

## WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

October 17, 2024

**Members Present:** Brent Brown; Susan Buchwalter; Melissa Craemer Smith; Fred Finney; Jerry Herman; Robert Lindsay; Carol McKiernan; Amanda Nelson; Marjorie Shamp; Robert Troutman

**Staff Present:** Nicholas V. Cascarelli, Health Commissioner; Theresa Schlauch, Director of Finance & Human Resources; Vaughn Anderson, Director of Environmental Health; Patty Reining, Director of Community Health; Wendy Anderson, Director of WIC

**Guest(s) Present:** Janet Rittenhouse, Wayne County Health Department

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Susan Buchwalter at 8:01 a.m.	No action needed
Board CEU-Staff Introductions	<p>June Hulit introduced herself. She has worked for the Health Department since January in Vital Statistics as a Clerical Specialist. Her hobbies include working for a Therapy Dog organization and also wool and rug hooking.</p> <p>Bob Hempel is an Environmental Health Specialist who has worked for the Health Department for the last 29 years. His hobbies include small mouth bass fishing, jogging and bike riding.</p> <p>Janet Rittenhouse also introduced herself. She has worked as an Environmental Health Specialist for 38 years, and has been the Food Supervisor for the last 25 years. She spoke on some Food vendor facts in Wayne County. In her free time, she enjoys baking.</p>	No action needed
Board of Health Meeting Minutes	There was a correction on the September 17 <sup>th</sup> , 2024 meeting minutes. In the Community Health Unit Update, the minutes should read "Syphilis and HIV are at an all-time high", and not "Chlamydia". The minutes were approved with that correction.	McKiernan/Craemer Smith All in favor

<p>Financial Requests</p>	<p>Theresa Schlauch, Director of Finance and Human Resources, presented the Financial Overview for September.</p> <ul style="list-style-type: none"> <li>• The Approval of Bills and Expenditure Reimbursements/Interagency Transactions were approved.</li> <li>• Travel and related expenses were approved.</li> <li>• The Appropriation increase from the General Fund to Safe Communities and Creating Healthy Communities was approved.</li> <li>• The 2024 Pre-authorization Bills Revision was approved increasing MCTV by \$700.</li> </ul>	<p>Brown/Herman All in favor</p> <p>McKiernan/Troutman All in favor</p> <p>Troutman/Brown All in favor</p> <p>Herman/Finney All in favor</p>
<p>Operations Sub-Committee &amp; Environmental Meeting Minutes</p>	<p>The meeting minutes from October 4, 2024 were discussed:</p> <ul style="list-style-type: none"> <li>• Kent State Academic Affiliation Agreement-There was a motion to bring the contract to the Board of Health.</li> <li>• Quarterly Staff Meetings- Exact dates will be brought to next BOH meeting.</li> <li>• Closing of Building on December 24<sup>th</sup> and December 31<sup>st</sup>- The Board motioned to allow Nick Cascarelli the authority to close the building early to follow the Commissioners.</li> </ul>	<p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p>

