Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, March 27, 2025, at the North Central Ohio Education Service Center, 928 W Market St. Tiffin, OH 44883. With a quorum present, Board President Dr. Clay Wolph called the Board's special meeting to order at 5:01 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 –Arrived at 5:04	Deborah Hay – Yes	Nathanael Heiser – Yes
Scott Lyons – Yes	Robert Podach – Yes	Allen Weinandy – Yes
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
Trisha Kahler, RD, LD, WIC Director
Erika Handru, Communication Specialist
Harold Huffman, Landfill Oversight and Compliance
Lisa England, Registrar
Betsy Miller, RN, Public Health Nurse

Consent Agenda:

Approval of Consent Agenda

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

1. Board Minutes 02/27/2025
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. Podach seconded the motion. The motion carried unanimously.

Action and Discussion Items

Public Records Request

Erika Handru reported that there were two requests. One of the requests has been fulfilled, the other is a larger request and is in the process of being filled.

Amend Meeting Minutes

Mr. Weinandy made a motion to approve amending the November 16, 2023, minutes to state that Dr. West made the following motion: I move that the Seneca County Health Board approve the

funding and commencement of effort of an Environmental Impact Study related to the proposed expansion of the landfill operated by Win Waste Innovations of Seneca County; and authorize the Health Commissioner to publicly open and promote the bidding process for such a study, effective immediately. The bids for such study shall be considered during a public meeting in the first quarter of calendar year 2024. The Health Commissioner shall notify Ohio Environmental Protection Agency of the Seneca County Board of Health's approval of the funding and scope of work and associated timeline of an Environmental Impact Study and the expectation that the results of the Environmental Impact Study should be received and thoroughly assessed prior to a decision about any expansion of the landfill operated by Win Waste Innovations of Seneca County. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres - abstain	Deborah Hay – abstain	Nathanael Heiser – Yes
Scott Lyons – Yes	Robert Podach – Yes	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Annual Report
Julie Richards announced that the Board had been given a copy of the 2024 Annual Report in the Board folders.

Personnel Actions
Resolution 2025.07
Mr. Podach made a motion to approve resolution 2025.07 the employment of Kerry Werner as full-time Public Health Nurse effective 03/24/2025. 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Resolution 2025.08
Mr. Weinandy made a motion to approve resolution 2025.08 the employment of Jordan Pruitt as full-time Environmental Health Specialist in Training – Landfill Inspector effective 03/24/2025. Mr. Lyons 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Financial Transactions
Payment of Bills
Mr. Lyons made a motion to approve the February 2025 bills as presented. 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Intra-fund Transfers

Mr. Weinandy made a motion to approve the following Intra-fund transfer:

1. From fund 7089 C&DD other expense to software license/service - $3,750.00 – 02/26/2025
2. From fund 7089 C&DD remit to state to software license/service - $3,750.00 – 02/26/2025
3. From fund 7067 Food service salaries contract service - $1,400.00 – 02/28/2025
4. From fund 7082 WIC supplies to contract service - $2,000.00 – 02/28/2025

Mr. Heiser 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Resolutions

Mr. Heiser made a motion to approve the following resolution:

1. Resolution 2025.06 Amended Resolution for the Appointment of Special Counsel retroactive to January 1, 2025, recorded in Seneca County Commissioner Resolution 25-59 (which amends Resolution 25-8).

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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Contracts and Agreements

Mr. Podach made a motion to approve the following contracts:

1. Qualtrics, L.L.C., for Cloud service subscription, 02/28/2025-02/27/2028, not to exceed $4,500.00 (payer).
2. Montrose Air Quality Service, L.L.C., for Sensible Environmental Data Platforms public website setup and hosting services, 03/01/2025 -12/31/2025, $19,335.00 (payer).
3. Profile Discovery for electronic discovery, effective upon signatures - indefinite, not to exceed $60,000.00.

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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Public Comments-None

Executive session

Mr. Podach made a motion to go into executive session at 5:21 pm to consider compensation of public employees, according to ORC 121.22 G1 of the Ohio Revised Code. 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

Dr. Wolph announced the return from the executive session at 5:37. Dr. Wolph stated no action was taken.

Mr. Lyons made a motion to increase the salary of Health Commissioner, Julie Richards, in the amount of $6,000.00 per year, effective at the start of the next pay period 04/05/2025. 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	Allen Weinandy – Yes
Dr. Clay Wolph – Yes		

The board thanked Mrs. Richards for her hard work and dedication. Mrs. Richards expressed her appreciation to the staff of the Health Department.

Mr. Weinandy made a motion to adjourn the meeting at 5:39.

The next Board of Health meeting is scheduled for April 24, 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