

Monday, March 20, 2023, 5:15pm-6:30pm



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

Absent: Tom O'Leary, Mayor, City of Galion, President; Mike Flick, Board Member; Carrie Bednarz, MA; Jessica Bourne, MA; Jennifer Jordan, Administrative Assistant-Medical Assistant; Kim Ponziani, Public Health Nurse; Ms. Olivia Roston, Business Services Officer.

1

Call to Order

Shellie called the meeting to order at 5:18 pm.

2

Approval of Consent Agenda

Motion to approve the consent agenda for March 20, 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, February 2023.pdf](#)

2.2

Environmental Health (EH) Team Report

See attached EH Division Report.

Attachments:

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

2.3

Nursing Team Report

See attached Nursing Team Report.

Attachments:

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

2.4

Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[Marion Public Health MOU 2023.pdf](#)

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[Statement of Commitment.pdf](#)

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>

Attachments:

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

3 **Approval of the Agenda**

Motion to approve the agenda for March 20th, 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**

Motion to approve the March 9, 2023, GCHD Special Board of Health Meeting Minutes.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Amanda Moran

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

5 **Approval of Fiscal Reports**

Motion to approve the February 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 02-2023 \(Final\).pdf](#)

6 **Reports**

6.1 **PHAB Accreditation**

Sara has nearly completed the CHA addendum for Galion. She is interested in spending two or three days at the health department to make additional progress on the remaining accreditation requirements. Sara requested her check before visiting the health department. On 3/15/2023, Jason received her check from the auditor's office and then made arrangements to get her that check. Sara will soon visit the health department and we will keep progressing.

Minutes: Jason talked about receiving the check for our Accreditation Specialist Sara and then meeting her in Wooster to hand it to her. She will let us know when she can visit the health dept for two or three days to help us work through the requirements.

Attachments: N/A

6.2 **Levy Consideration**

During the February 2023 BOH meeting, there was discussion about contacting someone from the Crawford County Board of Elections about whether it is possible for our health department to have a levy or not. When Jason called, he was told that since the City of Galion is the taxing authority for our health department, it would be filed through them. A resolution would need to be passed, and we would also need a certificate from the auditor about the amount we need. August 9th is the deadline for submitting everything for the November elections.

Minutes: Mandi asked Jason how much we think we would need, and he said he's not sure yet. Candy asked how much it costs to put it on the ballot, and Jason replied that he did not know. Andy said this would likely have to be approved through City Council. Shellie said we'd want to know the breakdown of how much would come from the levy compared to what we ask of the city, and said we'd want to speak with Mayor O'Leary first. Andy mentioned how previously there was no interest from the Council in the past to have a levy request come to fruition. Andy talked about how our budget seems to get more scrutinized than other city departments when we propose our budget each year.

Attachments: N/A

6.3 Galion Crawford Solar Eclipse Plan, 4/8/2024

Minutes: Andy shared how she attended the local Emergency Planning Commission meeting and said it's on the Board to prepare for this for next year. Candy said that NASA is planning to come up here and others are already planning events in the area. There was talk of pop-up campgrounds. Andy said we could advertise to the places that we know are planning to do that, and Shellie talked about using social media to also get that information out there. Our general region can expect for our population to double. We may also get some literature to include. Candy had the idea of putting our health dept logo on glasses, and Shellie said she really liked that idea.

Attachments: [Galion Crawford Solar Eclipse Plan.pdf](#)

6.4 A. Wildenthaler Removed from Board of Health

Due to attending fewer than 60% of all the Board of Health meetings in the last two years, Andee Wildenthaler was let go from the Board of Health. The attached letter was emailed to her on 3/9/2023.

Minutes:

Attachment: [Letter for A. Wildenthaler \(emailed 03.09.23\).pdf](#)

6.5 New Board of Health Member

During the recent Police, Fire, Health Subcommittee meeting on 3/16/2023, they considered a Board of Health candidate. The Subcommittee approved for this candidate to advance to the full Council for final approval. The next City Council meeting is on 3/28/2023.

