

Galion Board of Health Meeting

Galion City Health Department
Tuesday, September 12, 2023
5:00pm - 6:30pm

Present: Leanna Perdue, BSO, Vital Stats Registrar; Ms. Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, Director of Environmental Health; Ms. Lynn Corwin, RN, Director of Nursing; Jason McBride, Health Commissioner; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager; Ms. Tina Nichols, Health Educator/DIS; Kim Ponziani, Public Health Nurse

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

1 Call to Order

Time meeting called to order:_____.

Minutes:

The meeting was called to order at 5:00pm by Shellie Burgin.

2 Approval of Consent Agenda

Motion to approve the consent agenda for September 12, 2023.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Yocum_____

Passed _____ Failed _____

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

Minutes:

Shellie asked if Jason took care of the tire on the car yet, and he said that he took it to Foxy's today and they will repair it if they are able to; otherwise, Jason will need to go back to Donley's. He said the car is still at Foxy's because they did not call him at 3:30 as they said they would.

The BOH also said congratulations on becoming nationally public health accredited.

Result: Approved

Motioned: Amanda Moran

Seconded: Ms. Shellie Burgin

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

2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

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

2.2 Environmental Health Team Report

See attached Environmental Health Team Report.

Attachments:

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

2.3 Nursing Team Report

See attached Nursing Team Report.

Attachments:

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

2.4 STI/HIV Prevention Program Report

See attached STI/HIV Prevention Program Report.

Attachments:

[Monthly Report - NP August 2023.pdf](#)

2.5 Outreach Reports

See attached Outreach Report.

Attachments:

[Outreach Report - WIC Baby Shower 08.03.2023.pdf](#)

2.6 Contracts

Contracts that were entered into by the Health Commissioner:

Attachments:

[Contract - MOU Daniel Stec.docx.pdf](#)

[Contract - CVS Specialty Pharmacy.pdf](#)

2.7 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 September 12, 2023.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Yocum_____

Passed _____ Failed _____

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

Minutes:

Mandy made a motion to approve the amended agenda, adding 8.2 to new business, for September 12, 2023.

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, Board Member, President Pro Tempore	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 August 21, 2023, GCHD Board of Health special meeting minutes.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Yocum_____

Passed _____ Failed _____

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[Minutes - August 2023 Special Mtg Draft .docx](#)

5 Approval of Fiscal Reports

The August 2023 Fiscal Reports are not ready for review for this meeting. Those are nearly complete and will be sent out shortly. They will be ready to be reviewed during the next BOH meeting.

6 Reports

6.1 Grant submission - 2024 STI Prevention Continuation (ST24)

The ST24 grant continuation application was successfully submitted before the deadline on 9/11. We hope to receive approval in a few weeks.

Minutes:

Jason added that the STI grant was submitted yesterday and congratulated everyone working on it because of it being a lot of moving parts.

6.2 PHAB Accreditation

We are pleased to share that we just became a nationally accredited health department! We are expecting a formal letter in the mail soon which announces our accreditation. We are also expecting an accreditation plaque and certificate.

Minutes:

Congratulations were verbalized again for the hard work on accreditation. The Board asked how often and Jason answered that re-accreditation must be completed every 5 years. Andy added that annual reports are due to PHAB each year.

6.3 Ohio Association of Boards of Health (OABH)

We received the following announcement from OABH:

SAVE THE DATE

SATURDAY SEPTEMBER 30

The Ohio Association of Boards of Health would like to invite your Board of Health members to our Annual Meeting.

The past few years have been a challenge and it is time to gather and create a new network of Boards of Health.

We are excited to offer updates from the National Association of Local Boards of Health and speakers with information pertinent to Ohio.

Come be a part of what you would like to see for our Local Boards of Health.

The meeting will be held in Tipp City at 10:00 am at the Tipp City Senior Center, 528 N. Hyatt St. Tipp City, OH 45371. There is a \$20.00 registration fee that may be paid that day. We are currently working

on a virtual option.

