

Galion Board of Health Meeting

Tuesday, October 8, 2024

5:00pm - 5:30pm



Present: Amanda Moran, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Andrea Barnes, Health Commissioner; 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 by Amanda Moran at 5:01pm.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for October 8, 2024 as presented by: _____ Second by:

Roll Call Vote Needed

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

Motioned: Mike Flick

Seconded: Heidi Matney

Result: Approved

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

2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments: [September 2024 HC Monthly Report.pdf](#)
[Annual Report 2024 PHAB.pdf](#)

2.2 Nursing Division Report

Brandi Riddlebaugh, RN, Director of Nursing See attached Nursing Division Report.

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

Galion Board of Health Meeting

Tuesday, October 8, 2024

5:00pm - 5:30pm



2.3 Environmental Division Report

See attached Environmental Division Report.

Attachments: [Environmental_Monthly_Report September 2024.docx](#)
[2024 Fall Food Safety Newsletter.pdf](#)

2.4 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager See Report

Attachments: [BOH Sept 2024.docx](#)

2.5 Reports and HC Updated Policy

See Attached

Attachments: [Sarah Miley - Finalist Gov Loop Manager of the Year 2024.pdf](#)
[Rabies Prevention Program -updated_policy.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>. These
trainings are online through Kent State:
https://kent.qualtrics.com/jfe/form/SV_cCLJMWnDW2r4IAZ
https://kent.qualtrics.com/jfe/form/SV_cCLJMWnDW2r4IAZ

Attachments:

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

2.7 Outreach Reports

See the attached outreach reports for the month of September, 2024.

Attachments:

[Outreach Report_-_Farmers Market September 2024.docx](#)
[Seneca Pride Outreach Report 9142024.pdf](#)
[Outreach Report - Wyandot Squar Apts. Libby Lane - CHNA.docx](#)

Galion Board of Health Meeting

Tuesday, October 8, 2024

5:00pm - 5:30pm



3 Approval of the Agenda

Motion to approve the agenda for October 8, 2024 as amended.

Motioned: Heidi Matney

Seconded: Mike Flick

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

Result: Approved

4 Approval of Board of Health Meeting Minutes

Motion to approve the September 10, 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
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments: [091024GCHD BOH Minutes draft.pdf](#)

Result: Approved

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer | Vital Statistics Registrar

Motion to approve and accept the September 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.

Result: Tabled

Galion Board of Health Meeting

Tuesday, October 8, 2024

5:00pm - 5:30pm



6 Old Business

6.1 Environmental Health Fees and Food Fees for 2025

Motion to approve the public notification meeting and second reading of Resolution 2024-172 to establish environmental health fees and food fees as presented:
Roll Call Vote Needed

Minutes:

No one from the public is present for the public meeting.

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		

Result: Approved

Attachments: [GHCD Cost Methodology for 2025 Food Fees.pdf](#) [Res 2024-172 EH and Food Fees 2025.docx](#)

[Cost Methodology-Support Costs at a Fixed Indirect Rate of 30 Method-POOL NEW 2024.xlsm](#)

[Cost Methodology-Support Costs at a Fixed Indirect Rate of 30 Method-BODY ART NEW 2024.xlsm](#)

[2025 Food Fee Notify.pdf](#)

6.2 Salary Schedule Update

Motion to approve the updated GCHD Salary Schedule to allow for the next year's raise as presented by:

Motioned: Mike Flick

Seconded: Heidi Matney

Attachments: [2024Salary ScheduleDRAFTSeptember.docx](#)

Minutes:

Discussion that the highlighted salary ranges are the positions that would need to increase with the proposed percentage raises for next year. Andy and Leanna explained that these salaries are comparable with the AOHC salary survey,

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

Result: Approved



7.0 New Business

7.1 Permission to Apply for STI Continuation Grant

Motion to submit application for the STI continuation grant for 2025 as presented

Minutes:

The deadline for application was October 7, 2024 and it was submitted.

