

Monday, February 27, 2023, 5:00pm-6:30pm



**Present:** Ms. Olivia Roston, Business Services Officer; Ms. Tina Nichols, Health Educator/DIS; Ms. Andrea Barnes, Director of Environmental Health; Lynn Corwin, Director of Nursing; 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.

**Absent:** Tom O'Leary, Mayor, City of Galion, President; Jennifer Jordan, Administrative Assistant-Medical Assistant; Kim Ponziani, Public Health Nurse; Jessica Bourne, MA.

1 **Call to Order**

Shellie called the meeting to order at 5:01pm.

2 **Approval of Consent Agenda**

Motion to approve the consent agenda for February 27, 2023

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

2.1 **Health Commissioner (HC) Report**

See attached HC Report.

**Attachments:**

[Monthly Report - HC, January 2023.pdf](#)

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

See attached EH Division Report.

**Attachments:**

[Monthly Report - EH, January 2023.pdf](#)

2.3 **Nursing Team Report**

See attached Nursing Team Report.

**Attachments:**

[Monthly Report - DON, January 2023.docx](#)

2.4 **Reproductive Health & Wellness Team Report**

See attached Reproductive Health & Wellness Team Report

**Attachments:**

[Monthly Report - NP, January 2023.docx](#)

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**2.5 Outreach Reports**  
Nursing outreach for January.

**Attachments:**

[2023 Outreach Golden Age Center Infection Prevention.docx](#)

[2023 Outreach Magnolia Terrace Infection Prevention.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 February 27th, 2023.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

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

**4.1 Approval of Board of Health Meeting Minutes**

Motion to approve the January 10, 2023, GCHD Board of Health Meeting Minutes.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

Voter	Yes	No	Abstaining
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Minutes – Special Galion Board of Health Meeting  
Galion City Health Department



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Ms. Shellie Burgin, Board Member	X
Ms. Candy Yocum, Board Member	X
Amanda Moran, Board Member	X

**Attachments:** [Minutes - January 2023 \(Final\).pdf](#)

4.2 **Rescind and Reapprove January 2023 Special Meeting Minutes**

Motion to rescind the minutes from the January 4, 2023, BOH special meeting, which was approved on January 10th, 2023, and approve the attached corrected minutes.

**Minutes:** Jason explained that the minutes which were previously approved needed correction, at the request of the auditor's office. Mandi was accidentally shown as having been both present and absent at the meeting when it should have just shown Mandi as being present. There was also extra verbiage about executive session included in those minutes, but the Board did not enter into executive session at that time, so that verbiage was removed. Jason will send these revised minutes to the auditor's office for their records.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachments:** [Minutes - January 2023 \(special meeting\) \(Final\).pdf](#)

5 **Approval of Fiscal Reports**

Motion to approve the January 2023 Fiscal Reports.

**Minutes:** N/A

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachments:** [Fiscal Reports 01-2023 \(final\).pdf](#)

## 6 Reports

### 6.1 PHAB Accreditation

We were granted a two-month extension, so the new due date for GCI ID to submit all accreditation documents is May 15th, 2023. Jason and Andy agreed that we would first ask for a one-month extension, and then ask for another month if we felt it was necessary. However, after Jason spoke with our PHAB liaison, her recommendation was to ask for more time than we feel we need, to avoid asking for an excessive number of extensions. All staff agree that the sooner we can complete this, the better. There is no interest in procrastinating.

PHAB Specialist Sara has largely been focusing her efforts on the Community Health Assessment addendum. Andy has been working to update emergency preparedness plans. Jason has completed two domains regarding ethics and reviewing Board of Health actions. Sara provided valuable insights and let GCHD copy her department's ethics policy, and also provided guidance for a way to assess past Board of Health meetings.

