

Special Galion City Board of Health Meeting



January 17, 2025 7:30am - 8:30am

Present: Shellie Burgin, Board Member, President Pro Tempore; Amie Wolf, BOH Member; Heidi Matney, Board Member; Andrea Barnes, Health Commissioner; Leanna Perdue, Business Services Officer/ Vital Statistics Registrar; Matt Schwab, REHS, Director of Environmental Health; Sarah Miley, Reproductive Health & Wellness Program Manager; Brandi Riddlebaugh, RN, Director of Nursing

Absent: Amanda Moran, Board Member; Mike Flick, Board Member

1 Call to Order

Minutes:

Shellie called the meeting to order at 7:33am.

Mandi reported that she was stuck in traffic and would not make the meeting.

Andy introduced Matt Schwab, REHS as the new Director of Environmental Health, coming from 6 years of experience at Huron County Public Health. Andy also Introduced Amie Wolf, from HR Wolf Hardware in Galion; she was pproved by Tom and the city council at Tuesday's council meeting. Also, Heidi Matney was approved to continue with her GCHD BOH appointment through 2027.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for January 17, 2025 as presented by: ____ Second by:

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

Minutes:

Shellie asked about the HP25 grant. Sarah took the time to explain the grant a little further, that it was a 5 year competitive grant. She explained a few of her frustrations with this HP25 solicitation/expected workplan but that she will still apply.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Voter	Yes	No	Abstaining
Shellie Burgin, Board Member, President Pro Tempore	X		
Amie Wolf, BOH Member	X		
Heidi Matney, Board Member	X		



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2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:

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

2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[December 2024 BOH Updates.docx](#)

2.4 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[CONTRACT - CNA Butcher 2025.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>

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

3 Approval of Board of Health Meeting Minutes

Motion to approve the December 10, 2024 GCHD Board of Health Meeting Minutes as presented by

Roll Call Vote Needed

Passed Failed

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Voter	Yes	No	Abstaining
Shellie Burgin, Board Member, President Pro Tempore	X		
Amie Wolf, BOH Member	X		
Heidi Matney, Board Member	X		

Attachments:

[121024 Draft Minutes.pdf](#)



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4 Approval of Finance Reports

Leanna Perdue, Business Services Officer/ Vital Statistics Registrar

Motion to approve and accept both the November and December 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:

Leanna explained that GCHD ended our revenue about 10% higher than 2023. Leanna explained that she corrected a formula error in one spreadsheet.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Voter	Yes	No	Abstaining
Shellie Burgin, Board Member, President Pro Tempore	X		
Amie Wolf, BOH Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Fiscal Reports 11-2024.pdf](#)

[Fiscal Reports 12-2024.pdf](#)

5 New Business

5.1 Approval to Apply for HP25 Grant

Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to approve GCHD to apply for the competitive HIV Prevention Grant for 2025 due on January 27, 2025 _____ as presented by: _____ Second by: _____ Abstentions:

Attachments:

[HP25.pdf](#)

Roll Call Vote Needed

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Voter	Yes	No	Abstaining
Shellie Burgin, Board Member, President Pro Tempore	X		
Amie Wolf, BOH Member	X		
Heidi Matney, Board Member	X		



5.2 Approval to Apply for EPA's Mosquito Control Grant

Andrea Barnes, Health Commissioner

Motion to approve GCHD to apply for the Ohio EPA Mosquito Control Grant due on January 31, 2025 by

Second by _____

Roll Call Vote Needed

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Voter	Yes	No	Abstaining
Shellie Burgin, Board Member, President Pro Tempore	X		
Amie Wolf, BOH Member	X		
Heidi Matney, Board Member	X		

5.3 Approval of Updated Organizational Chart

Andrea Barnes, Health Commissioner

Motion to approve the updated GCHD Organizational Chart as

presented by _____ Second by _____ Roll Call Vote Needed

Minutes:

Basically, change with new BOH member and an update to a job title.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Attachments:

[Organizational_Chart2025-01Draft.docx](#)

6 Executive Session (as needed)M

Minutes:

Not needed



7 Next Scheduled Board of Health Meeting

February 11, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- January 28, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -January 22, 2025 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -February 20, 2025 at 7:00pm in Council Chambers

Result: Approved

8 Adjournment

Minutes:

Motion to adjourn made by Shellie at 7:52 am.

Result: Approved

X

Shellie Burgin
President Pro-Tempore, GCHD BOH

X

Andrea Barnes
Health Commissioner