

Galion Board of Health Meeting
Galion City Health Department
Tuesday, December 10, 2024 5:00pm - 5:30pm

Present: Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, Board Member; Heidi Matney, Board Member; Andrea Barnes, Health Commissioner; Sarah Miley, Reproductive Health & Wellness Program Manager; Brandi Riddlebaugh, RN, Director of Nursing

Guest: Amie Wolf

Absent: Tom O'Leary, Mayor, City of Galion, President; Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

1 Call to Order

Minutes:

Shellie called the meeting to order at 5:05pm.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for December 10, 2024 as presented by

Roll Call Vote Needed

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

Minutes:

Shellie reminded BOH members that they need to ensure that they have 2.0 hours CEU's by 12/31/2024.

Result: Approved

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		
Heidi Matney, Board Member	X		

2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:

[November 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 November 2024 - Copy.docx](#)

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2.3 Environmental Division Report

No report.

2.4 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[Nov 2024 BOH Update.docx](#)

2.5 Contracts

Andrea Barnes, Health Commissioner

Contracts that were entered into by the Health Commissioner.

Attachments:

[MOU-Galion - Don Truong.docx.pdf](#)

[Agreement for Shared Services GCHD LPHSC Duly_Signed 111324.pdf](#)

[Contract Addendum B Conrad.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

Attachments:

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

2.7 Outreach Reports

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

Attachments:

[Outreach Report Fall Fest 2024.pdf](#)

3 Approval of the Agenda

Motion to approve the agenda (as amended) for December 10, 2024 as presented by: _____

Second by: _____ Abstentions: _____

Roll Call Vote Needed

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

Minutes:

Shellie asked what was amended, and Andy stated that she added 6.2 to include the approval of GCHD personnel action forms and 7.4 to close the health department early at 2:00pm on January 2, 2025 for staff inservice/holiday party.

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

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Voter	Yes	No	Abstaining
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

Andrea Barnes, Health Commissioner

Motion to approve the November 12, 2024 GCHD Board of Health Meeting Minutes as presented by _____ Second by _____

Roll Call Vote Needed

Attachments:

[Draft Minutes111224.pdf](#)

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

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

Motion to approve and accept the November 2024 Finance Reports as presented by (Not Available).

*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

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Minutes:

Not available because the Auditor had not closed out the month. I read an update from Leanna:

2025 Budget:

When originally presented to City Council, there were several questions about the HD using cash carryover, and there was not much discussion of moving the budget forward as presented. This was something we discussed with State Auditors, and they stated it is a good idea for a cash carryover as they do see many city health departments with cash carryover for unforeseen expenses and it would help fund until we receive the City Transfer. In a misreading of the cash statement report, I discussed with Brian Saterfield to better understand what the cash carryover would look like. As he includes all encumbered funds (any open purchase orders that we carry over into the new year) and I did not include those funds as they're already included in the budget, we were showing different cash carryovers by about \$100K. Upon projecting where I thought we would be at year end, I calculated the salaries and benefits for December, January and February and no other expenses, we would end up with about \$80-\$85K in cash carryover after utilizing about \$40K of our cash funds. This decreased our ask of the city to \$300K, which seemed to be where City Council was comfortable and about the same ask that occurred the prior year. We did make some minor budget cuts where we could as well. Upon the 2nd reading of the 2025 Health Budget, because we're in a separate ordinance, there were no questions, and it was approved and passed!

November 2024 Financial Report:

We had a pretty great month, specifically due to:

STI Grant funding for a couple of months (\$94K) Flu billing

340B - still very strong revenue coming in

Expenses were down by about \$18K; however, there will be quite the increase for December expenses due to closing out year-end purchases as well as a huge coverage of vaccines (-\$25K).

Year-End Projection:

Grants - Revenues are more than projection, mainly because of the increase in 340B monies. There was a significant decrease in HIV Grant funding that we did not anticipate, but the 340B monies were able to offset the projection.

Our expenses in October were more than revenue; however, November covers expenses by over \$100K.

