

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, February 12, 2019 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Nadia Oehler, Interim President ProTempore; Mr. Wade Cramer, Board Member; Ms. Kara Ault, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health

**Guests:** N/A

**Absent:** Mr. Tom O'Leary, President

**1. Call to Order**

Ms. Factor called the meeting to order at 5:02 pm.

**2. Approval of Consent Agenda**

Motion to approve the Consent Agenda for February 12, 2019 by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Discussion regarding first use of consent agenda, it was well received. Board members were instructed that if there were concerns, they can contact the staff for clarification; if only brief points it could be carried out at the meeting. In addition, any consent agenda items that the staff or Board feel need discussion can be removed from the consent agenda and included in the regular agenda.

Brief questions and discussion on consent agenda items were as follows: Ms. Oehler wanted to verify what the Vaccine Preventable Diseases that were reported were, Ms. Factor stated that in December reportable cases that included 1 Hepatitis B-Chronic and in January reportable cases that included 6 Hospitalized Influenza.

Ms. Factor also shared that PHAB Reports showed progress made from December and February, she stated that as of today (2/12/19) we had increased to 50.53% complete.

Items included in the consent agenda:

Health Commissioner Reports (010819 & 021219)

Nursing Reports (December & January)

School Health Services Report (12/19/18)

Environmental Reports (December & January)

Program Highlights (SIDS, Communicable Disease, & School Health Services)

Public Health Accreditation Board (PHAB) Reports (121818 & 020519)

Hepatitis A Outbreak Situation Reports (123118 & 020419)

Policies/ Procedures Reviewed/ Revised (NOT requiring BOH approval) (TB, SIDS, Post Exposure, Immunization Clinic- Triage, Immunization Clinic- NoShow, Pharmacy Emergency Medication Exchange, & Syphilis and HIV Surveillance)

**3. Approval of Agenda**

Motion to approve the Agenda for February 12, 2019 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

#### 4. Public Comment

N/A

#### 5. Approval of Minutes

It was noted that Board of Health Meeting Minutes would typically be included in consent agenda items, but due to the various sets of minutes included we allowed for needed discussions to take place.

Motion to approve of the October 9, 2018 Board of Health Meeting Minutes as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Discussion regarding these minutes took place. These minutes had been tabled due to lack of Board Members that were present at that meeting. At the November meeting only 1 Board Member that was at that meeting was present and she motioned to accept, but there was no one able to second due to abstentions because they were not present. Unfortunately, none of the Board Members that were present for this meeting are on the Board anymore. We went through the minutes to determine what actions were taken during this meeting; it was determined that other than discussions and reports the actions taken by the Board were the 1<sup>st</sup> reading of the environmental health fees, out of state travel for Ms. Barnes, and Resolution 2018-155 to define the responsibilities and timeframes for filling of vacant seats within the GCHD BOH (this was a revision of a previously passed resolution, revision updated the timeframe to 30 days based on Ohio Revised Code). It was determined by BOH members present that these actions did and should have taken place and because the one Board Member that was present at the October and November meetings was willing to motion for the acceptance that they would accept these minutes.

Motion to approve of the corrected November 13, 2018 Board of Health Meeting Minutes as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

The correction was made to 8.3 (approving updates to the PPM effective January 1, 2019); the correction was just to the names of Board Members under the role call. This motion was passed.

Motion to approve of the December 11, 2018 Board of Health Meeting Minutes as presented by: Ms. Ault Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

No discussion.

Motion to approve of the December 21, 2018 Special Board of Health Meeting Minutes as presented by: Mr. Cramer Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Ms. Factor stated that these were minutes provided to her, no signature lines were included, but she would

recommend that they be signed and dated by the authorized Board representative.

