Galion City Board of Health Galion City Health Department, 113 Harding Way East, Galion Tuesday, April 9, 2019 5:00 pm Regular Meeting



Present: Ms. Nadia Oehler, Interim President ProTempore Member; Ms. Kara Ault, Board Member; Ms. Brittany Craft, 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. Zabrina Spillman, Board Member

1. Call to Order

Ms. Factor called the meeting to order at 4:58 pm.

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for April 9, 2019 by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Ms. Factor reminded BOH members of the upcoming Community Health Assessment meeting and encouraged their participation.

<u>Items included in the consent agenda:</u>

Board of Health Meeting Minutes (031219)

Health Commissioner Report (040919)

Nursing Report (March)

Environmental Report (March)

Quality Improvement Storyboard- EH Food Renewals

Legislative Reports/ Update- State Budget Bill

Public Health Accreditation Board (PHAB) Reports (040319)

Hepatitis A Outbreak Situation Report (040319)

3. Approval of Agenda

Motion to approve the Agenda for April 9, 2019 by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

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

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

6. Reports

6.1 Board of Health Attendance and Activity Report

Motion to accept the Q1 2019 Board of Health Attendance and Activity Report as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Ms. Factor shared a few brief highlights of the report and explained that the report would be presented on a regular basis as requested by the Board of Health.

7. Old Business

7.1 Board of Health Officer Elections

Discussion took place regarding the responsibilities of the President ProTempore and the Vice President positions. In addition, the terms of the positions were discussed. Ms. Brittany Craft and Ms. Kara Ault volunteered to fill officer roles, discussions of which individual would fill each role was discussed and based on the terms of each position Ms. Craft was willing to accept the role of the President ProTempore and Ms. Ault was willing to accept the role of Vice President. No other members expressed interest in filling officer roles at that time. A motion to fill the officer positions was made and was unanimous amongst those present.

Motion to appoint Ms. Brittany Craft to the position of president ProTempore of the GCHD BOH, effective 4/10/19 through 4/31/21, and Ms. Kara Ault to the position of Vice President of the GCHD BOH, effective 4/10/19 through 4/31/20, as presented by: Ms. Craft Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

7.2 Board of Health Committees

Discussion took place regarding the creation of GCHD BOH subcommittees; this was a continued conversation from previous meetings. It was determined that both a Personnel and a Finance subcommittee would be created. The meeting frequency and schedule would be determined by committee members. BOH members present determined that Ms. Kara Ault and Ms. Brittany Craft would be on the Finance committee and Ms. Nadia Oehler and Mr. Wade Cramer would be on the Personnel committee. These representatives were selected based on their knowledge and/or interest in the topics covered by their designated committees. It was reiterated that any BOH member can attend any meeting, as can the public; but no BOH decisions can be made that must go before the full Board. ByLaws and/or objectives for each subcommittee should be considered.

Ms. Oehler, as the current President ProTempore, appointed Ms. Kara Ault and Ms. Brittany Craft to the Finance committee.

Ms. Oehler, as the current President ProTempore, appointed Ms. Nadia Oehler (herself) and Mr. Wade Cramer to the Personnel committee.

8. New Business

8.1 Resolutions

Motion to approve Resolution 2019-156 "Granting authority to the Health Commissioner to enforce the provisions of the code relating to public swimming pools, to close a public pool/ spa if there is an imminent health threat" as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

8.2 Contracts/ MOU's/ MOA's

Space Utilization

Motion to allow the Health Commissioner, on behalf of the Galion City Board of Health, to enter into agreements with entities requesting utilization of space to provide services within the Galion City Health Department as presented by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Mosquito Control Grant

Motion to allow the Health Commissioner, on behalf of the Galion City Board of Health, to enter into a Mosquito Control Grant agreement with the Ohio Environmental Protection Agency, pending Law Director approval, as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

The agreement is for the acceptance of the grant funding being awarded \sim \$14,500. The contract has not yet been received, but it should be the standard EPA contract language that we have agreed to with prior grants; the Law Director will review.

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

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

This will allow the staff to get started on the search for a contractor upon the finalization of the Mosquito Control Grant agreement and securing of funds.

8.3 Plans

Emergency Response Plan

Motion to approve the updated CCPH-GCHD Emergency Operations Plan (Base Plan) and allow the Health Commissioner to sign the promulgation letter for CCPH as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Discussion regarding concerns with the format and security of the plan occurred. BOH members asked that Ms. Factor reach out to express the concerns to CCPH again, Ms. Factor stated she would do so again. BOH members present stated that once Ms. Factor was comfortable with the plan itself that they were comfortable with her signing the promulgation letter, and that the format of the security settings should continue to be addressed.

