

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, November 10, 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. 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. Eunice Collene; Unidentified (Laptop); Unidentified (4196891789)

Absent: Mr. Tom O'Leary, President; Ms. Brittany Craft, President ProTempore; Ms. Andrea Wildenthaler, Board Member

1. Call to Order

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

2. Approval of Consent Agenda

Motion to approve the Consent Agenda for November 10, 2020 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- not present

Motion carried.

Items included in the consent agenda:

- Board of Health Meeting Minutes (101320)
- Board of Health SPECIAL Meeting Minutes (102320)
- Administrative Hearing Minutes (102320)
- Health Commissioner Report (111020)
- Nursing Report (October 2020),
- Environmental Report (October 2020)
- Contracts Entered into by Health Commissioner (CT21- Contact Tracing Addendum)
- Board of Health Continuing Education reminder

3. Approval of Agenda

Motion to approve the Agenda for November 10, 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- not present

Motion carried.

4. Public Comment

N/A

5. Approval of Finance Reports/ Warrants

Motion to approve the October 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- not present

Motion carried.

6. Reports

6.1 Strategic Plan

The draft Strategic Plan was shared for BOH members to review last month, Ms. Factor asked if there were any questions, corrections, or if the Board would like the contractor to set up a time to go over anything. The Board did not have any need.

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

3rd 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 noted that this was the 3rd and final reading of these fees and that no changes had been made.

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. Barnes noted that the second reading acted 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 that hearing.

Motion to accept the 3rd 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 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- not present

Motion carried.

8. New Business

8.1 Personnel Items

Vacation Cash-outs/ Waivers for Carry Over

A discussion regarding vacation "cash-outs" and/or waivers for carry-over of vacation time occurred. Concerns that Ms. Factor brought forward was the difficulty in staffs ability to take vacation days during the ongoing Pandemic; she pointed out that some staff are working more than they're regularly scheduled for even when time off is attempted. She explained that the waiver was put into policy for emergency situations. Board of Health members stated that no waivers for carryover will be granted and that "cash-outs" of leave within the parameters of the Personnel Policy & Procedure Manual (PPM) could be done if budget allows. The PPM was pulled up so everyone could see it. The question was posed, do we have the money to pay for that? Ms. Collene stated she doesn't know because its more than the salary, it's the benefits as well and they are in different line items. She also stated that their office had not been contacted at all about any of it. Ms. Factor stated this was just added in because she wanted to have the conversation with the Board after reviewing balances after payroll that had occurred this week, and some balances were high. Ms. Factor stated that she can't have all these folks that have this much time off at the same time at the end of the year. Board members reiterated that they wanted to follow the policy and cash-outs would be ok as budget allows on a first come, first served basis. It was also stated that if the time can't be granted, they can't take it. Forms requesting cash-out due by Friday 11/13/20.

FFCRA

The FFCRA was briefly explained, as was where the health department and its staff falls in relation to it.

Motion to approve the GCHD to follow the FFCRA guidelines as followed by the City of Galion 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- not present
Motion carried.

8.2 Contracts/ MOU's/ MOA's

COVID Enforcement

Motion to allow the Health Commissioner to enter into contract with independent contractor Sue Shenberger for the purpose of receiving COVID Enforcement assistance, 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- not present
Motion carried.

8.3 New Policies/ Procedures

Motion to approve the Capital Expenditure Policy 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- not present
Motion carried.

8.4 Updated Policies/ Procedures

Salary Schedule

Motion to approve the updated Salary Schedule 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- not present
Motion carried.

Ms. Miley asked Ms. Collene if we had the City's blessing for this new position, Ms. Factor stated that the creation of the position, pay, hours, etc. are a Board of Health decision. It was also explained that it was a grant funded position. Ms. Miley stated she just wanted to ensure she was ok to move forward before she gave notice at her current job. Board of Health members stated that the position is approved, and salary range is approved, so she is good to go.

8.5 OTHER

Ms. Collene asked about the status of the server and discussed the need to create the additional budget lines. Ms. Factor shared that the motion for the Capitol Expense limits was made during the last meeting and the policy was just passed and would be provided. Ms. Collene stated that for audit, this purchase is creating a whole new category in our budget; so, the Board may need to approve it.

Motion to amend the budget by transferring funds from 230-2010-52450 to 230-2010-52502 at the amount of the estimate of the server (up to \$16,900) which would activate and to create a Then & Now purchase order for payment to cover the cost 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- not present
Motion carried.

9. Executive Session

No Executive Session was called.

10. Next Scheduled Board of Health Meeting

December 8, 2020 at 5:00pm via Virtual platform

11. Adjournment

Motion to adjourn was made at 6:24pm 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

Kara Ault, BOH Vice President

Board of Health Approving Name and Title