Please respond to the naterwoord@gmail.com, or rebeccalynnaaber@yahoo.com emails with your response of attendance by September 15 so that we may be prepared for the number of attendees.

On behalf of the Ohio Associations Of Boards Of Health, thank you for all your dedication to Public Health.

Rebecca Aber, Executive Director, OABH

Minutes:

The BOH members thanked Jason for this information on this annual meeting for the Ohio Association of Boards of Health. They laughed about it being on a Saturday.

7 Old Business

8 New Business

8.1 First reading of EH Fees for 2024

First reading of the 2023 environmental health (EH) fees (FSO and RFE license fees) for the license year 2024 as well as all other EH fees.

1st Reading of Resolution 2023-169, a resolution to establish environmental health fees including food service operation and retail food establishment license fees for the license year 2024, and repeal Resolution 2022-167.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Yocum_____

Passed Failed

Minutes:

Andy explained that cost analysis ,as prescribed in the ORC, is followed to complete the EH and Food fees. She passed a proposed fee calculation around that compares the past 3 years with the new proposed fees, including the maximum allowed to be charged for each level of FSO/RFE license.

Mike asked about mobile food licenses and how those are established. Andy explained that a mobile is licensed by the jurisdiction of the mobile's home base but once licensed by a local health department, a mobile may operate throughout the state of Ohio.

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

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

Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Res 2023-169 EH and Food Fees 2024 First Reading.pdf](#)

8.2 Accept Resignation of BOH Member and appoint a BOH member as Vice-President

A motion was made by Shellie and seconded by Mike to accept the resignation of BOH VP, Candy Yocum effective immediately

Roll Call Vote Needed

Burgin__x__ Flick__x__ Matney__x__ Moran__x__ Yocum_____

xPassed Failed

A motion was made by Mike Flick and seconded by Shellie to approve Amanda Moran to be the Vice President of the Galion City Board of Health.

Roll Call Vote Needed

Burgin__x__ Flick__x__ Matney__x__ Moran_____ Yocum_____

xPassed Failed

9 Executive Session (as needed)

Amanda Moran made a Motion to enter into Executive Session for the purpose of (a) to consider the dismissal of a public employee or official, or to consider the 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.

Time: __ 5:15pm __ Mandy asked Jason to stay for executive session.

Roll Call Vote Needed

Burgin__x__ Flick__X__ Matney__x__ Moran__x__ Yocum_____

xPassed Failed

Mandy made a Motion to return from Executive Session and Shellie seconded. They had some discussion with Jason and they have agreed to part ways with Jason McBride, leaving the health commissioner position open again. They have a separation agreement and both Shellie and Jason signed the termination letter. They asked Jason to get a personnel action form from his office for Shellie to sign.

They asked Jason to then leave the meeting. They asked for a volunteer to be interim health commissioner and Andy volunteered to do so. The BOH also asked to revise the job posting with a few added details and post the vacated health commissioner position ASAP. Mandy agreed to update the job description and accept resumes.

Time: 5:40pm.

Roll Call Vote Needed

Burgin__X__ Flick__X__ Matney__X__ Moran__X__ Yocum_____

xPassed Failed

10 Next Scheduled Board of Health Meeting & City Council Meetings

Next Scheduled Board of Health Meeting:

-October 10, 2023, at 5:00 pm Galion City Health Department Board Room

Next Scheduled Galion City Council & Subcommittee Meetings:

-(City Council) September 12, 2023, at 7:00 pm in Council Chambers

-(Finance) September 20, 2023, at 7:00 pm in Council Chambers

-(Police, Fire, Health) September 21, 2023, at 7:00 pm in Council Chambers

-(City Council) September 26, 2023, at 7:00 pm in Council Chambers

Attachments:

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

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

11 Adjournment

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

Voice Vote Needed

XPassed Failed

Time meeting adjourned: _5:52pm__.