

Present: Andrea Cinadr, Health Commissioner; Mayor Brian Saterfield, President; 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

1 Call to Order

Minutes:

Brian called the meeting to order at 7:32am.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for May 12, 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

Seconded: Amie Wolf

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

Andrea Cinadr, Health Commissioner

See attached Health Commissioner Report.

Attachments:

[April 2026 HC Monthly Report.pdf](#)

2.2 Nursing Division Report

Brandi Riddlebaugh, RN, Director of Nursing

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

Attachments:

[Monthly_Report-DON April_2026.pdf](#)

Tuesday, May 12, 2026, 7:30am - 8:30am

2.3 Environmental Division Report

Matt Schwab, REHS, Director of Environmental Health

See attached Environmental Division Report.

Attachments:

[April_EH_Report_05.07.2026.pdf](#)

2.4 STI/HIV Grants Monthly Updates

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[April 2026 STI HIV BOH Report.pdf](#)

2.5 Outreach Reports

See attached outreach reports

Attachments:

[Outreach_Report_-_RICI_Health_Fair_April_2026.pdf](#) [Outreach_Report_040726.pdf](#)

2.6 Legislative Updates

See attached legislative updates from AOHC

Attachments:

[AOHC_April_2026.docx](#)

2.7 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) 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 amended agenda for May 12, 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

Tuesday, May 12, 2026, 7:30am - 8:30am

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	X		
Amanda Moran, 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 April 14, 2026 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		
Amanda Moran, Board Member	X		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Draft_Minutes_04-14-26.pdf](#)

5 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the April 2026 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.

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		

Attachments:

[Fiscal_Report_2026.04.pdf](#)

6 Old Business

6.1 Two Additional Offices Request - Discussion

Andrea Cinadr, Health Commissioner

Requested space utilization from the Safety Service Director again. The plan is to use 340B funds to hire a professional to clean-up, scan/digitize historical documents in a useable format for the City of Galion. In return, GCHD to occupy 2 more places for office space.

Minutes:

Andy discussed that she sent a new email request for this, presenting a different option for the files/stuff up there to use one or two spaces for office only; however, she has not heard back from the Safety Service Director yet.

Sarah explained that privacy for the Disease Intervention Specialist is needed. Any space would for one office would be acceptable.

Brian says that he will discuss this again with SSD.

Result: Approved

6.2 Approval to Fill PRN Nurse Vacancy

Brandi Riddlebaugh, RN, Director of Nursing

Motion to approve filling the vacant PRN Nurse position 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		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

6.3 GCHD BOH Meeting Compensation

Andrea Cinadr, Health Commissioner

Per the GCHD BOH meeting on March 9, 2021, GCHD BOH member compensation was set at \$80 per meeting (with a waiver option) that was effective June 1, 2021. This compensation form has not been given to BOH members since that time as presented by _____

by _____ Roll Call Vote Needed

Minutes:

This is not in the budget; however, we will budget for this in future years. Brian asks if it is pensionable or is it 1099? Check with law director Bear.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

Tuesday, May 12, 2026, 7:30am - 8:30am

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:

[Meeting_Compensation_Form.docx](#)

7 New Business

7.1 Motion to Approve New Policy for Gift Card Incentives

Andrea Cinadr, Health Commissioner

Motion to approve a new policy for GCHD Gift Card Incentives as presented by____Second by____ Roll Call
Vote Needed

Minutes:

Andy explained that during National Public Health Week, the GCHD did a promotion with gift cards, but we were informed by the auditor's office that we need to have a policy in place with a tracking form. I just completed these, and I am waiting for comments from the Auditor and Law Director.

Result: Tabled

Attachments:

[Public Health Participation Gift Card Incentive Fillable Form Template.pdf](#)

[Public Health Gift Card Incentives.docx](#)

7.2 Approval of Out of State Travel

Andrea Cinadr, Health Commissioner

Motion to approve the out of state travel in August/September 2026 for the STI/HIV Grants staff utilizing 340B funding to attend the 2026 STI Conference in Atlanta Georgia as presented by____Second by____ Roll Call Vote Needed

Result: Approved

Motioned: Shellie Burgin

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:

Tuesday, May 12, 2026, 7:30am - 8:30am

[TRAVEL_REQUEST_FORM_08312026_ABBY.pdf](#)

[Atl conf Sarah 82026.pdf TRAVEL_REQUEST_FORM_08312026_Jenny.pdf](#)

7.3 Approval of Nursing Services Contract with St. Joe's School

Andrea Cinadr, Health Commissioner

Motion to approve the 2026-27 & 2027-28 Galion St. Joseph's school contract for nursing services 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		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Galion_St._Joe_s_Contract_2026-27_2027-28.pdf](#)

7.4 Approval of Copy/Fax Machine Canon Replacement

Andrea Cinadr, Health Commissioner

Motion to approve the purchase of a new Canon Copier/Fax from Gordon Flesch totaling \$6,066.55 using funds 230 and 235 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		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Galion_Health_Department-Canon_C3930_Proposal.pdf](#)

Tuesday, May 12, 2026, 7:30am - 8:30am

7.5 Proposal to Change GCHD Hours of Operation

Andrea Cinadr, Health Commissioner

Motion to approve the GCHD to change hours of operation to better fit the needs of our community and for efficiency. The change would be as follows: Monday thru Thursday 8am-5pm and Friday 8am-Noon as presented by__Second by__

Roll Call Vote Needed

Minutes:

Discussion occurred...will better meet patients' needs and offering hours that are different from other departments. Brian asked if this would create overtime. Andy says no, according to FLSA, it is about working more than 40 hours per week. BOH was ready to approve; however, we said we would table it and discuss with Auditor first.

Result: Tabled

7.6 Approval to Allow Policy Creation for Virtual Public Meetings

Andrea Cinadr, Health Commissioner

Motion to allow the health commissioner to create a policy that follows the Ohio Revised Code 121.221 to allow for virtual board of health meetings by means of video conferencing as presented by____Second by____Roll Call Vote Needed

Minutes:

Discussion occurred and the point was to have the BOH decide if they wanted this as an option, then a policy will be created.

Result: Approved

Attachments:

[O.R.C.121.221-4-9-2025.pdf](#)

7.7 Approval of Updated Salary Schedule

Andrea Cinadr, Health Commissioner

Motion to approve an updated salary schedule for GCHD as presented by____Second by____

Roll Call Vote Needed

Minutes:

This was part of the amended agenda so Andy went and printed the new schedule for the BOH to review changes.

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		

Tuesday, May 12, 2026, 7:30am - 8:30am

Attachments:

[2026 Salary Schedule DRAFT April.docx](#)

8 Next Scheduled Board of Health Meeting

June 9, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council-May 12, 2026 7:00pm

Police, Fire, Health Subcommittee Meeting is scheduled for May 20, 2026 at 7:00pm in Council Chambers Finance Meeting - May 20, 2026 at 7:00pm

Minutes:

Brian may or may not be here--vacation for next meeting. Heidi Matney is a maybe for the next meeting as well.

Result: Approved

Attachments:

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

9 Adjournment

Minutes: Mandi made a motion to adjourn the meeting at 8:03am

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		

X	X
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Andrea Cinadr
Health Commissioner

GCHD Board of Health