

Galion Board of Health (BOH) Meeting
Galion City Health Department

Tuesday, December 13, 2022, 5:00pm-6:30pm



Present: Ms. Andrea (Andy) Barnes, Director of Environmental Health; Melinda (Lynn) Corwin, Director of Nursing; Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member; 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/ Vital Statistics Registrar; Ms. Tina Nichols, Health Educator/ DIS; Jennifer Jordan, Administrative Assistant-Medical Assistant; Mr. Dennis Sterling, Board Member; Ms. Andrea (Andee) Wildenthaler, Board Member; Amanda (Mandi) Moran, Board Member; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Kim Ponziani, Public Health Nurse; Jessica Bourne, MA.

1 Call to Order

Minutes: Candy called the meeting to order at 5:05pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for December 13, 2022.

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

Minutes: Approved as amended. The Reproductive Health & Wellness Team Report was removed from the consent agenda this month.

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| 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:

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

2.2 Environmental Health (EH) Team Report

See attached EH Team Report:

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

2.3 Nursing Team Report

See attached Nursing Team Report:

Attachment: [Monthly Report - DON, November 2022.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>

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

3 **Approval of the Agenda**

Motion to approve the agenda for December 13, 2022.

Minutes: Approved as amended. The next BOH meeting date was corrected from December 13, 2022, to January 10, 2023.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Shellie Burgin

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| 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 November 15, 2022, GCHD Board of Health Meeting Minutes.

Minutes:

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Shellie Burgin

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| Ms. Candy Yocum, Board Member | X | | |
| Ms. Shellie Burgin, Board Member | X | | |
| Amanda Moran, Board Member | X | | |

Attachment: [Minutes - November 2022 \(Final\).pdf](#)

5 **Approval of Fiscal Reports**

Motion to approve the November 2022 Fiscal Reports.

Minutes: Mandi talked about how she listened to the most recent City Council meeting where Liv and Jason discussed the budget. Mandi was concerned about how it was mentioned that a certain grant had not officially been approved by that time. Jason explained that since that City Council meeting, the Workforce Development grant had officially been approved by the Center for Disease Control and Prevention (CDC) and will be administered by the Ohio Department of Health. More details will be announced in January. This grant should last through June 2027. Andy also explained that we will need to reapply for this grant, and we will also need to be sure to spend all the money. Candy and Mandi asked if we are confident that we can spend the money, and Jason said yes. Mandi also asked if there were any updates about the STD grants. Jason said that he didn't have an update on that, but that everything was good with that as far as we know.

Jason shared that since the previous BOH meeting, he approved two purchase order requisitions of an amount higher than \$5,000. Per Res 2022-166, expenses need prior approval in most cases from the BOH when exceeding \$5,000, aside from listed exceptions. Given that purchase order requisitions needed to be closed out at the beginning of December to use grant money for the 2022 grant year, Jason felt that the circumstances warranted the approval instead of waiting for the BOH meeting for approval as usual. The first of the two expenses which Jason approved is \$18,000 for advertising costs for the Reproductive Health and Wellness team. The second expense is to cover a contract position entitled 'Health Dept Workforce Devel Grant Insurance Contracting/Credentialing Contractor', which cost \$7,000. On 12/2/2022, the auditor's office called and said that this expense needed to be cleared out on 12/2 from the list of expenses to be approved.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Candy Yocum

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| Ms. Candy Yocum, Board Member | X | | |
| Ms. Shellie Burgin, Board Member | X | | |
| Amanda Moran, Board Member | X | | |

Attachment: [Fiscal Reports 11-2022.pdf](#)

6 **Reports**

6.1 **PHAB Accreditation**

Jason and Lisa are meeting bi-weekly to continue working on accreditation requirements. Jason also spoke with Sara for more than two hours about remaining requirements. She said most of the requirements are relatively superficial fixes that won't take too long to correct.

After the November 2022 BOH meeting, Jason continued to work on the survey and significantly improved it. Andy also provided valuable feedback and guidance on that, too. It was sent out successfully in the utility

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bills and will also be sent out in the Galion Inquirer (print and digital), Chamber of Commerce, GCHD social media and website, and patrons are also invited to complete the survey during the month of December.

