

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, March 9, 2021 5:00 pm**  
**Regular Meeting**  
**\*Held via GoTo Meeting\***



**Present:** Ms. Brittany Craft, President ProTempore; Ms. Shellie Burgin, Board Member; Mr. Dennis Sterling, Board Member; Ms. Andrea Wildenthaler, Board Member; Ms. Candy Yocum, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health  
**Guests:** Ms. Sarah Miley, GCHD Staff; Ms. Eunice Collene, Auditors Office; Ms. Tina Nichols, GCHD Staff; Ms. Jenny Jordan, GCHD Staff; Mr. Thomas Meagher, Council; Mr. Matt Solomon, Permitium  
**Absent:** Mr. Tom O'Leary, President

**1. Call to Order**

Ms. Factor called the meeting to order at 5:09 pm.

**2. Approval of Consent Agenda**

Motion to approve the Consent Agenda for March 9, 2021 by: Ms. Yocum Second by: Mr. Sterling Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Items included in the consent agenda:

- Board of Health SPECIAL Meeting Minutes (020921)
- Health Commissioner Report (030921)
- Nursing Report (February 2021)
- Environmental Report (February 2021)
- Contracts that were entered into by the Health Commissioner
  - Chamberlain University Memorandum of Understanding (Master of Science in Nursing Practicum)
- Board of Health Continuing Education reminder

**3. Approval of Agenda**

Motion to approve the Agenda for March 9, 2021 by: Ms. Burgin Second by: Mr. Sterling Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

**4. Public Comment**

N/A

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

**5.1 Finance Reports**

Motion to approve the January 2021 Finance Reports as presented by: Ms. Yocum Second by: Ms. Wildenthaler Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Motion to approve the February 2021 Finance Reports as presented by: Ms. Yocum Second by: Mr. Sterling  
Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

## **5.2 Grant Funds**

Discussion regarding setting up fund accounts and how to determine what grants need their own line (i.e. those that are on a multi-year cycle, over a certain dollar amount, federal dollars, etc.)

Mr. Sterling asked if there was a way to template the grants so they are laid out where all the grants can be compared, all the same lines listed. Ms. Factor explained the differences in the grants and how the grants are already laid out and currently tracked. Ms. Factor shared the tracking spreadsheet and explained how this was done. Board Members asked if the tracking spreadsheet could be shared during the monthly meeting.

Discussion regarding how we let council and/or the auditors office know about grants; what we anticipate, when we are applying, when we've received, funds to be appropriated, etc. Ms. Factor explained to Ms. Wildenthaler that we have never formally requested permission to apply for grant funds from council as we are a separate entity, but we try to notify the auditors office and discuss grants and upcoming funding with the Police, Fire, Health Committee.

Discussion regarding the Board approving the application of grants and not going through Council to ask for permission to apply.

Ms. Burgin brought the discussion back to presented motions based on the email received from the Auditors Office related to funds being set up. Ms. Collene chimed in, stating that she wasn't aware this would be on the agenda till yesterday. She stated she had sent out an email on the 25<sup>th</sup> and did not get a response from the health department, she said we need to sit down and talk about it and breaking the grants out; once that is done and this is set up the spreadsheets probably wont even be needed except for maybe some of the smaller grants if we don't break those out as the software (VIP) will provide most of the information provided in the tracking spreadsheet. Grants won't be in a separate fund, they will be a separate line in the 230 fund; we will not be setting up separate funds for each grant.

Discussion regarding how to acknowledge grants continued, Ms. Collene stated that the first step needs to be contacting the auditors office, especially if it's a reimbursement grant; because the city would need to advance the money and they would have to make sure there are enough funds to do an advance before they even go to Council. Ms. Craft suggested that the procedure for this be created by the Finance Committee; others seemed to agree. Ms. Factor asked Ms. Collene, when she spoke with the state Auditor's Office regarding the separate lines in the 230 funds, were there any specifics as to when something should be broken out, dollar amount, type, etc. or is it more where the dollars are coming from? Ms. Collene stated that that would be decided by their (the Galion Auditors) Office.

Ms. Factor then asked if this needs to be tabled then and taken to what will be the newly formed Finance Committee? Ms. Collene stated that per her email on the 25<sup>th</sup> she shared that next Wednesday is the city's Finance Committee and she was hoping to have gotten a response and had all this lined up to go to Finance due to deadlines in the email that she had received previously and wanting funds moved; she said if she doesn't have that stuff she's not sure how any of this will work logistically. Board Members seemed confused and said they thought that's what they were trying to do, and it was mentioned that Ms. Craft had responded to the email. Ms. Collene stated that she had wanted a response to her email so that the Board would have had line numbers, grant names, and amounts ready for tonight's BOH meeting, so they (they Board) could approve it, then it could go to Finance. Ms. Factor asked Ms. Collene about the emails she had sent to her with the actual lines and the grants needed, was that not the information that was needed? Ms. Factor explained that she had sent the breakdowns in various formats. Ms. Collene said until we sit down and figure out the lines where those funds are gonna go; but the lines need to be created. Ms. Collene then left the GoTo Meeting. Board Members were confused regarding all the information that had been sent to the Auditors Office, the multiple requests for information had been answered on more than one occasion, but each time there seemed to be something else requested. Ms. Factor explained that

is why she kept asking what format the information is needed in. Board Members again stated that this should be handled by the Finance Committee.

Motion table all items listed under 5.2 on the Agenda, as presented by: Ms. Craft Second by: Ms. Burgin  
Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

## **6. Reports**

### **6.1 COVID-19 Updates**

COVID-19 situation update was provided. Ms. Factor provided updated case reports.

### **6.2 Public Health Accreditation Updates**

Public Health Accreditation updates were provided. Ms. Factor explained the pre-site visit review and reopened measures as well as the timeframes for submission and the possibility for an extension.

