

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, July 10, 2018 5:00 pm
Regular Meeting



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

Guests: Eunice Collene, City of Galion Auditor's Office

1. Call to Order

Ms. Factor called the meeting to order at 5:07 pm.

2. Approval of Agenda

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 June 12, 2018 Meeting Minutes as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

4. Approval of Finance Reports/ Warrants

June financials had not been closed out as of the time of the meeting.

5. Public Comment

N/A

6. Reports

6.1 Health Commissioner Report- Ms. Factor reported

Accreditation

Internal efforts continue; various plans are being updated as their annual review timeframes are coming due. Training, formatting of documents, review of processes, as well as many other initiatives are taking place.

Fiscal/Funding

- NACCHO ASI Grant final report has been submitted and accepted, payment should be processed soon.
- Funding through a mutual grant, and subsequent contract with CPH, may be obtained.
- Continued work to determine funding levels and potential GCHD scenarios
 - Insurance scenarios
 - Vacation accrual (potential issues)
 - Training/ travel budgets
 - Grant seeking
 - Staffing levels and programs evaluations

Administrative Policies/ Procedures

Continued work on administrative policies and procedures is being done. Review of policies and procedures being conducted according to their designated review/ revision schedules.

Work continues to determine vacation accumulation rates, leave owed, etc. The potential impact of this is yet to be determined.

IT

VPN access to the server is still a standing issue.

Staff

- Performance Reviews are beginning in July.
- Training and credentialing, as well as credential verification, is ongoing based on the workforce development plan.
- Review of leave banks occur after each payroll.

Training/ Conferences

Public Health Combined Conference- Ms. Factor attended this conference as required under ORC

AOHC Fall Conference- This is the required conference held in the fall of each year. This year's dates are 9/26-28/18. The Health Commissioner must attend as well as the Medical Director. Registration has not yet opened for this, but a save the date was received.

HCU- Health Commissioner University took place 4/5/18. This one-day session focused on Legal Obligations; many OAG opinions and past legal interpretations were discussed. The class follows up with a conference call on 7/26/18. The next session of HCU is slated for 11/7/18, this session focuses in on Human Resource areas specific to Health Commissioners.

CU Lead- Ms. Factor graduated from CU Lead on June 14, 2018, as part of a final project Ms. Factor participated in Junior Day (5/11/18), this was an opportunity to showcase the field of Public Health and Healthcare to all Crawford County 11th grade students.

Communicable Disease

June

Disease Type	Disease	Total Investigations	GCHD Investigations Confirmed	GCHD Investigations Not a Case	GCHD Investigations Ongoing
STI	Chlamydia	6	6	0	0
STI	Gonorrhea	1	1	0	0
BP	Hepatitis C - Chronic	10	9	1	0
VPI	Hepatitis B - Chronic	1	1	0	0
VI	Rabies	1	0	1	0
VPI	Strep pneumonia	1	1	0	0

June Confirmed Communicable Disease by Type

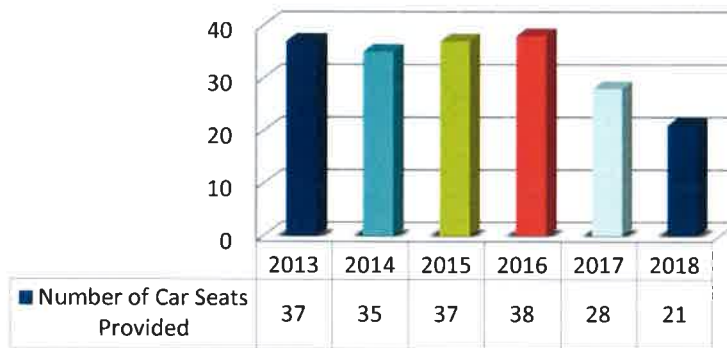
Sexually Transmitted Infections	7
Vaccine Preventable Illness	2
Bloodborne Pathogens	9
Enteric Illnesses	0
Other Illnesses	0
Vectorborne Illnesses	0
Total	18

Child Passenger Safety

These are car seats total distributed YTD; 2 classes are already scheduled in early July. In addition, a car seat check event is scheduled to take place during July's Third Friday in Galion (7/20/18).