Minutes: It was discussed how the health survey was sent out in the utility bills since the last BOH meeting. Mandi commented that the crude map on the survey with its disclaimer about not being to scale was funny. She also pointed out that the QR code did not work on the paper survey, but the link works when typed out. Shellie asked how many survey responses we have received so far, and Jason replied that we have received about 100 surveys. Candy asked what the next steps will be for the surveys. Jason replied that surveys will be collected in December and the data analysis will be in January. Andy asked if there is a due date listed on the surveys, and Jason explained that the utility bill surveys did not have that included, but a due date to complete those in December was added to the other survey collection methods, such as the Galion Inquirer. Mandi offered to take a survey to make copies for families that she serves. She also suggested that we hand out surveys at different venues we attend. Jason talked about how these surveys tie into several accreditation domains, such as the Community Health Assessment, Quality Improvement, and the Strategic Plan. Shellie volunteered to help facilitate the Strategic Plan. Jason explained that he found the latest version of the Strategic Plan from September 2020 and that the consultant completed her work on it. Much of it seems applicable, so we wouldn't need to start from scratch on that.

Shellie requested that the Board receives the task list of different domains to know the timelines of when things are due. Jason said that he has that and that he can send it out in the agenda for next month. Candy suggested having a special meeting at the end of January to review our progress and use the last few weeks to make changes so that we're not scrambling to submit the remaining documents for accreditation.

Jason also talked about how it has been over a month since the PHAB accreditation website has been down because they are working on migrating everything to their new system. The amount of time that the website is down is the amount of time that the deadline will be extended for submitting all documentation to PHAB. Jason also said that Lisa plans to start creating the PHAB documentation cover sheets by the end of this month. In addition, Lisa sent Jason a list of possible documents which could meet the requirements for the different domains. In some cases, Jason has found those and submitted those to Lisa. In other instances, Jason has reached out to staff for more assistance.

6.2 **New free clinic and/or health fair proposed for April 2023**

A nurse practitioner from The Ohio State University Wexner Medical Center spoke with Jason about coming to Galion to establish a free health clinic and/or put together a free health fair day in Galion in April 2023. She said, "I feel that the community would highly benefit from the services that we could provide and improve patients' quality of life...I can rally some medical staff including nurses, students and practitioners that would be able to volunteer their time. Some things we could provide include basic health screenings, cancer surveillance, smoking cessation, simple wound care, diabetic education, an exercise class as well as nutrition education, etc. We could also utilize this time to establish relationships and connect patients to appropriate resources and referrals for your Health Department. I have also reached out to several grocery stores to ask for a partnership to offer free vegetables/groceries to patrons that decide to come to the proposed health fair..."

Jason responded to express interest and to schedule a time to discuss this further.

Minutes: Jason explained that this nurse practitioner is a professor from OSU and is married to someone from Galion, so she is interested in providing free medical services to the community in some form. Her ideas for providing services to the community are all in the very early stages. Jason explained that we are currently gathering health surveys from the community, so it may be easier to discuss the health needs in January after we analyze those results. Shellie said that the nurse practitioner may want to read the Crawford County Community Health Assessment, since our survey results will be very similar to that.

Shellie said that if we do move forward with this, we would need to make sure we have a solid plan in place. Some logistics include if their clinic would take appointments, or patients could walk in, and who would pay if

an appointment was canceled. Candy talked about how the Chamber organizes an annual health fair in March, and maybe these services could be included in that. Back in March of this year, the health fair took place at the YMCA. Andy and Jason remembered attending this shortly after Jason started. Candy encouraged Jason to confirm with Miranda at the Chamber that this event will happen again next year. Mandi pointed out that it would be easier to have them join that existing health fair. Mandi also said that if things didn't work out with them coming to Galion, maybe the nurse practitioner could serve in another role such as a keynote speaker for an event. Andy suggested that they consider volunteering for the Medical Reserve Corps.

Mandi wondered if it would be better to use existing resources for this year and wanted to be careful to not hurt Jason's feelings. Jason was perfectly fine with it and said they were just in the very early stages of considering this so he wouldn't be hurt.

