prepared and submitted for publishing in the Galion Inquirer for December 22nd and 29th, 2018 as is required by O.R.C. 3709.09.

### **General Environmental Health**

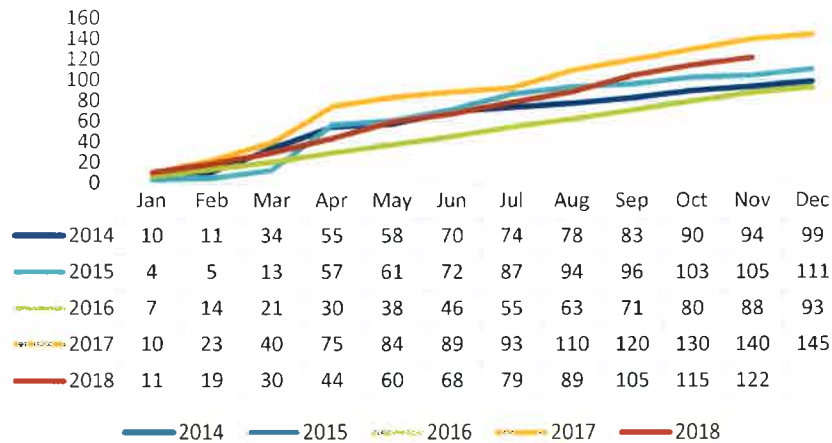
I received news that ODH would like to recommend GCHD for the 2019 Healthy Homes and Lead Poisoning Prevention small grant/funding; however, they are asking for some changes to my proposal to move

forward. I am submitting these changes before December 7<sup>th</sup>. Recently, I have been made aware of some possible EPA mosquito funding that GCHD may apply for before February 15, 2019.

#### Public Health Nuisances

There were 7 new nuisance complaints in November. Five have been abated, and I am still working on the other two complaints.

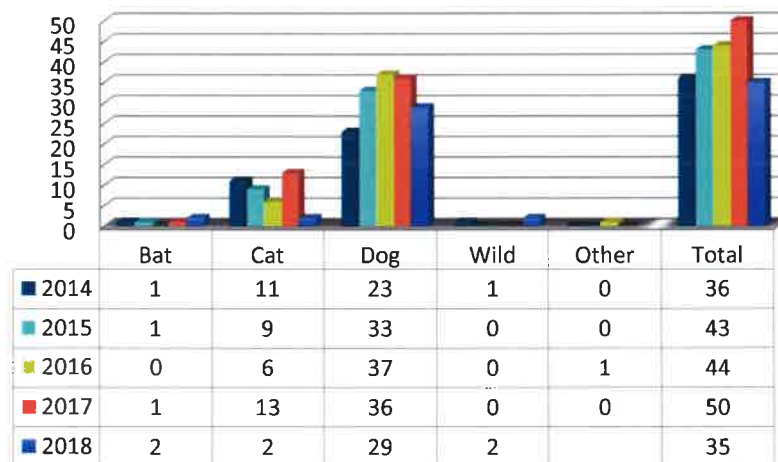
Public Health Nuisances, Cumulative Total



#### Rabies Prevention

GCHD received 2 new animal bite reports in November, bringing the total animal bites/exposures to 29 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 unknown risk.

Animal Bites/Exposures Reported



#### 6.4 Legislative Reports/ Updates

December Bills being tracked was shared.

In addition, a document showing how a Bill becomes a Law was presented in order to help educate attendees on how the tracking of Bills and the next steps occur.

## 6.5 Public Health Accreditation

The GCHD Public Health Accreditation (PHAB) progress and current goals were briefly discussed.

## 6.6 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 December 3, 2018, there are 1,037 cases, 658 hospitalizations, 1 death, and has affected 60 counties.

## 6.7 Program Highlights

Ms. Miller shared the program highlight for the Children with Medical Handicaps (CMH) Program. She reminded Board Members that program highlights would be shared at each meeting in order to showcase the various programs of the health department. This would be a part of the consent agenda, most likely.

## 7. Old Business

### 7.1 3<sup>rd</sup> Reading of Environmental Health Licensing Fees- Public Hearing

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

- 3<sup>rd</sup> 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.

Motion to approve Resolution 2018-153 FSO and RFE license fees, and repeal Resolution 2017-151 as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: Mr. Cramer

A Roll Call Vote was taken.

Cramer-Y                      Oehler-Y                      Ault-Y

Motion carried.

#### Environmental Health Fees for 2019

- 3<sup>rd</sup> reading of Resolution 2018-154, A resolution to set environmental health fees for 2019.
- Proposed fees were presented and discussed.
- Limited changes to the language of the resolution were made in order to make it more similar to that of the food fee resolutions; no changes to costs were made. 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.

Motion to approve Resolution 2018-154 Environmental Health Fees, and repeal Resolution 2016-149 as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y                      Oehler-Y                      Ault-Y

Motion carried.

### 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.

## **8. New Business**

### **8.1 New Policies/ Procedures**

Motion to approve Vital Statistics Policies/ Procedures for Cremation Permit Approval, Fetal Death Registration, Service Now, and Supplemental Medical Certifications as presented by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y              Oehler-Y              Ault-Y

Motion carried.

### **8.2 Policies/ Procedures Reviewed/ Revised (NOT requiring BOH approval)**

The following were shared with the Board of Health to show that they had been reviewed and/or revised; these did not require Board action.

