**Present:** Andrea Barnes, Health Commissioner; Shellie Burgin, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, 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

## **Call to Order**

Time meeting called to order:

Minutes:

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

Result: Approved

## **Approval of Consent Agenda**

Motion to approve the consent agenda for August 12, 2025 as presented by: Second by:

Abstentions: Roll Call Vote Needed

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

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick

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

### **Health Commissioner Report**

Andrea Barnes, Health Commissioner

Attachments:

July\_2025 HC Monthly\_Report.pdf

### **Nursing Division Report**

Brandi Riddlebaugh, RN, Director of Nursing

Attachments:

Monthly Report\_-\_DON July\_2025.pdf

### **STI & HIV Grant Report Update**

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

July\_2025 SH BOH report.pdf

### **Environmental Health Division Report**

Matt Schwab, REHS, Director of Environmental Health

Attachments:

July\_EH Report BOH 08.05.2025.pdf

### **Contracts and Reports**

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

### **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](http://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](http://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures)

Attachments:

BOH CE Sign-off TEMPLATE.docx

### **Outreach Reports**

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

Attachments:

Outreach Report Safety\_Town 2025.pdf Outreach Report Summer Lunch 7.14.25.pdf Outreach Report\_-\_Third Friday\_July\_2025.pdf Outreach Report Summer Lunch 7.21.25.pdf

# Approval of the Agenda

Motion to approve the agenda for August 12, 2025 as presented by: Second by:

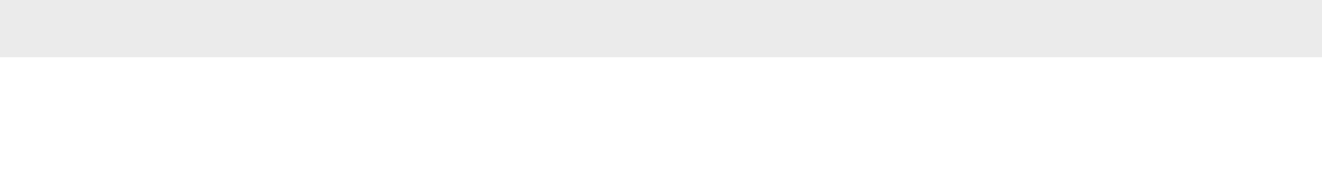
Abstentions: Roll Call Vote Needed

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

Result: Approved

Motioned: Amanda Moran

Seconded: Amie Wolf



**Voter**

**Yes**

**No**

**Abstained**

Shellie Burgin, President Pro Tempore

**X**

Amanda Moran, Board Member

**X**

Mike Flick, Board Member

**X**

Heidi Matney, Board Member

**X**

Amie Wolf, BOH Member

**X**

# Approval of Board of Health Meeting Minutes

Motion to approve the July 15, 2025 Special GCHD Board of Health Meeting Minutes as presented by Second by

Roll Call Vote Needed

Result: Approved

Motioned: Amie Wolf

Seconded: Amanda Moran

|  |  |  |  |
| --- | --- | --- | --- |
| Voter | Yes | No | Abstained |
| Shellie Burgin, President Pro Tempore | X |  |  |
| Amanda Moran, Board Member | X |  |  |
| Mike Flick, Board Member | X |  |  |
| Heidi Matney, Board Member | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Amie Wolf, BOH Member | X |  |  |

Attachments:

Draft Minutes 071525.pdf

## **Approval of Finance Reports**

Terri Murphy, Administrative Services Director Vital Stats Registrar

Motion to approve and accept the July 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:

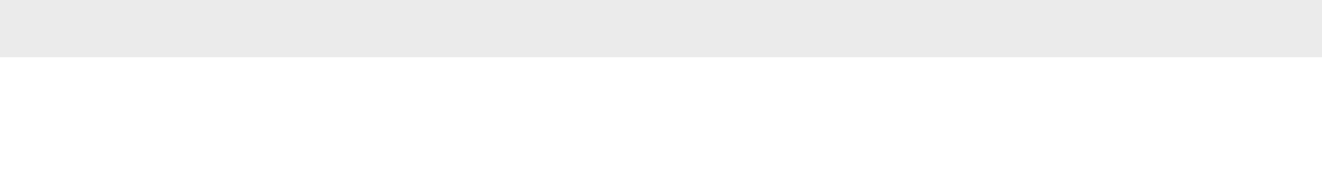
Mike asked some questions about any direct revenue we receive from taxes/levies. We said that the money we receive is what council decides from the city's general fund. Last year, the council asked us to cut $30,000 from our budgeted amount that we asked for.....

Terri then explained where we are as of this month with income and expenditures this year. With grants, GCHD is commonly behind two months from getting reimbursed.

Result: Approved

Motioned: Amanda Moran

Seconded: Amie Wolf



**Voter**

**Yes**

**No**

**Abstained**

Shellie Burgin, President Pro Tempore

**X**

Amanda Moran, Board Member

**X**

Mike Flick, Board Member

**X**

Heidi Matney, Board Member

**X**

Amie Wolf, BOH Member

**X**

Attachments:

Fiscal\_Report\_-\_July\_2025.pdf

## **Old Business**

* 1. **Approval of PRN Nurse, Lisa Wright**

Andrea Barnes, Health Commissioner

Motion to approve Lisa Wright, LPN as PRN Nurse to start on August 18, 2025 as presented by: Second by: Abstentions:

Roll Call Vote Needed

Minutes:

I did inform the Board that she did report that she broke her arm and may not start on the 18th as planned.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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

Attachments:

Wright,Lisa PRN Nurse Welcome\_letter\_.pdf

Lisa Wright LPN Resume.pdf

## **New Business**

### **Approval of a GCHD Cash Reserves Policy**

Andrea Barnes, Health Commissioner

Motion to approve the GCHD Cash Reserves Policy as presented by Seconded by

Abstentions

Roll Call Vote Needed

Minutes:

Discussion on this being a good idea;however, the Board wants to see this happen but they would be more comfortable with a targeted amount like 3 or 6 months and a dollar amount.

Consider an average of expenses.

Result: Tabled

Attachments:

CASH RESERVES POLICY.docx

### **2026 Budget Discussions**

Discussion and board support is needed to begin budget discussions.

City Council contributed only $300,000 to the GCHD budget for 2025. We cannot sustain the department at that minimum amount. For the 2023 budget, an amount over $400,000 was allowed per city council. Although we are in the very beginning of preparing a budget for 2026, we will need to ask for more than $300,000.

Minutes:

I put this on because Leanna and I went to council last year with the budget that was approved by our board of health, and we were taken off guard when in December, council said they would only approve

$300,000 from the general fund for the Health Department. Subsequently, Leanna and I had to reduce the budget that our board approved by $30,000 at the last minute.

Shellie said we need to present our budgets with assumed increases and estimates.

Mike suggested finding common ground of the services we provide and they could lose without the health department remaining local.

Amanada asked some questions about the rabies case on the cat that went to court. She also asked about the newer restaurant.

#### Executive Session (as needed)

Not Needed

#### Next Scheduled Board of Health Meeting

September 9, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- August 12, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -August 20, 2025 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting - August 21, 2025 at 7:00pm in Council Chambers

Result: Approved

Attachments:

2025 Board of Health Meetin Dates.docx

1. **Adjournment**

Shellie adjourned the meeting at 5:27pm

Approved.

