

Tuesday, April 25, 2023, 5:00pm-6:30pm

**Present:** Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member; Amanda Moran, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, Director of Environmental Health; Lynn Corwin, Director of Nursing; Jason McBride, Health Commissioner; Ms. Tina Nichols, Health Educator/DIS.

**Absent:** Tom O'Leary, Mayor, City of Galion, President; Carrie Bednarz, MA; Jessica Bourne, MA; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Kim Ponziani, Public Health Nurse;

1 **Call to Order**

Shellie called the meeting to order at 5:00 pm.

2 **Approval of Consent Agenda**

Motion to approve the consent agenda for April 25, 2023

**Minutes:** Shellie explained what the Consent Agenda is for our new Board of Health Members, Mike and Heidi. If the Board approves of the Consent Agenda, then everything under section 2 is included in that approval, which includes the monthly reports from the department heads, information on the contracts that we entered into, and then information about Continuing Education credits for Board of Health members. One person incorrectly stated that the agenda should be sent out a week in advance; however, the by-laws say, "at least 72 hours (3 days) before each regularly scheduled meeting, the Health Commissioner will send a copy of the previous regularly scheduled meeting's minutes, the upcoming meeting's agenda, and any other relevant information..."

**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		
Mike Flick, Board Member			X
Heidi Matney, Board Member	X		

2.1 **Health Commissioner (HC) Report**  
See attached HC Report.

**Attachments:**

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

2.2 **Environmental Health (EH) Team Report**  
See attached EH Division Report.

**Attachments:**

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

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2.3 **Nursing Team Report**

See attached Nursing Team Report.

**Attachments:**

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

2.4 **Sexual Health and Wellness Clinic Report**

See attached Nursing Team Report.

**Attachments:**

[Monthly Report - NP, FebMar2023.docx](#)

2.5 **Contracts**

Contracts that were entered into by the Health Commissioner.

**Attachments:**

[Contract - Galion City Health Department 2023 MCG Contract.pdf](#)

[Contract - MPH Practicum Agreement 9.2022.docx.pdf](#)

[Contract - Permitium Price Alignment.pdf](#)

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 April 25th, 2023.

**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		

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Amanda Moran, Board Member	X
Mike Flick, Board Member	X
Heidi Matney, Board Member	X

#### 4 Approval of Special Board of Health Meeting Minutes

Motion to approve the March 20, 2023, GCHD Special Board of Health Meeting Minutes.

**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		
Mike Flick, Board Member			X
Heidi Matney, Board Member			X

**Attachments:**

[Minutes - March 2023 Special Mtg \(Final\).pdf](#)

#### 5 Approval of Fiscal Reports

Motion to approve the March 2023 Fiscal Reports.

**Minutes:** After seeing the small print of the hard copy of the March 2023 Fiscal Reports, there was discussion about how it is easier to view on the computer. Mike shared that he prefers looking at a white background because there is a greater contrast with that. Mike asked when the STD grants need to have all their money spent, and Tina confirmed that it all needs to be spent by the end of the year.

**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		

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Mike Flick, Board Member

X

Heidi Matney, Board Member

X

**Attachments:**

Fiscal Reports 03-2023 (Final).pdf

## 6 Reports

### 6.1 PHAB Accreditation

Our PHAB Accreditation Specialist will visit the health department on 4/28. Her latest update is that she is finishing things up, creating narratives for the Community Health Assessment (CHA) addendum, and says she will compare her work with what we initially submitted for accreditation, and that when she is here, she will help us find what we need and then start submitting more of the finalized documents.

**Minutes:** Jason explained to Mike and Heidi about health department accreditation and where we are in the process. Mike asked how many requirements we have left. Jason explained that out of 100 total requirements, we successfully passed 82 requirements on our first try. We are working on the remaining requirements and submitting improved documentation by our May 15<sup>th</sup> deadline. The 100 requirements are divided into 12 domains. The two domains that are considered the most critical are the Community Health Assessment (CHA), and the Performance Management domain. Mike asked how many in Ohio are accredited. Jason shared that at the public health conference he attended earlier in the day, it was announced that there are currently 80 accredited health departments in Ohio. Jason estimated that there are 120 local health departments in the state. Andy expressed concern about the documents not yet being uploaded into e-PHAB (the accreditation website), and Jason said that Sara plans to work on that with us this Friday.

**Attachments:** N/A

### 6.2 New Master of Public Health Intern

Jason has a new MPH intern named Vonja Thomas, which started on 4/21/2023. The first task is for her to help us gather our records which are eligible for disposal, per our records retention schedule. The City of Galion will have a shred day later this summer, and Vonja will help us clear out our records which we no longer need to keep. Once this is compiled, Jason will contact our local records commission with the completed Certificate of Records Disposal.

