

**Galion Board of Health Meeting**  
Galion City Health Department  
Tuesday, July 13, 2021  
5:00pm - 7:00pm



**Present:** Mr. Dennis Sterling, Board Member; Ms. Shellie Burgin, Board Member; Ms. Andrea Wildenthaler, Board Member; Ms. Candy Yocum, Board Member; Amanda Moran, Board Member; Ms. Andrea Barnes, Director of Environmental Health, Interim Health Commissioner; Ms. Emily Miller RN, BSN, RN, BSN, Director of Nursing; Ms. Olivia Roston, Business Services Officer; Ms. Tina Nichols, Health Educator/DIS

**Absent:** Tom O'Leary, Mayor, City of Galion, President

**1 Call to Order**

Mr. Sterling called the meeting called to order at 5:05pm

**2 Approval of Consent Agenda**

Motion to approve the consent agenda for July 13, 2021

**Motioned:** Ms. Candy Yocum

**Seconded:** Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**2.1 Approval of Board of Health Meeting Minutes**

Approval of the June 8, 2021 Board of Health Meeting Minutes as presented.

**Attachments:**

[060821 BOH Minutes draft.pdf](#)

**2.2 Health Commissioner Report**

See attached Health Commissioner Report.

**Attachments:**

[HC Monthly Report June 2021.docx](#)

**2.3 Nursing Division Report**

See attached Nursing Division Report and School-based Health Services Report.

**Minutes:** Discussion on charging for the administrative fee now for Covid-19 vaccine; more to review on this and will be brought back to the table.

**Attachments:**

[Nursing Monthly Report June 2021.pdf](#)

**2.4 Environmental Division Report**

See attached Environmental Division Report.

**Minutes:** Shellie asked to not have so many previous years' worth of public health nuisances in the graph.

**Attachments:**

[June 2021 Monthly EH Report.pdf](#)

**2.5 Legislative Reports/ Updates**

See legislative updates attached.

**Attachments:**

2.6 Outreach Reports

See attached outreach report for the May & June Covid-19 Outreach and Galion Third Friday 061821

**Attachments:**

[COVID outreach May June 2021.pdf Third Friday 06-18-21.pdf](#)

2.7 Public Health Accreditation

See attached Public Health Accreditation Board (PHAB) Report.

**Attachments:**

[RE Pre-site\\_visit\\_questions.pdf](#)

2.8 Arbovirus Surveillance Reports/ Updates

See attached Arbovirus Surveillance Updates.

**Attachments:**

[Mosquito Surveillance Update 2021-07-08.pdf](#)

2.9 Contracts

Contracts that were entered into by the Health Commissioner.

**Attachments:**

[47179 Galion City HD Executed Agreement.pdf](#)

[21-22 St. Joseph Catholic School Nursing Contract.pdf 2021 Pride Docs.pdf](#)

2.10 Policies/ Procedures Reviewed/ Revised (NOT requiring BOH approval)

Vital Statistics

**Attachments:**

[VS Birth Certificate Registration.pdf](#)

[VS Acknowledgement of Paternity.pdf](#)

[VS Birth Affidavits.pdf](#)

[VS Birth Certificate Issuance.pdf](#)

[VS Birth Certificate Special Requests.pdf](#)

[VS Burial-Cremation Permit Approval.pdf](#)

[VS Death Affidavits.pdf](#)

[VS Death Certificate Issuance.pdf](#)

[VS Death Certificate Registration.pdf](#)

[VS Hold Status Removal for BC.pdf](#)

[VS Home Birth Registration.pdf](#)

[VS Service Now.pdf](#)

[VS Supplementary Medical Certifications.pdf](#)

2.11 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 tomorrow July 14, 2021 virtually at the following link: <https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training>

**Attachments:**

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

**3 Approval of the Agenda**

Motion to approve the agenda for July 13, 2021

**Minutes:**

Motion to approve the entire agenda as amended.

**Motioned:** Ms. Candy Yocum  
**Seconded:** Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

#### 4 Public Comment

#### 5 Approval of Finance Reports

Motion to approve the May 2021 Finance Reports

**Motioned:** Ms. Andrea Wildenthaler  
**Seconded:** Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**Attachments:**

Fiscal Reports 05-2021.pdf

#### 6 Reports

##### 6.1 2020 Annual Report

Motion to approve the 2020 Annual Report

**Motioned:** Ms. Andrea Wildenthaler  
**Seconded:** Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**Attachments:**

2020 Annual Report 062421.pdf

##### 6.2 COVID-19 Updates

[https://www.cdc.gov/mmwr/volumes/70/wr/mm7026e1.htm?s\\_cid=mm7026e1\\_x](https://www.cdc.gov/mmwr/volumes/70/wr/mm7026e1.htm?s_cid=mm7026e1_x) . The link takes you to the CDC's released MMWR on "Symptoms of Depression, Anxiety, PTSD, and Suicidal Ideation among State, Tribal, Local, and Territorial Public Health Workers During Covid19 Pandemic-United States, March-April 2021."

