



Tuesday, November 18, 2025 5:00pm - 6:00pm

Present: Andrea Cinadr, Health Commissioner; 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; Shellie Burgin, President Pro Tempore

## 1 Call to Order

Minutes:

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

Result: Approved

## 2 Approval of Consent Agenda

Motion to approve the consent agenda for November 18, 2025 as presented by: \_\_\_\_\_ Second by:

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

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

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

### 2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

[October\\_2025\\_HC\\_Monthly\\_Report.pdf](#)

### 2.2 Nursing Division Report

See attached Nursing Division Report and School-based Health Services Report.

Attachments:

Monthly\_Report-DON    October\_2025.pdf



Tuesday, November 18, 2025 5:00pm - 6:00pm

## **2.3 Environmental Division Report**

See attached Environmental Division Report.

Attachments:

[October\\_EH\\_Report\\_BOH\\_11.12.2025.pdf](#)

## **2.4 STI/HIV Grants Monthly Updates**

See updates attached.

Attachments:

[October\\_2025\\_BOH\\_Report.pdf](#)

## **2.5 Outreach Reports**

See attached outreach reports for October.

Attachments:

[Outreach\\_Report\\_-\\_GMS\\_Spooktacular\\_103125.docx](#)

[Spooktacular\\_2025\\_Thank\\_you\\_GMS.pdf](#)

[Outreach\\_Report\\_Elliot\\_Machine.pdf](#) [Outreach\\_Report\\_Avita\\_Spooktacular\\_Oct\\_2025.pdf](#)

## **2.6 Public Health Accreditation**

See attached Public Health Accreditation Board (PHAB) Report.

Attachments:

[Galion\\_City\\_Health\\_Department\\_Annual\\_Report\\_Summary.pdf](#)

## **2.7 Arbovirus Surveillance Reports/ Updates**

See attached Arbovirus Surveillance Updates.

Attachments:

[FINAL\\_Mosquito\\_Surveillance\\_Update\\_2025.pdf](#)

## **2.8 Contracts**

Contracts that were entered into by the Health Commissioner.

Attachments:

[OSU\\_Room\\_Agreement\\_25-26.html](#)



Tuesday, November 18, 2025 5:00pm - 6:00pm

## 2.9 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

## 3 Approval of the Agenda

Motion to approve the agenda for November 18, 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: Amie Wolf

Seconded: Mike Flick

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, 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 October 14, 2025 GCHD Board of Health Meeting Minutes as presented by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

**Seconded: Amanda Moran**

Attachments:

Draft October Minutes.pdf

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		



Tuesday, November 18, 2025 5:00pm - 6:00pm

## 5 Approval of Finance Reports

Motion to approve the October 2025 Finance Reports as presented by: \_\_\_\_\_ Second by:

Abstentions: \_\_\_\_\_ 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 there was nothing unusual except there was a higher payment from 340B/QCare.

Result: Approved

Motioned: Amie Wolf

Seconded: Mike Flick

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Fiscal\\_Report\\_10-2025.pdf](#)

## 6 Reports

### 6.1 City Council & GCHD Budget Discussion

It has been very difficult at city council meetings to make them understand the importance of the STI/HIV grants. GCHD could not operate without the help from the grants contributing to 33% of the office costs, and then some with the 340B/Q Care monies that make the entire department operate better. Some council members believe that the entire department can operate from these funds (not needing any city funding) and it is not true, nor is the 340B funding intended to supply the operational budget of a local health department.

They are now questioning why we need \$300,000 as the city's contribution. The fact of the matter is, GCHD would not be able to operate the state mandated programs that makeup a local health department in Ohio if they only give us \$300,000 without the grant contributions. At first members of council were happy that we were asking for the same funding as last year, and now they are still giving the department grief over that amount. Our finances increase just as other city department's finances increase, but we are likely the only department asking for the same amount in 2026 as in 2025.

Minutes:

Andy just explained the frustration of educating the council on the needs of the health department. The hostility from some of the council members toward the health department is very disappointing.

