

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, June 14, 2016 7:30 am
Regular Meeting



Present: Ms. Katelyn Strickler, President- Pro Tem; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director; DeEtta Shaffer, Director of Nursing

Guests: N/A

1. Call to Order

Ms. Strickler called the meeting to order at 7:41 am.

2. Approval of Agenda

Motion to approve the 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 April 11, 2016 Special Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Strickler
Abstentions: Mr. Long
A Voice Vote was taken.

Motion carried.

4. Public Comment

No public in attendance

5. Approval of Finance Reports/ Warrants

Motion to approve the May 2016 Finance Reports and Warrants by: Mr. Long Second by: Mr. Cramer Abstentions: N/A
A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y

Motion carried.

A typo on the expenses for A-1 was noted by Ms. Factor; description should read IT updates.

6. New Business

6.1 Community Counseling MOU

Motion to approve entering into an MOU to allow Community Counseling, Inc. use of space within the Galion City Health Department to render Mental Health Counseling Services as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y Cramer-

Motion carried.

This is a great community partnership that has allowed Galion residents to seek counseling services when they otherwise would not be able to. Community Counseling has shared with us that there has been great feedback and an obvious need for these services to be provided right here in Galion.

6.2 GCHD/ SCHD Environmental MOU

Motion to approve entering into an MOU with the Shelby City Health Department for the purpose of evaluation of the Environmental Health Directors' performance in the food safety program as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

Ms. Factor explained that this MOU is intended to replace the current MOU with only slight modifications; there is no exchange of money involved in this agreement. BOH members asked how this arrangement had been working out; Ms. Factor and Ms. Zmuda both shared that it worked out very well for both agencies and has been noted as a strength on Food Surveys as well as being a cost savings.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y

Motion carried.

6.3 Car Seat Fee Increase

Motion to approve an increase in car seat fees to \$20 effective 7/1/2016 as presented by:
Ms. Kerr Second by: Mr. Long Abstentions: N/A

This increase will begin to put us in alignment with Regional OBB fees in an incremental fashion.

Per ODH:

ODH prohibits selling OBB seats or *requiring* a co-pay from eligible families for the OBB seats that ODH provides. OBB seats are intended for families who are WIC income-eligible in all 88 counties. Demand has always exceeded the supply of and need for OBB seats in most counties. OBB sites may collect donations in conjunction with the distribution of OBB seats in order to purchase additional seats. OBB sites may inform clients that there is a suggested donation and/or may have a donation box present, but this should not be done in a manner or with language that would imply a mandatory charge. These seats are meant to be a safety net program for children from low income families statewide. OBB sites that receive additional non-ODH seats through other mechanisms may handle the distribution of those seats per their parent organization's established procedures. OBB seats, however, need to remain separate, be tracked on the OBB tracking form and be provided to families demonstrating eligibility free of charge or for a suggested donation only.

Therefore, the fees being set are the suggested donation amount. Ms. Shaffer reinforced that no eligible client would be denied a car seat due to lack of payment ability.

A Roll Call Vote was taken.

Long- Y Kerr-Y Strickler-Y

Motion carried.

6.4 Credit Cards

Motion to enter into an agreement for the purpose of accepting debit/ credit cards as a form of payment as presented by: Mr. Long Second by: Ms. Kerr Abstentions: N/A

****Mr. Cramer arrived 7:58am.***

Ms. Shaffer explained that various options will be explored; looking for the best product. Any fees for usage would be passed on to the customer as is standard practice in many government agencies.

Present BOH members stated that this had been brought to the BOH years ago and nothing was done with it. Ms. Shaffer and Ms. Factor reassured that follow through would be done. Ms. Shaffer explained that programs were already being looked at and that the department would explore a minimum of 3 options.

A Roll Call Vote was taken.

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

Motion carried.

