Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, January 25, 2024, 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:

Nate Heiser – Yes	Scott Lyons – Yes	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

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
Trisha Kahler, RD, LD, WIC Director
Dainna Raye, BS, REHS, Director of Environmental Health
Erika Handru, Communication Specialist
Lisa England, Registrar

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

1. Board Minutes 12/14/2023
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

Mr. Weinandy seconded the motion. The motion carried unanimously.

ACTION AND DISCUSSION ITEMS
Public Records Request
Mrs. Handru reviewed two public requests that were received in the past month. Mrs. Handru also stated that the postcard to notify the public of the upcoming Ohio EPA meeting on February 5, 2024 was mailed on January 23, 2024.

Resolution 2024.01
Resolution 2024.01 identifying the Board's position on Ohio EPA's proposed permit to install for the landfill expansion.

Dr. Wolph presented the resolution to the Board that stated the Seneca County Board of Health opposes WIN Waste Innovations of Seneca County LLC's request to expand the landfill in Seneca County.

Dr. West made a motion to approve Resolution 2024.01 identifying the Board's position on Ohio EPA's proposed permit to install for the landfill expansion. Mr. Heiser seconded the motion.

After a discussion by the board the motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Abstain	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 2024.04
Dr. Wolph presented Resolution 2024.04 to set time, date and place to receive sealed bids for the Seneca County General Health District comprehensive environmental impact study-Win Waste Innovations, Sunny Farms Landfill.

Dr. West made a motion to approve Resolution 2024.04 to set time, date and place to receive sealed bids for the Seneca County General Health District comprehensive environmental impact study-Win Waste Innovations, Sunny Farms Landfill. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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

Discussion for Environmental Health Consultant and Trainer
Dr. Wolph presented to the Board a resume of an environmental health professional for training and consulting services for the landfill.

Dr. West made a motion to authorize the health commissioner to negotiate a contract with an environmental health professional for training and consulting services for up to 5 hours a week and at an hourly rate not to exceed $250 for a period not to exceed 12 months. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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

PERSONNEL ACTIONS
Resolution 2024.02
Dr. West made a motion to approve Resolution 2024.02 Approving Employment of Sherri Mullins as part time Public Health Nurse 2, effective 01/29/2024. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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

POLICY ACTIONS

Third 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

Adoption of 2024 Campground fees

Dr. West made a motion to approve the 2024 Campground Fees Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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

Third 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 third 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

Adoption of 2024 Swimming Pool/Spa/Special Use pool fees

Dr. West made a motion to approve the 2024 Swimming Pool/Spa/Special Use pool fees. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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

First reading of the proposed 2024 SCGHD Environmental Public Health Fees
Dr. Wolph presented the first reading of the proposed 2024 SCGHD Environmental Public Health Fees included in the Board Member's packet.

Rescind
Dr. West made a motion to approve the rescind condemnation of the following property

1. 1748 N. Union, Fostoria Ohio 44830

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

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

1. 231 College Ave, Fostoria, Ohio 44830

Dr. Sittason Stark seconded the motion. The motion carried unanimously.

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

Nate Heiser – Yes	Scott Lyons – Yes	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

<u>Financial Transactions</u>
Payment of Bills
Mr. Weinandy made a motion to approve the December 2023 bills as presented. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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 Cash Advances

Dr. West made a motion to approve the following cash advance:

1. From fund 7060 General Fund to fund 7143 PH Workforce - $10,000.00 – 12/21/23

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

Nate Heiser – Yes	Scott Lyons – Yes	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

Cash advance repayments

Dr. West made a motion to approve the following cash advance repayments

1. From fund 7130 Medical Reserve Corp to fund 7060 General Fund - $20,000.00 – 12/13/23
2. From fund 7082 WIC to fund 7060 General Fund - $20,000.00 – 12/13/23
3. From fund 7150 Covid 19 Detection & Mitigation in Confinement Facilities to fund 7060 General Fund - $20,000.00 – 12/27/23

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

Nate Heiser – Yes	Scott Lyons – Yes	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

Fund transfers

Dr. West made a motion to approve the following Fund transfer:

1. From fund 7060 General Fund to fund 7145 Covid-19 Vaccination - $14,775.76 – 12/27/23

Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Scott Lyons – Yes	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 Intra-Fund Transfers (Appropriation Transfers)

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

1. From 7089 Construction & Demolition Debris-supplies to equipment - $10,320.00 (12/07/23)
2. From 7062 Water systems – remit to state to salaries - $700.00 (12/13/23)
3. From 7060 General Fund - equipment to transfers out - $14,767.63 (12/13/2023)
4. From 7067 Food Service – O.P.E.R.S. to salaries - $1,000.00 (12/13/23)
5. From 7089 Construction & Demolition Debris – contract service to salaries - $1,500.00 (12/13/23)
6. From 7142 Public Health Emergency Preparedness – travel to worker's compensation - $2,000.00 (12/13/23)
7. From 7130 Medical Reserve Corp – supplies to advances out - $6,375.00 (12/13/23)
8. From 7130 Medical Reserve Corp – travel to advances out - $3,625.00 (12/13/23)
9. From 7060 General Fund – O.P.E.R.S. to transfers out - $8.13 (12/20/23)
10. From 7089 Construction & Demolition Debris – O.P.E.R.S. to salaries - $40.00 (12/20/23)
11. From 7060 General Fund – supplies to advances out - $10,000.00 (12/21/23)

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

Nate Heiser – Yes	Scott Lyons – Yes	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

Resolutions
Mr. Podach made a motion to approve Resolution 2024.03 establishing purchase order definitions and procedures. Mrs. Posey seconded the motion. The motion carried unanimously.

Supplemental Appropriations
Mr. West made a motion to approve to following supplemental appropriations:

1. Fund 7143 Public Health Workforce - $104,712.00
2. Fund 7145 Covid-19 Vaccination - $20,002.25

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

Nate Heiser – Yes	Scott Lyons – Yes	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

Contracts and Agreements
Dr. West made a motion the approve the following contracts:

1. Permitium LLC., for online vital records request application services, 03/01/2024-02/28/202, automatically renewed for successive one-year terms, no money
2. Laura Bogard, BSN, RN, for Reaccreditation Coordinator services, 01/01/2024-06/30/2024, not to exceed $2,075.00 (payer)
3. AMETEK Brookfield, for an extended warranty for the Jerome meter, 04/12/2024 - 04/11/2025, not to exceed $1,650.00 (payer)
4. Geophyta, Inc., for home sewage treatment systems soil evaluation & system design (Everly property), 01/24/2024-03/08/2024, not to exceed $2,020.00 (payer)
5. Geophyta, Inc., for home sewage treatment systems soil evaluation & system design (Neller property), 01/24/2024-03/08/2024, not to exceed $2,370.00 (payer)

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

Nate Heiser – Yes	Scott Lyons – Yes	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

Public Comments
First to speak was Deb Tyson from Fostoria. She thanked the Board for their work. She also wanted to invite people to attend the February 5, 2024 Ohio EPA Hearing regarding proposed permits for WIN Waste Innovations of Seneca County for expansion of its landfill.

Next to speak was Deb Kuhn she asked if a mailer was sent to notify the public of the upcoming Ohio EPA Hearing.

The Board welcomed Mr. Nate Heiser as a new Board Member representing the City of Fostoria.

Mr. Weinandy made a motion to adjourn the meeting at 7:10. Motion carried.

The next Board of Health meeting is scheduled for February 22, 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