

**Galion City Board of Health
Galion Community Hospital
Tuesday, May 17, 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; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Ms. Stephanie Zmuda, Environmental Director; Ms. DeEtta Shaffer, Director of Nursing; Kara Kimerline, Public Health Nurse

Guests: Nursing Student

1. Call to Order

Mr. O'Leary called the meeting to order at 7:42 am.

2. Approval of Agenda

Motion to approve the Agenda by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

3. Approval of Minutes

Motion to approve the April 12, 2016 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

4. Community Member Comments

No public comments at this time

5. Approval of Finance Reports/ Warrants

Motion to approve the March 2016 Finance Reports and Warrants by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Strickler- Y Kerr-Y Cramer-Y

Motion carried.

Motion to approve the April 2016 Finance Reports and Warrants by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Strickler- Y Kerr-Y Cramer-Y

6. New Business

6.1 Swinehart Retirement

A motion to accept Ms. Swinehart's retirement as presented, was made by: Mr. Cramer Second by: Ms. Kerr.

A Voice Vote was taken.

Motion carried.

6.2 School Contracts

A motion to approve entering into contract with Saint Joseph Catholic School- Galion to provide nursing services as presented, was made by: Ms. Kerr Second by: Ms. Strickler.

A Roll Call Vote was taken.

Strickler- Y Kerr-Y Cramer-Y

Motion carried.

6.3 Resolution #2016-145

A motion to approve Resolution #2016-145, A Resolution authorizing the Health Commissioner to issue a cease and desist order and refer for criminal prosecution and/or a temporary restraining order or injunctive relief an unlicensed food service operation, was made by: Mr. Cramer Second by: Mr. Long.

A Roll Call Vote was taken.

O'Leary- Y Kerr-Y Strickler-Y

Motion carried.

A motion to approve entering into contract with Galion City Schools to provide nursing services as presented, was made by: Ms. Strickler Second by: Mr. Cramer.

A Roll Call Vote was taken.

Strickler- Y Kerr-Y Cramer-Y

Motion carried.

6.3 Environmental Health Staffing

Ms. Factor discussed the results of the Personnel Needs Analysis/ Program Inventory from the Ohio Department of Health.

Ms. Factor discussed the possibility of sharing a RS with another department that was found to be understaffed. Mr. O'Leary asked why we wouldn't look at sharing with the county. Ms. Factor explained that another department had approached GCHD and they their programs, policies, procedures seem to align more. Ms. Factor also explained that these are all preliminary talks to see if it is even feasible in the future.

6.4 Community Health Assessment

The Community Health Assessment was shared. Ms. Factor asked that BOH members look through the information and ask questions. Dates, times, and locations of the Community Health Improvement Planning meetings were shared. Ms. Factor made sure to include the directions to access the survey regarding the CHA.

7. Monthly Reports

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

Funding

Contracts for services provided by our department are out for signatures. Additional contracts to bring in revenue are being considered.

IT

Staff has been moved to a new email system. Our former email addresses will still work through the end of June; however, in order to ensure continuity we will have a period of time with overlap. New email addresses are firstname.lastname@galionhealth.org. We have ensured that proper encryption and security of data are incorporated with these new addresses.

Our website has been restored and moved to a new host. We will now have a better ability to change/ add/ correct content on our own.

Training

Spring Public Health Combined Conference

Trish attended this three day conference and obtained various state updates and new resources. An optional activity at the conference is a Fun Run-Walk on the last day. The Galion City Health Department

was recognized for being an active partner in “the Next Generation” of Public Health. We were awarded 1st Place (for small organization division (under 100 employees)) for our commitment to physical activity and health.

17th Annual Summer Program in Population Health

Trish has been offered 1 of 10 scholarships across the state to attend the week long courses. Course that she will be taking:

Continuous Quality Improvement (CQI Bootcamp)

CQI Boot Camp is an intensive training that gets people learning and using CQI methods and tools. Starting with the basics, this course is designed to provide a foundation in CQI that will give participants the confidence to be an effective improvement team member within their agencies. Participants will apply new skills to an in-depth simulation involving a prototypical public health agency. This course is highly interactive and participants will leave ready to start an improvement project in their agencies. Individuals and teams welcome.

Preparedness

Operation Decisive Medallion was a success (Ebola exercise). An After Action Report should be completed soon and will be shared.

Administrative

Continued work on administrative policies and procedures is being done.
Data and information was gathered for the 2015 Annual Report. See attachment.

