Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, March 28, 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:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – 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
Andrea Barrell, RN, BSN
Trisha Kahler, RD, LD, WIC Director
Dainna Raye, BS, REHS, Director of Environmental Health
Erika Handru, Communication Specialist
Lisa England, Registrar

Executive session - with Legal Counsel to discuss pending and imminent court action.
Dr. West made a motion to go into executive session at 6:02 pm with legal counsel to discuss pending and imminent court action. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – 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 8:04 pm. Dr. Wolph stated no action was taken.

Dr. West made a motion to authorize the Board President to sign a letter of engagement with Robert Zimmerman of Benesch Law on behalf of the Seneca County Board of Health to represent the Seneca County Board of Health on the Public Records Mandamus Action Case before the Supreme Court of Ohio. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – 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 request the county prosecutor to file a civil lawsuit against WIN Waste Innovations of Seneca County LLC., formerly known as Sunny Farms Landfill LLC, to enforce Ohio Administrative Codes 3745-27-08 (c)(5)(b), 3745-27-19 (e)(10), 3745-27-19 (e)(11), 3745-27-19(G)(4), 3745-27-19(J), and 3745-27-19(k)(1) with the request that the prosecutor retain special environmental legal counsel Jack Van Kley to represent the Seneca County Board of Health on the matter. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Dr. Sittason Stark left the meeting at 8:10.

CONSENT AGENDA:

Approval of Consent Agenda

Dr. West made a motion to approve the Consent Agenda:

1. Board Minutes 02/22/2024 and 03/07/2024
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. Podach seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

ACTION AND DISCUSSION ITEMS

Public Records Request

Mrs. Handru stated that there were 5 public records requests. Three of the requests are completed and two are still in progress.

Annual Report

The Board was given a copy of the 2023 Annual Report in the Board folders for the members to review.

Personnel Actions

Resignation

Dr. West made a motion to approve the resignation of Lydia Bruno as full time Environmental Health Specialist in Training, effective 04/11/2024. Mr. Podach seconded the motion. The motion carried unanimously.

POLICY ACTIONS

Third reading of the proposed 2024 SCGHD Environmental Public Health Fees

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

Adoption of the proposed 2024 SCGHD Environmental Public Health Fees
Dr. West made a motion to adopt the proposed 2024 SCGHD Environmental Public Health Fees. Mr. Lyons seconded the motion The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– 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. 221 S. Town Road, Fostoria, Ohio 44830
   Owned by Timothy Pethe, Fostoria, OH 44830

Mr. Podach seconded the motion.

Ms. Raye informed the Board about discussion with the owner where she explained the letter he had received to him. He explained to Ms. Raye that he has plans to make the repairs in June.

Mr. Podach made a motion to table the condemnation. Dr. West seconded the motion. The motion carried unanimously.

Variance
Dr. West made amotion to approve the variance request for3861 E. TR. 148, Green Springs Ohio 44836 Owned by Russell and Jessica Oakleaf, Green Springs OH 44836. Dr. Sewell seconded the motion.

Ms. Raye explained to the Board the reason for the variance request. She also explained the terms and conditions of the variance request that was in her report to the Board.

The motion carried unanimously.

Weekend Odor Monitoring Policy
Dr. West made a motion to approve the weekend odor monitoring policy. Mr. Weinandy seconded the motion.

Ms. Raye explained the updates to the proposed policy and her current concerns with staffing.

Dr. West made a motion to table the Weekend Odor Monitoring Policy. Mr. Weinandy 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. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

Out of State Travel
Dr. West made a motion to approve the travel for the Council of State and Territorial Epidemiologists annual conference – Pittsburgh, Pennsylvania – June 9-13, 2024 – Caitlin Dennison, Epidemiologist - estimated cost - $2,251.00 – funded through the Enhanced Operations 2023 grant. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

Dr. West made a motion to approve the travel for NACCHO's Healthcare Infection Prevention and Control Summit – Chicago, Illinois – May 7-9, 2024 - Betsy Miller, RN and Meranda Koehl, RN – estimated cost - $3,384.00 – funded through the Enhanced Operations 2023 grant. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

Financial Transactions
Payment of Bills
Mr. Weinandy made a motion to approve the February 2024 bills as presented. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– 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. Fund 7033 Swimming Pools-salaries to travel -$50.00 – 2/15/24
2. Fund 7067 Food Service-miscellaneous to software license/service - $475.00 – 2/16/24
3. Fund 7082 WIC – advances out to CS consultant - $1,800.00 – 2/21/24
4. Fund 7143 PH Workforce – salaries to transfer out - $8,167.80 – 2/29/24
5. Fund 7089 C & DD-software license/support to leases - $1,200.00 – 2/29/24
6. Fund 7089 C & DD-equipment to leases - $1,357.38 – 2/29/24
7. Fund 7092 Get Vaccinated – advances out to transfer out - $592.58 – 2/29/24
8. Fund 7120 Enhanced Operations – advances out to transfer out - $292.00 – 2/29/24
9. Fund 7164 HSTS-miscellaneous to leases - $608.80 – 3/11/24

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

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

Contracts and Agreements

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

1. Accurate Onsite, L.L.C. for home sewage treatment systems soil evaluation & system design (Moyer property), 01/26/2024-03/10/2024, not to exceed $1,995.00 (payer)
2. Accurate Onsite, L.L.C., for home sewage treatment systems soil evaluation & system design (Naugle property), 01/26/2024-03/10/2024, not to exceed $1,995.00 (payer)
3. Wyandot County General Health District, for Get Vaccinated Ohio Grant administrative support services, 07/01/2024-06/30/2025, not to exceed $30,989.00 (payee)
4. National Association of County and City Health Officials, for Medical Reserve Corp ORA services, effective upon signatures thru 09/29/2024 not to exceed $10,000.00 (payee)
5. Director of the Environmental Protection Agency of the State of Ohio, for water pollution control loan fund assistance, effective upon signatures through 12/31/2025, not to exceed $150,000.00 (payee)
6. Seneca Regional Planning Commission, for home sewage treatment systems grant services, effective upon signatures-until the agreement is fully satisfied, not to exceed $600.00 per system or $475.00 per tap-in (payer)

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

Deborah Hay – Yes	Nate Heiser – Yes	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West– Yes	Dr. Clay Wolph – Yes	

Public Comments-None

Mr. Weinandy made a motion to adjourn the meeting at 8:42 pm. Mr. Podach seconded the motion carried.

The next Board of Health meeting is scheduled for April 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