

## **Health Commissioners Monthly Report for November 2015**

### **Submitted by Trish Factor**

#### **Funding**

The budget process has taken up quite a bit of time this month.

The 2016 estimated budget was submitted. The budget was cut by the state and city auditor. A new review of our expected revenue was completed and submitted. The city agreed to subsidize our department at \$290,000. However, 2 budgets are sitting with the state auditor and we will not know which one we have until council passes it. We will have the ability to move funds later, but we have another tight year ahead of us.

Our staff has done an outstanding job working through the budget process and adjusting/ adapting to the various changes that have come our way.

#### **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.

Unfortunately with cuts in our budget from the city our entire Capital Improvement budget has been taken down to \$0. Therefore, unless the city pays for some of our issues to be resolved as part of a "lease holder" arrangement, we may run into some difficulties.

#### **Accreditation**

The Accreditation Team is meeting after each Board of Health meeting. Progress on large documents is being made. Various changes in day to day functions have been adjusted in order to better meet requirements and also to better serve our clientele.

The Quality Improvement Plan will be brought before the BOH for its approval in January. The Workforce Development Plan is in the process of being completed and a DRAFT will also be presented as soon as possible.

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

Continued work is being done. Some surveys and further cross references PHAB requirements are taking place.

**Outreach**

The Wash Your Paws for Santa Claus campaign is going well. We had hundreds of entries into the coloring contest. We worked with the primary school and they selected 7 winners for us. Winners have been invited to ride (with their parents) in the Come Home to Galion parade. The Health Department will have a horse drawn wagon taking the winners and any interested staff along the parade route. One contest winner will be chosen to help light the tree on the square.

**Administrative**

Job descriptions have been updated; these now incorporate Public Health Core Competencies as required by PHAB.

Personnel evaluations have been developed. These have been developed to incorporate individual goals & objectives, evaluation of the Core Competencies, training needs, licensure verifications, evaluation of job duties/ responsibilities, etc. Evaluations will be completed prior to the end of the year.

Evaluations of our technology equipment and software have been conducted and repairs are in progress.