Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, June 22, 2023, at the Seneca County General Health District, Basement Conference Room A, 92 E Perry St, Tiffin, OH 44883. With a quorum present, Board Vice President Dr. Zachary West called the Board's regular meeting to order at 6:00 pm. The Board then recited the Pledge of Allegiance.

Dr. Zachary West started the meeting by reading the Mission Statement in the Seneca County Board of Health bylaws:

> The Seneca County General Health District, in collaboration with its citizens, promotes wellness, prevents disease, protects the environment, and assures access to quality health care.

Welcome new Board of Health Member

Dr. West welcomed new Board of Health member Mr. Bob Podach, who is a representative for the city of Fostoria. Mr. Podach introduced himself and gave a brief summary of his professional and personal background.

Board Members Roll Call:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Dr. Sarah Sewell– Excused	Natasha Vitte - Yes	Allen Weinandy – Yes
Dr. Zachary West–Yes	Dr. Clay Wolph – Yes arrived at 6:02	

Others Present:

Laura Wallrabenstein, MA, RS, Interim Health Commissioner, Director of Environmental Health
Anita Gaietto, BBA, Fiscal Director
Andrea Barrell, BSN, RN, Director of Nursing
Trisha Kahler, RD, LD, WIC Director
Erika Handru, communication specialist
Lisa England, Registrar

Presentation Commissioner Tyler Shuff

Commissioner Tyler Shuff gave two slideshow presentations, the first being on the Appointment of Board of Health members. Commissioner Shuff explained that the make up of the Board of health and who appoints the board members. His next was on the 2022 Sunny Farms Landfill break down of disposal fees. Commissioner Shuff felt it was important to review these fees to help keep the public informed.

Dr. West questioned the draft policy that was presented to DAC members and was tabled at their March 2023 DAC meeting. Dr. West handed out draft copies of Geographic Representation on Seneca County Board of Health Policy to the board.

Dr. West made a motion to have Dr. Wolph communicate with the DAC that the Board feels the draft policy, Geographic Representation on Seneca County Board of Health, purposed at the March 2023 DAC meeting is unnecessary for diversity on the Board of Health. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – abstain	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

CONSENT AGENDA:

Approval of Consent Agenda

Mr. Lyons made a motion to approve the Consent Agenda:

1. Minutes from Previous Meetings 05/25/2023
2. WIC Division Report – Trisha Kahler, RD, LD
3. Nursing Division Report – Andrea Barrell, RN, BSN
4. Environmental Division Report (including Landfill report) - Laura Wallrabenstein, MA, REHS
5. Health Planning and Promotion Section Report (Harold Huffman, PhD)
6. Interim Health Commissioner Activity Report– Laura Wallrabenstein, MA, REHS

Mrs. Posey seconded the motion. The motion carried unanimously.

ACTION AND DISCUSSION ITEMS

Public Records Request

Dr. Wolph reviewed three records requests that had been submitted in the previous month.

Board of Health Committee Assignments

Dr. Wolph reviewed the environmental committee and the Personnel Committee assignments. Then appointed Mr. Podach as chair of the finance committee with Mr. Weinandy and Dr. Sewell also as members of the finance committee.

Dr. West made a motion to approve the committee assignment as presented by Dr. Wolph. Mr. Weinandy seconded the motion. The motion carried unanimously

Personnel Actions

Resolution 2023.13

Resolution 2023.13 Approving Employment of Amy Kurtz, Full-Time, Environmental Health Clerk 1, effective 06/05/2023.

Dr. West made a motion to approve resolution 2023.13. Mrs. Vitte seconded the motion. The motion carried unanimously.

Resolution 2023.14

Resolution 2023.14 - Approving Termination of Employment of Amy Kurtz, Full-Time, Environmental Health Clerk 1, effective 06/09/2023.

Dr. West made a motion to approve resolution 2023.14. Mrs. Posey seconded the motion. The motion carried unanimously.

Resignation

Accept the resignation of Caroline Quinter, Part-time Vital Statistics Clerk/Deputy Registrar, effective 07/14/2023.

Dr. West made a motion to approve the resignation. Mrs. Vitte seconded the motion. The motion carried unanimously.

Retirement

Accept resignation for purposes of retirement by Laura Wallrabenstein, MA, REHS, Director of Environmental, Interim Health Commissioner, effective 07/31/23.

Dr. West a motion to approve the resignation for the purpose of retirement. Mrs. Posey seconded the motion. The motion carried unanimously.

Resolution 2023.15

Resolution 2023.15 – Approving a one-time bonus for Laura Wallrabenstein, MA, REHS, Director of Environmental, Interim Health Commissioner.

Dr. West made a motion to approve resolution 2023.15. Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Resolution 2023.16

Resolution 2023.16 – expressing appreciation to Laura Wallrabenstein, MA, REHS, Director of Environmental, Interim Health Commissioner.