#### 7 Old Business

##### 7.1 Appointment of a Health Commissioner

Next steps: Moving forward, it is nearly impossible to do both positions much longer (meaning health commissioner and EH Director simultaneously)

7.2 BOH Payments

It was voted to begin payments to BOH members beginning as of June 2021. We need confirmation of who wants paid or you may sign a waiver for monthly payments.

**Attachments:**

Meeting Compensation Form.docx

7.3 COVID Grant Funds

Motion to authorize the Health Commissioner to apply for and accept current and future COVID funding provided through the Ohio Department of Health, including those passed through the Crawford County Health District and when received/awarded request the city to appropriate/advance funds and/or amend the budget as necessary for COVID related funding.

**Motioned:** Mr. Dennis Sterling

**Seconded:** Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approve

7.4 Grant Audit Corrective Action Plan

**Attachments:**

RE Galion\_City\_Health\_Department 0172001-  
Independent\_Audit\_Report\_for\_year\_ending\_December\_31 2019.pdf

8 **New Business**

8.1 Expenditures in Excess

Motion to approve to allow the Health Commissioner to expend in excess of \$5,000, per Resolution #2020-162 for the purpose of the 1st invoice to Charles Harris for financial audit.

**Minutes:**

Dennis asked how many bills? Olivia explained 2 bills.

**Motioned:** Ms. Shellie Burgin

**Seconded:** Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

8.2 Approval of a Raise for Exemplary Employee

Motion to approve raising the current hourly wage for the Business Services Officer to \$22.00/hour at the next pay period

**Minutes:**

Ensure this raise will be allowed in our budget.

**Motioned:** Mr. Dennis Sterling

**Seconded:** Ms. Andrea Wildenthaler

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**Attachments:**

[2020 Salary Schedule 111020.pdf](#)

8.3 Updated Policies/ Procedures

Discussion needs to be held about the Director of Nursing and the Director of Environmental Health being salaried and therefore exempt from overtime. If these positions continue to be salaried, we need clarification on whether or not salaried workers need to use paid time off when working less than 40 hours in a week.

8.4 Contracts

Motion to approve the Health Commissioner to sign contract with Baldwin Group for HDIS software maintenance, as presented.

**Minutes:**

Motion to approve the contract with the financial portion included.

**Motioned:** Ms. Candy Yocum

**Seconded:** Amanda Moran

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**Attachments:**

[Baldwin Group Agreement.pdf](#)

8.5 Personnel

Motion to approve Jennifer Jordan to continue to work full time hours status as presented.

**Notes:** Jennifer Jordan, MA has been working full time hours since the beginning of 2021, averaging 30 hours per week or more. The previous health commissioner did approve this. Jennifer is very versatile and helpful in several areas of public health, being that she is a Medical Assistant and Vital Stats Deputy Registrar. The budget supports her to continue to work full time hours, and she does not need to take the insurance; however, she needs to begin accumulating vacation.

**Motioned:** Amanda Moran

**Seconded:** Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

**9 Executive Session (as needed)**

No executive session was called.

**10 Next Scheduled Board of Health Meeting**

August 10, 2021 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- Police, Fire, Health Subcommittee Meeting is scheduled for July 15, 2021 at 7:00pm in Council Chambers OR via Virtual Platform.

**Attachments:**

2021 Board of Health Meeting Dates.pdf

**11 Adjournment**

Motion to adjourn the meeting at 5:52pm.

**Motioned:** Ms. Candy Yocum

**Seconded:** Ms. Andrea Wildenthaler

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Dennis Sterling, Board Member	X		
Ms. Shellie Burgin, Board Member	X		
Ms. Andrea Wildenthaler, Board Member	X		
Ms. Candy Yocum, Board Member	X		
Amanda Moran, Board Member	X		

**Result:** Approved

  
Board of Health Approval Signature

*BoH Pres*  
  
Board of Health Approving Name & Title

X   
Andrea Barnes, Interim Health Commissioner