**Minutes:** After Jason explained how we now have a two-month extension, Andy pointed out that we are allowed to submit our documentation even earlier and that we don't have to wait until the deadline. Mandi said she liked that better. Mandi asked about the money that I asked for at the City Council Finance sub-committee meeting on 2/22/2023. Jason shared how the nearly \$8,000 amount was asked from the city to appropriate it for our PHAB accreditation specialist to receive her second lump sum payment. Liv explained that for the first PHAB specialist, we put the entire contract amount on one Purchase Order (PO), but we let the first one go and there was still money left on the contract. She said there was still \$7,900ish left on the PO from 2022. When that PO was closed, the remainder went back to cash, so Jason asked about reappropriating that money.

**Attachments:** N/A

### 6.2 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, Director of Nursing Lynn Corwin asked the Galion City Schools Superintendent to see if she would be willing to meet to discuss what we can do to prepare for the school nurse contract for next year. The Superintendent replied and said they are happy with what they currently have, she doesn't have interest in working with the GCHD Health Commissioner, though she said if things fell through with their school nursing services for next year, we would be the first people they would contact.

**Minutes:** N/A

**Attachments:** N/A

### 6.3 Update on volunteers wanting to provide health services

Back in November, Jason spoke of a nurse practitioner from The Ohio State University Wexner Medical Center who expressed interest coming to Galion to establish a free health clinic and/or put together a free health fair day in Galion in April 2023. As discussed in that meeting, plans were made to have those volunteers join the health department at the annual Health and Wellness Fair that the Chamber is hosting in March.

They said that they have a few volunteers who plan on coming, including a Medical Assistant, an RN, a dietician, a personal trainer, and her (a nurse practitioner). After reviewing the Crawford County Community Health Assessment, they want to focus on some priorities where they feel their group would have the most

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impact: #2 Nutrition/Access to healthy foods, #6 Physical Activity, #12 Tobacco/Nicotine Use. Jason attended a virtual planning meeting with the other volunteers.

**Minutes:** After Jason provided the update on the volunteers, Andy asked if staff will be attending that. Jason said that he will attend. He also pointed out that unlike in previous years when the event was held at the YMCA, this year it will be held at Real Life Nazarene Church.

**Attachments:** N/A

#### 6.4 **Review of BOH orientation materials**

While searching for materials to help new Board of Health (BOH) member Mike Flick become more acclimated to serving on the BOH, Jason discovered some BOH orientation materials which may be of interest for BOH members to review and decide if we still want to use any of these. Here are the materials:

-GCHD BOH Orientation from 03/05/19 (see attachment)

-Spiral-bound book - Orientation Guide for New BOH Members, from Ohio Association of Boards of Health, Aug 2018

-Booklet - BOH Member Guide to Roles and Responsibilities, from Ohio Association of Boards of Health, Jan 2007

-Pamphlet - Guide to Appointing Local Board of Health Members, from National Association of Local Boards of Health (NALBOH)

**Minutes:** Shellie pointed out that the attachment is over 400 pages long, and asked if Jason wanted the Board to look at something in particular, or if there were other materials to discuss. Jason explained that he wanted to present all the materials he found to the Board and felt the Board may want to discuss how to move forward with providing orientation materials to new Board of Health members. Jason showed everyone the three hard copies of materials, and Shellie agreed to take them to review later. Jason did not have additional copies to share with everyone at this time. Shellie said it would be good to do more because in the last couple of years, the orientation has consisted of receiving policy manual and board education. Candy talked about reading all 400+ pages of the GCHD BOH Orientation from 03/15/19 while she had Covid.

**Attachments:** [GCHD BOH Orientation FULL Attachments 030519.pdf](#)

### 7 **Old Business**

**Minutes:** No old business was discussed during this meeting.

### 8 **New Business**

#### 8.1 **Out of State Travel Requested**

Motion to approve Sarah Miley and Tina Nichols to attend STD Engage Conference in New Orleans, LA, on May 15-19 (per attachment).

