

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, December 10, 2019 5:00 pm**  
**Regular Meeting**



**Present:** 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:** N/A

**Absent:** Mr. Tom O'Leary, President; Ms. Brittany Craft, President ProTempore

**1. Call to Order**

Ms. Factor called the meeting to order at 5:12 pm.

**2. Approval of Consent Agenda**

Motion to approve the Consent Agenda for December 10, 2019, minus the 11/12/19 BOH Meeting minutes, by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

\*11/12/19 BOH meeting minutes were removed from the consent agenda due to there only being 1 BOH member present that was at the meeting those minutes were for.

Items included in the consent agenda:

- Health Commissioner Report (121019)
- Nursing Report (November)
- Environmental Report (November)
- Legislative Reports (Bill Tracking)
- Hepatitis A Outbreak Situation Report (120219)
- Policies/ Procedures Reviewed/Revised (Vaccine Storage Unit Failure)
- Board of Health Continuing Education reminder

**3. Approval of Agenda**

Motion to approve the Agenda for December 10, 2019 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

**4. Public Comment**

N/A

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

The November Finance Reports are not yet completed as the month had not yet been closed out at the Auditor's Office in time for the BSO to complete the reports.

**6. Reports**

**6.1 Strategic Plan Report**

Motion to accept the Strategic Plan Semi Annual Review 2019 as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

## **6.2 Board of Health Activity & Attendance Report**

Motion to accept the Q3+ 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 Oehler-Y

Motion carried.

## **7. Old Business**

### **7.1 3rd Reading of Environmental Health Licensing Fees**

#### Food Service Operations (FSO's) and Retail Food Establishments (REF's) for the license year 2020

Motion to approve Resolution 2019-159, a resolution to establish FSO and RFE license fees for the license year 2020, and repeal Resolution 2018-153 as presented by: 2nd reading of Resolution 2019-159, A resolution to establish food service operation and retail food establishment license fees for the license year 2020, and repeal Resolution 2018-153 as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

#### Environmental Health Fees for 2020

Motion to approve Resolution 2019-158, a resolution setting Environmental Health Fees, and repeal Resolution 2018-154 as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

\*A public hearing on these matters occurred on October 8, 2019. Affected entities (entities affected by the proposed fee- current license holders) were given at least 20 days written notice of the hearing.

## **8. New Business**

### **8.1 Contracts/ MOU's/ MOA's**

#### Nurse Practitioner

Motion to approve entering into contract with Ms. Sarah Miley NP, for the purpose of receiving NP services under the HV/STI Grants, upon Law Director review and approval, as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

#### School Health Services

Discussion regarding School Health Services contracts. BOH members want Ms. Factor and Ms. Miller to proceed in contract talks with the Galion City Schools; keeping in mind cost methodology.

#### Building/ Facilities

Discussion regarding Building/ Facilities contracts. Updates from meetings between legal counsel and the

City were provided. BOH members discussed the need to keep health department revenue streams within the health department funds; especially Medicaid, Medicare, and other required areas. This discussion as well as the need to seek outside legal counsel for potential concerns occurred.

**8.2 Updated Policies/ Procedures**

Lead- Fee Schedule

Motion to approve the approve the updated Fee Schedule for Screening and Collection of Blood Lead Level as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

Cell Phone Stipend

Motion to approve the approve the updated Cell Phone Stipend Policy, effective January 1, 2020, as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

**8.3 Out of State Travel**

Motion to approve out of state travel for Ms. Trish Factor in order to attend the 2020 Preparedness Summit as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

**9. Executive Session**

Motion to enter into Executive Session for the purpose of investigating charges or complaints against a public employee by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

Time: 6:40pm

Motion to return from Executive Session by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y

Motion carried.

Time: 7:34pm

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

The next Board of Health meeting is set to take place on January 14, 2020 at 5:00pm at the Galion City Health Department.

The next Police, Fire, Health Galion City Council Committee meeting is TBD.

**10. Adjournment**

Motion to adjourn was made at 7:36pm by: Ms. Oehler Second by: Ms. Ault 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