## **7. Old Business**

### **7.1 Contracts/ MOU's/ MOA's**

#### Permitium Permit- Online Vital Records

Motion to approve entering into contract with Permitium, LLC for the purpose of vital statistics online processing, upon Law Director approval, as presented by: Ms. Burgin Second by: Ms. Yocum Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### Volunteers

Discussion on volunteer options occurred. Ms. Factor explained the liability coverage for volunteers if we require them to be registered through the Medical Reserve Corps (MRC). Ms. Factor stated that current volunteers have completed that process which allows for state liability coverage. Information regarding the MRC and the liability was provided. Board Members were also provided the website [ohioresponds.odh.ohio.gov](http://ohioresponds.odh.ohio.gov) for additional information.

#### Contact Tracing

Discussion on previously tabled Contact Tracer contract occurred. It was determined that Ms. Factor will continue to monitor the situation. She stated that contact tracers were cross trained and as of April 1<sup>st</sup>, we will have 3 rotating tracers.

### **7.2 Updated Policies/ Procedures**

#### PPM Section 4.06

Motion to approve the updated Personnel Policy and Procedure Manual Section 4.06- Overtime, as presented by: Mr. Sterling Second by: Ms. Craft Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### PPM Numbering

It was determined that the correction of the numbering withing the PPM would wait till a more widespread/ larger update to the PPM was completed.

### **7.3 Board of Health Pay**

#### PPM Section 4.06

Motion to set the Board of Health Member pay at \$80 per meeting (with a waiver option), as outlined in O.R.C. 3709.05, effective June 1, 2021, as presented by: Ms. Craft Second by: Ms. Yocum Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

### **Board of Health Pay**

## **8. New Business**

### **8.1 Personnel Items**

#### PRN Nurse

Motion to hire Ms. Kara Kimerline for the position of Intermittent Public Health Nurse, as presented by: Ms. Yocum Second by: Ms. Craft Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### EIS Related

Motion to approve the creation of the EIS Navigator position and position description, to approve the Updated Position Descriptions for the Reproductive Health and Wellness Program Manager and Disease Intervention Specialist/ Health Educator, to approve the updated Salary Schedule, and to approve the updated Organizational Chart, all pending EIS Grant Notice of Award (NOA) as presented by: Ms. Craft Second by: Ms. Yocum Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### EIS Navigator

Motion to hire Ms. Jennifer Jordan for the position of EIS Navigator (FT), pending EIS Grant Notice of Award (NOA) as presented by: Ms. Craft Second by: Ms. Wildenthaler Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### Administrative Assistant(s)

Motion to allow the Health Commissioner to post for, select, and hire (pending EIS Grant Notice of Award (NOA)) for the position of Administrative Assistants(s) (PT) as presented by: Ms. Craft Second by: Ms. Wildenthaler Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

### **8.2 Reports and Policies**

Discussion on Reports and Policies Ms. Craft, Ms. Craft wanted it to be clear that policies should be coming from the Board and through the committees. Ms. Factor said that the Board can reach out for samples/ examples.

### **8.3 Board of Health Elections**

#### Election of President ProTempore (full 2 year term)

Motion to appoint Mr. Dennis Sterling to the position of President ProTempore of the GCHD BOH, effective 5/1/2021 through 4/30/2023, as presented by: Ms. Wildenthaler Second by: Ms. Burgin Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

#### Election of Vice President (remaining of 2 year term)

Motion to appoint Ms. Candy Yocum to the position of Vice President of the GCHD BOH, effective 3/10/2021 through 4/30/2022, as presented by: Ms. Craft Second by: Ms. Burgin Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

### **8.4 Board of Health Committees**

Discussion took place regarding the GCHD BOH subcommittees. It was determined that both a Personnel and Finance subcommittee would be created. The meeting frequency and schedule would be determined by the committee members.

Ms. Craft, as the current President ProTempore, appointed Ms. Shellie Burgin and herself- Ms. Brittany Craft to the Personnel Committee.

Ms. Craft, as the current President ProTempore, appointed Ms. Candy Yocum and Ms. Andrea Wildenthaler to the Finance Committee.

### **9.2 Policies/ Procedures**

A discussion regarding the clarification on overtime on the Personnel Policy & Procedure Manual (PPM).

Discussion focused on Section 4.06 (A) 1 & 2. It was determined that the words "eight (8) in any workday or" shall be removed so as to clarify that overtime is based on a 40-hour working week. Discussions regarding how to handle overtime if any form of leave is utilized occurred. It was discussed that if any leave was utilized in the course of the week it could be reduced (i.e. flexed) or the leave could be taken in full, but any additional hours would be at straight time- up to the 40 hour work eligibility for overtime. "The decision at the request of the employee, but with the approval of the Employer based on the operational needs of the agency."

Ms. Collene asked if the Board could follow the language of a city contract to make it easier on the Auditors office, so as to not have to keep up with something else that differs in the policies. Ms. Collene will send Mr. Sterling a copy of the union language for review. Ms. Factor will pull other language together and bring to the Boards next meeting.

## **9. Executive Session**

Motion to enter into Executive Session for the purpose of consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual" by: Mr. Sterling Second by: Ms. Wildenthaler Abstentions: none

Time: 7:30pm

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Motion to return from Executive Session by: Ms. Craft Second by: Ms. Burgin Abstentions: none

Time: 8:31pm

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

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

April 13, 2021 at 5:00pm, location TBD based on COVID situation.

**11. Adjournment**

Motion to adjourn was made at 8:33pm by: Ms. Craft Second by: Ms. Wildenthaler Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

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Andrea Barnes, Interim Health Commissioner

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Board of Health Approval Signature

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Board of Health Approving Name and Title