

Present: Andrea Cinadr, Health Commissioner; Mayor Brian Saterfield, President; Shellie Burgin, President Pro Tempore; Amanda Moran, 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

1 Call to Order

Minutes:

Brian called the meeting to order at 7:35am.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for September 8, 2026 as presented by: _____ Second by:

_____ Abstentions: _____

Roll Call Vote Needed

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

Result: Approved

Motioned: Heidi Matney

Seconded: Amanda Moran

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		

2.1 Health Commissioner Report

Andrea Cinadr, Health Commissioner

See attached Health Commissioner Report.

Attachments:

[August 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 Aug_2026.pdf](#)



2.3 EH Division Report

Matt Environmental Schwab, REHS, Director of Environmental Health

See attached Environmental Division Report.

Attachments:

[August EH Report 09.03.2026.pdf](#)

2.4 STI/HIV Grants Monthly Updates

Sarah Miley, Reproductive Health & Wellness Program Manager

Attachments:

[Aug 2026 BOH Update.docx](#)

2.5 Outreach Reports

See the several attached outreach reports

Attachments:

[Outreach Report Galion Family Fun Fair 08.08.2026.pdf](#)

2.6 Legislative Updates

ODH After hours Reporting Drill with ODH

Attachments:

[After-Hours Reporting Drill.pdf](#)

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) available 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

Andrea Cinadr, Health Commissioner

Motion to approve the agenda for September 8, 2026 as presented by: _____ Second

by: ____ Abstentions: _____ Roll Call Vote Needed

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



Tuesday, September 8, 2026 7:30am - 8:30am

Result: Approved

Motioned: Amie Wolf

Seconded: Shellie Burgin

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 Discussion Items

Andrea Cinadr, Health Commissioner

GCHD Vehicle purchase

Tax ID - Health Benefits, Insurance payer issues

Minutes:

Andy was looking for guidance with State purchasing of the vehicles and our tax id.

Andy explained that she was not getting clear guidance on using state purchasing. She explained that the Auditor will not allow the health department to get their own tax id. Brian said he kind of agrees about the tax id because it creates more problems than it is worth. Brian also clarified that using state purchasing under the City of Galion is the correct way to go about it, and then I would just deal with the dealership.

Andy explained that she was asking to get the health department their own tax id to obtain their own health insurance coverage to be able to have affordable rates/premiums. She also said there are mistakes on billing and insurance reimbursements because of the same tax id as the fire department. Brian says he was under the assumption after speaking with Olivia that the recent issue with Medicount had been resolved. It may be a different issue than what I was referring to though.

5 Approval of Board of Health Meeting Minutes

Motion to approve the August 12, 2025 GCHD Special 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		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		



Tuesday, September 8, 2026 7:30am - 8:30am

Result: Approved

6 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the August 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 some larger purchases of vaccines occurred in August.

Amie Wolf requested that PDF's for the fiscal reports come out that she cannot see the entire report. She would like it emailed it to her ahead of time.

Terri is more than willing to email ahead of time. Mandi said she can read the whole report on her phone. Brian says the Budget needs to be ready at the October Finance meeting.

Advances back = Advances Out, Brian is willing to help.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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		

Attachments:

[Fiscal Report 2026.08.pdf](#)**7 Old Business****7.1 Approval to Accept GCHD BOH By-Laws as Signed in 2021**

Andrea Cinadr, Health Commissioner

Motion to accept the GCHD BOH By-Laws as-is from 2021 as presented by _____

Second by _____

Roll Call Vote Needed

Notes Per Michael Bear:

I'm not comfortable approving the waiving pay as equivalent to unpaid. I think R.C. 121.221(A)(5)(a)(iv) applies even if the members forgo the pay.

(5)(a) No public body may hold, and no member of a public body may attend, meetings or conduct and attend hearings by means of video conference or other similar electronic technology if any of the following apply:(iv) Excluding expense reimbursements for actual expenses incurred while fulfilling their duties, the members of the public body are compensated for their position as members of the public body.

I would also note that the statute would have required you to define "major non-routine expenditure" as part of the policy.



Tuesday, September 8, 2026 7:30am - 8:30am

Minutes:

The law director does not agree that the virtual option should be allowed. No changes to the 2021 version of the by-laws.

Result: Approved

Motioned: Amanda Moran

Seconded: Shellie Burgin

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		

Attachments:

[GCHD Bylaws 2021.pdf](#) [GCHD ByLaws FULL Attachments SIGNED 031219.pdf](#)

7.2 Accept Additional WF23 Monies & Allow GCHD to Spend as Approved

Andrea Cinadr, Health Commissioner

Motion to accept the additional WF23 monies and allow the GCHD to spend as approved by the Ohio Department of Health as presented by_____. Second by_____ Roll Call Vote Needed

Minutes:

Retention Incentives, 2027 raises, retention incentives,

Result: Approved

Motioned: Amie Wolf

Seconded: Amanda Moran

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		



Tuesday, September 8, 2026 7:30am - 8:30am

7.3 Motion to Approve a Method for 1% Adjustment Using WF23

Andrea Cinadr, Health Commissioner

Motion to approve a lump sum payment to GCHD employees on the last off week for payroll in December of 2026 that will account for the 1% raise that was not issued during 2026 using allowable WF23 monies for salary adjustments as presented by _____ Second by _____ Roll Call Vote Needed

Minutes:

The auditor's office has issue with making up the 1% now because of OPERS/pension calculations. Amend the motion to state:

A motion to approve the GCHD employees to receive a 4% raise in 2027 using WF23.

