Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, May 23 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 – Excused	Scott Lyons – Yes
Robert Podach – Yes	Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes
Allen Weinandy – Excused	Dr. Zachary West–Excused	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
Matt Beckman, REHS

Consent Agenda:

Approval of Consent Agenda

Dr. Sittason Stark made a motion to approve the Consent Agenda:

1. Board Minutes 04/25/2024
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

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

Action and Discussion Items

Public Records Request

Erika Handru reviewed the public records requests that were received since the last board meeting. There were three requests received and all have been completed.

Personnel Actions

Mr. Podach made a motion to approve Resolution 2024.11 approving the employment of Shelby Lutz as full-time WIC Clerk, effective 06/03/2024. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Dr. Sewell made a motion to approve Resolution 2024.12 approving the employment of Corbin Hite as temporary intermittent Environmental Health Intern, effective 05/28/2024 through 08/08/2024. Mrs. Hay seconded the motion.

Mrs. Richards explained that Corbin Hites would be an intern working on the Mosquito Control Grant Program.

The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Dr. Sewell made a motion to rescind the accepted resignation of Adria Guardiola as full-time Environmental Health Clerk 1 effective 05/07/2024. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Mr. Podach made a motion to approve Resolution 2024.13 to change Adria Guardiola from full-time Environmental Health Clerk 1 to intermittent Environmental Clerk effective 05/08/2024. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Policy Actions

Condemnation

Mr. Lyons made a motion to approve the condemnation of 249 Gromley St. Fostoria Ohio 44830, owned by Steven Durst. Mrs. Hay seconded the motion. The motion carried unanimously.

Mr. Lyons made a motion to approve the condemnation of 524 Miller Ave, Fostoria Ohio 44830 owned by Ruby Biles. Dr. Sewell seconded the motion. The motion carried unanimously.

Mr. Podach made a motion to approve the condemnation of 519 N. Main St, Fostoria, Ohio 44830 owned by Zachary Kammeyer. Mr. Lyons seconded the motion. The motion carried unanimously.

Mr. Lyons made a motion to table until July the condemnation of 221 S. Town St. owned by Timothy Pethe. Mr. Podach seconded the motion. The motion carried unanimously.

Rescind

Mr. Lyons made a motion to rescind the condemnation of 8705 S SR 4, Attica, Ohio 44807, owned by Jessica Wyandt. Dr. Sittason Stark seconded the motion. The motion carried unanimously.

Utilizing C&DD funds to Demo homes
Mr. Lyons made a motion to approve utilizing C&DD funds in the amount of $13,600.00 for a portion of the demo contract for 421 McDougal St, Fostoria Ohio with the City of Fostoria paying $7,400.00. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Mr. Beckman presented the formal Opinion #08-12 Allowable use of C&DD Funds that was issued 09/04/2008. Mr. Beckman asked the Board to discuss the guidelines on how much the Health Department would be willing to spend on the projects.

Dr. Sewell made a motion to revisit formal opinion #08-12 Allowable use of C&DD Funds and discuss the guidelines on how much the Health Department would be willing to spend on the projects. Dr. Sittason Stark seconded the motion. The motion carried unanimously.

Mr. Lyons made a motion to table the discussion of formal Opinion #08-12 Allowable use of C&DD Funds that was issued 09/04/2008. Also, discussion of the guidelines on how much the Health Department would be willing to spend on the projects. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Weekend Odor Monitoring Policy
Mr. Lyons made a motion to table the Weekend Odor Monitoring Policy. Dr. Sewell seconded the motion. The motion carried unanimously.

Out of County Travel
Dr. Sewell made a motion to approve the out of county travel as presented to the Board in the Board packet. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Financial Transactions
Payment of Bills
Mr. Lyons made a motion to approve the April 2024 bills as presented. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Sarah Sewell– Yes	Dr. Traci Sittason Stark – Yes	Dr. Clay Wolph – Yes

Cash Advances
Dr. Sewell made a motion to approve the following cash advance:

1. From fund 7060 General fund to 7143 Public Health Workforce - $20,000.00-4/26/2024

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

Deborah Hay – Yes	Scott Lyons – Yes	Robert Podach – Yes

Dr. Sarah Sewell– Yes Dr. Traci Sittason Stark – Yes Dr. Clay Wolph – Yes

Supplemental Appropriations

Mr. Podach made a motion to approve the following Supplemental Appropriations:

1. Fund 7092 Get Vaccinated Grant $10,941.00
2. Fund 7130 Medical Reserve Corps $10,379.03
3. Fund 7142 Public Health Emergency Preparedness Grant $32,586.00

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

Deborah Hay – Yes Scott Lyons – Yes Robert Podach – Yes
Dr. Sarah Sewell– Yes Dr. Traci Sittason Stark – Yes Dr. Clay Wolph – Yes

Contracts and Agreements

Dr. Sittason Stark made a motion the approve the following contracts:

1. Pine View Excavating, L.L.C. for home sewage treatment systems installation (Criblez property), 05/10/2024-08/07/2024, not to exceed $28,200.00 (payer).
2. Pine View Excavating, L.L.C., for home sewage treatment systems installation (Harmon property), 05/10/2024-08/07/2024, not to exceed $19,300.00 (payer).
3. Pine View Excavating, L.L.C., for home sewage treatment systems installation (McDaniel property), 05/10/2024-08/07/2024, not to exceed $29,500.00 (payer).
4. Ohio Department of Health, for Adult Immunization Program provider services, 01/01/2024- 12/31/2024, no money.
5. Ohio Department of Health, for Healthy Housing & Lead Poisoning Surveillance System, effective upon signature, automatically renewed every 3 years beginning in 2026, no money.
6. Ohio Department of Health, for access and use of Ohio Vital Statistics Data (Cat Dennison and Lisa England), effective upon signature-indefinitely, no money.
7. Ohio Environmental Protection Agency, for Mosquito Control grant services, effective upon signature thru 04/30/2025, not to exceed $18,155.00.
8. AppRiver for Buckeye I.T. Services, L.L.C. for email mailboxes access, 05/16/2024 - 5/15/2025, no money.
9. Honey Creek Excavating, L.L.C., for demolition services, 05/28/2024 - 12/31/2024, not to exceed $14,745.00 (payer).
10. Posey Excavating, Inc., for demolition services, 05/28/2024 - 12/31/2024, not to exceed $13,600.00 (payer).

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

Deborah Hay – Yes Scott Lyons – Yes Robert Podach – Yes
Dr. Sarah Sewell– Yes Dr. Traci Sittason Stark – Yes Dr. Clay Wolph – Yes

Public Comments – None

Dr. Sewell made a motion to adjourn the meeting at 6:30 pm.

The next Board of Health meeting is scheduled for June 27, 2024 at 6:00 pm. at the Fostoria Learning Center, 342 Perry St. Fostoria, Ohio 44830

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Board of Health President Board of Health Secretary