

**May 14, 2014**

The Galion City Board of Health met in regular session at 7:30 a.m. on Tuesday, at Galion City Health Department. Board members present were President, Mayor Tom O'Leary, President *pro temp* Doug Schilling, Vice President Dennis Long, Wendy Kerr, C.N.P. Ms. Katelyn Strickler was absent. Also present were Health Commissioner Dr. Steve Novack, Director of Nursing Sandy Crossland, R.N. and Environmental Health Director Stephanie Zmuda, R.S. Mr. O'Leary called the meeting to order at 07:33 a.m.

### **Approval of Agenda**

Mr. Long made a motion that the agenda for the meeting be approved. The motion was seconded by Ms. Kerr, and it was unanimously approved.

### **Approval of Month Minutes**

Mr. Long made a motion that the minutes from the April 8, 2014 meeting be approved. Ms. Kerr noted that minutes contained an error: the minutes from April 8, 2014 mistakenly contained the phrase, "Mr. Long made a motion that the minutes from the April 8, 2014 meeting be approved." It should have referred to the meeting of March 18, 2014. With the correction, the motion was seconded by Ms. Kerr, and it was unanimously approved.

### **Old Business**

Clemans-Nelson 2011 version of Personnel Policy for review- Mr. O'Leary estimates the cost of a city-wide personnel manual update to be \$3000-5000. A similar quote was given to Galion City Health for its personnel manual update alone. Mr. Long requested a couple reads of the draft manual and opportunities to comment. Mr. O'Leary believes we'll have an opportunity to collaborate with Clemans-Nelson during revision, and that the project can be completed this year

Galion City Schools Nursing contract- Ms. Crossland presented proposals and a cost analysis for Galion City Schools Nursing contract, at the Board's request. The proposals were a 25 hours/week contract at a rate of \$38/hour, and a 30 hours/week contract at a rate of \$44/hour. Mr. Long discussed the school district's nursing needs. Mr. O'Leary expressed concern about the increase in expenses that would result from having a single employee fulfill the contract, as the employee would be entitled to health insurance benefits at 30 hours/week, as well as the lack of staffing alternatives, and calculation of overhead. Discussion followed about various options for meeting the school district's nursing needs. Ms. Kerr made the motion that the Director of Nursing be authorized to enter into either proposed contract: a 25 hours/week contract at the rate of \$35/hour, or a 30 hours/week contract at the rate of \$42/hour. Mr. Schilling seconded the motion. The motion passed.

Mr. O'Leary made a motion to approve the following contracts under as a single act, based on the hourly rates as specified. Ms. Kerr seconded the motion. The motion passed.

- Crestline Exempted Schools contract- \$38 per hour
- Galion St. Joseph school contract- \$35 per hour
- Crestline St. Joseph school contract- \$38 per hour

2013 Annual Report- Mr. Long made a motion for approval of the 2013 Annual Report. The motion was seconded by Ms. Kerr. The motion passed unanimously.

### **New Business**

Credit Card Acceptance- This item was tabled.

## **Monthly Bills**

Mr. Long asked why Benefits doubled in April. Ms. Olivia Roston advised the increase was due to a Worker's Compensation quarterly payment and an OPERS payment for retroactive pay due to employees. A request was made that insurance and OPERS costs be reported separately to help illustrate fluctuations. Mr. Long made a motion for approval of the monthly bills. Ms. Kerr seconded the motion. The motion passed.

## **Monthly Reports**

Dr. Novack stated that the mission of the Galion City Health Department is To Promote and Protect the Health and Well-Being of those we Serve.

### **1. Accreditation of the Galion City Health Department-**

- a. accreditation dashboard as prepared by Ms. Zmuda. . Ms. Zmuda has been named Accreditation Coordinator due to Ms. Crossland's planned retirement in December 2016, in the middle of GCHD's accreditation process. Dr. Novack stated the Board has no responsibility for accreditation.
- b. I have adjusted my clinical schedule to accommodate a weekly accreditation on Tuesday mornings
- c. City-wide personnel manual may be in the offing. Board will need to approve the department's share.
- d. Recommended board-level learning:
  - i. PHAB online orientation training: <http://www.cecentral.com/phab>
  - ii. Public health ethics (included in packet)

