



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

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

Absent: Mike Flick, Board Member

1 Call to Order

Shellie called the meeting to order at 5:01pm.
Result: Approved

2 Approval of Consent Agenda

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

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran

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

2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:

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

2.2 Nursing Division Report

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

Attachments:

[Monthly Report - DONFeb 2025.docx](#)

2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[February 2025 Board of Health Update.pdf](#)

2.4 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

Attachments:

[February EH Report BOH 03.05.2025.pdf](#)



2.5 Contracts and Reports

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

Attachments:

[MOU Galion Nicholas Chamberlain part 1-_signed.pdf](#)

[Galion City Resurvey.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 February, 2025.

Attachments:

[Outreach Report 021925.pdf](#)

2.8 Program Policy and Procedure updates

See attached

Attachments:

[Standard Precaution PP .pdf](#)

[2025 CMH - Enrollment process.pdf](#)

3 Approval of the Agenda

Motion to approve the agenda for March 11, 2025 as presented by:_____ Second by_____:

Roll Call Vote Needed

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran

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



4 Approval of Board of Health Meeting Minutes

Motion to approve the February 11, 2025 GCHD Board of Health Meeting Minutes as presented by _____ Seconded by _____ Abstentions _____

Roll Call Vote Needed

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

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran

Attachments:

[Draft Minutes 021125.pdf](#)

5 Approval of Finance Reports

Leanna Perdue, Business Services Officer | Vital Statistics Registrar

Motion to approve and accept the February 2025 Finance Reports as presented by: _____ Seconded by _____ Abstentions _____

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 highlighted that we are starting to get paid again by the STI Grant again, because previously payments were lagging behind. Expenditures were a little higher in February because of the STI Grant ending February 28th. Shellie requested side by side comparisons with expenditures and revenue as compared to the previous year.

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran



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

Attachments:

[Fiscal Reports 02-2025.pdf](#)**5 New Business****6.1 Approval of GCHD Community Garden Participation**

Andrea Barnes, Health Commissioner

Motion to approve the GCHD staff to participate and promote the Galion Community Garden on the corner of Harding Way West and S. Jefferson Street as this will help meet goals of our community health improvement plan as well as guide the creating healthy communities initiative of OOH as presented by __Seconded by Abstentions__

Roll Call Vote Needed

Minutes:

Brandi had contacted a local church that ran them last year to see if they would allow us to help assigning the garden boxes to encourage healthy living.

Result: Approved

Motion: Heidi Matney

Seconded: Amanda Moran

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

6.2 Approval to Create a Galion Community Partner Award

Motion to approve an annual award, beginning with 2024, to be given to an essential public health community partner as presented by: _____Second by: _____Abstentions

Roll Call Vote Needed



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Result: Approved
 Motioned: Amanda Moran
 Seconded: Heidi Matney

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

6.2 Accept Resignation of Clerical MA

Motion to accept the resignation of Jamie Erwin, part time Clerical MA, effective March 14, 2025 and authorize the health commissioner to post and hire for a part time clerical MA as presented by: _____

Second by: _____ Abstentions: Roll Call Vote Needed

Minutes: Ervin is the correct spelling.

Result: Approved
 Motioned: Amanda Moran
 Seconded: Heidi Matney

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

Attachments:

[PAF Jamie Ervin Resignation.pdf](#)

6.3 Discussion of Organizational Needs

Andrea Barnes, Health Commissioner

Motion to discuss and approve a workforce reduction for GCHD to sustain the organization's future, effective April 3, 2025 as presented by: _____ Second by: _____ Abstentions: _____

Roll Call Vote Needed

Minutes:

Andy explained that with the reduction in clinical visits/immunizations and school needs, GCHD needs to eliminate the part time nurse position to move forward. GCHD will still have the option to work with the PRN nurse as needed, and we have money in the WFD grant to contract with a nurse some for busy times with flu/covid clinics.

Discussion about trying again for the school contract occurred as well. Brandi has reached out to them about back to school vaccinations and for other assistance. They seem to want to continue with their contract with Akron Children's school nurses. When a contract was presented last spring, the schools were not interested. They have maintained a relationship with our department by including us in their outreach events.



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Result: Approved

Motioned: Amanda Moran

Seconded: Amie Wolf

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

Attachments:

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

7 Next Scheduled Board of Health Meeting

April 8, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- March 11, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -March 19, 2025 at 7:00pm in Council Chambers

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

Attachments:

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

8 Adjournment

Minutes:

Shellie made a motion to adjourn at 5:14pm.

Result: Approved

X

Shellie Burgin
GCHD BOH President Pro-Tempore

X

Andrea Barnes
Health Commissioner