Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, August 22, 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– 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:

Anita Gaietto, BBA, Fiscal Director
Andrea Barrell, RN, BSN, Nursing Director
Trisha Kahler, RD, LD, WIC Director
Erika Handru, Communication Specialist
Lisa England, Registrar
Caitlin Dennison, MPH, Epidemiologist
Matt Beckman, REHS

Consent Agenda:

Approval of Consent Agenda

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

1. Board Minutes 07/25/2024
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. West 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. The requests have all been completed.

Strategic Plan

Caitlin Dennison discussed the strategic plan with the Board. Ms. Dennison made the updates that were suggested by the board at the prior Board Meeting.

Dr. Sittason Stark made a motion to approve the strategic plan as presented to the Board. Mr. Heiser seconded the motion. The motion carried unanimously.

HIPAA Policy
Andrea Barrell Presented to the Board the HIPAA Policy. She explained that there were some updates made to the previous policy. She also explained that employees must review and sign a acknowledgement yearly.

Dr. West made a motion to approve the HIPAA Policy as presented. Mr. Weinandy seconded the motion. The motion carried unanimously.

Nursing Fees
Andrea Barrell presented a request to change the billing for TB skin testing. Mrs. Barrell explained the reason for the change request and the proposal to charge a self-pay fee of $15.00 for the test to be given.

Mr. Lyons made a motion to charge a self-pay fee of $15.00 for TB skin testing with an effective date of September 1, 2024, excluding Vanguard Sentinel Career and Technology Centers TB Clinic on September 3, 2024. Mrs. Hay seconded the motion. The motion passed 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 amend the motion that was approved at the July 25, 2024, meeting offering BLS CPR to the community at a charge of $75.00 per person to include Heart Saver CPR classes with an effective date of August 1, 2024. Mr. Weinandy seconded the motion. The motion passed 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 amend the motion that was approved at the July, 25, 2024, meeting to increase the cost of providing a vaccine shot record from $5.00 to $10.00 to also include the cost of TB shot records with an effective date of August 1, 2024. Dr. Sewell seconded the motion. The motion passed 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 amend the motion to charge a restocking fee of $10.00 per private vaccine sold to include an effective date of August 1, 2024. Mr. Weinandy seconded the motion. The motion passed 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

Personnel Actions

Resignation

Dr. West made a motion to accept the resignation of Corbin Hite as temporary intermittent Environmental Health Intern effective 08/09/2024**.** Mr. Weinandy seconded the motion. The motion carried unanimously.

Dr. West made a motion to accept the resignation of Vonnie Hartman as full-time Fiscal Clerk effective 08/09/2024. Mr. Weinandy seconded the motion. The motion carried unanimously.

Resolution 2024.17

Dr. West made a motion to approve resolution 2024.17 approving the employment of Lindsay Eckenwiler as FT Public Health Nutritionist 1 - WIC Division effective 08/12/2024.
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

Policy Actions

HSTS Variance

Dr. Sewell made a motion to approve the HSTS variance for 6480 CR 38, Republic Oh 44867 Owned by Bryan Null. Mr. Podach seconded the motion.

The Board had a discussion with Matt Beckman, REHS and the homeowner about the variance and about the system the homeowner would be installing.

The motion failed.

Mr. Lyons made a motion to approve the HSTS variance for 6480 CR 38, Republic Oh 44867 Owned by Bryan Null with Geophyta, Inc doing an as-built survey of the system. 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:

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

Financial Transactions

Payment of Bills

Mr. Weinandy made a motion to approve the July 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	Dr. Traci Sittason Stark – Yes
Allen Weinandy – Yes	Dr. Zachary West–Yes	Dr. Clay Wolph – Yes

Cash Advances

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

1. Fund 7143 PH Workforce to fund 7060 General Fund - $20,000.00 – 8/2/2024

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

Intra-fund Transfers

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

1. Fund 7060 General Fund Salaries to advertising - $750.00 – 7/23/24
2. Fund 7060 General Fund Advances out to contract service - $23,671.00 – 7/30/2024
3. Fund 7060 General Fund other expenses to contract service - $10,000.00 – 7/30/2024
4. Fund 7060 General Fund equipment to contract service - $5,000.00 – 7/30/2024
5. Fund 7060 General Fund supplies to contract service - $10,000.00 – 7/30/2024
6. Fund 7060 General Fund salaries to contract service - $23,329.00 – 7/30/2024
7. Fund 7060 General Fund salaries to software license/service - $3,200.00 – 7/30/2024

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

Supplemental Appropriations

Dr. West made a motion to approve the following Supplemental Appropriation:

1. Fund 7082 WIC Grant - $69,600.00 (appropriations for next grant year beginning 10/1/2024)

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

Contracts and Agreements

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

1. Mohawk Local School District, for nursing services, 07/01/2024 - 06/30/2025, not to exceed $54,390.00 (payee).
2. The Baldwin Group, Inc., for software maintenance and support for HDIS program, 10/23/2024 -12/31/2024, not to exceed $582.19 (payer).
3. The Baldwin Group, Inc., for software maintenance and support for HDIS program, 01/01/2025 -12/31/2025, not to exceed $3,689.00 (payer).
4. The Lamar Companies, for billboard advertising for the Mosquito Grant, 08/07/2024 - 09/03/2024, not to exceed $1,680.00 (payer).
5. The Lamar Companies, for billboard advertising for the Get Vaccinated program, 08/28/2024 - 09/24/2024, not to exceed $600.00 (payer).
6. Posey Excavating, Inc., for demolition and C & DD disposal services, 09/03/2024 - 12/31/2024, not to exceed $10,200.00 (payer).

7. Vanguard Sentinel Career and Technology Centers, for CPR services, effective upon signatures - indefinite, automatically renewed for consecutive one-year terms, no money.

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	Dr. Traci Sittason Stark – 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 6:34pm.

The next Board of Health meeting is scheduled for September 26, 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