

Galion Board of Health Meeting

Galion City Health Department
Tuesday, March 8, 2022
5:00pm - 7:00pm

Present: Tom O'Leary, Mayor, City of Galion, President; Ms. Emily Miller RN, BSN, RN, BSN, Director of Nursing; Ms. Andrea Barnes, Director of Environmental Health; Mr. Dennis Sterling, Board Member; Ms. Shellie Burgin, Board Member; Ms. Candy Yocum, Board Member; Jason McBride MS, MPH, CHES, Health Commissioner

Absent: Ms. Olivia Roston, Business Services Officer; Ms. Tina Nichols, Health Educator/DIS; Lynn Corwin, PHN; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Andrea Wildenthaler, Board Member; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Amanda Moran, Board Member; Jenna Boliantz, Public Health Nurse; Linda Gillam, Public Health Nurse; Melissa Cline, MA; Jessica Bourne, MA

1 Call to Order

Time meeting called to order:_____.

Minutes:

Mayor O'Leary called the meeting to order at 5:05pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for March 8, 2022 as presented by: _____ Second by:

_____ Abstentions: _____

Roll Call Vote Needed

Burgin_____ Moran_____ Sterling_____ Wildenthaler_____ Yocum_____

Passed _____ Failed _____

*Note any consent agenda items to be removed, if necessary.

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Mr. Dennis Sterling

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

2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

[HC Monthly Report February 2022.docx](#)

2.2 Nursing Division Report

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

Attachments:

[Nursing Monthly Report February 2022.pdf](#)

2.3 Environmental Division Report

See attached Environmental Division Report.

Attachments:

[Environmental Health Monthly Report February 2022.docx](#)

2.4 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>

There are also CE discs that were found from OABH for educational credits.

Attachments:

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

3 Approval of the Agenda

Motion to approve the agenda, as amended including the addition 4.1 and 7.6, as well as other minor edits, for March 8, 2022 as presented by: _____ Second by: _____ Abstentions: _____

Roll Call Vote Needed

Burgin_____ Moran_____ Sterling_____ Wildenthaler_____ Yocum_____

Passed _____ Failed _____

*Note any items removed from the consent agenda to be added, if necessary.

Result: Approved

Motioned: Ms. Shellie Burgin

Seconded: Ms. Candy Yocum

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

4 Approval of Board of Health Meeting Minutes

Motion to approve the February 8, 2022 GCHD Board of Health Meeting Minutes as presented by _____ Second by _____

Roll Call Vote Needed

Burgin_____ Moran_____ Sterling_____ Wildenthaler_____ Yocum_____
Passed Failed

Motioned: Ms. Shellie Burgin

Seconded: Mr. Dennis Sterling

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

Attachments:

[DRAFT_020822_Minutes.pdf](#)

4.1 Approval of BOH Minutes from January 20 and January 27, 2022 Special Meetings

Motion to approve both the January 20 and January 27, 2022 GCHD Board of Health Special Meeting Minutes as presented by_____ Second by_____

Roll Call Vote Needed

Burgin_____ Moran_____ Sterling_____ Wildenthaler_____ Yocum_____
Passed Failed

Motioned: Ms. Candy Yocum

Seconded: Mr. Dennis Sterling

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

Attachments:

[Draft_012022_Minutes.pdf](#)

[Draft_Minutes_012722.pdf](#)

5 Approval of Finance Reports

Motion to approve the January and February 2022 Finance Reports as presented by: _____

Second by: _____ Abstentions: _____

Roll Call Vote Needed

Burgin_____ Moran_____ Sterling_____ Wildenthaler_____ Yocum_____
Passed Failed

*If the Auditors Office has not closed out the month in time for finance reports to be completed, they will be provided at the next BOH meeting.

Motioned: Ms. Shellie Burgin

Seconded: Mr. Dennis Sterling

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

Attachments:

[Fiscal Reports 01-2022.pdf](#)

[Fiscal Reports 02-2022.pdf](#)

6 Old Business

6.1 Contract or Agreement with the City of Galion

An email was sent to the law director on February 10, 2022 requesting legal counsel and for a meeting to be set for both parties; however, I have not yet heard back on this matter.

