

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, April 14, 2020 5:00 pm
Regular Meeting
Held via GoTo Meeting



Present: Ms. Brittany Craft, President ProTempore; Ms. Kara Ault, Vice President; Ms. Shelie Burgin, 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: Ms. Jenny Jordan, GCHD Staff

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 April 14, 2020 by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A Oehler

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (031020)
- Health Commissioner Report (041420)
- Nursing Report (March 2020)
- Environmental Report (March 2020)
- Public Health Accreditation Updates
- Board of Health Continuing Education reminder

Questions on consent agenda: Ms. Ault asked if there had been follow through on the topics discussed in executive session of the previous BOH meeting. Ms. Factor stated that documents should have been unlocked and access to systems should be 3 deep or working towards it. Some questions related to COVID funding from the Health Commissioner report were discussed; including how time is tracked and what staff can be charged to funding streams. Ms. Ault asked about compliance with the state Orders. Ms. Barnes described how compliance was going and one current issue with a motorcycle club. Ms. Ault asked if a video or an FAQ for questions could be done and Ms. Factor and Ms. Barnes were both in agreement that by the time something is put together there are new questions, and the GCHD doesn't get the information prior to the public so the push to get current info is difficult to compile in a templated format.

A bit of a review regarding use of BlueSky and the use of Consent Agenda for new BOH member occurred. Discussion regarding when BOH members should abstain from votes due to conflicts and also questions regarding whether BOH members need to be Galion residents

3. Approval of Agenda

Motion to amend the Agenda for April 14, 2020, adding a motion to allow the acceptance of digital signatures for BOH required documents by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

Motion to approve the amended Agenda for April 14, 2020 by: Mr. Sterling Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

Motion to approve the March 2020 Finance Reports as presented by: Ms. Ault Second by: Mr. Sterling Abstentions:

N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

Described the COVID-19 information tents that were purchased for use in restaurants; prior to their closures being announced. Ms. Factor walked through the revenue report and described how some revenues come in at certain times of the year (i.e. licensing fees, flu shots) and others are consistent throughout the year. Explanation of the state subsidy line and why it was higher than anticipated due to the \$5,000 ODH direct COVID funds being incorporated into the budget as a subsidy from the state. Ms. Ault asked about Signature Healthcare and them having not paid their licensing fee yet and how that would impact them; Ms. Barnes explained the situation further and said she was working with Signature to get it taken care of.

6. Reports

Reports were being held until a future date.

*No members of the public were on to discuss or ask any questions, so no Public Comment period was held. Ms. Factor stated that the meeting was announced to the public through normal means and was also posted to social media.

7. Old Business

N/A

8. New Business

8.1 Resolutions

Motion to approve Resolution #2020-162 a Resolution to Authorize the Health Commissioner to approve certain expenditures, provide for the disbursement of funds, and ensure the safekeeping of Health Department funds, and repeal Resolution#2018-152 as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

*Discussion on this Resolution: Ms. Factor stated that this is the same Resolution that we have had in place for a few years, but making some typographic corrections as noted from a BOH member (Ms. Oehler) at last month's meeting and adding the PHAB fees to be included as an expense the Health Commissioner can approve without BOH approval each time. Ms. Ault asked about the Emergency Expenditure clause and if it had previously been there; Ms. Factor stated that yes, it has always been in there. It was discussed to explain when this type of clause would be utilized and how Council would be involved if funds would need to be moved for any reason.

8.2 Electronic Signatures

Motion to allow the acceptance of digital- electronic signatures for BOH required documents as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

8.3 Contracts

COVID-19 Crisis Response (CO) Grant (contract)

Motion to approve entering into contract with Crawford County Public Health for the purposes set forth in the COVID-19 Crisis Response (CO) Grant as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

* Due to time constraints, the Health Commissioner entered into the contract under the permissions granted in Resolution 2019-157; that resolution was provided to BOH members and a brief explanation given.

*Coronavirus (CO) signed contract, grant guidance document and subrecipient award spreadsheet was provided to BOH members to review.

