

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, June 11, 2019 5:00 pm
Regular Meeting



Present: Ms. Kara Ault, Vice President; Ms. Nadia Oehler, Board Member; Ms. Zabrina Spillman, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health

Guests: Mr. Brian Treisch, City of Galion Auditor

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 5:05 pm.

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for June 11, 2019 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

Items included in the consent agenda:

Board of Health Meeting Minutes (052219 & 053019) 1 correction was noted.

Health Commissioner Report (052119-061119)

Nursing Report (April & May)

Environmental Report (April & May)

Legislative Reports/ Update- State Budget Bill

Program Highlights- Solid Waste & Vital Statistics

Quality Improvement Storyboard- EH Food Renewals & Nursing No Show

Public Health Accreditation Board (PHAB) Reports (051719)

Hepatitis A Outbreak Situation Report (050019 & 060319)

ODA RFE Survey Report

Community Health Assessment

Board of Health Continuing Education reminder

Board of Health Survey reminder

3. Approval of Agenda

Motion to approve the Agenda for June 11, 2019 by: Ms. Oehler Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

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

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

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

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

6. Reports

6.1 Performance Management/ Continuous Quality Improvement

Motion to accept the Q1-Q2 2019 Performance Management Report as presented by: Ms. Spillman Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

The results of the report were discussed.

6.2 Strategic Plan Report

Motion to accept the Semi-Annual Strategic Plan Review for 1/2019-6/2019 as presented by: Ms. Ault Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

The results of the report were discussed; the need for Board of Health Members to respond to the BOH survey was discussed. The survey is part of a Quality Improvement effort to retain BOH members and increase their involvement, which is an area that shows as lacking in this report.

6.3 Board of Health Attendance and Activity Report

Motion to accept the Semi-Annual Board of Health Attendance and Activity Report as presented by: Ms. Oehler Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

Ms. Factor asked for clarification on how BOH members wanted attendance tracked for meetings in which there is no quorum. It was determined that meetings that did not have a quorum would not be counted towards an individual members attendance percentage rate. A date correction on the report was noted and updated.

7. Old Business

N/A

8. New Business

8.1 Resolutions

Discussion regarding a drafted delegation of authority resolution occurred. It was determined that the BOH would like the Health Commissioner to go through the draft document and remove items that she knows do not currently pertain to the GCHD and send it on to the Law Director for him to review, then bring it back to the BOH.

8.2 Contracts/ MOU's/ MOA's

STI Screening and Medication

Motion to approve the STI Screening and Medication Program Agreement as presented by: Ms. Oehler
Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

Ms. Factor explained that this agreement allows the GCHD to receive free medication and screening materials from the ODH for the STI program. We currently have an agreement in place that ends 6/30/19, this would extend us to 6/30/23.

Tobacco Enforcement Smokefree Investigations

Motion to approve the Tobacco Enforcement Smokefree Investigations Provider Agreement as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

Ms. Factor explained that this agreement allows the GCHD to conduct the Smokefree Workplace investigation on behalf of the state and sets forth the reimbursement for completed investigations. We currently have an agreement in place that ends 6/30/19, this would extend us to 6/30/21.

Manufactured Home Park Inspection Agreement

Motion to approve the Ohio Manufactured Home Park Inspection Agreement as presented by: Ms. Ault
Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

Ms. Factor explained that this agreement allows the GCHD to conduct the Ohio Manufactured Home Park Inspection on behalf of the state and sets forth the terms for completed investigations. We currently have an agreement in place, this would extend us to 7/31/20.

Mosquito Surveillance

Motion to allow the Health Commissioner, on behalf of the Galion City Board of Health, to enter into a contract with an independent service contractor to provide mosquito surveillance services; and spend over \$5,000 as presented by: Ms. Ault Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

The contract provided was updated based on the revisions necessary to contract with the selected contractor. The same requirements are to be met.

8.3 Staff

A discussion regarding the filling of a vacant position within the GCHD occurred. Because the job duties will be changing based on departmental needs, the BOH members present requested that a job description

be presented to them for consideration. Ms. Factor stated that she would get feedback from the staff on the new description

8.4 New Policies

Discussion regarding a Cell Phone Stipend Policy occurred. BOH members felt that exempt staff, who are on-call, should receive a stipend for their cell phones. It was asked if similar policies could be requested and also if it could be requested from the City how they address cell phones; in addition, how much would it cost to implement this.

A brief discussion regarding the potential need for a full social media policy for the GCHD occurred, this is due to the increased utilization of this form of media.

8.5 Update Policies

Motion to approve the Offsite Clinic Policy, Fee Schedule- Time of Service Policy, and the updated Fee Schedule as presented by: Ms. Ault Second by: Ms. Spillman Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Oehler-Y Spillman-Y

Motion carried.

8.6 Chain of Command

Motion to table the Chain of Command discussion, 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 Spillman-Y

Motion carried.

8.7 Signing Authority

Motion to table Signing Authority decisions, 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 Spillman-Y

Motion carried.

A brief discussion occurred regarding why this was being brought to the BOH. It was felt by some that it was unnecessary to have a Director sign the Health Commissioners timesheets. A brief history of when that began occurred. Some discussion regarding the various forms that are utilized for time off (leave requests) and the timesheet and the fact that language does not match. Ms. Factor will speak with the Auditors Office to determine if the forms can be updated to match language and also to see what all they require to be on the forms; ensuring that they do not need the additional signature.

9. Executive Session

No executive session was held

10. Next Scheduled Board of Health Meeting

The next Board of Health meeting was set to take place on July 9, 2019 at 5:00pm at the Galion City Health Department; however, it was determined that a change in the date would be advantageous and a new date of July 18, 2019 at 5pm would be announced. A list of future 2019 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Committee meeting is scheduled for Wednesday, June 26, 2019.

The next Laws & Ordinances Committee meeting is scheduled for Tuesday, July 2, 2019.

12. Adjournment

Motion to adjourn was made at 7:08pm by: Ms. Ault 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

 BotH VP

Board of Health Approving Name and Title