

Present: Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Amie Wolf, BOH Member; Mike Flick, Board 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: Tom O'Leary, President

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 April 8, 2025 as presented by: _____ Second by:

_____ Abstentions: _____ Roll Call Vote Needed

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

Minutes:

Shellie asked about the legislative update that was in the consent agenda. Andy explained that AOHC and the ODH were updating everyone about the recent federal changes that stopped funding certain grants with timelines, which were effective within a very short timeframe. At this time, the grants that GCHD currently use are not affected. AOHC also gave a summary sheet of potential updates that were trying to get passed through the Ohio Budget Bill that does not bode well for public health in general.

Result: Approved

Motioned: Amanda Moran

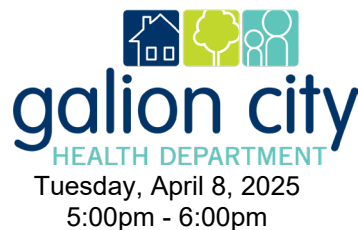
Seconded: Heidi Matney

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

2.1 Health Commissioner Report

Andrea Barnes, Health Commissioner

Attachments:



[March 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](#) [March 2025.docx](#)

2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[March 2025 BOH Updates.pdf](#)

2.4 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

Attachments:

[March_EH_Report_BOH_04.03.2025.pdf](#)

2.5 Contracts and Reports

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

Attachments:

[ODH_Revised_NOA_033125.pdf](#) [Kori_raise_040625_PAF.pdf](#) [Signed_Final_PAF.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 March, 2025.

Attachments:

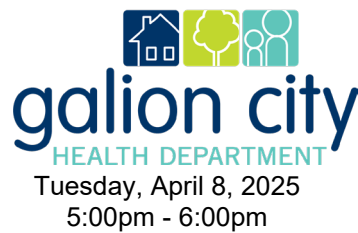
[Health](#) [Wellness Fair 2025 Outreach Report .pdf](#)

2.8 Legislative

Budget Bill Drafts - possible public health cuts

Attachments:

[LSC Lines At Risk Under Broad Federal Trigger.xlsx](#) [Sub bill 96 review 040325 1 .docx](#)



3 Approval of the Agenda

Motion to approve the agenda for April 8, 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: Mike Flick

Seconded: Amanda Moran

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

4 Approval of Board of Health Meeting Minutes

Motion to approve the March 11, 2025 GCHD Board of Health Meeting Minutes as presented by__Second by____
 Roll Call Vote Needed

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

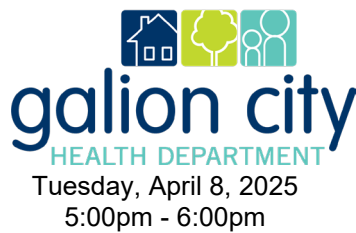
Motioned: Amanda Moran

Seconded: Heidi Matney

Attachments:

[Draft minutes 031125.pdf](#)

Result: Approved



4.1 Approval of Minutes for Special BOH Meeting

Motion to approve the March 31, 2025 GCHD Special Board of Health Meeting Minutes as presented by__Second by
Roll Call Vote Needed
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		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

[Draft 033125 Special Mtg Minutes.pdf](#)

5 Approval of Finance Reports

Leanna Perdue, Administrative Services Director

Motion to approve and accept the March, 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.

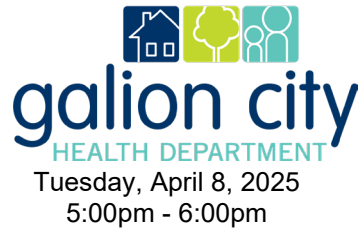
Minutes:

Leanna explained that the 340B program is still bringing in revenue to help with the sexual health program and the department overall.

Result: **Approved**

Motioned: Amanda Moran
Seconded: Mike Flick

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



Attachments:

[Fiscal Reports 03-2025.pdf](#)

6 Old Business

6.1 Approval of Amended Job Description

Motion to approve the amended job description for the Administrative Services Director to allow for more qualified applicants with experience presented by _____ Second

by _____ Roll Call Vote Needed

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		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Attachments:

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

7 New Business

7.1 Approval of Out of State Travel for DIS

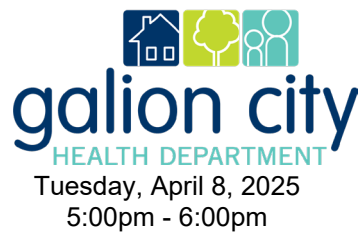
Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to approve out of state travel for Abby Volk, Disease Intervention Specialist to STI Engage in Phoenix, AZ using 340B funding in June as presented by: _____ Second by:

_____ Abstentions: _____ Roll Call Vote Needed

Minutes:

The out of state training is for STI Engage for the Disease Intervention Specialist, Abby Volk to attend in June. Amanda asked Sarah about the special syphilis case that she worked on with Dr. Crum, and if they could possibly present on the special case to the BOH about it. Sarah explained the positive and cooperative relationship that her program has with Dr. Crum, our medical director. She is very appreciative of the great work that Dr. Crum helps our department do.



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

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

7.2 Approval of Breastfeeding Friendly Workplace Policy

Andrea Barnes, Health Commissioner

Motion to approve a new policy that makes our department a Breastfeeding Friendly Workplace as presented by _____ Second by _____

Roll Call Vote Needed

Minutes:

Andy explained that this is a policy that was supposed to have been put into place a couple of years ago, The previous health commissioner was working with someone from Avita, Deanna Grube & CCPH on a grant. Andy has completed the policy, and after the BOH approves this policy (that is federally required), GCHD will take a picture of the created space and notify the CCPH that our policy and procedure is in place.

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		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		

Result: Approved

Attachments:

[Breastfeeding Friendly Workplace Policy.docx](#)

7.3 Approval of Part Time Clerical Medical Assistant



Tuesday, April 8, 2025

5:00pm - 6:00pm

Motion to approve the hiring of Carol Jones on March 31, 2025 to the part time Clerical Medical Assistant position as presented by _____ Second

by _____ Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

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

Attachments:

[Carol Jones PAF.pdf](#)

8 Executive Session (as needed)

Minutes:

NOT NEEDED

Amanda took some time to thank Leanna for everything that she did in the short time that she worked for GCHD.

Result: Approved

9 Next Scheduled Board of Health Meeting

May 13, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- April 8, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -April 15, 2025 at 6:30pm in Council Chambers

Police, Health, and Fire Committee Meeting -April 17, 2025 at 7:00pm in Council Chambers

Result: Approved

Attachments:

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

10 Adjournment

Minutes:

Shellie called for the meeting to be adjourned at 5:16pm.

Result: Approved

X

Shellie Burgin
President Pro-Tempore

X

Andrea Barnes
Health Commissioner