Seneca County Board of Health
Special Meeting Minutes

The Seneca County Board of Health met on Thursday, March 7, 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 10:00 am.

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 – Absent	Robert Podach – Yes
McKenzie Posey –Yes	Dr. Sarah Sewell– Excused	Dr. Traci Sittason Stark – 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
Dainna Raye, BS, REHS, Director of Environmental Health
Erika Handru, Communication Specialist
Lisa England, Registrar
Ryan Sendelbach, REHS

Discussion and approval of changes to Seneca County General Health District Levy Committee.
Mrs. Handru explained the levy committee to the Board. She also explained how the funds can be used and what cannot be done in fund raising for the Health Department levy. Mrs. Richards also made the Board aware of the resignation of levy committee treasurer Beth Schweitzer.

Discussion and approval of 2024 Board of Health Committee Assignments.
Dr. West made a motion to approve the 2024 Board of Health Committee Assignments as presented to the Board. Mr. Podach seconded the motion. The motion carried unanimously.

Discussion and approval of personnel matters related to Seneca County General Health District's Landfill Oversight and Compliance Division:

Establish Landfill Oversight and Compliance Division
Dr. West made the motion to establish a Landfill Oversight and Compliance Division. Mr. Weinandy seconded the motion.

Dr. West then explained why there was a need to create this division. He explained how the positions created would have a focus on the landfill. Also, these positions would help meet the

needs of the public and free staff to work in other programs to meet all needs of the public. He also explained how he worked with other Health Departments to get information and used this information to help develop descriptions for these positions.

Mrs. Posey asked if the Environmental Director was included in the creation and what her thoughts were on the new positions.

The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Review and Approve Salary Schedule with included Grade 9 and Grade 10 categories
Dr. West made a motion to approve the salary schedule with included Grade 9 and Grade 10 categories. Mr. Weinandy seconded the motion.

The board Members discussed that the scale provides a guide and could be amended if needed.

The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Establish, Review and Approve Director of Landfill Oversight and Compliance Division Position
Dr. West made a motion to approve to establish the Director of Landfill Oversight and Compliance Division position. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Review and Approve Revisions to Registered Environmental Health Specialist - Landfill Position
Dr. West made a motion to approve to establish the Registered Environmental Health Specialist - Landfill Position as presented. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Authorization of Board of Health Environmental Committee to review, interview and approve applicants to Landfill Oversight and Compliance Division positions on behalf of the Board of Health (approval to sunset in 90 days contingent upon renewal by the Board of Health).
Dr. West made a motion to approve Authorization of Board of Health Environmental Committee to review, interview and approve applicants to Landfill Oversight and Compliance Division positions on behalf of the Board of Health. Approval to sunset in 90 days contingent upon renewal by the Board of Health. Mr. Weinandy seconded the motion.

Dr. West explained this would allow the Environmental committee along with Health Commissioner

Julie Richards and Environmental Director Dianna Raye to assemble to review applications, interview candidates and hire for the newly created positions.

The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Authorization of Communications Specialist to advertise the Landfill Oversight and Compliance Division positions.
Dr. West made a motion to authorization of Communications Specialist to advertise the Landfill Oversight and Compliance Division positions. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Approval of up to $1200 for the purpose of Communications Specialist to advertise Landfill Oversight and Compliance Division positions.
Dr. West made a motion to approve up to $1200.00 for the purpose of Communications Specialist to advertise Landfill Oversight and Compliance Division positions. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Nate Heiser – Yes	Robert Podach – Yes	McKenzie Posey –Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Review and Approval of Weekend/Call Schedule
Dr. West made a motion to approve of a Weekend/Call Schedule. Mrs. Posey seconded the motion.

Ms. Dianna Raye presented a Weekend Odor Monitoring Plan to the board. The Board discussed concerns with the plan.

Dr. West made a motion to Table the Weekend/Call Schedule. Mr. Podach Seconded the motion. The motion carried unanimously.

Mr. Weinandy made a motion to adjourn the meeting at 11:06 am. Motion carried.

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Board of Health President Board of Health Secretary