

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, September 13, 2016 7:30 am
Regular Meeting



Present: Mr. Tom O'Leary, 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: Dan Bute, Utilities; Andrea Barnes, Environmental Health Director City of Shelby

1. Call to Order

Mr. O'Leary called the meeting to order at 7:34 am.

2. Approval of Agenda

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

Motion carried.

3. Approval of Minutes

Motion to approve the September 13, 2016 Meeting Minutes as presented by: Mr. Long Second by: Ms. Strickler
Abstentions: N/A
A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

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

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

Motion carried.

City of Galion had not closed out month end reports for July and therefore the BOH monthly fiscal reports for July were not complete.

5. Public Comment

No comments

6. New Business

6.1 Retroactive Payment

Motion to approve the reimbursement of time and/or pay for employees affected by the revision of PPM Section 5.04, retroactive back to May 1, 2016 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-Y

Motion carried.

6.2 Resolution 2016-148 – Board of Health Authorization to Approve

Motion to approve Resolution #2016-148; A RESOLUTION TO AUTHORIZE THE BOARD OF HEALTH VICE PRESIDENT AND/OR PRESIDENT PRO TEM TO APPROVE HEALTH DEPARTMENT EXPENDITURES, PROVIDE FOR THE DISBURSEMENT OF FUNDS, ENSURE THE SAFEKEEPING OF HEALTH DEPARTMENT FUNDS, APPROVE TRAVEL REQUESTS AND PAYMENTS, APPROVE DEPARTMENT WIDE PLANS AND POLICIES, AND APPROVE ANY DOCUMENT REQUIRING BOARD OF HEALTH APPROVAL as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

6.3 Proposed Environmental Health Fees-2017 1st Reading

Ms. Zmuda presented the proposed Environmental Health Fees for 2017. She explained the cost methodologies from the Ohio Department of Health that were utilized. There was also discussion explaining why costs increased, decreased, and/or remained the same. This was a first reading of the proposed fees.

6.4 Personnel Policies- Payroll

Motion to amend Personnel Policies Section, Payroll, as presented by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

6.5 GCHD Emergency Operations Plan

Motion to approve the revised Galion City Health Department Emergency Operations Plan (Base Plan), as presented by: MS. Kerr Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

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

Ms. Factor explained that the plan was approved earlier in the year; however, there were numerous typographical errors and a few additions to the plan. She felt she should present it to the BOH yet again.

6.6 Joint Efforts with the Shelby City Health Department (SCHD)

Ms. Factor and Ms. Andrea Barnes (SCHD) presented the idea of shared nursing services to the BOH. The City of Shelby has always contracted out their nursing services. They were looking to contract with a different department as they were unhappy with the level of service they were receiving. The SCHD asked that the GCHD consider a nursing services contract to include immunizations, communicable disease, and DON oversight of provided services.

Motion to pursue shared nursing service contracts to be presented to the BOH was made by by: Mr. Long Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Discussion included the request for data, from SCHD, regarding the number of immunizations given and communicable diseases investigated. This data along with cost analysis for the GCHD are requested to be presented with the SCHD numbers at next month's BOH meeting.

6.7 Building Updates

Mr. Dan Bute was present to provide the BOH with an update regarding building renovations. Mr. Bute explained the process that took place for the bidding of the project and that the Weithman Bros. were the selected contractor. Mr. Bute announced that the start date for the project would be November 1, 2016 with an anticipated timeframe of 5-6 weeks. The expected completion date is December 15, 2016.

6.8 Drowning Prevention Pilot Program

Ms. Zmuda was able to provide information from the Drowning Prevention Pilot Program from the 2016 year. The data is collected from pool operators within the City and submitted to GCHD. GCHD then in turn submits data to the ODH. GCHD took the project a step further and pertinent data points into spreadsheet format in order to analyze data locally. GCHD is able to see where the majority of incidents occur, their kind/type, etc. We feel that this information may assist local pools in determining staffing levels, repairs (i.e.

uneven cement work causing trip hazards), etc.

6.9 Rural Healthcare Funding

Ms. Factor shared that Ms. Roston was able to secure Rural Healthcare Funding for networking costs (i.e. internet services). This is a federal program and will provide funding for 1 year. The GCHD is able to reapply for the funding each year.

7. Monthly Reports

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

Fiscal/Funding

We received word that we were awarded grant funding in the amount of \$15,000 for a joint grant application written for Community Health Improvement Planning. This was a joint venture with Crawford County Public Health. It is a reimbursement based fund. The two parties (GCHD & CCPH) have agreed to split the monies evenly. Therefore, GCHD will have \$7,500 toward our CHIP.

Galion City Council approved our request for additional funding to purchase vaccine. We may need to request this again due to the need growing even more than anticipated.

