**Present:**  Ms. Andrea Barnes, Director of Environmental Health; Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, 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; Ms. Tina Nichols, Health Educator/DIS; Lynn Corwin, PHN; Jennifer Jordan, Administrative Assistant-Medical Assistant; Mr. Dennis Sterling, Board Member; Ms. Andrea Wildenthaler, Board Member; Kim Ponziani, Public Health Nurse; Jessica Bourne, MA.

# **Call to Order**

Candy called the meeting to order at 5:07pm.

# **Approval of Consent Agenda**

Motion to approve the consent agenda for September 13, 2022

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

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, 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 August 2022.docx](../09-13-22/HC%20Monthly%20Report%20August%202022.docx)

## **Environmental Division Report**

See attached Environmental Division Report.

**Attachments:**

[EH Monthly Report August 2022.docx](../09-13-22/EH%20Monthly%20Report%20August%202022.docx)

## **Outreach Reports**

See attached Outreach for August.

**Attachments:**

[**Outreach Report - Third Friday Galion 081922.docx**](../09-13-22/Outreach%20Report%20-%20Third%20Friday%20Galion%20081922.docx)

[**Outreach Report - WIC Baby Shower.docx**](../09-13-22/Outreach%20Report%20-%20WIC%20Baby%20Shower.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 September 13, 2022

**Minutes:** Agenda approved as amended for September 13, 2022, with the following changes:

Section 5 - Attachment added for finance report.

Section 8.3 - added food fees.

Section 8.4 - modified language in ordinance to read, "for yearly independent audit".

Section 10 - Police, Fire & Health date updated.

**Result:** Approved as amended

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, 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 August 9, 2022, GCHD Board of Health Meeting Minutes as presented by:

**Minutes:** Agenda approved as amended for August 9, 2022, with the following changes:

When documenting the reason for entering Executive Session, the language from the statute needs to be included. It also needs to be noted if a decision was made or not. The August 2022 minutes were amended accordingly.

**Result:** Approved as amended

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

**Attachments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Approval of Finance Reports**

Motion to approve the August 2022 Finance Reports

**Minutes:**

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

**Attachments:**

[**Fiscal Reports 08-2022 FINAL.pdf**](../09-13-22/Fiscal%20Reports%2008-2022%20FINAL.pdf)

# **Reports**

## **PHAB Accreditation**

## Jason and Lisa are meeting bi-weekly to continue working on accreditation. The next task is for Jason to assign staff to assist Jason and Lisa in completing the domains within the accreditation requirements.

## **Updates on city car**

Repairs will be completed this week for the minor scratches on the back of the car.

Two of the staff discovered that the car also needs repairs on the rotors and brakes. Jason obtained a quote and council action will be needed later this month and next month to move money to pay for those repairs.

## **Legal assistance**

Front desk staff member spoke with legal counsel about a troubled child who visited health dept. That is being handled according to the legal counsel she received, which includes speaking with CPS and making a police report.

Legal counsel was also advised that ES Consulting is still billing for the contested charges. Legal counsel will follow up.

# **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 started school on August 31st. There has been regular correspondence between the health department and new principal Anissa Tuttle.

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

# Jason is awaiting further clarification from Thomas on the best way to proceed. After recent correspondence between Thomas and the auditor's office, Jason contacted Thomas about having him confirm with the independent auditors about the need for a formal agreement. Depending on that outcome, Jason may proceed to meet with the City of Galion auditor's office to work on agreement terms.

# **New Business**

## **Request to accept promotion of Lynn Corwin to Director of Nursing**

Motion to approve the promotion of Lynn Corwin as Director of Nursing, retro-dated to 9/12/2022

**Attachment:** [**Personnel Action Form - Lynn Corwin.pdf**](../09-13-22/Personnel%20Action%20Form%20-%20Lynn%20Corwin.pdf)

**Minutes:** Shellie asked Jason how Lynn’s pay was determined. Jason explained that the current pay scale is $25-$32. The rate of $29/hr was agreed upon during negotiations, and it is less than what the previous Director of Nursing made before she resigned.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

