

Minutes – Galion Board of Health Meeting
Galion City Health Department

Tuesday, July 11, 2023, 5:00pm-6:30pm



Present: Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member; Mike Flick, 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; Leanna Perdue, Business Services Officer/ Vital Statistics Registrar.

Absent: Tom O'Leary, Mayor, City of Galion, President; Amanda Moran, Board Member; Heidi Matney, 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 July 11, 2023.

Minutes: Shellie asked Jason to explain what the two contracts are about in the consent agenda. Jason explained that the audiometer is for nurses to do hearing screenings at the school. We had a dated audiometer, and ODH is permitting us to loan this audiometer from them. Shellie asked if money changes hands for the audiometer, or if they loan it to us for free with the understanding that we buy it if we break it. Lynn explained that there is no cost to us except for the approximately \$100 cost of calibrating it each year. We then have to send ODH the supporting documentation which shows we completed that.

The other contract is a renewal contract with The Baldwin Group, which is the company which provides our HDIS software (HDIS = Health District Information System). We are required to give an accounting of how we spend our time every day at work by fifteen-minute increments, and we do this with HDIS. This information is later used for different reports. Mike asked if the expenses are about the same, and Jason said that they are. Jason also pointed out that HDIS is the cheapest software of the available options (though noticeably dated).

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Mike Flick

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

2.1 Health Commissioner (HC) Report

See attached HC Report.

Attachments:

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

2.2 Environmental Health (EH) Team Report

See attached EH Division Report.

Attachments:

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

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2.3 Nursing Team Report

See attached Nursing Team Report.

Attachments:

[Monthly Report - DON, June 2023.pdf](#)

2.4 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[Contract - Audiometer loan from ODH.pdf](#)

[Contract - The Baldwin Group.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 July 11th, 2023.

Minutes: The agenda was amended. Section 5.2 was removed, since the June 2023 Fiscal Report was not quite ready. Section 8.3 regarding a request to adopt a new policy for meal stipends when employees travel for work was not ready to be presented.

Result: Approved as amended.

Motioned: Ms. Candy Yocum

Seconded: Mike Flick

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

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4 Approval of Board of Health Meeting Minutes

Motion to approve the June 13, 2023, GCHD Board of Health Meeting Minutes.

Minutes: Shellie remarked that she read them and didn't have any issues with the minutes.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

Attachments:

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

5 Approval of Fiscal Reports

5.1 Approval of Fiscal Reports

Motion to approve the May 2023 Fiscal Reports.

Minutes: Mike asked about the deadlines for the different grants we have coming up. Jason said that some of them have a calendar year between July-June, and others are on more of a calendar year. With the newest iteration of the Workforce Development grant, we are authorized to start spending those funds as early as July 2023, though we can pace our spending through November 30, 2027. Since our budget is already set for this year, we intend to start spending those dollars in 2024. Andy also pointed out that we should spend our existing Workforce funds before spending the money from the new grant. Mike wondered if these are automatic renewals, or if we have to apply for them. He said his concern is that his concern is that if we ask for extensions when applying for those, it makes his head explode. He wants to be absolutely sure that we are in front of the eight ball, instead of behind it. Shellie suggested that we could list out all of the grants and their deadlines and place it where the Board can see it monthly and review it as needed. Shellie said that extensions had been asked for the submission of the accreditation paperwork, and not when applying for grants.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Mike Flick

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

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Mike Flick, Board Member

X

Attachments:

[Fiscal Reports 05-2023 \(final\).pdf](#)

5.2 (Redacted from meeting agenda. See section 3 for more information.)

6 **Reports**

6.1 **City car tires**

The tires on the city car have been deflating faster than normal. When Donley Ford reviewed the tires, they said the tires were defective. A mechanic said air is leaking from the sidewalls, and he hadn't seen this kind of issue in tires in his nearly 50 years of work. They have been working with the tire manufacturer to get four replacement tires.

Minutes: Earlier in the day, Donley Ford called and requested that we return our vehicle to them so that they can take pictures of our tires again and send them to the manufacturers. If they are inflated before driving, the vehicle can still be used. However, it is understandable if any staff feel uncomfortable driving with it in that state. The defects are found in multiple tires, and we have only driven about 8,000 miles on these tires. Shellie asked if they are trying to get them replaced at no cost to us, and Jason said yes. Candy said that process could drag on for a really long time. Jason shared how Donley Ford told him that the tire manufacturer hasn't been the easiest to work with. Candy wondered what amount may be available to fix that, and Shellie said you have to do what you have to do. Maybe they can reimburse us later for that. Jason said that a backup plan was mentioned about reimbursement, though he would need more clarification on how that would work.

