

Galion Board of Health Meeting

Tuesday, March 12, 2024

5:00pm - 6:30pm



Present: Ms. Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, 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:

Shellie called the meeting to order at 5:02 pm.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for March 12, 2024 as presented by: _____ Second by:

_____ Abstentions: _____

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, Board Member, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Heidi Matney, Board Member	X		

2.1 Health Commissioner Report

Ms. Andrea Barnes, Health Commissioner

See the attached HC monthly report.

Attachments:

[February 2024 HC Monthly Report.pdf](#)

2.2 Nursing Division Report

Ms. Brandi Riddlebaugh, RN, Director of Nursing

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

Attachments:

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

2.3 Environmental Division Report

Ms. Jennifer Frazier REHS, Director of Environmental Health

See attached Environmental Division Report.

Attachments:

[Environmental Monthly Report 3.12.24 PDF.pdf](#)

2.4 Sexual Health and HIV Grant report

Sarah Miley

See attached Sexual Health and HIV Grant monthly report.

Attachments:

[Feb 2024 Sexual Health Report.pdf](#)

2.5 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[EH Contract for SCHD -executed.pdf](#)

2.6 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](#)

2.7 Policies Reviewed

Attachments:

[2024 Off Site Clinic 02.29.2024.pdf](#)

[Immunization Clinic- Client Immunization Records- Preventing Missed Opportunities.pdf](#)

[Immunization Clinic Clinical Process.pdf](#)

3 Approval of the Agenda

Motion to approve the agenda as amended adding 8.3 for March 12, 2024 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, Board Member, 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 February 13, 2024 GCHD Board of Health Meeting Minutes as presented by _____ Second by _____

Roll Call Vote Needed

Burgin _____ Moran _____ Flick _____ Matney _____

Passed Failed

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		
Heidi Matney, Board Member	X		

Attachments:

[Draft Minutes 02-13-24.pdf](#)

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer / Vital Statistics Registrar

Motion to approve the January 2024 Finance reports as presented by: _____ seconded by: _____ Abstentions _____.

Roll Call Vote Needed

*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 BOH meeting.

Minutes:

Discussion occurred about the graphs and pie charts that Leanna created for the finance reports. The Board members were pleased with this.

Leanna also explained how the expenditure reports on the grants are delayed for approval with the ODH. She cannot move on to the next month until the previous month is approved by the ODH.

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran

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

6 Reports

6.1 Staff Meeting 022924

A staff meeting was held on the morning of February 29th. All staff was present except for Kori Gillam -excused.

Attachments:

[Staff Meeting 022924 Minutes.docx](#)

7 Old Business

7.1 Approval to Close GCHD on Monday, April 8, 2024

Motion to approve the Galion City Health Department to close on Monday, April 8, 2024 with employees using paid administrative leave for the day as presented by _____ seconded by _____. Abstentions _____.

Roll Call Vote Needed

Minutes:

The definition for administrative leave was brought for the BOH to review.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

Attachments:

[Administrative Leave GCHD PPM.pdf](#)

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

8 New Business

8.1 GCHD 2023 Annual Report

Motion to accept the 2023 Galion Health Department Annual Report as presented by _____ Second by _____

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		
Heidi Matney, Board Member	X		

8.2 Approval to Close for DEI Training

Motion to approve the Galion City Health Department to close on Thursday, March 21st from 11:30am-4:00pm for an in-person, mandatory training on Diversity, Equity and Inclusion per the WFD23 as presented by _____ seconded by _____. Abstentions _____.

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi

Attachments:

[Galion City Health Department Proposal 2 22 24.docx](#)

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

8.3 Approval of the Updated TB Policy and Procedure

Motion to approve the updated and revised Galion Health Department TB policy and procedure as presented by _____ Second by _____

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		
Heidi Matney, Board Member	X		

Attachments:

[2024 TB Policy and Procedure .pdf](#)

9 Next Scheduled Board of Health Meeting

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

See attached GCHD BOH meeting dates.

Galion City Council- March 12, 2024 at 7:00pm in Council Chambers

Finance Committee Meeting -March 20, 2024 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -March 21,2024 at 7:00pm

Galion City Council-March 26, 2024 at 7:00pm in Council Chambers

Attachments:

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

10 Adjournment

Minutes:

Shellie made a motion to adjourn the meeting at 5:18pm. **Result:** Approved

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

X

Andrea Barnes
Health Commissioner

X

Shellie Burgin
BOH, President Pro-Tempore