**Minutes:** Jason explained how there are three major projects that our new intern will help us with. The first project is to make a list of the outdated documents that we are allowed to shred, which we are no longer required to keep for a public records request. The second project is associated with the Community Health Improvement Plan (CHIP), where a few community partners come together to help achieve selected community health goals, per the results of the CHA. One requirement we have is to create a program to help employees of two different companies (to be selected later) to increase their physical activity, which can help contribute to increased health. Shellie asked how long the intern will work with us, and Jason shared that it will be for two semesters. Candy suggested we reach out to the Chamber of Commerce for help with this since it provides easy access to businesses. Mike asked what our expense is for this intern, and Jason said that it is at no cost to us. Shellie said that a few days before the meeting, Jason asked if this intern needed to be approved by the Board, and her thought was that since it is budget neutral, there is no need to receive Board approval. Other Board members agreed with that. Andy asked about liability, and Shellie said the intern can go through our normal process. Jason shared that he confirmed that the intern is covered under the city liability insurance policy, that she signed a confidentiality agreement, and that she has passed the background checks.

Mike asked who would train the intern, and Jason said he would. Mike said his concern about an intern working on the records retention shredding project is if the intern is unfamiliar with HIPAA laws and shreds things they shouldn't. It was explained that there is something to help with that called a Records Retention

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Schedule where it is listed out what types of documents can be shredded, and when it is allowed to be shredded. Andy talked about how she will largely be working with the documents we have already put in the basement, and many of the boxes with older documents in them have been marked already for shredding. Some board members requested to explore the basement after the meeting concluded.

**Attachments:** N/A

## 7 Old Business

### 7.1 Strategic Plan

Discussion of Strategic Plan. Since the previous meeting, the Vision Statement has been updated, and the Ten Essential Public Health Services have been replaced by the Foundational Public Health Services. When our PHAB Specialist visits on Friday, we will update the goals, in conjunction with the Performance Management requirements for accreditation.

**Minutes:** Mandi said the Strategic Plan is looking good. The goals are the last part which needs to be completed. We will work on the goals more after the accreditation specialist Sara is here, and hopefully the Strategic Plan will be ready for approval by the next Board of Health meeting.

**Result:** Tabled

**Motioned:** Ms. Shellie Burgin

**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		
Mike Flick, Board Member			X
Heidi Matney, Board Member			X

**Attachment:**

## 8 New Business

### 8.1 Request to Accept Hiring of Jena Wells

Motion to approve the hiring of Jena Wells as Business Services Officer/ Vital Statistics Registrar, effective 5/8/2023, as per attachment.

**Minutes:** It was clarified that her name is pronounced like 'Gina'. Jason also gave Tina credit for the networking she did, which helped lead us to Jena. Jason shared how that happened, and that the entire interview team were very enthusiastic about having Jena work with us. At Shellie's request, Jason summed up what this position is responsible for. Other health departments refer to a position like this as a Fiscal Officer. In our case, it is called a Business Services Officer (BSO). In our case, this person also has the title of Vital Statistics Registrar. Mike asked about her qualifications, and that was explained. Mike then asked how much it will cost to hire this person, compared to the former BSO. Jason shared that the new BSO will make \$2 an hour less than the previous BSO, who had been at the health department for more than ten years. Mike wanted to be sure that it wouldn't negatively affect the budget. Mike felt most comfortable abstaining from this but said he would vote 'yes' if we didn't have a quorum.

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**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		
Mike Flick, Board Member			X
Heidi Matney, Board Member	X		

**Attachments:**

[Personnel Action Form - Jena Wells.pdf](#)

**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

-May 9, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council and Subcommittee Meetings:

-(City Council) April 25, 2023, at 7:00 pm in Council Chambers

-(City Council) May 9, 2023, at 7:00 pm in Council Chambers

-(Finance) May 17, 2023, at 7:00 pm in Council Chambers

-(Police, Fire, Health) May 18, 2023, at 7:00 pm in Council Chambers

**Attachments:**

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

[Council CALENDAR-April 2023.docx](#)

[Council CALENDAR-May 2023.docx](#)

**11 Adjournment**

The meeting was adjourned at 5:29.

**Result:** Approved

**Motioned:** Ms. Candy Yocum

**Seconded:** Mike Flick

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

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

X

*Mike By*

Board of Health Approval Signature

X

*Shellie Burgin*

*President*

Board of Health Approving Name and Title

*Pro-tempore*

X

*Jason McBride*

Jason McBride, Health Commissioner