Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, October 24, 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 – Excused
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, Nursing Director
Erika Handru, Communication Specialist
Lisa England, Registrar

Consent Agenda:

Approval of Consent Agenda

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

1. Board Minutes 09/26/2024
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

Mr. Weinandy 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.

Personnel Actions

Resolution 2024.20

Dr. West made a motion to approve Resolution 2024.20 the employment of Holly Feasel full-time fiscal clerk effective October 28, 2024. Mr. Podach seconded the motion. The motion carried unanimously.

Resolution 2024.23
Dr. West made a motion to approve resolution 2024.23 the promotion of Ryan Sendelbach from Registered Environmental Health Specialist to Director of Environmental Health, effective November 2, 2024. Dr. Sewell seconded the motion. The motion carried unanimously.

Resolution 2024.21 Holiday Event
Dr. West made a motion to approve resolution 2024.21 to approve payment for the Staff Holiday Event in the amount of $1,300.00. 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. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West–Yes	Dr. Clay Wolph – Yes	

Proposed 2025 Holidays
Dr. West made a motion to approve the proposed 2025 Holidays. Mr. Weinandy seconded the motion. The motion carried unanimously.

Proposed 2025 Board of Health Meetings
Dr. West made a motion to approve the proposed 2025 Board of Health meetings with moving one meeting to the City of Fostoria. Mr. Weinandy seconded the motion. The motion carried unanimously.

Policy Actions
Second Reading of proposed 2025 Food fees
The board had the second reading of the proposed 2025 food fees. The Board reviewed and discussed the table below:

Food Service Category	Current Local Fee	Proposed Local Fee
Commercial Risk I <24,999 sq. ft.	**$166.60**	**$184.00**
Commercial Risk II <24,999 sq. ft.	**$188.18**	**$207.00**
Commercial Risk III <24,999 sq. ft.	**$364.05**	**$400.00**
Commercial Risk IV <24,999 sq. ft.	**$462.49**	**$509.00**
Commercial Risk I >25,000 sq. ft.	**$242.92**	**$268.00**
Commercial Risk II >25,000 sq. ft.	**$255.71**	**$287.00**
Commercial Risk III >25,000 sq. ft.	**$917.59**	**$1010.00**
Commercial Risk IV >25,000 sq. ft.	**$972.96**	**$1070.00**

Mobile	**$270.00**	**$297.00**
Vending	**$13.49**	**$13.95**
Temporary	**$70.00**	**$80.00**

Add $28.00 for state fees
Late Fee: 25% of Local Fee.
Plan Review Fees: Class 1 or 2 = $ 300.00
Class 3 or 4 = $ 350.00
We are only adjusting the local fees and the state fee will be added to the amounts shown.

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	Nathanael 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
Verbal report of the October Audit Committee meeting
Mr. Podach gave a report for the Audit Committee. The Audit Committee met at 5:15 p.m. prior to the regular meeting. Mr. Podach reported the meeting went very well. There were a couple corrections which were taken care of quickly. Mr. Podach thanked the fiscal department for their work.

Payment of Bills
Dr. Sewell made a motion to approve the August 2024 bills as presented. 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. Sarah Sewell– 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. From Fund 7082 WIC salaries to Leases - $1,816.00 – 9/30/2024
2. From Fund 7082 WIC transfer out to advance out - $6,200.00 – 9/30/2024
3. From Fund 7067 Food Service – Hospitalization to contract services - $570.00 – 10/1/2024
4. From Fund 7120 Enhanced operations – salaries to advances out - $10,292.00 – 10/5/2024

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

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

Resolutions

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

1. Resolution 2024.22 to increase the compensation established for special counsel

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. Sarah Sewell– 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. Fostoria City School District, for nursing and health services, 10/07/2024 - 10/15/2024, not to exceed $2,288.00 (payee).

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. Sarah Sewell– Yes	Allen Weinandy – Yes
Dr. Zachary West–Yes	Dr. Clay Wolph – Yes	

Public Comments

Mr. Adam Beck of Vision RNG introduced a project for a renewable natural gas facility to be built at WIN Waste, Seneca County. Mr. Beck answered questions from the Board members.

Mr. Weinandy made a motion to adjourn the meeting at 6:25.

The next Board of Health meeting is scheduled for November 21, 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