Minutes: Though the name of the potential new BOH member was not stated in the Police, Fire, Health Subcommittee meeting, there were certain clues about this person, and Andy realized they were likely talking about Heidi Matney.

Attachments: NA

7 Old Business

7.1 Strategic Plan

Discussion of Strategic Plan, including vision statement submissions.

Minutes: Jason shared a copy of the ideas of new vision statements without their names by them. Shellie shared ideas of examples of vision statements from other health departments as well. After much consideration, Sarah came up with the following vision statement: Working to promote prevention, education, and preparedness, GCHD will lead our community to achieve ideal physical, emotional, and environmental health.

Regarding other portions of the Strategic Plan, Jason shared that he completed the Health Commissioner's Report at the beginning of it, and he welcomes feedback on it before the Strategic Plan gets finalized. Andy asked if the latest draft of the Strategic Plan is on the Q drive. Jason said his most recent changes are not there yet but he can make sure it is on the Q. He also shared how the current draft of the Strategic Plan has a section on the Ten Essential Public Health Services, but also shared that he recently learned the difference between that and the Foundational Public Health Services. The Foundational is specific for government public health, and the Ten Essentials are for both governmental and non-governmental. He asked if we want to include the Foundational framework, use it to replace the Ten Essentials, or just keep it as is. Mandi and Shellie both like the idea of using the Foundational Public Health Services instead, especially because it is endorsed by

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PHAB. Jason asked for feedback on the goals that he came up with and if that was the right idea. Shellie said it may be beneficial to make some of those goals more generic, particularly the goal where we speak about having a certain provider provide mental health services at the health department. If that certain provider doesn't work out, we can still meet the goal if it's more generic. Jason also shared that the next part will be to coordinate some of the Strategic Plan goals with the Quality Improvement plan. This will be easiest to complete once Sara spends time at the health department to help us continue completing accreditation requirements.

Sarah spoke about certain things being tumultuous, including having Tina out sick the previous week, and then with Olivia resigning. Sarah spoke with someone from Pioneer about having them help with social media, but they don't use a compatible platform with our website, so she will contact someone from DECA in Bucyrus.

Result: Tabled

Motioned:

Seconded:

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

Attachment:

8 New Business

8.1 Request to Accept Resignation of Olivia Roston

Motion to approve the resignation of Olivia Roston as Business Services Officer/ Vital Statistics Registrar, effective 3/31/2023, as per attachment.

Minutes: Mandi asked Jason if this will hurt PHAB accreditation to not have Olivia anymore, and he replied that it won't affect accreditation too much. We talked about how we'll do what we can until her position is filled.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Amanda Moran

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

Attachments: [Resignation letter of O. Roston.pdf](#)

[Personnel Action Form - Olivia Roston.pdf](#)

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- 8.2 **Request to Start Process for Hiring of New Business Services Officer/ Vital Statistics Registrar**
Motion to approve the process to post and hire for the soon-to-be vacant Business Services Officer/ Vital Statistics Registrar.

Minutes: NA

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Amanda Moran

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

Attachment:

- 9 **Executive Session (as needed)**
Minutes: The Board did not enter into Executive Session.

- 10 **Next Scheduled Board of Health Meeting**
Minutes:
Next Scheduled Board of Health Meeting
-April 11, 2023, at 5:00pm in Galion City Health Department Board Room
Next Scheduled Galion City Council and Subcommittee Meetings:
-(Finance) March 22, 2023, at 7:00pm in Council Chambers
-(City Council) March 28, 2023, at 7:00pm in Council Chambers
Attachments: [2023 Board of Health Meeting Dates.docx](#)
[Council CALENDAR-January 2023.docx](#)

- 11 **Adjournment**
The meeting was adjourned at 6:11.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Candy Yocum

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

Minutes – Special Galion Board of Health Meeting
Galion City Health Department

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Amanda Moran, Board Member

X Shellie Burgin
Board of Health Approval Signature

X Shellie Burgin Pres. Pro Tem
Board of Health Approving Name and Title

X Jason McBride
Jason McBride, Health Commissioner