**Galion Board of Health Meeting**

A logo for a health department

Description automatically generated Tuesday, November 14, 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

**Absent:** Tom O'Leary, Mayor, City of Galion, President; Ila Moodespaugh, MA; Ms. Brandi Riddlebaugh, RN, Director of Nursing; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Ms. T ina Nichols, Health Educator/DIS; Kim Ponziani, Public Health Nurse

**Call to Order**

Shellie called the meeting to order at 5:06 pm.

**Approval of Consent Agenda**

Motion to approve the consent agenda for November 14, 2023. Roll Call Vote Needed

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

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| --- | --- | --- | --- |
| **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** |  |  |

### **Environmental Health & Health Commissioner Report**

### See attached EHD/ Health Commissioner Report.

**Result:** Approved

###### Attachments:

EH Monthly\_Report October 2023.pdf

**Director of Nursing Report**

In October, First Grade Hearing & Vision Screenings were completed on 10/02/23 and 10/05/23 at Galion Primary School.

On October 16th, Hearing & Vision Screenings were completed at St. Joseph School.

Flu Outreach was completed at Central State Enterprises, Central Hotel, St. Joseph, Horizon Veterinary Hospital, and Grace Point Church.

Thank you to all staff who helped complete the flu clinic mission!

**Result:** Approved

#### **Sexual Health and Wellness Clinic Report**

See attached Sexual Health and Wellness Clinic Report.

**Result:** Approved

###### Attachments:

Oct 2023 BOH Update.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) available virtually at the following link:

h[ttps://ww](http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training)w.[ohioattorneygenera](http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training)l.[gov/Legal/Sunshine-Laws/Sunshine-Law-Training](http://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: h[ttps://ww](http://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures)w.ken[t.edu/publichealth/local-boards-health-continuing-education-lectures](http://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures)

###### Attachments:

BOH CE Sign-off TEMPLATE.docx

## **Approval of the Agenda**

Motion to approve the agenda for November 14, 2023 as amended adding October 2023 Fiscal Reports

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Heidi Matney

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| **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** |  |  |

# Approval of Board of Health Meeting Minutes

Motion to approve the October 10, 2023, GCHD Board of Health meeting minutes. Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Amanda Moran

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| --- | --- | --- | --- |
| **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 101023 Minutes.pdf

# Approval of Fiscal Reports

Leanna Perdue

Motion to approve the GCHD September & October, 2023 Fiscal Reports Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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| **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:

Fiscal\_Reports 09-2023.pdf

**BSO Discussion of Recent Fiscal Training**

Leanna Perdue

###### Minutes:

Leanna discussed some of the items that she learned at recent trainings such as an observation of different trends to show the monthly fiscal reports to the BOH.

#### **Approval of Updated Proposed 2024 Budget**

Motion to approve the proposed updates to the 2024 Budget due to changes with additional funding in the grants and other minor changes. The final percentage increase in insurance premiums is still unknown so the budget will likely need adjusted again in December.

Roll Call Vote Needed

Discussion about receiving the news from the City that our insurance premiums will only increase for 2024 by 5% and not the anticipated 15% or more. An adjustment was made to add $10,000 for a grant that GCHD found out they are receiving in 2024. This is good news because it should lessen our ask for funding from the City of Galion.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| **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 Accept Additional Monies in the ST24 Grant**

Motion to accept an additional $120,000 in the proposed ST24 Grant to cover salary/benefits of an additional full time DIS position.

Roll Call Vote Needed

###### Minutes:

Discussion on this and the large cost of insurance premiums that make a full-time position cost so high.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Heidi Matney

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| **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** |  | |

**Reports**

HIV Grant Financial Desk Review Audit 2023

Attached is the approval from OOH GMIS for the HIV desk audit. These reviews are routine. Leanna and the auditor's office did a great job of providing the data requested in a timely manner, thanks.