Mosquito Control Grant Surveillance

Motion to allow the Health Commissioner to post for and enter into contract with an individual for the purpose of providing Mosquito Surveillance, upon approval from the Law Director, as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

*Ms. Factor explained that GCHD had received notice that they would be receiving the Mosquito Control grant and the approved budget had this contract position listed at \$4,000.

8.4 New Policies/Procedures

Drive Thru Services

Motion to approve the Drive Thru Services Policy as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

*Discussion included questions regarding PPE and if nursing staff had enough PPE; Ms. Miller stated that they weren't going through too much PPE and time spent near patients is minimal also explained the PPE that was being used. Ms. Ault asked if staff feel safe providing services this way; they responded they did, including Ms. Barnes when out at businesses. Both Ms. Barnes and Ms. Miller stated they feel comfortable with the PPE levels they have.

Temporary Reassignment of Staff in Emergencies

Motion to approve the Temporary Reassignment of Staff in Emergencies Policy, with noted changes, as presented by: Ms. Ault Second by: Ms. Burgin Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

*Discussion included question regarding pay & benefits of staff under this policy; staff pay & benefits do not change under this policy, just the funding stream by which those are taken from. It was explained that this policy

could only be utilized if the State receives the waiver granted to Temporarily Reassign Staff under federal grants. Mr. Sterling asked for language to be added in to clarify that staff would be paid at the same hourly rate as their general assignment Ms. Ault asked for language to be added to clarify that the accrual of time off and all benefit. Ms. Factor will add the requested changes.

*Ms. Ault had a few questions related to staff work during the current emergency. She asked who all was working remotely, Ms. Factor said that only herself and Ms. Nichols are currently telecommuting. Ms. Ault questioned since Ms. Nichols position would fall under this temporary reassignment policy, is she still documenting her time in the 15-minute increments as usual? Ms. Ault asked if Ms. Factor could foresee any hourly employees beginning to work from home? Ms. Factor said that Ms. Nichols is an hourly employee. She also stated that 2 others have access to log in remotely. So those having remote access to the server was limited (due to the shared server with the City); those individuals are Ms. Factor, Ms. Nichols, Ms. Miller, and Ms. Barnes. She explained that there are other methods if other employees were to request a work from home option as most systems are web-based and don't require access to the server; however, the option was presented to all staff and only the 2 individuals are doing so. If others request in the future arrangements can be made. Ms. Ault asked if others opt to work from home if the Board can review their time logs (HDIS) prior to signing off on timesheets? How can we make sure the hourly employees are actually working? Ms. Factor said the only problem with that is that the HDIS system is on the server and only those 4 individuals can remote access the server; she said we could ask them to do it on paper and scan/ take a pic/ send or use a spreadsheet. Ms. Burgin asked what the normal process for approving payroll is. Ms. Factor said the entry into HDIS is not typically checked prior to approval. Ms. Burgin asked if the Board approves payroll or is that a manager's task. Ms. Factor said each supervisor signs off on the timesheet for payroll purposes and she then signs off on it as a whole. The Board (designated members) sign off on the Health Commissioners. Ms. Factor explained how the staff are trying to utilize Microsoft Teams to communicate needs, efforts, etc.

*Ms. Ault asked if any part of Ms. Factor's duties could be delegated because there have been a large number of hours the last few pay periods (9.5 hrs- 7days/wk). It was understood that Ms. Factor is salaried and it doesn't really matter, but Ms. Factor said revenues are going to be down and not able to make up a lot of it and the only other salaried employees are Ms. Miller and Ms. Barnes. She said a lot of the extra hours are phone calls, emails, etc. at random times as well as needing to maintain surveillance and monitor the Governors press conferences and such on the weekends. She said as things are starting to stabilize we are trying to manage time and meetings schedules and such better. She said it is a lot of time and the days go by quick. Ms. Factor said, If it was stuff that she could easily hand off to another staff member without overwhelming them she would do so. She said she's been in the disaster response role before and is comfortable in it but there are a lot of staff that have never been through a disaster and are taking on roles they've never been in before and she's tried not to inundate them. Ms. Ault said she doesn't want to see Ms. Factor burn out so if there is anything the Board can do to try to help with delegating to let them know. Mr. Sterling asked for verification on timesheets submitted to the city and whether time per program or total hours is provided. Ms. Factor explained the timesheets submitted to the City and how the program breakdown in HDIS is done as well as how grant time is documented.

