

**Present:** Andrea Barnes, Health Commissioner; Shellie Burgin, President Pro Tempore; Amanda Moran, Board Member; Mike Flick, Board Member; Terri Murphy, Administrative Services Director; Nital Stats Registrar; Matt Schwab, REHS, Director of Environmental Health; Sarah Miley, Reproductive Health & Wellness Program Manager; Brandi Riddlebaugh, RN, Director of Nursing

**Guest:** Angela May

**Absent:** Tom O'Leary , President; Heidi Matney, Board Member; Amie Wolf, BOH Member

**1 Call to Order**

Shellie called the meeting to order at 5:03pm.

Result: Approved

**2 Administrative Hearing for Animal Bite**

Matt Schwab, REHS, Director of Environmental Health

Noncompliance for rabies vaccination mandate.

Minutes:

Matt explained the reason for the admin hearing; however, the animal owner did not report to the meeting.

Mandi made a motion to move this case with Foust to municipal court. Burgin seconded it.

Passed

Result: Approved

Motioned: Amanda Moran

Seconded: Shellie Burgin

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

Attachments:

[Foust A 229 S. Columbus St. BOH Request 10.09.2025.pdf](#)



Tuesday, October 14, 2025 5:00pm

**3 Approval of Consent Agenda**

Motion to approve the consent agenda for October 14, 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		

**3.1 Health Commissioner Report**

See attached Health Commissioner Report.

Attachments:

[September 2025 HC Monthly Report.pdf](#)**3.2 Nursing Division Report**

See attached Nursing Division Report

Attachments:

[Monthly Report - DON September 2025.pdf](#)**3.3 Environmental Division Report**

See attached Environmental Division Report.

Attachments:

[September EH Report BOH 10.09.2025.docx](#)**3.4 STI/HIV Monthly Report**

Sarah Miley, Reproductive Health &amp; Wellness Program Manager

Attachments:

[Sept 2025 BOH STI HIV.docx](#)**3.5 Outreach Reports**



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See attached outreach reports for September.

Attachments:

[Outreach Report Farmer s Market 9.15.25.pdf](#)

### **3.6 Public Health Accreditation**

See attached Public Health Accreditation Board (PHAB) Report.

Attachments:

[2025 PHAB ANNUAL REPORT.pdf](#)

### **3.7 Arbovirus Surveillance Reports/ Updates**

See attached Arbovirus Surveillance Updates.

Attachments:

[Mosquito Surveillance Update 2025-10-02 002 .pdf](#)

### **3.8 Contracts**

Contracts that were entered into by the Health Commissioner.

Attachments:

[Pandora MASTER SERVICES AGREEMENT KitPromotion Galion.pdf](#)

### **3.9 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 December 3, 2025 at 1:00pm virtually at the following link:

[www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training](http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training) There are also On-Demand classes that you may take on their website for CE's.

More CEU's are available at : <https://www.kent.edu/publichealth/local-boards-health-continuing-education-lectures>

Attachments:

[BOH CE Sign-off TEMPLATE.docx](#)

## **4 Approval of the Agenda**

Motion to approve the agenda, as amended, for October 14, 2025 as presented by: \_\_\_\_\_ Second by: Abstentions: \_\_\_\_\_



Tuesday, October 14, 2025 5:00pm

Roll Call Vote Needed

Passed Failed

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

## 5 Approval of Board of Health Meeting Minutes

Motion to approve September 9, 2025 GCHD Board of Health Meeting Minutes as presented by  
Second by \_\_\_\_\_

Roll Call Vote Needed

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		

Attachments:

[Draft Minutes 090925.pdf](#)

## 6 Approval of Finance Reports

Motion to approve the September 2025 Finance Reports as presented by:

Second by:

-----Abstentions:-----

Roll Call Vote Needed

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:

Shellie clarified that this is just September finance report and not the budget.



