

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, August 8, 2020 5:00 pm
Regular Meeting
Held via GoTo Meeting



Present: Ms. Brittany Craft, President ProTempore; Ms. Kara Ault, Vice President; Ms. Shellie Burgin, Board Member; Mr. Dennis Sterling, Board Member; Ms. Andrea Wildenthaler, Board Member; Ms. Trish Factor, Health Commissioner; Ms. Emily Miller, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health
Guests: Ms. Lynn Corwin, GCHD Staff; Jennifer Jordan, GCHD Staff
Absent: Mr. Tom O'Leary, President

1. Call to Order

Ms. Ault called the meeting to order at 5:00 pm.

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for August 12, 2020 by: Ms. Craft Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin- not present Craft-Y Sterling-Y Wildenthaler- Y

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (071420)
- Health Commissioner Report (081220), supporting documents (GCHD COVID funding spreadsheet)
- Nursing Report (July 2020)
- Environmental Report (July 2020)
- Policies NOT requiring BOH approval (Blood Lead Level Screening and Reporting, Head Lice Prevention and Control - Head Lice Checks, Home Visiting Protocol, Nursing Staff in the Schools – Absenteeism, Nursing Staff in the Schools -Means of Communication)
- Board of Health Continuing Education reminder

3. Approval of Agenda

Motion to approve the amended Agenda for August 12, 2020 by: Ms. Ault Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin- not present Craft-Y Sterling-Y Wildenthaler- Y

Motion carried.

4. Public Comment

N/A

*Ms. Burgin arrived @ 5:07

5. Approval of Finance Reports/ Warrants

Motion to approve the July 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 Wildenthaler- Y

Motion carried.

5.1 Application for Grant Funds
HIV/STI Prevention Grant (2021)

Motion to allow the Health Commissioner to apply for HIV/STI Prevention (HP21, ST21) Grant funds as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

Roll Call Vote Needed

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

Passed Failed

*This is a continuation application for agencies that are already funded, an increase in funds over the (HP20, ST20) grant funds is included.

5.2 2020 Budget

STI Prevention Grant (2020) Fund Reallocation & Partner Services Funding

Motion to amend the 2020 Budget, as necessary, to allow for the STI Prevention Grant (2020) Fund Reallocation and temporary partners services funding as presented by: Ms. Ault Second by:

Mr. Sterling Abstentions: N/A

Roll Call Vote Needed

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

Passed Failed

*The reallocation letter and both letters outlining the temporary partner services agreement with ODH were shared.

COVID Funding

Motion to amend the 2020 Budget, as necessary, to allow for the CO20, CT20, CO21, CT21, COVID Response, City of Galion- COVID funding, and all associated additional awards and/or reallocation of such as presented by: Mr. Sterling Second by: Ms. Ault Abstentions:

Roll Call Vote Needed

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

Passed Failed

*A spreadsheet of funding awards was shared.

Ms. Craft stated that during a recent Galion City Council Meeting she was asked by the Mayor if the GCHD would be paying back the \$50,000.00 the city had provided for the COVID response. Ms. Factor state she didn't know anything about this, that she hadn't been contacted by anyone from the city regarding any pay back of the funding; she asked that if Ms. Craft knew which meeting it was, she provide that information to Ms. Factor so that she could request the recording and/or minutes of the meeting for review.

6. Reports

6.1 2019 Audit Report

The draft 2019 Galion City Health Department Audit Report was shared for BOH review.

Ms. Ault stating good job to Ms. Roston for her work on the audit.

7. Old Business

7.1 COVID-19 Updates

COVID-19 updates were presented.

Ms. Ault asked if these updates/ reports were being shared in methods other than social media and email; were any sent to the print media. Ms. Factor stated they weren't but could begin to do so.

Phone alerts (WENS) have not been sent through the GCHD; Ms. Burgin shared that she didn't believe it was an appropriate method. Messages will not come through WENS alerts via GCHD.

8. New Business

8.1 Contracts/ MOU's/ MOA's

Galion City Schools

Motion to allow the Health Commissioner to enter into an updated contract with the Galion City Schools for the purpose of providing School Health Services, upon approval of the City of Galion Law Director,

as presented by: Mr. Sterling Second by: Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y Wildenthaler-Y
Motion carried.

Ohio Department of Health- Contact Tracing

Motion to allow the Health Commissioner to enter into an agreement with the Ohio Department of Health for the purpose of receiving Contact Tracing assistance, as needed, 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 Wildenthaler-Y
Motion carried.

A description of the Contact Tracers Ohio Pool was shared.

Coronavirus Grants and Addendums- Crawford County Public Health

Motion to allow the Health Commissioner to enter into contract (including subsequent addendums) with the Crawford County Health District for the purpose of receiving Coronavirus Response Grant funding, Contact Tracing Grant funding, and any other Coronavirus funding which is provided by way of the Ohio Department of Health; and approved by the City of Galion Law Director, as presented by:

Mr. Sterling Second by: Ms. Burgin Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y Wildenthaler-Y
Motion carried.

8.2 Updated Policies/ Procedures

Motion to approve the updated (as amended for public health nurses) GCHD Salary Schedule 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 Wildenthaler-Y
Motion carried.

