

Special Galion Board of Health Meeting
Galion City Health Department

Tuesday, November 15, 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; 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; Amanda Moran, Board Member; Kim Ponziani, Public Health Nurse; Jessica Bourne, MA.

1 **Call to Order**

Minutes: Dennis called the meeting to order at 5:00pm.

2 **Approval of Consent Agenda**

Motion to approve the consent agenda for November 15, 2022

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

Minutes:

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		

2.1 **Health Commissioner (HC) Report**

See attached HC Report.

Attachment: [Monthly Report - HC, October 2022.docx](#)

2.2 **Environmental Health (EH) Division Report**

See attached EH Division Report.

Attachment: [Monthly Report - EH, October 2022.pdf](#)

2.3 **Nursing Division Report**

See attached Nursing Division Report.

Attachment: [Monthly Report - DON, October 2022.docx](#)

2.4 **Reproductive Health & Wellness Division Report**

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

Attachment: [Monthly Report - NP, October 2022.docx](#)

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>

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>

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

3 **Approval of the Agenda**

Motion to approve the agenda for November 15, 2022.

Minutes:

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		

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

Motion to approve the October 11, 2022, GCHD Board of Health Meeting Minutes as presented by:

Minutes:

Result: Approved

Motioned: Mr. Dennis Sterling

Seconded: Ms. Shellie Burgin

Tuesday, November 15, 2022, 5:00pm-6:30pm



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

Attachments:

[Minutes - October 2022 \(Draft\).docx](#)

5

Approval of Fiscal Reports

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

Minutes:

Result: Approved

Motioned: Mr. Dennis Sterling

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		

Attachments:

[Fiscal Reports 10-2022.pdf](#)

6

Reports

6.1 PHAB Accreditation

Jason, Andy and Lisa are meeting bi-weekly to continue working on accreditation requirements. On October 25th, we had a special team meeting which Lisa facilitated to best address accreditation requirements with the team. This lasted about three hours. It appears there is now greater ownership among the staff to help meet accreditation requirements. In addition, there is an accreditation coordinator named Sara Houchins from Salem City Health Department who expressed interest in helping GCHD with our remaining requirements. We are excited that she has offered to share her experience with us.

Minutes: Dennis asked if the biweekly meetings are still happening with PHAB Accreditation Specialist Lisa, and Jason confirmed that they are happening. Dennis asked more about the status of that. Jason pointed out that the approach is to work on the domains which will take the most time first. One of those is the Community Health Assessment (CHA). Jason explained that like many other health departments, we were partners in helping the county CHA be completed. For PHAB requirements, city health departments have extra requirements, which means that we have to do an addendum to the county CHA to more fully meet the PHAB requirements. This is extra challenging for city health departments. Jason has been working on a

health survey for Galion residents to be included in the upcoming utility bill. Jason sought feedback from the Board on how to improve the survey.

Shellie suggests that in future iterations of the minutes, we should discuss how many accreditation deficiencies are addressed, even if it is one sentence. Shellie asked when this will all be completed. Jason explained that the original deadline we were given was March 15, 2023. He also shared that everyone is given an extension for the amount of time it takes for PHAB to migrate from the old system to the new system. For example, if it takes PHAB two weeks to complete the migration, then two weeks of an extension will be granted past the deadline. Though Jason hopes to be done well before the deadline, there is an option to request an extension, which is allowed this year due to delays from COVID-19. Shellie and Dennis pointed out that the time will go by fast, especially with the holiday season.

6.2 **Presentation and Discussion of a Health Survey for Galion Residents**

A rough draft of a health survey has been created with the intent to distribute it to Galion residents in their December utility bill. This is part of an addendum for the Crawford County Community Health Assessment (CHA) (which is released every three years). This addendum will be created with additional data specific to Galion and will help meet accreditation requirements.

We want to inform our governing body about our methods of communication to solicit info, specifically for community health needs in Galion (as perceived by residents). In the Crawford County CHA, key informant interviews were conducted with leaders throughout Crawford County, and this survey would supplement that with additional insights from the community at large in Galion. Our models and methods of community engagement will allow for mail-in, QR code, online, in-person, and survey links will also be posted on our social media accounts and website.

We desire feedback from our board of health of any necessary revisions (and other feedback) for this survey before it rolls out in December.

