Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, May 22, 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 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	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Arrived 5:10	Nathanael Heiser – Yes	Scott Lyons – Absent
Robert Podach – Yes	Dr. Clay Wolph – Yes	

Welcome new Board member

Dr. Wolph welcomed new Board of Health Member Mr. Dwight Clary

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
Caitlin Dennison, MPH, Epidemiologist
Jordan Pruitt, BS, Landfill Inspector
Lisa England, Registrar

Executive Session

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

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Nathanael Heiser – Yes	Robert Podach – Yes	Dr. Clay Wolph – Yes

The board requested that Health Commissioner Julie Richards and Communications Specialist Erika Handru to attend the executive session.

Dr. Wolph announced the return from the executive session at 5:58. Dr. Wolph stated no action was taken.

Mr. Podach made a motion to retain Benesch Law to represent the Seneca County Board of Health in case number 25CV0178 in the Seneca County Common Pleas Court. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Approval of Minutes
Mr. Heiser made a motion to approve the minutes from the May 05, 2025 Board of Health Meeting. Dr. Gase seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru said she had received 5 records requests since May 5, 2025. Three of which have been completed and two are in process of being filled.

Review Expenditures/Approve Payment of Bills
Mr. Heiser made a motion to approve the April 2025 bills as presented. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

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

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Fund Repayments
Mr. Podach made a motion to approve repaying advance from fund 7143 Public Health Workforce 23 to fund 7060 BOH General Fund - $20,000.00 – 4/21/25. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Supplements
Mr. Heiser made a motion to approve the following Supplement:

a. Fund 7092 Get Vaccinated - $ 24,000.00

Dr. Gase seconded the motion.

Mrs. Barrell explained the get vaccinated fund and how the fund is used to educate and reduce vaccine coverage disparities in Seneca County and Ohio.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – No	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

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

a. Fund 7142 Public Health Emergency Preparedness - $39,300.00

Mr. Podach seconded the motion,

Ms. Caitlin Dennison gave a brief explanation of this fund.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Contracts

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

a. Mercy Housing Southeast, for various health and wellness educational classes to be held at Charles Meadow, 05/14/2025 - 12/31/2025, no money.
b. Ohio Department of Commerce, Division of Industrial Compliance, for manufactured home park inspections, 07/01/2025 - 06/30/2027, not to exceed $10,000.00 for fiscal year 2026 and not to exceed $10,000.00 for fiscal year 2027 (payee).
c. Key-Ads Inc., for billboard advertising, 06/01/2025 - 08/23/2025, not to exceed $1,000.00 (payer).
d. The Ohio State University Extension, for SNAP-Ed Nutrition Education Program working with Policy Systems and Environmental changes for the Food Policy Council, 10/01/2025 - 09/30/2026, no money.
e. Bridges Preparatory Academy, for nursing services, 07/01/2025 - 06/30/2026, not to exceed $3,675.00 (payee).
f. Seneca County Youth Center, for CPR Classes, training to be held on 06/24/2025, not to exceed $836.00 (payee). The Seneca County Youth Center will lend their Heartsaver Training DVD to the Seneca County General Health District as needed, 06/24/2025 – 12/31/2025.
g. Board of Directors of the Ottawa Sandusky Seneca Counties Joint Solid Waste Management District, for landfill compliance inspections and well water collection and analysis, 01/01/2025 -12/31/2025, $100,000.00 (payee).

Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

WIC Division Report

Trisha Kahler reviewed her report that was in the Board packet. Mrs. Kahler discussed the submission of the 2026 grant for WIC. Seneca County will be awarded the amount of $381,656.00. This will be an approximate $2,000.00 reduction from the prior year. The board approved the WIC report.

Nursing Division Report
Andrea Barrell reviewed her monthly nursing report that was included in the packet. She introduced new staff member Kerry Werner BSN RN. The Board approved the Nursing Division Report.

Environmental Health Division
Ryan Sendelbach gave a general update and reviewed his Environmental Report. He discussed that the environmental division will start using Accela, the new software to oversee state programs. The Board approved the Environmental Health Division report.

Mr. Sendelbach presented for rescind condemnation the following properties located at:

1. 720 Cherry Street
   Fostoria, Ohio 44830

2. 449 Columbus Avenue
   Fostoria, Ohio 44830

Dr. Gase made a motion to approve the rescind condemnation of 720 Cherry St, Fostoria, Ohio 44830 and 449 Columbus Avenue, Fostoria, Ohio 44830. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Epidemiologist /Emergency Planner Report
Caitlin Dennison reviewed her report from the Board packet and also gave a brief update on the measle cases in Ohio. At the time of her report there were 34 cases in Ohio. She also explained the notification process and case investigation if Seneca County would have a case. The Board approved the Epidemiologist/Emergency Planner Report.

Landfill Division Report
Jordan Pruitt reviewed her Board packet report. Ms. Pruitt discussed the trainings that she had completed during the month of April. The Board approved the Landfill Division Report.

Health Commissioner
Health Commissioner Julie Richards reviewed her Broad report. Mrs. Richards discussed the meetings she had, including the one with Tiffin City Schools. Ms. Richards also discussed the establishment of a Food Policy Council in Seneca County to address the need of food insecurity within Seneca County. The Food Council consists of many agencies and organizations throughout Seneca County.

Dr. Gase asked about the staffing for Tiffin City School. Andrea explained the proposed contract and hours to be covered by the Nursing division.

The Board Approved the Health Commissioner Report.

Unfinished Business
Environmental Impact Study

Ms. Richards explained there is no new information on the Environmental Impact Study at this time.

New Business
Board Cell Phone Policy
Mrs. Handru explained the Board Cell Phone Policy to the Board. Health Commissioner Richards explained that this policy is just for the Board of Health.
Mr. Podach made a motion to approve the Board of Health Cell phone policy. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Board Committee Appointment
Mr. Heiser made a motion to appoint Dr. Gase and Mr. Clary to the Personnel committee for the Board of Health. Dr. Beres seconded the motion. The motion carried unanimously.

Public Concerns/Requests
Mr. Sayre addressed the board. He thanked Environmental Director Ryan Sendelbach and Matt Beckman. He also thanked the board members for asking for clarification about the get vaccinated grant. He would also like to see more efforts involving emergency preparedness for food security. He also discussed his concerns with the landfill.

Mr. Heiser made a motion to adjourn the meeting at 6:57p.m. Dr. Beres seconded the motion.

The next Board of Health meeting is scheduled for June 26, 2025, at 5:00 pm. at the Fostoria Learning Center, 342 Perry St. Fostoria, Ohio 44830.

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Board of Health President Board of Health Secretary