Additional convertible car seats were picked up from Wyandot County (Health Department), and an additional shipment of High-Back and Backless Booster Seats were received through the OBB program.

Number of Car Seats Provided



6.2 Nursing Division Report- Ms. Miller reported

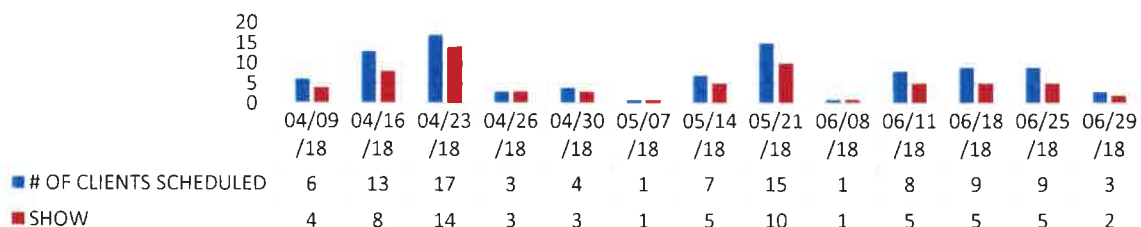
Staff Update

- Amy Jerger, Part time public health school nurse will be working 2 days a week through the summer. Amy works 3-days a week during the school year.

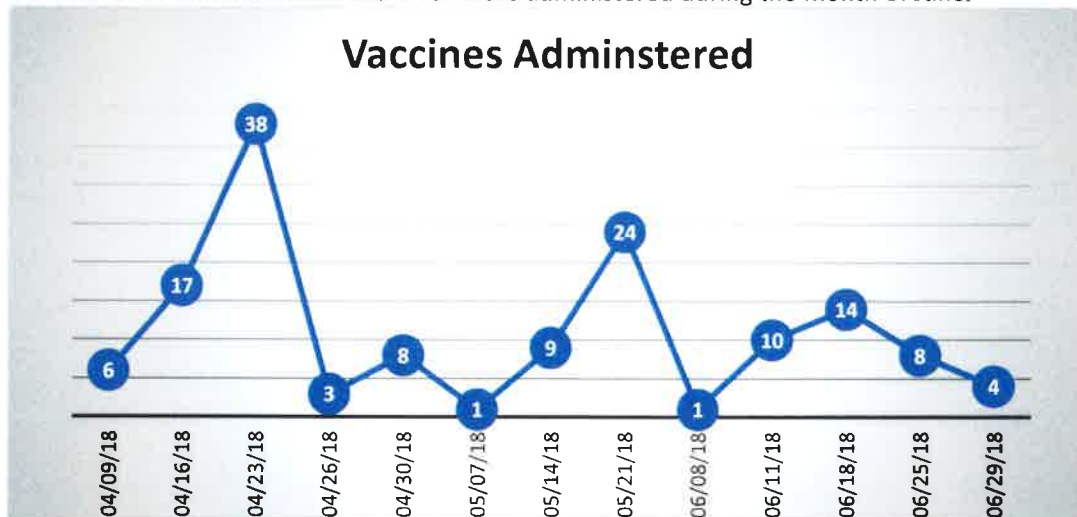
Immunizations

- Three immunization clinics were held during the month of June
- A total of 30 clients were scheduled with a total of ten no shows. See graph below for the Clinic Attendance for April-June.

Clinic Attendance



- A total of 37 immunizations and 5 TST were administered during the month of June.



Immunization Clinic Updates

- Back-To-School Immunization Clinics to begin on Wednesday, July 18th and will run through September 12th
- At the recent nursing staff meeting, it was decided through a unanimous vote that clinics days will be switching to Wednesdays to hopefully reduce no shows by being able to make reminder calls the day before a clinic
- Christie Linquist, Merck Rep, provided updates on July 2nd to the nursing staff. She provided a products savings table which outlined our savings in the last 12 months. Savings on invoice was \$1636.

CMH

- No Remittance advice received.
- A total of \$2770 in revenue has been received for 2018.
- Several clients have stopped in for assistance with renewals and program information.

