**Present:** Amanda Moran, Board Member; Ms. Candy Yocum, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Jason McBride, Health Commissioner; Ms. Andrea Barnes, Director of Environmental Health; Ms. Sarah Miley, Sexual Health & Wellness Program Manager; Ms. Tina Nichols, Disease Intervention Specialist (DIS)/ Health Educator; Leanna Perdue, Business Services Officer/ Vital Statistics Registrar.

**Absent:**  Tom O'Leary, Mayor, City of Galion, President; Ms. Shellie Burgin, Board Member; Carrie Bednarz, MA; Jessica Bourne, MA; Lynn Corwin, Director of Nursing; Jennifer Jordan, Disease Intervention Specialist (DIS)/ Case Manager; Kim Ponziani, Public Health Nurse.

# **Call to Order**

Candy called the meeting to order at 5:05 pm.

# **Approval of the Agenda**

Motion to approve the special meeting agenda for August 21st, 2023.

**Minutes:** NA

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

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

Motion to approve the August 8, 2023, GCHD Board of Health meeting minutes.

**Minutes:** NA

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

**Attachments:**

[Minutes - August 2023 Mtg (Final).pdf](Minutes%20-%20August%202023%20Mtg%20%28Final%29.pdf)

# **Approval of Fiscal Reports**

Motion to approve the July 2023 Fiscal Reports.

**Minutes:** NA

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

**Attachments:**

[Fiscal Reports 07-2023 (Final).pdf](Fiscal%20Reports%2007-2023%20%28Final%29.pdf)

# **Reports**

## **PHAB Accreditation**

August 21st is the day that PHAB will have its accreditation committee meeting to decide if we will become a nationally accredited health department. We should be informed of their decision within one to two weeks after this meeting. When we applied for accreditation the first time, we successfully passed 82 of 100 PHAB measures. We were asked to improve upon the remaining eighteen measures and then try again for accreditation in a year. We recently received the results of those eighteen measures of the accreditation paperwork we resubmitted. We learned that ten of those measures passed as being 'largely demonstrated'. Seven of those measures are considered 'slightly demonstrated', while one of those is 'not demonstrated'. With those results in mind, the accreditation committee will review our progress and determine if we should be accredited. The measures which we felt were most important to get right were thankfully among those that passed when we submitted our paperwork for the second time.

**Minutes:** Jason shared how August 21st is the day that the PHAB accreditation committee will meet and decide if we have sufficiently passed the requirements for becoming a nationally accredited health department. We received the results of our second site visit, and we know the grades that were given from the paperwork we submitted a second time. There was confusion about what the site visit report was saying. Jason explained that there are two passing grades that can be given for our paperwork (‘fully demonstrated’ and ‘largely demonstrated') and two not passing grades (‘slightly demonstrated’ and ‘not demonstrated’). The results from when we submitted accreditation the first time were side-by-side with the results from the second time we submitted our documentation for accreditation. Some people were confusing the results of the first submissions in the site report with the second submission, which were shown side by side. At the end of the document, it shows a summary of the grades of our most recent submission of documents. Of the eighteen remaining measures, we have ten which are ‘largely demonstrated’, seven which are ‘slightly demonstrated’, and one that is ‘not demonstrated’. In other words, it is better than people initially thought, because only one was considered ‘not demonstrated’ after the second submission. Andy said that our PHAB Accreditation Specialist was worried about something and wondered why, and Jason said that she was unsure if our latest results would be sufficient for becoming accredited or not. Mandi requested that Jason print off a copy of the report so she could see it for herself. Candy asked what percentage of documents needs to pass for a health department to become accredited. That information isn’t public knowledge, but some of the measures are weighed more heavily than others. Tina also said that if you compare our health department on a scale of what everyone else has, we are much smaller than most and don’t have access to as many resources. Many health departments have someone who is dedicated to just the accreditation work, while we have to split those tasks among the staff that we have, which is very difficult.

## **City car tires**

We just had our brand-new tires put on the city car. The manufacturer gave us a 50% discount on the new tires because of the defective tires we had.

**Minutes:** In jest, Mandi asked if we got all four tires replaced on the car, and Jason said yes. Before the meeting started, Mandi shared a personal story about replacing tires, so her comment was related to that.

# **New Business**

## **School nurse contract for hearing and vision screenings**

Motion to approve the attached school nurse contract for GCHD staff to perform hearing and vision screenings, effective 8/21/2023.

**Minutes:** Jason explained how we took the school contract and separated the parts which only pertained to the vision and hearing screenings, so it is much smaller than the school nurse contract. Mike said that he heard how they hired somebody and that person has already quit. Mike said that if they want to be out there on their island all by themselves, then go ahead. He said you can’t hire someone for that position for as little as they want to pay.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

## **Change of job title**

Motion to approve the changing of the job title of Jennifer Jordan from Medical Assistant II to Disease Intervention Specialist (DIS)/ Case Manager, effective 8/21/2023. The ST24 grant is due by 9/11/23, and Medical Assistants will no longer be covered.

**Minutes:**

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

## **Raises for STI/HIV Prevention Program staff**

Motion to approve raises for the STI/HIV Prevention Program staff per attachment, effective ~~2/1/2024~~ 1/1/2024. These costs would be fully reimbursed monthly by the grant. The application for the ST24 grant needs to be submitted by 9/11/2023, and it will help in preparing the budget if it is known what the staff pay is.

**Minutes:** Mike had some questions about this. He asked when the last raise went into effect, and he was told that it went it effect in January. Mike asked when the new raises would go into effect, and Candy said it is written that it would go into effect on 2/1/2024. Leanna said that date was put as the start date of the raises because that is when the new ST24 grant will start. Andy wondered if the date should be considered loose, and have it start on January 1 to make it easier for the Auditor’s Office. Leanna said that after speaking with the Auditor’s Office, it would make it difficult to have a raise start in February when everyone else would get it in January, but it can be done. Tina prepared some documents for everyone to help give everyone a better understanding of the work that they do. Tina explained how this was originally prepared for City Council to address questions that they had. She said that they are tasked with a lot of responsibilities. She explained that among others who do this same work, we are the smallest health department and also the lowest funded. An increasing amount of responsibility has been taken on as the program has grown. She showed the map of the nine county region that the program covers, and how that is all on her, and sometimes she takes Sarah along with her when someone needs treatment. They often travel to unsafe areas as part of their work. Mike asked if this would be covered by the grant, and it was answered that it would be fully covered by the grant. Sarah shared how she reached out to the Ohio Department of Health and asked if it would be allowed for them to adjust their salaries to better align with the rest of the state. Tina said Sarah is the lowest paid Nurse Practitioner in the state. Sarah spoke of how the title change of Jenny was good because it better reflects what she actually does, which includes medical billing, case management for DIS cases, and more. Tina explained that Jenny won’t be assigned her own cases but she will be able to assist with those. Tina also said that their responsibilities include doing the grant management, which is unusual compared to larger health departments which have staff dedicated to that. There is no other assistance to help with those considerable tasks. Mike clarified that these pay raises would come 100% from the grant. Tina said that they don’t receive any money from the city. Andy shared how they ask lots of questions at the city, in part because the money is fronted by the city and then reimbursed every month. Mike said he didn’t have any other questions and that he just wanted to know where the money was coming from. Andy shared how Leanna crunched the numbers as a ‘worst case scenario’ and that it still fit. Mike asked if he could go on a tangent and try to get insured outside of the city plan. Andy said she was told she would need to discuss that with Thomas Palmer (legal counsel). There was also discussion about changing the start date to 1/1/2024. Leanna said she personally felt like this would be the most feasible option.

**Result:** Approved as amended, with the start date being 1/1/2024.

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

**Attachments:**

[STI\_HIV Prevention Program Staff Pay Increases.docx](STI_HIV%20Prevention%20Program%20Staff%20Pay%20Increases.docx)

## **Revision of Salary Schedule**

Motion to approve the 2023 Salary Schedule, per attachment. The current 2022 Salary Schedule is attached, and the proposed 2023 Salary Schedule is attached with what the new upper pay ranges would be of the STI/HIV Prevention Program staff if pay raises are approved as presented.

**Minutes:** Mandi said she didn’t have any questions about this and that she felt comfortable moving forward with it.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

**Attachments:**

[2023 Salary Schedule FINAL.pdf](2023%20Salary%20Schedule%20FINAL.pdf)

# **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 into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, 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: 5:30

Time of reconvening: 5:50

No decisions were made during Executive Session.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

|  |  |  |  |
| --- | --- | --- | --- |
| **Voter** | **Yes** | **No** | **Abstaining** |
| Ms. Candy Yocum, Board Member | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

# **Next Scheduled Board of Health Meeting**

# Next Scheduled Board of Health Meeting

-September 12, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) August 22, 2023, at 7:00 pm in Council Chambers

**Attachments:**

[2023 Board of Health Meeting Dates.docx](file:///%5C%5C10.10.10.2%5CShare%5CBoard%20of%20Health%5CBOH%20Meetings%5CMinutes%202023%5C2023%20Board%20of%20Health%20Meeting%20Dates.docx)

**Minutes:** Andy asked if we are still planning on having the next Board of Health meeting on September 12th, and that was confirmed. Mandi confirmed that all present Board of Health members can be there, and also said that Shellie will be able to attend as well. Mandi also said she would be there and that she will be flying back the day before.

# **Adjournment**

The meeting was adjourned at 5:59.

**Voice Vote**

**Result:** Approved

 Respectfully submitted,



