

Andrea Barnes

From: Scott H. DeHart <shd@zrlaw.com>
Sent: Tuesday, January 21, 2025 8:59 AM
To: Andrea Barnes
Cc: Leanna Perdue
Subject: RE: Policy Review and Updates

Andrea:

Good morning! Thank you for sharing a copy of the Personnel Manual. You have a robust, comprehensive set of policies and procedures – and it has been kept relatively up-to-date to address various changes in employment law (e.g., breaks for nursing mothers and lactation rooms) over the past several years. I noted some areas where the manual can be enhanced and updated, but you're working from a good starting point. (I've had some clients whose handbook hasn't been touched since the early 1990s, and it shows!).

For a manual of this length and complexity, we would estimate a commitment of 15-20 hours. That includes initial discussions about the project scope, the editing of the manual, and a follow-up discussion to review potential changes. We invoice our services at the rate of \$225/hour, which would bring this review project between \$3,375 and \$4,500.

We typically open a 'general labor' matter for new clients, which remains open as needed for our clients to work with us on various employment, labor, and HR questions that may arise. We invoice only for the time devoted to actual client needs/projects, and do not charge any monthly retainers or minimums.




Please let me know if you would like to proceed – we would be delighted to work with your department!

Kind regards,
Scott H. DeHart



Scott H. DeHart
Attorney

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17 South High Street, Suite 900
Columbus, Ohio 43215
p: 614.224.4411 f: 614.224.4433
zrlaw.com |   

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From: Andrea Barnes <andrea.barnes@galionhealth.org>
Sent: Monday, January 20, 2025 1:34 PM
To: Scott H. DeHart <shd@zrlaw.com>
Cc: Leanna Perdue <leanna.perdue@galionhealth.org>
Subject: RE: Policy Review and Updates

Thank you!

Andrea Barnes

Health Commissioner
Galion City Health Department
113 Harding Way East
Phone: 419-468-1075 ext. 1265
Cell: 419-989-3189
Fax: 419-468-8618



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From: Scott H. DeHart <shd@zrlaw.com>
Sent: Monday, January 20, 2025 1:33 PM
To: Andrea Barnes <andrea.barnes@galionhealth.org>
Cc: Leanna Perdue <leanna.perdue@galionhealth.org>
Subject: RE: Policy Review and Updates

Andrea:

Good morning! Just following up on the discussion below. I would be delighted to provide an estimate. If you have a moment to forward me the existing handbook, I'll take a look and get back to you quickly.

Kind regards,
Scott DeHart



Scott H. DeHart
Attorney

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From: Scott H. DeHart
Sent: Thursday, January 16, 2025 4:11 PM
To: Andrea Barnes <andrea.barnes@galionhealth.org>
Subject: FW: Policy Review and Updates
Importance: High

Andrea:

Greetings, and I hope this email finds you well. Thank you for your e-mail inquiry to our team at Zashin & Rich. The firm's clients include multiple health department and general health district clients across the state, and we're familiar with the nuances and policy considerations that are unique to agencies like Galion City Health Department.




I would be delighted to provide a quote for reviewing and updating your Personnel & Policy Manual. Would you mind sending me a copy (PDF or Word) of the current manual, so that I can briefly look it over? This will help me fine-tune our estimate.

Kind regards,
Scott



Scott H. DeHart
Attorney

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p: 614.224.4411 f: 614.224.4433
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From: Andrea Barnes <andrea.barnes@galionhealth.org>
Sent: Thursday, January 16, 2025 3:38 PM
To: Zashin & Rich Co., L.P.A. <ZashinAndRich@zrlaw.com>
Cc: Leanna Perdue <leanna.perdue@galionhealth.org>
Subject: Policy Review and Updates

To ZR Law Firm:

The Galion City Health Department is looking to have a law firm review and update our Personnel and Policy Manual. Our current manual is about 135 pages. Will you be able to provide a quote for this? Please feel free to contact me with any additional information needed.

Sincerely,

Andrea Barnes

Health Commissioner
Galion City Health Department
113 Harding Way East
Phone: 419-468-1075 ext. 1265
Cell: 419-989-3189
Fax: 419-468-8618



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