Galion Board of Health Meeting
Galion City Health Department
Tuesday, November 9, 2021
5:00pm - 7:00pm

Present: Tom O'Leary, Mayor, City of Galion, President; Mr. Dennis Sterling, Board Member; Ms. Shellie Burgin, Board Member; Ms. Andrea Wildenthaler, Board Member; Ms. Andrea Barnes, Director of Environmental Health; Ms. Emily Miller RN, BSN, Director of Nursing; Ms. Olivia Roston, Business Services Officer

Absent: Ms. Candy Yocum, Board Member; Amanda Moran, Board Member

1 Call to Order

Dennis called the meeting to order at 5:03pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for November 9, 2021.

Motioned: Ms. Andrea Wildenthaler
Seconded: Mr. Dennis Sterling

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

2.1 Health Commissioner Report

See attached Health Commissioner Report.
Attachments:
HC_Monthly_Report_October_2021.docx

2.2 Nursing Division Report

See attached Nursing Division Report and School-based Health Services Report.
Attachments:
Nursing_Monthly_Report_October_2021.pdf

2.3 Environmental Division Report

See attached Environmental Division Report.
Attachments:
October_2021_Monthly_EH_Report.pdf

2.4 Legislative Reports/ Updates

See legislative updates attached.
Attachments:
hb_435_coalition_position_statement.pdf

2.5 Outreach Reports

Galion City Health Department had a table at the Crawford County Business Expo on October 28, 2021 and also at the Galion Spooktacular at the Galion Middle School on the evening of the 29th.
Attachments:
October_Spooktacular_Outreach_102921.docx

2.6 Public Health Accreditation

Unfortunately, the site visit team recently informed us that they did not complete their review for the accreditation team that meets in November. Therefore, our accreditation status will not be known until February 2022.

2.7 Arbovirus Surveillance Reports/ Updates

See attached Arbovirus Surveillance Updates. FINAL 2021
Attachments:
FINAL_Mosquito_Surveillance_Update_2021-10-15.xlsx

2.8 Contracts

Contracts that were entered into by the Health Commissioner.
Attachments:
EO21_Addendum_COVID_Enhanced_Operations_Contract_10272021.pdf

2.9 Board of Health Continuing Education (ORC 3701.342)

Reminder to BOH members that two (2) hours of continuing education are required to be completed each calendar year, per ORC 3701.342.
Verification sheets (attached), and copies of certificates (if applicable) need to be submitted to Health Commissioner. There is an applicable training on Sunshine Laws (very good for new members) available tomorrow July 14, 2021 virtually at the following link: https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training
Attachments:
BOH_CE_Sign-off_TEMPLATE.docx

3 Approval of the Agenda

Motion to approve the agenda for November 9, 2021 as amended.

Motioned: Ms. Andrea Wildenthaler
Seconded: Mr. Dennis Sterling

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Passed

4 Approval of Board of Health Meeting Minutes

Motion to approve the October 12, 2021 GCHD Board of Health Meeting Minutes

Motioned: Mr. Dennis Sterling
Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

Attachments:
101221_Draft_Minutes.pdf

5 Approval of Finance Reports

Motion to approve the June through October 2021 Finance Reports as presented.
*Grant corrections are not completed at the auditor's office so the 230 fund does not show accurate amounts. This may affect our ability to spend.
Minutes:
A lengthy discussion took place about the unpaid bills and late payments at the auditor's office.

Motioned: Mr. Dennis Sterling
Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

Attachments:
Fiscal_Reports_06-2021.pdf Fiscal_Reports_07-2021.pdf Fiscal_Reports_08-2021.pdf Fiscal_Reports_09-2021.pdf Fiscal_Reports_10-2021.pdf

6 Reports

6.1 COVID-19 Updates

Emily has been updating numbers on a weekly basis for the public on Facebook. Olivia helps us complete all the monthly reports for the Covid grants.
We have been busy with ODH updates on a daily basis, COTS updates, Binex- at-home test kit disbursements and ordering, and numerous questions from businesses, schools, and the public.
Staff is under a lot of stress in this current environment of the pandemic, and being short-staffed does not help.