Rural Health Care HCF Funding approved for \$1,143.93.

Administrative Policies/ Procedures

Continued work on administrative policies and procedures is being done.

IT

Still awaiting word from the City Law Director regarding previously discussed issues from our former IT contractor.

Training/ Conferences

Public Health Combined Conference (Fall) September 21-23, 2016

Health Educators Institute October 20-21, 2016

Accreditation Learning Community September 22, 2016 (Olivia will be attending)

Emergency Preparedness

Met with Crawford County EMA Director, Tim Flock, and Crawford County Public Health Planner to discuss PODs (Points of Dispensing) and how we want to move forward with planning and GIS mapping of facilities

Education/ Outreach

Come Home to Galion

GCHD is once again participating in the Come Home to Galion event Planning. We will be in charge of the children's contest (last year was "Wash your Paws for Santa Clause"). We are looking for another theme for this year. We will also be co-coordinating with the historical society to bring a contest for businesses "A Miracle on Harding Way" (a play on words "A Miracle on 34th Street"). This should be fun for all. Events are planned for December 3, 2016. If anyone is interested in helping out or walking in the parade with us, please let Trish know.

Accreditation

Strategic Planning

After the completion of the CHIP, we will need to begin working on our Strategic Plan. The Board of Health is an integral participant in this process and we will need to have participation from the Board. We are awaiting tentative dates from the contractor.

ODH Updates

Vaccines for Children Deputization

- The Vaccines for Children (VFC) program provides no-cost vaccine for eligible children through 18 years of age who are Medicaid eligible, uninsured, or American Indian or Alaska Native. Underinsured children are also eligible for VFC vaccine, but only at a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). In Ohio, about ten percent of VFC provider sites are FQHCs or RHCs, both of which have limited access and capacity to serve the entire underinsured population. In many states, including Ohio, a FQHC or RHC has extended access to VFC vaccines for underinsured children through deputization arrangements (sometimes referred to as “delegation of authority”) with local health departments. In 2008 and 2013, the Ohio Department of Health (ODH) initiated delegation of authority agreements with all local health departments to provide underinsured children with VFC vaccine. The delegation of authority agreements completed in 2013 remain in place. However, some of the leadership has changed with local health departments. As a result, ODH is initiating new VFC deputization agreements in 2016 to assure understanding and compliance with federal VFC guidance.
- CDC requires that the VFC awardee (ODH), the deputizing FQHCs or RHCs, and qualified local health department VFC-enrolled providers all sign this MOU which conforms to a CDC-provided template. ODH, is glad to announce that the Tuscarawas County General Health District will act as the deputizing Rural Health Center for this current MOU.
 - Many thanks to Health Commissioner, Katie Seward, for taking on this role.
- All local health departments that provide VFC vaccine to children are strongly encouraged to participate. Local health departments that do not participate in this agreement will not be authorized to provide VFC vaccine to children who are underinsured and will be unable to serve as a safety net for eligible underinsured children. Local health departments who are also an authorized Federally Qualified Health Center do not need to complete this agreement as they are already authorized to administer VFC vaccine to underinsured children.

Zika

Effective September 16, 2016, Zika will become a Class B reportable disease.

7.2 July Nursing Monthly Report- Ms. Shaffer reported

BCMH

Currently receiving training for the new staff & DON on the BCMH program from ODH. Records will need to be revamped per ODH Consultant. Per her recommendations, they all need reviewed and start from scratch.

Child Passenger Safety/ Car Seats

One car seat class provided. Client unable to pay requested donation, car seat still provided. Walk in parent brought in car seat that needed readjusted and advised not to use since the expiration date sticker was unable to be read. Parent declined offer to schedule a class or participate in a class.

Immunizations

From June 2016-August 2016 the nursing staff has provided additional 20 clinics/openings to get additional clients vaccinated. We are still scheduling into November as of this time.

Immunization Documentation	Jun-16	Jul-16	Aug-16
# Complete	659	1024	2090
# Documentation Opportunities	663	1032	2107
	99.40%	99.22%	99.19%
VCF Documentation			
#Complete	32	44	109
#Documentation Opportunities	35	48	110
	91.43%	91.67%	99.09%
Total Records Reviewed	37	48	110
Total Immunization Entries Reviewed	85	128	252

Schools

- Kara & Chris attended the ODH Asthma Train the Trainer Training in Columbus for the Schools on 8/4/2016.
- Kara, Chris & Alicia attended the ODH DASL Training on 8/9/2016 for updates to the School based reporting system.
- DON participated in Galion City Schools on 8/22/2016.
- Kara & Chris attended several parent/student & administration meetings regarding health needs of some of the students.
- Kara & Chris participated in the Galion City Schools in-service regarding the changes made to the School Nursing Program and standardization across all four campuses.
- Very busy start to the school year, many parents did not get the Meningitis & Tdap immunizations over the summer so, several students face exclusion until completed. They are accepting a note that the student has an appointment in the future since everywhere is booked up.

