

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, October 11, 2016 7:30 am**  
**Regular Meeting**



**Present:** Mr. Tom O'Leary, BOH President; Mr. Dennis Long, Vice President; Ms. Wendy Kerr, Board member; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Stephanie Zmuda, Environmental Director  
**Guests:** none present

**1. Call to Order**

Mr. O'Leary called the meeting to order at 7:37 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 October 11, 2016 Meeting Minutes as presented by: Ms. Kerr Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.

Motion carried.

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

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

A Roll Call Vote was taken.

Long- Y      Kerr-Y      Cramer-Y

Motion carried.

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

**5. Public Comment**

Mr. O'Leary took the opportunity to discuss the issues of vermin and bed bugs with the City of Galion. Discussion surrounded where public health fell in the spectrum of these issues. Ms. Factor discussed the ongoing efforts of the GCHD in cases of bed bugs within the schools; working with the school nurses and Superintendents Office to determine best practices and policies. There have also been discussions to bring in other key players when considering the issue; such as, child protective services, building department, etc. In the most recent vermin issue a dog was confirmed positive with leptospirosis. The suspected method of transmission was through racoons in nearby abandoned dwellings. The GCHD attempted to assist in this case by reporting the canine case to the proper state authorities and following up with the lab report, communication with the treating veterinarian, and the dog's owner. The dog's owner was given information regarding the disease itself as well as signs and symptoms in human cases. The owner was given advice to see his PCP if he felt he had symptoms or wished to have labs drawn. With the leptospirosis not being a human case, the GCHD's authorities are limited. However, Ms. Factor stated, the GCHD staff went above and beyond to assist in the reporting and follow up of this incident to ensure they were prepared and monitoring had a human case been diagnosed.

**6. Old Business**

**6.1 Proposed 2017 Food Service Operation/ Retail Food Establishment Fees- 2<sup>nd</sup> Reading**

Ms. Zmuda stated that this was a second reading of the proposed 2017 Food Service Operation and Retail Food Establishment Fees; although not a public hearing, the public is always welcomed. She asked if any questions had arisen since the fees were proposed last month. There none.

**7. New Business**

**7.1 Personnel Policies**

Motion to amend the following Personnel Policies, 1.01, 1.02, 1.03, 1.04, 1.05, 1.06, 1.07, 1.08, 1.09, 1.11, 2.01, 2.02, 2.03, 2.04, 3.01, 3.06, 3.07, 3.08, 3.09, 4.10, 5.01, 5.02, 5.03, 5.04, 5.05, 5.06, 7.01, 7.09, as

presented by: Mr. Long Second By: Ms. Kerr Abstentions: N/A

Discussion: 4.10 was presented and accepted last month; however, the dollar amounts under longevity were incorrect and the hours under compensatory time had a typo.

5.04 was presented and accepted last month; however, there were some clarifications made to the utilization of the floating holiday (due to the time tracking done through the Auditors Office)

Roll Call Vote was taken.

Long- Y      Kerr-Y      Cramer-Y

Motion carried.

Motion to add the following Personnel Policies, Deferred Compensation, Nursing Mothers, Volunteer Fire and Emergency Personnel, Conflict of Interest, Fraud, and Additional Employment & Compatible Positions as presented by: Ms. Kerr Second By: Mr. Long Abstentions: N/A

Roll Call Vote was taken.

Long- Y      Kerr-Y      Cramer-Y

Motion carried.

## **7.2      Resignation of DeEtta Shaffer**

Motion to accept the resignation of DeEtta Shaffer and post for the position of Director of Nursing as presented by: Mr. Long Second by: Mr. Cramer Abstentions: N/A

Roll Call Vote was taken.

Long- Y      Kerr-Y      Cramer-Y

Motion carried.

## **7.3      2017 GCHD Budget**

Ms. Factor discussed the proposed budget for 2017. She shared where costs and revenue were anticipated to increase and/or decrease. The budget was submitted to the City of Galion Auditor as well as the State of Ohio Auditors office. Updates on the proposed budget should be available at the November BOH meeting.

## **7.4      License Revocation- Aspen Terrace Spray Ground**

Ms. Zmuda stated that Aspen Terrace property management advised on September 19, 2016, that the spray ground was closed temporarily with work being done toward permanent closure. As long as the license is in force the health department is required to inspect annually. License revocation is requested of the Board as the health department cannot meet its inspection obligation if the facility is no longer in operation.

Motion to revoke the Aspen Terrace Spray Ground license as presented by: Mr. Long Second By: Mr. Cramer Abstentions: N/A

Roll Call Vote was taken.

