

Special Galion City Board of Health Meeting

Galion City Health Department

Tuesday, January 23, 2024

5:00pm - 6:00pm

Present: Leanna Perdue, Business Services Officer / Vital Statistics Registrar; Ms. Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Heidi Matney, Board Member; Ms. Andrea Barnes, Interim Health Commissioner, Director of Environmental Health; Ms. Brandi Riddlebaugh, RN, Director of Nursing; Ms. Sarah Miley, Reproductive Health & Wellness Program Manager

Absent: Jamie Ervin, Clerical MA; Tom O'Leary, Mayor, City of Galion, President; Mike Flick, Board Member; Jennifer Jordan, Administrative Assistant-Medical Assistant; Ms. Tina Nichols, Health Educator/DIS; Kim Ponziani, Public Health Nurse

1 Call to Order

Shellie called the meeting to order at 5:09pm. **Result:** Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for January 23, 2024 as presented by:

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

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

2.1 STI & HIV Grant Report Update

Sarah Miley APRN

Result: Approved

Attachments:

[Dec 2023 BOH Update.pdf](#)

2.2 Nursing Division Report

Result: Approved

Attachments:

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

2.3 HC/Environmental Division Report

Result: Approved

Attachments:

[EH Monthly Report December 2023.pdf](#)

2.4 Contracts

Contracts that were entered into by the Health Commissioner.

Result: Approved

Attachments:

[STE O GrantContract GalionCityHD Signed.pdf](#)
[Medical Director 2024.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>

Result: Approved

Attachments:

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

3 Approval of the Agenda

Minutes:

Motion to approve the agenda as amended (adding December Fiscal Reports) for January 23, 2024 as presented by: _____ Second by: _____ Abstentions: _____

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

4 Approval of Board of Health Meeting Minutes

Motion to approve the December 12, 2023 GCHD Board of Health Meeting Minutes as presented by _____ Second by _____

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[Draft 12-12-23 Minutes.pdf](#)

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer / Vital Statistics Registrar

Roll Call Vote Needed

*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.

Minutes:

Motion to approve the Fiscal Reports for December 2023 as presented by: _____ Second by:

_____ Abstentions: _____

Roll Call Vote Needed

Leanna highlighted the fact the success from the ST/HIV Grants generating revenue that in turn helps the grant functions as well as our whole department.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

6 Reports

Result: Approved

6.1 Pharmacy Board Inspection

Sarah Miley

On Thursday, December 7, 2023, GCHD received an unannounced inspection from the pharmacy board. Luckily, Sarah Miley, MSN, APRN was present to handle most of the questions. Sarah was able to change the pharmacy license responsible person to herself within a few days. I purchased a lock box for Sarah to store her prescription pad. Sarah may explain further if there are any questions.

Minutes:

Sarah explained that we are now compliant with inspection findings (which were very few).

Result: Approved

6.2 Outreach Report

Brandi, Sarah, and I participated in the 2023 Come Home to Galion Parade on December 2, 2024. We did a coloring contest for the St. Joseph Schools and the GCS primary teachers chose children to be in the parade based on good behavior. The chosen winners were given a stuffed animal and were invited to ride on the horse-drawn wagon in the parade.

Attachments:

[December 2023 COME HOME TO GALION parade 120623.docx](#)

6.3 AOHC Tuition Reimbursement

Dear Commissioner Barnes:

I'm pleased to notify you that a member of your staff has been approved for tuition reimbursement. A copy of the letter they received is attached for your files/reference and outlines the amount awarded and the timeline for the 2-year service commitment.

If you have any questions, please feel free to contact me.

Thank you for supporting this initiative!

Sincerely,

Kathy

Kathy Luhn

AOHC Tuition Reimbursement Initiative

aohctuition@gmail.com

Result: Approved

Attachments:

[Approval Letter -B Riddlebaugh-Tuition Reimb 2023.pdf](#)
[Fact Sheet AOHC Tuition Reimbursement Initiative 2024-25.pdf](#)

6.4 Solar Eclipse April 8, 2024

Discussion on plans for GCHD on Monday, April 8, 2024.

Minutes:

The discussion included the fact that several businesses will be closed on that day for the mere fact that traffic may be impossible on that day, including Galion City Schools and CCPH. GCHD has not yet made a determination.

Attachments:

[Solar Eclipse April 8th 2024.docx](#)

7 Old Business

7.1 Permission to Accept Revised/Reduced 2024 Food Fees

Andrea Barnes

Motion to approve the revised and reduced Food Service Operation and Retail Food Establishment Fees, by emergency, due to an error on the cost methodology that was identified by the Ohio Department of Health _____ as presented by: _____ Second by: _____

Roll Call Vote Needed

Motioned: Heidi Matney

Seconded: Amanda Moran

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

Attachments:

[Res 2024-170 EH and Food Fees 2024.docx](#)

8 New Business

8.1 Request for all full-time Employees' Cell Phone Stipend

Motion to approve a cell phone stipend to be paid to all full-time employees _____ as presented by: _____ Second by: _____ Abstentions: _____

Roll Call Vote Needed

Burgin _____ Moran _____ Flick _____ Matney _____

Passed Failed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[Cell Phone Stipend Policy 010524.pdf](#)

8.2 Permission to Accept the New Director of Environmental Health

Motion to accept Jennifer Frazier, REHS as the new Director of Environmental Health starting January 29, 2024 by _____ Second by _____

Roll Call Vote Needed

Result: Approved

Motion: Amanda Moran

Seconded: Heidi Matney

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

8.3 Permission to Accept Monies for a Scrap Tire Generator Education Grant

Motion to accept \$4,220 for a reimbursement grant from the Ohio EPA for Scrap Tire Generator Education beginning in January of 2024 by _____ Second by _____

Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[STE O GrantContract GalionCityHD Signed.pdf](#)

8.4 Permission for the Health Commissioner to Enter into Contracts

Motion to allow the health commissioner to renew or fill contracts/contractor positions under the public health Workforce Development Grant 23 during 2024 by _____ Second by _____

Roll Call Vote Needed

Discussion

Result: Approved

Motioned: Amanda Moran

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

8.5 Permission to Accept the new DIS, Abby Volk in the ST24 Grant

Motion to accept Abby Volk, MBA as the new DIS in the ST24 Grant starting February 5, 2024 by _____ Second by _____

Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[Abby Volk Resume 1.7.24.pdf](#)

9 Next Scheduled Board of Health Meeting

February 13, 2024 at 5:00pm Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion City Council- January 23, 2024 at 7:00pm in Council Chambers

Finance Committee Meeting -February 21, 2024 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -February 22, 2024 at 7:00pm in Council Chambers

Galion City Council-February 13, 2024 at 7:00pm in Council Chambers

Result: Approved

Attachments:

[2024 Board of Health Meeting Dates.docx](#)

10 Adjournment

Mandi made a motion to adjourn the meeting at 5:35pm.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

X

Andrea Barnes
Health Commissioner

X

Shellie Burgin
Galion Board of Health President Pro-Temp...

