

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



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

**Guests:** N/A

**Absent:** Mr. Tom O'Leary, President; Mr. Wade Cramer, Board;

**1. Call to Order**

Ms. Factor called the meeting to order at 5:03 pm.

**2. Approval of Consent Agenda**

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

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 (081319)
- Health Commissioner Report (091019)
- Nursing Report (August)
- Environmental Report (August)
- Outreach Reports- Third Friday (081619), Mansfield Gay Pride (080319)
- Public Health Accreditation Board (PHAB) Report (090619), at 100% complete, submission to PHAB complete
- Arbovirus Reports (090619)
- Hepatitis A Outbreak Situation Report (090919)
- HIV/STI Prevention Program Site Visit Report
- Policies/ Procedures Reviewed/ Revised (Not Requiring BOH Approval)- VS Acknowledgement of Paternity, VS Birth Affidavits, VS Birth Certificate Issuance, VS Birth Certificate Registration, VS Birth Certificate Special Requests, VS Burial-Cremation Permit Approval, VS Death Affidavits, VS Death Certificate Issuance, VS Death Certificate Registration, VS Death Certificate Special Requests, VS Fetal Death Registration, VS Hold Status Removal for BC, VS Home Birth Registration, VS Service Now, VS Supplementary Medical Certifications
- Board of Health Continuing Education reminder

Discussion on consent agenda regarding the recommended training from the HIV/STI Site Visit Report, Ms. Ault wanted to know if Ms. Factor was planning on attending a training, Ms. Factor stated that if the ODH offered a training she would be more than willing to attend; not trainings have been announced by the ODH at this point. Questions regarding what certain communicable diseases being reported were and how they are contracted were asked, Ms. Factor addressed these.

**3. Approval of Agenda**

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

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Oehler-Y

Motion carried.

**4. Public Comment**

N/A

*\*Ms. Zucker arrived at 5:15pm*

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

Motion to approve the August 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              Zucker-Y

Motion carried.

It was explained that as of the end of August the target percentage for finances is 66.67%; as of the end of August the GCHD was at 71.37% for revenues/income and 65.08% for expenses.

Ms. Factor also shared that the GCHD is expecting to get their budget worksheet from the Galion City Auditor's Office sometime in September and work on the 2020 budget planning would need to be done. GCHD is anticipating the HIV/STI prevention grant, immunization revenues, school health services contracts, environmental licensing fees, etc. It is not yet known if GCHD will need to budget for potential audit costs; an email from April 2018 referenced some changes in the audit process forthcoming, but no further information from the Auditors Office has been received at this time. Regarding budget planning, BOH members felt it would be pertinent to plan for a Personnel and/or Finance Committee meeting in order to better assist with budget planning. In regards to anticipated 2019 funding for the additional HIV grant dollars, the GCHD's budget revision was approved by the ODH; the request to release funds has been made to the Auditors Office, it should be on the agenda for the 9/18/19 Galion City Finance Committee meeting, then the 9/24/19 Galion City Council meeting, and funds should then be available 9/25/19.

**6. Old Business**

**6.1 Contracts**

Nurse Practitioner

Motion to approve a contract addendum for the Nurse Practitioner, upon approval of the Law Director, for the purpose of receiving additional service hours as presented by: Ms. Ault Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Oehler-Y              Zucker-Y

Motion carried.

**6.2 Spending in Excess**

Nurse Practitioner

Motion to allow the Health Commissioner to spend in excess of \$5,000 for the purpose of payment for services to be provided by a Nurse Practitioner as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y      Craft-Y              Oehler-Y              Zucker-Y

Motion carried.

**7. New Business**

**7.1 Updated Policies/ Procedures**

Motion to approve the updated Salary Schedule as presented by: Ms. Ault Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y              Craft-Y              Oehler-Y              Zucker-Y

Motion carried.

Salary Schedule was updated to include the Administrative Assistant-Medical Assistant position.

**7.2 1<sup>st</sup> Reading of Environmental Health Licensing Fees**

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

- 1st 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 2018-153. The removal of a BOH member name is the only recommended update.
- A fee comparison chart for 2016-2020 proposed was provided for reference and discussion occurred regarding how the proposed fees were determined.
- 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

- 1st reading of Resolution 2019-158, A resolution to set environmental health fees for 2020, and repeal 2018-154. The removal of a BOH member name is the only recommended update.
- Proposed fees were presented and discussed.
- 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.

**7.3 Appointment**

Motion to approve the appointment of Ms. Jennifer Jordan to the position of Administrative Assistant-Medical Assistant, effective 9/5/19, as presented by: Ms. Zucker Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y                      Craft-Y                      Oehler-Y                      Zucker-Y

Motion carried.

**8. Executive Session**

No executive session was held

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

The next Board of Health meeting is set to take place on October 8 10, 2019 at 5:00pm at the Galion City Health Department. A list of future 2019 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Committee meeting is scheduled for Wednesday, September 25, 2019 at 7pm in Council Chambers.

**10. Adjournment**

Motion to adjourn was made at 6:09pm by: Ms. Zucker Second by: Ms. Oehler Abstentions: N/A

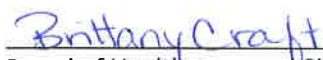
A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature

  
Board of Health Approving Name and Title