Seneca County Board of Health Meeting Minutes- Amended 07/23/2026

The Seneca County Board of Health met on Thursday, May 28, 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 – Yes	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Absent	Mr. Nathanael Heiser - Absent	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
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, Landfill Inspector

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Executive Session

Mr. Podach made a motion to enter into executive session at 5:01 pm to discuss pending court action with legal counsel, according to Section 121.22 G3 of the Ohio Revised Code. Dr Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes		

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

Dr. Wolph announced the return from the executive session at 5:15 pm. Dr. Wolph stated no action was taken.

Resolution 2026.09 Retaining Legal Counsel

Dr. Wolph presented resolution 2026.09 to the Board.
Mr. Clary made a motion to approve resolution 2026.09 in the matter of legal counsel for Seneca County Board of Health v. WIN Waste Innovations of Seneca County LLC. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes Mr. Dwight Clary – Yes Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

Approval of Minutes
Dr. Gase made a motion to approve the minutes from the April 23, 2026, Board of Health Meeting with the correction of the spelling of Mr. Vogel's name. Mr. Vogel 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 they all have been completed.

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

Dr. Nathaniel Beres –Yes Mr. Dwight Clary – Yes Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

Appropriation Transfers
Dr. Gase made a motion to approve the following appropriation transfers:

1. Fund 7069 Jt. Solid Waste hospitalization to supplies - $ 100.00 – 05/07/26
2. Fund 7082 WIC-contract service to software license/service - $288.00 – 05/12/26
3. Fund 7089 C & DD-contract service to software license/service - $12.00 – 05/12/26
4. Fund 7092 Get Vaccinated-contract service to software license/service - $30.00 – 05/12/26
5. Fund 7096 Naloxone-contract service to software license/service - $27.00 – 05/12/26

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. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

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

1. Ohio Environmental Protection Agency, for Mosquito Control grant services, effective upon signatures thru 04/30/2027, not to exceed $10,000.00.
2. Ohio Department of Health for Medicaid administrative claiming, 07/01/2025 - 06/30/27, paid quarterly per time study (payee)

Dr. Theixos seconded the motion.

Mr. Sendelbach explained the Mosquito Control grant to the Board.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes Mr. Dwight Clary – Yes Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

WIC Division Report
WIC Director Trisha Kahler reported that a new Breastfeeding Peer Helper will begin on June 1, 2026. WIC also will be conducting participant satisfaction surveys starting June 1, 2026. She also explained the FY27 grant from her report.

Nursing Division Report
Nursing Director Andrea Barrell discussed the melanoma prevention and sun-safety initiative. She reported that local partners have supplied a list of public locations for the placement of sunscreen dispensers. Mrs. Barrell then discussed that there has been an increase in melanoma in Seneca County from 2023 to 2025. Next Mrs. Barrell reviewed services provided by the Nursing staff at Mohawk Local School and Tiffin City Schools during the 2025-2026 school year.

Environmental Health Division
Second Reading proposed O&M Service Fee.
Mr. Ryan Sendelbach presented the second 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.

Mr. Sendelbach then updated the Board on a new campground which is located in Bettsville, Ohio,

Mr. Sendelbach discussed that they received a call that ODH will be conducting our FSO food audit during the second week in August.

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

1. 14 N Marion Street, Bloomville Ohio 44818
   Owned by Janet McGee

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

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison discussed that she attended a HazMat operations training, Health Alliance meeting, CARSA, LEPC and a hospital tabletop exercise with part of the Northwest Region. Ms. Dennison then reported that there were 28 reports of Class B reportable conditions, with 11 determined not to be cases and three were suspected. One investigation is ongoing and nine of the cases were Chlamydia. Regarding accreditation, she has been meeting with the Domains and reviewing documentation that has been completed.

Landfill Division Report
Director of Environmental Science and Landfill Compliance stated that he and Jordan Pruitt attended several professional training sessions, including OEHA training. Singh attended an EPA

Permitting conference in May. Additionally, he noted that WIN Waste continues exhuming activities at the landfill.

Health Commissioner
Health Commissioner Julie Richards reviewed her monthly report and activities, noting that Mindy Cook was recognized as the Employee of the Month. Commissioner Richards also summarized the meetings and events she attended during the month, including two site visits to the landfill. She also expressed appreciation to Ryan Sendelbach for his prompt response and guidance on May 16, 2026 to a small fire at Tiffin's McDonalds. Due to his assistance McDonald's was able to reopen on the same day. Commissioner Richards also reported that she has been working with Erika Handru on making the website ADA complaint and with the Department Directors on cyber security.

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

Employee Related Actions
Resolution 2026.08 Resolution to approve employment
Dr. Gase made a motion to approve Resolution 2026.08 Approving employment of Amanda Willoughby as PT Breastfeeding Peer Helper-WIC Division effective 06/01/2026. Dr. Theixos seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes Mr. Dwight Clary – Yes Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

Unfinished Business
Audit committee report
Mr. Podach gave a brief report on the Audit Committee meeting which occurred prior to the Board of Health meeting at 4:15. He then thanked the fiscal division for all of their hard work.

Dr. Beres asked if anyone had looked into the possibility of using workforce development grant money to be used for Caitlin Dennison to attend the NACCHO conference. Mrs. Richards explained the that it would not be possible and that Ms. Dennison is in agreement.

New Business
CRISI Grant discussion Health Commissioner Julie Richards presented information regarding the CRISI Grant which WIN Waste Innovations of Seneca County is applying for. WIN Waste is seeking a letter of support from local leaders to accompany their federal submission. The grant is to help repair local railroad crossings, expand an area inside of WIN Waste property to accommodate additional rail cars to help prevent them from sitting on tracks in the community, construct a new rail unloading building, and install fencing and landscaping around the track areas where cars sit. Commissioner Richards noted that WIN Waste has also stated they would invest $350,000.00 dollars for a portion of the project regardless of whether the federal grant is awarded. It was also pointed out that even without a letter of support from the board, the grant could still be awarded.

The Board members had a discussion about the plans, the grant's benefits, and what stance the Board would like to take on this matter. Some board members stated that they would not like to submit a letter of support.

Mr. Clary made a motion to not give a letter of support to WIN Waste Innovations for the CRISI Grant. Dr. Gase seconded the motion.

The Board then continued their discussion on the Grant and what improvements it would be covering.

Mr. Clary called the question and the vote was taken. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Abstain Mr. Dwight Clary – Yes Dr. Andrew Gase - Yes
Mr. Robert Podach – Yes Dr. Heleana Theixos – Abstain Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

Public Comment
Mr. Sayer thanked the Board for their efforts and shared his viewpoints regarding WIN Waste Landfill in the community. He expressed concerns that property title searches do not currently reveal Health Department condemnations. Additionally, he suggested moving the public comment section to the beginning of the Board meetings rather than toward the end.

Executive session
Mr. Podach made a motion to enter into executive session at 6:16 pm to consider appointment, employment , and compensation of public employees, according to ORC 121.22 G1 of the Ohio Revised Code. 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. Robert Podach – Yes Dr. Heleana Theixos – Yes Mr. Duane Vogel – Yes
Dr. Clay Wolph – Yes

The Board requested that Health Commissioner Julie Richards attend the executive session.

Dr. Wolph announced the return from the executive session at 6:33 pm. Dr. Wolph stated no action was taken.

Mr. Podach made a motion to adjourn the meeting at 6:34 p.m.

The next Board of Health meeting is scheduled for June 18, 2026, at 5:00 pm. at the Fostoria Learning Center, 342 Perry St. Fostoria, Ohio 44830.

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Board of Health President Board of Health Secretary