



Tuesday, February 11, 2025 5:00pm - 6:00pm

**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 5:00pm.

Result: Approved

## 2 Approval of Consent Agenda

Motion to approve the consent agenda for February 11, 2025 as presented by: \_\_\_\_\_ Second by:

\_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

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

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		

### 2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:

[January 2025 HC Monthly Report.pdf](#)

### 2.2 Nursing Division Report

Brandi Riddlebaugh, RN, Director of Nursing

See attached Nursing Division Report.

Attachments:

[Monthly Report - DON](#) [January 2025.pdf](#)



Tuesday, February 11, 2025 5:00pm - 6:00pm

### 2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[January 2025 BOH Updates.docx](#)

### 2.4 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

Attachments:

[January EH Report BOH 02.06.2025.docx](#)

### 2.5 Contracts and Reports

Contracts that were entered into by the Health Commissioner. Reports and updates

Attachments:

[Contracting Credentiaing Specialist PT Redacted.pdf](#)

[ODH and Cancer Cases in Galion Redacted.pdf Brain and Other CNS Tumors in Ohio 2023.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>

Kent State College of Public Health has created additional learning modules to assist local boards of health meet their two-hour annual continuing education requirements. Access all of the learning modules here: <https://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures>

Attachments:

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

### 2.7 Outreach Reports

See the attached outreach reports for the month of January, 2025.

None for January

## 3 Approval of the Agenda

Motion to approve the agenda, as amended, adding new business 7.3 and 7.4 for February 11, 2025 as presented by:

Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

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

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		



Tuesday, February 11, 2025 5:00pm - 6:00pm

#### 4 Approval of Board of Health Meeting Minutes

Motion to approve the January 17, 2025 Special GCHD Board of Health Meeting Minutes as presented 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		

Attachments:

[Draft Jan BOH Minutes.pdf](#)

#### 5 Approval of Finance Reports

Leanna Perdue, Business Services Officer / Vital Statistics Registrar

Motion to approve and accept the January 2025 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 the auditor's office closed out 2024 much faster than the past year, and GCHD already received the city subsidy for our operations.

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 01-2025.pdf](#)



## 6 Old Business

### 6.1 Approval of Updated Job Titles and 2025 Organizational Chart

Andrea Barnes, Health Commissioner

Motion to approve a couple updated job titles and 2025 Organizational Chart for GCHD as presented by: \_\_Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_  
Roll Call Vote Needed

Minutes:

Andy explained that there were a couple of title changes with job description changes to better match what each of them do as well as match the grants.

Leanna Perdue is now the Administrative Services Director and Jenny Jordan is now the HIV/STI Case Manager. The job descriptions have been submitted to the Civil Service Commission to review for classification purposes.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

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

Attachments:

[Organizational Chart 2025-01.pdf](#)

## 7 New Business

### 7.1 Approval of the 2024 GCHD Annual Report

Andrea Barnes, Health Commissioner

Motion to approve the 2024 GCHD Annual Report as presented by \_\_\_\_\_ Seconded by \_\_\_\_\_ Abstentions \_\_\_\_\_

Roll Call Vote Needed

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

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

Attachments:

[2024 Annual Report DRAFT.pdf](#)



Tuesday, February 11, 2025 5:00pm - 6:00pm

## 7.2 Approval to Contract with a Legal Firm to Update PPM

Motion to approve a contract for services with a legal firm to update the GCHD Personnel and Policy Manual as presented by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed \_\_\_\_\_

Minutes:

Discussion occurred about moving money in the budget, and Leanna is not sure that we will have it this year unless money that is earmarked for a purchase that we budgeted for is not used (which will also need council approval), it may need to wait until 2026. So, the BOH decided to change the motion to the following:

Motion to approve a contract for services with a legal firm to update the GCHD Personnel and Policy Manual pending budget allowances as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

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:

[Quote for HR](#) [PPM review.pdf](#)

[NB Policy Procedure Handbook Review Proposal Galion City Health Department.pdf](#)

## 7.3 Approval of Resolution 2025-173

Matt Schwab, REHS, Director of Environmental Health

Motion to approve Resolution 2025-173 which allows the Galion City Health Department to no longer recognize the transfer of food licenses beginning March 1, 2025 as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Discussion explaining the reasons behind the need for this resolution. Matt explained that this is allowed in the Ohio Food Code but needs to be adopted by the board of health, and it allows for the department to better ensure that updates to current code are made (including the Ohio plumbing code and building code). This also ensures a process for GCHD to follow when the ownership changes which will require obtaining a new food license instead of the transfer process that is currently happening which has not been an easy process to manage.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf



Tuesday, February 11, 2025 5:00pm - 6:00pm

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

Attachments:

[Res\\_2025-173\\_Food\\_License\\_Transfers.pdf](#)

#### 7.4 Approval of Nursing Schedule Change for Clinic Brandi Riddlebaugh, RN, Director of Nursing

Motion to approve the traditional nursing clinic day to Tuesdays instead of Wednesdays beginning March 4, 2025 which will also change some part time employees scheduled days to work as presented by: \_\_\_Second by: \_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Discussion occurred explaining the reasoning for this will allow for less sharing of the clinic room. Moving the clinic day to Tuesdays should better serve our clients.

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		

## 8 Executive Session (as needed)

Not needed.

Result: Approved



Tuesday, February 11, 2025 5:00pm - 6:00pm

## 9 Next Scheduled Board of Health Meeting

March 11, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.  
Galion City Council- February 11, 2025 at 7:00pm in Council Chambers  
Finance Committee Meeting -February 19, 2025 at 7:00pm in Council Chambers  
Police, Health, and Fire Committee Meeting -February 20, 2025 at 7:00pm in Council Chambers

Result: Approved

Attachments:

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

## 10 Adjournment

Minutes:

Shellie motioned to adjourn at 5:14pm.

Result: Approved

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X

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Andrea Barnes  
Health Commissioner

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X

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Shellie Burgin  
GCHD BOH President ProTempore