Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, August 28, 2025, at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883. With a quorum present, Board President Dr. Clay Wolph called the 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 –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase-Yes
Mr. Deborah Hay –Arrived at 5:10	Mr. Nathanael Heiser - Absent	Mr. Scott Lyons – Yes
Mr. 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
Ryan Sendelbach, REHS Environmental Director
Andrea Barrell, RN, BSN, Nursing Director
Ajith Singh Bhagavath Singh, Landfill Oversight and Compliance Director
Caitlin Dennison, MPH, Epidemiologist
Jordan Pruitt, BS, Landfill Inspector
Erika Handru, Communication Specialist

Approval of Minutes

Mr. Podach made a motion to approve the minutes from the July 24, 2025, Board of Health Meetings. Mr. Clary seconded the motion. The motion carried unanimously.

Public Records Request

Communications Specialist Erika Handru said the Health District received two public records requests in the last month. The first was from Gabie Hengle of Great Lakes Community Action Partnership for well and septic records for 12540 W. Hughes St., Fostoria, OH. The second request was from Tim Watson of WIN Waste Innovations of Seneca County for the EHSIT numbers of Jordan Pruitt and Ajith Singh. Both requests were fulfilled.

Review Expenditures/Approve Payment of Bills

Mr. Podach made a motion to pay the July bills. Mr. Lyons seconded the motion. The motion passed unanimously by roll call vote:

Dr. Nathaniel Beres - yes	Mr. Dwight Clary – yes	Dr. Andrew Gase – yes
Mr. Scott Lyons – yes	Mr. Robert Podach – yes	Dr. Clay Wolph - yes

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

Dr. Nathaniel Beres, - yes	Mr. Dwight Clary – yes	Dr. Andrew Gase – yes
Mr. Scott Lyons – yes	Mr. Robert Podach – yes	Dr. Clay Wolph - yes

Fund Advances
Mr. Podach made a motion to accept the fund advances:

1. From fund 7060 General fund to fund 7081 Senior Clinic - $3,000.00 – 8/13/2025
2. From fund 7060 General fund to fund 7082 WIC grant - $18,000.00 – 8/13/2025

Mr. Lyons seconded the motion. The motion passed unanimously by roll call vote.

Dr. Nathaniel Beres, - yes	Mr. Dwight Clary – yes	Dr. Andrew Gase – yes
Mr. Scott Lyons – yes	Mr. Robert Podach – yes	Dr. Clay Wolph - yes

Fund Repayments
Mr. Clary made a motion to accept the fund advance repayments.

1. From fund 7143 Public Health Workforce 23 to fund 7060 Board of Health - $40,000.00 – 8/13/2025

Mr. Podach seconded the motion. The motion passed unanimously by roll call vote.

Dr. Nathaniel Beres - yes	Mr. Dwight Clary – yes	Dr. Andrew Gase – yes
Mr. Scott Lyons – yes	Mr. Robert Podach – yes	Dr. Clay Wolph - yes

Fund Transfers
Mr. Podach made a motion to accept the fund transfers.

1. From fund 7060 Board of Health to fund 7120 Enhanced Operations 23 - $108.15 – 8/12/2025

Dr. Beres seconded the motion. The motion passed unanimously by roll call vote.

Dr. Nathaniel Beres - yes	Mr. Dwight Clary – yes	Dr. Andrew Gase – yes
Mr. Scott Lyons – yes	Mr. Robert Podach – yes	Dr. Clay Wolph - yes

Appropriation transfers
Dr. Gase made a motion to accept the following appropriation transfers:

1. Fund 7096 Naloxone-supplies to advertising/printing - $1,000.00 – 7/11/2025
2. Fund 7096 Naloxone-salaries to advertising/printing - $5.00 – 7/11/2025
3. Fund 7096 Naloxone-travel to advertising/printing - $270.00 – 08/08/2025
4. Fund 7060 General Fund – advertising/printing to transfer out - $108.15 – 8/12/2025
5. Fund 7096 Naloxone-salaries to advertising/printing - $300.00 – 8/13/2025
6. Fund 7060 General Fund – advance out to transfer out - $1,500.00 – 8/20/2025
7. Fund 7081 Senior Clinic-salaries to advance out - $1,000.00 – 8/20/2025

Mr. Clary seconded the motion.

Dr. Gase asked Health Commissioner Julie Richards if the overdose death rate has dropped and whether Naloxone has played a role in the decrease. Health Commissioner Julie Richards said the rate did drop and she would look further on how Naloxone played a role in the decrease.

The motion passed by roll call vote.

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

Supplements

Dr. Beres made a motion to accept the following supplements.

1. Fund 7069 Jt. Solid Waste - $5,000.00
2. Fund 7081 Senior Clinic - $1,500.00
3. Fund 7089 Construction and Demolition Debris - $250,000.00
4. Fund 7120 Enhanced Operations FY23 – ($115,289.58)

Dr. Gase seconded it.

Fiscal Director Anita Gaietto explained the supplements, stating that Fund 7120 is a reduction due to federal government cuts, Funds 7069 and 7081 were just changes in SCGHD budgeting, and Fund 7089 was for landfill related fees, such as consulting fees.

