

Galion City Board of Health
Galion City Health Department, 113 Harding Way East, Galion
Tuesday, February 9, 2021 5:00 pm
Regular Meeting
Held via GoTo Meeting



Present: Ms. Brittany Craft, President ProTempore; Ms. Shellie Burgin, Board Member; Mr. Dennis Sterling, Board Member; Ms. Andrea Wildenthaler, Board Member; Ms. Candy Yocum, 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 Staff; Ms. Eunice Collene, Auditors Office; Ms. Tina Nichols, GCHD Staff; Ms. Jenny Jordan, GCHD Staff; Ms. Olivia Roston, 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 February 9, 2021 by: Ms. Burgin Second by: Ms. Wildenthaler
Abstentions: none

A Roll Call Vote was taken.

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

Motion carried.

Items included in the consent agenda:

- Board of Health SPECIAL Meeting Minutes (011221)
- Health Commissioner Report (020921) & GCHD COVID Funding Breakdown
- Nursing Report (January 2021)
- Environmental Report (January 2021)
- Contracts that were entered into by the Health Commissioner
 - Ohio Department of Health Subrecipient Agreement (Lead Poisoning Prevention Program)
 - Avita Drugs (Pharmacy Services Agreement) *340B Drugs - description of program also provided
 - CO21 Crisis Response Supplemental Grant Addendum (due to CARES Act extension)
 - CT20 Contact Tracing Grant Addendum (due to CARES Act extension)
 - VN21 Vaccine Needs Assessment Grant (new grant)
 - EO22 Enhanced Operations Grant (new grant)
- Board of Health Continuing Education reminder

Some discussion- Ms. Craft had questions regarding frequency of staff meetings, Board wants them back monthly-even if virtually. Ms. Craft had questions regarding the COVID Funding update provided; Ms. Factor explained the grant/ contract extensions provided by the funders, answered questions regarding specific charges on the grants, and answered questions regarding personnel costs and time tracking.

3. Approval of Agenda

Motion to approve the Agenda for February 9, 2021 by: Ms. Burgin Second by: Ms. Yocum Abstentions: none

A Roll Call Vote was taken.

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

Motion carried.

4. Public Comment

N/A

5. Staff Spotlight

Ms. Factor presented the Association of Ohio Health Commissioners (AOHC) Distinguished Service Awards. She had presented these to staff today (2/9/21).

Ms. Factor also shared that she had been nominated for Leadership Ohio. She acknowledged that she would likely not be able to accept due to the cost and the financial constraints on the department at this time. However, if she could come up with the cost on her own and if the Board would allow the time for her to do it. She shared that it was really nice to have received the nomination.

6. Approval of Finance Reports/ Warrants

Finance Reports

Motion to approve the December 2020 Finance Reports as presented by: Ms. Craft Second by: Ms. Burgin
Abstentions: none

A Roll Call Vote was taken.

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

Motion carried.

Discussion included questions regarding use of Survey Monkey (can we utilize the free version or another method), the purchase of the event tent (purchased as part of plan for potential drive-through vaccination clinics), and questions regarding the use of credit cards- Ms. Craft asked if the department had a credit card, Ms. Factor said no; concerns regarding use of personal credit cards and any potential "rewards". Discussion regarding being able to pay for reoccurring costs by other methods other than personal credit cards.

7. Reports

7.1 Board of Health Activity and Attendance Report

Motion to accept the 2020 Board of Health Activity and Attendance Report as presented by: Ms. Yocum Second by: Ms. Burgin Abstentions: none

A Roll Call Vote was taken.

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

Motion carried.

7.2 COVID-19 Updates

COVID-19 situation update was provided. Ms. Factor provided updated case reports.

Board members asked if cases were trending down; Ms. Factor said yes. She described the scheduling of tracers so as not to require all tracers to work 7 days/ week or on their own. Board members asked if cases were trending down; Ms. Factor said yes. Ms. Factor explained that we just never know how heavy the load may be on any given day; we are nowhere near where we were in November/ December, but also back down to where we were over the summer. It was asked if we are looking to keep all the same tracers onboard, Ms. Factor stated that one of the tracer's contract is up at the end of March and we are trying to plan for that vacancy.

Mr. Sterling arrived at 5:49pm

8. Old Business

N/A

9. New Business

9.1 Contracts/ MOU's/ MOA's

Medical Director

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. Craft Second by: Ms. Burgin Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Questions regarding why we do not have a local physician were brought, Ms. Factor explained the timing of the hiring and the relationship he already had with our department through the HIV/STI programs.

Permitium Permit- Online Vital Records

Motion to table the contract with Permitium, LLC for the purposes of vital statistics online processing, as presented by: Mr. Sterling Second by: Ms. Craft Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

*Mr. Sterling stated he wanted to look into local financial institution options. Ms. Factor stated that this was for more than just payment processing.

Volunteers

Motion to table the contracts with volunteers, as presented by: Mr. Sterling Second by: Ms. Wildenthaler Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

*Motion was tabled until a finalized contract approved by the Law Director was presented. Ms. Factor also explained volunteer liabilities, use of Medical Reserve Corps volunteers, and the difference between medical and non-medical volunteers.

