Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, February 22, 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
Betsy Miller, RN Public Health Nurse
Sherri Mullins, RN Public Health Nurse

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

1. Board Minutes 01/25/2023
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.

Board members discussed the landfill inspections in the Environmental Health report. They would also like to focus on making sure the conditions of the license are met daily.

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

ACTION AND DISCUSSION ITEMS

Public Records Request

Mrs. Richards stated that there was two Request from WIN Waste Innovations.

Personnel Actions

Resignation

Dr. West to accept resignation of Danielle Bowers, part-time Accreditation manager/part-time Public Health Nurse, effective 02/14/2024. Mr. Weinandy seconded the motion The motion carried unanimously.

Introduction of new employee

Mrs. Richards introduced new employee Sherri Mullins, part-time Public Health Nurse. Mrs. Mullins discussed her past career and here current role with the Health Department.

Executive session to discuss compensation of public employees

Dr. West made a motion to go into executive session at 6:32 pm for the purpose to discuss the compensation of public employees. 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

The Board asked that Dainna Raye, Anita Gaietto and Julie Richards attend the executive session.

Dr. Wolph announced the return from the executive session at 7:34 pm. He stated no action was taken.

Dr. West made a motion to allow the Director of Environmental Health to develop and implement weekend coverage for odor complaint investigations with review and approval by the Seneca County Board of Health at the March 2024 meeting. 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

Dr. West made a motion to approve a 3.5% increase for employees' salaries excluding the Health Commissioner and employees currently on probation effective 03/09/2024. 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 – No	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Once off probation, the raise will go into effect for those employees currently on probation.

Dr. West made a motion to approve the updated salary schedule. 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 – No	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Dr. West made a motion to approve the Position Classification Plan as presented. 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

Resolution 2024.07 Environmental Health Director Bonus
Dr. West made a motion to approve resolution 2024.07 for a one-time bonus for Dianna Raye. 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

POLICY ACTIONS
Second reading of the proposed 2024 SCGHD Environmental Public Health Fees
Dr. Wolph presented the second reading of the proposed 2024 Seneca County General Health District Environmental Public Health Fees included in the Board Member's packet.

Resolution 2024.05
Dr. West made a motion to approve Resolution 2024.05 to supersede Resolution 2001.08 and 2013.10. Dr. Sewell seconded the motion.

Ms. Dianna Raye explained the updates that needed to be done.

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

Resolution 2024.06
Dr. West made a motion to approve Resolution 2024.06 Water Pollution Control Loan Fund. Dr. Sittason Stark seconded the motion.

Ms. Dianna Raye explained Resolution 2024.06.

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

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

1. 6034 W CR 592, Fostoria, Ohio 44830
   Owned by Jack W. Grove

Mrs. Posey seconded the motion.

The board had a discussion about the property being occupied and the possibility of assistance for the occupant.

The motion carried unanimously.

Solar Eclipse Update

Dainna Raye gave a brief update about the solar eclipse. Dainna Raye and Health Commissioner Julie Richards on 02/26/2024 will be attending the 3 information sessions in Seneca County. The first session will be at 9 am at North Central Ohio ESC, the second is at 1:00 pm at the Fostoria Learning Center and the third at 5:30 pm at Seneca East Local Schools.

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. 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

Financial Transactions

Payment of Bills

Mr. Lyons made a motion to approve the January 2024 bills as presented. 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

Cash advance repayments

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

1. From fund 7143 PH Workforce 22 to fund 7060 General Fund - $20,000.00 - 01/17/2024
2. From fund 7143 PH Workforce 22 to fund 7060 General Fund - $38,000.00 - 01/17/2024
3. From fund 7143 PH Workforce 22 to fund 7060 General Fund - $20,000.00 - 01/17/2024
4. From fund 7145 Covid 19 Vaccination to fund 7060 General Fund - $20,000.00 – 02/08/2024

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

Fund transfers

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

1. From fund 7145 Covid 19 Vaccination to fund 7060 General Fund - $2.25 – 02/08/2024

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

Approval of Intra-Fund Transfers (Appropriation Transfers)

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

1. From 7143 PH Workforce 22 – H. S. A. to Contract Services - $287.50 – 01/22/2024
2. From 7142 PHEP – Contract Services to travel - $5,000.00 – 01/25/2024
3. From 7089 C & DD – software license/service to misc. advertising - $770.00 – 01/25/2024
4. From 7130 MRC – misc. equipment to misc. supplies - $2,500.00 – 02/06/2024
5. From 7033 Swimming pools – salaries to misc. advertising - $60.00 – 02/07/2024
6. From 7051 Manufactured Home Parks – salaries to misc. advertising - $60.00 – 02/07/2024

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

Resolutions

Dr. West made a motion to approve Resolution 2024.08 Transfer of funds into the Termination Benefits Fund. 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

Contracts and Agreements

Dr. West made a motion the approve the following contracts:

1. Ohio Department of Health, for vaccines for children program provider services, 01/01/2024 - 12/31/2024; no money
2. Public Entities Pool of Ohio for annual liability insurance – 3/1/2024-2/28/2025 for liability insurance limit of $6,000,000.00; $20,672.18 (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

Mr. Weinandy made a motion to hire a Registered Sanitarian Landfill Inspector, either full time employee or contract consultant, with an annual salary range of $100,000 to $130,000 with experience and certifications that allow Seneca County General Health District to take necessary sampling Mr. Podach seconded the motion.

The Board had a discussion over the Registered Sanitarian Landfill Inspector position.

Dr. Sittason Stark called the question.

The motion did not pass upon roll call vote:

Nate Heiser – Yes	Scott Lyons – No	Robert Podach – Yes
McKenzie Posey – No	Dr. Sarah Sewell– No	Dr. Traci Sittason Stark – No
Allen Weinandy – Yes	Dr. Zachary West– abstain	Dr. Clay Wolph – Yes

Public Comments-None

Dr. Sewell made a motion to adjourn the meeting at 8:45 pm. Motion carried.

The next Board of Health meeting is scheduled for March 28, 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