

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



**Present:** Ms. Brittany Craft, President ProTempore; 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. Rob Ratliff, Legal Rep

**Absent:** Mr. Tom O'Leary, President; Ms. Kara Ault, Vice President

**1. Call to Order**

Ms. Factor called the meeting to order at 5:04 pm.

**2. Approval of Consent Agenda**

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

A Roll Call Vote was taken.

Craft-Y Oehler-Y

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (091019)
- Health Commissioner Report (100819 & 111219) & Community Health Improvement Plan
- Nursing Report (September & October)
- Environmental Report (September & October)
- Arbovirus Reports (092619 & 102519)
- Hepatitis A Outbreak Situation Report (093019)
- Staff Spotlight (October)
- Board of Health Continuing Education reminder
- Verification of Board of Health Member Contact Information

Discussion on consent agenda regarding how physicians are notified about communicable diseases occurred. The question pertained to the fact that we are in a statewide Hepatitis A outbreak and we have not yet had a conformed case. Ms. Factor expressed that GCHD works with the Infection Control Practitioners (ICP) in order to provide information to the physicians.

**3. Approval of Agenda**

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

A Roll Call Vote was taken.

Craft-Y Oehler-Y

Motion carried.

**4. Public Comment**

N/A

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

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

A Roll Call Vote was taken.

Craft-Y Oehler-Y

Motion carried.

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

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

## 6. Reports

### 6.1 Performance Management/ Continuous Quality Improvement

Motion to accept the Q3 2019 Performance Management Report as presented by: Ms. Oehler Second by: Ms. Craft  
Abstentions: N/A

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

### 6.2 Board of Health Activity & Attendance Report

Ms. Actor reported that the BOH Activity and Attendance Report was removed from the agenda this month due to the resignation of 2 BOH members. She stated that she was going to reformat the report to only include those BOH members that are presently on the Board in order to avoid confusion. It will be shared out at a later date.

## 7. Old Business

### 7.1 2<sup>nd</sup> Reading of Environmental Health Licensing Fees

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

- 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.
- The removal of another BOH member name is the only recommended update.
- A fee comparison chart for 2016-2020 proposed was again provided for reference.
- Ms. Factor reminded the Board that it is their responsibility under Ohio Revised Code 3717.11 and 3709.09 to set the fees for these as licensable programs.

#### Environmental Health Fees for 2020

- 2nd reading of Resolution 2019-158, A resolution to set environmental health fees for 2020, and repeal Resolution 2018-154. The removal of a BOH member name is the only recommended update.
- The removal of a BOH member names (those no longer on the BOH) was recommended.
- A fee for temporary/ time-limited body services was added since the first reading.
- Ms. Factor reminded the Board that it is their responsibility under Ohio Revised Code 3717.11 and 3709.09 to set the fees for these as licensable programs.

\*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

#### Medical Director

Motion to approve entering into contract with Dr Kenneth Saul to provide services as the Galion City Health Department Medical Director as presented by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

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

Nurse Practitioner

Ms. Factor shared an update on the status of the previously approved Nurse Practitioner contract addendum which totaled \$16,000.

**8.2 Out of State Travel**

Motion to approve out of state travel for Tina Nichols and Sarah Miley for the purpose of attending the STD Engage Conference in Alexandria Virginia November 19-22, 2019 as the Galion City Health Department Medical Director as presented by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

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

**8.3 Spending in Excess**

Motion to approve the spending in excess of \$5,000 by the Health Commissioner for the Purpose of payment for services to be provided by a marketing media group, as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

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

**8.4 2020 GCHD Budget**

Motion to approve the 2020 Budget as submitted to the City of Galion Auditor's Office, pending rent/ utilities and pay raises, as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

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

**8.5 2020 Pay Rates**

Motion to approve 2020 Pay Rates, effective the first pay of 2020, as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

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

Discussion occurred. This motion came out of the Personnel Committee. It was determined that the BOH wishes to provide the GCHD staff with a 5% pay increase for 2020. They felt that the staff have worked hard through the last several years and have not always received what the BOH wanted to provide to them. It was discussed that this 5% increase is approved, however, if it is found necessary to reevaluate the budget prior to the next regular BOH meeting in December; the pay rates may be reopened.

**9. Executive Session**

Motion to enter into Executive Session for the purpose of conferring with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent (re: potential lease agreement with the City of Galion) by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.  
Craft-Y Oehler-Y  
Motion carried.  
Time: 5:55pm

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

A Roll Call Vote was taken.  
Craft-Y Oehler-Y  
Motion carried.  
Time: 6:55pm

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

The next Board of Health meeting is set to take place on December 10, 2019 at 5:00pm at the Galion City Health Department.

The next GCHD Personnel Committee Meeting was scheduled for Wednesday November 27, 2019; however, with the resignation of Ms. Zucker that leaves the committee as a single person. It was determined to postpone the Personnel Committee until such time that BOH vacancies are filled.

The next Police, Fire, Health Galion City Council Committee meeting is scheduled for Wednesday, November 27, 2019 at 7pm in Council Chambers.

**10. Adjournment**

Motion to adjourn was made at 6:57pm by: Ms. Oehler Second by: Ms. Craft 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