

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, October 13, 2015 7:30 am**  
**Regular Meeting**



**Present:** Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Ms. Katelyn Strickler, President- Pro Tem; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Mr. Dennis Long, Board Member; Ms. Trish Factor, Health Commissioner; Ashley Smith, Director of Nursing; Stephanie Zmuda, Environmental Director  
**Guests:** Dan Price, A-1; Matt Barto, A-1; John Swain, City Safety Service Director; Dan Bute, City Utilities; Bob Johnston, City Building & Zoning; Olivia Roston, GCHD; Kara Kimerline, GCHD

**1. Call to Order**

Mr. O'Leary called the meeting to order at 7:35 am.

**2. Approval of Agenda**

Agenda item to be added under New Business; revoking of Aspen Terrace Spa license.  
Motion to amend the Agenda by: Ms. Strickler Second by: Mr. Long Abstentions: N/A  
A Voice Vote was taken.

Motion Carried.

Motion to approve the amended Agenda by: Mr. Long Second by: Ms. Strickler Abstentions: N/A  
A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve the Minutes by: Mr. Long Second by: Ms. Kerr Abstentions: N/A  
A Voice Vote was taken.

Motion carried.

\*Mr. Long made a request that all documents being uploaded into BlueSky be placed in PDF Format to avoid any alterations from occurring. The GCHD staff agreed.

**4. Public Comment**

No public was in attendance and therefore there was no public comment.

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

Motion to approve the September 2015 Finance Reports and Warrants by: Mr. Long Second by: Ms. Strickler  
Abstentions: N/A  
A Roll Call Vote was taken.

O'Leary – Y      Long- Y      Kerr- Y      Strickler-Y      Cramer-Y

Motion carried.

**6. New Business**

**6.1 Medical Director 2016 Contract**

Motion to approve the 2016 Medical Director Contract, as presented by: Ms. Kerr Second by: Mr. Cramer  
Abstentions: N/A

Ms. Factor explained that this contract had been reviewed by the Medical Director and had also been approved by the City Law Director.

A Roll Call Vote was taken.

O'Leary – Y      Long- Y      Kerr- Y      Strickler-Y      Cramer-Y

Motion Passed.

## **6.2 Building Construction**

Bids were received from contractors for the construction/ renovation of clinical and office space. Ms. Factor was asking for approval to expend funds in excess of \$5,000.00. Lengthy discussions regarding steps needing to be taken by the city occurred at the September 2015 BOH Meeting and the Board asked then to see the quotes. Ms. Factor had presented the quotes from the contractors and also provided a side by side comparison of the received bids. Ms. Factor had also invited affected Department Heads and the City Safety Service Director to the October 2015 BOH meeting; of which most presented. Ms. Factor shared that funds were available in the Health Department's budget for the requested construction projects, after appropriations could be amended. However, Mr. O'Leary spoke out and stated that if this was the city's building, then we (the GCHD) are technically lease holders and questioned Mr. Swain if the city would be responsible for any costs incurred. This discussion had never previously been brought up by anyone from the city. Ms. Factor was directed by Mr. O'Leary to turn over the bids to Mr. Swain and let him handle it. Ms. Factor did so. Ms. Factor presented the question to Mr. O'Leary and Mr. Swain that if the GCHD is indeed a "lease holder" then who should be paying for maintenance and repairs of the building. The GCHD has been paying for these items for quite some time, including most recently a new water heater being installed due to a deficient one having been in place. Mr. O'Leary directed Mr. Swain to look into these issues/topics and determine those answers for us.

Mr. Long made a motion to table this discussion until answers from Mr. Swain and Mr. O'Leary could be provided; Ms. Strickler seconded.

A Voice Vote was taken.

Motion carried.

## **6.3 IT Services**

Bids were received by potential vendors for IT services. Ms. Factor was asking for approval to enter into new and/or renew agreements for IT services. During the September 2015 BOH meeting; Ms. Strickler and Mr. O'Leary questioned the need for this. Ms. Factor explained the various issues that the department was running into with their current vendor. Mr. Long stated that the Board should see the proposals prior to approving. Ms. Factor provided a comparison of the vendors from which she had received bids. Mr. Price and Mr. Barto from A-1 were present and were able to respond to any questions that the BOH members had regarding their services.

Ms. Factor explained that the selected contractor did not require a contract but was willing to provide one which shows that no monthly fees would be charged. BOH members agreed that they would like to have the services placed into the contract provided. Ms. Factor asked if the BOH would like the contract brought back to them, or if she was authorized to sign on their behalf. It was agreed that Ms. Factor could enter into the service agreement with A-1 for IT services.

Motion to approve the Health Commissioner to enter into new and/or renew agreements for IT services including, but not limited to; direct IT support, website support, and/or data support as presented by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

O'Leary – Y      Long- Y      Kerr- Y      Strickler-Y      Cramer-Y

Motion Passed.