Foster Screenings

- No foster screenings were conducted during the month of June

Lice Checks

- One lice checks were completed during the month of June

School Nursing

- Amy and Lynn have been working on gathering information on students needing immunizations as requested by school personnel.

SIDS (Sudden Infant Death Syndrome)

- No referrals

Outreach

- Summer Lunch
 - 6/6/18- 28 kids- Oral Health with tooth brush give-away
 - 6/13/18- 26 kids- tooth brush give-away
 - 6/27/18- 12 kids- Good eating habits
 - Locations: Libby Lane Apartments, East Park, Galion Church of the Nazarene, South Park, Galion Public Library, and Heise Park
 - Books were also given away during the events.

Students

- No students during the month of June. The Galion City Health Department has agreed to host two AU students during the Fall semester.

6.3 Environmental Division Report- Ms. Barnes reported

Accreditation

Ongoing process; currently working on Domain 1 and 6 as time allows. I am planning to attend the Accreditation Coordinator training with Emily on August 28th & 29th in Alexandria, VA. GCHD should be invoiced by the end of this week for my training costs.

Food Safety

Mobile licensing kept me very busy in June. I attended the new food inspection form training in late June in Wood County. The ODA/ODH have differing opinions on certain aspects of the form so it was somewhat confusing, as is anything when it is new. They are unsure when these forms will be mandated for use by LHD's, originally it was July 1, 2018, but now they say it is up in the air. The new form is supposed to be modeled after the FDA and their hope is to have a more uniform inspecting/reporting process.

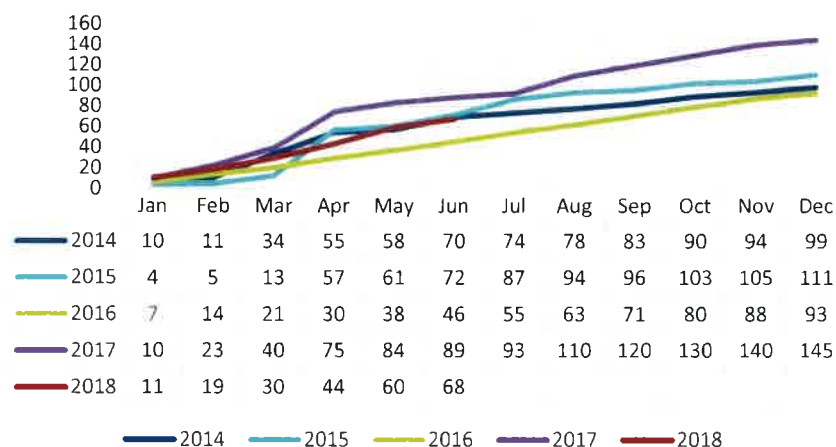
General Environmental Health

I was also very busy in June inspecting and licensing the garbage trucks. Environmental Health provides this service under Galion's Codified Ordinance Chapter 719, which covers the collection and transportation of solid waste in the City of Galion. Nadia and I also participated in the Community Clean-up Event on June 9, 2018 because the GCHD mosquito control grant paid a big portion of that clean-up. It was very successful, removing more than 700 scrap tires as well as more than 50 tons of garbage at no cost to residents.

Public Health Nuisances

Eight new public health nuisance complaints were investigated in June. 2 were mosquito/standing water issues, 5 were solid waste issues, and one was indoor air quality/healthy homes related. I am still dealing with some of the older nuisances from May as well, trying to get compliance through enforcement.

Public Health Nuisances, Cumulative Total



Manufactured Home Parks

The 2 Manufactured Home Parks inspections that we do for the Ohio Department of Commerce are complete now. The Ohio Department of Commerce determines re-inspections or compliance with the owners. I will be able to invoice for those inspections in July.

