

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, February 9, 2016 7:30 am**  
**Regular Meeting**



**Present:** Mr. Tom O'Leary, Mayor, City of Galion/Board of Health President; Ms. Katelyn Strickler, President- Pro Tem; Mr. Dennis Long, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ashley Smith, Director of Nursing; Stephanie Zmuda, Environmental Director

**Guests:** Kara Kimerline, PH RN

**1. Call to Order**

Mr. O'Leary called the meeting to order at 7:40 am.

**2. Approval of Agenda**

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

Motion carried.

**3. Approval of Minutes**

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

Motion carried.

**4. Community Member Comments**

No comments

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

The January 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 January, therefore the financial reports could not be pulled to verify our information and add any expenses not paid directly by the health department.

Motion to approve the December 2015 Finance Reports and Warrants by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Long- Y    Kerr-Y    Strickler-Y

Motion carried.

**6. New Business**

**6.1 Ohio Department of Health Pool Survey**

Ms. Zmuda shared the result of the ODH Pool Survey that took place last fall. The GCHD did great in terms of meeting necessary guidelines for the pool program. We will continue to be the agency to issue licenses for the city of Galion.

**6.2 OMHC Inspection MOU**

Ms. Zmuda shared the renewal of the MOU with the Ohio Manufactured Homes Commission for the GCHD to conduct inspections on their behalf. This is the same contract that has been signed previously and run through legal counsel. Mr. Long commented that we might want to look into section 3 of the contract that states, "LHD shall submit one invoice per county one all inspections of licensed communities in that county are complete..." There was concern with GCHD being a city department if the county health department also has this agreement that we are in compliance with the terms of the MOU.

### 6.3 STEM Exemplars

Ms. Zmuda shared that she had applied and been accepted as one of the states STEM (Science, Technology, Engineering, and Math) Exemplars. This opportunity will allow her to provide outreach to Ohio students looking to study STEM programs. She referred to the attachment for more details. Mr. O'Leary questioned whether this was something we could get an MOU with other areas or the county (i.e. Bucyrus, Wynford) to allow opportunities for us to work with their students as well as Galion students. Ms. Zmuda said she would consider it.

\*Mr. Cramer arrived at 7:52am.

### 6.4 Out of state travel

Ms. Factor has been asked to speak at the PERRC Conference again this year; expenses are paid by the conference organizers.

A motion to approve out of state travel for Trish Factor in order to present at, and attend , the Preparedness, Emergency Response, and Recovery Consortium (PERRC Conference) was made by: Ms. Kerr Second by: Ms. Strickler.

A Roll Call Vote was taken.

Long- Y	Kerr-Y	Strickler-Y	Cramer-Y
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Motion carried.

### 6.5 Public Health Nuisance Report

Ms. Zmuda explained the findings of the 2015 Public Health Nuisance Annual Report. She also explained that cases that took longer than 6 months to abate where due to them being turned over to the court system; once a case is turned over for prosecution the GCHD is hands off, other than providing follow-up reports, etc.

### 6.6 Ashley Smith Resignation

Ms. Factor shared that Ms. Smith had submitted her letter of resignation as the departments Director of Nursing effective February 29, 2016.

A motion to accept the resignation of Ms. Smith was made by: Mr. Long Second by: Ms. Strickler.

A Roll Call Vote was taken.

Long- Y	Kerr-Y	Strickler-Y	Cramer-Y
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Motion carried.

A motion to post for the position of Director of Nursing as presented by: Ms. Strickler Second by: Ms. Kerr.

A Roll Call Vote was taken.

Long- Y	Kerr-Y	Strickler-Y	Cramer-Y
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Motion carried.

A motion to post for the position of Part-Time Public Health Nurse as presented by: Ms. Strickler Second by: Ms. Kerr.

A Roll Call Vote was taken.

Long- Y	Kerr-Y	Strickler-Y	Cramer-Y
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Motion carried.

Ms. Factor thanked the Board for allowing these positions to be posted; as they do take quite some time to fill.

