JOSH COLE COACHING

2027 Team Engagement Partnership

ENGAGEMENT AGREEMENT

Client	Galion City Health Department, 113 Harding Way East, Galion, Ohio
Client contact	Andrea Cinadr, Health Commissioner
Participants	Andrea Cinadr (leadership coaching) and the Galion City Health Department staff team (team development)
Coach	Joshua Cole, ACC — Josh Cole Coaching
Based on	Preliminary Plan dated November 2, 2026, as revised in the planning meeting with the Health Commissioner on November 4, 2026
Funding	Galion City Health Department workforce development grant
Agreement date	Date of final electronic signature below

1. Agreement Term

This Agreement covers a year-long team engagement partnership between the Galion City Health Department ("the Department") and Joshua Cole (Josh Cole Coaching).

The engagement runs from **December 1, 2026 through November 30, 2027**. All services in this Agreement are delivered within that period, which matches the period of the Department's workforce development grant. The engagement begins with the team discovery visit on **Thursday, December 17, 2026**, provided this Agreement is signed and the first payment has been received.

This Agreement does not auto-renew. Any work after November 30, 2027 would be written as a new agreement.

2. Purpose and Agreed Outcomes

The purpose of this partnership is to support the Department's workforce development and retention by helping the team stay encouraged, connected, and focused on its public health mission during a season of uncertainty, and by strengthening the Health Commissioner's leadership of that team.

Based on the planning conversations with the Health Commissioner (October–November 2026), the parties agree the engagement will focus on four areas:

- **Encouragement, resilience, and staff retention**
- **Clear roles and healthy team norms**
- **Communication and emotional intelligence**
- **Team alignment around the strategic plan and reaccreditation readiness**

Specific session topics are finalized after the December discovery and the Health Commissioner's coaching sessions, so the year is built around what this team actually needs.

3. Services Included

The engagement unfolds in five phases:

Phase	What happens
December 2026 Team Discovery	One-on-one conversations of about 15–20 minutes with each team member (up to 9) at the Department on Thursday, December 17, 2026, 9:00–11:00 a.m. A written discovery debrief to the Health Commissioner follows.
January–March 2027 Leadership Coaching	Six (6) private coaching sessions of 50 minutes each with the Health Commissioner, in person or online, to clarify the direction for the Department, the culture and team norms she wants to build, and the focus of the team sessions.
March–September 2027 Team Sessions	Seven (7) monthly team development sessions of up to 2 hours each, in person at the Department. Includes the DiSC Assessment for each team member (up to 9) with a team debrief.
October 2027 Full-Day Workshop	One (1) full-day team development workshop on the priorities the team and Health Commissioner identify during the year. Date set together by mutual agreement.
Throughout 2027 Progress and Reporting	Quarterly progress reviews with the Health Commissioner, and three (3) written progress reports for the Board of Health (approximately April, August, and November 2027).

4. Investment and Payment

Component	Detail	Fee
Team Discovery and debrief	Up to 9 team members	$1,980
Leadership coaching for the Health Commissioner	6 sessions × $270	$1,620
DiSC Assessment and team debrief	Up to 9 × $150	$1,350
Monthly team development sessions	7 sessions × $1,650	$11,550
Full-day team development workshop	1 day	$3,500
Quarterly progress reviews, Board progress reports		Included
Total Investment		**$20,000**

Payment options. Monthly, quarterly, and lump-sum (paid in full) payment options are available.

The first invoice is issued in late November 2026 and is due before the December 17 discovery visit. Invoices are sent electronically. Payment may be made by card through the invoice link or by check payable to Josh Cole Coaching, mailed to 6549 Leesville Rd., Crestline, OH 44827. DiSC Assessment seats are ordered once payment covering them is received. No travel fee is charged for work at the

Department. Josh Cole Coaching will complete any vendor paperwork (W-9, independent contractor form, purchase order) the Department requires. If a payment issue occurs, services may pause until it is resolved.

