Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, April 23, 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	Mr. Dwight Clary – Absent	Dr. Andrew Gase -Absent
Mrs. Deborah Hay –Yes (5:07)	Mr. Nathanael Heiser - Yes	Mr. Robert Podach - Yes Dr.
Heleana Theixos – Yes	Mr. Duane Vogel – Yes	Dr. Clay Wolph – Yes

Others Present:
Julie Richards, MA, LSW, LPCC/S, Health Commissioner
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, Landfill Inspector

Pledge of Allegiance
The Board recited the Pledge of Allegiance.

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

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

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

Dr. Nathaniel Beres –Yes	Mr. Nathanael Heiser - Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – Yes	Mr. Duane Vogel – 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. Nathanael Heiser - Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes	Dr. Clay Wolph – Yes

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

1. Fund 7060 General Fund-salaries to other expenses - $2,000.00 – 03/23/26
2. Fund 7060 General Fund-software licenses/service to other expenses - $1,500.00 – 03/23/26
3. Fund 7060 General Fund-supplies to other expenses - $1,500.00 – 03/23/26
4. Fund 7060 General Fund-contract services to other expenses - $1,000.00 – 04/09/26
5. Fund 7060 General Fund-equipment to other expenses - $1,000.00 – 04/10/26

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

Dr. Nathaniel Beres –Yes	Mr. Nathanael Heiser - Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes	Dr. Clay Wolph – Yes

Mrs. Hay arrived at 5:07.

Contracts
Dr. Theixos made a motion to approve the following contracts:

1. Chamberlain University, L.L.C., for student nursing clinical facility services, effective upon signatures and for a period of five years, no money
2. Hoover's Property Services, L.L.C. for home sewage treatment systems installation (Benschoter property), 02/27/2026 - 05/27/2026, not to exceed $5,613.00 (payer).
3. Hoover's Property Services, L.L.C. for home sewage treatment systems installation (Lykins property), 02/27/2026 - 05/27/2026, not to exceed $19,950.00 (payer).
4. Hoover's Property Services, L.L.C. for home sewage treatment systems installation (Swartz property), 02/27/2026 - 05/27/2026, not to exceed $20,261.00 (payer).
5. Allen Excavating, Inc., for property demolition and debris disposal services, 04/06/2026 - 06/30/2026, not to exceed $18,750.00 (payer).
6. Bridges Preparatory Academy, for nursing services, 07/01/2026 - 06/30/2027, not to exceed $3,825.00 (payee).
7. Mohawk Local School District, for nursing services, 07/01/2026 - 06/30/2027, not to exceed $56,610.00 (payee).
8. Tiffin City School District, for nursing services, 07/01/2026 - 06/30/2027, not to exceed $75,900.00 (payee).
9. Director of the Environmental Protection Agency of the State of Ohio, for water pollution control loan fund assistance, effective upon signatures thru 12/31/2027, not to exceed $150,000.00 (payee).

Dr. Beres seconded the motion.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mrs. Deborah Hay – Yes	Mr. Nathanael Heiser - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

WIC Division Report
WIC Director Trisha Kahler discussed that she is still interviewing for open positions. WIC also participated at the Seneca County Parent and Caregiver Resource Fair sponsored by Mercy Health and Help Me Grow. Mrs. Kahler is also working on getting simple recipes for the WIC Participates.

Nursing Division Report
Nursing Director Andrea Barrell reported that Megan Rowe has returned for maternity leave on March 30th and would like change to part time. Mrs. Barrell met with Tiffin city schools to discuss nursing services for the 2026-2027 school year. The Nursing Division has been working with nursing students from Terra State Community College to obtain their clinical hours. The Nursing Division has also been working on preparing for the next mobile health unit. The Mobile unit will be in Fostoria on May 1 and May 29th.

Environmental Health Division
First Reading proposed O&M Service Fee.

Mr. Ryan Sendelbach presented the first reading of the proposed reduction for the O&M Service Fee. He explained the fee would be the amount the contractor charged plus a $50 late fee, he also explained the fee is only charged if the person did not do what is required of them for the O&M program.

Variance request
Mr. Sendelbach explained the variance requested by Mr. Tyler Hayman at 1086 W. CR 6 Tiffin OH 44883 to install his own septic system.