## 6. Approval of Finance Reports/ Warrants

Motion to approve the December 2018 Finance Reports as presented by: Ms. Ault Second by: Ms. Oehler  
Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Discussion occurred. Ms. Factor asked if the additional spreadsheets from the VIP system were helpful for cross references purposes, Board Members said yes. Ms. Factor shared that this included final numbers for 2018 with revenue coming in at 97.54% of the projected and expenses coming in at 93.46% of the projected. Discussion regarding expenses included the purchase of various frames, Ms. Factor explained that they were for posters that were being created to highlight programs as well as present the GCHD Mission and Vision in each room; the smaller frames were to be able to showcase program highlights, staff spot light, and various other postings through the department that are currently taped up; other small frames and certificate folders were purchased for the Environmental Divisions Clean Plate Awards. Mr. Cramer asked why we needed so many, Ms. Factor explained that during the previous awards we had to take down some of our own awards and reuse the frames and/or not provide them to awardees. We did not want to run into that again. It is the expectation that the frames for the awards should last at least 2 years (2 award seasons). Ms. Ault had questions regarding the vehicle repairs because there were more than one; Ms. Factor and Ms. Barnes explained that the vehicle was taken in for an oil change (the first bill) and it was determined that a serpentine belt and air filter needed replaced so those parts were ordered, and the vehicle was taken back on a separate date for those repairs. Board Members asked if repairs were budgeted for, Ms. Factor stated that we always have a line item for vehicle repairs however, if there are large scale repairs, we would have to move additional money from other fund lines. The expenses to ES Consulting (IT support) were discussed as well, Board Members wanted to know if any of the charges listed were for the network repairs; Ms. Factor stated that all of the charges seen are for the regular monthly services and that the first set of network repairs occurred on 1/2/19 so those will be seen on future reports. Discussion on revenue focused in on the Portsmouth Contract and the fact that we had only received 76.66% of projected revenue. Ms. Factor verified that \$17,344.04 was received from Portsmouth on 1/2/19 (deposited 1/3/19) which would have put us closer to 93-94% which is what we were anticipating; but due to receiving payment in January, that will present as revenue in 2019. She also explained that this is good because the grant (that replaces the contract) is invoiced monthly so the revenue for December (and possibly November) may not be seen until 2020 timeframe; this was expected. She also shared that on a conference call, ODH explained that there may be carryover funding that they could redistribute out to current grantees which would mean additional funds/ revenue.

## 7. Reports

### 7.1 Performance Management/ Continuous Quality Improvement

Motion to accept the 2018 GCHD Performance Management Report as presented by: Ms. Ault Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Ms. Factor shared the results from the 2018 Performance Management System. She walked Board members through the report and discussion occurred on measures that were in Red and Yellow.

63 performance measures were assessed throughout 2018; 55 of them (87%) were green/met goal, 2 of

them (3%) were yellow/ partially met goal, and 6 of them (10%) were red/ did not meet set goal. Those measures in red and yellow were discussed and a status explanation as well as planning steps were provided. Some goals were set higher than in previous years to challenge the staff and try to improve programs at a greater rate; so although some goals may not have been met, they may have still shown improvement over past years.

Ms. Ault asked if this system could be used to aid in staff evaluations, if the measures were assigned to an individual and they were met or not met. Ms. Factor explained that this system is intended to measure the performance of the programs and systems in place at the health department. Its goal is to improve performance by identifying areas that need improvement. She went on to explain that when an area is in the red or yellow it is assessed to determine if there is a cause for the measure not being met; then we can determine if a quality improvement project would be beneficial. It is a method of assessment to continuously improve the programs and services provided by the GCHD. Because most of the measures are not assigned to a single person, it would be difficult to use for staff evaluation purposes; however, if there are individualized tasks that are within the control of an individual those could be considered but it would not apply to all measures or all staff. Board members asked if the system was done as part of the accreditation process and it was shared that yes it was developed to meet various measures within the accreditation process. Ms. Factor explained that the Board is only seeing one piece of the system, so she brought the system up on the screen to show the Board how the system worked, how it was developed, and the various components within the system. She showed the primary dashboard and how the individual programs were linked into it, she then went on to show the program dashboards, how and where measures were defined, the data entry tab and how thresholds for success (green, yellow, red) are set, and how the action plan and reporting tabs were being utilized; and shared that those tabs would be utilized more in 2019. Board Members expressed that they were glad they got to see how this was done. Ms. Factor shared that pieces such as this can be shared more often in order to allow Board Members to see how results are determined.

## 7.2 Strategic Plan Report

Motion to accept the 2018 Semi Annual Strategic Plan Review as presented by: Ms. Ault Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Ms. Factor walked the Board through the goals and objectives and discussions occurred for those in red and yellow.

