Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, January 23, 2025, 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 special meeting to order at 5:00 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:

Dr. Nathaniel Beres - Yes	Deborah Hay – Arrived at 5:03	Nathanael Heiser – Yes
Scott Lyons – yes	Robert Podach – Yes	Dr. Sarah Sewell– Yes
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
Trisha Kahler, RD, LD, WIC Director
Ryan Sendelbach, REHS Environmental Director
Andrea Barrell, RN, BSN, Nursing Director
Erika Handru, Communication Specialist
Lisa England, Registrar

Dr. West made a motion to go into executive session at 5:01pm to discuss pending court action, according to Section 121.22 G3 of the Ohio Revised Code. Mr. Weinandy seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - 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	

Mrs. Hay arrived at 5:03 pm.

The board requested that Health Commissioner Julie Richards, Communications Specialist Erika Handru and Environmental Director Ryan Sendelbach to attend the executive session.

Dr. Wolph announced the return from the executive session at 5:18. Dr. Wolph stated no action was taken.

Consent Agenda:

Approval of Consent Agenda

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

1. Board Minutes 12/12/2024

2. WIC Program Report – Trisha Kahler, RD, LD
3. Nursing Section Report – Andrea Barrell, RN, BSN
4. Environmental Health Report -Ryan Sendelbach, 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. Weinandy seconded the motion. The motion carried unanimously.

Action and Discussion Items

Public Records Request

Erika Handru reported that there was one request on 1/3/2025 which was fulfilled on 1/6/2025.

Personnel Actions

Dr. West made a motion to approve the resignation of Sara Brown as Public Health Nurse 2 Part time effective 01/16/2025. Mr. Podach seconded the motion. The motion carried unanimously.

Policy Actions

Collecting on Patient Responsibility Balances/ the collection of Past due Accounts for Immunizations

Mrs. Barrell explained that currently we have two active policies dealing with collection of past dues accounts. We would like to follow the policy that our collaborative follows. We would like to retire the original policy that is in policy stat.

Mr. Podach made a motion to follow the Collecting on Patient Responsibility Balances Policy of the Local Public Health Services Collaborative and retire the Collection of Past Due Accounts for Immunizations policy in policy stat. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Approving the Health Department Administration of Home Sewage Treatment System Grant effective January 1, 2025.

Mr. Sendelbach discussed that the Environmental Department was looking for approval from the Board to administer the HSTS Grant.

Mr. Lyons made a motion to approve the Health Department for Administration of Home Sewage Treatment System Grant effective January 1, 2025. Dr. Sewell seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Increase in fees for water samples

Mr. Sendelbach explained the lab used for water samples will be increasing their fees beginning February 1, 2025.

Dr. Sewell made a motion to approve the increase in fees for water samples effective February 1, 2025. Dr. West seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Equipment for the Landfill Oversight and Compliance Division
The board had a discussion on purchasing a truck for the Landfill Oversight and Compliance Division.

Mr. Podach made a motion to purchase a truck for the landfill oversight and compliance division in the amount not to exceed $5,000. Dr. West seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Contracting for services with ProFile Discovery
Erika Handru explained the services that would be provided by ProFile Discovery. They would be able to assist with electronic discovery when necessary.

Dr. West made a motion to enter into a contract with ProFile Discovery in an amount not to exceed $40,000 to assist the Seneca County General Health District with electronic discovery in Case Number 3:24-CV-912 in the U.S. District Court for the Northern District of Ohio and Case No. 24-7202 in the Environmental Review Appeals Commission, and to authorize the Health Commissioner to execute a contract with ProFile Discovery for that purpose. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Participation in Suicide Prevention Coalition and CARSA Coalition
Mrs. Richards discussed that the Health Department has been sending our Epidemiologist Caitlin Dennison to the Suicide prevention Coalition and CARSA Coalition. Mrs. Richards would like the Board's approval to continue the Health Departments involvement with both coalitions.

Mr. Lyons made a motion to approve the Health Departments participation in the suicide prevention Coalition and the CARSA Coalition. Mr. Heiser seconded the motion. The motion carried unanimously.

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

Dr. Nathaniel Beres - Yes	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

Payment of Bills

Dr. Sewell made a motion to approve the December 2024 bills as presented. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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 7060 General Fund-Hospitalization to special events - $392.60 – 12/10/24
2. From fund 7060 General Fund-salaries to contract service - $10,000.00 – 12/12/24
3. From fund 7060 General Fund-equipment to contract service - $1,808.00 – 12/12/24
4. From fund 7060 General Fund-advances out to contract service - $30,000.00 – 12/12/24
5. From fund 7082 WIC-supplies to contract service - $2,000.00 – 01/03/25
6. From fund 7143 PH Workforce-salaries to contract service - $1,000.00 – 01/03/25
7. From fund 7089 C & DD-other expenses to leases - $3,000.00 – 01/03/25

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

Dr. Nathaniel Beres - Yes	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

Resolution

Resolution 2025.01 Approving Cell Phone Rate and Stipend Payment

Mr. Podach made a motion to approve Resolution 2025.01 Approving Cell Phone Rate and Stipend Payment. Dr. West seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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

Resolution 2025.02 for the Appointment of Special Counsel Retroactive to January 1, 2025.

Dr. West made a motion to approve Resolution 2025.02 for the Appointment of Special Counsel Retroactive to January 1, 2025. Mrs. Hay seconded the motion. . The motion carried upon roll call vote:

Dr. Nathaniel Beres - Yes	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. Seneca County Board of Commissioners, for Seneca County Youth Center nursing services,

01/01/2025 - 12/31/2025, not to exceed $20,970.00 (payee).
2. Ohio District 5 Area Agency on Aging, Inc., for Health Assessment services, 01/01/2025 - 12/31/2025, not to exceed $3,650.00 (payee).

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

Dr. Nathaniel Beres - Yes	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

Discussion and approval of 2025 Board of Health Committee Assignments.
Board members discussed the assignments for the Board Committees.

Dr. West made a motion to approve the Board of Health Committees as follows:

Finance/Audit	Environmental	Personnel
Robert Podach-Chair	Nathanael Heiser-Chair	Allen Weinandy-Chair
Dr. Sarah Sewell	Dr. Nathaniel Beres	Dr. Zachary West
Scott Lyons	Deborah Hay	

Dr. Wolph as Board President serves as an ex officio member of all committees.

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

Public Comments
Mr. Ben Nutter of WIN Waste Innovations, asked the Board what pending court action was discussed in the executive session and if there was legal representation.

Mr. Weinandy made a motion to adjourn the meeting at 5:45.

The next Board of Health meeting is scheduled for February 27, 2025 at 5:00 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