<p>Operations Sub-Committee &amp; Environmental Meeting Minutes</p>	<ul style="list-style-type: none"> <li>• Proposed Regulation 192 for 2025 Fees-Vaughn discussed the 1<sup>st</sup> Reading of Proposed Regulation 192 which entails Food Program Fees. Some fees have increased while a few have decreased. Also, updated fees for food training courses provided by the Health Department to begin offering service soon. Susan Buchwalter read the 1<sup>st</sup> Reading of Proposed Regulation 192. "A regulation establishing and revising license, permit and service fees in the Wayne County Combined General Health District to provide for the payment toward costs of providing Environmental Health Services and Inspections. Motion to accept the first reading.</li> <li>• Resolution #10-17-2024 -A <ul style="list-style-type: none"> <li>• Vaughn discussed simple language revision</li> </ul> </li> <li>• Resolution #10-17-2024 -B <ul style="list-style-type: none"> <li>• Vaughn discussed a code error and addition of Food service operations to the resolution and minor language revisions</li> </ul> </li> <li>• Resolution #10-17-2024 -C <ul style="list-style-type: none"> <li>• Vaughn discussed minor language revisions</li> </ul> </li> </ul>	<p>Committee Recommendation <b>Roll Call:</b> Brown; Troutman; Finney; Herman; McKiernan; Craemer Smith; Nelson; Lindsay <b>Abstains:</b> Shamp as a Food Service Operator</p> <p>Committee Recommendation <b>Roll Call:</b> Brown; Troutman; Finney; Herman; McKiernan; Craemer Smith; Nelson; Lindsay <b>Abstains:</b> Shamp as a Food Service Operator</p> <p>Committee Recommendation <b>Roll Call:</b> Brown; Troutman; Finney; Herman; McKiernan; Craemer Smith; Nelson; Lindsay <b>Abstains:</b> Shamp as a Food Service Operator</p> <p>Committee Recommendation <b>Roll Call:</b> Brown; Troutman; Finney; Herman; McKiernan; Craemer Smith; Nelson; Lindsay <b>Abstains:</b> Shamp as a Food Service Operator</p>
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<p>Operations Sub-Committee &amp; Environmental Meeting Minutes</p>	<ul style="list-style-type: none"> <li>Resolution #10-17-2024 -D <ul style="list-style-type: none"> <li>Vaughn discussed minor language revisions</li> </ul> </li> </ul> <p>Failed Operational Inspections:</p> <ul style="list-style-type: none"> <li>Grayson-11811 Black Diamond Rd: Refer to Board to issue orders.</li> <li>Green-1508 S. Firestone Rd: Refer to Board to issue orders</li> <li>Hochstetler-6660 Cleveland Rd: Abated</li> </ul> <p>Solid Waste Nuisance</p> <ul style="list-style-type: none"> <li>Stahl-18575 Galehouse Rd: Refer to Board to issue orders.</li> </ul> <p>The minutes were approved as presented.</p>	<p>Committee Recommendation <b>Roll Call:</b> Brown; Troutman; Finney; Herman; McKiernan; Craemer Smith; Nelson; Lindsay <b>Abstains:</b> Shamp as a Food Service Operator</p> <p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p> <p>Brown/Troutman All in favor</p>
<p>Old Business Prosecutors Update</p> <p>Failed Operational/Septic Inspections</p>	<p>Hunter Properties LLC-525 Markley St.: There was not an update from the Prosecutors office at this time and Vaughn is not aware of any status changes. He will be contacting the Prosecutor for an update.</p> <ul style="list-style-type: none"> <li>Evans-10699 McQuaid Rd.: No contact from property owner. Repeated offender. Staff recommends refer to Prosecutor.</li> <li>Nadelin Home Rentals-2416 W. Smithville Western Rd. Abated.</li> </ul>	<p>No action needed</p> <p>Herman/McKiernan All in favor</p> <p>No action needed</p>

	<ul style="list-style-type: none"> <li>Gill-2448 Fulton Rd.: Owner has been in contact and has a contractor. However, no recent update. Staff recommends to refer to Prosecutor.</li> <li>Patterson-2969 Hutton Rd.: No contact from property owner. Staff recommends refer to Prosecutor.</li> <li>Johnson/Messner-2316 W. Pleasant Home Rd.: Reoccurring issue. They have previously already been funded with grants for repairs/replacements. Property owner has been in contact and stated no money for repair. Also, states health hardship. Owner has been in contact with a contractor, but no recent contact. Staff recommends refer to Prosecutor.</li> </ul>	<p>Troutman/Lindsay All in favor</p> <p>Brown/Craemer Smith All in favor</p> <p>Shamp/Nelson All in favor</p>
<p>New Business Administrative Items</p>	<p><u>Personnel Hire</u></p> <ul style="list-style-type: none"> <li>Shawnte' Ellsworth, Accounting Specialist, \$20/hr., Full-time, 40 hrs/week, starting October 2, 2024.</li> </ul> <p><u>Resignation</u></p> <ul style="list-style-type: none"> <li>Elizabeth Reynolds, Public Health Emergency Preparedness Coordinator, \$21.84/hr., Full-time, 40 hrs/week, effective October 25, 2024.</li> <li>Mindy Watson, Senior Clerical Specialist, \$17.50/hr., Part-time, effective October 8, 2024.</li> </ul>	<p>Troutman/Herman All in favor</p> <p>Herman/Finney All in favor</p>
<p>OWDA Payments</p>	<p>Vaughn Anderson, Director of Environmental Health, presented the OWDA Payments Resolution for the 2024 year that have been paid. Going forward, the board will approve each one individually. The 2024 OWDA Payment was approved as presented.</p>	<p>Craemer Smith/McKiernan All in favor</p>