Training/ Conferences

- BCMH Training Ongoing – will complete in September
- School Nursing Training- please refer to Schools section for details

Communicable Disease

- 21 cases reviewed for August
- 7 Chronic Hep C Cases
- 2 Newly reported Hep C Cases
- 8 Chlamydia cases
- 1 Lyme Disease (still reviewing)
- 1 Campylobacter case
- 1 Viral Meningitis case
- 1 Syphilis case (reviewed but did not meet definition)

Staff/ Students/ Mentoring

Our first Ross Medical Assistant Student completed her externship this month. Very successful and we have agreed to take another student to continue with the trial. Jessica Bopp provided 168 hours of externship work at Galion City Health Department.

Education/ Outreach

- Kara, Jessica, Alicia & DeEtta participated in the annual Safety Program held by the Galion City Police Department on 8/3/2016. Kara & Jessica conducted education/outreach regarding hand hygiene and DeEtta & Alicia conducted education/outreach regarding Buckling Up and Car Seat Safety with Buckle Bear.
- Lunch in the Parks concluded on August 2nd and 425 meals were served on Tuesdays. Children 1-18 years of age were provided weekly education on all kinds of topics from Nutrition/Exercise, Hand/Personal Hygiene, Immunizations, and Car Seat/Home/Swimming Safety.
- DeEtta & Jessica participated in the Annual WIC Baby Shower held by the Crawford County WIC & Avita Health Systems.
- Annual TB Testing was provided to the Head Start Staff on site for 43 Staff members.
- Resistant strains of Head Lice noted in Ohio, worked with one young adult for 3 days straight to get her cleared so she could return to work.

Needs

- Due to the increase in compliance with our immunization program and additional ODH requirements, we went to City Council on 8/16 to request additional funds. These funds were requested just for the immunizations scheduled through end of September. We will still be struggling with having enough vaccines for the rest of the year
- We did decrease our influenza request for the 2016-2017 as we felt immunizations for schools were more important to provide with a large number of venue to obtain the influenza vaccines and not school immunizations.

Accreditation

No work completed in August.

Quality

Continue to complete quality checks on nursing documentation for immunizations.

Additional Programs/ Activities

See the education/outreach for other activities.

7.3 July Environmental Monthly Report- Ms. Zmuda reported**Accreditation**

The Crawford County Health Partners met on August 25 to complete the Community Health Improvement Plan (CHIP). We have worked throughout the summer following a community-driven strategic planning process for improving health called Mobilizing for Action through Planning and Partnerships (MAPP). Tessa Elliott and Britney Ward of Hospital Council of Northwest Ohio guided us through the MAPP process, which included using community health assessment (CHA) data to set priorities for health improvement; assessing the community for strengths, existing resources, and gaps in services; and planning strategies for improvement. Accountability was established for each of the strategies chosen and the committee will meet on a monthly basis in order to continue forward momentum.

Strategies chosen for which Galion City Health Department has some accountability include:

Obesity

- ❖ Increase businesses/organizations providing wellness programs and insurance incentive programs to their employees.

- ❖ Establish a Crawford County Obesity Coalition that will create an action plan to achieve healthy weight goals and objectives.

Adult Cardiovascular Disease

- ❖ Implement Tobacco 21 policies.

Prenatal Outcomes

- ❖ Increase breastfeeding practices.

Trans-Strategies

- ❖ Market the CHIP with Crawford County community leaders.

Food Safety

Two facilities—a Risk Level 3 and a Risk Level 4 retail food establishment—have been entered into the Enhanced Enforcement Process for noncompliance with the Ohio Uniform Food Safety Code. Each facility has received a Notice of Noncompliance and will have a follow-up inspection during the week of September 12.

Public Health Nuisances

Eight public health nuisances were reported in August, all of which were solid waste. Nuisance abatement has been achieved in 50% of the cases.

Public Swimming Pools, Spas, and Special Use Pools

Seasonal public swimming pool injury data has been submitted to the department for the Drowning Prevention Pilot Project, thanks to the diligence of Galion Community Center YMCA Aquatics Director Mary Fuller. The data accompanies this report.

Rabies Prevention

Four animal bites occurred in Galion in August. All the biting animals were owned dogs, and rabies vaccination information has been received in 50% of the cases.

Smokefree Workplace

The Smokefree Workplace program operates on a complaint-based system. No complaints about violations in Galion were received in August.

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 October 11, 2016 at 7:30 am in the Galion City Health Department Board Room.

10. Adjournment

Motion to adjourn was made at 8:58 am by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Katelyn Strickler, President ProTem