Minutes: Jason gave everyone a copy of the survey and asked for them to review it. He explained the process for creating the survey as first checking with other smaller, accredited city health departments within Ohio to see what surveys they already have which exist. He also checked existing surveys through an organization called AOS (of which we are members), and Jason had the chance to review existing surveys from AOS members of multiple states. Jason did not believe any of the existing surveys he found would sufficiently work for our area among the statewide and nationwide surveys viewed. Jason reviewed the county CHA and created this survey to be congruent with that. He also adapted questions from other existing surveys and sought feedback from others.

Jason also explained that due to the Affordable Care Act, a CHA is required every three years from health departments (and other health entities). Many county health departments can meet this requirement by forming a group with local community health partners and contracting this service with someone who can fully dedicate themselves to this project. If city health departments choose to join a group like this, which we did, we do not fully meet the PHAB requirements since there is not enough city specific data. Instead, we need to add an addendum to the countywide CHA to show greater details of the health needs of our city. Part of this is collecting primary data, which is data that we collect ourselves (as opposed to secondary data, which is compiling existing data). Hence, the survey.

Jason also explained that there are space constraints. This survey needs to be able to fit on both sides of one page. Plus, there is a higher likelihood of more people finishing a survey if it is not too lengthy. Shellie asked if this survey can be completed electronically, and Jason confirmed that this will be available electronically in a few different ways.

Board member Shellie offered the following suggestions:

- on question 2, remove the verbiage from answer 'q' which says, 'unmet need for' and simply leave 'mental health care'.
- have an attestation question about living within the city limits of Galion.
- on question 4, add an answer such as 'unsure' at the end.
- to create more space, margins could be condensed as needed.

Board member Dennis offered the following suggestions:

- instead of putting 'GCHD' in the address line, that should be written out.
- for the question on the area of town they live, it can be a giveaway if there is one area of town which does not respond. For example, maybe they can't read or they don't pay their utility bills.
- keep the demographic questions together at the end, instead of having one demographic question at the beginning like it currently showed. Shellie said this could be the first of the demographic questions.
- consider using an incentive to encourage greater participation.
- in question 3, remove the word 'youth' from the answer 'youth drug use'.

Board member Candy offered the following suggestions:

- include an answer on substance use for question 2, which includes alcohol and/or drug misuse. (Shellie also agreed.)
- have the Chamber of Commerce include this in their newsletter. Since we are members, they can help us with this.

Nurse Practitioner Sarah thought that if it wasn't too technical, it may be easier to use a diagram and have them circle the area of the part of town they live in, instead of merely stating 'northeast', 'southwest', etc.

Environmental Health Director Andy suggested that question 4 can be the new question 1. Dennis agreed with this. Andy also suggested to condense the space of the instructions at the top. Andy pointed out that 'maternal morbidity' is something that the general public would not likely understand. Andy also suggested that questions 5 and 6 can be combined.

Jason sought feedback from the group about the wording of the question regarding age. The consensus was to change the first answer to '17 and under' instead of '0-17' and another answer from '80-120' to '80 and over'.

Jason also shared two suggestions from Accreditation Assistant Sara about questions to add. Sara thought a question about income should be included, along with another question about if they work in Galion, if they commute outside of Galion, or if they are disabled. Shellie said to be sure that we use broad ranges for income and have that question at the very end. Andy pointed out that transportation is a big issue here, and that is one reason they want to keep us open. One included question (which Sara suggested) was regarding how close they lived from the railroad, etc. This is to help meet other PHAB requirements about emergency preparedness.

Dennis and Candy agreed that this survey is a great start. Jason expressed appreciation for everyone's feedback.

Attachments:

[Survey for utility bill.docx](#)

6.3 Candidate withdrew acceptance

Last month, the BOH accepted the hiring of Danelle Branham for the position of Medical Assistant (front office), but she accepted another position elsewhere. After declining this position, Danelle was very complementary of the kindness and genuineness of GCHD staff who interviewed her.

6.4 School Contracts

As discussed at the June 2022 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 Galion City School District contract again.

Since the last BOH meeting, the Galion City Schools Superintendent, the GCHD Health Commissioner and Director of Nursing have participated together in the Come Home to Galion planning. Arrangements were made to provide coloring pages for the annual contest among Primary School students. Those pages were prepared and dropped off before the agreed upon deadline.

7 Old Business

7.1 Third and Final Reading of Environmental Health (EH) Fees for 2023

Third and final 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.

Third and final 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: Andy shared that no one in the community provided feedback on the proposed rate changes. The next step is to publish the fees in the newspaper.