Ms. Factor stated that she took the recommended salaries, as discussed, and determined by the BOH, for the nursing positions and integrated them into the Salary Schedule. She then went through the normal procedure of analyzing other position salaries via the AOHC Salary Survey; she did try to leave enough "cushion" on the upper range to allow for up to a 5% increase in case the BOH decides to follow the wage rate increase that the City of Galion employees receive under their contract. Ms. Factor stated these additional steps were done so that we did not have to step back and redo the Salary Schedule again. Mr. Sterling asked if this was something that had to be done this meeting. Ms. Factor shared that to hire a nurse and pay within the Salary Schedule it would need to be adopted. Mr. Sterling asked if just the nurses portion could be accepted and table the rest, as he had been unable to review the rest; he stated he could abstain or asked if this could be done in two parts. Ms. Wildenthaler stated she was not comfortable making a decision on it at this time. Ms. Burgin asked if the changes could be shared so that BOH members could more easily recognize the changes. Ms. Factor said she could send that out. Ms. Barnes stated that this has upset people in the office; regarding the nurse wages being increased and not looking at other positions. Ms. Ault stated that we do look at the other positions each year; Ms. Craft stated that BOH members discussed other positions during the last BOH meeting as well, so everyone's wages were being looked at. Ms. Factor shared that in the Salary Schedule being presented, that all positions were looked at and updated based on

the normal annual review process. Ms. Ault asked Ms. Wildenthaler and Mr. Sterling if they were wanting to move forward with the changes for the nursing salaries and table to others to next month is want was wanted; they agreed. Mr. Sterling wanted to reinforce that all others would be looked at and adjusted as appropriate before the end of the year, so that we're not leaving anybody out.

8.3 Position Description Update

Motion to approve the updated Public Health Nurse I- LPN position description 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 Wildenthaler- Y

Motion carried.

8.4 Position Description Update

Motion to approve the appointment of Ms. Monica Light to the position of Public Health Nurse (PT), effective August 18, 2020, 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 Wildenthaler- Y

Motion carried.

Motion to approve the appointment of Ms. Amy Doup to the position of Public Health Nurse (intermittent), with an effective date and salary to be determined by the Health Commissioner, 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 Wildenthaler- Y

Motion carried.

8.5 Wage Rate Increase

Motion to approve the wage rate increase of Ms. Melinda Corwin from \$20.86/ hr to \$21.00/ hr, effective 8/16/2020, 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 Wildenthaler- Y

Motion carried.

8.6 Spending in Excess

STI Testing Equipment

Motion to allow the Health Commissioner to expend in excess of \$5,000.00, per Resolution #2020-162, for the purpose of purchasing STI testing equipment under the STI Prevention Grant; upon appropriate fund allocation, 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 Wildenthaler- Y

Motion carried.

Ms. Factor will send an updated quote to BOH if it differs.

Server

Motion to allow the Health Commissioner to expend in excess of \$5,000.00, per Resolution #2020-162, for the purpose of purchasing a server for the GCHD; upon receipt of an approved budget revision from ODH and appropriate fund allocation, as presented by: Ms. Ault Second by:

Ms. Craft Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin-Y Craft-Y Sterling-Y Wildenthaler-N

Motion carried.

The issue of needing our own server, again, boils down to the GCHD having the ability to do what we need to as programs expand- specifically the Sexual Health programs and their expansion of offsite clinics and the need to have remote access to our EMR for those clinical services. The quote received is from our current IT contractor, which is the same as the City of Galion. Mr. Sterling and Ms. Burgin had a few questions and concerns about not getting multiple quotes; Ms. Factor shared her concerns about going with a vendor outside our current contractor—mainly onboarding and set up costs and how two different vendors could work together on such a major component. Ms. Factor walked through some of the other questions regarding line items on labor and such in the presented quote. M. Ault asked how much money outside the grant will this cost the department, Ms. Factor shared that the whole cost was presented to the state and approved, so it would be 100%. She did also share that there would be an additional \$80 per month for the servicing of the server once it was in place. Ms. Wildenthaler had asked for 3 estimates and just because they were grant dollars, we shouldn't be irresponsible. Ms. Factor shared that we had received previous quotes when we were looking at servers previously. Ms. Ault also pointed out that our current vendor is fairly local, and this also reduces costs on service calls. Ms. Factor shared that GCHD has had a number of issues with previous IT contractors.

9. Executive Session

No Executive Session was called.

10. Next Scheduled Board of Health Meeting

September 8, 2020 at 5:00pm Galion City Health Department Board Room OR Virtual

Next Galion City Council- Finance Subcommittee Meeting is scheduled for August 19, 2020 at 7:00pm via Zoom.

Next Galion City Council- Police, Fire, Health Subcommittee Meeting is scheduled for August 20, 2020 at 7:00pm via Zoom. *Please send any agenda items to Trish ASAP.

Ms. Ault asked about getting the Personnel Committee back together to look over job descriptions, etc. Ms. Factor stated that we could, but we would have to appoint new members as the current makeup of the BOH doesn't include the previous members of that committee. Ms. Ault asked that that be added onto the agenda for September. Ms. Ault also asked when staff self-evaluations and evaluations would be done so that those could be reviewed. Ms. Factor shared that with limited time and other high priorities, those had not been done yet. Ms. Ault asked if those could be sent out to have in time for when the Personnel Committee meets (self-evals by next BOH meeting, other evals by the Personal Committee meeting).

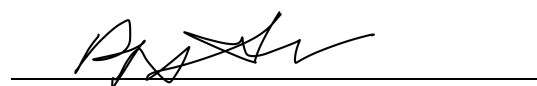
11. Adjournment

Motion to adjourn was made at 6:51pm by: Mr. Sterling Second by: Ms. Burgin Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner

Kara Ault

Board of Health Approval Signature

Kara Ault, BOH Vice President

Board of Health Approving Name and Title