5. Scheduling, Rescheduling, and Cancellation

- Team Sessions and 1:1 Coaching Sessions are scheduled in advance on Wednesdays or Thursdays, on dates that work around the Department's clinic schedule and the coach's availability.
- Twenty-four hours' notice is required to reschedule a coaching session without penalty. Sessions canceled or missed with less notice than 24 hours count as used.
- The coach will attempt in good faith a one-time reschedule for a missed 1:1 Coaching Session. Make up sessions are not guaranteed and discouraged.
- Team Sessions are not available for rescheduling. A team session canceled by the Department counts as delivered.
- Sessions not used by November 30, 2027 do not roll forward, because the engagement is tied to the grant period.
- If the Coach must cancel a session, it is rescheduled at no cost.

6. Early Termination

If either party determines the engagement is not the right fit, thirty (30) days' written notice (email is acceptable) ends the engagement. Fees for services delivered and for the notice period remain due. If the Department has paid in advance, any prepaid fees for services not yet delivered beyond the notice period are refunded within thirty (30) days.

7. Confidentiality and Reporting

Coaching conversations are confidential. What the 1:1 coaching client says in a coaching session stays between the 1:1 client and the Coach.

Team discovery conversations are confidential. The Coach shares only the themes and patterns from the December conversations with the Health Commissioner to shape the year's development work.

What the Board of Health receives. The written progress reports cover the agreed outcomes in Section 2, the areas of focus, the services delivered, and the progress observed. They do not include session content. The Health Commissioner reviews each report before it is delivered.

Assessment results. Each team member receives their own DiSC report, and the Department receives a copy of each report.

Recording. Sessions may be recorded or transcribed for the Coach's own preparation and notes. Recordings and transcripts are kept confidential and are not shared with any third party.

8. The Nature of This Work

Developmental, not an HR process. This is developmental leadership coaching and team development. It is not an HR investigation, an employee performance evaluation, or a disciplinary process, and it does not replace the Department's policies or procedures. Employment and organizational decisions remain with the Department.

Coaching is not therapy. The Coach is a leadership coach, not a counselor or therapist. This work does not diagnose or treat mental-health or medical conditions. If something arises that needs that level of care, the Coach will point toward the right resource.

No guaranteed outcomes. The Coach brings his best work, his training, and his honest counsel. Results reflect how everyone shows up. The Coach does not guarantee specific personnel, retention, accreditation, or performance outcomes.

Decisions are yours. The Department agrees not to hold Joshua Cole or Josh Cole Coaching legally responsible for decisions made based on this work, or for any outcomes resulting from those decisions.

9. General Terms

Josh Cole Coaching serves as an independent contractor and is responsible for its own taxes and insurance. This Agreement is governed by the laws of the State of Ohio. Anything outside the scope described in Section 3 (for example, additional sessions, additional assessment seats, or work beyond November 30, 2027) requires a separate written work order and price agreement before delivery. This document is the full agreement between the parties regarding this engagement. Changes must be in writing and agreed by both parties. If any provision is found invalid, the remainder stands. Electronic signatures are valid.

One Last Note

This agreement creates clear expectations for our work together, but good coaching also depends on honest communication. If something feels off at any point, say so. We will address it and adjust where needed.

Acceptance and Signatures

By signing electronically below, each party agrees to the terms of this Agreement.

GALION CITY HEALTH DEPARTMENT

Andrea Cinadr — Health Commissioner

Andrea Cinadr



Signature: _____ Date: 2026-11-05

JOSH COLE COACHING

Joshua Cole, ACC — Leadership Coach

Joshua Cole



Signature: _____ Date: 2026-11-04

Joshua Cole, ACC · Josh Cole Coaching
joshua@joshcolecoaching.com · (419) 462-9485 · joshcolecoaching.com

Signature Certificate

Reference number: D34E63A2-2595-4C89-A548-FAEE5154887A

Sent on **November 4, 2026 5:04 PM UTC**

Signed By	Signature
Joshua Cole joshua@joshcolecoaching.com Viewed: November 4, 2026 6:08 PM UTC Signed: November 4, 2026 6:09 PM UTC	 IP address: 2603:6011:1101:2d31:fdc0:546a:2a90:5c9c Location: Galion, US
Andrea Cinadr andrea.cinadr@galionhealth.org Viewed: November 5, 2026 1:43 PM UTC Signed: November 5, 2026 4:31 PM UTC	 IP address: 162.155.22.242 Location: Galion, US

Document completed by all parties on
November 5, 2026 4:31 PM UTC