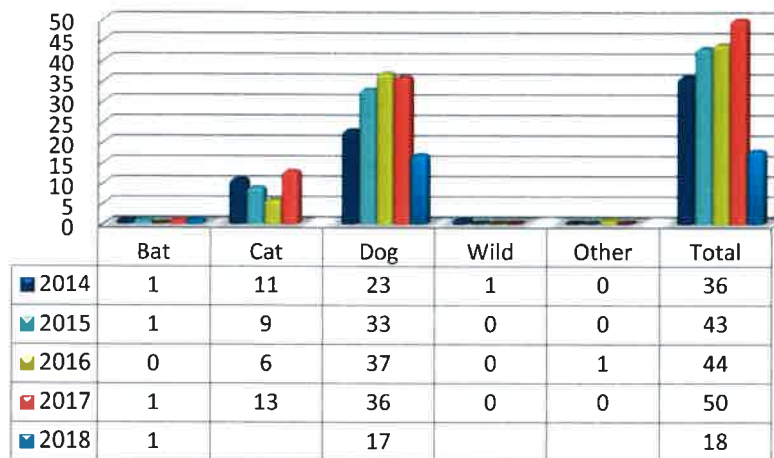
Healthy Homes

The Second 3rd Friday in Galion, June 15th, was a success; we gave out approximately 25 Healthy Homes cleaning buckets with CO detectors to parents/grandparents of children under the age of 6, living in pre-1978 housing. We also were able to survey people about lead as well.

Rabies Prevention

GCHD has had 3 new animal bite reports in June, bringing the total to 17 dog bites and one bat exposure. Quarantine notices are sent out and pet owners must comply with vaccination requirements. As for the bat in May, it was submitted to the Ohio Department of Health for testing and reported to be negative. However, a week later, a bat near Fredericktown did test positive for the rabies virus which is why we still need to do this program.

Animal Bites/Exposures Reported



6.4 Outreach Reports

Ms. Barnes shared the Outreach Report for the June 15th Third Fridays in Galion event where staff focused on Healthy Homes (Lead) and Mosquito Control. See outreach report for details.

6.5 Legislative Reports/ Updates

Legislative updates for July were shared. Ms. Factor shared the report as well as a letter of support that was submitted for Senate Bill 302 related to Health Equity in All Policies (HEiAP). Senator Tavares' testimony regarding SB 302 was also included for reference.

6.6 Arbovirus Surveillance Reports/ Updates

Ms. Factor shared the recent Mosquito-borne Disease Surveillance Reports and Updates from the Ohio Department of Health.

6.7 Hepatitis A Situation Reports

Ms. Factor shared the recent Hepatitis A Situation Reports from the Ohio Department of Health. She shared that the Ohio Department of Health (ODH) and affected local health departments are investigating an increased number of hepatitis A cases in Ohio. ODH declared a statewide community outbreak of hepatitis A after observing an increase in cases linked to certain risk factors since the beginning of 2018. These situation reports will be available each week during the outbreak through the Ohio Department of Health's website (<https://www.odh.ohio.gov/hepa>).

7. Old Business

N/A

8. New Business

8.1 Policies

Motion to approve the Fee Schedule- Lead and Blood Lead Level Screening and Reporting Policies as presented by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

8.2 Contracts

HDIS

Motion to approve entering into a 1-year software maintenance and support agreement with the Baldwin Group (HDIS) as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

Ms. Factor explained that this is the same contract, and same cost, as it was last year. This is a contract that can be expected annually. It is for the HDIS system which the department staff utilize for various programs such as PH nuisances, rabies, CMH, time tracking, etc.

Get Vaccinated Ohio

Motion to approve entering into contract to provide Get Vaccinated Ohio services for Crawford County Public Health, upon Law Director approval, as presented by: Ms. Strickler Second by: Ms. Kerr Abstentions: N/A

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

Ms. Factor explained that this was a grant that was joint grant, but ODH only awards to one department. CPH will be the entity receiving funds, based on the deliverables. GCHD will be reimbursed by CPH, based on the deliverables as outlined in the contract. The contract was not received electronically and there was a delay in getting it before the Law Director and the BOH; therefore, it was determined that the contract would be approved, upon Law Director approval.

Eunice Collene (City of Galion Auditor's Office) requested that the GCHD let the Auditor's Office know when grants are being applied for, not just when they are received. She also requested that contracts and grants get sent over to the Auditor's Office ASAP when received. It was agreed to do so.

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 as presented by: Ms. Kerr Second by: Ms. Wildenthaler Abstentions: N/A

Time: 5:59pm

A Roll Call Vote was taken.

Kerr-Y Strickler-Y Wildenthaler-Y

Motion carried.