Attachments: N/A

7 **Old Business**

Minutes: There was no old business discussed.

8 **New Business**

8.1 **Request to adopt Resolution #2023-168.**

Motion to adopt Resolution #2023-168 to set an environmental health fee for proctoring a food protection manager certification exam, as per attachment.

Minutes: NA

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

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Ms. Candy Yocum, Board Member	X
Mike Flick, Board Member	X

Attachments:

[Res 2023-168 EH Est a fee for Exam Proctoring \(signed\).pdf](#)

8.2 Request to approve school nurse contract

Motion to approve the attached contract for school nursing services for the 2023-2024 school year between Galion City Health Department and Galion City School District, pending approval from legal counsel.

Minutes: To provide a little background, Jason shared how the Superintendent emailed him on Friday, 6/30 and asked for us to send a proposal. They had previously spoken about what that would look like, and now it was asked to be presented in a proposal. Jason was out of the office on PTO that day when she emailed, and he said as much in a reply email to her that same day. He explained that he would be back in the office on 7/5 and can submit the proposal that day. Just two hours before the start of this meeting, Jason and Lynn received feedback of certain things that the schools wanted to change about our proposal/contract. After some discussion of the changes, such as lowering the number of days from approximately 220 days to 200 days, the Board felt that we should keep our contract as is, though it was decided to change certain things about Appendix A. The schools took issue with the stated admin fee of \$750. They said that Mid-Ohio charges an admin fee of 3%, and ours is 9%. They wanted more info on what that entails, and said that if we didn't budge on that, it would be a dealbreaker. Shellie also pointed out that this serves as our buffer. They wanted to remove the section where it says that either party can terminate this contract within 90 days. The BOH felt this was in there to protect both us and the schools. The schools wanted a lower cost for fewer days. Candy wondered if any RN would want to work for \$24 an hour. Lynn said that they wanted to pay for the school nurses to work seven days before school until seven days after school. Jason wanted the total pay spread out over the year, because he felt that would make things easier for insurance purposes, particularly to not stop the health insurance for two months and then start it up again if the nurse continues working into the next school year. It was unclear how the schools were thinking of paying the nurses. Jason shared how in years past when we have had the school nurse contract, the revenue from that would pay for the nurses to work at the health department over the summer, but that wouldn't happen anymore at the request of the schools. Candy asked for a copy of the contract with Crawford County Public Health (CCPH), and Jason printed a copy for her. Tina pointed out that if we paid the nurses the entire year, their hourly rate would be \$21.64. Sarah pointed out that they are not giving us much time to hire them, either. Lynn said she can't be out there a lot because she has too many responsibilities in the office to take care of. Mike said that what the schools are proposing doesn't even remotely begin to cover our bare costs. The Superintendent said that one of the existing nurses was interested in continuing as the school nurse, but this nurse tried contacting Lynn, but Lynn never saw the message. Two weeks went by, and this nurse decided to take employment elsewhere. Shellie said that RNs which start in the clinic could start at \$26, but that is rarely used – it is usually higher than that. Andy said that in the most recent CCPH contract, the pay was somewhere between \$24-\$27, but you have to pay much more for your benefits than you would through us. That is a selling point that we have, because in some cases, some employees choose a health insurance plan which does not deduct a premium from their paycheck. Mike said that if we count the amount that we pay towards benefits, it makes it the hourly wage perhaps somewhere around \$36 instead. Candy said she is at the point where since the schools are going to be that stringent about it, we have put in our best offer but we would have too much trouble finding anyone with the remaining time left. Sarah said it's not a good deal for us. Mike said that at Magnolia Terrace, he can't get LPNs out there for \$23 an hour. Andy said that a perk of working through us is the better benefits. Shellie clarified with Jason that the ~\$4,166 figure in the contract is just wages, which is correct. Our cost is for the \$750 admin fee, and we are passing the cost of the benefits on to the schools. Not all the benefits are specified in the contract. Mike and Jason spoke about how 10% of an employee's paycheck is taken by OPERS, and the employer pays 14%. There was comparisons of how much we are asking compared to what CCPH receives. Jason then said when he initially spoke with the Superintendent, the yearly cost for two nurses was ~\$228,000 if both nurses chose the most expensive family insurance plan. Mike asked Lynn about how many

