

**Galion City Board of Health**  
**Galion City Health Department, 113 Harding Way East, Galion**  
**Tuesday, March 10, 2020 5:00 pm**  
**Regular Meeting**



**Present:** Ms. Brittany Craft, President ProTempore; Ms. Kara Ault, Vice President; Ms. Nadia Oehler, Board Member; Mr. Dennis Sterling, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Andrea Barnes, Director of Environmental Health; Ms. Emily Miller, Director of Nursing

**Guests:** Mr. Brian Treisch, Galion City Auditor

**Absent:** Mr. Tom O'Leary, President

**1. Call to Order**

Ms. Factor called the meeting to order at 5:01 pm.

**2. Approval of Consent Agenda**

Motion to approve the Consent Agenda for March 10, 2020 by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A Oehler

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (021120)
- Health Commissioner Report (031020)
- Nursing Report (February 2020)
- Environmental Report (February 2020)
- Board of Health Continuing Education reminder

**3. Approval of Agenda**

Motion to approve the Agenda for March 10, 2020 by: Ms. Ault Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

**4. Public Comment**

N/A

**5. Animal Bite Administrative Hearing**

Administrative hearing for failure to vaccinate, or provide proof thereof, post animal bite was held. Individuals in question were notified of the hearing; none were present. The Director of Environmental Health will proceed with enforcement.

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

Motion to approve the February 2020 Finance Reports as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

**6.1 GCHD Audit and Financial Statements**

Discussion took place regarding the 2019 (and future) audits as well as the financial statements.

Mr. Treisch (Auditor) discussed the need to have separate financial statement prior to the city (May timeframe). He also discussed the need to have an agreement in place with the City for things such as BWC, payroll, bills, etc. Mr. Treisch stated that the GCHD is approximately 6% of the payroll time for the City; that kind of percentage may be utilized to determine any costs incorporated into such an agreement. No agreements had been drafted at the time of the meeting.

Motion to approve the MOA, entered into by Health Commissioner, with Charles E. Harris & Associates, Inc. (an independent public accountant (IPA), Keith Faber, Auditor of State of Ohio for the purpose of performing the 2019 Audit as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

Ms. Oehler asked Mr. Treisch about the cell phone stipends that the BOH had approved back in September of 2019; she stated that the staff that were approved to receive the stipend had yet to receive this. Mr. Treisch said it should be cleared up and back payment should occur in the next week or so.

## **6.2 COVID-19 Outbreak Planning & Response**

Motion to approve the agreement, entered into by Health Commissioner, with the Ohio Department of Health for the purpose of receiving funds for the COVID-19 Outbreak Planning and Response as presented by: Mr. Sterling Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

This was a one-time funding opportunity provided through the Ohio Department of Health (ODH), the dollar amount of funds to be awarded was not know at the time of the meeting.

## **7. Reports**

### 2019 Annual Report

Motion to accept the 2019 Annual Report as presented by: Mr. Sterling Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

Discussion of the Annual Report contents and the Strategic Planning session as it related occurred. Ms. Oehler stated she was disappointed in hearing some staff speaking about wanting to reduce the city subsidy. It was felt that all staff and BOH members need to provide the same cohesive message; we need appropriate funding levels for public health services while working to increase the revenues of GCHD through fee for service, grants, contracts, etc.

## **8. Old Business**

N/A

## **9. New Business**

### **9.1 Expenditure of Funds**

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. Craft Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

\* Ms. Oehler asked if Resolution 2018-152 could be updated to correct a typo and also include that \$5,000 limit be lifted for the PHAB fees as the expense will be incurred annually. Ms. Factor said she could do that and bring it forth to a future BOH meeting.

## **9.2 Board of Health, Vice President Election**

Election of Vice President (2-year term)

Motion to appoint Kara Ault to the position of Vice President of the GCHD BOH, effective 5/1/2020 through 4/31/2022 as presented by: Mr. Sterling Second by: Ms. Oehler Abstentions: N/A

A Roll Call Vote was taken.

Ault-abstain Craft-Y Oehler-Y Sterling-Y

Motion carried.

## **10. Executive Session**

Motion to enter into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official as presented by: Ms. Ault

Second by: Ms. Oehler Abstentions: N/A

Time: 6:48pm

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

\*All but Ms. Factor were dismissed.

Motion to return from Executive Session by: Ms. Oehler Second by: Ms. Ault Abstentions: N/A

Time: 7:40pm

A Roll Call Vote was taken.

Ault-Y Craft-Y Oehler-Y Sterling-Y

Motion carried.

BOH left the HC with consideration of enforcement of PPM 8.05 (A)(4).

Board of Health members requested, as matter of Continuity of Operations Planning and alignment with the PPM, employees provide credentials (user/pass) for GCHD computers, system logins, and passwords for any protected documents (per PPM 6.09). Deadline of Friday 3/13/20, if possible; disciplinary action may be taken.

## **11. Next Scheduled Board of Health Meeting**

The next Board of Health meeting is set to take place on April 14, 2020 at 5:00pm at the Galion City Health Department.

\*Presentation of the Clean Plate Awards will occur on April 14, 2020 at 4:30pm.

The next Police, Fire, Health Galion City Council Committee meeting set for Thursday March 19, 2020 at 7pm in Council Chambers.

## **12. Adjournment**

Motion to adjourn was made at 7:57pm by: Ms. Oehler Second by: Ms. Craft Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



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Trish Factor, Health Commissioner



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Board of Health Approval Signature

Kara Ault Vice President E-Signed 4/23/2020

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Board of Health Approving Name and Title