Attachments:
COVID-19_Case_Report_11.5.2021.png GCHD_CO_2021-10_Reporting.pdf
Galion_City_EO21_LHD_Monthly_Program_Report_2021-11-02_October_rev.xlsx
Galion_CT20_____CT21_Program_Report_2021-11-02_October.xlsx

7 Old Business

7.1 Appointment of a Health Commissioner

Next steps
Moving forward, it is impossible to do both positions any longer (meaning health commissioner and EH Director simultaneously) The Environmental Health work is behind.
Minutes:
Discussion took place about reaching out to Jason McBride who applied and did a preliminary interview with Ms. Burgin in October. It was decided to see if he was interested in doing a second interview with more of the BOH members on the week of November 15th, virtually.

7.2 Director Positions reinstated as Non-Exempt

Motion to return the Director of Nursing and Director of Environmental Health positions to non-exempt, hourly salary positions as these two positions meet the non-exempt status that is defined in the FSLA effective November 8, 2021 as presented by Dennis Sterling Second by Shellie Burgin.

Motioned: Mr. Dennis Sterling
Seconded: Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

Attachments:
Salary_Exempt-legal_opinion.pdf

8 New Business

8.1 Request for Approval of the Proposed 2022 Budget

*Performance evaluations will be completed before the December BOH meeting.
Minutes:
There was a lot of discussion by Mr. O'Leary about charging the health department for rent and overhead expenses; the need to get an agreement between the health department and the city about carryover dollars from year to year. Shellie and Dennis prepared a draft agreement between the GCHD and the City of Galion. In turn, I presented the draft agreement to the law director who said he will have to get back with me, but has not yet.
Decision was made to table the motion but submit the proposed budget with 5% raises to the November finance committee.

Result: Tabled
Attachments:
Budget_Prelim_2022_5_Inc.xlsx
Budget_Revenue_2022.xls
Budget_Prelim_2022_1_5_Inc.xlsx
Salary_Fringes_2022w_Forecast_5_11_Ins.xls
Salary_Fringes_2022w_Forecast_1_511__Ins.xls

8.2 Permission for Vacation Cash-in

Motion to approve vacation payout for Andrea Barnes and possibly Olivia Roston (not to exceed 64 hours per each) as presented.
* Vacation cash-in is for amounts exceeding 160 hours (max carryover) as stated in the PPM. Being short-staffed has made taking this time off very difficult.

Motioned: Mr. Dennis Sterling
Seconded: Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

8.3 Resignations, Appointments and Hiring

Motion to accept the resignation of school nurse, Monica Light, effective December 3, 2021 as presented.
Motion to approve the Health Commissioner and Director Of Nursing to immediately post, select and hire the school nurse position internally as presented.
Motion to approve the Health Commissioner to post, select and hire for the vacancy (unknown, but probable) created internally as presented.

Motioned: Ms. Shellie Burgin
Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

Attachments:
Monica_Light_resignation_120321.pdf

8.4 Request for Vacation Accrual for 30 Hour PT Employees

Motion to approve the Health Commissioner to revise the PPM to allow Part Time employees working 30 hours or more per week to accrue a pro-rated amount of vacation time as presented.

Minutes:
Discussion-the GCHD current PPM states that you must be working 40 hours per week to earn/accrue vacation time. BOH would like to see what the city of Galion PPM states for vacation accrual before moving forward.

Result: Tabled

8.5 Medical Director

Motion to allow the Health Commissioner to enter into contract for Medical Director for 2022 as presented.

Motioned: Mr. Dennis Sterling
Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved

9 Next Scheduled Board of Health Meeting

December 14, 2021 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates. Galion City Council- Police, Fire, Health Subcommittee Meeting is scheduled for November 18, 2021 at 7:00pm in Council Chambers OR via Virtual Platform.

Attachments:
2021_Board_of_Health_Meeting_Dates.pdf

10 Adjournment

Ms. Burgin made a motion to adjourn the meeting at 6:06pm.

Motioned: Ms. Shellie Burgin
Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		

Result: Approved