**Minutes:** Sarah talked about how this conference will be paid out of 340b funds.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

**Voter**

**Yes**

**No**

**Abstaining**

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Ms. Shellie Burgin, Board Member X

Ms. Candy Yocum, Board Member X

Amanda Moran, Board Member X

**Attachment:** [Out of State Conference - STD Engage.pdf](#)

**8.2 Out of State Travel Requested**

Motion to approve Sarah Miley, Tina Nichols, and Jenny Jordan to attend STI & HIV 2023 World Congress in Chicago, IL, from July 24-27 (per attachment).

**Minutes:** Sarah talked about how this conference will be paid out of grant funds.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachment:** [Out of State Conference - STI & HIV World Conf.pdf](#)

**8.3 Request to Accept Hiring of Carrie Bednarz**

Motion to approve the hiring of Carrie Bednarz as Medical Assistant to work in the front office, effective 2/20/23, as per attachment.

**Minutes:** Jason talked about how Carrie will typically work on Thursdays and Fridays at the front desk, but she has agreed to come in for additional days for training with Jessica (our existing employee who works Mondays, Tuesdays, and Wednesdays.) Mandi asked if we previously decided about background checks needing to be done for all employees or just for school nurses. Jason replied that it was for all employees, and that everything checked out there. He also shared there was a delay in getting some of the results back, but they came eventually.

**Result:** Approved

**Motioned:** Ms. Candy Yocum

**Seconded:** Amanda Moran

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member	X		

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Ms. Candy Yocum, Board Member X

Amanda Moran, Board Member X

**Attachment:** [Personnel Action Form - Carrie Bednarz.pdf](#)

8.4 **Permission sought to make payments greater than \$5,000**

Motion to approve two lump sum payments of \$12,000 and \$7,967.50, as per attached contract for the Public Health Accreditation Board Specialist.

**Minutes:** Shellie asked if this was specifically for just the second payment, or if this also includes the first lump sum payment. Jason clarified that this is for both payments. Jason said that some employees looked to see if we could find previous board meeting minutes which give permission to approve expenses of this nature. When they didn't find anything, Jason decided it would be easier to add this as an order of new business. Shellie liked the idea of this being on the agenda so the board can be more cognizant of it.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachment:** [Houchins, Sara Service Contract - 022223-063023.pdf](#)

8.5 **Rescind Medical Director Contract and Reapprove Modified Contract**

Motion to rescind the two-year contract for Medical Director, beginning January 1, 2023, which was approved on November 15th, 2022, and replace with attached one-year contract, beginning January 1, 2023.

**Minutes:** Shellie asked about what changed with this revised contract. Jason explained that he misunderstood the process and should have waited to include this contract for Board approval until January 2023, instead of getting approved in the November 2022 BOH meeting. His understanding was that the Board could approve this contract in 2022, and then everyone involved could sign it in 2023, but that was not the case. In addition, this contract was changed from a two-year contract to a one-year contract.

**Result:** Approved

**Motioned:** Ms. Candy Yocum

**Seconded:** Amanda Moran

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member	X		

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Ms. Candy Yocum, Board Member X

Amanda Moran, Board Member X

**Attachment:** Medical Director Contract - Dr. Crum - 2023.doc

#### 8.6 **Public Health Workforce (WF23) Subgrant Funds**

Motion to authorize the Health Commissioner to apply for and accept future WF23 funding provided through the Ohio Department of Health, and when received/awarded request the city to appropriate/advance funds and/or amend the budget as necessary for WF23 related funding,

**Minutes:** Jason said that the Notice of Intent to Apply for Funds is due on March 10<sup>th</sup>, and that the deadline for applying for this grant is due on April 17<sup>th</sup>. Andy reminded everyone that the allocation has been made of \$360,000, and that this is for the entire grant period, which lasts until November 30, 2027. Olivia asked if this is not reimbursable, Andy said that it is. Olivia corrected the wording so they are not giving us all the money up front, but it will be reimbursement-based.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachment:**

#### 8.7 **New Ethics Policy**

Motion to approve new ethics policy to replace former policy.

