

Galion City Board of Health
Schilling Graphics, 275 Gelsanliter Road, Galion
Monday, July 14, 2014 3:30 pm
Special meeting

Present: Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Mr. Doug Schilling, President Pro Tempore; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, CNP, Board member; Ms. Katelyn Strickler, Board member; Ms. Stephanie Zmuda, RS, Director of Environmental Health

1. Call to Order

Mr. O'Leary called the meeting to order at 3:40 pm.

2. Approval of Agenda

Mr. Schilling made a motion that the agenda for the meeting be approved, seconded by Ms. Strickler. The motion was unanimously approved.

3. Approval of Minutes

Mr. Schilling made a motion that the minutes from the May 14, 2014, meeting be approved, seconded by Ms. Strickler. The motion was unanimously approved.

Mr. Long made a motion that the minutes from the July 1, 2014, meeting be approved, seconded by Mr. Schilling. The motion was unanimously approved.

4. Old Business

4.1 School Nursing Contracts

Crestline Exempted Village Schools, Crestline St. Joseph Catholic School, and Galion St. Joseph Catholic School contracts for school nursing, which were approved at the May 14, 2014, meeting, needed to be signed by Mr. O'Leary. This was an informational item for Board awareness that the contract approval process was complete for the named schools; no action was required of the Board.

Galion City Schools' contract was still being considered by the Board of Education in order to clarify retirement benefit requirements under State Teachers' Retirement System.

4.2 Health Commissioner Resignation

Dr. Steve Novack, DO, submitted a letter of resignation at the June 10, 2014, meeting, with an effective date of July 9, 2014. Mr. Long made a motion that Dr. Novack's letter of resignation be accepted, seconded by Ms. Strickler. The motion was unanimously approved.

4.3 BlueSky Meeting Solution Contract

The proposed contract will extend service through December 31, 2014, and allow payment by purchase order rather than personal credit card. Paying the remaining 2014 subscription fees in lump sum also qualifies the Board of a 10% discount. Total fees due for the subscription \$220.50. Mr. Long made a motion that the contract be approved as presented, seconded by Ms. Strickler. The motion was unanimously approved.

5. New Business

5.1 Monthly Financial Reports

Monthly bills for May and June 2014 were presented. Mr. Long made a motion that the monthly bills for May and June 2014 be approved for payment, seconded by Ms. Kerr. The motion passed unanimously.

5.2 Interim Health Commissioner Appointment

Ms. Zmuda requested that the Board consider a resolution to appoint an Interim Health Commissioner in order to facilitate continuity of daily operations. She advised she is the only departmental director available for the appointment, as Ms. Crossland had upcoming scheduled absences for vacation and medical care. Mr. Long made a motion that the resolution be approved, appointing Ms. Zmuda Interim Health Commissioner, seconded by Ms. Strickler. Affirmative votes were made by Mr. Long, Ms. Kerr, and Ms. Strickler, all members present at the time. The motion passed unanimously.

5.3 Minnesota Multistate Contracting Alliance for Pharmacy Facility Membership

Time did not allow the Board to consider this item. It will appear again on the August 12, 2014, agenda.

5.4 Big Plate Diner Hearing

Big Plate Diner licensee Mary Turner was present along with her son Terry Turner, and legal counsel Ms. Roberta Wade. Ms. Zmuda presented evidence of Ms. Turner's history of failure to maintain Big Plate Diner in compliance with the provisions of the Ohio Uniform Food Safety Code. Ms. Turner participated in an Administrative Hearing with Dr. Novack and Ms. Zmuda on March 14, 2014. From that and subsequent meetings came a written Compliance Action Plan to address critical control points, agreed to and signed by Ms. Turner and Ms. Zmuda on March 26, 2014. Standard and critical control point inspections were conducted on June 18, 2014, in response to a complaint. Six critical violations were documented, all of which had been previously addressed in written inspection reports, the Administrative Hearing, and the Compliance Action Plan.

The Turners advised that employee turnover has been very challenging, saying that loss of employees occurs on a daily and weekly basis. Ms. Turner also has health concerns and puts in many hours. Mr. Turner expressed concern about a chemical storage/labeling violation that has existed for a long time only having been "caught" during the June inspections. The Turners said steps have been taken to correct violations, most importantly hiring a new employee (key person) to come in and inspect everything every day, a sort of mock health department inspection.

Ms. Kerr made a motion that the Board adjourn to executive session, seconded by Mr. Schilling. The motion was unanimously approved and the Board adjourned to executive session at 4:24 pm. No decisions were made and no business was transacted. The Board returned to the public meeting at 4:43 pm. The determination was made that Ms. Zmuda will assist Ms. Turner in updating the Compliance Action Plan and provide a checklist to be used for monitoring critical control points on a daily basis. Ms. Turner is required to notify the Board if the key person leaves employment.

5.5 Executive Session to Consider the Employment of a Health Commissioner and Conduct Telephone Interviews with Candidates

Structured interviews were conducted in the open meeting via telephone with four candidates for the Health Commissioner position. No action was taken after interviews were completed.

6. Adjourn

Mr. Long made a motion that the meeting be adjourned, seconded by Ms. Strickler. The motion passed unanimously. The meeting was adjourned at 7:30.

7. Next meeting

The next regular meeting will be held on August 12, 2014, at 7:30 am in the health department office.

Respectfully Submitted,

Stephanie Zmuda, RS, Interim Health Commissioner/Director of Environmental Health

Tom O'Leary, President/Mayor