### 6.2 Ohio Department of Health Data

See attached Chronic Disease Report

Attachments:

[Ohio\\_Chronic\\_Disease\\_Atlas\\_2025\\_Final\\_compressed.pdf](#)



Galion Board of Health

Tuesday, November 18, 2025 5:00pm - 6:00pm

## 7 Old Business

### 7.1 Third and Final Reading for Resolution 2025-175 for 2026 EH & Food Fees

Matt Schwab, REHS, Director of Environmental Health

Motion to approve the third and final reading of Resolution 2025-175 to establish GCHD Environmental Health and Food Fees for 2026 as presented by\_\_\_\_Seconded by\_\_\_\_

Roll Call Vote Needed

Minutes:

Mandi stated that no members of the public were present at the meeting.

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Attachments:

[Res 2025-175 EH and Food Fees 2026.docx](#)

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

### 7.2 Approval of Cash Reserve Balance Fund Resolution 2025-176

Motion to approve Resolution 2025-176 to establish GCHD Cash Reserve Fund and a cash reserve policy as presented by\_\_\_\_Second by\_\_\_\_

Roll Call Vote Needed

Documents to be attached for review by Monday, November 17th, prior to the Special Meeting.

Minutes:

Terri explained that salaries and benefits are paid out of the 230 account and then reimbursed later by the grants. It is necessary to maintain some sort of cash reserve to operate the health department.

Result: Approved

Motioned: Amie Wolf

Seconded: Mike Flick

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[CASH\\_RESERVES\\_POLICY\\_2\\_.docx](#) [Cash\\_Reserve\\_Resolution\\_2025-176.docx](#)



Tuesday, November 18, 2025 5:00pm - 6:00pm

### 7.2.1 Approval of Employee Pay

Motion to approve an employee bonus pay in December in the amount of a one-time payout of 1% of employee's 2025 annual salary if the city of Galion is granted an increase over 3% (as has happened the past 2 years), as their contract is not yet resolved as presented  
by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Discussion occurred about our remaining funds and whether GCHD has enough in the budget to make this happen yet this year. With the changes in our staffing and the extra work that everyone has put in, they deserve incentive pay.

The city has frowned upon the word "bonus" so this will be tabled until more knowledge is gained on the overall wage increases for the city. Terri explained that percentage raises are difficult to sustain down the line.

Mike, Amie, Mandi, and Heidi all asked very good questions about the total cost of a 1% payout for staff. The BOH is willing to table this until the budget goes through the final reading and is approved.

**Result: Tabled**

## 8 New Business

### 8.1 Accept Probationary Termination of Part-time Clerical MA

Motion to accept the probationary termination of part-time clerical MA, Carol Jones as presented by \_\_\_\_\_ Second by \_\_\_\_\_ Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Amie Wolf

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[20251016161343.pdf](#)

[C Jones 101725.pdf](#)



Tuesday, November 18, 2025 5:00pm - 6:00pm

**8.2 Approval of Organizational Chart Update**

Motion to approve the updated attached organizational chart for the Galion City Health Department as presented by\_\_\_\_Seconded by\_\_\_\_\_.

Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Organizational\\_Chart\\_2025-11.pdf](#)

**8.3 Approval to Offer Medical Director Contract for 2026**

Motion to approve contract for Medical Director to Dr. Crum for 2026 as presented by\_\_\_\_Second by\_\_\_\_\_

Roll Call Vote Needed

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstained
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Medical\\_Director\\_Contract\\_-\\_Crum\\_-\\_2026.pdf](#)



Tuesday, November 18, 2025 5:00pm - 6:00pm

**9 Executive Session (not needed)**

**10 Next Scheduled Board of Health Meeting**

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

Galion City Council- November 25, 2025 at 7pm Finance Committee Meeting -November 19th at 7pm

Police, Fire, Health Subcommittee Meeting is scheduled for November 20, 2025 at 7:00pm in Council Chambers

See attached GCHD BOH meeting dates.

Attachments:

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

**11 Adjournment**

VoiceVote Needed

Minutes:

Mandi made a motion to adjourn the meeting at 5:41pm.

Result: Approved

X

---

Shellie Burgin  
GCHD BOH President Pro-Tempore

X

---

Andrea Cinadr  
Health Commissioner





Galion Board of Health

Tuesday, November 18, 2025 5:00pm - 6:00pm



Galion Board of Health

Tuesday, November 18, 2025 5:00pm - 6:00pm