Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, September 28, 2023, at Seneca County General Health District, 36 Fair Lane, Tiffin, OH 44883. With a quorum present, Board President Dr. Clay Wolph called the Board's regular meeting to order at 6:00 pm.

A. Welcome and Mission Statement

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."

B. 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	Dr. Traci Stark - Yes

C. Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Others Present

Julie Richards, MA, LSW, LPCC/S, Health Commissioner
Anita Gaietto, BBA, Fiscal Director
Andrea Barrell, BSN, RN, Director of Nursing
Trisha Kahler, RD, LD, WIC Director
Erika Handru, BA, Communications Specialist
Dainna Raye, BS, REHS, Director of Environmental Health

D. Executive Session

Dr. West made a motion to go into executive session at 6:01 pm for the purpose of discussing employee compensation. Natasha Vitte seconded the motion. The motion passed upon roll call vote:

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

The Board asked that Julie Richards attend the executive session.

Dr. Wolph announced the return from the executive session at 6:15 pm. He stated no action was taken.

E. Continuing Education

There was no continuing education.

F. Approval of Consent Agenda

Dr. West made a motion to approve the Consent Agenda.

1. Minutes from Previous Meetings 08/24/2023

2. WIC Program Report – Trisha Kahler, RD, LD
3. Nursing Section Report – Andrea Barrell, RN, BSN
4. Environmental Health Section Report (no written report) – Dainna Raye, REHS
5. Health Commissioner Report – Julie Richards, MA, LSW, LPCC/S
6. Health Planning and Promotion Section Report (Harold Huffman, PhD)

Robert Podach seconded the motion. The motion passed unanimously.

G. Action and Discussion Items

1. Public Records Request

Mrs. Handru presented one public records request made to the board for the prior month. The request was for electronic copies of all public records requests made by Ben Nutter/Win Waste Innovations/ Sunny Farms Landfill from 1/1/22 to present. The request is currently being fulfilled.

2. Personnel Actions

Dr. Zachary West made a motion to increase the weekly hours of the Fiscal Director from 36 to 40. The motion was seconded by McKenzie Posey. The motion passed upon roll call vote:

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

Dr. Zachary West made a motion to increase the weekly hours of the Nursing Director from 36 to 40. The motion was seconded by Natasha Vitte. The motion passed upon roll call vote:

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

Dr. Zachary West made a motion to approve Resolution 2023.19, Employment of Dainna Raye, BS, REHS, as full-time Environmental Health Director, effective 09/18/2023. The motion was seconded by Dr. Traci Stark. The motion passed upon roll call vote:

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

Dr. Zachary West made a motion to approve Resolution 2023.20, Employment of Cailtin Dennison as full-time Epidemiologist, effective 10/10/2023. The motion was seconded by McKenzie Posey. The motion passed upon roll call vote:

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

Board members discussed health insurance rates and HAS contributions for 2024.
Dr. Zachary West made a motion to approve Resolution 2023.21, Health Insurance Rates and HSA contribution for 2024. The motion was seconded by Dr. Traci Stark. The

motion passed upon roll call vote:

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

3. Policy Actions

a. The board had the first reading of the proposed 2024 food fees. Robert Podach suggested rounding the amounts of the fees. The table reviewed and discussed is below:

FOOD SERVICE CATEGORY	CURRENT LOCAL FEE	2024 FEE based on Cost Analysis	2024 Proposed fee *
Commercial Risk 1 <24,999 sq. ft.	**$138.83**	**$169.46**	**$166.60**
Commercial Risk 1I <24,999 sq. ft.	**$156.86**	**$191.46**	**$188.18**
Commercial Risk 1II <24,999 sq. ft.	**$303.22**	**$370.05**	**$364.05**
Commercial Risk 1V <24,999 sq. ft.	**$385.41**	**$470.35**	**$462.49**
Commercial Risk I >25,000 sq. ft.	**$202.28**	**$246.88**	**$242.92**
Commercial Risk II >25,000 sq. ft.	**$213.09**	**$260.08**	**$255.71**
Commercial Risk III >25,000 sq. ft.	**$764.66**	**$933.13**	**$917.59**
Commercial Risk IV >25,000 sq. ft.	**$810.80**	**$989.43**	**$972.96**
Mobile	**$225.00**	**$357.70**	**$270.00**
Vending	**$12.67**	**$13.49**	**$13.49**
Temporary	**$70.00**	**$70.00**	**$70.00**

Late Fee: 25% of Local Fee.

Plan Review Fees: Class 1 or 2 = $250.00 **Class 3 or 4 = $300.00**

b. Dr. Zachary West presented Resolution 2023.22 Mask Mandate Resolution. He explained that the resolution is against compulsory mask wearing. He presented data that shows wearing masks makes little to no difference in the spread of respiratory viral infections. He said the resolution would provide reassurance to the population that there will not be a future mask mandate. Scott Lyons asked Dr. Zachary West how wearing masks harms the public. Scott Lyons also said that the resolution is politically driven. Dr. Traci Stark said that the data presented by Dr. Zachary West was an overstatement of evidence and that she didn't see a valid reason for the resolution. She also said that the resolution is a political statement and that she would like to investigate the issue more. Robert Podach said that masks are not effective in stopping the spread of COVID-19. Robert Podach also said it is better to have a policy than to have nothing. Health Commissioner Julie Richards asked health district staff to weigh in on the issue. Nursing Director Andrea Barrell said she believes masks work and that the policy may offer a false sense of security. WIC Director Trish Kahler said it would be hard to balance a possible federal mandate with this policy. Environmental Health Director Dainna Raye said she has worn masks and believe they work. Natasha Vitte suggested the board re-evaluate the policy and possibly add some verbiage.

