Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, April 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:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – 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
Erika Handru, Communication Specialist
Lisa England, Registrar

Dr. West made a motion to amend the agenda to add new business after the executive session. Mr. Podach seconded the motion. The motion carried unanimously.

Consent Agenda:

Approval of Consent Agenda

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

1. Board Minutes 03/28/2024
2. WIC Program Report – Trisha Kahler, RD, LD
3. Nursing Section Report – Andrea Barrell, RN, BSN
4. Environmental Health Section Report– Matt Beckman, REHS
5. Health Commissioner Report – Julie Richards, MA, LSW, LPCC/S
6. Health Planning and Promotion Section Report - Harold Huffman, PhD
7. Epidemiologist Report – Caitlin Dennison, MPH

Dr. Sewell seconded the motion.

Dr. West wanted to congratulate Tina Hufford on her upcoming retirement and also the Nursing Department on the survey results in the Nursing Report.

The motion carried unanimously.

Action and Discussion Items

Public Records Request

Erika Handru reviewed the public record request that were received. Four of the requests have been completed and two additional requests were received today.

Personnel Actions

Dr. West made a motion to approve the resignation of Dainna Raye as full time Environmental Health Director, effective 04/12/2024. Mr. Heiser seconded the motion. The motion carried unanimously.

Dr. West made a motion to accept the resignation for purposes of retirement for Tina Hufford as full time WIC Clerk effective 05/31/2024. Mr. Podach seconded the motion. The motion carried unanimously.

Dr. West a motion to accept the resignation of Anne Klauke as full time public Health Nutritionist 2 WIC Division effective 06/03/2024. Dr. Sittason Stark seconded the motion. The motion carried unanimously.

Dr. West made a motion to accept the resignation of Adria Guardiola as full time Environmental Health Clerk 1 effective 05/07/2024. Mr. Heiser seconded the motion. The motion carried unanimously.

Policy Actions

Weekend Odor Monitoring Policy

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

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Financial Transactions

Verbal Report of April Audit Committee Meeting

Mr. Podach reported on the Audit Committee meeting which was held prior to the Board of Health Meeting. He also complimented the Fiscal Department on the work they do with the budget.

Payment of Bills

Dr. Sewell made a motion to approve the March 2024 bills as presented. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – 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 7060 General fund – advances out to software license/service - $829.00- 3/25/2024
2. Fund 7164 HSTS – salaries to software license/service - $1,200.00 – 3/28/2024
3. Fund 7089 C & DD – equipment to printing - $1,200.00 – 4/3/2024
4. Fund 7062 Water systems – salaries to advertising - $39.81 – 4/17/2024
5. Fund 7164 HSTS- HSA to advertising - $39.81 – 4/17/2024

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

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Resolutions
Dr. West made a motion to approve the following resolution:

1. Resolution 2024.09 approving payment for employee service award

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

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion to approve the following resolution:

2. Resolution 2024.10 approving payment for retirement reception event

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

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

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

1. Union County General Health District, for the falls prevention vision screening program, 04/01/2024-03/31/2025, not to exceed $1,762.40 (payee)
2. Liamer Media, L.L.C., for website hosting and maintenance services, 04/01/2024-03/31/2025 not to exceed $2,400.00 (payer)
3. NewSeptic, L.L.C., for Septic Planning Software Pro subscription services, effective upon notice to proceed, to continue for 1 year, not to exceed $1,200.00 (payer)

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

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Public Comments – None

Executive session
Dr. West at 6:24 pm made a motion to enter into executive session to consider the employment and compensation of public employees, including Seneca County General Health District's Health

Communications Specialist, Seneca County General Health District's Environmental Clerk, and the potential employees of the Landfill Oversight and Compliance Division. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – 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 6:48 pm. Dr. Wolph stated no action was taken.

New Business

Dr. West made a motion to increase the hours of Health Communication Specialist from 35 hours per week to 40 hours per week. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion to increase the hours of Environmental Health Clerk from 35 hours per week to 40 hours per week. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion to amend the motion to increase the hours of Health Communication Specialist from 35 hours per week to 40 hours per week to add it is effective the beginning of the next pay period. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. West made a motion to amend the motion to increase the hours of Environmental Health Clerk from 35 hours per week to 40 hours per week to add it is effective the beginning of the next pay period. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Zachary West–Yes
Dr. Clay Wolph – Yes		

Dr. Stark made a motion to adjourn the meeting at 6:52 pm.

The next Board of Health meeting is scheduled for May 23, 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