

Tuesday, October 11, 2022, 5:00pm-6:30pm

Present: Ms. Andrea Barnes, Director of Environmental Health; Lynn Corwin, Director of Nursing; Mr. Dennis Sterling, Board Member; Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Amanda Moran, Board Member; Jason McBride, Health Commissioner.

Guest(s): N/A

Absent: Tom O'Leary, Mayor, City of Galion, President; Ms. Olivia Roston, Business Services Officer; Ms. Tina Nichols, Health Educator/DIS; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Andrea Wildenthaler, Board Member; Kim Ponziani, Public Health Nurse; Jessica Bourne, MA.

1 Call to Order

Dennis called the meeting to order at 5:10pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for October 11, 2022

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

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Ms. Candy Yocum

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

2.1 Health Commissioner (HC) Report

See attached HC Report.

Attachments:

[Monthly Report - HC, September 2022.docx](#)

2.2 Environmental Health (EH) Division Report

See attached EH Division Report.

Attachments:

[Monthly Report - EH, September 2022.pdf](#)

2.3 Nursing Division Report

See attached Nursing Division Report.

Attachments:

[Monthly Report - Nursing, September 2022.docx](#)

2.4 **Reproductive Health & Wellness Division Report**

See attached Reproductive Health & Wellness (RHW) Division Report.

Attachments:

[Monthly Report - RHW, September 2022.docx](#)

2.5 **Outreach Reports**

See attached Outreach Report for September.

Attachments:

[Outreach Report - Third Friday event, September 2022.docx](#)

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>

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 11, 2022

Minutes:

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

4 **Approval of Board of Health Meeting Minutes**

Motion to approve the September 13, 2022, GCHD Board of Health Meeting Minutes as presented by:

Minutes:

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: (none stated)

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

Attachments:

[Minutes - September 2022 \(Final\).pdf](#)

5 **Approval of Fiscal Reports**

Motion to approve the September 2022 Fiscal Reports as presented by:

Minutes:

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

Attachments:

[Fiscal Reports 09-2022 \(Final\).pdf](#)

6 Reports

6.1 PHAB Accreditation

Jason, Andy and Lisa are meeting bi-weekly to continue working on accreditation requirements. Progress is being made on the accreditation domains regarding the Performance Management system. At our most recent biweekly meeting, we realized that we need a lengthier meeting (at least four hours) with as many staff in attendance as possible to complete the remaining requirements most adequately. Plans have been made to meet and to order pizza for this meeting, which Lisa will facilitate.

Minutes:

6.2 Candidate withdrew acceptance

Last month, the BOH accepted the hiring of Laurale Looney for the position of Medical Assistant (front office), but she is no longer interested in this position.

Minutes:

7 Old Business

7.1 Second reading of Environmental Health (EH) fees for 2023

Second reading and public hearing of the 2023 EH fees – food service operation (FSO) and retail food establishment (RFE) license fees for the license year 2023 as well as all other EH fees.

Second reading of Resolution 2022-167, a resolution to establish environmental health fees including FSO and RFE license fees for the license year 2023, and repeal Resolution 2022-165, as presented by _____ Second by _____

Minutes: Even though everyone who would be affected by the price changes has been contacted, so far no one has reached out to Andy to discuss the price changes or ask any questions.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Candy Yocum

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

Attachments:

[Res 2022-167 EH & Food Fees 2022.pdf](#)

7.2 School contracts

As discussed in June BOH meeting, this item will remain on the agenda and revisited monthly to discuss updates and what can be done so GCHD can be in a place where we are ready for the school contract again.

Since the last BOH meeting, the Director of Nursing position has been successfully filled. Both nursing positions are now filled, and they are actively working to revitalize nursing services.

Minutes: Mandi suggested that Jason reach out to the Galion City Schools Superintendent to let her know that Lynn Corwin is the new Director of Nursing and that our Nursing division is now fully staffed.

7.3 Contract agreement with the City of Galion

After correspondence between Thomas and the auditor's office, Thomas offered to find out the statutory authority of a formal agreement and said that no one has been able to cite where it says an agreement is needed, nor could anyone identify existing examples of where that happens. Jason requested for Thomas look into this further as he requested, and Thomas emailed back and said that he will do that since Jason requested it. After that is complete, Jason is expecting to meet with the City of Galion auditor's office to work on agreement terms.

8 New Business

8.1 Permission to hire for independent contractor position

Motion to approve the HC/Nurse Practitioner to select and hire for an independent contractor phlebotomist for the Reproductive Health and Wellness department, as presented by _____
Second by _____

Minutes: Approved as amended. Replace the words "select and hire for" for "contract with", so it should say, "Motion to approve the HC/Nurse Practitioner to contract with an independent contractor phlebotomist for the Reproductive Health and Wellness department".

Given the disagreement between the BOH and the auditor's office regarding if the health department should be required to pay BWC premiums for contracted employees, Mandi suggested that Jason can approach council and ask if the city have a policy for contract employees. If not, it can be discussed and hopefully have a resolution.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

Attachment: [Contract - Phlebotomy.docx](#)

Tuesday, October 11, 2022, 5:00pm-6:30pm

8.2 **Request to accept hiring of Danelle Branham**

Motion to approve the hiring of Danelle Branham to fill the open part-time Medical Assistant (front desk) position, as per attachment, as presented by: _____ Second by: _____

Minutes:

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

Attachment: [Personnel Action Form - Danelle Branham.pdf](#)

8.3 **Request to modify Cell Phone Stipend policy**

Motion to modify the attached Cell Phone Stipend Policy to add the following clause:

Alternatively, it is permissible for eligible employees to receive a work-issued cell phone in place of a monthly stipend, if one is available and permission is granted from the Health Commissioner, as presented by: _____ Second by: _____

Minutes: Though this proposed revision of the cell phone policy was largely written with the intent to give an existing work phone to the Director of Nursing instead of a mandated cell phone stipend (like the existing policy states), there was discussion amongst the Board of Health and other meeting attendees about if this proposed change would be feasible and equitable for the whole department. Shellie pointed out that there was lengthy discussion about the logistics of this policy when it was first created. It was determined that the proposed change of using a work cell phone instead of a personal cell phone with a stipend is more cost effective than a stipend in the case of the Director of Nursing. Ultimately, it was decided that the proposed change can go into effect and can be revisited once the yearly phone plan needs to be renewed. Mandi also said that moving forward, this is a decision that the Health Commissioner can make as deemed appropriate.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		

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Amanda Moran, Board Member

X

Attachments: Cell Phone Stipend Policy.pdf

Cell Phone Stipend Policy 101122.pdf

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:

Motion to enter Executive Session for: a. the purpose of considering 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.

No decisions were made during executive session.

Time: 5:55

Time of reconvening: 6:25

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Mr. Dennis Sterling

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

10 Next Scheduled Board of Health Meeting

Next Scheduled Board of Health Meeting

November 8, 2022, at 5:00pm in Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion Board of Health Meeting
Galion City Health Department

Tuesday, October 11, 2022, 5:00pm-6:30pm



Galion City Council - Police, Fire, Health Subcommittee Meeting is scheduled October 20, 2022, at 7:00pm in Council Chambers.

Attachments:

Board of Health Meeting Dates.docx

11 Adjournment

The meeting was adjourned at 6:25.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Candy Yocum

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		

X

Board of Health Approval Signature

X

Vice president

Board of Health Approving Name and Title

X

Jason McBride

Jason McBride, Health Commissioner