

Present: Andrea Cinadr, Health Commissioner; Shellie Burgin, President Pro Tempore; Mike Flick, Board Member; Heidi Matney, Board Member; Amie Wolf, BOH Member; Terri Murphy, Administrative Services Director/Vital Stats Registrar; Brandi Riddlebaugh, RN, Director of Nursing

Absent: Mayor Brian Saterfield, President; Amanda Moran, Board Member; Matt Schwab, REHS, Director of Environmental Health; Sarah Miley, Reproductive Health & Wellness Program Manager

1 Call to Order

Minutes:
 Shellie called the meeting to order at 7:30am.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for June 9, 2026 as presented by: _____ Second by:
 _____ Abstentions: _____ Roll Call Vote Needed

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

Result: Approved
 Motioned: Mike Flick
 Seconded: Heidi Matney

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	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:
[May_2026_HC_Monthly_Report.pdf](#)

2.2 Nursing Division Report

See attached Nursing Division Report and School-based Health Services Report.
 Attachments:
[Monthly_Report-DON May_2026.pdf](#)

2.3 Environmental Division Report

See attached Environmental Division Report.

Attachments:

[May_EH_Report_06.02.2026.pdf](#)

2.4 STI/HIV Grants Monthly Updates

Sarah Miley, Reproductive Health & Wellness Program Manager

See report attached.

Attachments:

[STI_HIV_May_2026_BOH_Update.pdf](#)

2.5 Outreach Reports

See attached outreach reports

Attachments:

[Outreach_Report_YMCA_car_seat_check_event.pdf](#)

[Outreach_Report_Community_Connections_Expo_Fair_2026.docx](#)

2.6 Legislative Updates

See attached legislative updates from AOHC

Attachments:

[AOHC_Updates.pdf](#)

2.7 Contracts

Contracts that were entered into by the Health Commissioner.

Attachments:

[Executed-Galion_MAC_Contract_5.20.26.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 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](#)

2.9 Policies/ Procedures Reviewed/ Revised (NOT requiring BOH approval)

See attached

Attachments:

[Immunization_Clinic-Triage_2026.pdf](#)

3 Approval of the Agenda

Motion to approve the agenda, as amended, adding 8.3, Establishment of a Fee, for June 9, 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: Mike Flick

Seconded: Heidi Matney

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	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 May 12, 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		
Mike Flick, Board Member	X		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[051226_BOH_Minutes_draft.pdf](#)

5 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the May 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.

Minutes:

Terri explained that expenses were slightly higher this month due to the final spending month in the HP25 grant. Also, the GoDaddy email renewals were due for the year.

Result: Approved

Motioned: Heidi Matney

Seconded: Amie Wolf

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

Attachments:

[Fiscal_Report_2026.05.pdf](#)

Discussion Items

6 Andrea Cinadr, Health Commissioner

6.1 Galion Family Fun Fair

Andrea Cinadr, Health Commissioner

Suggestions or Ideas welcome Saturday, August 8, 2026 11am to 3pm East Park Cabin Area

Result: Approved

Attachments:

[Galion_Family_Fun_Fair.pdf](#)

7 Old Business

7.1 Motion to Approve GCHD Gift Card Incentives Policy

Andrea Cinadr, Health Commissioner

Motion to approve a new policy for GCHD Gift Card Incentives as presented by _____ Second by _____ Roll Call Vote Needed

Result: Approved

Motioned: Heidi Matney

Seconded: Mike Flick

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

Attachments:

[Public Health Gift Card Incentives 051426.docx](#)

[Public Health Participation Gift Card Incentive Fillable Form TemplateGCHD_051426.pdf](#)

7.2 Motion To Approve Hours of Operation Change for GCHD

Andrea Cinadr, Health Commissioner

Motion to approve a change to GCHD's hours of operation to Mon-Thurs, 8am-5pm, and Friday, 8am- Noon effective the week July 13th, 2026 as presented by the attached Resolution 2026-178 with a policy forthcoming____ Second by____

Roll Call Vote Needed

Minutes:

Amie Wolf asked about if holiday pay was figured out, because sometimes, with our change of hours staff will be getting less pay on a Friday holiday. I explained that the law director visited with me on some of his concerns but that we have our own Board of Health to decide. A question was also posed asking why we want to have different hours than the rest of the departments in the city. It is not that we necessarily "want" to have different hours, the GCHD goal is to improve or increase service to the public by being open Mon-Thurs until 5:00pm.