**Minutes:** Shellie asked how we educate our new employees on ethical decisions. Shellie pointed out that the newer policy is shorter and makes sense from a policy standpoint because we should be living up to everything in the policy, so that may be helpful. One idea is to have annual ethics training and having all employees sign off on it and having that documented. Mandi asked Jason if all employees have ongoing training every year, and Jason said that we do for other topics. Shellie said that if an employee has an ethics violation, the first thing many of them say is that they haven't been educated on it. Shellie said that it doesn't have to be anything super formal and can be something done routinely. Andy also talked about leaving a copy on the break room table for a week and having staff sign and date that they have reviewed it and been educated on it. Jason said he was initially thinking of emailing it out to all staff and discussing it at the next staff meeting, and Mandi suggested leaving a copy of it out because it is long. Mandi said how some people do better by holding it in their hands as opposed to being told about it, then Candy said all of this could happen and then have it reinforced at an upcoming staff meeting.

Shellie said that the new policy would work as a policy but wouldn't serve well as education on ethical matters. The policy to be replaced may have certain components which can serve well for the educational piece. Candy asked about amending this to include a continuing education component about this, then Mandi said that all policies will eventually need to be reviewed and that could be considered for that.



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**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

**Attachments:** [Policy - 2023 Ethical Decision Making.pdf](#)  
[Current ethics policy \(to be replaced at BOH meeting\).docx](#)

## 8.8 Strategic Plan

Discussion of Strategic Plan and goals.

**Minutes:** The Board reviewed the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to see if there was anything else they felt should be added to it. Mandi asked about who the primary grant writer is, and it was said that it depends primarily on what the grant is. Mandi said her fear was that if one person was in charge of all of them, and if that person left, that would really put the health department in a bind. Mandi said that she likes the idea of receiving additional grants, and Shellie said that for a health department of our size, we'd want to make sure we are able to do all the necessary follow up.

For a Strength, Mandi and Candy both agreed that community outreach is a strength. Mandi also said another strength is that we are inclusive and representative of what people look like in general that we serve here. For weaknesses, Mandi said that she has an extra copy of the fundamentals of nursing book that was referenced, and she is willing to donate that book. Andy said morale is bad. For opportunities, Shellie talked about how improving our presence on social media can make for an easy goal, too. Mandi asked who is currently responsible for that. Jason and Andy shared that because of additional verification steps that Facebook tried making Andy do because she doesn't have a personal Facebook account, she can no longer connect with the health department's Facebook page. We were unable to get either Andy's ID or Jason's ID approved, so the only employee who currently has access to the health department Facebook page is Jessica. Jason talked about how after talking with Andy and Lynn, Jason spoke with Jessica about having either him, Andy, or Lynn approve a social media post before it goes live. Sarah talked about her Instagram account and how it can also be posted to Facebook. She said that there was an issue with passwords and account access. Mandi talked about how some people get grumpy if we don't reply quickly enough to different posts. Andy said she was checking those regularly until her access was restricted from Facebook.

Candy and Mandi asked if we are doing the social media archiving that we considered doing last year. It ended up not happening. Mandi asked if we could get help with managing our Facebook page through high schoolers, such as from DECA students from Bucyrus or students from Pioneer. Candy shared how her daughter created training videos for Avita when she was a student at Pioneer years ago. Candy talked about how she has had promotional materials completed for free because those students seek experience doing graphic design and advertising. Mandi said how every year they do a disability awareness tour, and she pointed out that Jason attended that last year. They've done a coloring contest for kids in the community, and this year they opened it up to digital media and people have sent in short videos for that, and they are very well done. Mandi and Candy asked Sarah if she

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could reach out to Lynette Moritz from the Media/Communications department at Pioneer, and Sarah said she would do that. Shellie added that we'd like to see if any of the students could provide help year-round, and maybe receive hours or time here as part of their training.

