Seneca County Board of Health Meeting Minutes

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

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

Consent Agenda:

Approval of Consent Agenda

Mr. Podach made a motion to approve the Consent Agenda:

1. Board Minutes 06/27/2024
2. WIC Program Report – Trisha Kahler, RD, LD
3. Nursing Section Report – Andrea Barrell, RN, BSN
4. Health Commissioner Report – Julie Richards, MA, LSW, LPCC/S
5. Health Planning and Promotion Section Report - Harold Huffman, PhD
6. Epidemiologist Report – Caitlin Dennison, MPH

Dr. Sittason Stark seconded the motion. The motion carried unanimously.

Action and Discussion Items

Public Records Request

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

Engagement Committee

Julie Richards presented a letter from the engagement committee explaining their plans and future goals within the Health Department. It also explained the request of the committee for $200.00 to start a snack cart as a way to raise funds to help meet these goals.

Dr. West made a motion to approve up to $200.00 for startup money for the engagement committee. Mr. Podach seconded the motion. The motion passed upon roll call vote:

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

Strategic Plan
Julie Richards discussed the strategic plan with the Board. Mrs. Richards explained the Board's involvement with the strategic plan. The board members were then given time to ask any questions and give their feedback on the plan thus far. The strategic plan will be brought back for approval at the next meeting.

Discussion about recording devices
Julie Richards explained the need for signage and a policy that prohibits the use of recording devices in areas with HIPAA protected information and personal identifiable information. The board had a discussion on how to protect these areas within the Health Department.

Nursing Fees
Julie Richards presented the fees listed in the nursing report by Andrea Barrell, RN, BSN Nursing Director.

Dr. West made a motion to approve offering BLS CPR to the community at a charge of $75.00 per person. Dr. Sittason Stark seconded the motion. The motion passed upon roll call vote:

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

Dr. West made a motion to increase the cost of providing a vaccine shot record from $5.00 to $10.00. Mrs. Hay seconded the motion. The motion passed upon roll call vote:

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

Dr. West made a motion to charge a restocking fee of $10 per private vaccine sold. Dr. Sittason Stark seconded the motion. The motion passed upon roll call vote:

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

<u>Personnel Actions</u>
Resolution 2024.15
Dr. West made a motion to approve resolution 2024.15 the employment of Colten Sours as full time Environmental Health Clerk 1, effective 07/29/2024. Mr. Podach seconded the motion. The motion carried unanimously.

Resolution 2024.16
Dr. West made a motion to approve resolution 2024.16 to change Sara Brown from full-time Public Health Nurse 2 to part-time Public Health Nurse 2, effective 08/10/2024. Dr. Sittason Stark seconded the motion. The motion carried unanimously.

Policy Actions
Condemnation
Dr. West made a motion to approve the condemnation of 545 Lynn St. Fostoria Ohio 44830, owned by Walter Haynes. Mr. Lyons seconded the motion. The motion carried unanimously.

Dr. West made a motion to approve the condemnation of 221 S. Town St. Fostoria Ohio 44830, owned by Timothy Pethe. Mr. Podach seconded the motion. The motion carried unanimously.

Rescind
Dr. West made a motion to rescind the condemnation of 424 Union Court, Fostoria, Ohio 44830, owned by Xiaoyang Gao. Mr. Heiser seconded the motion. The motion carried unanimously.

Utilizing C&DD funds for demolition of homes
Julie Richards discussed a letter that came from prosecutor Dereck DeVine that clarified the use of C&DD funds for demolition of homes. The Board discussed the amount that has been used in the past and how many properties are currently condemned in the county. The board discussed the amount of funds they would like to use for the demolition of homes.

Mr. Podach made a motion to allocate $100,000.00 of C&DD funds to be used for demolition of homes. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

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

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

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

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

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

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

1. From fund 7060 General Fund to 7143 PH Workforce – $40,000.00 - 7/16/2024

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

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

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

1. From fund 7062 water systems salaries to travel - $800.00 – 6/24/2024
2. From fund 7082 WIC salaries to supplies - $700.00 – 07/01/2024
3. From fund 7082 WIC salaries to contract services - $49.00 - $7/11/2024
4. From fund 7060 General Fund salaries to contract service - $9,000.00 – 7/15/2024
5. From fund 7060 General Fund equipment to contract service - $7,000.00 – 7/15/2024
6. From fund 7060 General Fund other expense to contract service - $6,000.00 – 7/15/2024
7. From fund 7060 General Fund supplies to contract service - $3,000.00 – 7/15/2024

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

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

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

1. Mental Health & Recovery Services Board, for Bipartisan Safer Community Project Act, 07/01/2024 – 10/16/2024, not to exceed $5,000.00 (payee).

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

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

<u>New Business</u>
Mr. Podach made a motion to create a committee to collect information on cases of cancer on the west side of the county to include but not limited to Loudon, Big Springs and Jackson Township. Dr. West seconded the motion.

After a board discussion, Mr. Podach said he wanted to clarify that the committee would not include any board members.

The motion failed upon roll call vote:

Deborah Hay – No	Nathanael Heiser – No	Scott Lyons – No
Robert Podach – No	Dr. Traci Sittason Stark – No	Dr. Zachary West– No
Dr. Clay Wolph – No		

Mr. Podach made a motion to create a workgroup made up of Health Department staff, including the Epidemiologist and Health Commissioner, to gather information on cancer cases on the west side of the county to include but not limited to Loudon, Big Springs and Jackson Township. Dr. Sittason Stark seconded the motion. The motion carried upon roll call vote:

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

Public Comments-None

Dr. West made a motion to adjourn the meeting at 7:13pm.

The next Board of Health meeting is scheduled for August, 22 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