

Galion City Board of Health Health Commissioner's Monthly Report for January 2023

Fiscal/Funding

After the special Board of Health meeting was held for staff raises to be approved (not just the overall budget amount), Jason submitted the minutes to the auditor's office along with the Personnel Action Forms (PAFs) for all the staff to receive raises as discussed in the November Board of Health meeting. The raises for all staff were implemented successfully, though the auditor's office discovered two typos in the meeting minutes. They requested that the Board of Health take action to correct those minutes so they can have a corrected copy. The finance system (VIP) has not officially been opened in this new year yet, so staff have held off on making certain expenses, to avoid the risk of overdue invoices and associated issues with that. All staff have now received their W-2 forms.

Building

When VIP opens, Jason will ask the city of Galion to help with repairs to the hole in the drywall and the weather stripping on the front door, as discussed previously. An invoice has been received for this. Since then, a metal door stop came off the door of the staff bathroom door, so this will need to be repaired to comply with code. Jessica has also requested that a bubble mirror be added to the lobby so she can see who enters, but the city of Galion told Jason that this would come out of the health department budget and not the city budget.

Administrative

I met virtually with someone named Jason Knox from Paul Werth Associates, to learn about their work with the Ohio Department of Commerce to learn about their public awareness campaign about the financial effects of opioid abuse. Mr. Knox reached out to health departments around the state, and I responded to him to learn more about the campaign.

At the January Board of Health meeting, there was an incident report shared about someone who was threatening to staff and suffered from severe mental illness. Two days after the meeting, this individual came by the health department again for a third time (without any incident the third time.) This individual was arrested a few days later and has not come back to the health department since.

Emergency Preparedness

A staff member from Crawford County Public Health gave staff a one-hour training on emergency preparedness essentials. I also attended a monthly Galion Safety Council meeting, which is hosted by the Chamber. At that meeting, Fire Chief Todd Eagle spoke about fire safety.

Education/ Outreach

For child car seat safety classes, one class was conducted, and two car seats were distributed to two different people. During this class, someone came from Columbus to see how I conducted the classes. She said I did well and provided a suggestion to improve. I happened to give her some of our extra car seats since they go through them faster. Another class was completed for someone who works at the Department of Aging and drives a smaller bus. He had an ODOT requirement to participate in a class so he can more proficiently install car seats, on the rare instances where that is needed.

Quality

In lieu of the regular monthly staff meeting, Shellie conducted a SWOT analysis as part of the Strategic Plan. This will be used to update the partially completed Strategic Plan that a contractor completed in Sept 2020.

Performance Management

Staff uses a system called HDIS to log our time for the day. Last year, codes for logging our time at work were updated to make it much easier for year-end reporting purposes. Since they were updated midway through the year, staff spent a significant amount of time to update the codes and to catch up on logging their time. This process was finished on January 31st. Though all staff had the responsibility of completing their own time in HDIS, it was ultimately my responsibility to make sure it happened. With the help of other coworkers to help log

time for staff who no longer work here, we successfully completed this project after a significant dedication of time. Moving forward, it will be much easier to track time and complete this much more quickly.

Staff

There is still one open position for a second part-time front desk MA. Paperwork is being processed for a certain candidate to fill that position. However, one of the two background checks was not received within 30 days, so I called them to have a copy of the background check expedited, and they also provided an email copy since it was late. Through this process, Jason kept in regular contact with the candidate and she is still interested in this position. Something unusual happened in the candidate's personal life which made it convenient to not need to start work yet, so it worked out well that there was a delay. The next step will be for her to complete a pre-employment drug screening, and then other paperwork should be completed for her to start in February. Until this position is filled, Jason has been filling in more on Fridays at the front, and has become more proficient in the vital statistics duties.

Accreditation

As requested during the January Board of Health meeting, Jason canceled the contract with the PHAB accreditation specialist. In addition, efforts have been made to change the accreditation assistant, Sara, to become the new Accreditation Specialist. On the Friday after the Board of Health meeting, Sara traveled two hours to spend the day at the health department to work with Andy and Jason on the requirements. Many tasks were completed, and it felt like our efforts to complete the requirements had been rejuvenated.

This month, I continued working on the CHA and we've now received over 300 surveys from Galion residents. I was also able to secure temporary access to professional data analysis software that Sara will use to create our CHA addendum. In addition to making good progress on Domain 1 (which deals with the CHA), I have also made good progress on Domain 11 (which deals with ethics), and Domain 12 (which deals with analyzing Board of Health actions from meeting minutes).

ODH Updates

ODH announced the funding amount from the Workforce Development grant from 07/01/2023-06/30/2027. The amount that will be received from that grant for the entire period listed is \$360,000.

ODH is also working to make COVID-19 a 'Class B' reportable disease instead of the current 'Class A' it currently is. Class A diseases need to be reported to the state within 24 hours. Class B diseases are seen as not as severe and additional time is granted to report those, so this should make reporting requirements easier for the nursing staff.