Long- Y      Kerr-Y      Cramer-Y

Motion carried.

# **8.      Monthly Reports**

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

### **Fiscal/Funding**

We are working diligently on our 2017 budget.

### **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.

May be looking at a different IT vendor due to unexpected contractor costs.

## **Training/ Conferences**

Health Educators Institute October 20-21, 2016

## **Education/ Outreach**

### **Come Home to Galion**

GCHD is once again participating in the Come Home to Galion event Planning. We will oversee 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 34<sup>th</sup> Street"). This should be fun for all. Events are planned for December 3, 2016. If anyone is interested in helping or walking in the parade with us, please let Trish know.

## **Accreditation**

### **Strategic Planning**

The Board of Health is an integral participant in the Strategic Planning process and we will need to have participation from the Board. Need to determine dates for BOH section.

## **ODH Updates**

### **IMPACT SIIS**

The Ohio Department of Health (ODH) Immunization Program announced it has contracted with Scientific Technologies Corporation (STC) to use its Immunization Information System (IIS) beginning Wednesday November 30, 2016. This system will replace the current ImpactSIIS application but continue to use the ImpactSIIS name. This update will bring Ohio's IIS up to date with current technology, increase processing speed, and provide faster implementation of system updates. The STC application is a fully functional, easy-to-use system that can support statewide, as well as individual physician office immunization registry needs. Who does this apply to?

Any clinic that administers vaccines, including:

- Public Health Clinics, Private Practices, Hospitals, OB/GYN, Pediatricians, Family Practices, Pharmacies

Anyone who uses ImpactSIIS for viewing immunization records, including:

- Schools, WIC Clinics

What do you need to do?

Here are some steps to get us prepared!

- Online training sessions will be offered starting in October
- Keeping a look out for email announcements and the ImpactSIIS homepage on how to sign up for trainings

## **Chromium-6**

Ohio EPA has the following statement on the Environmental Working Group's report:

This report was issued by an alarmist advocacy group not affiliated with the federal or state EPA. There is no national standard or health advisory level for Chromium-6; there is a national standard for total chromium, which is 100 ppb. California established a state specific level of 10 ppb. All systems in Ohio tested below California's standard of 10 ppb. Ohio EPA's data shows that the highest level of chromium 6 in Ohio was a third of that number; most sample results are below 1 ppb, generally indicating that the source may be naturally occurring.

U.S. EPA is conducting a national scientific review of this chemical, which Ohio is participating in. If U.S. EPA sets a national health standard for drinking water, Ohio will move quickly to adopt this standard to protect Ohioans.

Any questions about this should contact Ohio EPA.

## **Arbovirus Update**

Since the last update, ODH has reported an additional case of La Crosse encephalitis virus (LACV) and 5 additional cases of WNV (see information in table below). There are still several suspected cases under investigation.

WNV activity in mosquitoes has ended up being slightly lower than last year and infection rates are starting to decline (see chart in table below). However, we have had 129 new positive mosquito samples and an equine case reported since the last update. Therefore, WNV activity remains high enough to be of concern for the next few weeks before we have freezing weather.

Data tables were shared.

Please continue to reinforce your community and public education efforts focusing on personal protection

and source reduction to include these points:

Avoid mosquito bites. It is import to prioritize personal protection to protect against mosquito bites.

- Wear EPA-registered mosquito repellents whenever mosquitoes are present and follow label instructions.
- Wear long, loose, light-colored clothing.
- Install or repair screens on windows and doors to keep mosquitoes outside.

Help reduce mosquito breeding around your home. Get rid of potential mosquito breeding sites to help prevent mosquito-borne diseases.

- Empty standing water from flowerpots, gutters, buckets, pool covers, pet water dishes, discarded tires, and birdbaths.
- Consider using products containing *Bacillus thuringiensis israelensis* (Bti), available at many garden and home improvement stores, to control mosquito larvae in containers that are too large to empty. Follow the label instructions.

Taking these steps will protect against mosquito-borne WNV, LAC and Zika virus.

## 8.2 October Nursing Monthly Report- Ms. Shaffer reported

### CMH

Per ODH Consultant records will be completely overhauled. Started on the process but will need a lot of effort.

### Child Passenger Safety/ Car Seats

Two car seat classes provided.

Received a shipment of 16 seats from ODH and shared 8 seats with Crawford County per the previous process.

### Immunizations

Continuing to provide additional vaccine times in September 2016. Starting to slow down, booking into November at this time.

