

Minutes – Galion Board of Health Meeting
Galion City Health Department

Tuesday, August 8, 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; 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; Ms. Candy Yocum, Board Member; Ms. Andrea Barnes, Director of Environmental Health; 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 5:02 pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for August 8, 2023.

Minutes: NA

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

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, July 2023.pdf](#)

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

Attachments:

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

2.3 Nursing Team Report
See attached Nursing Team Report.

Attachments:

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

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2.4 **STI/HIV Prevention Program Report**

See attached STI/HIV Prevention Program Report.

Attachments:

[Monthly Report - NP, June & July 2023.pdf](#)

2.5 **Outreach Reports**

See attached Outreach Reports.

Attachments:

[Outreach Report - Third Friday Outreach, 07.21.23.pdf](#)

[Outreach Report - Safety Town, 07.26.23.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 August 8th, 2023.

Minutes: NA

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		

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4 Approval of Board of Health Meeting Minutes

4.1 Minutes – 7/11/2023

Motion to approve the July 11, 2023, GCHD Board of Health meeting minutes.

Minutes: NA

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		

Attachments:

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

4.2 Minutes – 7/25/2023

Motion to approve the July 25, 2023, GCHD Board of Health special meeting minutes.

Minutes: NA

Result: Approved

Motioned: Heidi Matney

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		

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

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Approval of Fiscal Reports

5.1 June 2023 Fiscal Reports

Motion to approve the June 2023 Fiscal Reports.

Minutes: NA

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		

Attachments:

[Fiscal Reports 06-2023 \(Final\).pdf](#)

5.2 July 2023 Fiscal Reports

The July 2023 Fiscal Report is not ready for this meeting. Before we can compile this, the Auditor's Office will continue working on closing out the month of July in our financial software system (called VIP). Afterwards, we will compile the July Fiscal Reports and send it out as soon as it is available. It will be ready to be reviewed at the next BOH meeting.

Minutes: Someone asked Leanna how she is enjoying her new position. She said she is really enjoying it a lot so far.

Result: Tabled

6

Reports

6.1 Financial documents

The Ohio Department of Health (ODH) completed the review of our audit report for the fiscal year ending December 31, 2021. The attached Closing Letter explains that there is no further action needed at this time.

The Ohio Auditor of State recently completed a 2022 BOH Compilation of financial statements for the year ended December 31, 2022. As they explained, they "performed the compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. [They] did not audit or review the accompanying financial

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statements nor were [they] required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, [they did] not express an opinion, a conclusion, nor provide any form of assurance on these financial statements."

Minutes: Jason reiterated the information above regarding the two different financial documents. For the 2022 BOH Compilation of Financial Statements, Jason pointed out that he thought of it as an audit for lack of better words, even though it wasn't technically an audit. He described it as a compilation of basic financial records. One highlight is that as of 12/31/2022, these documents show that the Board of Health has a net position of nearly \$150,000.

Attachments:

[City of Galion Board of Health Fy 22.pdf](#)

[0172001 Galion City Health Department Closing Letter with No Advice.pdf](#)

6.2 Fraud check

There was a certain check which the Auditor's office paid on our behalf which someone intercepted and altered, which resulted in a fraudulent check that was attempted to be cashed. The bank caught it and reported it to the police. The Auditor's office is working on resolving this situation, which includes issuing a new check.

Minutes: Mandi asked if the fraudster tried changing the amount on the check to make it significantly higher. Leanna explained that this person attempted to change the name on the check so it would go to their account, and she also pointed out that the check was for approximately \$10,000, so it was a significant amount. This person is already in custody.

6.3 School nursing contract

We have not heard any updates from Galion City Schools about if they plan to contract with us or not. However, we have been asked to provide a contract to provide the needed hearing and vision screenings. That contract will be ready by the September Board of Health meeting. Depending on the timeline of the schools, we may need to call a Special Board of Health meeting to get this contract approved, because there may be a time limit on when certain grades need to complete their hearing and vision screenings.

Minutes: Lynn shared that the schools did not contact us to inform us that they decided not to contract with us, but they created a job posting for school nurses. Jason shared that we know that one nurse has been hired by the schools so far. He also said that the schools have asked if we can help them with hearing and vision screenings. Initially, Lynn and Jason thought that any agreement between us and them to provide those services would need to have a contract. However, some of the screenings are required to be done within 30 days, and it would take too long for a contract to be established between us and the schools. Jason questioned this assumption and asked Lynn to check with ODH if this can be done without a formal contract. He also considered the possibility of helping with this at no cost to the schools to help meet the immediate need. Mike said it seems that it appears that they can't perform their job so they would like us to do it for them for free. Shellie said she doesn't think we should be doing this for free, whether we charge a flat fee or have some other arrangement. Mandi wondered if a smaller-scale contract could work, or Shellie suggested a letter of understanding. Tina encouraged Lynn to check with Richland County Public Health because they have private nurses working for them and they may have ideas about what we can do. Are they supplementing? Mike wondered if it would work best to have general services provided so that we are not locked in to a specific service like hearing and vision screenings. Mandi said that could be good in case they need more help later. Mandi asked if there might be a possibility of us checking for lice or scoliosis.

6.4 PHAB Accreditation

We should know later this month whether we are an accredited health department or not. PHAB will review our accreditation paperwork, and then we are expected to receive the results of that about a week after that meeting.

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Minutes: Jason shared that we received word from PHAB that they will have their meeting on August 21st to review our submitted accreditation paperwork. We should learn of their decision within a week after that. Jason said that with major news like that, he would reach out to everyone right away to share the news instead of waiting to include it on the next agenda.

7 **Old Business**

Minutes: There was no old business discussed.

8 **New Business**

Minutes: There was no new business discussed.

9 **Executive Session (as needed)**

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

- a. 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;
- b. consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
- c. 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;
- d. prepare for, conduct, or review negotiations or bargaining sessions with public employees;
- e. consider matters required by federal laws, or rules, or state statutes to be kept confidential;
- f. 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, 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. No decisions were made during Executive Session.

Time: 5:15

Time of reconvening: 5:47

No decisions were made during Executive Session.

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

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

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Heidi Matney, Board Member

X

Attachments: NA

10 Next Scheduled Board of Health Meeting
Minutes: NA

Next Scheduled Board of Health Meeting
-September 12, 2023, at 5:00pm in Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:
-(Finance) August 16, 2023, at 7:00 pm in Council Chambers
-(Police, Fire, Health) August 17, 2023, at 7:00 pm in Council Chambers
-(City Council) August 22, 2023, at 7:00 pm in Council Chambers

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

11 Adjournment
The meeting was adjourned at 5:48.


Voice Vote

Result: Approved

Respectfully submitted,

X 
Jason McBride, Health Commissioner

X 
Board of Health Approval Signature

X 
Board of Health Approving Name and Title