6.5 PT PHN Position

Motion to post for the position of Part-Time Public Health Nurse as presented by:

Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

Ms. Shaffer explained that while a PT nurse was hired this month, starting on June 27th, that we still have a gap of 3 days to fill. Ms. Swinehart's retirement leaves 3 days per week open and Ms. Kimerline reducing her schedule from 4 days per week to 3 had left a gap of 4 days. Therefore, in order to ensure coverage in all nursing programs an additional nurse would need to be hired. Ms. Shaffer and Ms. Factor also stated that they would post this opening for LPN's as well as RN's in order to potentially bring an LPN into the department. BOH members were in agreement.

A Roll Call Vote was taken.

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

Motion carried.

6.6 Emergency Preparedness- Operation Decisive Medallion

Ms. Factor discussed the After Action Report (AAR) for the recent exercise that was conducted. She explained that not only are we able to test our capabilities during exercises, but through the AAR process we are able to determine our strengths and weaknesses while determining any needs (i.e. training, policies, procedures, physical assets).

Mr. Long asked, regarding preparedness activities, if POD plans had been reviewed recently due to the fact that prior agreements with Galion City Schools had the location of the schools at a previous address (since the newer schools were built). Ms. Factor explained that the County Health Department is the entity that receives the preparedness dollars for the area; the last 2 years the county had contracted with GCHD for \$4,000 to do some limited preparedness planning, training, and exercise. At this time, it does not look like the County Health Department will be offering that contract to GCHD for the next grant cycle; which leaves us in a difficult position, having no allocated funds for emergency preparedness or response. Ms. Factor is looking into additional options but unsure of what that may look like, but she will keep the BOH updated as more information is obtained.

6.7 Timeline for LHD's on the Individual LHD Pathway to Accreditation

Ms. Factor shared the ODH document entitled "Timeline for LHD's on the Individual LHD Pathway to Accreditation". Ms. Factor discussed the changes from previous versions and the new requirements being put on LHD's in the accreditation effort. The deadline to apply, July 1, 2018, has not been changed by the state. Ms. Factor shared that a large majority of the plans that the state wants submitted to them are either complete or are in progress and will come before the BOH as they are finalized. Ms. Factor shared that the state has agreed to provide a \$15,000 subsidy for IT, PHAB Support, or other ongoing accreditation needs; however, we are unsure of when the money will come through and what stipulations may be attached to it. In addition; Ms. Factor explained that with this timeframe being solid and in writing now, she discussed forward progress with the 2 division directors and it was agreed that a goal for GCHD would be to have documentation gathered by December 31, 2017 which would give us an additional 6 months to fill any gaps that there may be.

6.8 ODH Afterhours Calldown Drill

Ms. Factor shared that we had completed our recent Afterhours Calldown Drill from the state in record time. She also explained the process that occurs with these afterhours drills and how well the communication lines within the GCHD are; these drill times can attest to that.

6.9 Ohio Department of Agriculture Food Survey Report

Ms. Zmuda shared the Ohio Department of Agriculture Food Survey Report. She had discussed the survey and its findings last month; however, the formal report was received and was now being shared with the BOH. Ms. Zmuda explained action plan items that were noted have either been resolved already or are in progress (i.e. policies, training plan). Ms. Zmuda let the BOH members know that they would be seeing more policies as they are finalized.

6.10 Swinehart Retirement

Ms. Factor shared a flyer for an Open House celebrating Ms. Swinehart's many years of service with the GCHD and encouraged any available BOH members to attend.

6.11 Additional CHA Data Analyzed

Ms. Factor shared that in the Community Health Assessment (CHA) that only specific pieces of Galion Specific Data were incorporated; that data was incorporated in areas where there was a notable difference between

the City of Galion and the rest of Crawford County (according to HCNO-CHA contractor). HCNO was able to share the raw data from the surveys and additional sections of data analysis were completed. The attachment is the result of the additional data in the following areas: Health Care Access & Utilization, Chronic Diseases and Associated Risky Behaviors, as well as Social Context and Safety.

7. Monthly Reports

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

Funding

Contracts for services provided by our department have been obtained. Additional contracts to bring in revenue are being considered. Possible infrastructure dollars could be coming from ODH.

