

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, October 13, 2020 5:00 pm
Regular Meeting
Held via GoTo Meeting



Present: 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. Sarah Miley, GCHD Contracted Staff; Ms. Loretta Artrip, Public; Unidentified (Laptop)

Absent: Mr. Tom O'Leary, President; Ms. Brittany Craft, President ProTempore

1. Call to Order

Ms. Factor called the meeting to order at 5:05 pm.

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for October 13, 2020 by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (081220)
- Board of Health SPECIAL Meeting Minutes (092320)
- Health Commissioner Report (August), Health Commissioner Report (101320)
- Nursing Report (August 2020), Nursing Report (September 2020)
- Environmental Report (August 2020), Environmental Report (September 2020)
- Outreach Report (Baby Shower 8.2020)
- Contracts Entered into by Health Commissioner (CO21-Coronavirus Response, CT21- Contact Tracing)
- Board of Health Continuing Education reminder

3. Approval of Agenda

Motion to approve the Agenda for October 13, 2020 by: Ms. Ault Second by: Ms. Burgin Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

Motion to approve the August 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- not present Sterling-Y Wildenthaler-Y

Motion carried.

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

A Roll Call Vote was taken.

Ault-Y Burgin- Y Craft- not present Sterling-Y Wildenthaler- Y
Motion carried.

6. Reports

6.1 Strategic Plan

The draft Strategic Plan was shared for BOH members to review.

6.1 COVID-19 Updates

COVID-19 updates were presented.

7. Old Business

7.1 Environmental Health Fees and FSO and RFE License Fees for the license year 2021

Ms. Factor noted that this reading acts as a public hearing on these matters. Affected entities (entities affected by the proposed fee- current holders) were given at least 20 days written notice of this hearing. Ms. Barnes noted that Ms. Loretta Artrip, a license holder, was present.

2nd Reading of Resolution 2020-163 a resolution to set environmental health fees and establish food service operation and retail food establishment license fees for the license year 2021, and repeal resolutions #2019-158 and #2019-159.

A fee comparison chart for 2017-2021 proposed FSO/RFE fees was provided for reference and discussion. A fee comparison chart for 2012-2021 proposed Environmental fees was shown to aid with discussion as well.

Ms. Barnes walked Board Members through the proposed 2021 fees again. The proposed fees are below the maximum allowable based on the state cost methodology; and with the exception of 4 categories remain the same as 2020. Those that varied are as follows, Mobile Food Service (decrease from \$82 to \$78), Temporary Food Service (increase from \$73 to \$125), Vending (increase from 35.05 to \$35.85), and Tattoo/ Body Piecing (from \$200 to \$275); each change is due to a significant variation from the current fees to the allowable under the state's cost methodology with the exception of Vending which is limited under Code to be increased no more than the CPI.

Ms. Ault made a motion to accept the 2nd Reading of Resolution 2020-163 a resolution to set environmental health fees and establish food service operation and retail food establishment license fees for the license year 2021, and repeal resolutions #2019-158 and #2019-159 and move the Resolution on to the 2nd reading Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

Ault-Y Burgin- Y Craft- not present Sterling-Y Wildenthaler- not present
Motion carried.

8. New Business

8.1 Capitol Budget Items

A discussion regarding the need for a Policy and/or Resolution for Capitol Budget Items occurred. Ms. Factor described the need for a Capitol Budget Policy or Resolution, this is not a budget line that the GCHD had had for a number of years; this was brought up because GCHD now has its own Budget lines (no longer intermingled with the City funds). Discussion regarding the dollar amount cap for Capitol Items. Ms. Wildenthaler said her agency has a Capitol policy that she can share. Mr. Sterling said based on the email from the auditor's office, it looks like its sets a some of the guidelines; would a resolution or policy setting the parameters based on the information in the email. Discussion regarding whether this should be put in place as a policy or resolution.

Motion to set the threshold for (non-consumable) capital budget items at \$2,500.00 AND requiring such capital purchases to be signed by both the Health Commissioner and an authorized Board of Health Member as presented by: Ms. Burgin Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

8.2 2021 Budget

A discussion on the 2021 Budget occurred. Ms. Factor presented the potential budget with 2 scenarios for salaries, the BOH determined they would like the initial budget to account for a potential 5% wage rate increase.

Motion to approve the 2021 GCHD Budget as presented by: Mr. Sterling Second by: Ms. Ault Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

8.3 Contracts/ MOU's/ MOA's

Dr Saul

Motion to approve entering into contract with Dr Kenneth Saul to provide services as the Galion City Health Department Medical Director, as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

8.4 Personnel Items

Reproductive Health & Wellness Manager

Motion to approve the creation of a Reproductive Health & Wellness Manager position effective 2021, as presented by: Ms. Ault Second by: Mr. Sterling Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Wage Rate Increase

Motion to approve the wage rate increase of Ms. Theresa Swinehart from \$19.00/ hour to \$22.00/ hr, effective 10/25/2020, as presented by: Ms. Ault Second by: Ms. Burgin Abstentions: N/A

A Roll Call Vote was taken.

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

Motion carried.

Salary Schedule

A brief discussion on the Salary Schedule occurred, Board Members agreed that the new position (Reproductive Health & Wellness Manager) should be added into the schedule.

Organizational Chart- Structure

Ms. Factor shared that a revision of the Organizational Chart would be necessary with the addition of the new position.

9. Executive Session

No Executive Session was called.

10. Next Scheduled Board of Health Meeting

November 10, 2020 at 5:00pm Galion City Health Department Board Room OR Virtual

Next Galion City Council- Police, Fire, Health Subcommittee Meeting is scheduled for Thursday October 15, 2020 at

7:00pm via Zoom.

Board members asked about opportunities for their CE's, Ms. Factor said she recommended the PHAB course as that should be pertinent as we approach the site visit; she agreed to share the link for the training.

11. Adjournment

Motion to adjourn was made at 7:16pm by: Mr. Sterling 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

Kara Ault, BOH Vice President

Board of Health Approving Name and Title