Shellie said that for our Strategic Plan goals of increasing our social media presence, instead of vague goal such as 'increase our social media presence', we could say "have at least one post a month from the sexual health clinic", or 'have at least three posts a month', etc. Mandi added that if we have a student helping us, we can make it casual and talk with the student about what is happening here, what we can post about, and then they can work their magic to make a good social media post. Candy added that it would help with their requirements if we could show the analytics of the amount of engagement with the different posts, and the increase in traffic on our page, etc. Shellie talked about how that is good information to have, and it can provide other insights such as the topics that generate the most interest, or if we need to modify any posted content, etc. She talked about how we can use events to help encourage people to like or follow our pages. Andy quipped that just because they 'like' you on social media, it doesn't necessarily mean that they like you.

Mandi said she believes we would have luck if we try working with students from DECA. For information about their marketing program, we can contact Ashley Severt [ssevert@bucyrusschools.org](mailto:ssevert@bucyrusschools.org). Mandi explained that all the schools have a program and that Pioneer runs it. It's a club that does digital marketing, podcasts, music, graphic design, etc. There's a media one which does lots of different stuff. When Mandi was a student, she went to DECA in Bucyrus instead of Pioneer the school.

Shellie continued to review the opportunities the staff came up with from the SWOT analysis. There was discussion about the top priorities in the Crawford County Community Health Assessment (CHA). Jason spoke about the Galion CHA addendum and how he hopes to use that information to inform our Strategic Plan. Andy also said that we will need to make sure that our plans align with the State Health Improvement Plan (SHIP). Shellie said we would need to consider what is appropriate for a health department to get involved in. Andy said that mental health is a good one and that it may be considered under chronic diseases under the SHIP. Shellie said if we focus on diabetes or heart disease, those may always be on there as top priorities, but she asked, what kind of education can we put out? Maybe there are things that can be measured such as putting information on our website about that or making goals around National Heart Health Month. If we are asked about that, we may talk about how we provided materials about that topic (or another topic) and provided information in the community about that.

Andy talked about how we need to show evidence of that for accreditation purposes, and the upcoming health fair may be a good opportunity for that. In the past, dieticians from Avita created a special menu that GCHD staff handed out during Third Friday outreach events, but it wasn't documented sufficiently for accreditation purposes. Olivia said a sign in sheet is one example of evidence we can show. For instance, if we did that with blood pressure readings, we may not put their name next to it, but we may write down what the blood pressure was. Sarah added that it could be as simple as checking their blood pressure, giving them a card with that info on it, and teaching them about it and how to check it on their own. Jason said that he can consider working with the Nurse Practitioner among the group of volunteers from Columbus about seeing if they can use blood pressure screenings and using that to meet accreditation requirements. Candy said that different organizations can get competitive about who provides what services, so if we are going to do that, we should let the Chamber know that we plan to provide that service.

Tina said that since our CHA talks of obesity and diabetes, we can consider other things which may be incorporated into that, such as info on having a heart smart diet, and have an activity where people submit healthy recipes, perhaps that are low in fat or sodium. Mandi said she loves that idea.

Shellie reviewed the threats from the SWOT analysis. No additional ideas came up to add as threats. Andy wondered if we could put a levy under the opportunities section. Though people don't want to pay additional taxes, it may be good to see if the population would approve of that, and it has to go through council. Some gave ideas of increasing our presence in the community. Mandi said we could try to check blood pressures of people in the hallways when people are coming in and out to vote.

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Tina talked about how Silver Sneakers participants at the Y could get free meals, or the library could have a collection of the healthy recipes that people submit for free. Andy clarified that this might not be an immediate opportunity, but something to keep on the horizon. Jason said that he knows another Health Commissioner named Dr. Jason Orcena who is an expert on levies, and he would be happy to give us more information on levies if we were interested. Candy talked about how the timing of getting that on the ballot is important, and it may make the most sense to have it on the ballot when the highest turnout of voters will be there, since it will be cheapest that way. Andy said her understanding is that we can't even choose to be on the ballot. Candy and Mandi said that Leigh from the Board of Elections is super nice and could talk us through the process. She could tell us if it's possible or not and what the process would be. Andy pointed out that the Shelby City Health Department has two levies.