Shellie and Candy said they thought it could be a good idea, but we need to make sure there is a consistent commitment for it to be worthwhile. For example, would she come to Galion every month, or every Monday, etc. We would also need to know what equipment they intend to bring, or anything to give away, and what we would be expected to pay for. Would we pay for services with grant funding, or would they do that? We also don't want to run the clinic out of business that already serves a more indigent population, especially because their services aren't necessarily free. Mandi said that as an underinsured person, she would benefit from a yearly blood screening. Shellie pointed out that if we provided services such as a drug screening, we would have to contract with a lab. Candy said that when she scheduled appointments at a previous health fair, they were filled very quickly.

6.3 Grant funding updates

In November 2022, the BOH approved a request for staff to apply for \$6,200 of grant funding to help with lead poisoning prevention activities. We applied but were not awarded that grant.

During the weekly ODH call on 12/7/22, it was announced that grant funding was officially approved by CDC for the Workforce Development grant through June 2027. More details are expected in January.

Minutes: Andy shared that when our grant application was denied to help with lead poisoning prevention activities, it was not because of anything in the proposal itself; rather, it was because we didn't do enough lead testing. Mandi expressed remorse that we didn't receive the grant, but she thanked Andy for applying for it.

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, we continued working with the Galion Primary School and St. Joe's for the Come Home to Galion coloring page contest. A boy and girl from grades pre-K to 2nd grade from both schools were chosen as winners to ride in the carriage during the Come Home to Galion parade. Staff members chose winners during the November staff meeting.

Minutes: Staff shared about participation in the Come Home to Galion parade and how it was good to interact with the community in this way.

7 Old Business N/A

8 New Business N/A

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9

Executive Session (as needed)

An executive session may be requested for one or more of the following matters to:

- a. 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;
- b. consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
- c. 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;
- d. prepare for, conduct, or review negotiations or bargaining sessions with public employees;
- e. consider matters required by federal laws, or rules, or state statutes to be kept confidential;
- f. consider specialized details of security arrangements if the information could be used for criminal

Minutes: Motion to enter into Executive Session for 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.

Time: 5:31

Time of reconvening: 6:21

Upon returning from Executive Session, Shellie explained that one or more employees had concerns about Jason. Shellie said that from the standpoint of the Board, they wanted it to be clear that the Board is not going to fire Jason. The expectation is that everyone will work together and find ways to improve, which includes finding ways to communicate better with each other, so the department works better as a team. Shellie explained that everyone in that room was on the hiring committee and knew that Jason started as Health Commissioner with little government public health experience.

Mandi also explained that we are currently looking for two additional board members. Dennis resigned and Andee has missed a few meetings. Jason provided Mandi with the BOH by-laws to review the process for formally removing someone from the Board. Mandi read the attendance expectation and determined that Andee has not met that requirement. It is expected for those who miss too many meetings to resign. Shellie talked about how she is part of some boards which are too large, but in this case, more board members are needed. Mandi offered to contact Mayor O'Leary about interviewing new BOH candidates. There will also need to be an election for the President Pro Tempore position now that Dennis is no longer serving in that position.

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Amanda Moran

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| 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:
January 10, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) December 13, 2022, at 7:00pm in Council Chambers

-(Police, Fire, Health) December 15, 2022, at 7:00pm in Council Chambers

-(Finance) December 21, 2022, at 7:00pm in Council Chambers

-(City Council) December 27, 2022, at 7:00pm in Council Chambers

Attachments: [2023 Board of Health Meeting Dates.docx](#)

[Council CALENDAR - December 2022.docx](#)

Minutes: This needs to be amended where it should say the next scheduled BOH meeting is for January 10, 2023. Mandi also talked about seeing if Mayor O'Leary can attend a future meeting, especially since the Board is fewer in numbers than before.

11 **Adjournment**

The meeting was adjourned at 6:27.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Candy Yocum

| Voter | Yes | No | Abstaining |
|----------------------------------|-----|----|------------|
| Ms. Candy Yocum, Board Member | X | | |
| Ms. Shellie Burgin, Board Member | X | | |
| Amanda Moran, Board Member | X | | |

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X Jason McBride
Jason McBride, Health Commissioner

X Shelia B.
Board of Health Approval Signature

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