Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, May 25, 2023, at the North Central Ohio Education Service Center, 928 W Market St, Tiffin, OH 44883. With a quorum present, Board President Dr. Clay Wolph called the Board's regular meeting to order at 6:00 pm. The Board then recited the Pledge of Allegiance.

Board Members Roll Call:

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

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
Lisa England, Registrar
Betsy Miller, RN

Dr. Clay Wolph 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.

Executive Session

Dr. West made a motion to go into executive session at 6:01 for the purpose of discussion with legal counsel for pending court action. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

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

The Board Invited Laura Wallrabenstein, Interim Health Commissioner, Director of Environmental Health and Legal Counsel, Mr. William Haak and Mr. Jack Van Kley to stay for the executive session.

At 8:10 Dr. Wolph announced the return from the executive session. No action was taken during the executive session.

Dr. West made a motion for the withdrawal of the proposed denial of the 2023 Operating License of WIN Waste Innovations of Seneca County and issue a new license with special conditions for 2023. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

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

Dr. West made a motion to authorize William Haak and Jack Van Kley to represent the Seneca County Board of Health as legal counsel for two mandamus cases (2023-0676) and (2023-6017)

before the Ohio Supreme Court. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

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

Commissioner Bill Frankart's presentation for OSS Solid Waste District

Commissioner Frankart spoke on behalf of the commissioners to work with the Board of Health and the OSS Solid Waste District on funds to help monitor the landfill. He would like the board to work on the list of how the funds could be used for monitoring the landfill and present it to the OSS Solid Waste District. Commissioner Frankart would like to see all entities work together.

Continuing Education

Betsy Miller RN, Public Health nurse, gave a presentation explaining the Children with Medical Handicaps Program (CMH). She explained who is eligible for the program and the services available through this program. She then explained her role as a public health nurse with the CMH program and ways she would like to expand this program. Mrs. Miller then answered questions from the Board and the public.

CONSENT AGENDA:

Approval of Consent Agenda

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

1. Minutes from Previous Meetings 04/27/2023 and 05/15/2023
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

Resolution for Disclosure of Public Record Requests

Dr. West introduced for discussion to the board a plan for public records request. Dr. West discussed how some townships and the County Commissioners have started to present records requests at their meetings, what requests were filed and what the nature of those requests are, to make everyone aware of the requests.

Dr. West made a motion to include the records request at each meeting that had been severed to the district or the board the preceding month. Mrs. Vitte seconded the motion. The motion carried unanimously.

Dr. West also made the board aware of the records request from WTOL. One part of this request included emails of Board members.

Resolution 2023.10 in Support of Ohio Senate Bill 119

Dr. Wolph presented to the Board Resolution 2023.10 in support of Ohio House Bill 119.

Dr. West made a motion to approve Resolution 2023.10 in support of Ohio House Bill 119 as presented. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

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

Resolution 2023.11 Consideration of Management Consultant Agreement, Vote to authorize. Retroactive to 05/15/2023

Dr. Wolph presented to the Board Resolution 2023.11.

Dr. West made a motion to approve Resolution 2023.11 to enter into a management consultant agreement with Clemans, Nelson, and Associates, Inc. retroactive to 05/15/2023. Mrs. Vitte seconded the motion. The motion carried unanimously.

PERSONNEL ACTIONS

Dr. West made a motion to approve the following Personnel Action:

1. Accept the resignation of Austin Nainiger, Full-Time, Environmental Health Specialist in Training, effective 05/26/2023

Dr. Sewell seconded the motion. The motion carried unanimously.

Approve Separation Agreement for Anne Goon

Dr. West made a motion to withdraw the April 27, 2023 motion to terminate the contract between the Seneca County Board of Health and Anne F. Goon and approve the Separation Agreement for the resignation of Anne F. Goon. Mr. Lyons seconded the motion. The motion carried unanimously.

Approve Interim Health Commissioner

Dr. West made a motion to Approve Laura Wallrabenstein, MA, REHS as Interim Health Commissioner effective 04/28/2023. Mrs. Posey seconded the motion. The motion carried unanimously.

Policy Action

Mrs. Wallrabenstein presented a HSTS variance request that was in her report at:

1. 4365 E CR 34, Green Springs, Ohio, owned by Austin and Diana Podach. The homeowner wishes to install his own septic system. They are building a new home on 14 acres and will have a gravity leach field. The owner has taken a test and become a "registered installer" just for his own system. He does not need to be bonded or insured like commercial installers would be.

Dr. West made a motion to approve the HSTS Variance. Dr. Sewell seconded the motion. The motion carried unanimously.