Result: Approved

Motioned: Mike Flick

Seconded: Heidi Matney

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

Attachments:

[Res_2026-178_Hours_of_Operation.pdf](#)

7.3 Motion to Approve Rebecca Shaum, as PRN

Brandi Riddlebaugh, RN, Director of Nursing

Motion to approve Rebecca Shaum, Rn, MSN to fill vacant PRN position as presented by_____ Second by_____
 Roll Call Vote Needed

Result: Approved
 Motioned: Mike Flick
 Seconded: Amie Wolf

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

Attachments:
[Resume_RebeccaShaum.docx](#)

8 New Business

8.1 Motion to Approve Updated BOH By-Laws

Andrea Cinadr, Health Commissioner

Motion to allow the GCHD Board of health to review, and/or suggest changes if needed, and then approve the BOH By- Laws as presented by_____ Second by_____
 Roll Call Vote Needed

*Draft attachment to come to include provisions in the ORC which allow Virtual Public BOH meetings

Minutes:
 Tabled until the July meeting. Andy forgot to attach the Draft Board By-Laws. Will send out after the meeting by email.

Result: Tabled

8.2 Motion to Engage with Perry & Associates for 2025 Audit

Andrea Cinadr, Health Commissioner

Motion to approve the Engagement Letter with Perry & Associates to complete our 2025 Audit, not to exceed \$10,318 as presented by_____ Second by_____
 Roll Call Vote Needed

Result: Approved
 Motioned: Mike Flick
 Seconded: Amie Wolf

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

Attachments:

[Engagement_Letter_Perry_Associates_signed.pdf](#)

8.3 Proposal to Establish a Fee for Replacement Death Certificates

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the establishment of a fee of \$25.00 for replacement copies of death certificates due to error from incorrect information by the family and/or funeral home, to go into effect after the July 14, 2026 Board of Health meeting where Resolution 2026-179 will be finalized and signed followed by a policy as presented by ___ Second by ___
 Roll Call Vote Needed

Minutes:

There was a lot of good discussion on this. Terri explained that it has become an increased issue as of late partly from the state change that now allows the Funeral Directors to register the deaths instead of local health department staff. It is partly a learning curve for the Funeral Homes with registering but also the increased cost of the death paper to the local health department. The new paper now costs 3 times as much as the previous year; however, as a local health department, the GCHD wants to stay competitive and not lose the business of our local funeral homes. Terri did check with surrounding LHD's, and they are handling this in varying ways. Shellie says that they will go to another LHD if we start adding fees plus, they would pass this cost onto the families. It was decided to table an increase for now and send an email to the funeral homes explaining our concerns and considerations of an added fee if this does not improve.

Result: Tabled

9 Executive Session (as needed)

Minutes:

Not needed.

Result: Approved

10 Next Scheduled Board of Health Meeting

July 14, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.
 Galion City Council-June 9, 2026 7:00pm
 Police, Fire, Health Subcommittee Meeting is scheduled for June 22, 2026 at 7:00pm in Council Chambers
 Finance Meeting - June 22, 2026 at 7:00pm

Result: Approved

Attachments:

[2026_Board_of_Health_Meeting_Dates.docx](#)

11 Adjournment

Minutes:

Shellie motioned to adjourn the meeting at 7:55am.

Result: Approved

X

Andrea Cinadr
Health Commissioner

X

Brian Saterfield
President, Board of Health