Galion Board of Health Meeting

galion city
HEALTH DEPARTMENT

October 13, 2026 7:30am - 8:30am

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

Absent: Amanda Moran, Board Member

1 Call to Order

Minutes:
We had to wait on a quorum.
Brian called the meeting to order at 7:51am.

Result: Approved

2 Approval of Consent Agenda

Motion to approve the consent agenda for October 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: 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		

2.1 Health Commissioner Report

Andrea Cinadr, Health Commissioner

See attached Health Commissioner Report.
_____September_2026_HC_Monthly_Report.pdfPHAB_Confirmation_of_Receipt_of_Annual_Report_Submission_Feedback_Next_Steps.pdf

2.2 Nursing Division Report

Crystal Marks, RN DON

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

Result: Approved
Attachments:
Nursing_Monthly_Report_September.pdf

2.3 Environmental Division Report

Matt Schwab, REHS, Director of Environmental Health

See attached Environmental Division Report.

Result: Approved
Attachments:
September_EH_Report_09.03.2026.pdf

2.4 STI/HIV Grants Monthly Updates

Sarah Miley, Reproductive Health & Wellness Program Manager

Result: Approved
Attachments:
STI_HIV_Sept_2026_BOH.pdf

2.5 Outreach Reports

Result: Approved
Attachments:
Outreach_Report_-_Save_a_Life_Day_September_2026.docx

2.6 Legislative Updates

See attached legislative updates from AOHC

Result: Approved
Attachments:
AOHC_Updates.pdf

2.7 Contracts

Andrea Cinadr, Health Commissioner

Contracts that were entered into by the Health Commissioner.

Result: Approved
Attachments:
New_QCare_Providers_MOU_s_-_audit.pdf New_QCare_Providers_MOU_spart_1-_signed.pdf
New_QCare_Providers_MOU_s part_2 -_signed.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) availablevirtually 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
https://www.340bpvp.com/340b-university/online-learning https://phf.org/programs/ai-in-public-health/

Result: Approved

Attachments:
BOH_CE_Sign-off_TEMPLATE.docx

2.9 Policies/ Procedures Reviewed/ Revised (NOT requiring BOHapproval)

Andrea Cinadr, Health Commissioner

Result: Approved
Attachments:
Infectious_Disease_ODH_Doc_Usage_and_Outbreak_Investigation_Policy.pdf

3 Approval of the Agenda

Andrea Cinadr, Health Commissioner
Motion to approve the agenda, as ameded, adding 4.1 and the attached initial GCHD Budget, for October 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: Heidi Matney
Seconded: Amie Wolf

Voter	Yes	No	Abstained
Shellie Burgin, President Pro Tempore	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 September 8, 2026 GCHD Board of Health Meeting Minutes as presented by_____Second by _____
Roll Call Vote Needed

Result: Approved
Motioned: Shellie Burgin
Seconded: Amie Wolf

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

Attachments:
090826_draft_minutes.pdf

4.1 Approval of Board of Health Special Meeting Minutes

Andrea Cinadr, Health Commissioner

Motion to approve the Special GCHD Board of Health Meeting Minutes from October 7, 2026 as presented by____Second by_____
Roll Call Vote Needed

Result: Approved
Motioned: Heidi Matney
Seconded: Shellie Burgin

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

Attachments:
Special_BOH_Mtg_100726_minutes.pdf

5 Approval of Finance Reports

Terri Murphy, Administrative Services Director/Vital Stats Registrar
Motion to approve the September 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: Amie Wolf
Seconded: Heidi Matney

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

Attachments:
Fiscal_Report_2026.9.pdf

6 Old Business

6.1 Second Reading of the Food & Environmental Health 2027 Fees

Matt Schwab, REHS, Director of Environmental Health

Motion to approve the second reading(public meeting) of the food and environmental health 2027 fees as presented by _____Second by_
Roll Call Vote Needed
Result: Approved

Motioned: Amie Wolf
Seconded: Heidi Matney

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

Attachments:
Res_2026-179_EH_and_Food_Fees_2027.docx

6.2 Strategic Plan Draft Goals & Objectives

Andrea Cinadr, Health Commissioner

Discussion of the Strategic Plan 2027-2029

Result: Approved
Attachments:
GCHD_Strategic_Plan_Draft_Objectives_Ready_for_Feedback.pdf

7 New Business

7.1 Motion to Accept Brandi Riddlebaugh, RN as PRN

Andrea Cinadr, Health Commissioner

Motion to accept Brandi Riddlebaugh in the PRN position left vacant from Marcia Hykes effective September 14, 2026 as presented by_____Second by_____
Roll Call Vote Needed

Minutes:
Brandi will mainly be providing car seat classes to those in Crawford County.

Result: Approved
Motioned: Shellie Burgin
Seconded: Amie Wolf

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

Attachments:
Brandi_PRN.pdf

7.2 Motion to Approve Initial GCHD 2027 Budget

Terri Murphy, Administrative Services Director/Vital Stats Registrar

Motion to approve the initial GCHD 2027 Budget* as presented by_____Second by
Roll Call Vote Needed
*Attachment to come

Minutes:
The motion was approved as the budget being a living document as it may be amended by council and/or unexpected budgetary changes that will be approved again if necessary.
Terri explained that the ask from the city will remain at $300,000 again this year but it is only because we have the additional grants through 2027.