IT/ Website

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.

We have encountered various issues with our server which we are trying to work through with our IT contractor. This is taking quite a bit of time and funding may need to be moved from projects in order to repair/ correct issues. The City Law Director has been contacted regarding these issues due to the fact that many of the costly IT repairs have been due to errors made on the part of the previous contractor. We are still awaiting a response.

Administrative

Continued work on administrative policies and procedures is being done.

Training/ Conferences

17th Annual Summer Program in Population Health

Trish has been offered 1 of 10 scholarships across the state to attend the week long courses. Trish will only be able to attend one course (previously we had discussed attendance at 2 courses; time/ additional cost involved would not allow for this)

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.

Ms. Factor stated that if the travel time, classroom time, etc. did not account for a full 40 hours that she would come into the office on Saturday in order to finish up her hours; BOH members were fine with that.

Preparedness

Operation Decisive Medallion was a success (Ebola exercise). The After Action Report is attached. This was discussed earlier when the AAR was presented.

Building

We have gone over plans with Dan Bute and have conducted another walkthrough of renovations. We are awaiting word of when bids will go out.

Community Health Improvement Plan

The first CHIP meeting had a good turnout. Future CHIP meeting dates have been set as follows:

July 14, 10:00 am-2:00 pm @ Galion Community Hospital Board Room

August 11, 10:00 am-2:00 pm @ Galion Community Hospital Board Room

August 25, 10:00 am-2:00 pm @ Galion Community Hospital Board Room

September 1 (make-up date), 10:00 am-2:00 pm @ Galion Community Hospital Board Room

Avita has graciously offered to provide lunch during the meetings.

7.2 May Nursing Monthly Report- Ms. Shaffer reported

BCMh

- Approximately 40 Children on Program
- 4 Home visits completed
- Income for month of May \$500

Car Seats

- Meeting with Regional Ohio Buckles Buckeyes Program Director to review Galion City & Crawford County Program. No issues noted and agreed to continue as we have in the past.
- Theresa retires at end of June. No other Certified Car Seat Tech at health department. Trish & DeEtta are completed their Technician last week.
- 4 Car Seats were distributed in May

Immunizations

- Extra vaccination clinics (2-Wednesdays) held due to early dismissal of Galion City Schools with focus on new vaccine requirements for high school students.
- Working with vaccine manufactures regarding returning expired vaccine to them for credit. First return will be completed in June. Takes 6-8 weeks for credit to be issued.
- Nursing saw 51 individuals and provided 113 vaccinations/tests (103 children) for May. No show rate of 3.77%. Kids Vaccination Reimbursement Break Down: 53.77% Private Insurance; 37.74% Medicaid; 8.49% Self Pay.

Schools

- Lost Crestline St Joe-I did speak with them about their choice to go with another provider and they stated it was strictly related to their budget. Denied issues with our service.
- Galion City Schools continue with RN 40 hours per week. Kara will be moving from 4 days per week at the schools to 3 days per week, requiring us to cover the other 2 days.
- Galion St Joe- Did approve contract. Will start bi-weekly calls to inquire about services needed to improve customer service.

Communicable Disease

- Met w/Joyce Weaver, Infection Preventionist at Avita to coordinate the reporting of Communicable Disease and potential to use electronic reporting. Avita lab is not capable for reporting via electronic systems at this time as ODH & Avita system is not compatible. Will continue to monitor if either one changes system in the future. Will continue to fax & call Communicable Disease Reports.
- April Cases
 - 2 New Chlamydia Cases
 - 2 Hep B Cases (1 Newly Reported & 1 Chronic) *2 of these cases + Hep B & Hep C (1 Newly Reported & 1 Chronic)
 - 9 Hep C Cases (4 Newly Reported & 5 Chronic)
 - 1 Lyme Disease (Previously Reported ongoing investigation & testing)
- May Cases
 - 5 New Chlamydia Cases
 - 8 Hep C Cases (4 Newly Reported & 4 Chronic)

Accreditation

- Participated in the Community Wide CHA Press/Community Event.
- Participated in the first CHIP Meeting.
- Currently working on the GCHD Epi Response Plan, BBP Exposure Control Plan, TB Control Plan & Respiratory Protection Plan.