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Sarah explained that the HRVM (harm reduction vending machine) was paid for using 340B funds at Five Points in Mansfield. Next year, they plan to also pay for one in Marion using 340B funds.

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		

Attachments:

Fiscal Report - 2025.09.pdf

## 7 Old Business

### 7.1 Second Reading/ Public Meeting for Resolution 2025-175 for 2026 EH & Food Fees

Matt Schwab, REHS, Director of Environmental Health

Motion to approve the second reading of Resolution 2025-175 to establish GCHD Environmental Health and Food Fees for 2026 as presented by \_\_\_\_\_ Second -  
Roll Call Vote Needed

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		

Attachments:

Res 2025-175 EH and Food Fees 2026.docx

### 7.2 Approval of a GCHD Cash Reserve Policy and Resolution

Andrea Barnes, Health Commissioner

Motion to approve a GCHD Cash Reserve Policy and Resolution 2025-276 as presented  
\_\_\_\_\_ Second by \_\_\_\_\_



Tuesday, October 14, 2025 5:00pm

Roll Call Vote Needed

Minutes:

Andy explained that she reached out and received examples of cash reserve policies from both Crawford and Huron Counties. The changes made to the last cash reserve policy presented was setting the goal of 3 months expenses to be the 230 account cash reserve. The cash reserve policy is important to cover both expected and unexpected expenses from employees parting from their jobs. Shellie wants a reference to the Ohio Revised Code like Huron's example.

Result: Tabled

## **8 New Business**

### **8.1 Approval of Personnel Salaries**

Motion to approve a bonus pay for personnel in December of 2025 and 3% raises for personnel in 2026 as presented by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Terri explained that the proposed bonuses were just to show as an example of giving a raise in the form of a bonus which does not need to be sustained from year to year. Discussion occurred by Mike and Mandi that bonuses are not as beneficial to employees.

Andy explained that GCHD did not receive 5% raises for the past 2 years as the rest of the city employees received so the proposal of the bonus for personnel this year was to make up for the difference that GCHD employees did not receive because the raises were 3% & 4% the past 2 years.

Mike does not want to approve the entire budget without all BOH members present, so they want to approve the 3% raises for 2026 only at this time.

Result: Tabled

### **8.2 Motion to Approve the 2026 GCHD Budget**

Motion for the Galion City Board of Health to approve the initial 2026 GCHD budget, including the "ask or contribution from the city" that will be proposed to city council on October 22, 2025 \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Change the motion to include 3% raises for 2026 for personnel as well.

Result: Approved

Motioned: Amanda Moran

Seconded: Mike Flick



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

## 9 Executive Session (as needed)

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

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

Abstentions:----- Time:\_\_\_\_\_

Roll Call Vote Needed

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

Minutes:

Shellie Burgin called for executive session for letter 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 at 5:27pm.

No decisions were made, and a motion to return from executive session was made by Shellie at 5:39pm.

Result: Approved

Motioned: Shellie Burgin

Seconded: Amanda Moran

Voter	Yes
Shellie Burgin, President Pro Tempore	X
Amanda Moran, Board Member	X
Mike Flick, Board Member	X



Tuesday, October 14, 2025 5:00pm

#### 10 Next Scheduled Board of Health Meeting

November 18, 2025 at 5:00pm Galion City Health Department Board Room

See attached GCHD BOH meeting dates.

Galion City Council- Regular Meeting October 14, 2025 at 7:00pm

Police, Fire, Health Subcommittee Meeting is scheduled for October 16, 2025 at 7:00pm in Council

Chambers Finance Meeting Subcommittee Meeting is scheduled for October 22nd at 7:00pm

Result: Approved

Attachments:

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

#### 11 Adjournment

Mike called the meeting adjourned at 5:40pm.

Result: Approved

Motioned: Mike Flick

Seconded: Amanda Moran

X

Shellie Burgin  
President Pro-Tempore, GCHD BOH

X

Andrea Cinadr  
Health Commissioner