6.2 Retention Bonus

Motion to approve a retention bonus of \$1500 to be paid to Jason McBride after 30 days of starting as health commissioner during the off-week of pay in April of 2022 as presented by: _____

Second by: _____ Abstentions: _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

Result: Approved

Motioned: Mr. Dennis Sterling

Seconded: Ms. Candy Yocum

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

7 New Business

7.1 Proposed TB Fee Schedule Change

Emily Miller

Motion to approve _____ as presented by: _____ Second by: _____

Abstentions: _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

Minutes:

A lot of discussion occurred on this matter. The BOH wants more information that compares prices; definitely still need to provide the service. Tom stated that sending people elsewhere for vaccinations and TB tests is not a good practice.

Result: Tabled

Attachments:

[2022 Fee Schedule - Vaccines TB tests and administration fees 8.10.2021.pdf](#)
[TB tests information for BOH meeting 3.8.2022.docx](#)

7.2 Archiving Social Media

Motion to allow Health Commissioner to appropriate funds entering an agreement with Archive Social which will bring GCHD into compliance with Sunshine Law requirements by capturing content for records retention for a public record on social media by _____ Second by _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____
 Passed _____ Failed _____

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Minutes:

The BOH wants more information on this before making a decision. They voted to table it.

Result: Tabled

Attachments:

[Archive Social -email 2022.pdf](#)

7.3 Resignations

Motion to approve the Health Commissioner to accept the resignation of Emily Miller, RN, BSN as DON as presented by _____ Second by _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____
 Passed _____ Failed _____

Minutes:

A lot of discussion about this occurred, debating when the last day should be for Emily. Her request was that her last day at work to be April 1, 2022, but then to put in for vacation and comp time until April 29, 2022. Shellie Burgin said that the BOH should do what is in the best interest of the health department. Ms. Barnes and Ms. Burgin stated that Emily's last day should be April 1, 2022 and then she should be paid out for her vacation and comp time so that it doesn't disrupt the health department operations as much. Emily stated that she needs insurance coverage for the month of April because she cannot get it at her new position until May 1, 2022. It was decided to table this matter until executive session.

Result: Approved

Motioned: Mr. Dennis Sterling

Seconded: Ms. Candy Yocum

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

Attachments:

[Scan2022-03-07 153413.pdf](#)

7.4 Posting and Hiring

Motion to approve the Health Commissioner to post for the Director of Nursing position and hire with a start date set after the final date of employment of (Emily Miller as approved) as presented by _____

Second by _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

Minutes:

This was tabled until after executive session.

Result: Approved

Motioned: Mr. Dennis Sterling

Seconded: Ms. Shellie Burgin

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

Attachments:

[3701-36-03 20140701.pdf](#)

7.5 Officer Elections for BOH

Election for the Vice President of the Board of Health expiring this month.

Minutes:

A motion was made to keep Candy Yokum as the Vice President of the Board of Health.

Motioned: Mr. Dennis Sterling

Seconded: Ms. Shellie Burgin

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

Attachments:

7.6 Approval to Extend Deputy Director's Pay Rate

Motion to approve the extension of the Deputy Director (Andrea Barnes) additional pay (for filling the roll of Interim Health Commissioner) through the final pay in March as presented by _____ Second by _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

Result: Approved

Motioned: Mr. Dennis Sterling

Seconded: Ms. Shellie Burgin

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

8 Executive Session (as needed)

Motion to enter into Executive Session for the purpose of _____ by:

_____ Second by: _____ Abstentions: _____

Time: _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

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

Motion to return from Executive Session by: _____ Second by: _____ Abstentions: _____

Time: _____

Roll Call Vote Needed

Burgin _____ Moran _____ Sterling _____ Wildenthaler _____ Yocum _____

Passed _____ Failed _____

9 Next Scheduled Board of Health Meeting

April 12, 2022 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 March 17, 2022 at 7:00pm in Council Chambers OR via Virtual Platform.

Attachments:

[2022 Board of Health Meeting Dates.docx](#)

10 Adjournment

Motion to Adjourn by: _____ Second by: _____ Abstentions: _____

Voice Vote Needed

Passed Failed

Time meeting adjourned: _____.

Minutes:

Motion to adjourn at 5:52pm.

Result: Approved

Motioned: Ms. Candy Yocum

Seconded: Ms. Shellie Burgin

Voter	Yes	No	Abstaining
Mr. Dennis Sterling, Board Member	X		
Ms. Candy Yocum, Board Member	X		