

# Galion Board of Health Meeting



Tuesday, December 12, 2023

5:00pm - 6:00pm

**Present:** Leanna Perdue, Business Services Officer/ Vital Statistics Registrar; 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. Brandi Riddlebaugh, RN, Director of Nursing; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Ms. Tina Nichols, Health Educator/DIS

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

## 1 Call to Order

### Minutes:

Shellie called the meeting to order at 5:02pm

**Result:** Approved

## 2 Approval of Consent Agenda

Motion to approve the consent agenda for December 12, 2023 as amended. Remove the DON report as it was not updated.

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

**Result:** Approved

**Motioned:** Heidi Matney

**Seconded:** Mike Flick

| Voter                                 | YES | NO | Abstaining |
|---------------------------------------|-----|----|------------|
| Shellie Burgin, President Pro Tempore | X   |    |            |
| Amanda Moran, Board Member            | X   |    |            |
| Mike Flick, Board Member              | X   |    |            |
| Heidi Matney, Board Member            | X   |    |            |

### 2.1

## Environmental Health & Health Commissioner Report

See attached EHD/ Health Commissioner Report

### Attachments:

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

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## 2.2 Director of Nursing Report

Brandi Riddlebaugh, RN

## 2.3 Sexual Health and Wellness Clinic Report

See attached Sexual Health and Wellness Clinic Report.

### Attachments:

[Nov 2023 BOH Update.docx](#)

## 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 December 12, 2023, as amended.

Roll Call Vote Needed

\*Note any items removed from the consent agenda to be added, if necessary. Adding in an update to a fiscal report as well as adding 5.1 for the Audit

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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

# Galion Board of Health Meeting



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## 4 Approval of Board of Health Meeting Minutes

Motion to approve the November 14, 2023, GCHD Board of Health meeting minutes.

Roll Call Vote Needed

**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:**

[Draft 11-14-23 Minutes.docx](#)

### 4.1 Approval of the November 30, 2023 Special BOH Minutes

Motion to approve the November 30, 2023, GCHD Special Board of Health meeting minutes.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

| Voter   | Yes | No | Abstaining |
|---|-----|----|------------|
| Shellie Burgin, Board Member, President Pro Tempore | X   |    |            |
| Amanda Moran, Board Member                          | X   |    |            |
| Mike Flick, Board Member                            | X   |    |            |
| Heidi Matney, Board Member                          | X   |    |            |
|   |     |    |            |
| <b>Attachments:</b>                                 |     |    |            |
| <a href="#">Draft 113023 minutes.docx</a>           |     |    |            |

# Galion Board of Health Meeting



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## 5 Approval of Fiscal Reports

Leanna Perdue

Motion to approve the GCHD November, 2023 Fiscal Reports

Roll Call Vote Needed

### Minutes:

Motion to approve the GCHD November, 2023 Fiscal Reports with an additional income page, amending October's income statement.

**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:

[Fiscal Reports 11-2023.pdf](#)

## 5.1 Approval of the 2023 Audit for Fiscal Year 2022

Motion to approve the Audit Report for Fiscal year 2022 that was completed in 2023.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Amanda Moran

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

# Galion Board of Health Meeting



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## Attachments:

[City of Galion Board of Health-2022-Crawford-client.pdf](#)

[City of Galion Board of Health 22-Crawford FINAL.pdf](#)

[City of Galion Board of Health-2022-Crawford-ML FINAL.pdf](#)

## 6 Reports

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This is an example of the notes from the Ohio Department of Health from a call that all LHD's participate in weekly.

**Result:** Approved

## Attachments:

[12623 Together WeCAN Wednesday Call Summary.docx](#)

## 7 New Business

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### 7.1 Request to Accept Hiring of Kori Gillam

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Motion to approve the hiring of Kori Gillam as part time clerical MA effective 12/11/2023, which was done on emergency.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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

Attachments

[Gillam Personnel Action Form 12.11.2023.pdf](#)

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## 7.2 Motion to Accept Resignation of Kara Kimerline, PRN

Motion to accept the resignation of Kara Kimerline, PRN effective 11/13/2023 .

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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

### Attachments:

[Kimerline\\_Kara Resignation 111323.pdf](#)

## 7.3 Request Permission to Post & Hire DIS Position

Motion to post and hire the STI Grant approved position for an additional Disease Intervention Specialist.

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Heidi Matney

**Seconded:** Mike Flick

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

## 7.4 Approval of the 3% Raises Effective January 1, 2024

Motion to approve the 3% raises for full and part time staff that have completed probationary periods:

Roll Call Vote Needed

**Result:** Approved

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**Motioned:** Mike Flick

**Seconded:** Amanda Moran

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

## Attachments:

[Barnes Personnel Action Form 12.2023.pdf](#)  
[Miley Personnel Action Form 12.2023.pdf](#)  
[Jordan Personnel Action Form 12.2023.pdf](#)  
[Perdue Personnel Action Form 12.12.23.pdf](#)  
[Nichols Personnel Action Form 12.2023.pdf](#)  
[Ponziani Personnel Action Form 12.2023.pdf](#)

## 8 Executive Session (as needed)

### Minutes:

In 5:21pm

Motion to go into executive session by Mandi Moran and seconded by Mike Flick for the consideration of letter (a) consider the appointment/employment and compensation of a public employee.

Motion to return from executive session at 5:47pm.

The BOH voted to promote Andrea Barnes, REHS to the unclassified, exempt full time position of Health Commissioner effective December 18, 2023. The BOH also made a motion to approve the health commissioner to post and hire the vacant REHS, Director of Environmental Health position.

**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   |    |            |

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## 9 Next Scheduled Board of Health Meeting & City Council Meetings

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Next Scheduled Board of Health Meeting:

-January 9, 2024 at 5:00 pm Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) December 12, 2023, at 7:00 pm in Council Chambers

-(Police, Fire, Health) December 21, 2023, at 7:00 pm in Council Chambers

-(Finance) December 20, 2023, at 7:00 pm in Council Chambers

-(City Council) December 26, 2023, at 7:00 pm in Council Chambers

### Attachments:

[2024 Board of Health Meeting\\_Dates.docx](#)

## 10 Adjournment

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**Result:** Approved

**Motioned:** Ms. Shellie Burgin

**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   |    |            |

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Andrea Barnes, Health  
Commissioner

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Shellie Burgin, President Pro-  
Tempore