## **Request to accept hiring of Laurale Looney**

Motion to approve the hiring of Laurale Looney as Medical Assistant Front Office, effective 9/26/22

**Attachment:** [**Personnel Action Form - Laurale Looney.pdf**](../09-13-22/Personnel%20Action%20Form%20-%20Laurale%20Looney.pdf)

**Minutes:**

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

## **First reading of EH fees for 2023**

First reading of the 2023 environmental health (EH) fees (FSO and RFE license fees) for the license year 2023 as well as all other EH fees

1st reading of Resolution 2022-167, a resolution to establish environmental health fees including food service operation and retail food establishment license fees for the license year 2023, and repeal Resolution 2022-165

**Attachment:** [**Res 2022-167 EH & Food Fees 2022.pdf**](../09-13-22/Res%202022-167%20EH%20&%20Food%20Fees%202022.pdf)

**Minutes:** Andy explained that for every year, a cost analysis for fees must be completed. These fees go out to the operators. The largest increase is for risk level three establishments, which is a nearly 20% increase, yet the fees will still be below the levels they were in 2019. For risk level one, this year the fee is $113 plus the state fee. The proposal for next year is that it will be $122 (plus the state fee.) For risk level two, which includes most of the bars, the fee was $128. The 2023 proposed rate is $142. The state fee is $28. The current risk level three fee, which includes most restaurants, will increase from $251 to $301. Risk level fours are full-service restaurants, including hospital cafeterias.

The mobile license fee went up quite a bit. It's $55 this year, which was a huge drop from the previous year. It is now proposed that it goes up to $105 + the state fee ($28). Those with a mobile license can operate anywhere in the state. There was discussion about if those with mobile permits can go to a neighboring jurisdiction to attempt to have a lower price. This can be done if the home of the mobile unit is in that jurisdiction.

Rates are comparable or lower than the rates charged by Crawford County Public Health.

Pool fees remain the same, in part because the Sleep Inn pool is no longer available. They decided to not renew because of a pool leak that they had, but that has been fixed now. Sleep Inn is now in the process of submitting the necessary paperwork to become licensed again.

Other fees have increased, including the fees for temporary campgrounds, from $75 to $125. Tattoo fees were reduced from $275 to $250.

Shellie discussed red line agreements and other ways to show the proposed changes.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

## **Request to repeal resolution #2020-162 and replace with resolution #2022-166**

Motion to approve repeal of resolution #2020-162, and replace it with resolution #2022-166, which has the same language as resolution #2020-162, with the addition of the following sentence: Be it further resolved that the $5,000.00 limit is lifted for the purpose of fee remittance for the yearly independent audit

**Attachments:** [**Res\_2020-162\_HC\_Authorization\_Expenditures\_Funds\_ESIGN.pdf**](../09-13-22/Res_2020-162_HC_Authorization_Expenditures_Funds_ESIGN.pdf)

[Res\_2022-166\_HC\_Authorization\_Expenditures\_\_Funds.docx](../09-13-22/Res_2022-166_HC_Authorization_Expenditures__Funds.docx)

**Minutes:** This year it cost $6,944 and the auditor was in the break room working on the audit for two or three days.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

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| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | x |  |  |
| Ms. Shellie Burgin, Board Member | x |  |  |
| Amanda Moran, Board Member | x |  |  |

## **Discussion of 2023 budget**

## Discussion of tentative 2023 budget proposal

**Minutes:** Jason spoke about his recent experience of attending the Police, Fire & Health subcommittee meeting so that the budget could be discussed. The board encouraged Jason to ask for more than the 3% that he initially asked about, especially with inflation. Discussion ensued about what this means for those who work under the STI and HIV grants, since they already submitted their budgets.

Discussion ensued about reviewing the upcoming salary survey from AOHC to see where our pay scales for the different positions should be. However, the salary survey should be seen as more of a general guideline instead of a rule.

**Result:** Tabled

# **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: a. the purpose of considering 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.

No decisions were made during executive session.

Time: 6:10

Time of reconvening: 6:26

**Result:** Approved

**Motioned:** Ms. Candy Yocum

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, 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

October 11, 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 September 15, 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 6:27.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Ms. Shellie Burgin, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |

