

Galion Board of Health Meeting

Galion City Health Department
Tuesday, October 10, 2023
5:00pm - 6:30pm



Present: Ms. Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, Interim Health Commissioner, Director of Environmental Health; Ms. Lynn Corwin, RN, Director of Nursing; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Ms. Tina Nichols, Health Educator/DIS

Absent: Tom O'Leary, Mayor, City of Galion, President; Jessica Bourne, MA; Jennifer Jordan, Administrative Assistant-Medical Assistant; Kim Ponziani, Public Health Nurse

1 Call to Order

Shellie called the meeting to order at 5:00pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for October 10, 2023.
Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

2.1 Environmental Health / Interim HC Report

See attached Environmental Health/Interim HC Report.

Attachments:

[EH Monthly Report September 2023.pdf](#)

2.2 Director of Nursing Report

See attached Director of Nursing Report.

Attachments:

[Monthly Report - DON September 2023.docx](#)

2.3 Sexual Health and Wellness Clinic Report

See attached Sexual Health and Wellness Clinic Report.

2.4 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>

Kent State College of Public Health has created additional learning modules to assist local boards of health meet their two-hour annual continuing education requirements. Access all of the learning modules here: <https://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures>

Attachments:

[BOH CE Sign-off TEMPLATE.docx](#)

3 Approval of the Agenda

Motion to approve the agenda for October 10, 2023.

Roll Call Vote Needed

*Note any items removed from the consent agenda to be added, if necessary.

Minutes:

Motion to approve the agenda for October 10, 2023 as amended with changing 7.2 wording to classified where it says unclassified and the finance reports that were attached are incomplete and will need to be tabled. The budget is not attached but copies were made for members at this meeting.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

4 Approval of Board of Health Meeting Minutes

Motion to approve the September 20, 2023, GCHD Board of Health special/emergency meeting minutes.

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Draft_minutes_092023.pdf](#)

5 Approval of Fiscal Reports

Motion to approve the Galion City Health Department September, 2023 Fiscal Reports.
Roll Call Vote Needed

Result: Tabled

Attachments:

[Fiscal Reports 09-2023 Income.pdf](#)

[Fiscal Reports 09-2023.pdf](#)

6 Reports

6.1 PHAB Accreditation

GCHD received a letter from the US Department of Health and Human Services/Center for Disease Control congratulating us for our national public health accreditation status. It is attached.

Attachments:

[Accreditation-PHAB-Congratulatory-Letter.pdf](#)

6.2 GCHD Action Plan Approval from ODA

In June 2023, the EH Division was surveyed by the Ohio Department of Agriculture. The requested action plan was submitted to the Ohio Department of Agriculture addressing the item numbers that needed improvement. The action plan was approved. The letter is attached.

Attachments:

[Galion City Action Plan Response 9.28.23 .pdf](#)

6.3 Child Passenger Safety Program

At this time, GCHD does not have a CPST (Child Passenger Safety Technician). The previous HC was doing this program alone. He did decide to send 3 employees on a voucher to a class in September; however, this was not completed by them. I have reached out to find out about another class, and they are holding one in Grove City for 4 days in November. GCHD intends to have one employee complete that class so that Crawford County continues to provide the program. Currently, we are the sole provide of car seats, but we do not have a CPST.

7 Old Business

7.1 Second Reading and Public Hearing for EH & Food Fees for 2024

Motion to approve the second reading of the Resolution 2023-169, establishing environmental health fees including food service operation and retail food establishment license fees for 2024 and it will repeal Resolution 2022-167. This reading also serves as the notice to the public and operators for comment about the fees.

Roll Call Vote Needed

Minutes:

No one from the public attended the meeting or made objections to the proposed 2024 fees for EH and Food.

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Res 2023-169 EH and Food Fees 2024 Second-Reading.pdf](#)

7.2 Revision to the Personnel Action Form for Andrea Barnes, Interim HC

Motion to approve the revised personnel action form for Andrea Barnes, Interim Health Commissioner effective 09/24/2023, as per attachment. The original form stated the position would be salaried/exempt and not receive OT/comp which needs removed according to the auditor's office as my main position remains Director of Environmental Health, unclassified, non-exempt.