### **2. Customer Service-** none to report

### **3. Rationalize Nursing Functions**

- a. **School Nursing-** see agenda
- b. **Immunizations-** School located clinic for TDaP
- c. **Access to care-** MAC project continues; Medicaid expansion appears to going successfully
- d. **Outbreak Reporting-**
  - i. confirmed norovirus outbreak in local facility; 32 residents symptomatic
  - ii. measles and mumps outbreaks in Ohio; none reported in Galion
  - iii. GCHD participated with CCGHD in hepatitis C/HIV screening at Maryhaven opiate addiction treatment center in Bucyrus. 8 out of 15 were positive (53%). More screening will occur.
- e. **Workforce Development and maintenance of skills-**

### **4. Implement health inspections window stickers-** pending

### **5. Establish secure internet section to website for posting of internal documents, forms, manuals, policies, procedures-** pending

### **6. Implement use of credit card for payment of services-** plan to be presented by Mr. Schilling

### **7. Review, revise and convert into an editable electronic document the department personnel manual-** see accreditation above

### **8. Develop set key metrics that the department will measure and track its performance**

- a. Internal
  - i. Weekly accreditation meeting (except for week before board meeting)
  - ii. Define customers and establish method documenting level of satisfaction
- b. External-

Vital measures:

i. **Births 2014**

1. Total – 111 (31 in Galion)
2. Low-weight- 6 (4 in Galion)
3. <37 weeks – 3 (3 in Galion)
4. Teen Births- 12 (5 in Galion)

ii. **Deaths 2014**

1. Total- 55
2. Average age of Death- 75.6
3. Top 3 Causes of death- heart, cancer, lung
4. Suspected drug overdose death in Galion for 2014- none confirmed, 1 pending

iii. **Reportable Diseases 2014**

1. Chlamydia- 17
2. Hepatitis C, Chronic- 13
3. Hepatitis B- 1
4. H1N1- 2
5. Mycobacterial other than TB- 1
6. Salmonella- 1
7. Cryptosporidiosis- 2
8. Institutional- norovirus – 2

Mr. O'Leary commented that there is a need for outreach in order to abate the sources of transmission (of bloodborne and sexually transmitted communicable diseases). Discussion followed about access to care and assistance with securing Medicaid benefits. Ms. Crossland said Avita Health System continues to offer the Physician Referral Line that provides same day or next day appointments. Health department staff is currently able to assist clients with the online application for Medicaid.

**9. Develop and execute strategic goals with community organizations to deal with areas of concern shown in Community Health Assessment Survey**

- a. Crawford County Health and Wellness Coalition- no meetings in April
- b. Discussion about linking with Avita: Public Health Accreditation Board requires the following steps:
  - i. Community Health Assessment- next Avita CHA 2015
  - ii. Community Health Improvement Plan
  - iii. Galion Board of Health Strategic Plan

**10. Communicate other major operational issues to assist the Board in understanding the organization's business dynamics**

- a. Retirement announcement of CCGHD commissioner

Mr. O'Leary advised he met with Bucyrus City Council President/Crawford County Board of Health member Sis Love, and County Commissioner Carl Watt reference collaboration between Crawford County General Health District and Galion City Health Department. He believes the Boards should be in communication and that the focus should be on improving public health. He said we have the opportunity and facilities to expand here in Galion, and that absorption is not an option. Mr. Long stated there is no reason to become involved in an arrangement where we lose services.

Mr. O'Leary stated that Dr. Novack's situation is not long-term, and expressed appreciation for his willingness to stay on 7 hours per week. After learning there are no employees interested and qualified in-house, he advised we need to begin recruitment in earnest. Discussion followed about the Health Commissioner position. Mr. Long made a motion authorizing the Health Commissioner to develop a job description and post the position, seconded by Ms. Kerr. The motion passed.

- b. Mr. Tim Brown began CCS counseling services on May 7.

The Commissioner's Report was accepted by unanimous consent.

**Adjourn**

The meeting was adjourned at 9:33 a.m.

The next meeting will be held on Tuesday, June 10, 2014, at 7:30 a.m. in the Health Department office.

Respectfully Submitted,

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P. Stephen Novack, D.O., Commissioner

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Tom O'Leary, President/Mayor