After completing the discussion about the SWOT analysis, Shellie spoke about other portions of the Strategic Plan. She pointed out that the Health Commissioner's report was started but has yet to be completed. Jason explained that this latest draft of the Strategic Plan has our latest SWOT analysis included, it has the most recent version of the ten essential public health services, and he started on the Health Commissioner's report section at the beginning. The goals that are in there are what was created before from the contractor and had not been updated yet. Shellie pointed out that that we also need for the Board to agree on the mission, vision, and values. Mandi believes that the current vision could flow better. Sarah felt the vision was choppy. Shellie said our vision can be more specific, too. She asked how we would work to keep people optimally healthy. For example, would it be through education? Sarah's idea was to talk about physical and mental health, while Andy added we may want to include prevention in our statement, and pointed out that it's not included in our mission statement. Tina said that the pandemic was an opportunity where the public health department could have gotten out more and made more of a name for itself, then Andy said we had to do enforcement. Board members asked if we could have everyone submit at least one idea of what our vision could be by Friday, March 10, 2023, with the idea that we could find bits and pieces of different ideas and decide again what that might look like for the next Board meeting in two weeks. Shellie said we can also consider the WE CARE values/guiding principles, but we may be interested in strengthening those. For whatever goals we ultimately choose, we need to be able to measure them. If the goal was to reduce communicable diseases or reduce diabetes, it may be difficult to measure, but we may have an educational component to it, which may be more feasible. They should be stretch goals yet also attainable. Mandi asked if there was a plan for train accidents and mentioned that she thought she remembers that from before. She is not sure if it was passed but she is sure something was discussed. That plan also included highly unusual things we could allow if the situation warranted it. Candy asked if we could reach out to Crawford County EMA to work on that, then Jason and Andy talked about how they both recently did a training where Jette was there from Crawford County EMA. Olivia said we could look at previous meeting minutes and that they were very detailed, so we could track that information down.

Shellie challenged Jason to come up with goals related to the current CHA or what's going on in the county, knowing that we are still creating the current CHA addendum. It doesn't need to be particularly granular, but it should be measurable. They should be SMART goals but not too open-ended.

**Result:** Tabled

**Motioned:** Amanda Moran

**Seconded:** Ms. Candy Yocum

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

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Amanda Moran, Board Member

X

**Attachments:** [GCHD SWOT - strategic plan.xlsx](#)  
[Strat Plan Draft 2023.docx](#)

9 **Executive Session (as needed)**

**Minutes:** The Board did not enter into Executive Session.

10 **Next Scheduled Board of Health Meeting**

**Minutes:** Mandi offered to contact Mike about the next BOH meeting, but Jason said he could do it. Mandi also offered to reach out to Mayor O'Leary about the job posting for a new Board of Health member. Jason can create something saying that Andee is not on the Board of Health anymore due to a lack of attendance, and Shellie said she can sign it. Mandi said that even if there is not enough for a quorum for the March meeting, we can still meet and discuss business without voting on anything. Candy agreed with that, since that may give us more time to work on the mission, vision, and values/ guiding principles.

Next Scheduled Board of Health Meeting  
March 14, 2023, at 5:00pm in Galion City Health Department Board Room

**Attachments:** [2023 Board of Health Meeting Dates.docx](#)  
[Council CALENDAR-January 2023.docx](#)

11 **Adjournment**

The meeting was adjourned at 6:23.

**Result:** Approved

**Motioned:**

**Seconded:**

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

X   
Board of Health Approval Signature

X  President  
Pro tempore  
Board of Health Approving Name and Title

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**X**   
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Jason McBride, Health Commissioner