Needs

- To be able to accept debit/credit cards for clinics, etc. *Propose that we search for best product and pass charge along to customer as is standard practice in most government agencies.*
- Replace Theresa Swinehart. *Propose that we search for an RN or LPN for this three day a week vacancy. Also short 1 Day for the 2016-2017 School year with Kara moving from 4 days per week to 3.*

Additional Programs/ Activities

- Summer Meals Program: GCHD Nursing Division will be conducting educational activities on Tuesdays. Topics such as Nutrition/Exercise, Hand/Personal Hygiene, Immunizations, Car Seat/Safety. Runs 6/14-8/2/2016.
- Audiometers to County for Yearly Calibration.

7.3 May Environmental Monthly Report- Ms. Zmuda reported

Accreditation

I participated in an Accreditation Learning Community event on May 9. These events are always a good opportunity to network and learn from the efforts of others.

Crawford County Health Partners reached the completion of the countywide community health assessment (CHA) with the release of the data at a community event held on May 16. Forty-four stakeholders and community members were present for the event and presentation by Britney Ward of Hospital Council of Northwest Ohio. Ward solicited feedback from participants about the data as well as priorities for health improvement.

With the completion of the CHA we were ready to begin work on the countywide community health improvement plan (CHIP), with the first of 4 4-hour long meetings being held on May 31. The meeting was productive; partners narrowed down the list of possible health priorities to the four that we will focus on:

- Obesity
- Adult Cardiovascular Disease
- Youth Substance Abuse
- Prenatal Outcomes

Food Safety

Jason Ahrens of Ohio Department of Agriculture conducted a Retail Food Program survey April 18-20. Survey results were received in a packet dated May 26. The department retained its approved status to administer the retail food safety program under the oversight of Ohio Department of Agriculture. There are five items that need improvement, some of which had already been planned and/or undertaken. Details can be found in the attached survey report.

Public Health Nuisances

Eight new nuisance complaints were reported in May: 2 insect/rodent, 1 sewage, and 5 solid waste. Twenty-three nuisance inspections were conducted. Three ongoing solid waste cases were finally abated after being heard in Crawford County Municipal Court for first offenses.

Smokefree Workplace

I requested and participated in Smokefree Workplace training with Lisa Zumstein of Ohio Department of Health on May 3. The training, which included administrative aspects of the program as well as an onsite investigation, was quite helpful.

8. Executive Session

Motion to go into Executive Session, at 9:05am, for the purpose of *considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing by: Ms. Strickler*
Second by: Ms. Kerr

A Roll Call Vote was taken.

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

Motion carried.

Motion to return from Executive Session, at 9:45am, by: Ms. Kerr Second by: Mr. Long

A Roll Call Vote was taken.

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

Motion carried.

Motion to require Request for Leave Forms, Travel Request Forms, Travel Expense Reports, Mileage Claim Forms, and Time Sheets for the Health Commissioner to be signed by the President Pro Tem or Vice President of the Galion City Health Department Board of Health (as the Health Commissioners direct supervisor) as presented by Mr. Long Second by: Ms. Strickler

Electronically submitted and/or scanned signatures are acceptable.

A Roll Call Vote was taken.

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

Motion carried.

Motion to require no authorization for flex/comp time accumulation by the Health Commissioner as presented by Ms. Kerr Second by: Mr. Cramer.

A Roll Call Vote was taken.

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

Motion carried.

9. Next BOH Meeting

The next Board of Health meeting is set to take place on July 12, 2016 at 7:30 am in the Galion City Health Department Board Room.

10. Adjournment

Motion to adjourn was made at 10:03 am by: Ms. Kerr Second by: Mr. Long Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Tom O'Leary, President/ Mayor