Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, October 26, 2023, at the Seneca County Regional Planning temporary space, 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.

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.

Board Members Roll Call:

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

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
Dainna Raye, BS, REHS, Director of Environmental Health
Erika Handru, Communication Specialist
Lisa England, Registrar

Executive Session
Dr. West made a motion to go into executive session at 6:01 pm for the purpose of discussing pending litigation. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes	McKenzie Posey –Yes	Dr. Sarah Sewell– Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

The Board asked Julie Richards, Health Commissioner and Erika Handru, Communication Specialist to attend the executive session.

Dr. Wolph announced the return from the executive session at 6:18pm. Dr. Wolph stated no action was taken.

Continuing Education
Commissioner Richards reminded the board of a training on Ohio Sunshine Law and Robert's Rule of Order open to the Board Members and division directors on November 29, 2023 at Terra State Community College.

CONSENT AGENDA:
Approval of Consent Agenda
Mr. Weinandy made a motion to approve the Consent Agenda:

1. Board Minutes 09/28/2023 and 10/03/2023
2. WIC Program Report – Trisha Kahler, RD, LD
3. Nursing Section Report – Andrea Barrell, RN, BSN
4. Environmental Health Section Report– Dainna Raye, BS, REHS
5. Health Commissioner Report – Julie Richards, MA, LSW, LPCC/S
6. Health Planning and Promotion Section Report - Harold Huffman, PhD

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

Robert Podach – Yes	McKenzie Posey –Yes	Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

ACTION AND DISCUSSION ITEMS

Public Records Request

Mrs. Handru presented two public records requests to the board from the previous month. One request was received from WIN Waste Innovations the other was from the Auditor.

Mrs. Handru also added that the records commission will meet on 11/15/2023 and will review the Records Retention policy.

Personnel Actions

Resolution 2023.23

Dr. Sittason Stark made a motion to approve Resolution 2023.23, Employment of Carolyn Tompkins as part time Administrative/Vital Statistics Clerk, effective 10/23/2023. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes	McKenzie Posey –Yes	Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Resolution 2023.24

Mrs. Posey made a motion to approve 2023.24 Approving Employment of Lydia Bruno as full time Environmental Health Specialist in Training, effective 11/06/2023. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes	McKenzie Posey –Yes	Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

2023 Holiday Event Discussion

Mrs. Richards discussed with the board about the upcoming Holiday event and gratitude celebration. She will be gathering more information to present to the Board.

Scheduled increase for Breast Feeding Peer Helper

Mr. Podach made a motion to approve the scheduled increase for Breast Feeding Peer Helper effective 11/04/2023. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes
McKenzie Posey –Yes
Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes
Dr. Zachary West–Yes
Dr. Clay Wolph – Yes

December Board of Health meeting date change request
The board had a brief discussion to move the December 21, 2023 to December 14, 2023.

Mr. Weinandy made a motion to move the December Board Meeting to December 14, 2023. Dr. West seconded the motion. The motion carried unanimously.

POLICY ACTIONS
Resolution 2023.22 Mask Mandate Resolution
Dr. West made a motion to bring back to the table for discussion Resolution 2023.22. Mr. Podach seconded the motion. The motion carried unanimously.

After a brief discussion by the board. Dr. West made a motion to revise the original motion that has been presented to the board. Dr. Sewell seconded the motion. The motion carried unanimously.

The Board discussed the revisions they would make to Resolution 2023.22.

Dr. West made a motion to accept the amendments to Resolution 2023.22. Dr. Sewell seconded the motion. The motion carried unanimously.

Dr. West made a motion to approve the Revised Resolution 2023.22. Mr. Podach seconded the motion. The motion carried unanimously.

Request for Proposals to Install/Operate/Maintain Ambient Air Monitoring Stations to the Seneca County General Health District
Mr. Podach Made a motion to approve Proposals to Install/Operate/Maintain Ambient Air Monitoring Stations to the Seneca County General Health District. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes
McKenzie Posey –Yes
Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes
Dr. Zachary West–Yes
Dr. Clay Wolph – Yes

Condemnation
Mr. Podach made a motion to table the condemnation of 224 S. Polar St. Fostoria Ohio 44830, Owned by Toni Hill 224 S. Poplar St. Fostoria Ohio. Dr. West seconded the motion. The motion carried unanimously.

Second reading of proposed 2024 food fees
The board had the second reading of the proposed 2024 food fees The table reviewed 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**

Out of county travel
Dr. West made a motion to approve the out of county travel as presented to the Board in the board packet. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes
McKenzie Posey –Yes
Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes
Dr. Zachary West–Yes
Dr. Clay Wolph – Yes

Financial Transactions
Verbal report of October Audit Committee Meeting
Mr. Podach gave a report of the Audit committee. The Audit Committee met at 5:15 p.m. prior to the regular meeting. Mr. Podach reported the meeting went very well. There were very few errors found during the past year of quality assurance checks. Mr. Podach and Mr. Weinandy commended the fiscal department for their work.

Payment of Bills
Mrs. Posey made a motion to approve the September 2023 bills as presented. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Robert Podach – Yes
McKenzie Posey –Yes
Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes
Dr. Zachary West–Yes
Dr. Clay Wolph – Yes

Approval of September Intra-Fund Transfers (Appropriation Transfers)
Mr. Weinandy made a motion to approve the following Intra-Fund Transfers:

1. From 7062 Water systems-salaries to contract services - $765.00 (9/29/23)
2. From 7130 MRC-contract services to Medicare - $60.00 (9/29/23)
3. From 7130 MRC-contract services to P.E.R.S - $250.00 (9/29/23)
4. From 7033 Swimming Pools-other expense to in county travel – $25.00 (10/02/23)
5. From 7143 PH Workforce-salaries to out of county travel - $2,000.00 (10/6/23)

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

Robert Podach – Yes	McKenzie Posey –Yes	Dr. Sarah Sewell– Yes
Dr. Traci Sittason Stark – Yes	Allen Weinandy – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. Sittason Stark discussed that she was pleased to see the public feedback after last meeting. She also would like to have them added to the website to make the emails easier for the public to access.

Public Comments

Brenda Kuhn spoke about emailing about the Mask Mandate Resolution.

Mr. Podach made a motion to adjourn the meeting at 7:18pm. Motion carried.

The next Board of Health meeting is scheduled for November 16, 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