Nursing, EH and VS are currently a little under projection at the end of November; however, we will be over our total year projection by the end of the year as we ended November at 99.59% of the year-end projection.

6 Old Business

6.1 Final Budget for 2025

Motion to approve and accept the Final 2025 GCHD Budget that was passed by the City of Galion Council as presented by: _____ Seconded by _____

Roll Call Vote Needed

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

Motioned: Mike Flick

Seconded: Amanda Moran

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Result: Approved
Attachments:
[04 Budget 2025.xlsx](#)

6.2 Personnel Action Forms

Motion to approve the attached employee personnel action forms for raises in 2025 that was passed by the GCHD BOH on October 8, 2024 as presented by: _____ Seconded by _____
Roll Call Vote Needed

Result: Approved
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		
Heidi Matney, Board Member	X		

Attachments:
[Employee PAF for 2025 Raises.pdf](#)

7 New Business

7.1 Approval of the Hiring of Matt Schwab, REHS Andrea Barnes, Health Commissioner

Motion to approve the hiring of Matt Schwab, REHS to the Director of Environmental Health position beginning January 6, 2025 as presented by: _____ Second by: _____ Abstentions: _____
Roll Call Vote Needed

Result: Approved
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		
Heidi Matney, Board Member	X		

Attachments:
[Cover Letter Matthew Schwab REHS.pdf](#) [Matthew A. Schwab resume.pdf](#)
[Matt Schwab PAF 010625.pdf](#)

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7.2 Approval of a Remote Work Policy

Andrea Barnes, Health Commissioner

Motion to approve a Remote Work Policy (attached) to be implemented on a case by case basis with approval from the Health Commissioner by _____ Second
by _____ Roll Call Vote Needed
Discussion

Minutes:

Andy explained that this is partly needed because we have asked the city for more office space but it is refused. The new DIS needs more privacy and she is in a shared office. Shellie had reservations about having this kind of policy without closely monitoring this and being very selective when using it. Sarah explained that particularly, our DIS position is the only one in the state that is not partially hybrid. The state monitors our performance measures and they are outstanding.

This is just opening up a tool that we may use and is only permissible with certain positions.

Result: Approved

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		
Heidi Matney, Board Member	X		

Attachments:

[Remote Work POLICY AND PROCEDURE Draft.docx](#)

7.3 MPOX Vaccine Purchase

Brandi DON & Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to approve the purchase of Monkey Pox Vaccine from OOH as presented by: _____

Seconded by _____

Roll Call Vote Needed

Minutes:

Brandi and Sarah worked on ordering this from the OOH per encouragement of our medical director, Dr. Crum. Brandi explained that she was approved for 10 doses at no cost from OOH.

A discussion occurred about how great our medical director, Dr. Crum is and how lucky GCHD is to have her as our medical director. She is very dedicated to her job and infectious disease treatment. Dr. Crum has been a true asset to our sexual health program.

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Result: Approved
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		
Heidi Matney, Board Member	X		

Attachments:
[CDC-HAN-519.pdf](#)

7.4 Approval of Partial Day Closure

Andrea Barnes, Health Commissioner

Motion to approve a partial day closure on Thursday, January 2, 2025 for a staff Holiday party from 2:00-4:00pm as presented by: _____ Seconded by _____

Roll Call Vote Needed

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

Result: Approved
Motioned: Amanda Moran
Seconded: Heidi Matney

8 Next Scheduled Board of Health Meeting

January 14, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH 2025 meeting dates.
Galion City Council- December 10, 2024 at 7:00pm in Council Chambers
Finance Committee Meeting -December 18, 2024 at 7:00pm in Council Chambers
Police, Health, and Fire Committee Meeting -December 19, 2024 at 7:00pm in Council Chambers

Result: Approved
Attachments:

[2025 Board of Health Meeting Dates.docx](#)

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9 Adjournment

Minutes:

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

Result: Approved

X

Shellie Burgin
President Pro-Tempore

X

Andrea Barnes
Health Commissioner

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