

Galion Board of Health Meeting
113 Harding Way East, Galion, OH 44833
Tuesday, November 12, 2024

Present: Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, Board Member; Andrea Barnes, Health Commissioner; Leanna Perdue, Business Services Officer/ Vital Statistics Registrar; Brandi Riddlebaugh, RN, Director of Nursing

Absent: Tom O'Leary, Mayor, City of Galion, President; Heidi Matney, Board Member; Sarah Miley, Reproductive Health & Wellness Program Manager;

1 Call to Order

Minutes:

Shellie called the meeting to order at 5:08pm.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for November 12, 2024 as presented by

Roll Call Vote Needed

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

Minutes:

Shellie reminded BOH members to make sure that they complete the 2 hour CEU per year requirement by the end of December, 2024.

Motioned: Amanda Moran

Seconded: Mike Flick

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

Result: Approved

2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:

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

2.2 Nursing Division Report

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

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

2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments: [Oct 2024 STI HIV Update.docx](#)

2.4 Contracts and Reports

Contracts that were entered into by the Health Commissioner. Reports received

Attachments: [MOACOC - Galion City Health Department Final Signed.pdf](#)
[LHCMSA Amendment 2 - Lab Cost Billin- Galion City Health Department.docx.pdf](#)
[2023 ODH Pool Survey.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>

Attachments:

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

2.6 Outreach Reports

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

Attachments:

[Outreach Report Grace Point 10.07.24.docx](#)
[Outreach Report 10.21.24.docx](#) [Outreach Report St Joes 10.07.24.docx](#)
[Outreach Report Car seat checks at St Pauls.docx](#) [Outreach Report Flu clinic 10.04.24.pdf](#)
[2024 GMS Spooktacular.pdf](#)

3 Approval of the Agenda

Motion to approve the agenda (as amended) adding updated budget discussion/approval for November 12, 2024 as presented by:

Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

Result: Approved

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

4 Presentation on PHAB Annual Report for GCHD

Andrea Barnes, Health Commissioner

Minutes:

Andy explained that the Public Health Accreditation Board approved our submittal of the first year Annual Report. GCHD will work on the listed domains to update and submit a second annual report by September 30th, 2025.

Result: Approved

Attachments:

[Galion City Health Department - OH Domain Review .pdf](#)

5 Approval of Board of Health Meeting Minutes

Motion to approve the October 8, 2024 GCHD Board of Health Meeting Minutes as presented by_
Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

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

Result: Approved

Attachments:

[100824 DraftBOHMinutes.pdf](#)

6 Approval of Finance Reports

Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

Motion to approve and accept the September & October 2024 Finance Reports as presented 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:

Leanna explained the reports from September and October. She explained some of the grant payments were behind which is kind of normal from the OOH. We have been using our contract medical biller and GCHD has been receiving insurance payments for Covid and Flu. There was a lot of discussion on vaccines amongst the group. Mandi also made a compliment on our GCHD FaceBook presence; how it has improved immensely over the past year. Our Director of Nursing and our team has great ideas to help educate the public and this has been very helpful.

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Motioned: Mike Flick
Seconded: Amanda Moran

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

Attachments:

[Fiscal Reports 09-2024.pdf](#) [Fiscal Reports 10-2024.pdf](#)

Result: Approved

7 Old Business

7.1 Final Reading of the Environmental Health & Food Fees for 2025

Andrea Barnes, Health Commissioner

Motion to approve the final reading of Resolution 2024-172 to establish 2025 Environmental Health and Food Fees
Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[Res 2024-172 EH and Food Fees 2025.pdf](#)

Result: Approved

7.2 2025 Budget Discussion & Approval

Motion to approve the updated 2025 budget as discussed and presented by:

Roll Call Vote Needed

Minutes:

Leanna explained that last week when she and Andy attended the Finance meeting, we received a lot of pushback asking the city to contribute \$348,000 because our ask was \$296,000 last year. Leanna was new to her position and I was newer to the health commissioner position last year. We were advised by the auditor's office to use \$100,000 of our carryover to lessen our ask which originally was \$396,000. Two years ago, when Jason McBride was the health commissioner, the ask was granted at \$422,000.

Leanna explained that our original ask from the city for 2025 was much closer to \$400,000 but she has a much better understanding of Advances to and from grant funds and 230. She was able to lower our ask from the city by encumbering the monies now. We explained that the Finance committee wanted us to use the cash carryover again this year, but we explained that we did not think it was wise to not have a carryover. We also explained that we would ask the state auditors and other health departments about cash carryovers.

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We did this and both the state auditor and some other health commissioners said yes, it is normal to maintain a cash carryover to cover unforeseen events as well as to cover expenses when grant budget timelines do not match up to our local health department timeline.

Leanna worked on cuts to our budget and Andy agreed, the budget is now reduced, and our ask from the city will be \$339,785.97 tonight at council.

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[04 Budget 2025.xlsx](#) [Carryover Backup.xlsx](#)

Result: Approved

8 New Business

8.1 Medical Director Contract

Motion to approve the proposed contract for Dr. Nancy Crum as the GCHD Medical Director, effective 01/01/2025.

Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[Medical Director Contract - Crum - 2025 Redacted.pdf](#)

Result: Approved

8.2 Approval of Increase of HIV NOA

Motion to accept the increase in the NOA of the HIV Prevention grant to reallocate for an additional \$50,000 as presented by:

Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[HP24 REALLOCATION ADDENDUM GalionLetter.docx](#)

Result: Approved

8.2 Approval to Contract with Independent Contractor

Motion to approve a contract for services with Brad Larsen, Independent Contractor for replacement of stained carpet Tiles as presented by

Roll Call Vote Needed

Minutes:

It was explained that he agreed to do this at no more than \$150.00 cost to our department. GCHD has a pack of carpet tiles, and he will provide the adhesive and labor.

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments: [Independent Contractor Brad Larsen.pdf](#)

Result: Approved

8.3 Approval of Vacation Payout

Motion to approve the attached vacation payout of 30 hours for Andrea Barnes to reduce her carryover to the maximum of 160 hours as presented by:

Roll Call Vote Needed

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments: [Vacation Payout Request AB.pdf](#)

Result: Approved

9 Next Scheduled Board of Health Meeting

December 10, 2024 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- November 12, 2024 at 7:00pm in Council Chambers

Finance Committee Meeting -November 20, 2024 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -November 21, 2024 at 7:00pm in Council Chambers

We extended an invitation to the BOH members to attend the council meeting with us.

Result: Approved

Attachments:

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

10 Adjournment

Minutes:

Mandi made a motion to adjourn at 5:38pm. **Approved**

X

Andrea Barnes
Health Commissioner

X

Shellie Burgin
President Pro-Tempore