Discussions under Build Relationships were as follows: 1 BOH member attending >50% of Galion Police, Fire, and Health City Council Subcommittee Meetings and >25% of Galion City Council full council meetings (both measured only if health department related agenda items were listed); this measure was not met, with many new Board Members the expectation is more clear and Board members discussed ways to receive notification of meetings and agendas. These measures as well as the measure for the HC to attend >50% of the full council meetings were determined to be affected by the change in time of the BOH meetings from 730am to 5 pm; the BOH meetings often run beyond 7pm which is the start time for many of the council meetings. It is felt that the use of the consent agenda may assist in this. The objective for BOH member engagement and 4-hour annual shadowing has not been completed at all since the Strategic Plan was developed; Board members discussed as asked if opportunities to participate in things such as outreach events could be added to the BOH agenda so that they can plan time, Ms. Factor said that can be done. We will maintain all these objectives and reassess periodically.

Discussion under Promote Health and Prevent Disease were as follows: For the objective of decreasing adult cardiovascular disease and the Tobacco 21 (T21) initiatives, it was determined that the research had

been done, but it was not felt that the initiative would be well received through city council at this point. It was recommended to update the target to work with organizers of a community event to make an event smoke-free (only having designated smoking areas); it was recommended to try for Oktoberfest, a Third Friday in Galion event, or another community-wide event. We will update the target within this objective.

Discussion under Emphasize a Culture of Continuous Quality Improvement and Customer Service were as follows: All measures in yellow were ongoing. We will maintain all these objectives.

Discussion under Increase Agency Visibility were as follows: The adoption of a social media policy had not yet been completed, samples of policies from other LHD's were being analyzed to determine if their implementation methods would work for GCHD. We will maintain the objective.

Discussion under Achieve and Maintain Public Health Accreditation were as follows: All measures in yellow were ongoing with regard to PHAB documentation. It was discussed that this is a tedious task and we are running into some issues but doing our best to work through them. We will maintain all these objectives.

### **7.3 2018 Pool Survey**

Motion to accept the 2018 Public Swimming Pool Program Survey as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

It was shared that this is an annual survey. Board members determined that this can be moved to the consent agenda moving forward unless there are issues found through the survey.

### **7.4 Smokefree Workplace Report**

Motion to accept the 2018 Smokefree Workplace Report as presented by: Mr. Cramer Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

The trends and analysis of the report were discussed as well as the levels of fines and history of the GCHD enforcement of the program (under contract with the Ohio Department of Health).

### **7.5 2018 GCHD BOH Activity & Attendance Report**

Motion to accept the 2018 Galion City Board of Health Activity and Attendance report as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

Ms. Factor discussed with the Board Members the tracking of their attendance as well as the patterns of issues discussed, opinions/ actions taken by the BOH, positions that may have been taken, and policies set forth. The report showed the attendance records of BOH Members. The report also showed the activities of the Board, broken down by meeting date, division/ program area, and again analyzed totals of policies, contracts, reports, MOU/MOA's, Plans, Resolutions, and Expenditures in each category as well as by division/ program area and overall department wide. It was shared that this report is shared regularly to ensure the BOH is consistently reviewing the included items; this may help in identifying any areas where

increased communication may be needed.

## 8. Old Business

N/A

## 9. New Business

### 9.1 Contracts/ MOU's/ MOA's

A potential motion was brought forward in order to expedite the process of contracting with a NP for an STI Clinic. Discussion regarding the position occurred. Board members asked if the position had been budgeted for, Ms. Factor explained that the position had been budgeted for out of the HIV/ STD Prevention Grants in the amount of \$12,000. Ms. Factor also explained that the need for a clinic was identified and that this is a measure to increase access to care for the community. In addition, the budget has been approved by the ODH which included the NP contract expense. It was shared that the contract was similar in nature to the Medical Director contract, however, the responsibilities varied; in addition, the termination clauses were being reworded to allow for immediate termination in the event that the funding source (the grant) was no longer available. Board Members asked if an individual had been selected or if the position would be posted. It was discussed that there was an experienced NP interested and was willing to work within the parameters set forth in the contract. It was determined that since the contract was not yet approved by the Law Director that it gave us time to post the position and allow the interested applicant to provide the necessary documentation and also see if there is a larger applicant pool. It was also determined that the Board would approve the contract pending legal review and approval in order to avoid having to wait until the next BOH meeting.