The health insurance premiums are so high compared to the state average, and it was said that if our group jumped out of the health insurance group, it will be even higher for the rest of the city. The city plan will not likely be removed which costs each department more in premiums.

Result: Approved

Motioned: Amanda Moran

Seconded: Amie Wolf

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		

Attachments:

1 Increase_BOH_2026.09.03.xlsx

8 New Business**8.1 First Reading of the Food and Environmental Health Fees for 2027**

Matt Schwab, REHS, Director of Environmental Health

Motion to approve the first reading of Resolution 2026-179 which allows the Galion City Health Department to establish Environmental Health Fees for 2027, including license fees for food, pools, body art, etc. based on cost analysis as presented by ____ Second by _____ Roll Call Vote Needed

Minutes:

Matt explained how he came to the numbers using 2025 data to do cost analysis to determine license fees for 2027.

This is the first reading for discussion. The October meeting will be the public meeting where all operators will receive the proposed fee by mail.

Result: Approved

Attachments:

Res_2026-179_EH_and_Food_Fees_2027.docx



Tuesday, September 8, 2026 7:30am - 8:30am

8.2 Motion to Approve Resolution to Allow Board President to Sign Fiscal

Andrea Cinadr, Health Commissioner

Motion to approve Resolution 2026-180 to allow the GCHD Board President to sign for fiscal, mainly payroll, in the absence of the health commissioner as presented by _____ Second by _____

Roll Call Vote Needed

Minutes:

ORC states the health commissioner is the only bonded employee to sign for fiscal so this will allow Brian to sign.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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		

Attachments:

[Res 2026-180 BOH Signing Authority.docx](#)**8.3 Motion to Approve Staff Retention Incentives with WF23 Monies**

Andrea Cinadr, Health Commissioner

Motion to approve staff retention/sign-on incentives as attached during the first non-payroll week in October, 2026 as approved by the additional Workforce 23 ODH Grant monies allows as presented by _____ Second by _____

Roll Call Vote Needed

Minutes:

The incentive is 3% or \$1500 whichever is less of each employee's salary.

Amie Wolf asked why Crystal Marks is getting one, I did say we could change it to a sign-on incentive, but that it does not really matter. Each employee will need to sign something saying she will stay at least 6 months to a year or pay it back. Shellie says it should be a year minimum.

Result: Approved

Motioned: Amie Wolf

Seconded: Amanda Moran



Tuesday, September 8, 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		

Attachments:

[WF23 2026 Retention Incentive BOH 2026.09.03.xlsx](#)
[WF23 2026 Retention Incentives PAF.pdf](#)

8.4 Approval to Purchase STARC Real Wall Dividers with Doors

Andrea Cinadr, Health Commissioner

Motion to approve the Capital purchase of the STARC real wall systems attached (minus the tax) using 340B funds to create more tolerable office space within our current space for two rooms as presented by_____Second by_____Roll Call Vote Needed

Minutes:

There was some discussion, and they agreed it looks like a good solution to our issues with office space.

Result: Approved

Motioned: Amanda Moran

Seconded: Heidi Matney

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		

Attachments:

[Health Department quote.pdf](#)



Tuesday, September 8, 2026 7:30am - 8:30am

8.5 Acceptance of PRN Resignation and Permission to Post and Fill PRN Vacancy

Andrea Cinadr, Health Commissioner

Motion to accept the resignation of PRN, Marcia Hykes and permission for the health commissioner to post and fill the PRN created vacancy as presented by _____ Second by _____ Roll Call Vote Needed

Result: Approved

Motioned: Amanda Moran

Seconded: Shellie Burgin

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		

Attachments:

[Resignation_PAF_090926.pdf Relinquishment_for_PRN_position_.pdf](#)**8.6 Approval of the New Director of Nursing, Crystal Marks, RN**

Andrea Cinadr, Health Commissioner

Motion to approve the hiring of Crystal Marks, RN as the new GCHD Director of Nursing beginning September 9, 2026 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		
Heidi Matney, Board Member	X		
Amie Wolf, BOH Member	X		

Attachments:

[Marks Crystal_Welcome_DON.docx RN_License_Verified_082426.pdf](#)



Tuesday, September 8, 2026 7:30am - 8:30am

9 Next Scheduled Board of Health Meeting

October 13, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.

Galion City Council-September 8, 2026 7:00pm

Police, Fire, Health Subcommittee Meeting is scheduled for September 23, 2026 at 7:00pm in Council Chambers

Finance Meeting - September 23, 2026 at 7:00pm

Minutes:

Correction : Finance and PHF is September 16th

Result: Approved

Attachments:

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

10 Adjournment

Minutes:

Brain made a motion to adjourn the meeting at 8:30am.

Result: Approved

X

Andrea Cinadr
Health Commissioner

X

Brian Saterfield
Mayor, President BOH



Tuesday, September 8, 2026 7:30am - 8:30am