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medications are administered, and Lynn shared that there is a considerable amount. There is difficulty when parents are notified when medications are running low for their children, but they don't get new meds for their kids on time. Jason worried if this contract was passed, we would have difficulty carrying it out, since one of the nurses we were counting on appears to be no longer interested, and given the status of our nursing staff, we would be hard-pressed to fill in for a missing nurse at the school. He didn't want to set us up for failure by taking on more than we can reasonably fulfill. Shellie said that with the few weeks remaining until school starts again, we would have to be clear that it is not enough time to hire two nurses, and that we would do our best to have at least one by the start of the school year. Lynn didn't think the Superintendent would go for that. Shellie said that if Mid-Ohio is charging only 3%, it could be that they are charging twice as much as we are. She felt the \$750 admin fee should stay, and even increase if anything. Other Board members voiced agreement. Jason thought it may be good to change the wording in the contract appendix to have up to two nurses, since it could be an extended period of time before two nurses are in place. Shellie said we could prorate our figures, too. Shellie said another thing to bear in mind is that Mayor O'Leary was particularly interested in us having the school nurse contract, and Andy added that other City Council members did as well. There was talk of the schools possibly having an unrealistic expectation of how much it costs to actually carry out the school nurse contract. Sarah voiced concern about this arrangement putting us through the ringer, and Candy said she felt the same. Sarah was concerned about the nursing team, and how our part-time nurse may need more time off than usual, so she may be less available to help at the schools. In addition to the nursing department, Sarah said that the health department is in a rough spot, and wondered how much more pressure should we take on? Sarah wondered if there are other ways we can do outreach to the schools without doing the school nurse contract. Lynn gave an example of how she called the schools and offered to run a flu clinic since CCPH wasn't planning to do that. Lynn said that some at Grace Point wondered why we didn't do a flu clinic there. Lynn asked if CCPH was going to do it, and they said no. If we don't get the new contract, Lynn said she can still reach out to the new Superintendent to set up flu clinics for the staff, or other similar services. They could also do 7th grade shots, but Lynn said that's tough because they need permission from the parents along with other logistics. Lynn said there are plenty of things we can offer. Sarah said that getting the school nurse contract has been hung over Jason's head, and that there are other things that need to be focused on instead. Jason worried about staff being stretched even thinner if we take this on. Shellie said we should at least break even, but hopefully make some profit. Andy said we've made revenue in the past, and that paid for the nurses to work at the health department in the summer. Lynn talked about the tough hypothetical situation of one nurse being out there if there were two medical emergencies at the same time at two different schools. Sarah remembers seeing the state of nurses after coming back from helping at the schools. She said it seems they either like you or they hate you out there. Shellie said that when Jason reaches out to the schools with our slightly modified contract, he should say in the body of the email that it will be difficult, if not impossible to have two nurses ready at this point. Tina pointed out that two nurses is not enough for that many kids. Candy asked if that is why CCPH pulled out, and Andy said it is because some staff at the primary building were not very nice to their nurses. Jason said that one positive thing about having CCPH provide the school nursing services this year is that for the first time, the schools were willing to provide two nurses out there. Jason explained that we had been requesting that for years, but the schools were not willing to do that previously. Lynn shared how one year, Kara was there for three days a week, and she was there for two days a week. After Kara quit, Lynn took over additional days, and said 'it was nuts out there', as if she looked like she was hit by a Mack truck by the time she got home. Andy said that this time we're saying we want to have two RNs instead of one RN and an LPN.

Result: Approved as amended with a few changes to Appendix A.

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

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Attachments:

[School Nurse Contract - Galion City Schools 2023-2024 Draft.docx](#)

[School Nurse Contract - Galion City Schools Attachment A 2023-24.docx](#)

8.3 (Redacted from meeting agenda. See section 3 for more information.)

8.4 Adjust timing of BOH meeting?

Discussion on possibly changing the time and/or day of the BOH meeting. For example, would 4:30 work better than 5:00?

Minutes: It was decided that keeping this meeting at the current day and time works best for the Board members. Jason thought this may be a good topic for the Board members since this hadn't been discussed since the two newest Board members joined. Some of the Board members were able to meet at 4:30, but that time wouldn't work for all. Everyone still liked meeting on the second Tuesday of the month best.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

Attachments: NA

8.5 Updated VFC Fee Schedule policy

Motion to approve the 2023 VFC Fee Schedule policy, per attachment. This policy needs to be updated every year.

