Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, August 27, 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 5:01 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.

Dr. Wolph welcomed Dr. James Richard to the Board of Health Meeting. Dr. Richard serves as the Medical Director for the Seneca County General Health District.

Board Members Roll Call:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Absent	Mr. Nathanael Heiser - Yes	Mr. Robert Podach - Yes 5:13
Dr. Heleana Theixos – Yes	Mr. Duane Vogel – Absent	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, Communications Specialist
Lisa England, Registrar
Jordan Pruitt, Landfill Inspector

Pledge of Allegiance
The Board recited the Pledge of Allegiance.

Executive Session
Mr. Heiser made a motion to enter into executive session at 5:03 pm to discuss pending litigation with our legal team at Benesch Law Via a Teams call, according to Section 121.22 G3 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
Mr. Nathanael Heiser - Yes	Dr. Heleana Theixos – 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.

Mr. Podach arrived at 5:13pm

Dr. Wolph announced the return from the executive session at 5:59 pm. Dr. Wolph stated no action

was taken.

Approval of Minutes
Mr. Heiser made a motion to approve the minutes from the July 23, 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 had received four public records requests since the last meeting and they all have been completed.

Review Expenditures/Approve Payment of Bills
Mr. Heiser made a motion to pay the July 2026 bills as presented. 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. Nathanael Heiser - Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Out-of-County Travel
Dr. Theixos made a motion to approve the out-of-county travel as presented to the Board in the board packet. Mr. Clary seconded the motion. The motion carried upon roll call vote:

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

Fund Advances
Mr. Podach made a motion to approve the following fund advance:

1. Fund 7060 General Fund to Fund 7082 WIC grant - $25,000.00 – 07/29/26

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

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

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

1. Fund 7092 Get vaccinated – leases to travel - $30.00 – 07/28/26
2. Fund 7089 C & DD – leases to advertising - $300.00 – 08/04/26
3. Fund 7067 Food service – equipment to supplies - $150.00 – 08/05/26
4. Fund 7081 Senior Clinic – advances out to salaries - $300.00 – 08/10/26
5. Fund 7081 Senior Clinic – advances out to Medicare - $10.00 – 08/10/26
6. Fund 7081 Senior Clinic – advances out to OPERS - $50.00 – 08/10/26

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. Nathanael Heiser - Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Supplements
Dr. Gase made a motion to approve the following supplements:

1. Fund 7081 Senior Clinic- $2,600.00
2. Fund 7082 WIC Grant- $46,079.00
3. Fund 7096 Integrated Naloxone - $27,950.00
4. Fund 7143 Public Health Workforce - $71,000.00

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

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase - Yes
Mr. Nathanael Heiser - 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. Quadient Leasing USA, Inc., for postage meter lease, 04/19/2027 - 04/18/2032, $111.00 per quarter, not to exceed $6,993.00 (payer).
2. Wyandot County General Health District, for Get Vaccinated Ohio Grant administrative support services, 07/01/2026 - 06/30/2027, not to exceed $30,530.00 (payee).

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. Nathanael Heiser - Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Old Fort Contract Discussion
Mrs. Barrell discussed the reason why Old Fort schools declined the contract to have with the Health Department for Nursing Services.

Resolutions
Dr. Wolph presented Resolution 2026.10 establishing the Seneca County General Health District's health insurance premium contribution and health insurance rates for calendar year 2027**.**

Mr. Podach made a motion to approve to Resolution 2026.10 establishing the Seneca County General Health District's health insurance premium contribution and health insurance rates for calendar year 2027**.** Mr. Heiser seconded the motion.

The board had a brief discussion about the changes and increase for 2027.

The motion carried upon roll call vote:

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

WIC Division Report
Health Commissioner Julie Richards reviewed the WIC Division Report. She noted that Trisha Kahler attended the Northwestern Regional Directors Meeting and Ohio Buckles Buckeyes Regional Meeting. Commissioner Richards also highlighted that August is Breastfeeding Awareness Month and reported that the distribution of Farmers Market Benefits has begun.

Nursing Division Report
Nursing Director Andrea Barrell reported the resignation of Megan Rowe RN effective August 21, 2026. She reviewed recent Nursing Division activities attended in the last month. Noting that Merenda Koehl RN provided teen education at the Lane of Dreams to girls ages 13 and older. She also reported that two Public Health Nurses participated in Senior Day at the Seneca County Fair, and that the Nursing Division participated in the Healthy Connections event held August 19, 2026 at Noble Elementary School.

Environmental Health Division
Environmental Director Ryan Sendelbach discussed the bike rally to be held in Bloomville on Labor Day Weekend and that the Environmental staff will be busy doing the inspections on mobile food trucks, tattoo facilities, and the temporary campground for the event. He also noted the upcoming OEHA fall conference, which provides an opportunity for the Environmental staff to get their required Continuing Education Units for the year. The Division has completed its ODH food audit in early August and are waiting for the results.

Rescind
Dr. Theixos made a motion to approve the following rescind condemnation**:**

1. 524 Miller Avenue
   Fostoria Ohio 44833 Owner Veezy Investments

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

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

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison reviewed meetings and trainings she had attended since the last Board meeting. Ms. Dennison reported participating in the Northwest Ohio Regional Public Health Meeting and meeting with ODH about the Mobile Health Unit. She investigated 72 reports of class B reportable conditions, 9 were determined not cases and 8 were suspected. Thirty-seven of the 55 probable and confirmed cases were cyclosporiasis. She also stated that Domain 6 team has completed all of their documents for reaccreditation.

Landfill Division Report
Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh provided an update on activities at WIN Waste landfill, including the exhuming activities for the which is more than 50% complete. He also reported that Jordan Puritt has successfully passed her licensure test. He also stated that he and Jordan Puritt are conducting regular weekly inspections of the landfill.

Health Commissioner
Health Commissioner Julie Richards presented her monthly report and activities; She noted that Jennifer Peck-Mawer was recognized as the Employee of the Month. Commissioner Richards summarized the meetings and events she attended throughout the month. She also reported about the Healthy Connections event held at Noble Elementary School on August 19, 2026. She also reporting meeting with the Mayor of Bettsville to discuss community resources and potential benefits for the community.

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

Employee Related Actions
Mr. Heiser made a motion to accept resignation of Megan Rowe as Public Health Nurse 2 effective 08/21/2026. Mr. Clary seconded the motion. The motion carried unanimously.

New Business
Workforce Development Plan
Epidemiologist Caitlin Dennison discussed the modifications needed to update the Workforce Development Plan for reaccreditation. She reviewed the changes made since the plan was emailed to the Board, outlining the main focus areas and addressing staff training.

Mr. Heiser made a motion to approve the Workforce Development Plan. Dr, Theixos seconded the motion. The motion carried unanimously.

Performance Management/Quality Improvement Plan
Epidemiologist Caitlin Dennison discussed the proposed Performance Management/Quality Improvement Plan. She explained that updates were needed due to the turnover in staffing since the last version was written. She noted that she had no changes to the version previously emailed to the Board.

Dr. Gase made a motion to approve the Performance Management/Quality Improvement Plan. Dr. Beres seconded the motion. The motion carried unanimously.

Public Comment-None

Mr. Podach made a motion to adjourn the meeting at 6:40 p.m.

The next Board of Health meeting is scheduled for September 24, 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