

# Galion Board of Health Meeting

Galion City Health Department  
Tuesday, May 13, 2025  
5:00pm - 6:00pm

**Present:** Andrea Barnes, Health Commissioner; Shellie Burgin, Board Member, President Pro Tempore; Amanda Moran, Board Member; Heidi Matney, Board Member; Amie Wolf, BOH Member; Terri Murphy, Administrative Services Director/Vital Stats Registrar; Matt Schwab, REHS, Director of Environmental Health; Brandi Riddlebaugh, RN, Director of Nursing

**Absent:** Andrea Barnes, Health Commissioner; Tom O'Leary President; Mike Flick, Board Member; Carol Jones, Clerical MA; Sarah Miley, Reproductive Health & Wellness Program Manager; Abby Volk MBA, Disease Intervention Specialist; Jennifer Jordan, Administrative Assistant-Medical Assistant; Kori Gillam, Clerical MA

## 1 Call to Order

Time meeting called 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 May 13, 2025, as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

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

**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		
Amie Wolf, BOH Member	X		

### 2.1 Health Commissioner Report

Ms. Andrea Barnes, Director of Environmental Health

**Attachments:**

[April 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 April 2025.docx](#)

## 2.3 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

---

**Attachments:**

[April\\_EH\\_Report\\_BOH\\_05.05.2025.pdf](#)

## 2.4 Contracts and Reports

---

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

**Attachments:**

[OBB\\_Columbus\\_City\\_Contract.pdf](#)

[REHS\\_BC\\_Contract\\_may\\_2025.pdf](#)

[CrawfordCo\\_2025\\_CHA\\_DRAFT\\_5.1.pdf](#)

## 2.5 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](#)

## 2.6 Outreach Reports

---

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

**Attachments:**

[Outreach\\_Report\\_-\\_Minority\\_Health\\_Fair\\_April\\_2025.pdf](#)

### 3 Approval of the Agenda

Motion to approve the agenda (as amended) for May 13, 2025 as presented by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

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

#### Minutes:

Addition of April finance reports, Organization Chart updates, and 7.2 was modified to fit the needs of GCHD.

**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		
Amie Wolf, BOH Member	X		

### 4 Approval of Board of Health Meeting Minutes

Motion to approve the April 8, 2025 GCHD Board of Health Meeting Minutes as presented by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

**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		
Amie Wolf, BOH Member	X		

#### Attachments:

[Draft Minutes April.pdf](#)

## 5 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

---

Motion to approve and accept the April 2025 Finance Reports as presented by: \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

\*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:

The April fiscal reports were passed to BOH members present to review prior to passing.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf

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

### Attachments:

[Fiscal Reports 2025-04.pdf](#)

## 6 Old Business

---

### 6.1 Approval of 2025 Organizational Chart

Ms. Andrea Barnes, Director of Environmental Health

---

Motion to approve an updated 2025 Organizational Chart for GCHD as presented by:

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

Roll Call Vote Needed

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

Passed Failed

**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		
Amie Wolf, BOH Member	X		

**Attachments:**

[Organizational Chart 2025-05.pdf](#)

## 6.2 Updated Report on Civil Service Meeting

Andrea Barnes, Health Commissioner

On Monday, April 14th, I met again with the Civil Service Commission in the City of Galion. After their review of job descriptions with their associated legal opinions, they stated that the Administrative Services Director/Vital Statistics Registrar position is unclassified and the two part time Clerical Medical Assistants are classified. I still need further clarification on the two EHD and DON positions, because I always thought they were classified but they were saying unclassified. The health commissioner, medical director, DIS Health Educator, HIV/STI case manager, and the Sexual Health & Wellness Manager positions are all unclassified positions.

In summary, the Civil Service Commission does want us to communicate any job position openings that we have prior to us posting, interviewing or hiring from this point forward.

**Result:** Approved

## 7 New Business

### 7.1 Approval of Theresa Murphy as the Administrative Services Director/Vital Statistics Registrar

Ms. Andrea Barnes, Director of Environmental Health

Motion to approve the hiring of Theresa Murphy as the new Administrative Services Director/Vital Statistics Registrar as presented by \_\_\_\_\_ Seconded by \_\_\_\_\_ Abstentions \_\_\_\_\_  
Roll Call Vote Needed  
Burgin \_\_\_\_\_ Flick \_\_\_\_\_ Matney \_\_\_\_\_ Moran \_\_\_\_\_ Wolf \_\_\_\_\_  
Passed Failed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf

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

**Attachments:**

Murphy Terri PAF.pdf

## 7.2 Approval to Fill Vacant PRN Nurse Position

Brandi Riddlebaugh, RN, Director of Nursing

---

Motion to allow Health Commissioner to post and hire a second PRN Nurse as presented by:

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

Roll Call Vote Needed

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

Passed Failed

**Minutes:**

Discussion about the reasons public health nurses need to be hired as employees rather than contractors for reasons of BWC, OPERS and liability.

**Result:** Approved

**Motioned:** Heidi Matney

**Seconded:** Amanda Moran

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

## 7.3 Approval to Accept HP25 Funding NOA

Motion to accept the NOA for HP25 of \$114,737 effective June 1, 2025 as presented by:

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

Roll Call Vote Needed

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

Passed Failed

**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		
Amie Wolf, BOH Member	X		

**Attachments:**

[Funding Award.docx](#)

## 8 Executive Session (as needed)

---

Motion to enter into Executive Session for the purpose of \_\_\_\_\_ by:

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

Time: \_\_\_\_\_

Roll Call Vote Needed

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

An executive session may be requested for one or more of the following matters to:

a. consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual"; unless the person being investigated of charges or complaints requests a public hearing;

b. consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;

c. confer with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent;

d. prepare for, conduct, or review negotiations or bargaining sessions with public employees;

e. consider matters required by federal laws, or rules, or state statutes to be kept confidential;

f. consider specialized details of security arrangements if the information could be used for criminal

Motion to return from Executive Session by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

**Minutes:**

Not needed.

## 9 Next Scheduled Board of Health Meeting

---

June 9, 2025 at 5:00pm Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion City Council-May 13, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -May 21 2025 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -May 15, 2025 at 7:00pm in Council Chambers

**Minutes:**

the next BOH meeting is June 10, 2025 at 5:00pm, NOT the 9th as it states above.

**Result:** Approved

**Attachments:**

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

## 10 Adjournment

---

Motion to Adjourn by: \_\_\_\_\_ Second by: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Voice Vote Needed

Passed Failed

Time meeting adjourned: \_\_\_\_\_.

**Minutes:**

Mandi made a motion to adjourn at 5:12pm.

**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		
Amie Wolf, BOH Member	X		