Immunization Documentation	Jun-16	Jul-16	Aug-16
# Complete	659	1024	2114
# Documentation Opportunities	663	1032	2131
	99.40%	99.22%	99.20%

### VCF Documentation

#Complete	32	44	110
#Documentation Opportunities	35	48	111
	91.43%	91.67%	99.10%

### Schools

- New Immunization requirements issue at school this year. Galion City Schools enforced 14-day rule, requiring records being turned in, immunizations current or appointment confirmation.
- Emergency Medical Forms reviewed, followed up on and documented continues. Lots of extra work involved.
- On 9/16/2016 One on One education with student about Personal Hygiene
- On 9/21/2016 Teacher/Staff In-service about AED location, Basic First Aid Book, Diabetic & Seizure basics.

### Training/ Conferences

- 9/28/2016 Hosted ODH Vision/Hearing Training at Galion City Health Dept. Alicia & I participated from GCHD, 4 RN's from Crawford County and 1 student was present.

### Communicable Disease

- Unable to report at this time.

### Staff/ Students/ Mentoring

- Chris Diebler was relived from duty due to poor performance even after multiple attempts to educate and improvement plans were unsuccessful

- April Suits quite without notice
- DeEtta Shaffer submitted her letter of resignation effective 10/28/2016
- Alicia Miller has accepted the two day per week RN at the Schools.
- Interviews currently underway for the two RN positions – 1 RN 3 days per week & 1 RN 2 days per week and for the DON
- Contacted by Ross Medical to host another Medical Assistant Externship in October.

#### **Education/ Outreach**

- Buckle Bear Presentation on Car Seat/Seat Belt Safety was conducted at 2 sites in September.
  - 9/14/2016 Trish & Alicia attended the YMCA Preschool
  - 9/23/2016 DeEtta attended the St Paul Preschool
- Annual Influenza Vaccine Clinics/Business Sites Kicked off in September
  - 9/29 Visited Central State Enterprises to provide Annual Influenza Vaccines

#### **Needs**

- We will still be struggling with having enough private vaccines for the rest of the year

#### **Quality**

Continue to complete quality checks on nursing documentation for immunizations.

### **8.3 October Environmental Monthly Report- Ms. Zmuda reported**

#### **Food Safety**

I participated in one-on-one training with Jason Ahrens, Food Safety Specialist with the Ohio Department of Agriculture, on September 6. The training consisted of conducting standard and process review inspections in two licensed retail food establishments and discussing violations observed and how to document them. I also participated in a Standard and Process Review Report Writing workshop facilitated by Jason Ahrens in Ashland on September 29. Both trainings were part of the action plan submitted to Ohio Department of Agriculture following the most recent Retail Food Establishment Program Survey, and both were informative and valuable opportunities.

Much time was spent in the food safety program in September, and the first round of food safety inspections for the 2016-17 license year is nearly complete. A report of compliance status will be made to the Board of Health when the first round has been completed.

Follow-up inspections were conducted in two retail food establishments that have been entered into the Enhanced Enforcement Program for noncompliance with the Ohio Uniform Food Safety Code. Inspection findings were positive and all critical violations were found to have been corrected.

#### **Public Health Nuisances**

Eight public health nuisances were reported in September, all of which were solid waste. Nuisance statistics follow for the year to date were shared in graphical format.

#### **Public Swimming Pools, Spas, and Special Use Pools**

Seasonal public swimming pool injury incident data was submitted to Ohio Department of Health for the Drowning Prevention Pilot Project. ODH staff will be compiling the 2016 injury incident data during the month of October for reporting.

#### **Rabies Prevention**

Four animal bites occurred in Galion in September. All the biting animals were dogs, two that are owned and two that either belong to an unknown owner or are unowned. Rabies vaccination information has been received for one of the owned dogs and is pending for the other.

#### **Smokefree Workplace**

Violations of the Smokefree Workplace Law were observed in a licensed facility during a routine food service inspection on September 23. A complaint was subsequently entered into the Smokefree Workplace web application and investigation will follow.

### **9. Executive Session**

There were no motions to go into Executive Session.

**10. Next BOH Meeting**

The next Board of Health meeting is set to take place on November 8, 2016 at 7:30 am in the Galion City Health Department Board Room.

**11. Adjournment**

Motion to adjourn was made at 8:31 am by: Mr. Cramer Second by: Ms. Kerr Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

---

Trish Factor, Health Commissioner

---

Board of Health Approval Signature

---

Board of Health Approving Name and Title