



Tuesday, September 9, 2025 5:00pm - 6:00pm

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

1 Call to Order

Minutes:

Shellie called the meeting to order at 5:02 pm.

2 Approval of Consent Agenda

Motion to approve the consent agenda for September 9, 2025 as presented by: _____ Second by: _____
Abstentions: _____ Roll Call Vote Needed

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

Result: Approved

Motioned: Mike Flick

Seconded: Amie Wolf

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

2.1 Health Commissioner Report

Ms. Andrea Barnes, Health Commissioner

Attachments:

[August 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 August 2025.pdf](#)

2.3 STI & HIV Grant Report Update

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[Aug 2025 STI BOH Update.pdf](#)

2.4 Environmental Health Division Report

Matt Schwab, REHS, Director of Environmental Health

Attachments:

[August EH Report BOH 08.29.2025.pdf](#)

2.5 Contracts and Reports

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

Attachments: [MOU Galion Leslie Lane part 1 - signed.pdf](#)

[OSU Facilities Rental Agreement 2025.pdf](#) [Provider Agreement Anthem 082125.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 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>

PLEASE feel free to attend our staff meeting this Thursday, September 11th. It will start at 8am, but Brice Eyerly, Director with CHAP will be presenting at 9:00am

and this may count toward your CE's.

Attachments:

[BOH CE Sign-off TEMPLATE.docx](#) [Staff Meeting Agenda 091125.pdf](#)

2.7 Outreach Reports

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

Attachments:

[Ashland Pride Outreach Report 8302025.docx](#) [Outreach Report Farmer's Market 8.16.25.pdf](#)
[Outreach Report - OSU Welcome Fair 2025.docx](#) [Outreach Report - Third Friday August 2025.docx](#)

3 Approval of the Agenda

Motion to approve the agenda, as amended for September 9, 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: Amie Wolf

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

4 Administrative Hearing for Aubrey Neubacher

Matt Schwab, REHS, Director of Environmental Health

Motion to approve Animal Bite Case #202523 to be forwarded to municipal court for owner, Aubrey Neubacher, for not properly complying

with animal vaccination after it was involved in a bite as presented by__Seconded by ____
_____Abstentions_____

Roll Call Vote Needed

Minutes:

Matt explained that this notification to vaccinate the dog involved in the bite was the final attempt to gain compliance prior to getting BOH approval to forward it to court.

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Neubacher A 308 Grove Ave. BOH ltr 08.26.2025.pdf](#)

Result: Approved

Motioned: Amie Wolf
Seconded: Mike Flick

5 Approval of Board of Health Meeting Minutes

Motion to approve the August 12, 2025 GCHD Board of Health Meeting Minutes as presented by__Second by____

Roll Call Vote Needed
Result: Approved

Motioned: Amie Wolf
Seconded: Mike Flick

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Draft Minutes 081225.docx](#)

6 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve and accept the August 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:

Terri explained that in August there were no out of the ordinary expenses, but in September we will show some larger costs such as the new Helmer Vaccine cooler and the Harm Reduction Vending machine.

Result: Approved

Motioned: Mike Flick Seconded: Amie Wolf

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Fiscal Report - August 2025.pdf](#)

7 Discussion Items

7.1 2026 Budget Discussions

Minutes:

Terri presented the BOH members that were present with possible salary raises for staff so that they may see the overall increase to the budget in 2026. Her examples included 3, 4, and 5% raises along with assuming a 5% increase in insurance premiums. Typically, we do not find out the actual insurance increase until October or November.

We plan to come back with a more workable budget that is complete in October.

Result: Tabled

7.2 Community Health Improvement Plan

Minutes:

Andy explained that she and Brandi (accreditation coordinator) attended the first in-person Crawford County Health Partners Meeting at Avita in August. Andy attached some of the strategies that the group

came up with, and she told them that we had Kara Ault from city council attend as well and Kara provided great insight for the group.

Attachments:

[CHIP Priorities 2026-28.pdf](#)

8 Old Business

8.1 Approval to Retract Employment Offer to Lisa Wright

Ms. Andrea Barnes, Health Commissioner

Motion to rescind the offer of employment to Lisa Wright for not being able to meet the job duties as presented by: Motioned Mike Flick Second by: Amie Wolf Abstentions: ____

Roll Call Vote Needed
Approved

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

8.2 Approval of a GCHD Cash Reserves Policy

Motion to approve and accept the the GCHD Cash Reserves Policy as presented by: _____
Seconded by _____
Roll Call Vote Needed

Minutes:

The BOH would like samples to review from other health departments.

Result: Tabled

[CASH RESERVES POLICY 2 .docx](#)

9 New Business

9.1 Vaccine Refrigerator Malfunction Results

in Loss

**Brandi Riddlebaugh, RN, Director of
Nursing**

Motion to accept a \$5,275.44 vaccine loss from the malfunctioning Helmer vaccine refrigerator as presented by: _____ Abstentions: _____

Roll Call Vote Needed
Result: Approved



Motioned :Amie Wolf Seconded: Mike Flick

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[RE 4A2508T02FW-0001Vaccine spoilage .pdf](#)

9.2 Approval of Capital Expenditure for New Vaccine Refrigerator

Ms. Andrea Barnes, Health Commissioner

Motion to approve the planned purchase of a new Helmer Vaccine Refrigerator as presented by _____ Seconded by _____ Abstentions _____

Roll Call Vote Needed

Result: Approved

Motioned: Amie Wolf Seconded: Mike Flick

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[QUO-264968 - OH328 - Galion City HD - HPR125GX w TB Disposal.pdf](#)

[QUO-226867 - OH328 - Galion City HD - PM on New iPR125GX.pdf](#)

9.3 Approval of Out of State Travel for Nurse Practitioner

Sarah Miley, Reproductive Health & Wellness Program Manager, MSN, APRN as presented by: __ Second by: __ Abstentions: __

Roll Call Vote Needed

Minutes:

This entire travel and education is reimbursed to Sarah from NACCHO.

Result: Approved

Motioned: Amie Wolf Seconded: Mike Flick

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		



Attachments:

[Minn_Agenda.pdf](#) [Minn_Travel_Sarah_002_.pdf](#)
[NACCHO STI HIV Manager Training.pdf](#)

9.4 First Reading of Environmental Health & Food Fees for 2026

Matt Schwab, REHS, Director of Environmental Health

Motion to approve the first reading of Resolution 2025-175 which allows the Galion City Health Department to establish Environmental Health Fees for 2026,

including food & public pool license fees based on cost analysis as presented by:

Second by: ____ Abstentions: ____ Roll Call Vote Needed

Minutes:

Matt gave each member copies of the fee schedule and explained the comparable fees to the other area health departments.

Result: Approved

Motioned: Mike Flick Seconded: Amie Wolf

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Mike Flick, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Res_2025-175_EH_and_Food_Fees_2026.docx](#)

10 Executive Session (as needed)

Minutes: Not needed

11 Next Scheduled Board of Health Meeting

October 14, 2025 at 5:00pm Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council- September 9, 2025 at 7:00pm in Council Chambers

Finance Committee Meeting -September 17, 2025 at 7:00pm in Council Chambers

Police, Health, and Fire Committee Meeting -September 18, 2025 at 7:00pm in Council Chambers

Result: Approved

Attachments:

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

12 Adjournment

Minutes:

Shellie adjourned the meeting at 5:22 pm.

Result: Approved



X

Andrea Barnes
Health Commissioner

X

Shellie Burgin
President Pro-Tempore









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