

# Special Galion City Board of Health Meeting

Galion Board of Health

Tuesday, June 18, 2024 5:00pm - 6:00pm



**Present:** Amanda Moran, Board Member; 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; Shellie Burgin, Board Member, President Pro Tempore;

## 1 Call to Order

Minutes:

The meeting was called to order at 5:04pm by Mandi.

Result: Approved

## 2 Approval of Consent Agenda

Motion to approve the consent agenda for June 18, 2024 as presented by:\_\_\_\_\_Second by:\_\_\_\_\_  
Abstentions:

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

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

### 2.1 Health Commissioner Report

Attachments:

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

Result: Approved

### 2.2 Nursing Division Report

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

Result: Approved

Attachments:[Monthly Report - DON May 2024.docx](#)

### 2.3 Policy & Procedure Reviews

Result: Approved

Attachments:

[Fee Schedule - VFC 2024.docx](#)

2.4 Environmental Division Report

See attached Environmental Division Report.

Result: Approved

Attachments:

[Environmental Monthly Report May 2024.docx](#) [Table of Services for Shelby May 2024.docx](#)

2.5 STI & HIV Grant Report Update

See attached report for May.

Result: Approved

Attachments:

[May 2024 Update .docx](#)

2.6 Contracts

Contracts that were entered into by the Health Commissioner.

Result: Approved

Attachments:

[CCHP MOU 2025 - signed.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>

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.

Minutes:

Andy commented about the opportunity given by email to attend July 11th a QPR training where BOH members may receive at least an hour of CE's.

Result: Approved

Attachments:

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

### 3 Approval of the Agenda

Motion to approve the agenda for June 18, 2024 as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_  
 Abstentions: \_

Roll Call Vote Needed

Passed Failed

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

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
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 May 14, 2024 GCHD Board of Health Meeting Minutes as presented by \_\_\_\_ Second by \_\_\_\_  
 Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Draft Minutes 051424.pdf](#)

### 5 Approval of Finance Reports

Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

Motion to approve and accept the May 2024 Finance Reports as presented by: \_\_\_\_\_ Seconded by \_\_\_\_\_ Abstentions \_\_\_\_\_

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

Motioned: Mike Flick

Seconded: Amanda Moran

**Minutes:**

Leanna explained that things at the auditor's office have ran smoothly since changes were made at their office. She also explained that budget revisions were needed since she was granted unemployment but also to make changes where funds were planned to pay for indirect costs with Tina's position.

It was also explained that over \$26,000 was earned in revenue in the 340B program, because Sarah is working hard and the telehealth programs also contribute to this revenue.

Sarah explained a little background on 340B and how anyone who gets PREP through her prescription or online in Ohio receives it at a discounted rate and the insurance company reimburses our program. Ultimately, 340B comes from our partnership with Avita pharmacy which can help reduce costs for patients and expand program capabilities.

Voter	Yes	No	Abstaining
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Result: Approved

Attachments:

[Fiscal Reports 05-2024.pdf](#)

## 6 Reports

### 6.2 Health Commissioner University

The law office of Clemans, Nelson & Associates, Inc. gave a presentation and included information about city health departments under the Ohio Revised Code 124.40, a city health department is under the jurisdiction of the municipal Civil Service Commission.

On a side note, from another city health department that I spoke with, all of their positions are hired under their municipal Civil Service Commission, and their health commissioner is a classified position as well.

Some departments contract with Clemans, Nelson & Associates, having them on retainer monthly. I am currently requesting a quote on this for our department to see if we may be able to afford this in the next budget.

**Minutes:**

Andy explained that as a city health department we are under the civil service commission.

Andy explained that to have their firm on retainer it will cost us \$250 per month. The BOH was supportive of this if we can fit it in our budget. They are interested in hearing more from the firm as well.

## 7 Old Business

### 7.2 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.

Update: The long form and request for information was posted on our FaceBook page on April 23 and May 22nd; however, since those two posts, GCHD has not received any additional forms.

#### Minutes:

Jennifer Frazier made a point of possibly creating some focus groups for the next community health assessment to allow the public to bring up any concerns at that time as well.

The BOH is satisfied with the efforts that GCHD staff are taking to look into this matter.

#### Attachments:

[OOH Email\\_032624.pdf](#)

[Ohio Community\\_Cancer Concerns Response Protocol.pdf](#) [Ohio Community\\_Cancer Concerns](#)

[LongReportingForm.docx](#)

## 8 New Business

### 8.2 Motion to Approve HC to Spend >\$5,000 on CureMD EHR

Motion to approve the HC to pay invoice for CureMD (\$10,164) the electronic health record system for GCHD, as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions:

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstaining
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

#### Attachments:

[Inv 500152927 from CureMD.com Inc. 4048459 58512.pdf](#)

### 8.3 Motion to Approve Fee Schedule for Vaccines and Time of Service combined Policy

Motion to approve a combined policy/procedure Fee Schedule for Vaccines and Time of Service as presented \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

#### Minutes:

Andy and Brandi explained that we have a need to further discuss and look into this policy to see if it is correctly understood or even necessary. We are reaching out to other local health departments to solicit information regarding time of service discounts as well as their policy about this, if they even have one.

Result: **Tabled**

#### Attachments:

[Fee Schedule For Vaccines](#) [Time of Service 2024](#) [002 .docx](#)

## Special Galion City Board of Health Meeting

Galion Board of Health

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### 9 Executive Session (as needed)

a. Motion to enter into Executive Session for the purpose of 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;

By :Mike Flick Second by: Mandi Moran Abstentions: None Time: 5:22pm

Roll Call Vote Needed

Minutes:

Mandi made a motion to return from executive session at 5:32pm and no decisions were made from executive session.

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

Voter	Yes	No	Abstaining
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

### 10 Next Scheduled Board of Health Meeting

July 9, 2024 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- June 25, 2024 at 7:00pm in Council Chambers

Finance Committee Meeting -June 19, 2024 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -June 20, 2024 at 7:00pm in Council Chambers

Result: Approved

Attachments:

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

### 11 Adjournment

Minutes:

Mike made a motion to adjourn the meeting at 5:33pm.

X

Shellie Burgin  
President Pro-Tempore, Board of Health

X

Andrea Barnes  
Health Commissioner