

**Policy Procedure
Handbook Review**

A Proposal To:

**Galion City Health
Department**



C O N S U L T A N T S T O M A N A G E M E N T

Date Submitted:

January 28, 2025

Submitted By:

Brian Butcher
President/CEO

Prices quoted in this proposal are effective for 90 days following the date of submission of this proposal.

Clemans, Nelson & Associates, Inc.
Akron | Cincinnati | Columbus | Lima

www.clemansnelson.com



CONSULTANTS TO MANAGEMENT

January 28, 2025

Andrea Barnes, Health Commissioner
Galion City Health Department
andrea.barnes@galionhealth.org

Re: Policy Procedure Handbook Review

Dear Ms. Barnes:

Attached is our proposal to review the Policy Procedure Handbook for your organization. This proposal is good for 90 days.

Clemans Nelson & Associates has completed hundreds of such projects, and our extensive knowledge of employer operations and human resources enables us to conduct the review in a professional and expeditious manner.

Please feel free to contact me at (614) 315-5953; you may also reach me via email at bbutcher@clemansnelson.com.

Thank you for allowing us to propose our services.

Sincerely,

CLEMANS, NELSON & ASSOCIATES, INC.

/s/ Brian Butcher

Brian Butcher
President/CEO

Enclosure

PERSONNEL POLICY & PROCEDURES MANUAL METHODOLOGY AND PROCESS

STEP ONE — Review of Client Documents

- Consultant will review current organizational charts, existing policy manual(s) and/or employee handbook(s), as well as existing personnel policies and procedures, work rules, memorandums, and other relevant documents.
- Consultant will be able to formulate a preliminary understanding of the organization's current policies, procedures, and organizational structure based on the data and the consultant's experience and expertise.

STEP TWO — Client Meeting(s)

- Consultant will meet with the client to discuss changes the client desires. The client may wish to include other key administrators in the initial meeting and planning process.
- Project cost is based on two (2) meetings (in-person or virtual) but can include additional meetings if necessary.

STEP THREE — Development of PPM

- Consultant will develop the first draft of the PPM based on the information obtained in the previous two (2) steps; the consultant's analysis of the current work rules, policies, and procedures; and the consultant's knowledge of best practices regarding applicable laws and administrative regulations.
- Client should assign one (1) or more individual who is knowledgeable of the organization's operations and current practices to be available to answer the consultant's questions during the development stage.

STEP FOUR — Review of Draft PPM

- Consultant will meet with the client to review the first draft of the PPM.
- Consultant will answer all questions presented by the client during the review of the PPM and discuss any additional changes the client desires to incorporate.

STEP FIVE — Finalize PPM

- Consultant will finalize the PPM as requested by the client within professionally accepted standards and present the final draft to the client.

- Together the client and consultant will review the final draft and confirm that the objectives of the project have been met.



COST OF PROJECT:
REVIEW OF POLICY PROCEDURE HANDBOOK
GALION CITY HEALTH DEPARTMENT

Project Cost:

Consultant Time	\$ 4,500
-----------------	----------

Any mileage and reasonable expenses will be billed pursuant to the Retainer Agreement.

AUTHORIZATION

I hereby authorize Clemans, Nelson & Associates, Inc., to proceed with the above Review of Policy Procedure Handbook in accordance with the proposal submitted and agree to pay all costs as contained herein.

Authorizing Signature

Date