

# 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

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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

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Motion to adjourn

Roll Call Vote Needed

Burgin\_\_\_\_\_ Flick\_\_\_\_\_ Matney\_\_\_\_\_ Moran\_\_\_\_\_ Wolf\_\_\_\_\_

**Minutes:**

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

**Result:** Approved