Dr. Theixos made a motion to approve the variance for Tyler Hayman at 1086 W. CR 6 Tiffin, OH 44883 to install his own septic system. Mr. Podach seconded the motion. The motion carried unanimously.

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

1. 27 N. Liberty Street, Attica Ohio 44807
   Owned by Bridget Gillen

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

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison reported that there were 34 reports of Class B reportable conditions in March, with 3 determined not to be cases. Regarding accreditation, she reported that 2 of the 10 Domains are completed and ready to be submitted in October. She concluded her report by reviewing the various events and trainings she attended in the community over the past month.

Landfill Division Report
Director of Environmental Science and Landfill Compliance, Ajith Singh Bhagavath Singh, reported that the department has started using body cameras during inspections. He and Jordan Pruitt attended several professional training sessions, including OEHA training, EHSIT training, and a Hazmat training. Additionally, he confirmed that regular weekly inspections of the landfill are continuing.

Health Commissioner
Health Commissioner Julie Richards reviewed her monthly report and activities, noting that Kelly Thom was recognized as the Employee of the Month. Commissioner Richards also summarized the meetings and events she attended during the month, highlighting her invitation to join the newly created Domestic Violence task force. She updated the board on the work and costs associated with making the website ADA compliant, noting that the deadline has been extended to April of next year. She also highlighted two upcoming "Healthy Connections" Medical Mobile Outreach events scheduled for May 1 and May 29 in Fostoria.

Strategic Plan Review
Health Commissioner Julie Richards reported that policy revisions and reviews are currently ongoing within administrative meetings and across several domains.

Health Commissioner Julie Richards discussed the formation of the employee morale committee, which was created as a result of the employee satisfaction survey. The committee is focusing on staff satisfaction and has been working on team building by incorporating icebreakers into staff meetings.

Health Commissioner Julie Richards explained the creation of a virtual anonymous suggestion survey. To ensure easy access, QR codes for the survey have been posted in each division and on the bulletin board in the mailroom, allowing staff to submit anonymous suggestions.

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

Dr. Nathaniel Beres –Yes	Mrs. Deborah Hay – Yes	Mr. Nathanael Heiser - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

Employee Related Actions
Resolution 2026.07 Resolution to change employee status
Mr. Podach made a motion to approve resolution 2026.07 to change employee status of Megan Rowe from Full-time public Health Nurse II to Part-time Public Health Nurse II, approximately 28 hours a week, effective May 2, 2026. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mrs. Deborah Hay – Yes	Mr. Nathanael Heiser - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

Unfinished Business
Reminder that Audit committee is to meet May 28th at 4:15 pm.

Dr. Wolph reminded the everyone that he Audit Committee is to meet May 28, 2026 at 4:15 pm prior to the Board of Health meeting.

Discussion of NACCHO Conference
Health Commissioner Richards started with a brief review of last month's discussion on Caitlin Dennison presenting and attending the upcoming NACCHO Conference in Louisville Kentucky in July 14-17 2026. Ms. Dennison stated that she will be presenting in the preconference which is the PHI*CON part of the conference which is held July 13-14. She is asking for the Board to approve $1434.00 to cover the PHI*con part of the conference which can be covered by the workforce development grant and she will cover the remain money to stay and attend the NACCHO conference

Mr. Heiser made a motion to approve $1434.00 for Caitlin Dennison to attend NACCHO Conference in Louisville Kentucky July 13-17. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mrs. Deborah Hay – Yes	Mr. Nathanael Heiser - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

New Business
Assign Board of Health Committees
Mr. Heiser made a motion to approve appointment of Dr. Theixos and Mr. Vogel to the Finance committee, Dr. Beres to the Personnel committee and make Dr. Gase the Chair for Personnel Committee for the Board of Health. Mr. Podach seconded the motion. The motion carried unanimously.

Discussion to email Board Packet
Mr. Podach made a motion to email the Board packets to members of the Board, with the exception of Mr. Heiser's which will be mailed. Paper copies will be available the day of the meeting. Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mrs. Deborah Hay – Yes	Mr. Nathanael Heiser - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

Public Comment – none

Mr. Heiser made a motion to adjourn the meeting at 5:58 p.m.

The next Board of Health meeting is scheduled for May 28, 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