

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, November 10, 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; Ms. Trish Factor, Health Commissioner; Ashley Smith, Director of Nursing; Stephanie Zmuda, Environmental Director

Guests: Rebecca Taylor, Nursing Student; Claudia Leuns, Nursing Student

1. Call to Order

Mr. O'Leary called the meeting to order at 7:33 am.

2. Approval of Agenda

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

Motion carried.

3. Community Member Comments

No comments

4. Approval of Minutes

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

Motion carried.

5. Approval of Finance Reports/ Warrants

The October finance reports were not able to be completed at the time of the BOH meeting. The city auditor's office had not yet completed month end for October, therefore the financial reports could not be pulled to verify our information and add any expenses not paid directly by the health department.

6. New Business

6.1 2016 Operating and Capital Budget/ Income & Expense Projections

It was explained that budgetary changes may occur through the city's process and that these projections have various sub notes explaining line items. Ms. Factor also shared that income projections were extremely safe (projecting on the low side) and assuming no school contracts (since none were signed and in place for the 2016-17 school year). This and other factors would greatly alter our revenues. There were questions regarding what would happen if we added in an Accreditation Coordinator and contracted this individual out. Ms. Factor explained that this would have to be taken to city council and they would have to determine whether or not to fund it. Board members questions why Ms. Factor had not been brought in on budget talks sooner; Mr. O'Leary stated that the health department hasn't previously had anyone in on these discussions. Board members stated that we need to get a handle on this; all staff agreed. Ms. Factor stated that approving this motion would only be approving the projections presented and that more details regarding the 2016 budget will follow as it becomes available.

Motion to approve the 2016 Budget and Income& Expense projections as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Motion Passed.

6.2 2016 Pay Rates for GCHD Staff

Ms. Factor shared that in the proposed 2016 budget a 3% base pay increase (cost of living) was accounted for. She also shared that the effective January 1, 2016 a 2.5% increase in staff insurance contributions would be occurring. Ms. Factor stated that 3% is what was budgeted for; however, the BOH had the ability

to set rates where they saw fit.

Motion to approve a 35 base pay increase for Galion City Health Department staff effective January 1, 2016 as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion Passed.

6.3 Immunizations and Billing

Ms. Factor requested, based on Resolution #2015-140, that having received a reimbursement grant for the purchase of a billing system and private vaccine inventory which would exceed the \$5,000.00 limit that a motion be made to allow her to enter into agreements for the purchase of these items.

Motion to approve the Health Commissioner to enter into any necessary agreements for the purchase of systems and vaccines at an amount to exceed \$5,000.00 as presented by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

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

Motion Passed.

- * There was a brief discussion about the BOH bringing pieces of information to the City Council to allow them to better understand what it is the Health Department as well as the BOH does.

6.4 DRAFT Quality Improvement Plan

Ms. Factor presented the DRAFT GCHD Quality Improvement Plan. She shared that there is still an assessment to be completed and a few possible revisions. The staff would like to start following the plan itself effective January 1, 2016. Ms. Factor opened the floor up to any questions. Mr. O'Leary had various questions regarding quality improvement and efforts that were already being done. Ms. Factor explained that efforts already taking place were issues that we knew how to resolve and therefore fall more under the category of performance management/ improvement. She went on to explain how quality improvement functioned alongside performance management goals/ objectives and how quality improvement projects differed.

6.5 Board of Health Continuing Education

Ms. Factor reminded all BOH members that ORC 3701.342 (G) requires the annual completion of 2 hours of continuing education credits by each BOH member. The continuing education must pertain to ethics, public health principles, and/or member's responsibilities.

All continuing education documentation must be submitted to Ms. Factor before the end of the year.

6.6 Board of Health Compensation

Ms. Factor shared that ORC 3709.05 regarding City Health Board Compensation was being reviewed and a determination may need to be made in the near future.

Ms. Kerr questioned some of the language pertaining to BOH members travel since not all BOH members lived within the city limits. Ms. Factor said she would request that information along with the rest of the legal opinion.

6.7 2016 Proposed Environmental Health Fees

The proposed fee resolution and food fee history will be presented in December.

7. Monthly Reports

7.1 Health Commissioner's Monthly Report- Ms. Factor reported 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 to the city. Some funds were moved around to account for changes that have occurred within the department such as staffing, maintenance needs, etc. Staff worked on analyzing potential revenue for 2016.

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

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.

