

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Thursday, January 18, 2017 5:00 pm**  
**Regular Meeting (rescheduled from 1/9/18)**



**Present:** Ms. Kate Strickler, President ProTem; Ms. Wendy Kerr, Vice President; Ms. Andrea Wildenthaler, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Andrea Barnes, Director of Environmental Health

**Guests:** N/A

**1. Call to Order**

Ms. Factor called the meeting to order at 5:08 pm.

**2. Approval of Agenda**

Motion to amend the Agenda to include a vote to change the time of the regular BOH meetings by: Ms. Kerr  
Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

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

A Voice Vote was taken.

Motion carried.

**3. Approval of Minutes**

Motion to approve the December 12, 2017 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: Ms. Strickler

A Voice Vote was taken.

Motion carried.

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

Motion to approve the November 2017 Finance Reports as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Motion to approve the December 2017 Finance Reports as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

**5. Public Comment**

N/A

**6. Old Business**

No old business

## **7. New Business**

### **7.1 Outreach Reports**

There were no outreach reports to present.

### **7.2 Legislative Updates**

Ms. Factor shared the most recent legislative updates, as well as Bill tracking, for Board members to review. She highlighted some of the more pertinent bills for the Galion City Health Department.

### **7.3 Policies**

Motion to approve the Immunization Clinic No-Show, Post Exposure, and TB policies/ procedures as presented by: Ms. Strickler Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Ms. Factor discussed that the Post Exposure and the TB policies were standing orders that were already in place with the Medical Director; however, since there were policy pieces incorporated it was determined that these would go before the BOH. The No-Show policy was described in more detail and it was explained that no one will be removed as a patient here at GCHD; the policy simply changes the ability of a patient to make an appointment for a period of time when they have exceeded the number of missed appointments, those patients would then be able to call in same day or opt to be a walk-in.

### **7.4 HIV Prevention & STD Control Contracts**

Motion to amend the original motion before the BOH by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Motion to allow the Health Commissioner to enter into HIV Prevention and STD Control Contracts (Portsmouth) upon approval from the City of Galion Law Director as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Ms. Factor explained that the City of Galion Law Director had sent some questions regarding the difference in language from the previous year. The Portsmouth City Health Department responded, and the City of Galion Law Director wanted to confer with the Auditor regarding the response to one of the questions. Therefore, Ms. Factor asked that the motion be amended to allow her to enter into the contracts upon approval of the City of Galion Law Director; this would allow the contracts to be expedited without a special BOH meeting needing to be called. It was also discussed that we need these contracts earlier so that we are not working without a contract in the future.

### **7.5 Appointment**

Motion to approve the appointment of Amy Jerger RN, BSN into the PT PHN position as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: Ms. Strickler

A Voice Vote was taken.

Motion carried.

### **7.6 2017 BOH Activity and Attendance Report**

Motion to accept the 2017 BOH Activity and Attendance Report as presented by: Ms. Second by: Ms. Kerr

Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y              Kerr-Y              Wildenthaler-Y  
Motion carried.

**7.7 Performance Management Report**

Motion to accept the 2017 Performance Management Report as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y              Kerr-Y              Wildenthaler-Y  
Motion carried.

**7.8 2017 Communicable Disease Statistics Report**

Motion to accept the 2017 Communicable Disease Statistics Report as presented by: Ms. Wildenthaler Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y              Kerr-Y              Wildenthaler-Y  
Motion carried.

**7.9 2017 Smokefree Workplace Report**

Motion to accept the 2017 Smokefree Report as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y              Kerr-Y              Wildenthaler-Y  
Motion carried.

**7.10 2017 Program Highlights Report**

The 2017 Program Highlights Report was presented by Ms. Factor. Ms. Factor shared that these are statistics known as of the date of the report and that these numbers, or most, would be able to be provided to the BOH monthly. The BOH members liked the idea of sharing them at the BOH meeting as well as with the City Council (Police, Fire, & Health subcommittee). There were some additional statistics that were discussions and asked if they could easily be included (i.e. how many visits for immunizations, lice checks, foster screenings, etc, as well as how many hours were the schools served). Ms. Factor said she would see what reports could easily be produced and add any possible data.

**7.11 Health Department Future**

The upcoming City of Galion Police, Fire, & Health subcommittee meeting was discussed. Ms. Factor is not able to be present due to an out of state training. Ms. Barnes will be representing the GCHD; BOH members present stated that they planned on attending as well. Ms. Factor was told by the committee chair that the 3 possible Health Department scenarios would be discussed and possibly determined; he described the options as a levy, income tax, or merger. The BOH members present all agreed that after the discussion with the Auditor that an income tax would be the preferred way to go; they will be present to let their opinions be known.

**7.12 2017 Cash-out Rate**

This topic was tabled for executive session.

