

Present: Andrea Cinadr, 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

1 Call 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 December 9, 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: 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		

2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

[November 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 Nov_2025.pdf](#)

2.3 Environmental Division Report

See attached Environmental Division Report.

Attachments:

[November_EH_Report_BOH_12.04.2025.docx](#)

2.4 Contracts

Attachments:

[Galion_City_Health_Department_Signed_NG_Proposal_Both_Signatures.pdf](#)

[Galion_City_Health_Department_Non-Retainer_Agreement.pdf](#)

2.5 Legislative Reports/ Updates

See legislative updates attached.

Attachments:

[AOHC_Legislative_Updates.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 useful for new members) available December 3, 2025 at 1:00pm virtually at the following link: 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 December 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: Amanda Moran

Seconded: Mike Flick



Tuesday, December 9, 2025 5:00pm

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		

4 Approval of Board of Health Meeting Minutes

Andrea Cinadr, Health Commissioner

Motion to approve the November 18, 2025 GCHD Special Board of Health Meeting Minutes as presented by ____ Second by ____

Roll Call Vote Needed

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:

[Draft Nov 18 Minutes.pdf](#)

5 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the November 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 discussed the reports and explained that we had a few larger bills, the audit bill and a larger vaccine order to get through January.

Mike asked what revenue comes from grants, Terri explained that about 70% of revenue comes from grants, roughly 20% from the city.

Result: Approved
Motioned: Mike Flick
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:
[Fiscal Report 11-2025.pdf](#)

6 Reports

6.1 Approval of STI / HIV November Monthly Report

Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to approve the November 2025 STI / HIV Report as presented by: _____ Second

Minutes:
Report will be provided on the January consent agenda.

7 Old Business

7.1 Approval of Retention Pay Incentive

Motion to approve a flat fee retention incentive during the last non-payroll week of 2025, to each of the 8 employees currently working at GCHD as presented in the attached document
by _____ Second by _____

Roll Call Vote Needed

Minutes:
Andy explained that she and Terri put some thought into this to make it easier to payout and understand. Terri explained that the money is all appropriated for 2025, but because of some of the changes that the GCHD made resulted in some cost savings to our budget.
Andy pointed out that the city is receiving 4% raises not 3% raises like we were told. This is the third year in a row that we have accepted less percentage raises than the city.

Result: Approved
 Motioned: Mike Flick
 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:

[2025_Retention_Incentive_.xlsx](#) [Personnel_Action_Form_TM.pdf](#) [Personnel_Action_Form_MS.pdf](#)
[Personnel_Action_Form_KG.pdf](#) [Personnel_Action_Form_SM.pdf](#) [Personnel_Action_Form_JJ.pdf](#)
[Personnel_Action_Form_AC.pdf](#) [Personnel_Action_Form_AV.pdf](#) [Personnel_Action_Form_BR.pdf](#)

8 New Business

8.1 Approval to Apply for Funding from DOHSFY26-27

Motion to allow health commissioner to apply for funding for Capacity Building for Healthy Eating and Active Living in Galion from ODH, Bureau of Health Improvement and Wellness (BHIW) as presented by _____
 Roll Call Vote Needed

Minutes:

Andy explained that she reached out to the Primary school principal and the GCS superintendent for a letter of support to implement garden boxes in the spring summer of 2026 with the HEAL funding if awarded. They both liked the idea.

Result: Approved
 Motioned: Heidi Matney
 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:

[DOH 59019- BHIW-HP SFY26-27 HEAL Capacity Building - Subrecipient- Funding Opportunity.pdf](#)

8.2 Approval to Change the Regular BOH Meeting Times

Motion to approve the regular GCHD Board of Health Meeting times in 2026 to the second Tuesday of each month at 7:30am as presented by _____ Second
Roll Call Vote Needed

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		

Attachments:
[2026 Board of Health Meeting Dates.docx](#)

8.3 Approval to Close GCHD at Noon on December 18th, 2025

Motion to approve GCHD to close to the public at noon on December 18, 2025 for staff training with a holiday lunch as presented by _____ Second by _____

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		

Result: Approved
Motioned: Amanda Moran
Seconded: Mike Flick

9 Executive Session (as needed)

Minutes:
Not needed

10 Next Scheduled Board of Health Meeting

January 13, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.
Galion City Council Regular Meeting December 9th at 7pm, Council Chambers
Galion City Council Finance Subcommittee Meeting - December 17th at 7pm, Council Chambers
Galion City Council- Police, Fire, Health Subcommittee Meeting is scheduled for December 18th at 7:00pm in Council Chambers

Result: Approved
Attachments:
[2026 Board of Health Meeting Dates.docx](#)

11 Adjournment

Minutes:
Shellie adjourned the meeting at 5:12pm.

Result: Approved

X

Andrea Cinadr
Health Commissioner

X

Shellie Burgin
GCHD BOH President Pro-Tempore