Motioned: Heidi Matney

Seconded: Mike Flick

Roll Call Vote Needed

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

Result: Approved

Attachments: [STI Grant Budget Narrative 2025.pdf](#)

7.2 Permission to Change Vacation Accrual Policy

Motion to approve the updated Vacation Accrual Policy as presented by

Roll Call Vote Needed

Result: Tabled

7.3 Permission to Enter into the Local Public Health Services Collaborative

Motion to approve the Health Commissioner entering into an agreement with the LPHSC (shared services) into 2025 for a new electronic health records system and practice management system and transition out of our current system, Cure MD as presented

Minutes:

It was explained that this is something that we have been considering because of some of the issues that we have had with CureMD and contracting/credentialing with insurance companies and some billing issues. We are budgeting for this in 2025. We are making sure that data migration can occur prior to signing an agreement.

Motioned: Mike Flick

Seconded: Heidi Matney

Galion Board of Health Meeting

Tuesday, October 8, 2024

5:00pm - 5:30pm



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

Result: Approved

7.4 Accept the Termination of EHD, Jennifer Frazier

Motion to accept the termination of EHD, Jennifer Frazier, effective October 4, 2024.

Roll Call Vote Needed

Motioned: Heidi Matney

Seconded: Mike Flick

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

Result: Approved

Attachments:

7.5 Permission to Post and Hire for a Full Time Director of Environmental Health

Motion to post, hire, and fill for the full time Director of Environmental Health position as presented by

Roll Call Vote Needed

Motioned: Heidi Matney

Seconded: Mike Flick

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

Result: Approved

Galion Board of Health Meeting

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7.6 Approval of 2025 GCHD Personnel Raises

Motion to approve 4% raises for all personnel at GCHD beginning the second pay of 2025 by

Second by _____

Roll Call Vote Needed

Minutes:

Leanna passed out the difference between a 3% and 4% raise which was approximately \$6,000. The city has gotten 5% across the board this year and for 2025. The GCHD was given 3% raises in 2024 and we are asking for 4% in 2025.

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:

[Copy of Health Wages 2025.xlsx Copy of Health Wages 2025 3.xlsx](#)

Result: Approved

7.7 2025 GCHD Budget

Andrea Barnes, HC & Leanna Perdue, Business Services Officer | Vital Statistics Registrar

Motion to approve the presentation of the 2025 GCHD Budget __ as presented by:

Roll Call Vote Needed

Minutes:

This budget may be slightly fluid, but if anything we will work on reducing the city's contribution. We are presenting this because we will need to go to finance committee on October 16th, and we would invite any of you to attend. Leanna explained that we have a cash balance of approximately \$200,000. Leanna does believe we are in a better position than last year. Mike asked what the city would need to pay Crawford County to absorb Galion. We do not know what that number is.

Andy explained that back in 2018, when the council asked Crawford County Public Health what they would need to take on public health services in Galion, it was \$295,000 so the council limited the city's contribution to GCHD to that amount.

Leanna also pointed out that the contribution that we are asking from the city is reduced from the previous two years.

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		

Result: Approved

8 Next Scheduled Board of Health Meeting

November 12, 2024 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.
 Galion City Council-October 8 & 22, 2024 at 7:00pm in Council Chambers Finance Committee Meeting -October 16, 2024 at 7:00pm in Council Chambers
 Police, Health, and Fire Committee Meeting -October 17, 2024 at 7:00pm in Council Chambers

Result: Approved
 Attachments:
[2024 Board of Health Meetin Dates.docx](#)

9 Adjournment

Minutes:
 Motion to adjourn at 5:24pm by Mike Flick.

Motioned: Mike Flick
 Seconded: Heidi Matney
Result: Approved

X

 Andrea Barnes
 Health Commissioner

X

 BOH Member
 Galion City BOH