Building

Pioneer Community Day: A group of students from Pioneer came out and assisted with painting, clean-up, and organizing parts of the health department.

In addition, Dr. Metzger joined us to work on Standing Orders and brought us a little “Baby Therapy”.
Meet Baby **Zellie**!

Staffing

We have welcomed DeEtta Shaffer to the department as our new Director of Nursing. We are also welcoming back Brittany Hobson as a Public Health Nurse effective June 27, 2016.

7.2 May Nursing Monthly Report- Ms. Shaffer and Ms. Kimerline reported

BCMH

Our total caseload is 44 patients in the combined diagnostic & treatment programs. Theresa reports we have had 3 patients leave our area, but we have had 3 patients move into our district. She had made several home visits.

Car Seats

Theresa did 3 car seat education sessions this month. She also attended the regional meeting for the program in Bowling Green, Ohio.

Immunizations

Staff continue to learn to use Medisoft for clinic documenting & scheduling. All will have some further training this summer. Nurses have been doing the inventory on the first Monday of the month. Nurses have been doing the "You Call the Shots" education modules as assigned to keep up to date and earn ceu credit. We have scheduled 2 adolescent immunization clinics for the Galion City Schools early release days in May and have been getting that publicized.

Schools

Kindergarten screenings at Galion City were completed. No updates on any school contracts for next year at this time, but all 3 schools have been contacted and contracts emailed/sent out. We continue to have RN/BSN students from Ashland University on Tuesdays for their clinical experiences and will throughout the summer. I attended the ODH Regional School Nurse conference in Akron, Ohio and will be discussing updates at the May Nursing staff meeting.

Communicable Disease

Kara has been working on re-organizing the way this is reported with Trish's assistance. As a 2016 spread sheet is completed and sort out things like chronic vs. new Hepatitis C cases, it will be easier to report. Due to the change in DON and vacation, complete monthly numbers are not compiled at this time. The usual suspects of chlamydia and hepatitis C are the majority of the cases. Case counts for the month of April 2016 will be available at the Board of Health meeting.

Outreach

Galion Preschoolers- Nurse Kara visited with the Preschoolers at the Galion Primary School. She shared a story, talked about bugs, germs, and even brought some Minion and Super Hero bandaids.

7.3 May Environmental Monthly Report- Ms. Zmuda reported

Food Safety

Galion City Health Department sponsored a Level 1 food safety certification course on April 4. Fifteen students from five licensed facilities in Galion earned their certifications.

Jason Ahrens of Ohio Department of Agriculture conducted a Retail Food Program survey April 18-20. Survey results are due within 45 days of the completion of the survey.

There has been a great deal of controversy surrounding the food survey methodology used by both the Departments of Agriculture and Health. Surveys include both administrative and field aspects of the program. Successful performance during the field review requires identification of at least 80% of *all* violations in a facility; unsuccessful performance has led to a department being put on provisional status. Ohio Environmental Health Association has worked for over a year to facilitate changes to the methodology so that emphasis is placed on critical violations and items that carry the greatest risk of foodborne illness. HB 551 was introduced earlier this month by Representative Hill to make such changes to the methodology. The Association of Ohio Health Commissioners just voted unanimously to support the bill, which is an exciting development.

Public Health Nuisances

Nine new nuisance complaints were reported in April: 1 animal, 1 insect/rodent, and 7 solid waste. One ongoing solid waste case was finally abated after being heard in Crawford County Municipal Court for a third offense. I have been working closely with the Building/Zoning Office on nuisance abatement to prevent duplication of efforts and to handle cases as effectively and efficiently as possible.

Smokefree Workplace

The Smokefree Workplace contract was signed by Ohio Department of Health Director Hodges on February 8, and access to the web application was finally granted on March 15, which allows us to do work in the program. When we regained designation for the program there were open cases in Galion that needed attention. Two cases involving VFW Post #4329 have been referred to the Attorney General's Office for collection of \$500 and \$5,000 fines for cases that were opened in 2008. Open cases involving Club 922, TNT Bar, and VFW Post #4329 were investigated in April and violations were found. All will result in a letter of warning.

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 June 14, 2016 at 7:30 am in the Galion City Health Department Board Room

Mr. Long stated that he will not be able to be in attendance at May's BOH meeting.

10. Adjournment

Motion to adjourn was made at 8:45 am by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

11. Clean Plate Awards 2016

Clean Plate Awards presentation immediately followed the BOH Meeting

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/ Mayor