Roll Call Vote Needed

Minutes:

Motion to approve with changing the term unclassified to classified.

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[A. Barnes Personnel Action Form.pdf](#)

8 New Business

8.1 Motion to Accept Resignation of Lynn Corwin

Motion to accept the resignation of Lynn Corwin, Director of Nursing effective 11/03/2023, as per her attached resignation letter.

Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X	+	
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X	+	
Heidi Matney, Board Member	X		

Attachments:

[M Corwin Resignation 110323.pdf](#)

8.2 Permission to Post and Hire the Director of Nursing position

Motion to approve the posting and hiring of a nurse to fill the Director of Nursing position on emergency.

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X	+	
Heidi Matney, Board Member	X	+	

Permission to Post and Hire the Clerical MA 1 part time position

Motion to approve the posting and hiring of a Clerical MA 1 position at the front desk to fill the vacancy on emergency.

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

8.4 Permission to Post and Hire a PRN Nurse

Motion to approve the posting and hiring of a nurse to fill a PRN nurse position on emergency. The position does exist on the organization chart. The position will be as-needed.

Roll Call Vote Needed

Motioned: Mike Flick

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

8.5 Motion to Approve a Cell Phone Stipend

Motion to approve a cell phone stipend for the Business Services Officer/Vital Stats Registrar of \$40.00 per month beginning in 2024.

Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

8.6 Requesting Approval of the 2024 Budget for GCHD

Motion to approve the GCHD 2024 Budget with the understanding the insurance percentage increase is subject to change. This will be updated accordingly, and correct numbers will be sent to the Auditor's office after the final figure is received. Approval in this manner is necessary since we are under the city's insurance policy and final rates will not be received until late October or November. At this time, we are presenting a budget with 3% raises for all positions beginning in 2024.

Roll Call Vote Needed

Minutes:

Discussion: Large costs this year that are different from previous years are now the Covid-19 vaccine is no longer provided to the LHD's free of cost and it is pricey. Another cost that is factored in is the \$10,000 for the Community Health Assessment and CHIP costs that occur every 3 years that we participate in with the hospitals and CCPH.

Factoring in a 3% raise for all employees. Revenues are down from previous years and this increases our ask from the city. The understanding of our cash carryover in certain funds should allow us to ask for \$100,000 less than the \$469,000 if we can figure out from the Auditor's office if we can access our cash balances to help offset our city ask.

Mandi and Shellie did ask why the revenue was down so much in the nursing department.

Motioned: Mike Flick
Seconded: Heidi Matney
Result: Approved

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

9 Executive Session (as needed)

An executive session may be requested for one or more of the following matters 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;
- consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
- 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;
- prepare for, conduct, or review negotiations or bargaining sessions with public employees;
- consider matters required by federal laws, or rules, or state statutes to be kept confidential;
- consider specialized details of security arrangements if the information could be used for criminal

Minutes:

Shellie made a motion to enter into executive session for letter (a) at 5:26pm.

Shellie made a motion to move out of executive session at 5:50pm. No decisions have been made.

Result: Approved

10 Next Scheduled Board of Health Meeting & City Council Meetings

Next Scheduled Board of Health Meeting:

-November 14, 2023, at 5:00 pm Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) October 10, 2023, at 7:00 pm in Council Chambers

-(Police, Fire, Health) October 19, 2023, at 7:00 pm in Council Chambers

-(Finance) October 18, 2023, at 7:00 pm in Council Chambers

-(City Council) October 24, 2023, at 7:00 pm in Council Chambers

Attachments:

[2023 Board of Health Meeting Dates.docx](#)

11 Adjournment

Result: Approved

Minutes:

Motion to adjourn by Shellie at 5:50pm

Respectfully submitted,

Andrea Barnes, Interim Health Commissioner

Board of Health signature
