

Minutes – Galion Board of Health Meeting
Galion City Health Department

Tuesday, May 9, 2023, 5:00pm-6:30pm



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

Absent: Tom O'Leary, Mayor, City of Galion, President; Ms. Candy Yocum, Board Member; Carrie Bednarz, MA; Jessica Bourne, MA; Jennifer Jordan, Administrative Assistant-Medical Assistant; 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 May 9, 2023

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, 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, April 2023.pdf](#)

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

See attached EH Division Report.

Attachments:

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

2.3 **Nursing Team Report**

See attached Nursing Team Report.

Attachments:

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

2.4 **Contracts**

Contracts that were entered into by the Health Commissioner.

Attachments:

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[Contract - Acknowledgment of Receipt of Transferred Inventory.pdf](#)

[Contract - Radiological Incident Response Annex CCPH and GCHD.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>

Attachments:

[BOH_CE_Sign-off_TEMPLATE.docx](#)

3 Approval of the Agenda

Motion to approve the agenda for May 9th, 2023.

Minutes: A correction was needed because the month said 'March' instead of 'April' in the agenda for the meeting minutes and the fiscal reports.

Result: Approved as amended

Motioned: Amanda Moran

Seconded: Mike Flick

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

4 Approval of Board of Health Meeting Minutes

Motion to approve the April 25, 2023, GCHD Special Board of Health Meeting Minutes.

Minutes: A correction was needed because the month said 'March' instead of 'April' in the agenda.

Result: Approved as amended.

Motioned: Amanda Moran

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Seconded: Mike Flick

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

Attachments:

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

5 **Approval of Fiscal Reports**

Motion to approve the April 2023 Fiscal Reports.

Minutes: A correction was needed because the month said 'March' instead of 'April' in the agenda. Mike asked what it means for money to be encumbered, since that is a column in the report, and discussion ensued about that.

Result: Approved as amended

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[Fiscal Reports 04-2023 \(final\).pdf](#)

6 **Reports**

6.1 **Candidate withdrew acceptance**

During the previous Board of Health meeting on 4/25/2023, the Board approved of Jena Wells as the new Business Services Officer/ Vital Statistics Registrar. This candidate has since withdrawn her acceptance, so we have resumed interviewing for this open position.

Minutes: Jason spoke about efforts that were made to help her reconsider, but she ultimately went with a different job offer. Jason spoke of other candidates who are being considered who could also do the job well. Board members shared their experiences of interviewing and hiring others, and it was discussed how the

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landscape has changed. Mike asked about the number of applicants, and where we have posted the job opening. There have been around 50 applicants so far, and the job has been posted on Indeed.com and the job board in Jason's professional organization, the Association of Ohio Health Commissioners (AOHC). Mike asked if the salary range was included in the job postings, and Jason said that it was not. The dangers of having that included in the job posting was discussed along with other related considerations.

Attachments: N/A

6.2 PHAB Accreditation

Our PHAB Accreditation Specialist spent the day at the health department on 5/5/2023. She sent Jason and Andy the Community Health Assessment (CHA) addendum, and feedback was provided to improve it before submission. We remain on track to submit the necessary documents by our deadline of 5/15/2023.

Minutes: Jason discussed how Sara will come back to the health department on 5/10 to help finalize the remaining requirements. Jason and Andy made good progress earlier in the day on accreditation. Shellie asked if there will be any problem getting it completed by our deadline (5/15), and Jason said we are in a good place with that. Mike asked how many requirements were completed. Jason said that about half are completely finished, and the rest of them have some minor things that need to be taken care of before they are completed.

Attachments: N/A

6.3 Research Findings

Please review the attachments. Per accreditation guidelines, "the health department must document the provision of communication through which the department conveyed research findings and their public health implications to stakeholders, other health departments, members of the public health system and non-public health system partners, and/or the public."

Minutes: Andy shared how these research findings are included to help meet accreditation requirements. She explained how this is about the Lead/Healthy Homes Grant and is how we sometimes have funding for the wet cleaning buckets for the community. Andy also pointed out the posters (that contain the research about lead probability in Galion) is what GCHC has posted in the department, and Mike said they were just discussing the lead map and wondering how that data was gathered and then visualized on the map. Andy explained that the map was created by the Ohio Department of Health and based on the housing stock of pre-1978 homes and population. She also explained that we didn't receive the grant the last time we applied because much of it was based on how often we did lead screenings on children. Andy shared how she did outreach to different area providers, and some wouldn't let her do that, so she instead included a Crestline provider, Dr. Metzger, in her education and outreach. Heidi asked why some providers would decline that, and wondered if it was for lack of knowledge or disinterest. Andy believes it has to do with the pressures they have; however it is mandated that providers test children twice before the age of six for lead in the blood. Andy said that this year, there is expected to be additional funding available, and she may be able to apply earlier than usual for the funding. She usually applies for that grant in December. She talked of how we are also part of the ODH program where we can loan a HEPA vacuum to people who are interested in clearing lead from their homes. Someone nearby borrowed it recently because her child's level of lead in her blood was slightly more elevated than it should have been. There was talk of having this done in the schools, and Sarah thought Andy could speak at a PI meeting. Andy spoke about serving as a lead risk assessor when she worked at Richland Public Health, so she became very familiar with this issue. She teamed up with a Public Health Nurse to carry out this work.