Mr. O'Leary brought up the fact that the County Health Levy had failed and we may want to consider that when looking at improvements. Ms. Kerr reminded Mr. O'Leary that the BOH was recently told that building improvements would be considered Lease Holder Improvements which is why they (the BOH) were told that the city would take care of them. Ms. Kerr also reiterated that we weren't/aren't meeting standards and that everyone needs to understand where we were, where we are, and where we're going if we are honestly looking at Accreditation.

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 have begun.

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

Business Counts:

LLC-35

Central State-17
Carter-27
Buckeye Pumps-7
Innovative Recycling-14
Horizon-6
Second clinic at Grace Point on 10/31/15-57
City flu clinic scheduled for 11/13/15.

We have given a total of 383 flu vaccines this year. We have 70 more doses of high dose and 50 more doses of quadrivalent to be shipped yet. We are planning another community clinic on Monday December 7th at The Golden Age Center..

BCMH

Our field nurse case manager Mindy Schwartz will be coming on Thursday December 17th to do our site visit/case review. This is something new Mindy is doing and it is not meant to be punitive but help gauge where our program is and give direction on what and how to improve.

Immunization Clinics

We completed our MOBI (Maximizing Office Based Immunizations) training on 11/5/15. This was done by Beth Barker from the American Academy of Pediatrics. We looked at our immunization completion rate for children at the 24 month age range and were able to see where we can improve. We came up with a Provider Improvement Plan and our selected QI strategy includes documenting all vaccine refusals (even for those vaccines that are just recommended and not required) and inactivating patient's in the Impact system that are no longer seen here. Beth will assess how we are doing with this when she comes back next month. By doing these two things, our reports will more accurately reflect our immunization rates.

We scheduled our TIES (Teen Immunization Education Session) with Beth on Wednesday December 9th.

I am looking at what vaccine to purchase with the GRF Grant dollars that we received.

We are also starting to work on how to make our filing system for our immunization records more efficient.

School Nursing

- 3rd grade hearing/vision screening taking place on 11/18/15.
- 5th grade hearing screening taking place on 12/14/15 and vision on 12/16/5.
- K, 1st grade and 9th grade hearing and vision screenings are completed.
- Kara met with Mr. Grubbs and the school is working on policy updates.
- The immunization survey was submitted to ODH and a district wide exclusion list was completed.

Car Seat Safety

Theresa completed her recertification for another 2 years.

ODRS

5 Chlamydia, 6 Hepatitis C, 1 Gonorrhea

Education/ Outreach

- Ms. Smith attended the LEHDS conference on 10/27 and 10/28.
- Ms. Smith will be attending the annual OPHA PHN Conference in Columbus on 11/30 and 12/1/15.

7.3 Environmental Monthly Report- Ms. Zmuda reported

Accreditation

The adult data collection phase of the community health assessment is almost complete. Here is a quick recap:

- Advance letters mailed to randomly selected survey participants - week of August 31
- Press release by Crawford County Health Partners to local media outlets - September 24
- 1st wave of surveys mailed - week of September 28
- 2nd wave of surveys mailed - week of October 19
- 361 surveys returned (322 from county mailing + 39 from Galion mailing) - October 28
- A total of 380 surveys is needed to achieve a 95% confidence interval (CI) for the county, and 91 surveys for the same CI in Galion. HCNO will present the draft report to the Crawford County Health Partners in January, and we'll schedule a community event to present the report and CHA findings.

Food Safety

October was an exciting month in food safety. Ohio Department of Health granted approval on October 15 of the Level 1 certification course in food safety that Karim Baroudi and I developed. I presented the course on October 23 and 28 to a total of 38 students, generating \$950 in revenue. Several measures have been put into place to determine incoming knowledge base, knowledge gained from participation, and participant satisfaction. I will also immediately begin long-term observation of the difference in inspection performance for certified and uncertified persons in charge.

Public Health Nuisances

Seven new public health nuisance complaints were reported in October, six solid waste and one bed bug. The bed bug complaint was more an inquiry about whether there were bed bugs at Galion Goodwill. I spoke with the store manager and learned that there are no bed bugs on the premises, and the proactive processes and procedures that have been followed for years to prevent pest presence on site as well as spread to customers' homes.

Cases previously heard in Crawford County Municipal Court were closed in October upon nuisance abatement at 355 Cherry Street and 436 Hensley Avenue.

Schools

Galion Schools have had recent experience with bed bugs being brought into the school environment. The environmental health and nursing divisions have both worked with school administrators to handle situations as they arise, and provide accurate information to staff, students and their families, and the community in general.

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 December 8, 2015 at 7:30 am in the Galion City Health Department Board Room.

10. Adjournment

Motion to adjourn was made at 9:30 am by: Mr. Cramer Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/Mayor