Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, February 26, 2026 at the Seneca County General Health District, Basement Conference Room A, 92 E Perry 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 5:05	Mr. Dwight Clary – 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

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

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Executive Session

Mr. Podach made a motion to enter into executive session at 5:03 pm to discuss pending court action with legal counsel, according to Section 121.22 G3 of the Ohio Revised Code. Mr. Clary seconded the motion. The motion carried upon roll call vote:

Mr. Dwight Clary – 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	

The board requested that Health Commissioner Julie Richards, Communications Specialist Erika Handru and Landfill Oversight and Compliance Director Ajith Singh Bhagavath Singh to attend the executive session.

Dr. Beres arrived at 5:05 pm.

Dr. Wolph announced the return from the executive session at 6:06 pm. Dr. Wolph stated no action was taken.

Approval of Minutes
Mr. Lyons made a motion to approve the minutes from the January 29, 2026, Board of Health Meeting. Dr. Gase seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru reported that the Health District has received one public records request since the last meeting and that the request has been completed.

Review Expenditures/Approve Payment of Bills
Mr. Heiser made a motion to pay the January 2026 bills as presented. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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
Dr. Beres made a motion to approve the out-of-county travel as presented to the Board in the board packet. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Fund Advances
Dr. Gase made a motion to approve the following funds advance:

1. From fund 7060 General Fund to fund 7092 Get Vaccinated contract - $9,000.00 – 01/29/2026

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

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Fund Advance Repayments
Mr. Poach made a motion to approve the following fund advance repayment:

1. From fund 7092 Get Vaccinated contract to fund 7060 General fund - $8,000.00 – 01/29/2026

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

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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. Hieser made a motion to approve the following appropriation transfers:

1. Fund 7089 C & DD-advertising to software license/service - $900.00 - 01/29/2026
2. Fund 7089 C & DD-contract service to software license/service - $700.00 – 01/29/2026
3. Fund 7033 Swimming Pools – software license/service to travel - $195.00 – 02/02/2026

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

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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 Department of Health, for vaccines for children program provider services, 01/01/2026 -12/31/2026, no money.
2. Montrose Air Quality Service, L.L.C., for Sensible Environmental Data Platforms public website hosting services, 01/01/2026 -12/31/2026, $9,000.00 (payer).
3. Addendum: Lineal Services, LLC, for electronic discovery, original amount not to exceed - $60,000.00 increased to $120,000.00, original effective ending date of December 31, 2025 remains the same.
4. Addendum: Lineal Services, LLC. for electronic discovery, original effective end date of December 31, 2025 extended to December 31, 2026, original not to exceed amount of $120,000.00 to be increased to $170,000.00
5. Addendum: Lineal Services, LLC, for electronic discovery in response to public records requests, original effective ending date of December 31, 2025 extended to December 31, 2026, original not to exceed amount of $15,000.00 remains the same.
6. Public Entities Pool of Ohio for annual liability insurance – 3/1/2026-2/28/2027 for liability insurance limit of $6,000,000.00 (current coverage); $21,771.00 Optional increases - $7,000,000.00 – $22,872.00; $8,000,000.00 – $23,926.00; $9,000,000.00 – $24,931.00 (payer)

Dr. Theixos seconded the motion.

After a brief discussion the Public Entities Pool of Ohio for annual liability insurance will remain the current coverage limit of $6,000,000.00.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Resolution 2026.03

Mrs. Hay made a motion to approve resolution 2026.03 resolution for the Appointment of Special Counsel Retroactive to January 1, 2026. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Resolution 2026.04
Mr. Clary made a motion to approve resolution 2026.04 Resolution for Water Pollution Control Loan Fund. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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 that there will be changes in the food packages available, noting that initial appointments after changes may require additional time. She also announced that WIC will host a cooking class for National Nutrition Month.

Nursing Division Report
Nursing Director Andrea Barrell reported on the Mobile Health Event that occurred on February 9 2026. The Nursing Division, in collaboration with Dr. Richard, provided blood sugar test, blood pressure checks, BMI assessments and lead screenings, vaccines were administered, and attendees received health education and referrals at the event.

Environmental Health Division
Condemnation
Mr. Heiser made a motion to approve the following condemnation:

1. 142 E. 4TH St Fostoria Ohio 44830
   Owned by Harold Cooper

Mr. Lyons seconded the motion. The motion carried unanimously.

Rescind
Mr. Heiser made a motion to rescind the following condemnation

1. 820 S. Main Street Fostoria Ohio 44830
   Owned by Tiffany Evans

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

Baldwin Group Inc (HDIS)
Mr. Sendelbach explained that the Environmental Department would like to extract data from the HDIS system and transfer it into the Health Space Program. The contract is currently under review at Prosecutor's office for approval.

Mr. Podach made a motion to approve Seneca County General Health District entering into an agreement with the Baldwin Group Inc. to extract private water systems and sewage treatment data pending approval by legal counsel. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison reported that in December, there were 59 reports of class B reportable conditions, 7 reports were determined to not be a case. 16 of the 52 were determined to

be probable/confirmed cases were influenza associated hospitalizations, 9 were COVID-19 associated hospitalizations and 2 were RSV associated hospitalizations. For accreditation she has been meeting with some domains over the last month.

Landfill Division Report
Director of Environmental Science and Landfill Compliance, Ajith Singh Bhagavath Singh, reported that Jordan Pruitt attended crisis intervention trainings held on Thursdays throughout February.

Health Commissioner
Health Commissioner Julie Richards reviewed the previous month's activities and report. She recognized Tiffany Sherck as Employee of the Month. Health Commissioner Richards expressed appreciation to staff for their assistance with the mobile health unit event on February 9th at the Fostoria Learning Center 342 Perry St, Fostoria. She also announced plans for the next mobile health unit on March 4, 2026 in Tiffin from 10:00 am-6:00 pm and was waiting on the location confirmation.

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

New Business
Discussion of June board meeting date and location
Health Commissioner Richards informed the board that she will be unavailable for the Board Meeting scheduled on Thursday June 25, 2026. She proposed rescheduling the meeting to Thursday June 18, 2026, to be held at the Fostoria Learning Center at 342 Perry St, Fostoria, OH 44830.

Mrs. Hay made a motion to move the June Board of Health Meeting to Thursday June 18, 2026 and to be held at the Fostoria Learning Center located at 342 Perry St, Fostoria, OH 44830. Dr. Gase seconded the motion. The motion carried unanimously.

Public Comment
Mr. Tim Watson stated that the website did not display the most recent minutes. Communications Specialist Erika Hundra responded that the site had been updated prior to the meeting.

Executive Session
Mr. Lyons made a motion to enter into executive session at 6:38 pm to consider compensation of public employees, according to ORC 121.22 G1 of the Ohio Revised Code. Mr. Clary seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

The board requested that Health Commissioner Julie Richards, Fiscal Director Anita Gaietto and WIC Director Trisha Kahler to attend the executive session.

Dr. Wolph announced the return from the executive session at 6:55. Dr. Wolph stated no action was taken.

Mrs. Hay made a motion to approve the 2/26/2026 revised salary schedule. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Mr. Lyons made a motion to approve a 3% increase effective 03/07/2026 for all employees excluding the Health Commissioner and those currently on probation. Current probationary employees will receive a 3% increase after successful completion of probation. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Mr. Lyons made a motion to increase Lindsay Eckenwiler an additional $1.30 an hour and to decrease her hours from 35 to 30 per week effective 03/07/2026. Mr. Clary seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – 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

Mr. Heiser made a motion to adjourn the meeting at 6:59 p.m.

The next Board of Health meeting is scheduled for March 26, 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