## **6.4 Aspen Terrace Spa License**

Ms. Zmuda shared that the Board at Aspen Terrace voted not to operate their Spa for a period of approximately one year. Ms. Zmuda asked that the license for the Spa at Aspen Terrace be revoked; she added that this was not a punitive action, but an action that allowed for the operators to close the spa for a period of time and also ensure no penalties to the GCHD due to a lack of ability to inspect.

Motion to revoke the Spa License for Aspen Terrace as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

O'Leary – Y

Long- Y

Kerr- Y

Strickler-Y

Cramer-Y

Motion Passed.

## **7. Monthly Reports**

### **7.1 Health Commissioner's Monthly Report- Ms. Factor reported**

#### **Staff Meetings**

Due to the rescheduling of last month's BOH meeting, a staff meeting was not held.

#### **Funding**

We had assessed where we are at in the budget for 2015 and began planning for 2016. However, on 9/24/15 Ms. Factor was notified that budget sheets and capital needs sheets were due by 9/30/15. Ms. Factor quickly completed these with a few options and sent these out to BOH members for input; based on input received a tentative 2016 budget was submitted. A copy was provided to BOH members.

#### **Building**

Quotes for office space projects had been received and a comparative analysis was provided to BOH members. This was of course turned over to the City Safety Service Director John Swain by Mr. O'Leary.

#### **Accreditation**

Ms. Factor shared that the Accreditation Team would begin meeting on a regular basis starting October 2015; initially they would be focusing on determining timeframes, gaps, and strengths. She also shared that region discussions were taking place regarding the sharing of Accreditation Coordinators and Health Education staff. NWOHio Health Commissioners were looking to see where needs of various departments are aligning and who is in need of the same or similar services within their jurisdiction.

Ms. Factor also shared that Community Health Assessment (CHA) Surveys were sent out beginning the last week of September and within the first full week 111 had already been returned. The second wave of surveys was set to go out beginning 10/19/15.

#### **Trainings/ Workforce Development**

##### **AOHC Public Health Combined Conference**

Ms. Factor attended the required Public Health Combined Conference September 28-30<sup>th</sup>. She had the pleasure of speaking with the Principal Deputy Assistant Secretary for Preparedness and Response for the US Department of Health and Human Services, Mr. Ed Gabriel. Mr. Gabriel and Ms. Factor had previously worked together on a preparedness/ response project and discussed doing so again in the upcoming year. She was also able to network and gain many best practices and lessons learned from seasoned Health Commissioners. During the Northwest Ohio Association of Ohio Health Commissioners (AOHC) business meeting we discussed the possibility of having a regional Accreditation Specialist that could be contracted for various projects (mainly for data pieces); we will be meeting with a potential candidate and discuss if this is a realistic possibility. At the full AOHC business meeting a vote was taken regarding the stance the Association would be taking regarding Issue 3; although it was not unanimous, the vote was overwhelmingly in favor of not supporting the ballot issue.

##### **Personnel Policies and Procedures**

Ms. Factor received a legal opinion from the Galion City Law Director on 10/6/15 and can now move forward with various pieces of the Personnel Policies and Procedures Manual. She asked that if any BOH members wish to participate in reviews; simply contact her and let her know if you are interested.

#### **Outreach**

Ms. Factor shared that the GCHD is participating in the "Come Home to Galion" celebrations on December 5, 2015. The Health Department will be the lead for the youth coloring contest.

#### **Other**

Ms. Factor wanted to share that as a morale booster for the GCHD staff, that a Christmas Party would be held on December 12, 2015. Details to will be sent out.

### **7.2 Nursing Monthly Report- Ms. Smith reported**

#### **Flu**

Ms. Smith shared that Flu shots for city employees will be offered again this year. The date is to be determined. Insurance will be billed unless the employee chooses to pay out of pocket. For employees that have the Traditional 80/20 Plan, the flu shot should be covered. For employees with the HSA Plan, if they have met their deductible, the shot should be covered 100%. We think that for the employees that have the City 80/20 Plan, if they have met their deductible that the plan will cover at 100%.

Our first flu clinic was 10/5 at the Golden Age Center. We gave 118 flu shots.

Our second clinic was on 10/8 at Grace Point. We gave 82 flu shots.

Our last clinic will be at Grace Point on 10/31 where we will have a "Boo the Flu" theme.

Our flu order is coming in multiple deliveries. There are 70 doses of quadrivalent vaccine that will not be shipped until November.

