Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, September 25, 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 5:00 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	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes
Mr. Deborah Hay –Yes	Mr. Nathanael Heiser - Yes	Mr. Scott Lyons – Absent
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

Pledge of Allegiance
The Board recited the Pledge of Allegiance.

Welcome new Board member
The Board welcomed new Board of Health Member Dr. Heleana Theixos.

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
Erika Handru, Communication Specialist
Lisa England, Registrar
Megan Rowe, Public Health Nurse

Approval of Minutes
Mr. Heiser made a motion to approve the minutes from the August 28, 2025, Board of Health Meeting. Mrs. Hay seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru said the Health District received five public records requests in the last month. All requests were fulfilled.

Review Expenditures/Approve Payment of Bills
Mr. Podach made a motion to pay the August 2025 bills as presented. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

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

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

Fund Advances
Dr. Gase made a motion to accept the fund advances:

1. From Fund 7082 WIC to Fund 7060 BOH General fund - $20,000.00 – 08/21/25
2. From Fund 7081 Senior Clinic to Fund 7060 BOH General fund - $2,500.00 – 08/21/25
3. From Fund 7120 Enhanced Operations to Fund 7060 BOH General fund - $10,000.00 – 08/28/25

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

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

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

1. From Fund 7060 BOH-General Fund to Fund 7081 Senior Clinic - $1,500.00 – 08/20/25

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

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

Appropriation transfers
Mr. Heiser made a motion to accept the following appropriation transfers:

1. Fund 7089 C & DD Contract Service to Supplies - $1,617.00 – 07/21/25
2. Fund 7067 Food Service-Salaries to Remit to State - $336.00 – 08/25/25
3. Fund 7120 Enhanced Operations-Salaries to Advance out - $10,000.00 – 08/25/25
4. Fund 7069 Jt. Solid Waste-Contract Service to Salaries - $1,400.00 – 8/26/25
5. Fund 7082 WIC-Salaries to Contract Service - $500.00 – 09/09/25
6. Fund 7082 WIC-Salaries to Contract Service - $2,500.00 – 09/11/25
7. Fund 7082 WIC-Salaries to Leases - $6,600.00 – 09/11/25
8. Fund 7082 WIC-Supplies to Software License/Service - $90.00 – 09/11/25
9. Fund 7089 C & DD-Salaries to Travel - $1,000.00 – 09/12/25
10. Fund 7033 Swimming Pools-Salaries to Travel - $255.00 – 09/15/25
11. Fund 7082 WIC-Salaries to Equipment - $3,000.00 – 09/17/25

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

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

Contract
Mr. Podach made a motion to accept the following contracts:

1. Cellco Partnership, d/b/a Verizon Wireless, for participating addendum for cell phone services, effective upon signatures - indefinite, no money.

Dr. Gase seconded the motion.

Anita Gaietto explained the contract and that the phone will be used for school nursing for Tiffin City School Nurse.

The motion carried unanimously.

Resolutions 2025.17
Dr. Gase made a motion to approve Resolution 2025.17 Health Insurance Rates and HSA contribution for 2026. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

Resolutions 2025.18
Mrs. Hay made a motion to approve Resolution 2025.18 Resolution to increase the compensation established for special counsel. Mr. Podach seconded the motion. The motion carried upon roll call vote:

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

WIC Division Report
WIC Director Trisha Kahler discussed the WIC staffing. Also, Lindsay Eckenwiller is preparing for her certification as a Lactation Specialist. The WIC division also accepted the notice of award for fiscal year 2026, beginning October 1, 2025.

Nursing Division Report
Nursing Director Andrea Barrell introduced new staff member Megan Rowe as a Public Health Nurse 2. She explained the programs that Megan will be contributing too. Mrs. Barrell also discussed changes to the immunization clinic schedule as part of the ongoing effort to contain cost and ensure more effective use of staff time while continuing to meet the community needs.

<u>Proposal for TB Testing Service Price Adjustment</u>
Mrs. Barrell presented to the board the request to increase the price of TB testing service, which is currently $15 to $30, to help cover the cost. The proposal was part of the Nursing Board report.

Mrs. Hay made a motion to approve the TB testing price increase from $15.00 to $30.00 effective October 1, 2025. Mr. Clary seconded the motion. The motion carried upon roll call vote:

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

Environmental Health Division

First reading of 2026 proposed food fees

Environmental Director Ryan Sendelbach presented the first reading of the proposed 2026 food fees.

FOOD SERVICE CATEGORY	CURRENT LOCAL FEE	PROPOSED FEE
Commercial Risk 1 <24,999 sq. ft.	**$184.00**	**$172.00**
Commercial Risk 1I <24,999 sq. ft.	**$207.00**	**$195.00**
Commercial Risk 1II <24,999 sq. ft.	**$400.00**	**$377.00**
Commercial Risk 1V <24,999 sq. ft.	**$509.00**	**$479.00**
Commercial Risk I >25,000 sq. ft.	**$268.00**	**$251.00**
Commercial Risk II >25,000 sq. ft.	**$287.00**	**$265.00**
Commercial Risk III >25,000 sq. ft.	**$1,010.00**	**$950.00**
Commercial Risk IV >25,000 sq. ft.	**$1,070.00**	**$1,008.00**
Mobile Low Risk	**$148.00**	**$162.00**
Mobile High Risk	**$297.00**	**$324.00**
Vending	**$13.95**	**$14.35**
Temporary	**$80.00**	**$80.00**

Late Fee: 25% of Local Fee.
Plan Review Fees:
Class 1 or 2 = $300.00
Class 3 or 4 = $350.00
Mr. Sendelbach explained the reduction in some fees and how they are calculated.

Healthspace discussion

Mr. Sendelbach explained the difficulties the Environmental department is having with the Accela program. He explained the cost of the Healthspace program and why they would like to go back to using the Healthspace program.

Mr. Heiser made a motion to allow the Health District to enter into a contract with Healthspace. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

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

General Update

Mr. Sendelbach reviewed his board report form the packet.

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison said that in August, there were 68 total disease reports, 14 were determined to not be a case with 1 suspected and 53 were counted as cases. She also discussed a recently attended training and her work on documentation for reaccreditation.

Landfill Division Report
Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh reviewed his landfill division report. The landfill division was on site every week for the month of August. He also stated the well sampling was complete, and they are just waiting for the results.

Health Commissioner
Health Commissioner Julie Richards reviewed her report for the past month. She also shared that the Community Health Assessment has been completed. Julie also attended a successful overdose awareness event at Hedges Park and they have been doing community outreach.

Mr. Clary made a motion to accept the board reports. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

Employee Related Actions
Mr. Podach made a motion to accept the resignation of Jasmine Hines as full-time WIC Clerk effective 09/03/2025. Mr. Heiser seconded the motion. The motion carried unanimously.

New Business
Julie Richards presented the updated Medical Director job description. The Health District will be interviewing for the position.

Mr. Clary made a motion to approve the Medical Director job description as presented. Mrs. Hay seconded the motion. The motion carried unanimously.

Public Concerns/Requests

Mr. Heiser made a motion to adjourn the meeting at 5:57 p.m.

The next Board of Health meeting is scheduled for October 23, 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