Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, January 31, 2017 7:30 am
Special Meeting

Present: Mr. Tom O'Leary, President/ Mayor; Ms. Kate Strickler, President ProTem; Ms. Wendy Kerr, Vice President; Mr. Wade Cramer, Board member; Ms. Trish Factor, Health Commissioner; Emily Miller, Director of Nursing; Stephanie Zmuda, Director of Environmental Health
Guests: Mr. Brian Treisch

1. **Call to Order**
Mr. O'Leary called the meeting to order at 7:40 am.

2. **Approval of Agenda**
Motion to approve the Agenda by: Ms. Kerr Second by: Ms. Strickler Abstentions: N/A

A Voice Vote was taken.
Motion carried.

4. **Public Comment**
Mr. O'Leary stated that he was surprised that there was no public wishing to speak on the matter. Since there were no requests to speak, agenda items were continued.

6. **New Business**
6.1 Personal Service Contracts
Ms. Factor presented the 2 contracts for Personal Services with Portsmouth City. She explained that they had been reviewed by the City Law Director and discussed the changes that were made based on his review. Changes were made to clarify timeframe for invoicing and payment. Ms. Factor proceeded to explain the work that would occur through these Contracts and how it would be accomplished. She shared that a 10% administrative fee is able to be collected out of the total of each contract. Mr. O'Leary stated that the Auditor had run numbers and had a spreadsheet showing that it would cost more than Ms. Factor has stated. Ms. Factor explained that the contract is prorated for the time remaining in 2017. There would be time where there is no staffing in place, no insurance cost, etc. She asked if the numbers that were run were for a full 12-month period; they were. She shared that that is where the difference between the numbers is. Mr. O'Leary questioned if mileage was figured in since the employee would be traveling to various counties. Ms. Factor shared that the average mileage, rounding up, had been done to determine an approximate cost for mileage. Ms. Factor also shared that the City of Portsmouth had increased the total dollar amount for the contract based on our costs that had increased due to insurance, salary scale, and mileage reimbursement rates. Mr. O'Leary asked if the annual report referenced in the contract had been completed by Richland County or if we would be paying staff to complete something that should have been done under someone else's contract. Ms. Factor verified that the 2016 report had already been completed and submitted and that Galion would not be responsible. Ms. Kerr asked what other duties would the staff person have or could they do. Ms. Factor stated that the employees' main responsibility would be functioning as a Disease Intervention Specialist; however, they will also be able to do our Communicable Diseases and any other tasks that they are able and/or credentialed to do based on time available. There was discussion regarding the concerns that were shared by City Council. Ms. Factor shared that it was her understanding that one of the major concerns discussed by Council was the original way in which money was to be received; by monthly invoicing. This was a concern she took back to Portsmouth and was addressed by Portsmouth offering to pay the full amount within 45 days of invoice. The BOH members found this to be a good show of faith that another city pulled from their funds to be able to do this. Mr. Treisch shared that 90% of our expected revenue would need to be obtained before a certificate of amended resources could be sought. This is something that would have to happen in order for our overall budget to be increased. He also stated that if cash is an issue, he can't assure that council would approve it. BOH discussed and did not see any reason that if the GCHD hit their 90% mark that the City Council would deny them the funds. BOH members also discussed talking to Council more frequently and building up a relationship with them so that there would be a better flow of communication. Another issue that was discussed was the fact that this would require the hiring of a full-time staff person. Mr. O'Leary and Mr. Treisch shared their concerns about unemployment rights of the individual if it was decided not to renew the contract for 2018. BOH members

discussed in great detail. Mr. Cramer shared that, ultimately, that is a chance you take with any position. Ms. Strickler also asked what type of wages the individual would be making. Ms. Factor shared the range determined and discussed with potential hire. She shared that the wage would be approximately $2 per hour less than the current DIS is making in another County. It was determined that the Board would vote and move forward from there.

Motion to allow the Health Commissioner to enter into Contracts for Personal Services with the City of Portsmouth as presented by: Ms. Kerr Second By: Mr. Cramer Abstentions: N/A

A Roll Call Vote was taken.
Strickler-Y Kerr-Y Cramer-Y
Motion carried.

9. Executive Session

No executive session was called.

10. Next BOH Meeting

The next Board of Health meeting is set to take place on February 14, 2017 at 7:30 am in the Galion City Health Department Board Room.

11. Adjournment

Motion to adjourn was made at 8:37 am by: Ms. Strickler Second by: Mr. Cramer Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,

Trish Factor, Health Commissioner

Wendy Kerr, CNP
Board of Health Approval Signature

Wendy Kerr VP
Board of Health Approving Name and Title