<p>Septic Variance</p>	<ul style="list-style-type: none"> <li>Boyer-3595 Kister Rd.: Request for a variance of OAC 3701-29-06 (G) (3) (c) to have existing septic tank within 10ft of a new bedroom addition. Variance was considered due to the hardship of needing a main floor bedroom due to age. Existing site prevented other suitable options. The septic tank is serviceable. Septic passed inspection. Staff recommends approval.</li> </ul>	<p>Brown/Nelson All in favor</p>
<p>All Staff Meetings</p>	<p>Nicholas Cascarelli, Health Commissioner, presented the proposed date for the 2025 all staff meetings. He requested for both buildings to be closed from 8am-10am on 2/5/25, 5/7/25, 8/6/25, and 11/5/25.</p>	<p>Shamp/Nelson All in favor</p>
<p>Health Commissioner Update</p>	<p>Nicholas Cascarelli, Health Commissioner, gave an update.</p> <ul style="list-style-type: none"> <li>We are looking at current salaries. We are considering adjustments in 2025 based on intra-agency salaries, market comparison and budgetary feasibility.</li> <li>Reviewing/updating our Strategic plan. Substantive changes and progress toward existing goals will be shared with the Board in November.</li> <li>Olivia Troyer, our Safe Communities Coordinator so far is catching on quite well. She and I met with our regional person for the grant and was very helpful to us as we start the new grant.</li> <li>The Creating Health Communities Grant has started. This grant year we will be focusing our efforts in Orrville. We will be looking to update playground equipment in some of their smaller parks, working with community partners to restart a Farmers market and doing some localized assessments. In future years, we will be working with Wooster, Rittman and Dalton on similar initiatives.</li> <li>We served 89 families at the food pantry on October 8<sup>th</sup>. This was the most we ever served. We had 6 volunteers. We will switch to a drive thru format versus the market style pantry starting in November. I toured the Foodbank's warehouse and headquarters in Akron last week. In the spring we will have other services of ours as well as other community partners that may help this population in need.</li> </ul>	<p>No action needed</p>

	<ul style="list-style-type: none"> <li>• I am setting up a training for the leadership team on performance management for health departments and then may have the trainer do a training for the entire team.</li> <li>• We will be filling the PHEP coordinator position. As we fill the position we will be moving this position back under Community Health from Administration.</li> <li>• Angie Chapman is the new Board of Health member, appointed by the Mayor of Wooster.</li> </ul>	No action needed
Environmental Health Unit Update	<p>Vaughn Anderson, Director of Environmental Health, gave an update.</p> <ul style="list-style-type: none"> <li>• Trevor Jones will be training to teach the food program ServeSafe Course as a service to Wayne County food operators.</li> <li>• The Wayne County Fair Board sent a letter thanking the Environmental Health Staff this year for all our hard work done during the fair.</li> <li>• Sterling Sanitary Sewer- A copy of a letter that was sent to Sterling residents by the Commissioner's was discussed. The letter was an update to the process as it stands now. Vaughn explained when sanitary sewer is accessible and available we will be responsible for forcing the residents to connect that do not want to.</li> </ul>	No action needed
Community Health Unit Update	<p>Patty Reining, Director of Community Health, gave an update.</p> <ul style="list-style-type: none"> <li>• Treatment is still being administered for the TB individual which will continue until May 1<sup>st</sup>, 2025.</li> <li>• Flu and Covid vaccines are now available. Outreach and Travel Consults have been steady.</li> <li>• We have distributed 1,132 project Dawn Kits.</li> <li>• Communicable Disease numbers are currently down.</li> </ul>	No action needed
WIC Unit Update	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> <li>• Our assigned case load is 1130, and we are at 95.75% of case load with 1082 Participants. We had 481 scheduled appointments and 381 attended, with 15 walk-ins. Our Show rate is currently 79.21%.</li> </ul>	No action needed

Administration Unit Update	Theresa Schlauch, Director of Finance and Human Resources, gave an update. <ul style="list-style-type: none"> <li>The South St. building recently got new paper towel and toilet paper dispensers installed, and the new carpet has been delayed.</li> </ul>	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	11/01/2024 Operations and Environmental Health Sub-Committee 11/21/2024 Board of Health Meeting	No action needed
Adjourn	The meeting was adjourned by consensus at 9:43 a.m.	No action needed

Approved by the Board of Health on this day, November 21<sup>st</sup>, 2024.



Susan Buchwalter, Ph.D.  
Board of Health President



Nicholas Cascarelli, Ed.D.  
Health Commissioner