

# Special Galion City Board of Health Meeting

**Galion Board of Health**  
Galion City Health Department  
Tuesday, July 15, 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; Sarah Miley, Reproductive Health & Wellness Program Manager; Brandi Riddlebaugh, RN, Director of Nursing

**Absent:** Tom O'Leary President; Mike Flick, Board Member; Carol Jones, Clerical MA; 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 July 15, 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

Andrea Barnes, Health Commissioner

**Attachments:**

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

## 2.2 Nursing Division Report

Brandi Riddlebaugh, RN, Director of Nursing

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See attached Nursing Division Report.

**Attachments:**

[Monthly Report - DON June 2025.pdf](#)

## 2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

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**Attachments:**

[JUNE 2025 BOH update STI HIV.pdf](#)

## 2.4 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

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**Attachments:**

[June EH Report BOH 07.08.2025.docx](#)

## 2.5 Contracts and Reports

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

**Attachments:**

[GCHD CCPH Sewage Tx Agreement for Services 2025.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 June, 2025.

**Attachments:**

[Outreach Report Summer Lunch 6.16.25.pdf](#)  
[Outreach Report SNAP-Ed class 6.25.25.docx](#)  
[Outreach Report 6.9.25.pdf](#)  
[Outreach Report Summer Lunch 6.23.25.pdf](#)  
[Outreach Report Third Friday 6.20.25.pdf](#)  
[Outreach Report - Greater Than HIV Testing Day at Walgreens June 2025.pdf](#)  
[Outreach Report - Mansfield Pride June 2025.pdf](#)

## 2.8 Updated Policies and Procedures

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**Attachments:**

[Access to Care Healthcare.pdf](#)  
[Workstation Security policy update .pdf](#)  
[Standard Precautions Infection Prevention.pdf](#)

## 3 Approval of the Agenda

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Motion to approve the agenda for July 15, 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:**

Mandi made a motion to approve the agenda as amended.

**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 Rabies Hearing for Reeves

Matt Schwab, REHS, Director of Environmental Health

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Motion to approve the EHD to forward this case to municipal court for failure to vaccinate cat for rabies after it was involved in a human exposure from a bite or scratch as presented by \_\_\_\_\_

Second by \_\_\_\_\_

Roll Call Vote Needed

Burgin\_\_\_\_\_ Moran\_\_\_\_\_ Flick\_\_\_\_\_ Matney\_\_\_\_\_ Wolf\_\_\_\_\_  
Passed Failed

**Minutes:**

Mandi asked if it was free to get the rabies vaccine; however, it is not unless you can find a free clinic in a larger county.

**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:**

[Reeves\\_M\\_329\\_W\\_Atwood\\_St\\_Legal\\_Orders\\_07.03.2025.pdf](#)

## 5 Approval of Board of Health Meeting Minutes

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Motion to approve the June 10, 2025 Special 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\\_061025\\_minutes.pdf](#)

## 6 Approval of Finance Reports

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Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve and accept the June 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:**

Terri shared some other reports from VIP that may be easier to review if the BOH is interested.

Mandi asked how Terri is doing in the new position and she says great and she is very glad to be here.

Mandi added that the community garden looks great.

**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 Report - June 2025.pdf](#)

## 7 Discussion Items

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**Result:** Approved

### 7.1 Discussion of ODH Awarded NOA for HP25

Andrea Barnes, Health Commissioner

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The GCHD was awarded the HP25 grant on April 29, 2025 from ODH. The grant period was to be from June 1, 2025 to May 31, 2026. On or around June 16, 2025, Sarah was notified by ODH that they did not receive their federal NOA for the funding so that all awarded agencies needed to stop activities and spending effective immediately.

Since that time, ODH reported that they received the NOA from federal and we are to resume activities, but as of 7/8/25, we are waiting for further clarification.

**Minutes:**

I explained that as of last Thursday, July 10th, we were told by ODH that our original NOA may be used and resume activities. GCHD was told that activities in June may be charged to the grant. We are charging the personnel on the June expenditure report.

**Result:** Approved

**Attachments:**

[ODH HIV Grants NOA letter 070325.pdf](#)

## 7.2 Advertising Discussion

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A discussion on advertising issues in other counties coming from political leaders.

**Minutes:**

Andy explained that this began last Wednesday, July 9th with an email from Richland County Commissioner, Tony Vero. Mandi advised that we follow up with some pertinent facts behind the need for the advertising, and we said we did (Sarah provided an excellent article on the rise of syphilis over the past few years) within the attached emails. Andy said she was providing the BOH this information in case they were approached on the subject.

**Result:** Approved

**Attachments:**

[Email from July 2 3.pdf](#)

## 8 New Business

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### 8.1 Approval of Updated 2025 Salary Schedules

Andrea Barnes, Health Commissioner

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Motion to approve the updated 2025 GCHD Salary Schedule to allow for possible 2026 pay raises as presented by \_\_\_\_\_ Seconded by \_\_\_\_\_ Abstentions \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

**Minutes:**

Andy explained that salary ranges were adjusted for three positions to ensure that a 3-4% raise would be allowed in case of raises approved for the 2026 budget.

**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:**

## 8.2 Approval of Resolution 2025-174

Matt Schwab, REHS, Director of Environmental Health

Motion to approve Resolution 2025-174 which is to accept an updated Sewage Treatment Services agreement between CPH and GCHD as presented by: \_\_\_\_\_ Second by:

\_\_\_\_\_ Abstentions: \_\_\_\_\_

Roll Call Vote Needed

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

Passed Failed

### Minutes:

Matt explained that we were contacted by ODH about doing our sewage survey. He explained that CPH does the few STS we have in the city limits. They advised to update our MOU with more current language to cover the newer regulations.

**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		

### Attachments:

[Resolution 2025-174 Sewage Agreement 07.08.2025.docx](#)

## 9 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:

- 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;
- consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;
- 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;
- prepare for, conduct, or review negotiations or bargaining sessions with public employees;
- consider matters required by federal laws, or rules, or state statutes to be kept confidential;
- 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

## 10 Next Scheduled Board of Health Meeting

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August 12, 2025 at 5:00pm Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion City Council- July 22, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -July 16, 2025 at 7:00pm in Council Chambers

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

**Result:** Approved

**Attachments:**

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

## 11 Adjournment

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

VoiceVote Needed

Passed Failed

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

**Minutes:**

Shellie adjourned the meeting at 5:18pm.

**Result:** Approved