###### Attachments:

HIV Financial\_Desk Review 2023.pdf

#### **Lead Testing Education and Healthy Homes Grant 2024**

Andy applied for the Lead testing & healthy homes educational grant for 2024 and was awarded

$10,000.

###### Attachments:

Proposal\_for Funding\_for Lead Poisoning\_Prevention 2024.docx Lead Testing\_Education Awarded for 2024.

## **Old Business**

**Final Reading of the Environmental Health & Food Fees for 2024**

Motion to approve the third and final reading of Resolution 2023-169, establishing environmental health fees including food service operation and retail food establishment license fees for 2024, repealing Resolution 2022-167.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

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| **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.docx

## **New Business**

#### Accept Resignation of Jessica Bourne

Motion to accept the resignation of Jessica Bourne as Clerical MA, effective 10/31/23 and to post, hire and fill her position (done on emergency).

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| **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:

J Bourne Resignation 101723.pdf

Request to Accept Hiring of Jamie Ervin

Motion to approve the hiring of Jamie Ervin as part time clerical MA effective 10/18/2023, which was done on emergency.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| --- | --- | --- | --- |
| **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** |  | |

### Request to Accept Hiring of Ila Moodespaugh

Motion to approve the hiring of Ila Moodespaugh, part time clerical MA effective 11/06/2023, which was done on emergency.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Amanda Moran

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| **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** |  | |

#### A white background with a black border Description automatically generated with medium confidenceRequest to Accept Hiring of Brandi Riddlebaugh, RN

Motion to approve the hiring of Brandi Riddlebaugh, RN as the full time Director of Nursing, effective 11/06/2023 .

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Heidi Matney

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| **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** |  | |

#### **Approval of the 2023 Salary Schedule Updates**

Motion to approve the updated salary schedule for the GCHD positions. Roll Call Vote Needed

###### Result: Approved Attachments:

2023 Salary\_Schedule DRAFT November.docx

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| --- | --- | --- | --- | --- | --- |
| **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** | |  | | |

**Approval of the Organizational Chart**

Motion to approve the updated Galion City Health Department Organizational Chart. Roll Call Vote Needed

###### Result: Approved Attachments:

Organizational\_Chart 2023-11.pdf

**Motioned:** Mike Flick

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| **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 Contract with a PRN

Motion to approve contracting with a PRN on an as-needed basis. Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| **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** | **X** |  | |

**Approval of the Medical Director Contract for 2024**

Motion to approve the proposed contract for Dr. Nancy Crum as the GCHD Medical Director, effective 01/01/2024 .

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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| **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:

Medical Director Contract\_-\_Crum\_-\_2024.doc

# Executive Session (as needed)

###### Minutes:

Motion to enter into Executive Session for the purpose of a by: \_Amanda Moran Seconded by: \_Heidi Matney Abstentions:

Time: \_5:39pm

Roll Call Vote Needed

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

a. 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;

Motion to return from Executive Session by: \_Amanda Moran Abstentions:

Time: 7:20pm

Roll Call Vote Needed

Second by: \_Shellie Burgin

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

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| --- | --- | --- | --- |
| **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** |  |  |

**Next Scheduled Board of Health Meeting & City Council Meetings**

Next Scheduled Board of Health Meeting:

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

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) November 14, 2023, at 7:00 pm in Council Chambers

-(Police, Fire, Health) November 16, 2023, at 7:00 pm in Council Chambers

-(Finance) November 15, 2023, at 7:00 pm in Council Chambers

-(City Council) November 28, 2023, at 7:00 pm in Council Chambers

###### Minutes:

Instructed by the BOH to schedule a Special BOH Meeting at 8:30 am on Thursday November 30, 2023 primarily for Executive Session but GCHD may add what they need.

**Result:** Approved

###### Attachments:

2023 Board of Health Meeting\_Dates.docx

**Adjournment**

Motion to Adjourn by:

Voice Vote Needed Motion to adjourn at 7:23pm.

**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

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| --- | --- | --- | --- |
| **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** |  |  |