Result: Approved
Motioned: Amie Wolf
Seconded: Heidi Matney

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

Attachments:
HEALTH_BUDGET_WORKSHEET_2027_-_WORKING_COPY.xlsx

7.3 Motion to Approve Out of State Travel

Matt Schwab, REHS, Director of Environmental Health

Motion to approve out of state travel for Matt in November (part of the FDA grant) as presented by__Second by_
Roll Call Vote Needed
Result: Approved
Motioned: Shellie Burgin
Seconded: Heidi Matney

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

Attachments:
Matt_Schwab_Travel_Form_11.04.2026.pdf
Per_Diew_Rates_for_Fairfax VA.pdf

7.4 Approval to Fill Part time Clerical MA Vacancy

Andrea Cinadr, Health Commissioner

Motion to approve filling the Clerical MA vacancy, at a minimum through November 2027. Andy attended the Civil Service Commission and was given permission to fill without testing as presented by _____Second by_____
Roll Call Vote Needed

Result: Approved
Motioned: Shellie Burgin
Seconded: Amie Wolf

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

Attachments:
Medical_Assistant_Front_Office_09-29-2026.docx

7.5 Approval of Capital Purchase, GCHD Server Replacement

Andrea Cinadr, Health Commissioner

Motion to approve the capital purchase from our IT, ES Consulting, a new server with quote attached as presented by_____Second by_____
Roll Call Vote Needed

Minutes:
Motion was amended to approve the capital purchase for a new server up to $34,043.16, but would like the GCHD to get comparable quotes first.

Result: Approved
Motioned: Amie Wolf
Seconded: Heidi Matney

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

Attachments:
ESIQ11812_QuoteValet_2026-09-14T18-21.10Z.pdf

7.6 Approval of Pay Increase for Part Time Clerical MA

Andrea Cinadr, Health Commissioner

Motion to approve a $1.00 per hour pay increase to Kori Gillam, part time Clerical MA effective the pay period beginning 10/18/26 as presented by_____Second by_____ Roll Call Vote Needed

Minutes:
Andy explained that she used the AOHC salary survey, and this particular position was underpaid for similar sized health departments in Ohio. This $1.00 per hour will bring her to the lower end of the average.

Result: Approved
Motioned: Amie Wolf
Seconded: Heidi Matney

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

Attachments:
K._Gillam_PAF.pdf

7.7 Approval of Changing December BOH Mtg Date

Andrea Cinadr, Health Commissioner

Motion to allow the health commissioner to change the regularly scheduled December Board Meeting to a Special BOH meeting on a different date due to my unavailability on 12-8-2026. My suggestions are as follows: 12-9-26 or 12-10-26 at 5pm or 12-10 or 12-11 at 7:30am as presented by_____Second by_____ Roll Call Vote Needed

Minutes:

The motion was approved to choose Thursday, December 10th at 7:30am to reschedule the regular BOH meeting as a Special BOH meeting.

Result: Approved
Motioned: Amie Wolf
Seconded: Heidi Matney

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

7.8 Approval to Change and Upgrade Phone Services

Andrea Cinadr, Health Commissioner

Motion to approve the health commissioner to enter into contract for upgraded phone services (not specifically with the attached vendor) but approval to move away from Black Box, our current provider as presented by _____Second by_____
Roll Call Vote Needed

Minutes:
Get comparable quotes. TABLED

Result: Tabled
Attachments:
Galion_City_Health_Dept_-_Phone_Proposal_-_09292026.pdf

7.9 Approval of Artificial Intelligence Agency-Use Policy

Andrea Cinadr, Health Commissioner

Motion to approve the GCHD AI Agency-Use policy as attached to allow use as a support tool as presented by _____Second by_____
Roll Call Vote Needed
Result: Approved
Motioned: Amie Wolf
Seconded: Shellie Burgin

Attachments:
GCHD_Artificial_Intelligence_use_POLICY_AND_PROCEDURE_10072.docx CHAI_OpenAI_License_-_1_license_per_LHD.pdf

8 Next Scheduled Board of Health Meeting

November 9, 2026 at 7:30am Galion City Health Department Board Room See attached GCHD BOH meeting dates.
Galion City Council-October 13, 2026 7:00pm
Police, Fire, Health Subcommittee Meeting is scheduled for October 21, 2026 at 7:00pm in Council Chambers Finance Meeting - October 21, 2026 at 7:00pm

Minutes:
Shellie corrected that the next BOH meeting is November 10th, not the 9th.

Result: Approved
Attachments:
2026_Board_of_Health_Meeting_Dates.docx

9 Adjournment

Minutes:
Brian adjourned the meeting at 8:43am. Result: Approved

X _____
Brian Saterfield
Mayor, President BOH

X _____
Andrea Cinadr
Health Commissioner