## **6.7 Performance Management System**

Ms. Factor shared the completed Performance Management System with the Board of Health Members. She explained how each program was linked to the system and monitored for progress on an ongoing basis. She showed how the system was set up to link programmatic objectives to Strategic Priorities; and that once the Strategic Plan was redone that objectives would then need to link directly to that. Ms. Factor was able to show that the GCHD was on target thus far with its performance measures but if there were a measure that wasn't on target for completion that it would go to the Quality Improvement Council who would help troubleshoot and determine a way in which to get the project back on track, if possible. Ms. Factor showed how all of the various plans come into play and how all of the various requirements for PHAB accreditation are intertwined.

## **7. Monthly Reports**

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

#### **Funding**

Ms. Factor and Ms. Kimerline will be meeting with Galion City Schools to determine contracts for the 2016-2017 school year on February 23, 2016.

#### **Building**

Ms. Factor met with Mayor O'Leary, Mr. Swain- City Safety Service Director, and Mr. Bute- Utilities on February 2, 2016. Mr. Bute and I were asked to obtain quotes on previously proposed projects; this time together as one large quote. It was discussed that we should potentially have a lease agreement of sorts written up which would determine who must pay for improvements, repairs, alterations. This would outline not only who would pay for items, but also provide us guidance on who the Health Department would need to go through in order to make any changes (i.e. paint color approval). In addition, this would be a protection for the Health Department; ensuring that we wouldn't be abruptly removed from our current location, etc.

#### **Accreditation**

A reminder that there are regional meetings with Director Hodges (ODH) to discuss ideas about mandatory accreditation by 2020 for local health departments to receive funds from ODH. She emphasized that these are important opportunities to share the local perspective with ODH regarding ensuring essential public health services to our communities. The more awareness and interaction LHD members and local Boards of Health have regarding ODH plans requiring accreditation 2020, the better. This new mandatory requirement being proposed would have major ramifications on how health departments operate; we need people to be involved in this discussion.

Ms. Factor asked that if any BOH members were able to attend that they let her know ASAP; Ms. Strickler and Ms. Kerr both stated that they could make the March 4<sup>th</sup> date. Ms. Factor will notify and make arrangements.

#### **PHAB Board of Directors Approves New Five-Tiered Fee Structure**

Ms. Factor shared the new Five-Tiered Fee Structure for PHAB as an FYI.

#### **Website**

Ms. Factor shared that the GCHD has been having issues with the website over the last few weeks. In speaking with the vendor they were notified that when sites were being transferred on their end that there was an issue and when it went back up that it was an old "recovered" version of the site. Staff are working with the vendor to get things corrected ASAP.

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

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

#### **Administrative**

Continued work on administrative policies and procedures is being done.

Data and information is currently being gathered for the 2015 Annual Report. This will be presented at the March BOH meeting.

#### **Training/ Conferences**

Ms. Factor shared that January's Continuous Quality Improvement Training was successful; all staff were present. Also that February's training subject is Staff Development in Performance Management.

### **Internet Services to Local Health Departments**

Ms. Factor shared a memo received from Julie Walburn- ODH Chief of Staff regarding internet and emails. As of July 1, 2016 ODH will no longer be providing, free of charge, internet lines or email addresses. Local health departments have the ability to go out on their own for services or pay the listed fees. It was agreed that the fees being presented were not within the health departments budget and that other service vendors would be sought out.

### **Pioneer Give Back Day**

Ms. Factor shared that Pioneer students would be performing a day of service of Friday, April 15<sup>th</sup> and that groups of about 12 students along with a staff member would be able to come out for about 5 hours if we had a project in mind for them.

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

### **BCMH**

-Ms. Smith has left the name that was recommended for shadowing BCMH for her replacement. This person was recommended by our field nurse case manager.

-Mindy was not able to get our results to us on our site visit before she left for maternity leave. She said she would try to complete those as soon as she could upon her return in April.

### **School Nursing**

-Ms. Kimerline and Ms. Factor are meeting with Mr. Grubbs and Cindy Parrott on 2/23/16 to discuss the nursing contract for the next school year.

-Ms. Diebler has completed both hearing and vision screenings for Galion and Crestline St. Joseph schools.

