

Board of Health Meeting Minutes

The regular meeting of the Board of Health was held Tuesday, November 21, 2023 at 700 East Oak Street, Canton, in Room 103.

President Dr. Ben Phillips called the meeting to order at 7:06 PM with members K. Leffler, K. McKinley, Dr. B. Phillips, Dr. Stinauer, and Mike Wagahoff present. Dr. Gowda, Nancy Schell, and Laura Kessel were absent. Staff attending the meeting were A. Edwards, K. Lynn, and A. Rose. Also present was staff member, Crystal Morse, Health Educator

August 2023 minutes were presented. Dr. Stinauer made a motion to approve the minutes with Mike Wagahoff seconding the motion. All ayes, motion approved.

Public Comments: No Public comments.

Katie Lynn gave the financial reports for the month of October. Kay McKinley made a motion to approve the report as presented with Dr. Stinauer seconding the motion. All ayes, motion passed.

New Business:

A. Approval of Retention Incentives

1. Administrator Katie Lynn proposed a monthly stipend for Employee gym memberships. Dr. Stinauer made a motion to approve up to \$60.00 monthly for an employee gym membership. Mike Wagahoff seconded the motion. A roll call vote was taken with Dr. Phillips, Kay McKinley, Karla Leffler, Dr. Stinauer, and Mike Wagahoff all voting yes. Dr. Gowda, Nancy Schell, and Laura Kessel were absent. Motion passed.
2. Administrator Katie Lynn presented a Board of Health Retention Bonus Standard Operating Procedure. The policy explains how the Fulton County Health Department will distribute bonuses to employees. It clarifies when retention bonuses may be paid and how bonus amounts are determined. The Board of Health will approve bonuses. It applies to all part-time and full time employees. Kay McKinley made a motion to approve the Board of Health Retention Bonus Standard Operating Procedure. Dr. Stinauer seconded the motion. All ayes motion approved.
3. Dr. Stinauer made a motion to approve up to a total of \$62,000 total for retention bonuses for the FY. Mike Wagahoff seconded. Roll call vote was taken with Kay McKinley, Karla Leffler, Dr. Stinauer, Mike Wagahoff and Dr. Phillips voting yes. Dr. Gowda, Nancy Schell, and Laura Kessel were absent. Motion passed.
4. FY 2024 Retention Bonuses. Katie Lynn presented two formulas to consider for the bonuses. Bonuses would be paid quarterly starting in December of 2023. The second formula was discussed with part time employees receiving a base rate of \$200.00 and fulltime would receive a base rate of \$325. The second part of the bonus would include a rate based on years of service. The proposed plan would include five tiers starting at \$50.00 for the first 5 years with an increase of \$50.00 for every tier of five years. After discussion the BOH would like to include a sixth tier for 26 years and up. Dr. Stinauer made a motion and Kay McKinley seconded the motion to approve the second formula with proposed addition. All ayes motion approved.

B. New Policy changes for sick, bereavement and All Paid Leave for All Act. Changes were made to

the sick and bereavement policy. Added to the policy is sick time and bereavement time would include step-parents and domestic partners. Paid Leave for All Act includes giving all employees paid time to take off. One hour per every forty hours worked would be given to part time employees. It can be used for any reason. Our full time policy is already in compliance. Dr. Stinauer made the motion to approve the new policy with Mike Wagahoff seconding. All ayes motion approved.

- C. Administrator Katie Lyn requested a 3% raise for the FY 2024 year. This would put her annual salary at \$92,005.00 for the 2024 Fiscal Year. The Board agreed this was fair. Mike Wagahoff made a motion to approve the 3% administrator raise. Kay McKinley seconded the motion. A roll call vote was taken. Kay McKinley, Karla Leffler, Dr. Stinauer Mike Wagahoff, and Dr. Phillips, all voted yes. Dr. Gowda, Nancy Schell, and Laura Kessel were absent. Motion passed.
- D. The BOH by-laws were given out at the October meeting. Kay McKinley made a motion continue with the by-laws with Dr. Stinauer seconding the motion. All ayes, motion approved.
- E. Election of officers. Dr. Stinauer made a motion to approve no changes with Mike Wagahoff seconding the motion. All ayes, motion approved.
- F. The 2024 BOH meeting dates were presented with dates including the third Tuesday of January, March, May, August, October and November. Mike Wagahoff made a motion approve the dates with Kay McKinley seconding the motion. All ayes motion approved.

Old Business: None

Division Reports:

Family & Community Health Services Division-

Grant Keime office in Cuba with seven med management and 54 chore housekeeping clients. Covid Clinics are very slow and the Covid Grant ends in December. We have hired a second nurse practitioner. She will be starting in December. Staff has been hired to fill the clerical and Peer Breastfeeding Peer Counselor. All MCH clinics have been busy. Health educators just wrapped up Breast Cancer Awareness month. They received some donations for the program.

There has been an increase in Lead Cases for children and animal bites.

Environmental Health Division-

A Health professional has been hired. Katie Lynn will still cover and oversee the Environmental Health Division at this time. 2024 food permits renewals have been sent out. Solid Waste Haulers packets have been sent out for next year. There will be program review in the spring for the 2023 Year.

Dental Clinic- No New report

Administrator's Report- Passed –Staff raises are taking effect this pay period. A time clock is being implemented at the County. The Health Department will be the first to use it starting in January 2024. The annual report will be presented in January.

President's Report- No report.

Dr. Stinauer made a motion to move into Executive session at 7:42. Kay McKinley seconded the motion. BOH went into Executive session to discuss Administrators evaluation.

At 7:53 Kay McKinley made a motion to go back to regular session with Dr. Stinauer seconding the

motion.

Administrator's evaluation was discussed between the Board and Administrator.

Mike Wagahoff made a motion to adjourn the meeting at 7:53, with Dr. Stinauer seconding the motion. All ayes, meeting adjourned.

Respectfully submitted,

R. U. Gowda, MD, Secretary

Recorded by Amy Rose