8.5 Staff End of Probation

Motion to approve the ending of probationary pay rate for Ms. Jennifer Jordan and starting of non-probationary pay rate, effective 4/13/2020, as presented by: Mr. Sterling Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y

Motion carried.

*The GCHD Salary Schedule was provided to show that the rate of pay was within the range for the positions. Ms. Factor explained that the non-probationary rate discussed with Ms. Jordan prior to hire is still within the range for the position. Ms. Jordan completed the probationary period earlier than anticipated due to her stepping in to back-fill for needed tasks during the COVID response. Ms. Ault asked if a formal evaluation was done that the BOH could see, Ms. Factor said no, we don't have a formal one. She explained that upon hire staff set goals for the

probationary period; those were reviewed and met (and surpassed them by far). Ms. Factor explained that Ms. Jordan had gained her CMA. Ms. Ault said during the annual staff evaluations Ms. Jordan will be eligible for another raise in January; and staff through the evaluations set goals. There was some clarification/ discussion on the history of merit based raises and the 1 Personnel Subcommittee that occurred where the BOH wanted to standardize how the metrics for raises were set, but that committee hadn't met since. So, we don't have personal measures in any standard system like we do the Performance Management System. It was again explained that that system only measures Programmatic goals, not individuals. Ms. Jordan's time and funding streams were discussed. An explanation of how Ms. Jordan is not directly paid out of any particular grant currently, but her completing VS tasks freed Ms. Roston up to work on grant fiscal and billing components. Time off benefits were discussed and the difference between FT and PT benefits. It was discussed that if funding were available in the future and the workload justified it, we would like to have Ms. Jordan full-time; again in the future. Ms. Jordan stated she was not looking for benefits, just looking to help out. Mr. Sterling asked for a specific effective date of 4/13/20 to be added to her form and the motion; Ms. Factor will make the correction.

8.6 COVID-19 Discussion

A lengthy discussion regarding funding for the Avita Foundation, that Ms. Factor had been approached by Mayor O'Leary about, occurred. This was a monetary donation that the city was considering donating to the Avita Foundation, per a request from the Foundation. It was asked if the funding could go into the GCHD fund and GCHD make the donation to Avita. Ms. Ault stated she wasn't sure it should go through the health department; this sentiment was shared by others in the meeting. Ms. Factor shared that it was brought to her as an option to help build the relationship and possibly open lines of communications more between the GCHD and Avita. Discussions surrounding potential FEMA reimbursements, contracts that could potentially be included, and concerns regarding why the donation was being considered and why it would go through the health department. Ms. Factor shared that it was just proposed to her and she was trying to do her due diligence by researching it and bringing it to the Board, she also had not heard anything further from Mayor O'Leary; she just wanted to be prepared.

Motion to table the discussion regarding related to potential COVID donation by: Ms. Ault Second by: Mr. Sterling
Abstentions: Burgin

A Roll Call Vote was taken.

Ault-Y Burgin-Abstain Craft-Y Sterling-Y

Motion carried.

8.6 Expenditure of Funds

The motion to allow the Health Commissioner to expend in excess of \$5,000 was not heard as this was in reference to the potential donation which was tabled in the previous agenda item.

9. Executive Session

No Executive Session was called.

11. Next Scheduled Board of Health Meeting

The next Board of Health meeting is set to take place on May 12, 2020 at 5:00pm at the Galion City Health Department OR Virtual (dependent on COVID-19 restrictions).

The next Police, Fire, Health Galion City Council Committee meeting set for April 16, 2020 at 7pm in Virtual Format TBD.

12. Adjournment

Motion to adjourn was made at 7:14pm by: Ms. Ault Second by: Mr. Sterling 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