Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, December 14, 2023, at the Seneca County General Health District 92 E. Perry 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.

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– Excused	Dr. Traci Sittason Stark – Yes	Natasha Vitte – Yes
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 with legal counsel to discuss pending and imminent court action. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

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

The Board asked Julie Richards, Health Commissioner, Erika Handru, Communication Specialist and Dainna Raye, REHS, Director of Environmental Health to attend the executive session.

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

Landfill License Discussion
The board discussed the landfill license and the proposed conditions to the license.

Dr. West made a motion to approve the Landfill License for 2024 with the proposed conditions. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

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

Dr. Sittason Stark left the meeting at 7:39.

CONSENT AGENDA:

Approval of Consent Agenda

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

1. Board Minutes 11/16/2023
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

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

ACTION AND DISCUSSION ITEMS

Public Records Request

Mrs. Handru stated that she was working on a previous request from WIN Waste Innovations. She also added that the Records retention policy has been approved by the Seneca County Records Commission and is now on to the Ohio History Connection and the Ohio Auditor of State.

POLICY ACTIONS

Second reading of the proposed 2024 Campground fee increases with comparison to surrounding counties(license renewal May 1)

Dr. Wolph read the following proposed 2024 campground fees:

Program Category	Current Local Fee	2024 Fee based on Cost Analysis	**2024 Proposed fee**	Comparison: Henry County, Napoleon OH	Comparison: Wood County, Bowling Green *2022	Comparison: Shelby County *2022
Campground (50 sites or less)	$200.00	$211.12	**$211.00**	$190.00	$380.80	$400.00
Additional Per site (over 50 sites) (campground)	**$1.25**	**$4.22**	**$4.00**	$4.00	$1.00 (base rate is higher)	$6.00
Temporary Campground with 50 sites or less	$100.00	$175.68	**$175.00**	$85.00	$100.00	$125.00
Additional Per site (over 50) (temporary campground)	$1.25	$2.01	**$2.00**	$1.50	$1.00	$.50

Second Reading for the proposed 2024 Swimming Pool/Spa/Special Use pool fee increases in comparison to surrounding counties(License renewal May 1)
Dr. Wolph presented the second reading of the proposed 2024 Swimming Pool/Spa/Special Use pool fees:

Program Category	Current Local Fee	2024 Fee Based on Cost Analysis	**2024 Proposed Fee**	Comparison 1: Henry County, Napoleon OH	Comparison 2: Wood County, Bowling Green OH *2022	Comparison: Shelby County, *2022
Swimming Pool	$200.00	$282.15	**$282.00**	$250.00	$480.00	$450.00
Spa	$200.00	$296.62	**$290.00**	$250.00	$480.00	$450.00
Special Use Pool	$200.00	$204.62	**$204.00**	n/a	$480.00	$450.00
Additional Swimming Pool or Spa License	$100.00	n/a	**$140.00**	$125.00	$355.00	$225.00

Condemnation
Dr. West made a motion to approve the condemnation of the following property:

1. 136 E 4TH St., Fostoria, Ohio 44830
   Owned by Kristina Loar

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

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

Resolution 2023.26 replacing resolution 2001:12

Dr. West made a motion to approve resolution 2023.26 Authorizing the Health Commissioner to suspend a retail food establishment or food service operation license and to define the circumstances under which a license action may occur. Mr. Podach seconded the motion.

Daina Raye explained what updates were done and why they were needed.