Attachments:

PHAB 10.2.3 RD 1 example 2.pdf

1 NEWS RELEASE Healthy Homes Month GCHD 060618.pdf

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6.4 School nursing contract

Galion City Schools (GCS) contacted Galion City Health Department about how much it would cost to provide school nursing services. Please see the attachment to see the email that was sent to GCS.

Minutes: Jason shared how the Superintendent contacted Lynn to learn how much it would cost if we were to provide school nursing services for the upcoming school year. This was to help them compare different options that they have. The email that was sent in response with the figures is attached. Mandi said that this is good news, and Shellie said at least they are reaching out. Shellie was unsure if they needed the level of detail that they received, but it was confirmed that they asked for that level of detail. Shellie said when they do contracts, it is less detailed, and her concern was that the rate we charged per nurse is likely too low. She said charging the middle-expected amount or the high end would have been better. Especially in the last two years, prices have increased significantly for nurses.

Andy shared how Crawford County Public Health has chosen not to renew the contract. Shellie said that they need a base rate of what it is going to be. Jason realized that there was a misunderstanding, and the intent is to provide a set amount each month, but we wouldn't know what that is until after the school nurses chose their health insurance plan. That is why the monthly amount was sent as a range. He also confirmed that this would continue over the summer. Shellie talked about encouraging the nurses to use their PTO during the summer break, and Jason said he felt the same, with the understanding that we can't enforce that.

There was discussion about if we have trouble finding nurses at that rate, if we would be able to go back and ask the school to allow for a higher rate, especially since this isn't set in a contract yet. Shellie and Mike said we couldn't change it at this point since they had already received the email. Shellie thought we would discuss it at the meeting first before it was sent out. It was shared how there was a time crunch and staff felt rushed to get that sent out. Shellie said moving forward, it would be good to have more discussion all together about what figures we should use.

Attachment:

[Email - School nursing services cost.docx](#)

6.5 Strategic Plan

The Strategic Plan is nearly complete. The goals still need to be finalized. This should be ready by next month's BOH meeting. The Strategic Plan is not needed for submission for our accreditation requirements at this time since we successfully completed those requirements the first time we applied for accreditation.

Minutes: Jason spoke of originally striving to have the Strategic Plan completed by this meeting but said that the higher priority is for accreditation requirements to be completed first. Jason is thinking of having the Strategic Plan goals discussed at the next team meeting, and then present them to the Board for approval during next month's meeting.

Attachments: NA

6.6 Third Friday Outreach

We just learned through the Chamber of Commerce that for this year, the Third Friday outreach events will be on the following dates:

-May 19

-June 16

-July 21

-August 19

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-September 15

Minutes: Jason pointed out that just like last year, there will be a September Third Friday outreach event. Jason said that since we have five Third Friday outreach events, and five active Board of Health members, maybe each member could pick a day they could attend with one or two health department staff. Shellie said she can participate in May. Mandi can participate in June. Heidi can participate in July. Mike can participate in August. We were unsure if Candy would be able to attend in September. Among the staff, Andy is unable to attend in May or June.

Attachments: NA

7 Old Business

Minutes: No old business was discussed at this meeting.

8 New Business

Minutes: No new business was discussed at this meeting.

9 Executive Session (as needed)

Minutes: The Board did not enter into Executive Session. However, Mandi talked about the cleanliness of the building and wondered how to make it more presentable at the health department. Mandi wondered how cleaning was set up at the health department, and if we needed to set something in place. Sarah shared how the city provides someone to clean the health department on Tuesdays and Thursdays. Sarah has also been cleaning up the public bathroom every day, and though she doesn't consider herself above doing that, it is not the best use of her time. Mandi shared that she knows of volunteers with developmental disabilities who would be able to provide cleaning twice a week. Mandi and Jason said they can connect and work to get that set up on Mondays and Fridays.

10 Next Scheduled Board of Health Meeting

Minutes: NA

Next Scheduled Board of Health Meeting

-June 13, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(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

-(City Council) May 23, 2023, at 7:00 pm in Council Chambers

Attachments:

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

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

11 Adjournment

The meeting was adjourned at 6:06.

Result: Approved

Motioned:

Seconded:

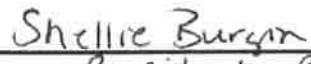
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Ms. Shellie Burgin, Board Member	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

X 
Board of Health Approval Signature

X 
President Pro-tempore
Board of Health Approving Name and Title

X 
Jason McBride, Health Commissioner