Mass Fatality Plan

Motion to approve Mass Fatality and allow the Health Commissioner to sign the adoption letter for CCPH as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Similar discussions and concerns to those surrounding the EOP occurred. Again, BOH members present said that once Ms. Factor was comfortable with the plan itself that they were comfortable with her signing the adoption letter, and that the format of the security settings should continue to be addressed.

Central Region Volunteer Management Plan

Motion to approve the Central Region Volunteer Management Plan and allow the Health Commissioner to sign the endorsement as presented by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

Ms. Factor explained that this plan differed from the previous two discussed in that this is a regional plan which covers all of the PHEP Central Region jurisdictions. BOH members asked if Ms. Factor was comfortable with the plan, she stated that she was, and a motion to endorse was made.

8.4 Update Policies

The Off-Site Clinic Policy was discussed. Concerns regarding not having a minimum number of people for an onsite clinic was brought to the BOH's attention as well as question of whether or not to allow for a time of service discount that was intended for patients being seen at the department clinic and paying upfront. The time of service discount was set up to provide an incentive for individuals to pay upfront when insurance was not being utilized; we are able to allow for this discount because we do not have to account for the cost of billing, rebilling, etc.; it was looked at through a cost analysis. However, with an offsite clinic there are other factors to account for such as time to properly prepare vaccine for transport, drive time and mileage, etc. BOH members questioned how often off-site clinics are conducted and how many individuals are typically seen at these. Ms. Miller explained that it is not typically an issue except certain businesses that request someone at their location for 2-3 people. We want to be able to provide the services but need to determine what the limits should be and how we can account for our costs. BOH members determined that a minimum of 3 people for an off-site clinic seemed reasonable. In terms of the time of service discounts, it was discussed that off-site clinics where the employer is paying for the vaccination could still receive that time of service discount; however, BOH members added that to both keep a discount for the businesses and cover costs of the department that an off-site clinic fee be determined. The off-site clinic fee was described as a flat fee based on the number of individuals being seen; it was suggested that a possible \$50 fee for clinics with less than 10 patients and \$20 fee for clinics of with 10 or more patients be considered. There was also discussion regarding the proposed changes and which policy they should be incorporated in; since some policies can affect others. Ms. Miller would reword the policies and incorporate of BOH suggestions and present updates at a future BOH meeting.

8.5 Expenditure of Funds

PHAB Annual Fees

Motion to allow the Health Commissioner to expend \$5,600, per Resolution 2018-152, for the purpose of paying the Public Health Accreditation Board annual service fee as presented by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

A copy of the invoice was presented.

Mosquito Surveillance Contractor

Motion to allow the Health Commissioner to expend \$5,262, per Resolution 2018-152, for the purpose of paying a Mosquito Surveillance Contractor as presented by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

The contract template for the proposed Mosquito Surveillance Contractor was provided.

Refrigerator

Motion to allow the Health Commissioner to expend GCHD funds for the purchase of a refrigerator to advance a public purpose, to perform a function, and/or to exercise a power as presented by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y

Motion carried.

8.6 Other- Addition

Ms. Ault asked if the BOH would consider a motion to allow Ms. Factor to obtain outside employment with Abilities in Action; they are considering applying for a grant and would like to hire Ms. Factor as a consultant- contract. It was stated that if she was offered and accepted, that no work would be done on GCHD time or with GCHD resources. It was explained that per the GCHD Personnel Policies that outside employment must notify the Health Commissioner and steps be taken; since this is the health Commissioner, Ms. Ault as a BOH member is requesting the BOH approve this. If a formal offer or contract is entered, then notifications and steps would take place. There has only been one discussion regarding this potential employment, but Ms. Ault and Ms. Factor wanted to be as transparent as possible. BOH members present did not voice any concern with the proposal.

Motion to allow the Health Commissioner to seek outside employment with Abilities in Action as presented by: Ms. Oehler Second by: Ms. Craft Abstentions: Ms. Ault

A Roll Call Vote was taken.

Ault-Abstain Craft-Y Oehler-Y

Motion carried.

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 March 14, 2019 at 5:00pm at the Galion City Health Department. A list of 2019 BOH meeting dates was provided.

The next Police, Fire, Health Galion City Council Subcommittee meeting is scheduled for Wednesday, April 24, 2019.

Board members were reminded that the Community Health Assessment Rough Draft meeting was set for April

18, 2019 from 9-12:30 at the Galion Community Hospital.

12. Adjournment

Motion to adjourn was made at 6:42pm by: Ms. Craft 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