Dr. Traci Stark made a motion to table Resolution 2023.22 until the October 26, 2023 board meeting. The motion was seconded by Scott Lyons. The motion carried 4-3, with one abstention, upon roll call vote:

Robert Podach – No	Scott Lyons –Yes	Allen Weinandy – Yes
McKenzie Posey – Yes	Dr. Zachary West–No	Dr. Clay Wolph – No
Natasha Vitte – Abstained	Dr. Traci Stark – Yes	

4. Request for Proposals

Allen Weinandy made a motion to table the discussion of proposals to Install/Operate/Maintain Ambient Air Monitoring Stations. The motion was seconded by Robert Podach. The motion passed upon roll call vote:

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

5. Records Retention Schedule

Mrs. Handru presented an updated Records Retention Schedule. The health district's current schedule is from 2010, and the updated schedule includes items not previously listed and also removes items that are no longer kept by the health district. The proposed schedule is up to date with current laws, she said. Once the Records Retention Schedule is approved by the board, it will then go to the Seneca County Records Commission for approval. After that, it moves to Ohio History Connections and then to the Ohio Auditor of State for final approval. Allen Weinandy asked if the board would see the final version of the Records Retention Schedule after it moves through the other three entities. Mrs. Handru said the final schedule would be presented to the board. She also suggested to the board to indicate in its motion that changes could be made to the schedule based on recommendations from the three approving entities.

Robert Podach made a motion to approve and submit the Records Retention Schedule as presented to the Seneca County Records Commission. Natasha Vitte seconded the motion. Dr. Traci Stark stated to President Clay Wolph that she would like to amend the motion on the floor by adding the words "and accept any recommendations by the Seneca County Records Commission, Ohio History Connections and Ohio Auditor of State." The amended motion was seconded by Scott Lyons. The members voted on the amendment as stated by Dr. Traci Stark and it passed unanimously. President Clay Wolph restated the main motion with the approved amendment: "to approve and submit the Records Retention Schedule as presented to the Seneca County Records Commission and accept any recommendations by the Seneca County Record Commission, Ohio History Connections and Ohio Auditor of State." Robert Podach made the motion to approve the amended motion. The motion was seconded by Dr. Zachary West. The motion passed upon roll call vote:

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

6. Out of County Travel

McKenzie Posey made a motion to approve out-of-county travel as presented to the Board in the board packet. Dr. Track Stark seconded the motion. The motion passed upon roll call vote:

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

7. Financial Transactions

Payment of Bills

Allen Weinandy made a motion to approve payment of bills as presented to the Board in the board packet. Natash Vitte seconded the motion. The motion passed upon roll call vote:

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

Cash Advances

Dr. Traci Stark made a motion to approve $10,000.00 from 7060 General Fund to 7092 Get Vaccinated Ohio (9/8/2023). McKenzie Posey seconded the motion. The motion passed upon roll call vote:

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

Intra-fund Transfers

Scott Lyons made a motion to approve the following Intra-fund Transfers:

1. From 7143 Public Health Workforce Grant – salaries to out of county travel - $1,000.00 (8/16/2023)
2. From 7130 MRC – CS Consultant to salaries - $2,500.00 (8/29/2023)
3. From 7092 Get Vaccinated – salaries to hospitalization - $1,000.00 (8/30/2023)
4. From 7092 Get Vaccinated – H.S.A. to hospitalization - $1,200.00 (8/30/2023)
5. From 7145 Covid-19 vaccination salaries to hospitalization - $1,250.00 (8/30/2023)
6. From 7062 Water systems – salaries to software license/service - $40.00 (9/06/2023)
7. From 7069 OSS Solid Waste – out of county travel to software license/service - $15.00 (9/6/2023)
8. From 7164 HSTS-miscellaneous to software license/service - $75.00 (9/6/2023)

Dr. Traci Stark seconded the motion. The motion passed upon roll call vote:

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

Contracts and Agreements

Allen Weinandy made a motion to approve the following contracts:

1. The Baldwin Group, Inc., for software maintenance and support for HDIS program, 10/23/2023-10/22/2024, not to exceed $3,298.47 (payer)
2. The Hospital Council of Northwest Ohio, for community health improvement plan project coordinator services, 08/15/2023 through Spring 2024, not to exceed $11,550.00 (payer)

McKenzie Posey seconded the motion. The motion passed upon roll call vote:

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

H. Public Comments

First to speak was Ben Nutter of Win Waste Innovations. He invited board members to Win Waste Innovations for a tour. Robert Podach asked Ben Nutter why there was a smell the previous week and Ben Nutter said some odors are normal. Dr. Clay Wolph asked Ben Nutter why there was a notice in the paper stating that air pollution control equipment would be shutting down. Ben Nutter said the facility does not shut down equipment. The newspaper notice was presented to Ben Nutter and he said that planned shut-downs are necessary to maintain equipment He said the shut-downs typically last for about two hours.

Next was Deb Tyson of Fostoria. She expressed her concern with the water's smell in Fostoria and said it needs to be examined.

Last was Cassandra Fast of Fostoria. She also expressed concern with the water in Fostoria and said it affects both adults and children. Cassandra Fast also said that masks should not be mandated for everyone, only for those who are sick.

I. Adjournment and Signing of Documents

Allen Weinandy made a motion to adjourn the meeting at 7:42pm. The motion was seconded by Dr. Traci Stark. The motion carried.

The next Board of Health meeting is scheduled for October 26, 2023, at 6:00 pm. at the Seneca County General Health District, 36 Fair Lane, Tiffin, Oh 44883.

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Board of Health President Board of Health Secretary