**Present:**  Ms. Tina Nichols, Health Educator/DIS; Ms. Andrea Barnes, Director of Environmental Health; Mr. Dennis Sterling, Board Member; Ms. Shellie Burgin, Board Member; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Amanda Moran, Board Member; Jason McBride, Health Commissioner;

**Absent:**  Tom O'Leary, Mayor, City of Galion, President; Ms. Olivia Roston, Business Services Officer; Lynn Corwin, PHN; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Andrea Wildenthaler, Board Member; Ms. Candy Yocum, Board Member; Jenna Boliantz, Public Health Nurse; Jessica Bourne, MA;

# **Call to Order**

Dennis called the meeting to order at 5:02pm.

# **Approval of Consent Agenda**

Motion to approve the consent agenda for August 9, 2022

\*Note any consent agenda items to be removed, if necessary.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

## **Health Commissioner Report**

See attached Health Commissioner Report.

**Attachments:**

[HC Monthly Report July 2022.docx](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\HC%20Monthly%20Report%20July%202022.docx)

## **Environmental Division Report**

See attached Environmental Division Report.

**Attachments:**

[EH Monthly Report July 2022.docx](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\EH%20Monthly%20Report%20July%202022.docx)

## **Outreach Reports**

See attached Environmental Outreach for June.

**Attachments:**

[Outreach Report - Safety Town.docx](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\Outreach%20Report%20-%20Safety%20Town.docx)

[Outreach Report - Third Friday.docx](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\Outreach%20Report%20-%20Third%20Friday.docx)

## **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) virtually at the following link: https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training We also have a CE disk of BOH training.

**Attachments:**

[BOH\_CE\_Sign-off\_TEMPLATE.docx](https://galionhealthorg.blueskymeeting.com/meeting_groups/225/item_attachments/66666)

# **Approval of the Agenda**

Motion to approve the agenda for August 9, 2022

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

# **Approval of Board of Health Meeting Minutes**

Motion to approve the July 12, 2022 GCHD Board of Health Meeting Minutes as presented by:

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

**Attachments:**

[**July Minutes.pdf**](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\July%20Minutes%20Final.pdf)

# **Approval of July Finance Reports**

Motion to approve the July 2022 Finance Reports

**Minutes:**

**Result:** Approved

**Motioned:** Mr. Dennis Sterling

**Seconded:** Ms. Shellie Burgin

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

**Attachments:**

[**Fiscal Reports 07-2022.pdf**](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\Fiscal%20Reports%2007-2022%20Final.pdf)

## **Approval of June Finance Reports**

Motion to approve the June 2022 Finance Reports

**Minutes:**

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

**Attachments:**

[**Fiscal Reports 06-2022.pdf**](file:///\\10.10.10.2\Share\Board%20of%20Health\BOH%20Meetings\Minutes%202022\07-12-22\Fiscal%20Reports%2006-2022.pdf)

# **Reports**

## **PHAB Accreditation**

## Our new PHAB coordinator, Lisa Wolfe, came to our last team meeting and spoke with our staff about our current status and next steps. Jason and Lisa have kept in regular contact. Lisa's first invoice was submitted, and the auditor's office informed us that we will need to budget for BWC for Lisa, which is estimated to be $750. Jason is in the process of trying to budget for that.

## **Nursing Division Update**

We will have a brand new part-time nurse join our team! Her name is Kim Ponziani. She also has years of public health nursing experience. Our Director of Nursing position is open.

# **Old Business**

## **School contracts**

As discussed in June BOH meeting, this item will remain on the agenda and revisited monthly to discuss updates and what can be done so GCHD can be in a place where we are ready for the school contract again.

Since the last meeting, St. Joe's officially signed the school nursing contract. School begins for them on August 31st.

**Minutes:**

Dennis Sterling signed the St. Joe's school contract on behalf of the BOH. New principal Anissa Tuttle and HC Jason McBride had previously signed it.

**Result:** Tabled

## **ES Consulting Invoice**

Thomas is now the point of contact for ES Consulting regarding the $7,000+ in extra charges from ES Consulting.

**Minutes:**

## **Contract Agreement with the City of Galion**

Which items should we tell Thomas we would like for him to include on our behalf? Alternatively, do we want to have our own representation from the beginning, or should we wait to see what Thomas puts together first?

SUBJECT SPECIFICS

GENERAL MATTERS Fiscal agency - need to spell out in contract?

Employee precision (COG v Health Department)

Civil service applicability

Non-statutorily required services to be performed by Health Department

Health Department PPM to include specifics on vacation, sick, etc. (done)

Insurance - liability, professional, health/vision/dental/life

BWC coverage

Notification of Health Board member changes

AUDITOR MATTERS Specific task - payroll

Specific task - accounts receivable/payable

Charge 'formula' for the above

COG subsidy as a 'grant'

Auditor/preparation of financial reports

Cash balance at end of year - how to be handled

OFFICE SPACE Rent

Utilities

**Minutes:** Both Shellie and Jason have done additional research on the applicability of civil service for the health department and discussion ensued. Direction was given to continue hiring for the front desk position unless we hear back from people involved with civil service to do otherwise.

Motion to send the list above to Thomas for him to create a draft contract.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

# **New Business**

## **Request to accept hiring of Kim Ponziani**

Motion to approve the hiring of part-time Public Health Nurse, Kim Ponziani.

**Attachment:** [**Personnel Action Form - Kim Ponziani.pdf**](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\Personnel%20Action%20Form%20-%20Kim%20Ponziani.pdf)

**Minutes:**

**Result:** Approved as amended with start date of 8/17/22.

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

## **Request to accept resignation of Jenna Boliantz**

Motion to approve the resignation of Jenna Boliantz, effective 8/12/22.

**Attachment:** [**Personnel Action Form - Jenna Boliantz.pdf**](file:///Q:\Board%20of%20Health\BOH%20Meetings\Minutes%202022\08-09-22\Personnel%20Action%20Form%20-%20Jenna%20Boliantz.pdf)

**Minutes:**

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

# **Executive Session (as needed)**

An executive session may be requested for one or more of the following matters to:

1. 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;
2. consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
3. confer with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent;
4. prepare for, conduct, or review negotiations or bargaining sessions with public employees;
5. consider matters required by federal laws, or rules, or state statutes to be kept confidential;
6. consider specialized details of security arrangements if the information could be used for criminal

**Minutes:**

Motion to enter Executive Session for the purpose of discussing personnel issues.

Time: 5:32

Time of reconvening: 6:35

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Mr. Dennis Sterling

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

# **Next Scheduled Board of Health Meeting**

# Next Scheduled Board of Health Meeting

September 18, 2022, at 5:00pm in Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion City Council - Police, Fire, Health Subcommittee Meeting is scheduled for August 18, 2022 at 7:00pm in Council Chambers.

**Attachments:**

[2022\_Board\_of\_Health\_Meeting\_Dates.docx](https://galionhealthorg.blueskymeeting.com/meeting_groups/225/item_attachments/66028)

# **Adjournment**

The meeting was adjourned at 6:36.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Mr. Dennis Sterling, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

