

Health Commissioners Monthly Report for October 2015

Submitted by Trish Factor

Staff Meetings

Octobers staff meeting covered numerous topics including, but not limited to; updates from all staff, building updates/ needs, the 2015 budget as well as the upcoming 2016 budget, planning for 2016 (financial & training needs, continuous quality improvement), HDIS entry and coding, Personnel Policy and Procedure Manual, Workforce Development, Continuous Quality Improvement efforts, Accreditation, Health Department apparel and name badges, Public Information and media inquiries, the upcoming MAC time study, Dr. Metzgers upcoming visit, Christmas Party, and any additional questions from staff.

Funding

The 2016 estimated budget was submitted. Some funds were moved around to account for changes that have occurred within the department such as staffing, maintenance needs, etc. Staff has been working on analyzing potential revenue for 2016.

Our staff has secured a \$20,500 grant for Billing and Vaccines! See attached.

The new Environmental Food Course has begun; course fees are coming in.

Building

Comparisons of quotes were presented to the BOH at the last meeting. Quotes were given to Director Swain; although follow-ups have occurred Director Swain no progress has been reported. Lighting has also been identified as an issue. We met with Director Swain and Dan Bute to discuss lighting issues across the entire building; quotes are being obtained and again forwarded over to Director Swain.

Accreditation

The Accreditation Team will be meeting immediately following BOH meetings to determine timeframes, gaps, and strengths.

CHA surveys sent out: Total of 361 surveys returned as of October 28, 2015 (322 from Crawford County mailing + 39 from Galion mailing) *Galion had an additional 150 surveys sent out just within the city; Galion City residents are also incorporated within the county wide mailing. We will not know the breakdown of total Galion responses until all have been returned and data entered.

Personnel Policies and Procedures

I received a legal opinion from the Galion City Law Director on 10/6/15 and am now moving forward with various pieces of the Personnel Policies and Procedures Manual. I have been reviewing what had previously been compiled as well as what other City and County Health Departments utilize. I am also working with a new group that has formed for LHD's working on HR issues. In addition I am monitoring

potential changes to FLSA that could affect classifications of employees and other pieces of our policies. I would like to have any BOH members that wish to participate in reviews; simply contact me and let me know if you are interested.

Outreach

Working with the Come Home to Galion group and beginning to coordinate the coloring contest and other components, including announcing for radio advertisements. Wash your Paws for Santa Clause campaign planned for December.

Say Boo to the Flu Clinic was a success!

Administrative

Job descriptions are being updated; these will incorporate Public Health Core Competencies as required by PHAB.

Personnel evaluations are being developed. We are looking at 360 evals for supervisory staff.

Evaluations of our technology equipment and software has begun.