The motion carried upon roll call vote:

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

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	Natasha Vitte-Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Financial Transactions

Payment of Bills

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

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

Approval of November Intra-Fund Transfers (Appropriation Transfers)

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

1. From 7062 Water systems – salaries to out of county travel - $200.00 (11/08/23)
2. From 7130 MRC-CS Consultant to salaries - $6,280.00 (11/15/23)
3. From 7062 Water systems – leases to salaries - $440.00 (11/16/2023)
4. From 7062 Water systems – hospitalization to salaries - $260.00 (11/16/23)
5. From 7067 Food Service – hospitalization to O.P.E.R.S - $800.00 (11/16/23)
6. From 7082 WIC – transfers out to Medicare - $40.00 (11/16/23)
7. From 7082 WIC – transfers out to hospitalization - $4,390.00 (11/16/23)
8. From 7082 WIC – transfers out to O.P.E.R.S - $2,400.00 (11/16/23)
9. From 7092 Get Vaccinated – leases to hospitalization - $51.00 (11/16/23)
10. From 7130 MRC – in county travel to O.P.E.R.S. - $300.00 (11/16/23)
11. From 7143 PH Workforce – salaries to O.P.E.R.S - $1,850.00 (11/16/23)
12. From 7143 PH Workforce – leases to O.P.E.R.S - $150.00 (11/16/23)
13. From 7067 Food Service – computer equipment to remit to state - $200.00 (11/20/23)
14. From 7060 General fund- misc. equipment to CS miscellaneous - $175.00 (11/28/23)
15. From 7060 General fund – refunds to special events - $250.00 (12/01/23)

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

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

Resolutions

Resolution 2023:27

Dr. West made a motion to approve 2023:27 Resolution of Engagement with Van Kley, LLC and Haak Law LLC. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

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

Resolution 2023:28

Mr. Weinandy made a motion to approve 2023:28 Resolution Cell Phone Rates and Stipend Payments. Mr. Podach seconded the motion. The motion carried upon roll call vote:

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

Resolution 2023:29

Dr. West made a motion to approve 2023.29 Resolution approving the Longevity Pay Scale. Mrs.

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

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 to following supplemental appropriations:

1. Fund 7082 WIC Grant ($2,260.00)
2. Fund 7092 Get Vaccinated Grant ($7,345.00)
3. Fund 7120 Enhanced Operations ($311,552.00)
4. Fund 7141 Nuisance Abatement ($724.30)
5. Fund 7142 Public Health Emergency Preparedness ($637.87)
6. Fund 7143 Public Health Workforce ($7,000.00)
7. Fund 7145 Covid 19 Vaccination ($43,941.01)
8. Fund 7150 Covid 19 Detection and Mitigation ($228,766.02)
9. Fund 7165 Seneca Health Alliance ($3,916.24)

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

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. Joseph M. Barnett, DBA Barnett Excavating, for home sewage treatment systems installation (Peters property), 11/20/2023-02/17/2024, not to exceed $17,424.00 (payer)
2. Joseph M. Barnett, DBA Barnett Excavating, for home sewage treatment systems installation (Depinet/Norville property), 11/20/2023-02/17/2024, not to exceed $19,524.00 (payer)
3. Great Lakes Community Action Partnership, for Fostoria building lease, 01/01/2024-12/31/2024, not to exceed $22,523.28 (payer)
4. Ohio District 5 Area Agency on Aging, Inc., for Health Assessment services, 01/01/2024-12/31/2024 not to exceed $4,615.00 (payee)
5. Ohio Department of Health for Medicaid administrative claiming, 07/01/2023-06/30/25; (payee)

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

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

2024 Budget

Mr. Podach made a motion to approve the 2024 Budget as present in the Board Packet. Mr. Weinandy seconded the motion. . The motion carried upon roll call vote:

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

Election of 2024 Board Officers

Mrs. Vitte made a motion to elect Dr. Wolph as President and Dr. West as Vice President for 2024. Mrs. Posey seconded the motion . The motion carried upon roll call vote:

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

Public Comments

Mr. Brian Ezyk representing WIN Waste Innovations spoke about the landfill license renewal.

Dr. West wished everyone a Merry Christmas and Happy New Years.

Mrs. Vitte announced that this would be her last meeting and that she will not be returning for another term.

Mr. Podach made a motion to adjourn the meeting at 8:07. Motion carried.

The next Board of Health meeting is scheduled for January 25, 2024 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