

Galion Board of Health Meeting
Galion City Health Department
Tuesday, December 14, 2021
5:00pm - 7:00pm



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

Absent: Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member

1 Call to Order

Mayor O'Leary called the meeting to order at 5:03pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for December 14, 2021 as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

[HC Monthly Report November 2021.docx](#)

2.2 Nursing Division Report

See attached Nursing Division Report and School-based Health Services Report.

Attachments:

[Nursing Monthly Report November 2021.pdf](#)

2.3 Environmental Division Report

See attached Environmental Division Report.

Attachments:

[November 2021 Monthly EH Report.pdf](#)

2.4 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[Galion City IAA 2021-2023.docx](#)

2.5 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 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 December 14, 2021 as presented.

Motioned: Ms. Amanda Moran

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

4 Approval of Board of Health Meeting Minutes

Motion to approve the November 9, 2021 GCHD Board of Health Meeting Minutes as presented.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the November 23, 2021 GCHD Special Board of Health Meeting Minutes as presented.

Motioned: Ms. Amanda Moran

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[110921 Draft BOH Minutes.pdf](#)

[112321 Special Meeting BOH Draft Minutes.pdf](#)

5 Approval of Finance Reports

Motion to approve the November 2021 Finance Reports as presented.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[Fiscal Reports 11-2021.pdf](#)

6 Old Business

6.1 Health Commissioner Appointment Discussion

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.

A verbal offer for the Health Commissioner position was given to Jason McBride. He wants to make a visit on December 22nd and meet around 10am to get more information before he makes a decision.

6.2 Request for Vacation Accrual for 30 hr Part Time 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 (not retroactive) effective on the first pay in 2022.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[Section 5.PDF](#)

6.3 Appointments and Hiring

Motion to approve the hiring of Bethany Goeppinger to the part time public health nurse position as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the appointment of Linda Gillam to the PRN public health nurse position as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the transfer of Melinda Corwin to the new 32 hour part time RN DIS position in the STI Grant beginning 1-1-22 as presented

*Health commissioner posted on emergency due to the late receipt of the NOA.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the transfer of Jennifer Jordan to the new 32 hour part time CMA position in the STI Grant beginning 1-1-22 as presented

*Health commissioner posted on emergency due to the late receipt of the NOA.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the increase in hours for Sarah Miley to 32 hour part time in the STI Grant, beginning 1-1-22 as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Motion to approve the transfer of Andrea Barnes to the new Deputy Director/EH Director position as part of the Workforce Development Grant beginning 10-1-21 through 6-30-23 as presented

*Andrea Barnes will still continue to fill the interim health commissioner position until filled.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

6.4 Updated Organizational Chart

Motion to approve the updated Organizational Chart as modified to reflect changes on the STI Grant as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[Organizational Chart 2021-12 DRAFT.pdf](#)

6.5 Request for Approval of the Proposed 2022 Budget

Motion to approve the 2022 Budget with 5% raises that will be effective the first pay of 2022 as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[Budget_Prelim_2022_5_Inc.xlsx](#)

6.6 Evaluations for Employees

Evaluations for all non-probationary employees were completed for 2021.

Result: Approved

7 New Business

7.1 Appointments and Hirings

Motion to allow the health commissioner to select and hire the vacated public health nurse position of Melinda Corwin as presented

*Position was posted by emergency by the health commissioner due to the timing

Minutes:

The replacement will be either 2 part time or 1 FTE

Motioned: Ms. Amanda Moran

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

7.2 Contract for New EMR

Motion to allow Health Commissioner to enter into a contract for a new EMR starting in 2022 as presented

Minutes:

Discussion about the payment of this happened with the BOH. Mr. O'Leary was questioning the funding because the city was paying for \$2,000 of the new contract. It was explained that the STI grant was paying for more than \$19,000 and \$3600 will be covered using 340B funds. It was also explained that public health nursing integrates with IMPACT and this new EMR will benefit the entire health department.

Motioned: Ms. Amanda Moran

Seconded: Mr. Dennis Sterling

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[Galion City Proposal.pdf](#)

7.3 Director of Nursing Requests

Emily Miller, Director of nursing discussion for modifying positions and increasing hours to a vacated position.

7.4 Appointments and Hiring

Motion to approve the Health Commissioner to select and hire for the MA/Front Office position (partly covered under the STI grant) beginning 1-1-22 as presented

*Health Commissioner posted on emergency because of late receipt of the NOA.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

7.5 First Reading of the Environmental Health and Food Fees

Motion to approve the first reading of the Environmental Health and Food fees as presented

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Attachments:

[2021_CPI.pdf](#)

[Res_2022-__EH____Food_Fees_2022.docx](#)

8 Executive Session

Motion to enter into Executive Session for to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing at 6:10 PM

Motioned: Ms. Andrea Wildenthaler

Seconded: Mr. Dennis Sterling

Result: Approved

Motion to return from executive session at 6:23 PM

Minutes: No decisions were made.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

9 Next Scheduled Board of Health Meeting

January 11, 2022 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 December 16, 2022 at 7:00pm in Council Chambers

Attachments:

[2022 Board of Health Meeting Dates.docx](#)

10 Adjournment

Motion to Adjourn at 6:25 PM

Motioned: Mr. Dennis Sterling

Seconded: Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Amanda Moran, Board Member	X		

Result: Approved

Board of Health Approval Signature

Board of Health Approving Name & Title