Dr. West made a motion to approve resolution 2023.16. Mrs. Vitte seconded the motion. The motion carried unanimously.

Executive Session

Dr. West made a motion to go into executive session at 6:40 for the purpose of discussing personnel matters related to the employment of a Health Commissioner, including an employment contract, and to discuss and consider the communications specialist position as a full-time position. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Stated that they would ask candidates to join the session as needed.

Mrs. Julie Richards was asked to join the executive session.

At Dr. Wolph announced the return from the executive session at 7:35 pm. He stated no action was taken.

Dr. West made a motion to approve the hiring of Mrs. Julie Richards, MA, LSW, LPCC, Health Commissioner effective 07/31/2023. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – abstain	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion to approve the Employment Contract for Julie Richards, MA, LSW, LPCC, Health Commissioner , 07/31/2023-06/30/2026. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – abstain	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. Wolph read resolution 2023.17 to promote Erika Handru from part time Health Communications specialist/Health Educator 2 to Full Time Health Communications specialist/Health Educator 2, effective July 1, 2023, after an internal posting of the position per the Recruitment and Selection Policy for the indicated 7 days and pending no other equally qualified applications are received.

Dr. West made a motion to approve resolution 2023.17. Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion for Dr. Wolph to sign resolution 2023.17 on the Board's behalf. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

POLICY ACTIONS

Medical Freedom Policy

After attending the staff meeting in June, Dr. West gave a Draft Policy to Clemans Nelson and Associates Inc. They are still reviewing the policy, so the board chose to table till the next meeting.

Out of county travel

Dr. West made a motion to approve the following out of county travel:

1. Northwest Ohio Regional Emergency Response Coordinators meeting-5/28/2023-Norwalk, OH-$50.00 for Harold Huffman
2. 3rd MRC Regional Workshop – Indianapolis, IN – 6/13-6/14/2023 – $0.00 – all travel costs paid by NACCHO for Harold Huffman
3. Solid Waste District Policy meeting – Fremont, OH – 6/13/2023 - $30.00 for Laura Wallrabenstein
4. New employee training mileage and registration – Marysville, OH - 7/18/2023 - $185.00 – for Sarah Clouse, Sara Brown and Lori Clouse
5. Orientation for Nurses New to Ohio Schools – Dublin, Ohio on 8/4/23 and virtual 8/11 and 8/14/23 - $110.00 – for Sarah Clouse, Sara Brown, and Lori Clouse

Mrs. Posey seconded the motion. The motion carried unanimously.

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Financial Transactions

Payment of Bills

Mr. Lyons made a motion to approve the May 2023 bills as presented. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Approval of May Intra-Fund Transfers (Appropriation Transfers)

Dr. West made a motion to approve the following Intra-Fund Transfers:

1. $200.00 from 7142-0717-5306-00 (PHEP-contract services) to 7142-0717-5307-00 (PHEP-travel)
2. $5,000.00 from fund 7060-0705-5102-00 (General Fund-salaries) to 7060-0705-5306-00 (General Fund-contract service)

Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Supplemental Appropriations

Mr. Weinandy made a motion to approve the following Supplemental Appropriations

1. Fund 7092-Get Vaccinated Grant $13,027.75
2. Fund 7142 – Public Health Emergency Preparedness grant $31,726.27

Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Contracts and Agreements

Dr. West made a motion to approve the following contracts:

1. National Association of County and City Health Officials, for Medical Reserve Corp ORA services, effective upon signatures thru 09/29/2023 not to exceed $5,000.00 (payee)
2. Mohawk Local School District, for nursing services, 07/01/2023-06/30/2024, not to exceed $50,715.00 (payee)
3. Oriana House, Inc., CROSSWAEH, for nursing services, 07/01/2023-06/30/2024, not to exceed $27,195.00 (payee)
4. Ohio Department of Health, for the 2nd continuation of Naloxone services, 04/01/2023 - 06/30/2023; not to exceed $20,000.00 (payee)
5. Allen Excavating, Inc., for demolition services, 06/23/2023-12/31/2023, not to exceed $11,000.00 (payer)
6. Bridges Community Academy, for nursing services, 07/01/2023-06/30/2024, not to exceed $2,572.50 (payee)

7. Motion to retain Van Kley Law, LLC and Haak Law LLC to represent the Seneca County General Health District in the appeal by WIN Waste Innovations of Seneca LLC of its landfill license at the Environmental Review Appeals Commission, Case No. 23-7181

Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Scott Lyons – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Natasha Vitte - Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Public Comment - none

Dr. West made a motion to adjourn the meeting at 7:50pm. Motion carried.

The next Board of Health meeting is scheduled for July 27, 2023, at 6:00 pm. at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883.

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Board of Health President Board of Health Secretary