Contact Tracing

Motion to table the vote to allow the Health Commissioner to post for, select, and enter into contract with additional contact tracers by: Mr. Sterling Second by: Ms. Burgin Abstentions: none

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- N

Motion carried.

Ms. Factor stated that this was being brought back to the Board after it was tabled last month; in order to determine if one of our contact tracers would be leaving at the end of her contract. She has decided to leave at the end of her contract in March. Ms. Factor would like to fill the position so as to give time to onboard a new person. This would be for a replacement tracer for a maximum of 6 months, maximum of \$10,000. Discussion regarding change in terms of potential contracts. Discussion regarding whether we need this many tracers. Ms. Factor shared the timing concerns, the large unknowns, and not wanting to fall behind. Ms. Burgin didn't think it would hurt to post and then reassess where we're at next month. Ms. Wildenthaler shared that she was leaning towards not posting and to let the soon to expire contract expire; she also asked at what point can we rely on our own staff and our own employees instead of hiring outside. Ms. Factor shared that until the vaccine rollout is done; our internal resources are being pushed over to the vaccines, that's why we needed more hands on deck- there are too many moving parts and pieces to the response to be able to handle it all internally. Ms. Miller was

asked how many hours a day are we doing vaccinations, she replied pretty much all day every day. Ms. Craft asked how many people are working on vaccines, Ms. Miller explained it was herself, Ms. Jordan working on appointments and intake, Ms. Corwin is doing a lot of documentation in the computer and submitting at the end of the day, Ms. Light is vaccinating when she is there; she shared that we're doing 100 a week now and when we move to Grace Point we will be doubling to 200 a week, but condensed into 2 days- that's when we're going to need staffing all together for those clinics, needing more staff, at least 2-3 nurses administering, someone with intake, someone corralling people and directing them.

9.2 Policies/ Procedures

A discussion regarding the clarification on overtime on the Personnel Policy & Procedure Manual (PPM).

Discussion focused on Section 4.06 (A) 1 & 2. It was determined that the words "eight (8) in any workday or" shall be removed so as to clarify that overtime is based on a 40-hour working week. Discussions regarding how to handle overtime if any form of leave is utilized occurred. It was discussed that if any leave was utilized in the course of the week it could be reduced (i.e. flexed) or the leave could be taken in full, but any additional hours would be at straight time- up to the 40 hour work eligibility for overtime. "The decision at the request of the employee, but with the approval of the Employer based on the operational needs of the agency."

Ms. Collene asked if the Board could follow the language of a city contract to make it easier on the Auditors office, so as to not have to keep up with something else that differs in the policies. Ms. Collene will send Mr. Sterling a copy of the union language for review. Ms. Factor will pull other language together and bring to the Boards next meeting.

9.3 Board of Health Pay

A discussion regarding Board of Health pay occurred. BOH Members discussed the potential pay, as they currently do not receive any. Some members felt that pay would help with BOH retention, other felt that it was more of a voluntary Board. Ms. Factor pointed out that ORC 3709.05 covers the compensation of BOH. Since it is in ORC, Ms. Factor felt that if the Board decided to remain a voluntary Board, they should probably have a formal resolution stating such. She suggested that she could find some examples from other departments to see what they are doing and bring them to the Board to discuss at the next meeting.

9. Executive Session

Motion to enter into Executive Session for the purpose of consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual" by: Mr. Sterling
Second by: Ms. Wildenthaler Abstentions: none

Time: 6:49pm

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Motion to return from Executive Session by: Ms. Craft Second by: Ms. Wildenthaler Abstentions: none

Time: 7:28pm

A Roll Call Vote was taken.

Burgin- Y Craft- Y Sterling- Y Wildenthaler- Y Yocum- Y

Motion carried.

Things were brought up; a lot of personnel issues were brought up.

The Board would like to have Improvement Plans for personnel. The Board agreed that they would like a personnel plan implemented for improvement.

The Board wants staff monthly meetings to occur; they are requiring this. They would like them to be at a

consistent date and time so that (1-2) BOH members can be present, if available.

Mr. Sterling asked Ms. Factor if all BOH members had completed their 2020 BOH CEU's, she stated she had Mr. Sterling's, believed she had Ms. Burgin's but would verify. Ms. Wildenthaler said she would send hers. Mr. Sterling said they would help get Ms. Craft hers and work with Ms. Yocum to get hers to get that taken care of.

10. Next Scheduled Board of Health Meeting

March 9, 2021 at 5:00pm, location TBD based on COVID situation.

11. Adjournment

Motion to adjourn was made at 7:31pm by: Ms. Wildenthaler Second by: Ms. Craft Abstentions: N/A

A Voice Vote was taken.

Motion carried.

Respectfully Submitted,



Trish Factor, Health Commissioner



Board of Health Approval Signature

Brittany Craft, BOH President ProTempore
Board of Health Approving Name and Title