

Galion Board of Health Meeting



Tuesday, January 13, 2026  
7:30am - 8:30am

**Present:** Mayor Brian Saterfield, President; Andrea Cinadr, Health Commissioner; Shellie Burgin, President Pro Tempore; Amanda Moran, 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:** Mike Flick, Board Member; Heidi Matney, Board Member

## 1 Call to Order

Minutes:

Shellie called the meeting to order at 7:33am.

Result: Approved

## 2 Approval of Consent Agenda

Motion to approve the consent agenda for January 13, 2026 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

**Second:** Amie Wolf

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

### 2.1 Health Commissioner Report

See attached Health Commissioner Report.

Attachments:

[December\\_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 Dec\\_2025.docx](#)



Tuesday, January 13, 2026

7:30am - 8:30am

## **2.3 Environmental Division Report**

See attached Environmental Division Report.

Matt Schwab, REHS, Director of Environmental Health

Attachments:

[December EH Report BOH 01.09.2026.pdf](#)

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

Sarah Miley, Reproductive Health & Wellness Program Manager

See November/December report attached.

Attachments:

[NOV\\_DEC\\_2025\\_BOH\\_Update\\_.docx](#)

## **2.5 Outreach Reports**

See attached outreach reports

Attachments:

[120625\\_CHTG\\_Parade\\_Outreach.pdf](#)

## **2.6 Legislative Updates**

See attached legislative updates from AOHC

Attachments:

[AOHC Newsletter with Legislative Updates.pdf](#)

## **2.7 Contracts**

Contracts that were entered into by the Health Commissioner.

Attachments:

[Norstan\\_Agreement\\_2026.pdf](#)

## **2.8 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](#)



Tuesday, January 13, 2026

7:30am - 8:30am

### 3 Approval of the Agenda

Motion to approve the agenda for January 13, 2026 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		
Amie Wolf, BOH Member	X		

### 4 Administrative Hearing for Noncompliance

Matt Schwab, REHS, Director of Environmental Health

Motion to approve forwarding dog owner, Tasha Smith, to court for noncompliance with the O.A.C. 3709-3-29 animal bite rules and the Galion animal bite regulations, 505.10 as presented by \_\_\_\_\_

Roll Call Vote Needed

Minutes:

Andy commented that GCHD will change this procedure to be an administrative hearing with the health commissioner and environmental health director only after today. It is not necessary to bring the noncompliance issues for animal bites to the BOH meetings; instead the HC & EHD will make the decision whether to forward to municipal court.

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf

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

Attachments:

[Smith T 206 E. Payne Ave. BOH ltr 01.06.2026.pdf](#)

### 5 Approval of Board of Health Meeting Minutes

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

Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf



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

Attachments:

[Draft\\_Minutes\\_120925.pdf](#)

## 6 Approval of Finance Reports

Motion to approve the December 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.

Attachments:

[Fiscal\\_Report\\_-\\_12-2025.pdf](#)

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf

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

**Result:** Approved

## 7 Old Business

### 7.1 HEAL Grant Proposal Denied

Andrea Cinadr, Health Commissioner

Attachments:

[HEAL\\_Grant\\_Proposal\\_Denied\\_for\\_GCHD\\_2026.pdf](#)

## 8 New Business

### 8.1 Motion to Apply for the 2026-27 MCG

Matt Schwab, REHS, Director of Environmental Health

Motion to allow the environmental health director to apply for \$13,500 from the Ohio EPA for mosquito control and surveillance as presented by \_\_\_\_\_ Second

Roll Call Vote Needed



Tuesday, January 13, 2026

7:30am - 8:30am

**Minutes:**

Amie asked what this money is spent on in the grant. The biggest expense that is paid for through the grant is a contract surveillance person and helping the city with mosquito adulticide. It also helps purchase dunks for the public to place in standing water and a small number of educational advertisements.

**Result:** Approved**Motioned:** Amanda Moran**Seconded:** Amie Wolf

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

**8.2 Motion to Apply for NEHA-FDA Retail Flexible Funding Model Grant**

Matt Schwab, REHS, Director of Environmental Health

Motion to allow environmental health director to apply for \$22,500 (\$5,000 base grant, \$10,000 mentorship, and training grant \$7,500) from NEHA-FDA RFFM Grant as presented  
by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call Vote Needed

**GY 2026-27 Timeline**

The grant portal opened on January 5, 2026. Be sure you are registered in the portal to receive updates and important information by clicking the "Grant Portal" button above. Stay tuned for information on our GY 25-26 informational webinar dates and times. Below are key dates for the 2026- 27 grant year!

December 1, 2025: RFFM Grant Program details released for GY2026-27. December 11, 2025: RFFM Applicant Webinar

January 5, 2026: RFFM grant portal opens for GY2026-27 applications! January 22, 2026 at 1-2 pm ET: RFFM Applicant Webinar | Register February 12, 2026: RFFM grant portal closes, proposals due by 8pm ET. March 2026: Award notices sent.

April 1, 2026: Project period begins for GY 2026-27!

**Minutes:**

Matt explained a little more about this grant. It assists in standardizing food safety inspectors through education with the FDA.

**Result:** Approved **Motioned:**Amanda Moran **Seconded:**

Amie Wolf

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



Tuesday, January 13, 2026  
7:30am - 8:30am

### 8.3 Motion to Approve Application for HP26 Funding

Sarah Miley, Reproductive Health & Wellness Program Manager

Motion to allow GCHD to apply for \$114,737 from the ODH for HIV Prevention activities as presented by Second by \_\_\_\_\_ Roll Call Vote Needed

**Result:** Approved

**Motioned:** Amanda Moran

**Seconded:** Amie Wolf

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

### 9 Next Scheduled Board of Health Meeting

February 10, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council-January 13, 2026 7:00pm

Police, Fire, Health Subcommittee Meeting is scheduled for January 21, 2026 at 7:00pm in Council Chambers Finance Meeting - January 21, 2026 at 7:00pm

Minutes:

Mayor Saterfield spoke on the council committee meetings, and how the plan to consolidate the night of the meetings to two nights for the committee meetings.

The Mayor expressed wishes for teamwork and hopes to learn more of what the GCHD does for the city of Galion over the next year.

Result: Approved

Attachments:

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

### 10 Adjournment

Minutes:

The meeting was adjourned at 8:05am

Result: Approved

X

Shellie Burgin  
GCHD President Pro Tempore

X

Andrea Cinadr  
Health Commissioner