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		

Attachments:

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

8 New Business

8.1 Grant Funding Requested for Lead Poisoning Abatement

Motion to approve request to apply for \$6,200 of grant funding to address lead poisoning prevention activities and education in 2023, as presented by: _____ Second by: _____

Minutes:

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		

8.2 Medical Director Contract Renewal

Motion to approve the Health Commissioner to renew contract for Medical Director, beginning January 1, 2023, as presented by: _____ Second by: _____

Minutes: Shellie asked if this contract can be auto-renewed so that we don't have to revisit this each year, for simplicity's sake. Jason said he would look more into it.

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		

Attachment: Medical Director Contract - Crum - 2023.doc

8.3 Motion to Adjust Employee Salary Ranges

Motion to approve HC to adjust employee salary ranges (per attachments), as presented by: _____ Second by: _____

Minutes: Approved with adjustment of Medical Assistant I position range as \$11-\$16 (instead of \$10-\$16 as presented).

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		

Attachments: 2022 Salary Schedule FINAL.pdf

2022 Salary Schedule Adjustments (Summary of Changes and Rationale).docx

8.4 **2023 GCHD Budget Ask for Galion City Council**

Motion to approve the Health Commissioner to ask Galion City Council to approve 2023 budget for GCHD, as presented by: _____ Second by: _____

*Note - The attached budget is in multiple tabs.

Board is approving the budget with the understanding the insurance percentage increase is subject to change. This will be updated accordingly, and correct numbers sent to Auditor's office after final figure is received. Approval in this manner is necessary since we are under the city's insurance policy and final rates have not been received at this time. The final premium will not exceed what is in this budget, but the final premium amount may go down.

Minutes: Jason pointed out that we would like to ask the city to contribute about \$424,000. Shellie asked what we asked for last year, and Jason responded that it was about \$350,000 (or about 21% higher). There are no other significant expenses aside from salary and health insurance premiums. It was pointed out that the latest figure we have is that health insurance premiums have gone up about 45%. In addition, this budget accounts for a 5% increase per staff, with Olivia receiving more due to her changes in increased job responsibilities.

Jason explained that the salary surveys will allow for some wiggle room for any raised that may be received in 2024, without having to revisit it again next year. Shellie pointed out that we don't want to get to a point where a 5% raise is an expectation each year for staff. Candy added that it would add up very quickly if that happened every year.

There was discussion about pay increases being based on merit. Jason said that his understanding was that this was attempted in the past and it didn't work very well. Dennis said that if evaluations are completed, it gives the Board greater justification for raises. Shellie's advice is to keep the evaluations as simple as possible, and perhaps do those on the anniversary of each staff member.

There was concern that there wasn't enough time for the budget to be submitted to the Finance Committee before tomorrow's meeting, especially because 24 hours' notice is required. Jason pointed out that since the meeting tomorrow doesn't start until 7:00 pm tomorrow, there would be time to submit it Finance Committee members, to Nikki and to Brian after the Board of Health meeting.

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Jason asked if a Board of Health member should sign the Personnel Action Forms, but Shellie and Dennis suggested that we wait on that to see what City Council says about that, especially since they don't have to be signed during a Board of Health meeting.

Result: Approved

Motioned: Mr. Dennis Sterling

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		

Attachments: Budget 2023.xlsx

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:

The Board did not enter into Executive Session. Candy asked if Executive Session was a good setting to discuss the status of a Board member who has been absent for a few meetings. Shellie said she contacted Mayor O'Leary about appointing a new Board of Health member.

Time:

Time of reconvening:

Result:

Motioned:

Seconded:

Special Galion Board of Health Meeting
Galion City Health Department

Tuesday, November 15, 2022, 5:00pm-6:30pm



Voter

Yes

No

Abstaining

Mr. Dennis Sterling, Board Member

Ms. Candy Yocum, Board Member

Ms. Shellie Burgin, Board Member

10 Next Scheduled Board of Health Meeting

Next Scheduled Board of Health Meeting
December 13, 2022, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings

-(City Council) November 8, 2022, at 7:00pm in Council Chambers

-(Finance) November 16, 2022, at 7:00pm in Council Chambers

-(Police, Fire, Health) November 17, 2022, at 7:00pm in Council Chambers

-(City Council) November 22, 2022, at 7:00pm in Council Chambers

Attachments: [2022 Board of Health Meeting Dates.docx](#)
[Council CALENDAR- November 2022.docx](#)

11 Adjournment

The meeting was adjourned at 6:00.

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		

X 
Board of Health Approval Signature

X  Shellie Burgin, Board Member
Board of Health Approving Name and Title

Special Galion Board of Health Meeting
Galion City Health Department

Tuesday, November 15, 2022, 5:00pm-6:30pm



X 

Jason McBride, Health Commissioner