Motion to approve the contract for a Nurse Practitioner under the HIV/STD Prevention Grant, upon Law Director review and approval as presented by: Ms. Ault Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

### 9.2 Plans

Motion to approve the GCHD Cost Allocation Plan as presented by: Ms. Oehler Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y            Oehler-Y            Ault-Y

Motion carried.

The cost allocation plan was discussed, it was shared that this was required for any grant that we charged indirect costs to. Indirect costs were explained, it was also explained that the plan shows the various methods we could/ would utilize to determine how to allocate costs that are shared amongst the whole department, multiple programs, or multiple FTE's. Board members had questions regarding the use of square footage allocation, Ms. Factor shared that this is not currently a method being utilized due to the various shared spaces, sq footage of our department, and the shared building. It was explained that it was an option for allocation. Ms. Factor provided some examples of how cost allocation was being utilized in the HIV/STD Prevention Grants (i.e. Medical Director contract, IT services, utilities, etc.). Board members requested that with future grants, the grant budgets/ justifications be shared in order to gain a better understanding of how costs are being allocated.

### 9.3 New Policies/ Procedures

Motion to approve the Workplace Wellness, Health Equity, Employee Recognition, Workstation Security, and Communications- Environmental Program Related Enforcement Policies as presented by: Ms. Ault

Second by: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Oehler-Y Ault-Y

Motion carried.

Discussions of the Workplace Wellness Policy included Board members verifying that the food items being listed were not to insinuate that the GCHD would be purchasing food, Ms. Factor explained that it was merely guidelines for when we bring food in for events/ meetings such as potlucks during staff meetings and training days. Board Members also requested that the option of raised tables for standing under the Physical Activity During the Work Day section be removed; the exercise ball option could stay because we already have one available. They did not want to insinuate they we would be purchasing these items. Ms. Factor said she would remove that. Board Members also wanted to ensure that we were not purchasing exercise equipment, etc.; Ms. Factor stated that was not an intention of this policy.

Discussions of the Employee Recognition Policy included questions regarding the 4C's survey utilized. Mr. Cramer asked who collected those results, Ms. Factor stated she did, however anyone could utilize the login to obtain. Ms. Factor brought the Survey Monkey account up on the screen and showed where those were compiled. Mr. Cramer had reviewed the policy earlier and utilized the link to test it out and we were able to see his entries. He asked if he (and other BOH Members) could have the login, Ms. Factor shared it and said she would send it out as well. Board Members asked if there was any cost to the forms of recognition listed, Ms. Factor stated that any costs would be limited; for costs such as printing a certificate/ card. Board members agreed to this policy but wanted to ensure that no gifts/ rewards of significant value were purchased unless there was Board of Health Approval.

#### **9.4 Resignation**

Motion to accept the resignation of Jessica Bopp as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Cramer-Y Oehler-Y Ault-Y

Motion carried.

Board Members questioned why this resignation was coming forward after such a long period. Ms. Factor explained that Ms. Bopp had started off as intermittent staff and was moved into a PT role, she was then leaving for maternity leave in 2018; she opted not to return to her PT position but was willing to stay on as an intermittent. However, she never responded to calls for needed days. In communications with the Auditors Office, they requested to know if Ms. Bopp was still on staff because no payroll had been processed for her for a period of time; if she is no longer on staff, they wanted to be able to remove her. This is the formal motion that will allow for that to occur. Discussion then turned to potentially posting and filling that position. Ms. Miller shared the benefits of having an MA within the schools as well as clinics. Ms. Factor shared that this position was also the primary back-up for vital statistics; a role now covered by the DON and the HC as necessary. Ms. Miller and Ms. Factor stated that they were not in a rush to post the position but would like to assess the role a bit more and make sure that we make any necessary changes to the position description and seek out the best candidate. Board Members asked and Ms. Factor verified that a position was budgeted for, the number of hours/ days would have to be determined based on when the position is filled. Board members agreed that the position could be posted when ready.

#### **9.5 Board of Health Discussions**

BOH ByLaws & Orientation Materials- Ms. Factor shared that she is trying to complete these materials (especially now that we will have 2 additional new BOH Members). She asked for feedback on a few areas in order to proceed. Board Members were ok with the provisions regarding the Election of Officers that were presented (2-year terms in alternating years, methods of filling vacancies). They were also ok with a

50% attendance rate at the 12 regular meetings and not having amendments voted on during the same meeting as they are introduced. Ms. Ault stated that she would like to incorporate mentors into the orientation process, one from the Health Department Staff and one from the Board of Health. Everyone was in agreement that the mentorship would be a great addition.