**7.13 BOH Meeting Time**

Motion to change the Galion City Board of Health monthly meetings to a 5pm start time, and remain on the second Tuesday of each month, as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y  
Motion carried.

Kerr-Y

Wildenthaler-Y

## 8. Monthly Reports

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

#### Fiscal/Funding

Some 2017 unencumbered funds were able to be put into a vendor specific PO's for funds not expended in 2017, to be expended in 2018. They are as follows Sunrize (\$2,185.34), ES (\$4,134.31), and Quill (\$739.32). These are 2017 funds and do not affect our 2018 budget.

#### Administrative Policies/ Procedures

Continued work on administrative policies and procedures is being done. See PPM notes.

#### IT

ES Consulting is still working on our full onboarding process.

#### Staff

Amy Jerger is joining us as our new PT PHN.

Jessica Bopp is officially PT MA- previously considered intermittent

Emily Miller will be on maternity leave.

#### Training/ Conferences

Regular staff trainings are being conducted, per the Workforce Development Plan.

Scheduling at the schools is allowing the GCHD to designate some training days.

**NACCHO ASI-** January 24-25, 2018, Washington DC

**CU Lead-** October 2017-June 2018

Emily Miller will be trained as a Car Seat Technician in April 2018.

#### Communicable Disease

December

Disease Type	Disease	Total Investigations	Jurisdictions Transferred	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	8	3	5		
VPI	Flu (hospitalized)	1		1		
BP	Hepatitis C - Chronic	2		2		
VPI	Hepatitis B - Chronic	1			1	

An additional 7 flu hospitalizations have occurred between 1/1/18 and 1/11/18. Ms. Factor also stated that an additional hospitalized flu case, an infant, had come in since these reported numbers.

Ms. Factor brought a contract from Crawford County Public Health for Epidemiological Services that was sent to her. She explained that although Crawford County Public Health had decided not to utilize the Galion City

Health Department when selecting a contractor for services for the entire county at the beginning of the PHEP grant period, they were seeking to contract with the GCHD to cover Epidemiological services only for the City of Galion for the rest of the grant period. The Grant period is 7/1/17-6/30/18. BOH members asked why a contract was being sought more than halfway through the period. Ms. Factor stated that it was her understanding that the selected contractor (Union County Health Department) was contracted to cover Crawford County, but it excluded Galion somehow. She stated that we have been without EPI coverage and didn't even know about it till recently. Ms. Factor stated that the contract would hold us to the EPI deliverables of the PHEP grant, which would include the coverage, meeting attendance, etc. The BOH members present were not pleased that we had been operating without coverage that we were told we had and being asked to sign a contract for \$3,500 to do all the work in a shortened time period. They did not want the contract signed. In addition, they requested that Ms. Factor contact the ODH to notify them about the coverage issue. They also asked that some points regarding the lack of communication and collaboration on the part of Crawford be noted for upcoming discussions with City Council.

## **8.2 Nursing Monthly Report- Ms. Factor reported (Ms. Miller submitted)**

### **Staff Update**

- Amy Jerger RN, BSN has joined our team as a part time Public Health Nurse. She has 22 years of experience in Public Health through Richland County Public Health. During her 22 years, she participated in a variety of public health nursing programs with a focus on nursing in the schools and Children with Medical Handicaps. She will be stationed in the schools two days a week and will spend the rest of the 2017-18 school year working 3 days a week. On her off day she will be in the office but be available for the schools as needed. She will be oriented to all programs at the department and will be taking on at least one other program.
- Lynn Corwin RN, BSN will move from working 2 days a week in the schools to working 3 days a week in the schools as requested. She will continue to be the primary coordinator for the Immunization program.
- Jessica Bopp, MA will officially begin part time status January 1, 2018. She will be taking on responsibilities for the immunization clinic preparations including inventory and Quality Improvement data entry. She will be working in the schools as needed, taking on advertising and Outreach educations, primary back-up for Vital Statistics and miscellaneous activities as needed.
- Limited nursing staff will be available in the office while Emily Miller will be out on Maternity Leave. Theresa Swinehart will be covering the CMH program, St. Joseph's Catholic School and assisting with other small programs as needed such as the Ramps and SIDS programs. Foster Screenings will likely be diverted elsewhere due to timeframe requirements.

### **Immunizations**

- Overall 20 clients were seen during regular clinic hours with a 15% no show rate.
- Ten clients were seen outside of regular clinic hours for miscellaneous immunization/TB test needs.
- Two off-site clinics were held for Fox Plumbing and Heating, and Lifetouch. Hepatitis B series were continued at both locations for a small number of employees.

### **Flu Clinics**

- Walk-in flu clinics will be held at the department as staff and vaccines are available.

### **CMH**

- Two home visits were conducted during the month of December.
- All clients with Letter of Approval dates into March were contacted or attempted to be contacted. If clients do not respond by phone call, a letter is sent. Two letters were returned. Home-visits/client consultations are an important aspect of the CMH program but not required for renewal.