Administration- Infant at Work

Nursing- Nursing Staff in Schools- Absenteeism, Vaccine Refrigerator Freezer Failure, Head Lice Prevention and Control- Head Lice Checks, Dress Code- Client Contact, CMH- Client Consultations, CMH- Enrollment Process, CMH- Billing, Home Visiting Protocol

### **8.3 Expenditures in Excess**

Discussion regarding the potential motion to allow the Health Commissioner to expend in excess of \$5,000 occurred. Ms. Factor stated that the potential motion was brought forward due to the IT issues that the department has been having. She had been working with the IT vendor (ES Consulting) but did not yet have word on what the final solution was. One of the potential solutions was the purchase of a new physical server; this potential motion was intended to allow the Health Commissioner to purchase the server, associated labor fees, etc. in the case that the IT vendor determined that a purchase was necessary. Ms. Factor wanted to ensure that if the purchase had to be made quickly, she would have the authority to do so; due to the upcoming holidays and difficulty in obtaining a quorum for special meetings. Board members wanted further details regarding potential solutions; Ms. Factor stated that she is still awaiting those from the IT vendor. She also explained that the department has been numerous issues since the conversion to a virtual server (after the crash of the physical server) in September. She explained that troubleshooting with the IT vendor often solved a problem but unearthed one or more and this has been continuous since the conversion. Board members discussed the possibility of changing IT vendors again if they are unable to correct; Ms. Factor explained that we have had a long history of issues with IT vendors and although the current vendor is costlier, the encompassing monthly fees with remote assistance seems to be of benefit to the department. She also shared the timeframes of the contract with the vendor as requested. Board recommended putting more pressure for a solution on the vendor or letting them know we will be looking elsewhere. Board determined they would not motion to allow the expenditure at this point and everyone agreed that we need to know what the problems, and root problems, are to determine solutions and go from there.

### **8.4 2019 Pay Rates**

Ms. Factor provided the Personnel Action Forms for determination of 2019 wage rates. Discussion surrounded the use of evaluations for merit-based increases. It was explained that historically the GCHD had mostly done "across the board" increases for staff. 2018 merit-based wage increases were done based on evaluation scores; unfortunately, those that had received a greater percentage increase than those under the city bargaining unit agreement were reduced. This was done due to concerns from Council. Board members were reminded that they have the authority to set wage rates; Board members acknowledged this as well as the need to maintain relationships with Council. Board members discussed concern with the long and complicated evaluation form that had been in use for the last few years. Ms. Factor explained that that evaluation was done in order to evaluate the various Public Health Core Competencies and tie in components related to PHAB, she also explained that the modified 360

evaluations were done in order to gain additional perspective amongst staff. In 2019, the Board would like to redo the evaluations for the Health Commissioner and focus on areas such as accreditation, fiscal, community, etc. The Board would also like to reopen the staff evaluation process and look at this earlier in the year so that it can be utilized during 2019 evaluations. Discussions regarding the timing of evaluations also took place. Ms. Factor explained that in 2017 the evaluations occurred in July/ August so that wage rates could be determined prior to the submission of the 2018 budget. She then explained that the evaluation process began in July/ August of 2018; however, the full evaluations were put on hold due to the Board wanting to look into what they wanted the evaluations of the Health Commissioner to look like (because of the 360 method). It is the goal of Ms. Factor to have evaluations complete no later than the end of August, so the Board can consider results prior to setting the following years wage rates; this timing allows for consideration in setting the budget. Ms. Factor again explained that the Board has the authority to set wage rates and per the GCHD Personnel Policy and Procedure Manual, the Board grants raises to the Health Commissioner, Director of Nursing, and the Environmental Director at their pleasure and that the Health Commissioner, with Board approval, may grant individual salary increases based on evaluations. Ms. Factor stated that with the concerns surrounding the evaluation process and the issues of raises above what city workers were getting in 2018 that she would recommend an "across the board" increase. The Board determined they would move to enter executive session.

#### **9. Executive Session**

Motion to Enter into Executive Session for the purpose of considering the compensation of a public employee as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A  
Time: 7:08pm

A Roll Call Vote was taken.

Cramer-Y      Oehler-Y      Ault-Y

Motion carried.

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

Motion to return from Executive Session by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A  
Time: 7:38pm

A Roll Call Vote was taken.

Cramer-Y      Oehler-Y      Ault-Y

Motion carried.

Motion to approve a 2% pay increase for all regular full-time (FT) and part-time (PT) employees as presented by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y      Oehler-Y      Ault-Y

Motion carried.

Mr. Cramer did request that Ms. Factor try to reduce the number of weekend hours she spends. Ms. Factor explained that for some outreach events and off-hour system updates that need to be done it cannot be totally avoided, but that she would do what she could to avoid other incidents of weekend work. She explained that two of the recent weekend days were due to grant deadlines that had to be met and if she cannot get the information necessary by the internal deadlines, she says it throws off the initial plan of submitting early. It was discussed briefly that if deadlines aren't being met by staff that perhaps the lack of funding, due to missed deadlines, would incentivize/ motivate. Ms. Factor stated that she does not want to spend weekends in the office, she would like to spend time at home with her family.

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

The next Board of Health meeting is set to take place on January 8, 2018 at 5:00pm at the Galion City Health

Department. A list of 2019 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Subcommittee meeting is scheduled for Wednesday, December 26, 2018.

**12. Adjournment**

Motion to adjourn was made at 7:47pm by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature

Nadia Oehler, Interim President Pro Tempore  
Board of Health Approving Name and Title