Seneca County Board of Health Special Meeting Minutes

The Seneca County Board of Health met on Thursday, May 5 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	Dr. Andrew Gase-Yes	Deborah Hay – Yes
Nathanael Heiser – Yes	Scott Lyons – Excused	Robert Podach – 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
Andrea Barrell, RN, BSN, Nursing Director
Erika Handru, Communication Specialist
Caitlin Dennison, MPH, Epidemiologist
Jordan Pruitt, BS, Landfill Inspector
Matt Beckman, REHS

Consent Agenda:

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

1. Board Minutes 03/27/2025
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. Landfill Oversight and Compliance - Harold Huffman, PhD
6. Epidemiologist Report – Caitlin Dennison, MPH

Dr. Beres seconded the motion. The motion carried unanimously.

Action and Discussion Items

Public Records Request

Communications Specialist Erika Handru said she is still working on a public records request from Squire, WIN Waste Innovations of Seneca County's attorneys. Two portions remain that include emails to and from Environmental Committee Members to Health Commissioner Julie Richards, Dainna Raye, and Ryan Sendelbach. She also received a public records request on April 7 from Adam Alt asking for information pertaining to all landfills in the county. That request has been fulfilled.

Consent Agenda
Health Commissioner Julie Richards suggested the board not continue with a consent agenda. She said she has reviewed Ohio Sunshine Laws and found that it is best practice to not have a consent agenda. By not having a consent agenda, it also provides more transparency to the public. Mr. Podach mentioned that the board previously did not have a consent agenda.

Mr. Heiser made a motion to not have a consent agenda. Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

Review Health Commissioner Contract-CEU Request
Health Commissioner Julie Richards updated the board on her approved CEU funds that were not used in 2023 and 2024. She will be using the unused funds to obtain her CEUs.

ProFile Discovery Discussion
Communications Specialist Erika Handru said ProFile Discovery has offered to assist with public records requests along with their current contract to assist the Health District for litigation purposes. A new contract will need to be signed to indicate the company also will assist with public records requests. The cap for the contract is $15,000. She said with their assistance, it will help ease the burden of large public records requests and the amount of administrative time it takes to gather records.

Mr. Podach made a motion to enter into a contract with ProFile Discovery in an amount not to exceed $15,000 in 2025 for services to assist the Seneca County General Health District with identifying, collecting, and producing records in response to public records requests and to authorize the Health Commissioner to execute a contract with ProFile Discovery for that purpose. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

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

Discussion about Environmental Impact Study
Health Commissioner Julie Richards and Epidemiologist Caitlin Dennison presented information about the Environmental Impact Study and the company proposing to complete the study. Mrs. Richards said she has addressed some concerns and questions with the company and they are currently working on changing the scope of what the study will entail. Richards said a base cost is $379,400, but based on the change of scope that is requesting, the cost would go up. Mrs. Richards said she wants to make sure the public's concerns are addressed in the study.

Ms. Hay made a motion to have a model and cost presented at the next board meeting. The motion was seconded by Mr. Podach. It passed unanimously.

Discussion regarding BOH meeting in Fostoria this summer
Health Commissioner Julie Richards suggest the Board have its June meeting in Fostoria as was done last year.

Mr. Podach made a motion to have the Board's June meeting in Fostoria. Mr. Heiser seconded the

motion. It passed unanimously.

Personnel Actions

Resolution 2025.09

Mr. Heiser made a motion to approve resolution 2025.09 the employment Jasmine Hines as full time WIC Clerk effective 04/07/2025. Mr. Podach seconded the motion. The motion carried upon roll call vote:

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

Resolution 2025.10

Mr. Heiser made a motion to approve resolution 2025.10 the employment Tiffany Sherck as full time Administrative Clerk effective 05/06/2025. Mr. Podach seconded the motion. The motion carried upon roll call vote:

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

Resignation

Mr. Heiser made a motion to approve the resignation of Stephanie Hayward as Breastfeeding Peer Helper part time effective 04/15/2025. Mrs. Hay seconded the motion. The motion carried unanimously.

Policy Actions

Condemnation

Mr. Heiser made a motion to a motion to approve the condemnation of 551 Columbus Avenue Fostoria Ohio 44830, owned by Andrea Paugh. Mr. Podach 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. Heiser seconded the motion. The motion carried upon roll call vote:

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

Financial Transactions

Payment of Bills

Mr. Heiser made a motion to approve the March 2025 bills as presented. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

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

Intra-fund Transfers*

Mr. Podach made a motion to approve the Intra-fund Transfers:

1. Fund 7033 Swimming Pools-salaries to travel - $200.00 - 3/13/25
2. Fund 7130 Medical Reserve Corp-salaries to travel - $1,000.00 – 3/24/25
3. Fund 7082 WIC salaries to software license/service - $180.00 – 4/3/25

4. Fund 7081 Senior Clinic-salaries to travel - $25.00 - 4/3/25
5. Fund 7089 C & DD-advertising to travel - $2,000.00 – 4/3/25
6. Fund 7143 PH Workforce-salaries to contract services - $1,000.00 – 4/10/25

Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

Resolutions

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

1. Resolution 2025.11 Approving Cell Phone Rate and Stipend Payment

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

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

Contracts and Agreements

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

1. **CHANGE OF CONTRACT DATES** Qualtrics, L.L.C., for Cloud service subscription, **CHANGED FROM 02/28/2025 - 02/27/2028 TO 04/21/2025-04/20/2028**, not to exceed $4,500.00 (payer).
2. Mohawk Local School District, for nursing services, 07/01/2025 - 06/30/2026, not to exceed $54,390.00 (payee).
3. Good Shepherd Home, for the Bingocize Program 04/28/2025 - 07/14/2025, not to exceed $1,288.00 (payee).
4. The University of Findlay and Ajith Singh Bhagavath Singh, for internship services, 03/19/2025 - 05/09/2025, no money.
5. Tiffin City School District, for nursing services, 07/01/2025 - 06/30/2026, not to exceed $79,650.00 (payee).

Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

Executive Session

At 6:44 pm Mr. Heiser made a motion to go into executive session to consider appointment, employment and compensation of a public employee, according to (G)(1) of section 121.22 of the Ohio Revised Code. Mr. Podach seconded the motion. The motion passed upon roll call vote:

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

The Board asked Julie Richards, Health Commissioner, to attend the executive session.

Dr. Wolph announced the return from the executive session at 7:19. Dr. Wolph stated no action was taken.

Public Comments

Dr. Zachary West spoke about current litigation between the Board and WIN Waste. He said he is concerned about medically protected information on his phone that could be compromised by

forensic searches.

Mr. Heiser made a motion to adjourn the meeting at 7:23p.m. Mr. Podach seconded the motion.

The next Board of Health meeting is scheduled for May 22, 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