

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, March 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. Brittany Craft, Board Member; Ms. Zabrina Spillman, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health  
**Guests:** Ms. Olivia Roston, GCHD Business Services Officer; Mr. Brian Treisch, City of Galion Auditor  
**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: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y

Motion carried.

Ms. Factor explained the use of the consent agenda for the new Board members. 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.

Ms. Factor shared that PHAB Reports showed progress and that as of today (3/12/19) we had increased to 60.85% complete. She also mentioned that no legislative updates were provided this month as the General Assembly has just started and assessment of which bills to follow was being done; she did share that the “How a Bill Becomes a Law” document was included for new Board members to review.

Items included in the consent agenda:

Board of Health Meeting Minutes (021219)

Health Commissioner Reports (031219)

Nursing Reports (February)

Environmental Reports (February)

Program Highlights (Food Safety)

Public Health Accreditation Board (PHAB) Reports (030519)

Hepatitis A Outbreak Situation Reports (030419)

Policies/ Procedures Reviewed/ Revised (NOT requiring BOH approval) Infectious Disease Procedure/ Process-Influenza-Associated Hospitalization)

Staff Spotlight (022219)

**3. Approval of Agenda**

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

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y

Motion carried.

**4. Public Comment**

N/A

## 5. Approval of Finance Reports/ Warrants

Motion to approve the January 2019 Finance Reports as presented by: Ms. Ault Second by: Mr. Cramer  
Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y  
Motion carried.

Motion to approve the February 2019 Finance Reports as presented by: Ms. Ault Second by: Mr. Cramer  
Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y  
Motion carried.

Discussion occurred. Ms. Olivia Roston, Business Services Officer for the GCHD discussed the finance reports with Board members. Board members were presented with the reports and the information contained within them was discussed, as was the formatting of reports. Ms. Roston shared that the formatting and/or layout of the reports had been changed numerous times in the past in order to meet the requests of previous Board members. She also shared and explained the reports that are available directly out of the VIP system. It was explained that the information contained within the reports is still going to be collected, due to other reporting requirements and utilization of the data; Ms. Roston wanted to know what all the current Board members would like to see and how they would like the information presented/ formatted. Each section was discussed and determined; next month, the report will be updated to show the determined changes.

## 6. Reports

### 6.1 2018 Annual Report

Motion to accept the 2018 Annual Report as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y              Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y  
Motion carried.

Ms. Factor shared a few brief highlights of the report and explained that the report would be released on the GCHD website and potential other venues.

### 6.2 2018 Communicable Disease Report

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

A Roll Call Vote was taken.

Ault-Y              Craft-Y              Cramer-Y              Oehler-Y              Spillman-Y  
Motion carried.

Ms. Factor explained that this was the first year that a separate report was created; it was felt that additional information regarding communicable diseases could be provided and therefore it was put together within the report. She mentioned that information was still included in the annual report, this is simply more detailed and subject specific. Ms. Factor explained the trends of communicable disease by year also explaining the descriptive analysis of the community statewide Hepatitis A outbreak.

## 7. Old Business

### 7.1 Board of Health ByLaws and Orientation Materials

Motion to approve the Board of Health By-Laws as presented by: Ms. Ault Second by: Mr. Cramer  
Abstentions: N/A

A Roll Call Vote was taken.  
Ault-Y                      Craft-Y  
Motion carried.

Motion to accept the Board of Health Orientation Guide as presented by: Ms. Oehler Second by: Ms. Craft  
Abstentions: N/A

A Roll Call Vote was taken.  
Ault-Y                      Craft-Y                      Cramer-Y                      Oehler-Y                      Spillman-Y  
Motion carried.

Ms. Factor shared that all the questions that had remained from the last version of the Bylaws had been discussed with the Law Director and incorporated. She explained the materials and the attachments. One area that was discussed in detail was the attendance requirement. Ms. Factor explained that the attendance language had been updated based on discussions with the Law Director; this also included a reference to ORC language requiring a certain level of attendance of Board members. Board members asked who keeps track of this. Ms. Factor shared that the Board of Health Activity and Attendance report is maintained regularly and can be updated and presented as often as they wish in order to assess; she also explained the reports other uses to new Board members. Board members determined that they would like the report shared at least twice per year, preferably at the beginning of the 2<sup>nd</sup> and 4<sup>th</sup> quarters of the year.

## **8. New Business**

Ms. Factor shared that April 1-7, 2019 is National Public Health Week; there was mention of potentially doing an open house style event if time and resources allowed for the planning and holding of such an event.

### **8.1 Resolutions**

There was discussion regarding potential resolutions that would be brought before the Board in the near future. This would include a resolution for enforcing provisions of the pool regulations, similar in nature to resolutions we have for the food safety program. This would also include a resolution for delegation of authorities; while some delegations have already been granted through resolution or Board motion, other potential needs for delegations have not been formalized.

### **8.2 New Policies/ Procedures**

Motion to approve the Outstanding Balances Policy as presented by: Mr. Cramer Second by: Ms. Spillman  
Abstentions: N/A

A Roll Call Vote was taken.  
Ault-N                      Craft-Y                      Cramer-Y                      Oehler-Y                      Spillman-Y  
Motion carried.

Changes to the initial draft of this policy were discussed; VFC eligibility was explained, policy was approved.

### **8.3 Leave Policies Review**

Ms. Ault had requested a review of leave policies and began the discussion. There were questions related to the utilization of various leaves for exempt employees. Exempt employees present explained that when the Board updated their status to exempt in 2018, there was little direction given and the direction that was received was being followed as best understood. The leave policies were looked at by those present. Ms. Factor shared the policy related to exempt employees and it was determined that more research needed to go into the polices and into any laws regarding FLSA, etc. It was also determined that exempt staff should continue tracking time and leave as they have been until further determinations are made.

**9. Executive Session**

No executive session was held

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

The next Board of Health meeting is set to take place on April 9, 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, March 27, 2019.

Board members were reminded that the Community Health Assessment Rough Draft meeting was set for April 18, 2019 from 9-12:30 at the Galion Community Hospital.

**12. Adjournment**

Motion to adjourn was made at 7:44pm by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Voice Vote was taken.

Motion carried.

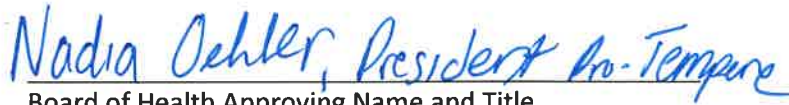
Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature



Board of Health Approving Name and Title