Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, March 26, 2026 at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883. With a quorum present, Vice President Dr. Andrew Gase called the meeting to order at 5:00 pm.

Board Members Roll Call:

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

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.

Dr. Andrew Gase 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.

Approval of Minutes
Mr. Podach made a motion to approve the minutes from the February 26, 2026, Board of Health Meeting. Mr. Clary seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru reported that the Health District has received six public records requests since the last meeting and all requests have been completed.

Review Expenditures/Approve Payment of Bills
Mr. Podach made a motion to pay the February 2026 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
Mrs. Deborah Hay –Yes	Mr. Nathanael Heiser - Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

2026 NACCHO Conference Discussion

Commissioner Richards explained the NACCHO conference. Epidemiologist Caitlin Dennison presented details of the new program she will be presenting at the pre-conference session. She outlined the associated cost, noted her intention to attend the full conference, and stated she would explore options to reduce expenses.

Mr. Clary made a motion to approve the registration for Caitlin Dennison to the NACCHO conference with the ability to withdraw with no penalty upon review of the meeting agenda. 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

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

1. Fund 7067 Food Service-equipment to supplies - $300.00 – 02/17/26
2. Fund 7143 Public Health Workforce-contract service to other expenses - $5,400.00 – 02/25/26
3. Fund 7082 WIC-contract service to leases - $2,041.00 - 03/03/26
4. Fund 7082 WIC-travel to other expenses - $75.00 - $03/05/26

Mr. Heiser 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

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

1. The Baldwin Group, Inc., for termination and data extraction of the private water systems and sewage treatment modules in the HDIS program, termination effective 12/31/2026, extraction to be done prior to 12/31/2026, not to exceed $1,500.00 (payer).

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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

Resolution 2026.05
Mr. Podach made a motion to approve resolution 2026.05 resolution for the Appointment of Special Counsel Retroactive to January 1, 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

WIC Division Report
WIC Director Trisha Kahler reported that the WIC program is seeking to hire a Breastfeeding Peer Support Helper and a WIC Clerk. She noted that changes to the available food packages will take effect April 6th. Additionally, she discussed submitting the mid-year spending assessment survey to State WIC office.

Nursing Division Report
Nursing Director Andrea Barrell informed the Board that Nursing Division will have a nurse returning from maternity leave on March 30th . She also reported that RN Jeanne Wahrer covered a medical leave at Fostoria City School, working 178 hours in January and February. The Nursing Division, will host three nursing students from Terra State Community College for their clinical hours. Mrs. Barrell met with the Youth Center and with Tiffin City Schools.

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

1. 560 Lynn Street Fostoria, Ohio 44830
   Owned by Duke Geoffrey

Mr. Heiser 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

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

1. 308 W. Countyline Street Fostoria, Ohio 44830
   Owned by William Roberts

Dr. Beres 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. Robert Podach – Yes
Dr. Heleana Theixos – Yes		

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison reported attending Health Alliance meeting , CARSA and completing a Crisis Intervention Training. In February, there were 59 reports of reportable conditions, with 10 determined to not be cases and 4 were suspected. Of the remaining 45, 16 probable/confirmed cases were chlamydia, 8 were influenza associated hospitalizations, 5 were

COVID-19 associated hospitalizations and 7 were RSV associated hospitalizations. In February she also investigated 6 anomalies. She also participated in a biological game with community partners.

Landfill Division Report
Director of Environmental Science and Landfill Compliance, Ajith Singh Bhagavath Singh, reported that WIN Waste will begin a new cell in April. He and Jordan Pruitt conducted well sampling during the week. Landfill Division maintained a consistent on-site presence, with visits conducted weekly throughout the month.

Health Commissioner
Health Commissioner Julie Richards reviewed the previous month's activities and report. She recognized Heather Panuto as Employee of the Month. Commissioner Richards discussed the mobile health unit events on February 9 and March 4, noting that plans are underway for two additional events later this year. Commissioner Richards also presented the annual report to the Board.

Employee Related Actions
Resolution 2026.06 Expressing Appreciation to Scott Lyons
Mr. Podach made a motion to approve resolution 2026.06 expressing appreciation to Scott Lyons. Mr. Clary seconded the motion. The motion carried unanimously.

New Business
Review Community Heath Assessment Executive Summary
Health Commissioner Richards reviewed the Community Health Assessment Executive Summary with the Board of Health which was emailed to the board members prior to the meeting.

The Board members then had a brief discussion about the Community Health Assessment.

Audit Committee
Health Commissioner Richards announced that do to schedule conflicts the Audit Committee meeting will be held prior to the May Board of Health Meeting not in April. The Audit Committee is scheduled to meet on May 28, 2026 at 4:15pm.

Public Comment - None

Mr. Clary made a motion to adjourn the meeting at 6:00 p.m.

The next Board of Health meeting is scheduled for April 23, 2026, 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