

**Special Galion City Board of Health Meeting**  
 Galion City Health Department  
 Friday, April 19, 2024  
 2:00pm - 3:00pm



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

**Absent:** Tom O'Leary, Mayor, City of Galion, President

**1 Call to Order**

**Minutes:**

Shellie called the meeting to order at 2:02pm.

**Result:** Approved

**2 Approval of Consent Agenda**

Motion to approve the consent agenda for April 19, 2024 as presented by \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

Passed

\*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, President Pro Tempore	X		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

**2.1 Health Commissioner Report**

**Attachments:**

[March 2024 HC Monthly Report.pdf](#)

**2.2 Nursing Division Report**

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

**Attachments:**

[Monthly Report - DONMarch 2024.pdf](#)

**2.3 Environmental Division Report**

See attached Environmental Division Report.

**Attachments:**

[March 2024 EH Monthly Report.docx](#)

[Table of Services for Shelby March 2024.docx](#)



**2.4 STI & HIV Grant Report Update**

**Attachments:**

[March Early April 2024 BOH.docx](#) [STI HIV Prevention Defined.pdf](#)

**2.5 Contracts**

Contracts that were entered into by the Health Commissioner.

**Attachments**

[MRC Ststrong Agreement DPHD.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>

The Invisible Shield, a four-part documentary series from RadicalMedia made possible by Bloomberg Philanthropies, reveals how the field of public health has saved countless lives in the U.S., protecting people from the constant threat of disease and increasing lifespans. The series explores the hidden public health infrastructure that makes modern life possible. It highlights the thousands of unsung heroes physicians, nurses, scientists, activists, reformers, engineers, and government officials who work together to improve health outcomes, from the days of cholera and smallpox through the most recent battle with COVID-19. The Invisible Shield premieres Tuesday, March 26, 2024, 10-11 p.m. ET (check local listings) on PBS, with all four episodes available for streaming on PBS.org and the PBS App.

**Attachments:**

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

**3 Approval of the Agenda**

Motion to approve the agenda for April 19, 2024 as presented \_\_\_\_\_ by: \_\_\_\_\_

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

Voter	Yes	No	Abstaining
Ms. Shellie Burgin, , 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 March 12, 2024 GCHD Board of Health Meeting Minutes as presented by\_\_ Second by Passed

**Motioned:** Amanda Moran

**Seconded:** Heidi Matney



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

**Attachments:**

[Draft Minutes 031224.pdf](#)

**5 Approval of Finance Reports**

Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

Motion to approve and accept the February and March 2024 Finance Reports as presented by: \_\_\_\_\_

Seconded by \_\_\_\_\_ Roll Call Vote Needed

Passed

\*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:**

Leanna explained that we are a little behind on the STI Grant, but this will catch up as expenditure reports get caught up. She brought graphs to better explain and visualize the reports for the BOH. They were appreciative. Leanna also explained that the budget was approved by council in a line by line format and what this does is require all departments that need to move money anywhere in their budgets, even a penny, to go to finance committee or council for approval.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Mike Flick

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

**Attachments:**

[Fiscal Reports 02-2024.pdf](#) [Fiscal Reports 03-2024.pdf](#)

**6 Reports**

**6.1 Outreach Report**

Brandi Riddlebaugh and Jenny Frazier attended the Galion Health Fair held on March 21st from 7am until 10am at the Real Life Naz Church.

**Minutes:**

Jenny explained a little about the health fair, and that she thought it was well-attended.

**Attachments** [Outreach Report - Health Fair 3.21.24.docx](#)

## 6.2 Discussion of Community Cancer Concerns

The Environmental Health Director and I are currently following the protocol recommended by the Ohio Department of Health; however, some of the response was initially unknown to be the direct responsibility of the local health department to investigate, collect and evaluate the information.

**Minutes:**

Andy explained about the details of the first call that came in about brain tumors. On March 22, She went to the OOH website where there was a page called community cancer concerns, and I proceeded to help the concerned mother fill out the form online. Unknowingly, the community cancer concerns come back to the local health department to evaluate and investigate, on March 26th. Andy proceeded to ask the OOH for more assistance in the matter, and on April 4th, OOH gave us protocol and a longer form for concerned individuals to complete.

GCHD wants to respond appropriately to the concerns but also wanted to ask the board their thoughts on putting the form on social media. The BOH collectively decided that it is a good idea to put the longer form on social media and state that GCHD is working in conjunction with OOH on this matter.

**Result:** Approved

**Attachments:**

[OOH Email 032624.pdf](#)

[Ohio Community Cancer Concerns Response Protocol.pdf](#) [Ohio Community Cancer Concerns Long Reporting Form.docx](#)

## 6.3 Creating Inclusive Workplaces Training

Staff participated in a great presentation by the Diversity Center of Northeast Ohio on March 21, 2024 from 11:30-3:30. The presentation was about creating inclusive workplaces. A big take-away from this training was the concept of metacognition. Most of us agree that practicing metacognition more often than not is beneficial.

**Attachments:**

[DEI sign-in 032124.pdf](#)

## 6.4 Investing in Ohio's Future Public Health Leaders Award

Leanna Perdue was nominated as a Future Public Health Leader in Ohio through OPHA. She was one of 10 selected across Ohio to attend the Public Health Combined Conference with hotel and registration paid for by OPHA. She is very deserving of this award.

**Attachments:**

[Nomination for Investing in Future Public Health Leaders.pdf](#) [OPHA Award 2024.pdf](#)

## 7 New Business

### 7.1 School Nursing Contract

Motion to approve the presentation of a school Nursing Contract to the Galion City Schools for the 2024-2025 school year \_\_\_\_\_ as presented by: \_\_\_\_\_ Second by:

Abstentions: \_\_\_\_\_ Roll Call Vote Needed

Burgin \_\_\_\_\_ Moran \_\_\_\_\_ Flick \_\_\_\_\_ Matney \_\_\_\_\_

Passed Failed



**Minutes:**

Andy explained that she and Brandi met with Cindy Parrott and Dr. Hartmann at Galion City Schools earlier that week. It seems that GCS may be looking in a different direction for help with school nursing. I did say that we are happy to assist from time to time with screenings and/or trainings if we have contracts in place to provide some services.

**Result:** Tabled

**Attachments:**

[Galion City Schools 2024-2025 Draft .docx](#)

7.2 **Requesting Approval for Out of State Travel**

Motion to approve out-of-state travel for Abby Volk, DIS to attend STD Engage in Washington DC n June of 2024, <https://www.stiengage.org/Home>, paid by 340 B funds by\_\_\_ Second by\_\_\_\_  
 Roll Call Vote Needed  
 Discussion

**Motioned:** Amanda Moran

**Seconded:** Heidi Matney

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:** [Volk Abby\\_out of state Travel.pdf](#)  
**Passed**

8 **Executive Session (as needed)**

**Minutes:**

Motion to enter into Executive Session for the purpose of (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 at 2:23pm

Motion to come out of Executive Session was made at 3:09pm. No decisions were made.

**Motioned:** Ms. Shellie Burgin

**Seconded:** Amanda Moran

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

9 **Next Scheduled Board of Health Meeting**

May 14, 2024 at 5:00pm Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

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

Finance Committee Meeting -April 17, 2024 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -April18, 2024 at 7:00pm in Council Chambers

**Result:** Approved

**Attachments:**

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

10 **Adjournment**

**Motion to Adjourn Voice Vote Needed**

Passed

**Minutes:**

Motion to adjourn at 3:11pm by Shellie Burgin

X

Shellie Burgin  
Galion BOH President Pro-Tempore

X

Andrea Barnes  
Health Commissioner