

Galion Board of Health Meeting
Galion City Health Department
Tuesday, February 13, 2024
5:00pm - 6:00pm



Present: Ms. Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, REHS, Health Commissioner; Ms. Jennifer Frazier REHS, Director of Environmental Health; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Leanna Perdue, Business Services Officer / Vital Statistics Registrar

Absent: Tom O'Leary, Mayor, City of Galion, President; Mike Flick, Board Member; Ms. Brandi Riddlebaugh, RN, Director of Nursing;

1 Call to Order

Minutes:

The meeting was called to order by Shellie at 5:01pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for February 13, 2024 as presented by:

Roll Call Vote Needed

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

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

2.1 STI & HIV Grant Report Update

Attachments:

[Jan 2024 HIV ST GRANT update.pdf](#)

2.2 Nursing Division Report

See attached Nursing Division Report and School-based Health Services Report.

Attachments:

[Monthly Report - DON January 2024.pdf](#)

2.3 HC/Environmental Division Report

See attached HC/ Environmental Division Report.

Attachments:

[EH_Monthly_Report_December_2024.pdf](#)

2.4 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[Dr. Crum Contract -fully_executed.pdf](#)

[Lead Exposure Prevention - signed.pdf](#)

[REHS 2024 Contractor signed.pdf](#)

2.5 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>

Attachments:

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

3 Approval of the Agenda

Motion to approve the agenda for February 13, 2024 as amended, adding 7.3 and 7.4 as presented by:
Second by: ____ Abstentions: ____ Roll Call Vote Needed

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

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

4 Approval of Board of Health Meeting Minutes

Motion to approve the January 23, 2024 GCHD Special Board of Health Meeting Minutes as presented by: _____
Roll Call Vote Needed

Motioned: Heidi Matney
Seconded: Amanda Moran
Result: Approved

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

Attachments:
[Draft Minutes 01-23-24.pdf](#)

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer / Vital Statistics Registrar

Motion to approve January 2024 Finance Reports as presented by _____ Seconded by _____ Abstentions

*If the Auditors Office has not closed out the month in time for finance reports to be completed, they will be provided at the next meeting.

Result: Tabled

6 Old Business

6.1 Permission to Accept Revised 2024 RFE Food Fees

Andrea Barnes

Motion to approve the revised Retail Food Establishment Fees, by emergency, due to an Ohio Department of Agriculture 5-year rule revision effective February 12, 2024, as presented by:

Roll Call Vote Needed

Minutes:

Jennifer Frazier was briefly introduced as the new REHS, director of EH. Explanation of the Ohio Department of Agriculture 5-year rule review and how the new rules went into effect on 2-12-24 which in turn created a new fee category for Low Risk RFE Mobiles, decreasing the fees to half of the regular mobile fee. This specifically reduces fees for the Schwans' Mobile units.

Result: Approved
Motioned: Amanda Moran
Seconded: Heidi Matney

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

Attachments:
[Res 2024-171 EH and Food Fees 2024.pdf](#)

6.2 Board of Health Pay

Reminder that a motion was set in 2021 to establish pay for each Board of Health Member at \$80 per meeting (with a waiver option), as outlined in O.R.C. 3709.05, effective June 1, 2021. The waiver is attached.

Minutes:

The waiver was given to each current BOH member and the 3 at the meeting signed the waiver to accept payment for meetings.

Shellie suggested budgeting for payment to BOH members next year and then bring it back for discussion.

Attachments:

[Meeting Compensation Form.pdf](#)

7 New Business

7.1 Permission to Accept the Hiring of a PRN Nurse

Motion to approve the hiring of Melanie Mason, RN as PRN in the nursing department effective February 14, 2024 as presented by: _____ Second by: _____ Abstentions: _____
Roll Call Vote Needed

Attachments:

[Melanie Mason Welcome Letter 012624.pdf](#) [M Mason PAF.pdf](#)

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

7.2 Permission to Accept Revised Organization Chart

Motion to approve the current updated GCHD Organizational Chart 02-2024 as presented;
Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[Organizational Chart 2024-02.pdf](#)

7.3 Permission to Close GCHD on Monday, April 8, 2024

Motion to approve the Health Commissioner to close the building (GCHD) on April 8, 2024 for the Solar Eclipse as presented _____
Roll Call Vote Needed

Minutes:

Discussion about the different businesses closing and not closing. If we are closing, the BOH is leaning towards closing and having employees use paid time off for that day. It was pointed out that CCPh is closing and having employees using their own paid time off. Tabled until next meeting--we need to come up with a plan.

Result: Tabled

7.4 Permission to Change Vacation Accrual Rates to Match PPM

Motion to approve changes to the vacation accrual rate to 8.9231 hours(max) each pay period to reflect the written policy in the PPM for employees working more than 25 years from this date forward as presented _____ Seconded _____ Abstentions _____.
Roll Call Vote Needed

Minutes:

Leanna discussed the issue that was discovered in length for the BOH to understand that our PPM differed from the city's vacation accrual rates after an employee reached 25 years of service. Amanda made the amended motion to change vacation accrual rates to match the city accrual rate formula after 25 years of service per employee.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[2023 GCHD PPM 060523.pdf](#)

8 Next Scheduled Board of Health Meeting

March 12, 2024 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.
Galion City Council- February 13, 2024 at 7:00pm in Council Chambers
Finance Committee Meeting -February 21, 2024 at 7:00pm in Council Chambers
Police, Health, and Fire Committee Meeting -February 15, 2024 at 7:00pm in Council Chambers
Galion City Council-February 27, 2024 at 7:00pm in Council Chambers

Attachments:

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

9 Adjournment

Minutes:

Shellie made a motion to adjourn at 5:20pm.

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

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

