

**Galion City Board of Health Meeting**  
 Galion City Health Department  
 Tuesday, May 14, 2024  
 5:00pm - 6:00pm

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

**1** Call to Order

**Minutes:**

Shellie called the meeting to order at 5:00pm.

**Result:** Approved

**2** Approval of Consent Agenda

Motion to approve the consent agenda for May 14, 2024 as presented by: \_\_\_\_\_ Second by:

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

Passed Failed

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

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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

**Result:** Approved

**2.1 Health Commissioner Report**

Andrea Barnes, Health Commissioner  
 See attached HC report

**Attachments:**

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

**2.2 Nursing Division Report**

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

**Attachments:**

[Monthly Report - DON April 2024.pdf](#)

**2.3 Environmental Division Report**

Jennifer Frazier REHS, Director of Environmental Health

See attached Environmental Division Report.

**Attachments:**

[Environmental Monthly Report April 2024.docx](#)

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**2.4**

**STI & HIV Grant Report Update**

Sarah Miley, Reproductive Health & Wellness Program Manager  
 See attached report.

**Attachments:**

[April 2024 STI.pdf](#)

**2.5 Contracts**

Contracts that were entered into by the Health Commissioner.

**Attachments:**

[Galion 2024 MCG Contract.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 Radical Media 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 May 14, 2024 as presented by: \_\_\_\_\_ Second by:

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

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

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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

**Result:** Approved

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**4 Approval of Board of Health Meeting Minutes**

Motion to approve the April 19, 2024 GCHD Board of Health Meeting Minutes as presented by \_\_\_ Second by \_\_\_  
 Roll Call Vote Needed

**Motioned:** Mike Flick  
**Seconded:** Heidi Matney

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

**Result:** Approved  
**Attachments:**  
[Draft\\_Minutes\\_041924.pdf](#)

**5 Approval of Finance Reports**

Leanna Perdue, Business Services Officer / Vital Statistics Registrar  
 Motion to approve and accept the April 2024 Finance Reports as presented by: \_\_\_\_\_ Seconded by \_\_  
 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:**  
 Mr. Flick asked about the large deposit in February, and Leanna explained that it is the city subsidy.  
**Motioned:** Mike Flick  
**Seconded:** Heidi Matney

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

**Result:** Approved  
**Attachments:**  
[Fiscal Reports 04-2024.pdf](#)

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**6 Reports**

**Result:** Approved  
Andrea Barnes, Health Commissioner

Beth Jarvis from the Chamber asked for an Environmental Health presentation at the April 18th Safety Council meeting so I prepared a power point presentation, and Jennifer Frazier and I tag-teamed the presentation. We also gave out mosquito dunks and mosquito repellent wipes to the participants.

**Attachments:**  
[Outreach Report - Safety Council4.18.24.docx](#)

**6.1 Discussion of Community Cancer Concerns**

The Environmental Health Director and I are currently following the protocol recommended by the Ohio Department of Health. The longer form was posted to our FaceBook page; however, the GCHD has not received any additional reports.

**Minutes:**

Discussion about where we are at with this. Andy explained that they did promote and several people that picked up the long forms did not return the form. BOH advised to put the form on socia media again asking for participation from those concerned so that the department can do a proper evaluation.

**Result:** Approved

**Attachments:**  
[Ohio Community Cancer Concerns Long Reporting Form.docx](#)

**6.2 Ohio Public Health Combined Conference**

This was a very informative conference with good speakers and presentations. A good point that was made during a presentation was to use our local middle and high school students more to do small research projects to help align our programmatic practices are evidence-based. They had several college student poster presentations that were very impressive. It seems that there is a definite focus on reaching out to students to promote public health.

**7 New Business**

**7.1 Requesting Acceptance of Employee Termination**

Motion to accept the termination of Tina Nichols effective April 22, 2024 as presented by \_Second \_\_\_\_\_

Roll Call Vote Needed

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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**Result:** Approved

[Pages from Personnel Action Forms - Nichols.pdf](#)

**7.2 Approval of Probationary Completion and Raise**

Motion to accept the probationary evaluation of Brandi Riddlebaugh, Director of Nursing with a \$.50 per hour raise effective pay period beginning May 19, 2024 as presented by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

Discussion

**Motioned:** Heidi Matney

**Seconded:** Mike Flick

**Attachments:**

[Riddlebaugh Brandi Probationary Review 050624.pdf](#)

[Riddlebaugh Brandi Personnel Action Form.pdf](#)

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

**Result:** Approved

**7.3 Approval of the Updated Organizational Chart**

Motion to approve the updated 2024 GCHD Organizational Chart as presented by: \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote Needed

**Minutes:**

Shellie asked what changes have been made and we explained that the restructured HIV Grant will begin August 1, 2024. The previous DIS position will be changed into a different job and also be a part-time 24 hour per week position, fully grant-funded.

**Result:** Approved

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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

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**Attachments:**

[Organizational Chart 2024-05.pdf](#)

**7.3 HP24 HIV Prevention Grant**

Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to allow the Health Commissioner to apply for the HP24 HIV Prevention Grant as presented by: \_\_\_Seconded by \_\_\_\_\_

Roll Call Vote Needed

**Minutes:**

Shellie explained that the BOH does not need to approve the application for grants unless it is something that is not public health related. It is a continuation grant that must be applied for in conjunction with the ST Grant, because Leanna explained the changes with the HIV Grant funding. Sarah explained that last year they gave less money for the grant but then turned around and gave the departments more money after they were given the award.

**Result:** Approved

**Motioned:** Heidi Matney

**Seconded:** Mike Flick

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

**Attachments:**

[HP24\\_HIV\\_Preventionposted.pdf](#)

**2.1 Mosquito Control Grant 2024**

Motion to allow the Health Commissioner to spend the 2024 Mosquito Control Grant fund (\$13,028) to complete the submitted workplan as presented by: \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote Needed

**Minutes:**

Mike asked some questions about the grant and tire removal. Yes, some of the money is used for community scrap tire disposal.

**Motioned:** Mike Flick

**Seconded:** Heidi Matney

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

**Result:** Approved

**Attachments:**

[Galion 2024 MCG Contract.pdf](#)

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**8 Next Scheduled Board of Health Meeting**

June 11, 2024 at 5:00pm Galion City Health Department Board Room  
 See attached GCHD BOH meeting dates.  
 Galion City Council- May 14, 2024 at 7:00pm in Council Chambers  
 Finance Committee Meeting -May 22, 2024 at 7:00pm in Council Chambers  
 Police, Health, and Fire Committee Meeting -May 16, 2024 at 7:00pm in Council Chambers

**Minutes:**

Shellie will be absent for the June 11th BOH meeting. Some discussion took place about where they were at with replacing the BOH position vacated last September by Candy. Mike and Heidi said that someone is turning in an application for this.

**Result:** Approved

**Attachments:**

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

**9 Adjournment**

**Minutes:**

Shellie made a motion to adjourn the meeting at 5:16pm.

**Result:** Approved

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

**X**

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Andrea Barnes  
 Health Commissioner

**X**

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Galion City Board of Health Member