

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Thursday, July 18, 2019 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Kara Ault, Vice President; 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:** N/A

**Absent:** Mr. Tom O’Leary, President; Mr. Wade Cramer, Board; Ms. Brittany Craft, President ProTempore

**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 July 18, 2019 by: Ms. Zucker Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Items included in the consent agenda:

Board of Health Meeting Minutes (061119 & 070119) 1 correction was noted.

Health Commissioner Report (071819)

Nursing Report (June)

Environmental Report (June)

Legislative Reports/ Update- N/A, but did discuss the budget bill passing and T21

Outreach Reports- Third Friday (062119)

Program Highlights- Pools

Public Health Accreditation Board (PHAB) Reports (071519)

Quality Improvement Storyboard- HDIS Time Logs

Arbovirus Reports (071119)

Hepatitis A Outbreak Situation Report (070119 & 070819)

Policies/ Procedures Reviewed/ Revised (Not Requiring BOH approval)

Administration- Customer Non-Discrimination Policy, Ethical Decision Making

Nursing- Blood Lead Level Screening and Reporting, Fee Schedule for Vaccines, Fee Schedule for Screening and Collection of Blood Lead Level, Immunization Clinic- Client Immunization Records/ Preventing Missed Opportunities, Nursing Staff in Schools- Staff Designation, Nursing Staff in Schools- School Non-Emergency Means of Communications, Vaccine Management Plan

Staff Spotlight

Board of Health Continuing Education reminder

Board of Health Survey reminder

**3. Approval of Agenda**

Motion to approve the Agenda for July 18, 2019 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

**4. Public Comment**

N/A

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

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

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Ms. Factor asked BOH members how they would like to see the income for the Sexual Health Clinic broken down in future revenue reports; all revenue together or broken out by payment type like immunizations are done. BOH members determined they would like to see it broken out by payment type. They also requested to see the demographics of those utilizing the clinic; not individual demographics, but the cumulative.

**6. Reports**

N/A

**7. Old Business**

Signing Authority

Motion to table Signing Authority decisions, until the next regular meeting, by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Chain of Command

Motion to table the Chain of Command discussion again, until the next regular meeting, by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Staff

Motion to approve the posting of an Administrative Assistant position as presented by: Ms. Ault Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

\*This position had been discussed at previous meetings; a draft job description was presented to the BOH. BOH members wanted to know when the position would be posted; Ms. Factor stated that it would be within the next week.

Cell Phone Stipend Policy

Discussion- BOH members discussed the sample cell phone policies that were presented to them. They discussed aspects from those presented that they wanted incorporated. Ms. Factor will bring a draft to the next meeting. BOH members would like the cell phone stipend policy to take effect in September 2019.

**8. New Business**

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

HDIS

Motion to approve entering into a 1-year software maintenance and support agreement with the Baldwin

Group (HDIS) as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Ms. Factor explained that this agreement is entered into annually and is for the system utilized for various programs (i.e. CMH, time tracking, rabies, etc.)

## 8.2 New Policies/ Procedures

Motion to approve the Communication Barriers Policy, as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

## 8.3 Updated Policies/ Procedures

Motion to approve the Salary Schedule, with discussed updates, as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

\*An update related to the Business Services Officer range was made during the meeting. A request for Ms. Roston's 2018-time breakdown and job description was made, Ms. Factor said she would send those out to BOH members.

Motion to approve the Fee Schedule- VFC Policy, Fee Schedule- Sexual Health Clinic Policy, Fee Schedule- Time of Service Sexual Health Clinic Policy, and Sexual Health Clinic Fees, as presented by: Ms. Oehler Second by: Ms. Zucker Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

## 8.4 Staff Performance Reviews

A discussion regarding the upcoming staff performance reviews occurred. Ms. Factor explained the changes to the review form, streamlined form, being utilized by supervisors. Also, per conversations with BOH members, the former 360 review process will not be conducted this year. Staff will complete individual development plans and submit requested documentation. BOH members are requesting all reviews and individual development plans be submitted to them for review upon completion; BOH members also offered to allow any staff to request a BOH member to be present at their face to face review.

## 8.5 OTHER

The discussions regarding a new position, performance reviews, and other personnel matters brought up the need for a personnel committee meeting. BOH members present were concerned that 1 of the 2 members of the committee had not been present at month meetings regularly and would not be available or able to efficiently work through the personnel matters needing to be discussed without having the been present for the discussions. Motions to amend the Personnel Committee composition were made.

Motion to remove Mr. Cramer from the Personnel Committee by: Ms. Ault Second by: Ms. Oehler

Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Y

Motion carried.

Motion to appoint Ms. Zucker to the Personnel Committee by: Ms. Oehler Second by: Ms. Ault

Abstentions: Ms. Zucker

A Roll Call Vote was taken.

Ault-Y Oehler-Y Zucker-Abstain

Motion carried.

Ms. Ault, as the Board of Health Vice President, appointed Ms. Zucker to the Personnel Committee.

**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 August 13, 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, July 24, 2019.

**12. Adjournment**

Motion to adjourn was made at 6:52pm 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