Minutes: Lynn explained that nothing in particular had changed about this particular policy, but VFC requires it to be reviewed every year. Lynn made some updates of the names and positions that were listed on the policy.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

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Ms. Candy Yocum, Board Member	X
Mike Flick, Board Member	X

Attachments:

[Fee Schedule VFC 2023.pdf](#)

8.6 Updated Time of Service Fee Schedule policy

Motion to approve the 2023 Time of Service Fee Schedule policy, per attachment. This policy needs to be updated every year.

Minutes: Jason explained that if someone chooses to pay with cash at the time they receive their service, the price would be \$5 instead of \$25. Lynn shared that conversely, if someone says they have insurance that will cover the cost, and then the insurance company rejects the claim, the patient would still need to pay the \$25.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

Attachments:

[Fee Schedule for time of service 2023.pdf](#)

8.7 Updated Fee Schedule for vaccines policy

Motion to approve the 2023 Fee Schedule for vaccines policy, per attachment. This policy needs to be updated every year.

Minutes: Lynn said all that changed on this policy was that she put herself down as the current Director of Nursing and added Jason's name.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

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Ms. Candy Yocum, Board Member	X
Mike Flick, Board Member	X

Attachments:

[Fee Schedule for Vaccines 2023.pdf](#)

8.8 2023 Fee Schedule (new vaccine prices)

Motion to approve the 2023 Fee Schedule for updated prices on vaccines, effective immediately. There is a \$15 upcharge on the cost of the vaccines (as shown in the 2023 Fee Analysis), and then the price is rounded up to the nearest dollar. An attachment called 'Old Fee Schedule' shows the current prices and the comparison to the proposed prices in the 2023 Fee Schedule. The prices of some vaccines increased while others decreased.

Minutes: Lynn said that this fee schedule has a few changes in it. We start by getting a price list and reviewing which vaccines we have. We take it per box without the discount and divide it by ten to get the price of how much it is per dose. Lynn said that she lists the cost of the vaccine, and then adds a \$15 upcharge to it. From there, it gets rounded up to the nearest dollar. Lynn explained that everything that was highlighted in green or red was priced incorrectly. Shellie talked about prices of medications changing a lot, and Lynn said that is why they have to do a price comparison every year.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Mike Flick

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

Attachments:

[Fee Schedule 2023.pdf](#)

[Fee Analysis 2023.pdf](#)

[Old Fee Schedule.pdf](#)

8.9 Updated triage policy

Motion to approve the triage policy, per attachment. This policy reflects the changes from Medisoftware to CureMD, which is our Electronic Medical Records (EMR) system.

Minutes: Lynn said this doesn't usually need to be approved unless there are major changes. She said that CureMD is very different from Medisoftware. Shellie asked if the changes were highlighted, and Lynn said the entire thing would be highlighted. This just outlines the process of the EMR.

Result: Approved

Motioned: Ms. Candy Yocum

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Seconded: Mike Flick

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

Attachments:

[Immunization Clinic -Triage 2023.pdf](#)

9 Executive Session (as needed)

An executive session may be requested for one or more of the following matters to:

- consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing;
- consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
- confer with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent;
- prepare for, conduct, or review negotiations or bargaining sessions with public employees;
- consider matters required by federal laws, or rules, or state statutes to be kept confidential;
- consider specialized details of security arrangements if the information could be used for criminal

Minutes: Motion to enter into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing. Andy and Sarah were asked to be included in Executive Session.

Time: 5:59

Time of reconvening: 6:54

No decisions were made during Executive Session.

Result: Approved

Motioned: Mike Flick

Seconded: Ms. Candy Yocum

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

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Mike Flick, Board Member

X

Attachments: NA

10 Next Scheduled Board of Health Meeting
Minutes:

Next Scheduled Board of Health Meeting
-August 8, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:
-(City Council) July 11, 2023, at 7:00 pm in Council Chambers
-(Finance) July 19, 2023, at 7:00 pm in Council Chambers
-(City Council) July 25, 2023, at 7:00 pm in Council Chambers

Attachments:

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

11 Adjournment

The meeting was adjourned at 6:54.

Voice Vote

Result: Approved

Respectfully submitted,

X 

Jason McBride, Health Commissioner

X 

Board of Health Approval Signature

X 

President Pro-tem
Board of Health Approving Name and Title