#### **BCMH**

Ms. Swinehart has been able to make a home visit. These are sometimes hard to schedule due to needing the child at home. Ideally, the visit should allow the nurse about an hour alone with the parent and then the rest of the visit with the child present. If she is able to, she is going to try to go about an hour before the child gets home from school. When she has the BCMH visits scheduled like this, she will flex her time. With flu season here, it remains difficult for her to devote uninterrupted time to BCMH. We will continue to work on freeing her up to focus on BCMH.

#### **Immunization Clinics**

Ms. Smith shared that on November 4th, a representative from the American Academy of Pediatrics is coming to talk to us about the MOBI (Maximizing Office Based Immunization) Program. Previously this was only offered to health departments that held an IAP (Immunization Action Plan) Grant but they are now able to present to health departments that do not hold this grant. They will focus on immunization rates for children ages 0-2 years. They will look at our current immunization rates for this age group and discuss strategies for increasing this percentage if needed. They also offer a TIES (Teen Immunization Education Sessions) presentation which we will do in the future.

#### **School Nursing**

Hearing and vision screenings for K and 1st grade are completed. It is mandatory that they are completed by November 1st. Ms. Kimerline, Ms. Diebler and Ms. Smith will be meeting with Cindy Parrott (Galion City Schools) monthly to keep the lines of communication open.

#### **Car Seat Safety**

Ms. Smith is now Child Passenger Safety (CPS) certified. Ms. Swinehart and Ms. Smith would like to inquire if the certified techs at the county health department would like to hold a joint event for car seat checks.

#### **ODRS**

Ms. Kimerline and Ms. Smith attended Ohio Disease Reporting System (ODRS) training at the county health department. That meeting helped clarify some questions they had. Communicable disease numbers were not available at the time of the meeting, but would be sent out to BOH members once compiled.

#### **Education/ Outreach**

Ms. Kimerline attended the Ohio Department of Health (ODH) Orientation for Nurses New to Ohio Schools 9/16/15 thru 9/18/15. She came away with a good deal of information.

Ms. Swinehart presented Buckle Bear to St. Paul's Preschool and the YMCA Preschool in September.

Ms. Smith represented the nursing and public health fields at Connections Weekend at GHS on 10/9/15. She will also be attending Leadership Essentials for Health District Success (LEHDS) on 10/27 and 10/28 in Columbus.

Ms. Swinehart is attending the Ohio Buckles Buckeyes (OBB) Conference 10/14 and 10/15.

### **7.3 Environmental Monthly Report- Ms. Zmuda reported**

#### **Food Safety**

Karim Baroudi, RS, Food Safety Program staff with Ohio Department of Health, and Ms. Zmuda completed development of a Level 1 certification course in food safety. Course materials were submitted to ODH in Columbus on October 7 for review and approval. The first presentation of the course is scheduled for October 23.

Mr. Baroudi and Ms. Zmuda will spend October and November developing procedures and protocols for achieving compliance with laws or enforcement actions (PHAB 6.3.1(2)); developing a risk-based protocol or algorithm for scheduling food safety inspections (PHAB 6.3.2(1)); developing a reporting template for the food program's annual reports that summarizes complaints, enforcement action, and compliance (PHAB 6.3.4(1)); and developing a process improvement system for food safety program enforcement action (PHAB 6.3.4(2)).

Food facility inspections have been scheduled based on risk thus far, with facilities having the highest number of critical violations in the last license year coming first. Risk remains moderate (4-5 criticals documented) at 3 facilities, and high at 6 facilities (6 or more criticals documented). Additional education and oversight is planned in an effort to reduce risk.

Oktoberfest was held in Galion on September 24-26. Thirty-three food vendors were part of the festivities. The vast majority did well during a brief visit to each unit, with 29 having no critical violations observed.

#### **General Environmental Health**

Ms. Zmuda shared that advanced planning for Oktoberfest 2016 will be spearheaded by head department staff in the coming weeks in order to facilitate smooth operations.

#### **Public Health Nuisances**

Ms. Zmuda shared three new public health nuisance cases that were reported in September; all of which

were solid waste related.

**Splash Park**

Ms. Zmuda shared the steps that had been taken thus far by the state department of health as well as by the GCHD. She discussed some obvious safety hazards that would need to be addressed prior to licensing the facility. Mr. O'Leary spoke up in regards to updates/ corrections to be made by the city. Further discussions will be occurring to ensure that all parties involved are aware of steps necessary prior to licensing

**8. Executive Session**

There were no motions to go into Executive Session.

**9. Next BOH Meeting**

The next Board of Health meeting is set to take place on November 10, 2015 at 7:30 am in the Galion City Health Department Board Room.

\*Mr. Long stated that he would be absent from the November meeting due to a scheduling conflict.

**10. Adjournment**

Motion to adjourn was made at 9:04 am by: Ms. Kerr Second by: Mr. Long Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

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Trish Factor, Health Commissioner

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Tom O'Leary, President/Mayor