

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, January 14, 2020 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Brittany Craft, President ProTempore Ms. Kara Ault, Vice President Ms. Nadia Oehler, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Andrea Barnes, Director of Environmental Health; Ms. Emily Miller, Director of Nursing

**Guests:** Mr. Chris Craft

**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 January 14, 2020 by: Ms. Ault Second by: Ms. Abstentions: N/A Oehler

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (111219 & 121019)
- Health Commissioner Report (011420)
- Nursing Report (December 2019)
- Environmental Report (December 2019)
- Hepatitis A Outbreak Situation Report (010620)
- Staff Spotlights (January 2020)
- Board of Health Continuing Education reminder

**3. Approval of Agenda**

Motion to approve the Agenda for January 14, 2020 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

**4. Public Comment**

N/A

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

Motion to approve the November 2019 Finance Reports as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Motion to approve the December 2019 Finance Reports as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

\*Ms. Ault asked if there was a way to delineate what expenditures were grant funded. Ms. Factor stated that information is maintained in a tracking spreadsheet; she would discuss with the Business Services Officer if that information could be easily added to the monthly reports, otherwise, the spreadsheet could potentially be shared. Ms. Factor stated she would try to determine the best way to meet this request and share with the BOH at the next meeting.

## 6. Reports

### 6.1 2019 EOY Performance Management Report

Motion to accept the 2019 End of Year (EOY) Performance Management Report as presented by: Ms. Oehler  
Second by: Ms. Craft Abstentions: N/A

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

### 6.2 Board of Health Activity & Attendance Report

Motion to accept the 2019 End of Year (EOY) 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.  
Ault-Y Craft-Y Oehler-Y  
Motion carried.

### 6.3 2019 Smokefree Workplace Report

Motion to accept the 2019 Smokefree Workplace Report as presented by: Ms. Craft  
Second by: Ms. Oehler  
Abstentions: N/A

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

## 7. Old Business

N/A

## 8. New Business

### 8.1 New Policies/ Procedures

#### Pool Safety Enforcement

Motion to approve the Pool Safety Enforcement Action Plan as presented by: Ms. Ault  
Second by: Ms. Craft  
Abstentions: N/A

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

#### Sexual Health Clinic Sliding Fee Discount Program

Motion to approve the Sexual Health Clinic Sliding Fee Discount Program Policy, and revoke the Sexual Health Clinic Time of Service Policy, as presented by: Ms. Ault  
Second by: Ms. Oehler  
Abstentions: N/A

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

**8.2 Updated Policies/ Procedures**

Fee Schedule for Vaccines, TB Tests and Administrative Fees & Fee Schedule- Publicly Funded Vaccines

Motion to approve the updated Fee Schedule for Vaccines, TB Tests and Administrative Fees & Fee Schedule- Publicly Funded Vaccines- Vaccine For Children (VFC) and 317 Adult Program (formerly Fee Schedule- VFC) as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

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

**8.3 Strategic Planning**

Discussion regarding the upcoming Strategic Plan revision. Discussion included Pre-Work to anticipate, tentative agenda, and date of the face-to face Strategic Planning Session (March 10, 2020).

**8.4 Food Safety Enforcement Review**

A brief review of the Food Safety Enforcement Policy was conducted with BOH members, focus was on the responsibilities of the BOH as it relates to Food Safety Enforcement.

**8.5 Role of LHD's as Delegated Authorities of State Agencies**

A review of the Role of LHD's (Local Health Departments) as Delegated Authorities of State Agencies document occurred. BOH members were reminded that this is also an attachment from the Board of Health ByLaws. It was reiterated that the document may not be all inclusive but is utilized as guidance for various Board of Health statutory reviews.

**8.6 Contracts**

Building/ Facilities

A discussion related to potential leasing of the physical facilities the GCHD is currently housed in occurred. A review of the 1/10/2020 meeting with Director of Law Palmer took place. Discussions also encompassed the various fiscal concerns/ aspects that were brought to Board of Health and/or Staff.

Ms. Oehler stated, "Eunice Collene of the Auditor's office reached out to Board members with various concerns regarding financial procedures for the Galion City Health Department. Concerns or suggestions for policy and procedure improvements were not provided in any communication. Board members have reached out to members of the Auditor's office to meet. Offered solutions were that Auditor's staff attend a Board meeting or meet with board members and GCHD faculty in a private meeting (ensuring that sunshine laws are upheld). This meeting, if private, would be for fact-finding and information-seeking purposes only with no decisions being made.

Let it be on record that staff in the Auditor's office refused to attend any meetings regarding their reported concerns, citing fear of violating sunshine law. The Board of GCHD cannot address procedure improvements without clearly expressed concerns. As the auditor's office approves all spending for GCHD, procedures will continue as present until a meeting or clear suggestions for policy change are provided. "

**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 February 11, 2020 at 5:00pm at the Galion City Health Department.

The next Police, Fire, Health Galion City Council Committee meeting is Thursday January 16, 2020 and Thursday February 20, 2020 at 7pm in Council Chambers.

**11. Adjournment**

Motion to adjourn was made at 6:28pm by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Voice Vote was taken.  
Motion carried.

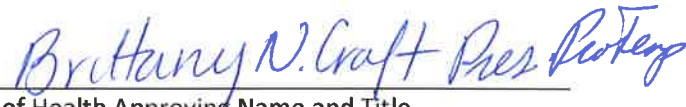
Respectfully Submitted,



\_\_\_\_\_  
Trish Factor, Health Commissioner



\_\_\_\_\_  
Board of Health Approval Signature



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Board of Health Approving Name and Title