Out of county travel

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

1. Ohio Public Health Association (OPHA) PH Combined Conference - Lewis Center, Ohio - $29.00 for Andrea Barrell – 04/25/23-04/26/23
2. Ohio Buckles Buckeyes Training – Toledo, Ohio - $65.00 for Sherry Jordan – 05/17/2023

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

Financial Transactions

Payment of Bills

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

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

Financial Software upgrade*–Civica CMI software platform – estimated at $49,900.00

Mrs. Gaietto explained the software upgrade for CMI Accounting software and the company was upgrading their platform. She stated that the last upgrade was in 2009 and that this upgrade will be more user-friendly. There is grant money that will cover this upgrade.

Mrs. Vitte made a motion to approve the financial software upgrade. Dr. Sewell seconded the motion.

The motion carried upon roll call vote:

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

Approval of April Intra-Fund Transfers (Appropriation Transfers)

Mrs. Vitte made a motion to approve the following Intra-Fund Transfers:

1. $2,200.00 from 7164-0709-5309-00 (HSTS other expenses) to 7164-0709-5303-00 (HSTS – supplies)
2. $2,400.00 from 7092-0712-5102-00 (Get Vaccinated salaries) to 7092-0712-5308-00 (Get Vaccinated advertising)
3. $205.00 from 7164-0709-5102-00 (HSTS salaries) to 7164-0709-5303-00 (HSTS supplies)
4. $2,278.00 from 7165-0724-5306-00 (Seneca Health Alliance contract service) to 7165-0724-5309-00 (Seneca Health Alliance other expenses)
5. $1,000.00 from 7164-0709-5102-00 (HSTS salaries) to 7164-0709-5303-00 (HSTS supplies)
6. $10,000.00 from 7060-0705-5309-00 (General fund other expenses) to 7060-0705-5306-00 (General Fund contract service)

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

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

Resolution 2023-12

Dr. Wolph read resolution 2023-12.

Mrs. Gaietto explained that resolution 2023-12 is to name the fiscal director as an authorized official for the Visa Card. The changes voted at last meeting could not be made due to the Health

Commissioners name on the card. The Bank requires that the entity name and the official's name must be on the card.

Mrs. Posey made a motion to approve Resolution 2023.12 Resolution Naming Authorized Officer for Credit Cards. Dr. Sewell seconded the motion. The motion carried unanimously. The motion carried upon roll call vote:

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

Supplements

Dr. Wolph presented the following supplements

1. Fund 7089 – Construction and Demolition Debris - $448,000.00
2. Fund 7142 – Public Health Emergency Preparedness - $22,105.69

Mrs. Gaietto explained the amounts of the supplements.

Dr. Sewell made a motion to approve the supplements as presented. Dr. West seconded the motion. The motion carried upon roll call vote:

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

Contracts and Agreements

Mr. Lyons made a motion to approve the following contracts:

1. The Lamar Companies, for billboard advertising, 05/03/2023-06/27/2023, not to exceed $2,650.00 (payer)
2. Seneca Regional Planning Commission, for home sewage treatment systems grant services, effective upon signature-until the agreement is fully satisfied, not to exceed $500.00 per system or $375.00 per tap-in (payer)
3. Wood County Health District, for PHEP EPI services, 07/01/2023-06/30/2024, not to exceed $15,820.00 (payer)
4. Ohio Department of Commerce, Division of Industrial Compliance, for manufactured home park inspections, 07/01/2023-06/30/2025, not to exceed $10,000.00 for fiscal year 2024 and not to exceed $10,000.00 for fiscal year 2025 (payee)
5. Geophyta, Inc., for H2Ohio home sewage treatment systems soil evaluation & system design (Vogel property), 05/18/2023-07/01/2023, not to exceed $2,970.00 (payer)
6. Allen Excavating, Inc., for demolition services, 06/01/2023-12/31/2023, not to exceed $11,500.00 (payer)
7. Laura Bogard, BSN, RN, for Reaccreditation Coordinator services, 5/26/2023-12/31/2023, not to exceed $3,425.00 (payer)

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

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

Introduction of Medical Freedom Policy

Dr. West introduced the policy in a draft format to the board for them to review. It is being presented to insure medical freedoms of the staff. He would like to get feedback from the staff on this policy and plan to attend the next staff meeting. The board decided to table this policy till June.

Public Comment

Mrs. Platt thanked the board and staff for their hard work and determination.

Dr. West made a motion to adjourn the meeting at 8:47pm. Motion carried.

The next Board of Health meeting is scheduled for June 22, 2023, at 6:00 pm.

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Board of Health President Board of Health Secretary