## **School Nursing**

- Galion City Schools
  - Third grade hearing and vision screenings were completed the week of December 4<sup>th</sup>. This will leave the 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> graders to be screened as well as preschool which will be screened after April 1<sup>st</sup> as this will then be counted as the screening for kindergarten.
  - Seventh-grade vision has been scheduled for January 9-11. For 7<sup>th</sup> grade, only vision screening is required.
  - Jessica Bopp, MA has been orienting in the schools and assisting in documentation.
  - Preschoolers have received reminders for vaccine requirements and records have been reviewed.
  - January deadline has been set for the Preschoolers to have received the Hepatitis A and Flu vaccine or have a signed exemption form or will be excluded from school.
- Galion Saint Joseph Parish School
  - The principal and school office were provided with a letter to send home to the preschools regarding need for Hepatitis A and Flu vaccine requirements on November 30<sup>th</sup>.
  - Immunization record review for preschoolers was completed on December 21<sup>st</sup> by Emily Miller DON and Theresa Swinehart PHN. Letters were sent home with the preschoolers still missing vaccines. They are expected to receive the vaccines or sign exemptions by January 17<sup>th</sup>. Theresa Swinehart will be returning to review immunizations on January 17<sup>th</sup>.

## **Students**

- An Ashland University College of Nursing Student will start the week of January 15 and another to follow on March 20<sup>th</sup>. The students will be based in the school for their 6-week rotation.

## **8.3 Environmental Monthly Report- Ms. Barnes reported**

### **Food Safety**

I am busy scheduling inspections, following up with surveillance data sheets, and annual report information. I completed a Food Safety Newsletter for the licensed facilities. I attended a training in Mercer County from ODH in late December about licensing/ inspecting Temporary Food Service Operations and Mobile FSO's. I have not yet received clarification from the Ohio Department of Health and the Ohio Department of Agriculture on the question of licensing distilleries with tasting rooms.

### **General Environmental Health**

I completed the school inspections for Galion City Schools and Galion St. Joseph School on December 27, 2017. The reports were completed the first week of January, 2018. I submitted information on the website and to our social media account about January being National Radon Month and how to obtain a free radon kit with free analysis.

### **Manufactured Home Parks**

The regulatory transfer from OMHC to the Ohio Department of Commerce is still set to occur on January 21, 2018. We will hear more about MOU's for inspections at that time.

### **Public Health Nuisances**

The public health nuisance program is steadily busy with 5 new public health nuisance investigations taken during the month of December. I am being lenient with the extreme cold conditions on abatement at this time, but it does appear that I will be sending 2 cases (maybe 3) to the law director next week if nuisance abatement does not start by then.

A chart showing monthly and yearly trends over the last 4 years was provided. Annually the numbers reported were; 2014-99, 2015-111, 2016-93, and 2017-145. 2017 was the worse year in recent history for public health nuisances within the City of Galion.

### **Smokefree Workplace**

I did the inspection on 12-19-17 for the smoking complaint that I received for the Central Hotel. Violations of the

smoke free workplace act were not identified at the time of investigation, so the complaint was dismissed and closed. Quarterly reports are filed, and I completed information for the annual report.

The annual Smokefree Workplace report was shared earlier in the meeting and referenced.

### **Rabies Prevention**

In December, GCHD received 3 new rabies investigation reports to complete so the season seems to be slowing down. I am working with the Crawford County Dog Warden to obtain rabies vaccination status for each animal involved in an exposure. The total number of animal bite investigations for 2017 was 50.

A chart showing yearly trends over the last 4 years was provided. Annually the numbers reported were; 2014-36, 2015-43, 2016-44, and 2017-50. 2017 was the worse year in recent history for reported rabies cases within the City of Galion.

## **9. Executive Session**

Motion to enter into Executive Session 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. Kerr Second by: Ms. Wildenthaler

Abstentions: N/A

Time: 6:35pm

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Motion to return from Executive Session by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

Time: 6:47pm

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Motion to pay out the remaining balance (80 vacation hours & 75 compensatory hours) of Ms. Factors 2017 cashout (approved 11/14/17) at her 2017 ending rate of pay (\$35/hour) as presented by: Ms. Strickler Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y                      Kerr-Y                      Wildenthaler-Y

Motion carried.

Ms. Strickler stated that she would notify the City of Galion Auditors office regarding the decision.

## **10. Next BOH Meeting**

The next Board of Health meeting is set to take place on February 13, 2018 at 5:00pm at the Galion City Health Department.

A list of 2018 BOH dates was provided

## **11. Adjournment**

Motion to adjourn was made at 6:52 am by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

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Trish Factor, Health Commissioner

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Board of Health Approval Signature

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Board of Health Approving Name and Title