

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, August 13, 2019 5:00 pm
Regular Meeting



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

Guests: Lauren Fricke, NEHA Intern

Absent: Mr. Tom O’Leary, President; Ms. Kara Ault, Vice President; Mr. Wade Cramer, Board;

1. Call to Order

Ms. Factor called the meeting to order at 5:00 pm.

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for August 13, 2019 by: Ms. Craft Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

Items included in the consent agenda:

Board of Health Meeting Minutes (071819)

Health Commissioner Report (081319)

Nursing Report (July)

Environmental Report (July)

Outreach Reports- Third Friday (072619), Safety Town (072419), and the 2019 Summer Lunch Program

Public Health Accreditation Board (PHAB) Reports (080819), at 95.37% complete

Arbovirus Reports (080819)

Hepatitis A Outbreak Situation Report (080819), Hepatitis A Press Release and News Article also shared

Board of Health Continuing Education reminder

Employee Satisfaction Survey (2019)

3. Approval of Agenda

Motion to approve the Agenda for August 13, 2019 by: Ms. Zucker Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

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

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

6. Reports

Lauren Fricke, National Environmental Health Association (NEHA) Intern presented on Public Health Nuisances in

Galion. The presentation was provided to BOH Members as well as the full report. Discussion regarding recommendations noted in the report occurred.

7. Old Business

Chain of Command

Discussion regarding the updating of the Organizational Chart occurred.

8. New Business

8.1 Resolutions

Motion to approve Resolution 2019-157 Delegation of Authority as presented by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

8.2 Contracts/ MOU's/ MOA's

St. Josephs School Health Services

Motion to approve entering into a contract with St Joseph's Catholic School, for the purpose of providing School Health Services, as presented by: Ms. Oehler Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

Translation Services

Motion to approve entering into a contract with Language Line, for the purpose of receiving translation services as needed, as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

*the option to have video services, at the rate of \$30/month, was determined unnecessary due to entering into a separate agreement with another entity for onsite interpretation services.

Motion to approve entering into a contract with Catalyst Life Services, for the purpose of receiving translation services as needed, as presented by: Ms. Oehler Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

Nurse Practitioner

Motion to table the contract addendum for the Nurse Practitioner by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Voice Vote was taken.

All in Favor.

Motion carried.

IT Services

Motion to allow the Health Commissioner to enter into contract with selected IT provider as presented by:

Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

*Determination of if/when a change is to be made will be made by the Health Commissioner.

8.3 New Policies/ Procedures

Motion to approve the Cell Phone Stipend Policy effective September 2019, as presented by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

8.4 Updated Policies/ Procedures

Discussion regarding Past Due Balances Policy occurred. It was determined that the policy should not incorporate the Sexual Health Clinic services when determining balances and in return, if there is an past due balance for other nursing services Sexual Health Clinic services should not be denied due to the balance.

8.5 Spending in Excess

Equipment

Motion to allow the Health Commissioner to spend in excess of \$5,000 for the purpose of securing new equipment necessary for the operations of the department as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

*This was regarding the need for computer/IT equipment.

Nurse Practitioner

Motion to table the excess spending approval for Nurse Practitioner services by: Ms. Craft Second by: Ms. Zucker Abstentions: N/A

A Voice Vote was taken.

All in Favor.

Motion carried.

*Tabled until the grant funds are approved.

8.6 Staff Hiring

Motion to allow the Health Commissioner to hire for the position of Administrative Assistant- Medical Assistant and determine salary as appropriate within the GCHD Salary Schedule as presented by: Ms. Zucker Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Craft-Y Oehler-Y Zucker-Y

Motion carried.

*It was discussed that applications for the position were far greater than anticipated. It was discussed that some applicants had credentials that may allow for the position description to change (it was still in draft form). Once an applicant is selected, the Health Commissioner may hire and bring the updated job description and Salary Schedule before the BOH.

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 September 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 Monday, August 26, 2019 at 7pm in Council Chambers. It was noted that this is a Monday, not the regular Wednesday meeting date.

12. Adjournment

Motion to adjourn was made at 6:58pm by: Ms. Craft Second by: Ms. Zucker Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature

Brittany Craft President PoTem
Board of Health Approving Name and Title