Ohio Association of Boards of Health (OABH) membership & Continuing Education- Ms. Factor shared the option to rejoin the OABH; she explained that previously the Board had opted out of the membership as a cost saving measure. She also shared the costs of the continuing education CD both with and without a membership. Board Members agreed that they wanted the membership this year as well as the continuing education CD. The option to watch portions of the trainings before or after BOH meetings was shared; dependent on time.

BOH Officers & Appointments- Ms. Factor reiterated that the BOH is down to 3 members and 2 vacancies; the City posted to fill the positions on 2/12/19. We are also without officers, except Ms. Oehler as interim President Pro Tem. With the ByLaws not in effect yet we do not have a set process to fill the Officer roles; it was determined that those roles would be voted on during the March BOH meeting with the President Pro Tem role being filled as a 2 year and the Vice-President role as a 1 year, then maintaining 2-year terms and vacancy filling as set out in the ByLaws.

BOH Subcommittees- It was determined that subcommittees and their membership would be set at the March BOH meeting to allow for new members to participate; committees determined at this point are Personnel and Finance.

BOH Satisfaction Survey/ QI Project- Ms. Factor shared with the Board that during the most recent staff meeting a growing concern about the turnover rate of BOH Members. Staff would like to conduct a Survey of current and past BOH Members to determine their perspectives on various aspects of Board Membership.

Ethics- An ethical issue was brought before the Board of Health for consideration and consultation. Ms. Factor shared that recently (1/22/19) a newly licensed Food Service Operation owner gave a \$30 gift certificate to the department. Ms. Factor explained that this was handed to the Environmental Director when she was picking up purchased food; Ms. Barnes attempted to refuse the certificate, but the owner insisted and slipped the certificate in. During the recent training day, all staff had been trained on the Ohio Ethics Commission Gifting section. We understood that the certificate could not be utilize by an individual employee, had it been provided to an individual. We also understood that because it could potentially be utilized to purchase across the department because at that point it would be deemed nominal- and therefore not prohibited by law. While GCHD staff as public servants would not be prohibited from accepting the occasional modest gift from a vendor or regulated party, routine acceptance of gifts from a same source could add up over time. As public officials and employees GCHD staff must be aware that we cannot accept substantial gifts from improper sources. This is where the ethical dilemma came into play. The Ohio Ethics Commission defines an "improper source" as: any person, company, organization, or other entity that has any of these relations with the public agency an official or employee serves (1) Doing or seeking to do business with the agency, (2) Regulated by the agency; or (3) Interested in matters before the agency. The Commission also states that any person or company in one of these categories is considered an "improper" source and therefore may not gift a public servant with substantial gifts.

When the staff assessed the situation, we determined that the gift was nominal (not substantial); however, it was from a source regulated/ licensed by GCHD. So technically under the law we understand that we would be able to accept, but we do not wish to set a precedence that we would accept any gifts form regulated/ licensed sources.

Discussions with the BOH members determined that they were in agreement with the staffs understanding of the law and that it was not a substantial gift; they also understood the apprehension due to the gift



coming from a licensed facility. It was determined that we were in possession of the gift but would not utilize it for GCHD staff benefit. Instead, it was suggested to utilize the gift (gift certificate) as a prize to donate to the community during some type of outreach event. This resolution was looked at in a few ways, (1) we were able to accept the gift due to it being nominal, (2) we did not want/ request the gift, (3) we are able to donate or gift it to another person/ entity, (4) gifting it to another would allow the receiver to try a new local business, (5) the new local business may gain a new customer, (6) the GCHD does not benefit from said gift. In the future, staff should relay that gifts are not encouraged (especially from regulated/ licensed facilities).

**10. Executive Session**

No executive session was held

**11. Next Scheduled Board of Health Meeting**

The next Board of Health meeting is set to take place on March 12, 2019 at 5:00pm at the Galion City Health Department. A list of 2019 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Subcommittee meeting is scheduled for Wednesday, February 27, 2019.

**12. Adjournment**

Motion to adjourn was made at 7:35pm by: Ms. Oehler Second by: Ms. Ault 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