The motion passed unanimously by roll call vote.

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

Contracts

Dr. Beres made a motion to accept the following contracts:

1. City of Fostoria, for harm reduction vending machine, effective upon signatures - indefinite, no money.
2. Heidelberg University, for harm reduction vending machine, effective upon signatures - indefinite, no money.
3. Tiffin University, for harm reduction vending machine, effective upon signatures - indefinite, no money.
4. Allen Excavating, Inc., for property demolition debris disposal services, 08/18/2025 – 11/30/2025, not to exceed $21,500.00 (payer).

Dr. Gase seconded the motion.

Director of Environmental Health Ryan Sendelbach said the contract with Allen Excavating Inc. is for a condemned house.

The motion passed unanimously by roll call vote.

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

Resolutions
Mr. Podach made a motion to approve resolution 2025.16 to approve payment for the Staff Holiday Event in the amount of $1,300.00. Mrs. Hay seconded the motion.

Health Commissioner Julie Richards said the staff holiday event will be at the health district and will include breakfast, games, and other activities for the staff.

The motion passed unanimously by roll call vote.

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

WIC Division Report
WIC Director Trisha Kahler said August is Breastfeeding Awareness Month, and WIC participated in activities for the month. She said participant satisfaction surveys have been distributed and WIC is still accepting resumes for the position of Breastfeeding Peer Helper.

Nursing Division Report
Nursing Director Andrea Barrell said nurses had five outreach events in August. Five SCGHD nurses have also just started their roles at Tiffin City Schools as school nurses. Nursing Director Andrea Barrell said the nursing division also is in the process of coordinating flu clinic outreach.

Environmental Health Division
<u>Condemnation</u>
Mr. Podach made a motion to accept the condemnation.

1. 610 E. Market Street
   Tiffin Ohio 44883

Mr. Lyons seconded the motion**.**

Director of Environmental Health Ryan Sendelbach explained that this condemnation is a mobile home with no water or electric. He suggested it be condemned until the issues are fixed.

The motion passed unanimously by roll call vote.

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

<u>Rescind Condemnation</u>
Mr. Lyons made a motion to rescind the condemnation.

1. 545 Lynn Street
   Fostoria Ohio 44830

Mr. Clary seconded the motion. The motion passed unanimously by roll call vote.

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

General Update
Director of Environmental Health Ryan Sendelbach said inspectors are continuing to perform inspections as scheduled and will be at the Easy Rider event in Bloomville over the weekend for inspections.

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison said that in July, there were 42 total disease reports and 27 were counted as cases. She said she also recently attended an Epi & Emergency Response meeting, that she is working on new software training, and that the health district had its first work day for documentation for reaccreditation.

Landfill Division Report
Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh said the landfill division performed inspections throughout the month of July and continue to consult with experts. He said a notice of violation also was issued to the landfill this week.

Health Commissioner
Health Commissioner Julie Richards said the Health District has been making a lot of progress with reaccreditation. She also said an Overdose Awareness event is scheduled for Saturday at Hedges-Boyer Park and that four NARCAN vending machines have been ordered. At a recent community event, 35 boxes of NARCAN were distributed. Health Commissioner Julie Richards said the August employee of the month is Jeanne Wahrer, a public health nurse. Strategic Planning is ongoing, she said. Board member Dr. Nate Beres asked how federal cuts are affecting the health district. Epidemiologist Caitlin Dennison said one program has been affected and that the health district also has been discussing possible changes that may occur to PHEP and its deliverables.

Dr. Gase made a motion to accept the board reports. Mr. Podach seconded the motion. The motion passed unanimously with a voice vote.

Employee Related Actions
Mr. Lyons made a motion to approve resolution 2025.15 approving the employment of Megan Rowe as full-time Public Health Nurse, effective 08/25/2025. 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	Scott Lyons – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Unfinished Business
Environmental Impact Study
Health Commissioner Julie Richards said the Health District is continuing its ongoing exploration of an Environmental Impact Study. Epidemiologist Caitlin Dennison said the health district has a proposal and it is working with the company to narrow down focus areas. Health Commissioner Julie Richards said the study would be about the full impact of a landfill expansion, not just the public health aspect. She said it would also show both the positive and negative impacts of the expansion.

Board Member Voicemail

Health Commissioner July Richards suggested the health district not have text messaging alerts about voicemails, as the Health District is trying to avoid things going to personal phones. Board Members agreed.

New Business

Credit Card Application

Fiscal Director Anita Gaietto explained that the health district needs to apply for a new credit card as the current one has her name on it due to the bank requiring a name. The new credit card would be through a different bank**.**

Mrs. Hay made a motion to apply for a new credit card. Mr. Clary seconded the motion. The motion passed unanimously by roll call vote.

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

Public Concerns/Requests

Mr. Sayre spoke to the Board about the importance of having a food stock in case of an emergency.

Mr. Podach made a motion to adjourn the meeting at 6:09 p.m.

The next Board of Health meeting is scheduled for September 25, 2025, at 5:00 pm. at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883.

_____ _____

Board of Health President Board of Health Secretary