*Noone was asked to join the session, it was asked if Ms. Barnes or Ms. Miller would be needed after the return from session. BOH stated they would not be needed and were dismissed.

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

Time: 6:42pm

A Roll Call Vote was taken.

Strickler-Y

Kerr-Y

Wildenthaler-Y

Motion carried.

BOH members shared concerns with Ms. Factor that had been brought to their attention.

A 60-day improvement plan is to be developed by the BOH and shared.

The BOH will look into what they want evaluations of the Health Commissioner to look like, what information they would like to collect.

Issues regarding cost saving measures and potential budget concerns were brought up by BOH members.

Motion to make the Health Commissioner, Director of Environmental Health, and Director of Nursing Salaried, Exempt Employees effective immediately as presented by: Ms. Wildenthaler Second by: Ms. Kerr Abstentions:

N/A

A Roll Call Vote was taken.

Strickler-Y

Kerr-Y

Wildenthaler-Y

Motion carried.

Board members explained that these listed individuals would not be eligible for compensatory time or overtime, but that flex time could be utilized. Only a 40-hour work week (80 hours per pay period) would be compensated for on paychecks. This is to take effect beginning 7/10/18. It was shared that this is a cost saving measure. Ms. Factor asked questions regarding the tracking of time and documentation; it was determined that she would speak to payroll regarding what they needed for documentation. Ms. Factor stated that all hours would still need to be accounted for due to items such as cost methodology and public accountability; a method would need to be determined. Ms. Factor also stated that numerous changes in the PPM could be necessary due to changes, this will need to be reviewed at a future meeting.

The BOH explained that Ms. Factor may be shifted to a contract. The Law Director would be working on drafting language. Ms. Factor had various questions regarding the potential change. BOH members asked Ms. Factor to send some of the items that she would like to be considered within a contract prior to the next Board of Health meeting.

Motion to reduce salaries of Ms. Factor, Ms. Roston, and Ms. Corwin as presented by: Ms. Wildenthaler Second by: Ms. Strickler Abstentions: N/A

A Roll Call Vote was taken.

Strickler-Y

Kerr-N

Wildenthaler-Y

Motion carried.

It was shared that this is a cost saving measure and that this is to take effect beginning 7/10/18 (immediately). It was discussed that those employees who had received greater than a 2.5% raise based on the merit raises previously granted would need to be reduced to their 2017 wages plus no greater than a 2.5% increase. This is also due to questions/ concerns from Council regarding health department employees receiving more of a raise than other city workers. It was discussed that these were merit-based raises whereas the city's raises were/are based on union contract language; although the reduction still had to be done according to BOH member.

Ms. Factor stated that she would need the exact pay for each reduction presented; they were calculated by BOH members and provided as follows: Ms. Corwin from \$19.57 to \$19.48, Ms. Roston from \$17.30 to \$17.05, and Ms. Factor from \$38.44 to \$35.88. Discussion surrounding Ms. Factor's reduction included whether or not to base calculations on her pay rate at the end of 2017 or earlier in 2017, prior to a voluntary reduction (which took place in March 2017). It was stated that part of the problem was that when the calculations were previously done based on early 2017 rates it looked like a much larger raise was granted; since these reductions are being done based on the concerns for budget and from council it was decided that it would be based on the lower 2017 ending rates.

Ms. Factor stated that it was only the second day of the pay period and employees that are receiving reductions have not been given any prior warning; it was asked if this could take effect at the start of the next pay period or beyond in order to give employees notice. It was shared that this reduction should have taken place previously but due to full agendas or cancellations of BOH meetings it had not yet been done so therefore it needed to go into effect immediately. Ms. Factor stated that she would create the Personnel Action Forms for the reductions as well as the change in status previously discussed and sent over to the BOH for signatures.

10. Next Scheduled Board of Health Meeting

The next Board of Health meeting is set to take place on August 14, 2018 at 5:00pm at the Galion City Health Department.

A list of 2018 BOH dates was provided.

The next Police, Fire, Health Galion City Council Subcommittee meeting is scheduled for Wednesday, July 25, 2018.

11. Adjournment

Motion to adjourn was made at 7:37 pm by: Ms. Wildenthaler Second by: Ms. Strickler 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