

WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

November 21, 2024

Members Present: Brent Brown; Susan Buchwalter; Angie Chapman; 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

Guest(s) Present: Dr. Eric Smith, Wayne County Health Department Medical Director, Thomas McCarthy and Tim Bogner, Wayne County Prosecutors Office

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Susan Buchwalter at 8:00 a.m.	No action needed
Board of Health Meeting Minutes	The meeting minutes from October 17, 2024 and November 12, 2024 were approved as presented.	Brown/Troutman All in favor
2 nd Reading and Public Hearing Of Proposed Regulation 192	<p>Motion to proceed to public hearing.</p> <p>Dr. Buchwalter read the 2nd Reading of proposed Regulation 192.</p> <p>“A regulation establishing and revising license, permit and services fees in the Wayne County Combined General Health District to provide for the payment toward costs of providing environmental health services and inspections.”</p> <p>No public present. Vaughn stated no public comments received.</p> <p>Motion to close public hearing.</p>	<p>McKiernan/Craemer Smith Roll Call: Troutman; Craemer Smith; Herman; Finney; McKiernan; Nelson; Shamp; Lindsay; Brown; Chapman</p> <p style="text-align: center;">Troutman/Lindsay Roll Call: Troutman; Craemer Smith; Herman; Finney; McKiernan; Nelson; Shamp; Lindsay; Brown; Chapman</p>

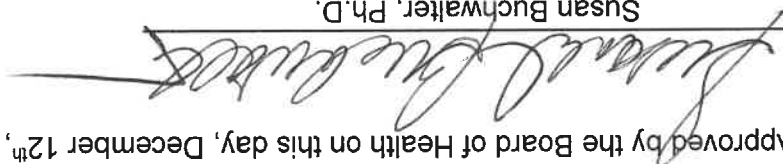
<p>Herman/Finney Troutman; Craemer Smith; Herman; Finney; Mckiernan; Nelson; Lindsay; Brown; Chapman Abstains: Shamp as a food service operator</p>	<p>Motion to accept 2nd Reading of proposed Regulation 192, and send to 3rd reading and adoption on December 12, 2024.</p>
<p>Craemer Smith/Nelson All in favor</p> <p>Shamp/Craemer Smith All in favor</p> <p>Mckiernan/Shamp All in favor</p> <p>Nelson/Finney All in favor</p> <p>Finney/Herman All in favor</p> <p>Troutman/Herman All in favor</p>	<p>Financial Requests</p> <p>Theresa Schlauch, Director of Finance and Human Resources, presented the Financial Overview for October.</p> <ul style="list-style-type: none"> • The Approval of Bills and Interagency Transactions were approved. • Travel and related expenses were approved. • The Appropriation Increases to General Fund and Sewage for a total of \$25k were approved. • The Appropriation Transfer from Get Vaccinated Personnel to Other for \$15k was approved. • The Advance Funds to reimburse the General Fund for \$15k was approved. • The OWDA Contractor Invoice for All American Excavating for \$21,150.53 was approved.


<p>Operations Sub-Committee & Environmental Meeting Minutes</p>	<p>The meeting minutes from November 1, 2024 were discussed:</p> <ul style="list-style-type: none"> • 2025 Holiday Schedule- Motion to bring to the Board of Health. • 2025 BOH Meeting Schedule- The proposed 2025 Meeting schedule was presented. The dates of 6/19/25 and 7/4/25 fall on Holidays, and will need to be changed when the time gets closer. • Septic Variance-Buckwalter: 4928 Clear Creek Valley Rd. Variance request of OAC 3701-29-12 (R) to not have an additional cleanout within 75 feet of sewer exiting dwelling. Variance was considered due to no basement, and length of sewer line to tank is approximately 85' and in a location of mowing and possible future development. Sewer line had adequate fall. Motion to approve. <p>Motion to approve minutes as presented.</p>	<p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p> <p>Brown/Shamp All in favor</p>
<p>Old Business Prosecutors Update</p>	<p>Thomas McCarthy and Tim Bogner gave an update.</p> <ul style="list-style-type: none"> • