Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, December 12, 2025, at the Seneca County Board of Elections, Conference Room, 71 S Washington Street, Tiffin, Oh 44883. With a quorum present, 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 Arrived at 5:02	Mr. Dwight Clary – Absent	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Yes	Mr. Nathanael Heiser - Yes	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

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
Jordan Pruitt, BS, Landfill Inspector

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

Dr. Gase made a motion to approve the minutes from the November 20, 2025, Board of Health Meeting. Mr. Lyons seconded the motion. The motion carried unanimously.

Public Records Request

Communications Specialist Erika Handru reported that the Health District received two public records requests since the last meeting. All records request are completed.

Review Expenditures/Approve Payment of Bills

Mr. Heiser made a motion to pay the November 2025 bills as presented. Dr. Beres seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Nathanael Heiser –Yes	Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – 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. Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

Appropriation Transfers
Mr. Podach made a motion to approve the following appropriation transfers:

1. Fund 7069 OSS Jt. Solid Waste-Contract Service to Salaries - $103.00 – 11/17/2025
2. Fund 7069 OSS Jt. Solid Waste-Hospitalization to Salaries - $458.32 – 11/17/2025
3. Fund 7089 C & DD – Equipment to Contract Service - $1,040.00 – 11/18/2025
4. Fund 7060 General Fund – OPERS to Hospitalization - $2,300.00 – 11/21/2025
5. Fund 7164 HSTS – Miscellaneous to Hospitalization - $2,200.00 – 11/21/2025

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

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

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

1. Ohio District 5 Area Agency on Aging, Inc., for Health Assessment services, 01/01/2026 - 12/31/2026, not to exceed $2,922.00 (payee)
2. The Baldwin Group, Inc., for software maintenance and support for HDIS program, 01/01/2026 -12/31/2026, not to exceed $3,890.00 (payer).

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

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

WIC Division Report
WIC Director Trisha Kahler discussed two new employees have started. Also WIC is looking at ways to increase redemption rates.

Nursing Division Report
Nursing Director Andrea Barell reviewed her report. She highlighted the nursing staff continues to work on becoming paperless. The nursing staff is also working to promote Bingocize at a long-term care facilities. Nursing will be doing in-depth cleaning the last two weeks of the year.

Environmental Health Division
<u>Condemnation</u>
Environmental Director Ryan Sendelbach asked to table the condemnation at 246 W. Center St., Fostoria Oh 44830, so they can try to work with the owners.

<u>Update:</u>

Mr. Sendelbach reviewed his report and highlighted the ODH Pool and Camp survey which went well. He also discussed that the 2026 septic installer, service provider and septic hauler registrations have been mailed.

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison said that in November, there were 36 reports of class B reportable conditions, 24 were determined to be confirmed cases. She also discussed the changes in disease reporting that has took place.

Landfill Division Report
Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh discussed that WIN Waste Innovations has begun working on a new cell on December 8th. The Landfill has also taken out the fence on the East side of the property and are raising it. He noted that the landfill division maintained a consistent on-site presence, conducting visits almost every week during the month.

Health Commissioner
Health Commissioner Julie Richards reviewed the previous month's activities and report. She highlighted the director's work on reviewing the policies. The Commissioner further reported that the leadership team is actively reviewing organizational policies and will present proposed changes to the Board for approval as needed. She also presented the employee of the month was Jordan Pruitt.

Dr. Gase made a motion to accept the board reports. Dr. Theixos seconded the motion. The motion carried unanimously.

Unfinished Business - none

New Business - none

2026 Budget
Mrs. Anita Gaietto reviewed the operating budget for 2026. Then Mrs. Gaietto had a brief discussion with the Board answering questions about the budget.

Mr. Lyons made a motion to approve the 2026 budget as presented to the Board. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

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

Election of 2026 Board Officers
Mr. Heiser nominated Dr. Clay Wolph as President and Mr. Bob Podach as Vice President.

Mr. Podach declined the nomination and then nominated Dr. Gase for Vice President.

Mr. Lyons made a motion for Dr. Clay Wolph to be Board of Health President and Dr. Andrew Gase to become Board of Health Vice President for 2026. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

Public Concerns/Request- none

Mr. Lyons made a motion to adjourn the meeting at 5:50 p.m.

The next Board of Health meeting is scheduled for January 22, 2026, 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