-New immunization requirements for 2016 school age children have been released by ODH. One dose of meningitis will now be required for all students entering 7th grade and 2 doses before entering 12th grade. The exception is if the first dose is given after age 16 then only one dose is needed before entering 12th grade. In anticipation of this requirement going into effect, we purchased 55 doses of private meningococcal vaccine with the grant monies that were received in 2015. It was also added that 11<sup>th</sup> grade hearing will also be an added requirement.

### **Education/Outreach**

-Ms. Roston and Ms. Smith continue to train on the new billing/charting system.

-Ms. Swinehart will be presenting car seat and safe sleep information at the Health & Wellness Fair on 2/18/16 at Polk Township Hall.

### **Immunization Clinic**

-Ms. Smith completed the agreement with CPP which is the vaccine purchasing group that was approved at last month's board meeting.

### **Child Passenger Safety**

-Ms. Smith will leave the information on the 2016 CPS Certification courses with Ms. Factor for her replacement.

### **ODRS**

-Ms. Kimerline will cover this until a replacement is trained.

-January numbers: 1 viral meningitis, 2 Chlamydia, 4 Hepatitis C

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

### **Food Safety**

Ms. Zmuda attended training in January for updates to the Ohio Uniform Food Safety Code that become effective on March 1, 2016. There is a new requirement for a manager at each facility to obtain Level 2 training within one year. Operators will also need to have a written procedure for employees to follow and a kit to use when responding to diarrheal or vomiting events within the facility, an effort aimed at reducing the spread of Norovirus. Changes will be communicated to operators in person during inspections and through a newsletter that will be sent along with licenses.

### **Manufactured Home Parks**

The Inspection MOU with Ohio Manufactured Homes Commission (OMHC) was renewed in January. Ms. Zmuda will conduct annual inspections in Galion's two manufactured home parks on behalf of OMHC for a base rate of \$275. Additional inspections, if requested by OMHC, may be provided at \$75 each.

### **Public Health Nuisances**

Seven new solid waste nuisance complaints were reported in January. Six solid waste nuisances are in progress, and one has been abated. An annual report describing public health nuisance program activities for 2015 was shared.

### **Public Swimming Pools**

Mark Wiesner of Ohio Department of Health conducted a survey of the public swimming pool program on November 18, 2015. We received the survey report in January along with notification that Galion City Health Department is approved to remain licensor for the district it serves. The survey report is attached.

### **STEM Exemplar**

MS. Zmuda reiterated that she is honored to have been selected as a STEM (Science, Technology, Engineering & Mathematics) Exemplar by the Ohio Academy of Science, Believe in Ohio program. She explained that the goal of the program is to recognize individuals statewide who graduated from an Ohio high school, attended higher education in Ohio or elsewhere, and are employed in or retired from a STEM field in Ohio. Exemplars will serve as role models to encourage students to pursue STEM careers and become entrepreneurs and innovators. The press release was shared.

## **8. Executive Session**

A motion to go into Executive Session for the purpose of discussing personnel issues by: Mr. Long Second by: Ms. Kerrr.

A Roll Call Vote was taken.

Long- Y                      Kerr-Y                      Strickler-Y                      Cramer-Y

Motion carried at 9:00am

\* Photo of Board of Health Members was taken for the Annual Report.

\* Mr. Long had to excuse himself due to a prior engagement (9:02am)

A motion to return from Executive Session by: Ms. Kerrr Second by: Mr. Cramer.

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Cramer-Y

Motion carried at 9:10am

A motion to pay Ms. Kimerline at a rate of \$25/ hr for the duration of her time spent as Interim Director of Nursing by: Mr. Cramer Second by: Ms. Strickler.

\* Note: Ms. Kimerline will begin this rate of pay effective March 1, 2016 and end upon the start date of a permanent appointment to the Director of Nursing position, at which point she will be returned to her previous hourly wage.

A Roll Call Vote was taken.

Kerr-Y                      Strickler-Y                      Cramer-Y

Motion carried at 9:12am

## **9. Next BOH Meeting**

The next Board of Health meeting is set to take place on March 15, 2016 at 7:30 am in the Galion City Health Department Board Room.

**10. Adjournment**

Motion to adjourn was made at 9:14 am by: Ms. Strickler Second by: Mr. Cramer 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