

Special GCHD BOH Meeting

Galion Board of Health
Galion City Health Department
Monday, March 31, 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; Sarah Miley, Reproductive Health & Wellness Program Manager; Brandi Riddlebaugh, RN, Director of Nursing; Abby Volk MBA, Disease Intervention Specialist

Absent: Mike Flick, Board Member; Leanna Perdue, Business Services Officer / Vital Statistics Registrar; Matt Schwab, REHS, Director of Environmental Health; Jennifer Jordan, Administrative Assistant-Medical Assistant; Kim Ponziani, Public Health Nurse; Jamie Ervin, Clerical MA; Marcia Hykes, PRN Nurse; Kori Gillam, Clerical MA

1 Call to Order

Shellie Burgin

Shellie called the meeting to order at 5:00pm.

Result: Approved

2 Approval of the Agenda

Motion to approve the agenda for March 31, 2025 as presented by _____ seconded by _____ abstentions _____.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Wolf_____

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

3 Motion to Accept Resignation of Administrative Services Director, Leanna Perdue

Motion to approve the resignation of Leanna Perdue, Administrative Services Director, effective April 18, 2025 as presented by _____ Seconded by _____ Abstentions _____.

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Wolf_____

Attachments:

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[032725 Resignation Letter.pdf](#)

[Personnel Action Form.pdf](#)

4 Motion to Allow Posting & Hiring for the Administrative Services Director

Motion to approve the health commissioner to post and hire for the Administrative Services Director position as presented by _____ Seconded by _____ Abstentions _____.

Roll Call Vote Needed

Burgin _____ Flick _____ Matney _____ Moran _____ Wolf _____

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

[Administrative Services Director- Job Description 2025.doc](#)

5 Executive Session (If Needed)

Motion to enter into Executive Session for the purpose of (a) consider the appointment, employment, promotion or compensation of a public employee or official.

Time: _____

Roll Call Vote Needed

Burgin _____ Flick _____ Matney _____ Moran _____ Wolf _____

Motion to return from Executive Session by: _____ Second by: _____ Abstentions: _____

Time: _____

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Wolf _____

Passed Failed

Attachments:

Minutes:

Not needed

Result: Approved

6 Motion to Adjourn

Motion to adjourn

Roll Call Vote Needed

Burgin_____ Flick_____ Matney_____ Moran_____ Wolf_____

Minutes:

Shellie made a motion to adjourn at 5:01pm.

Result: Approved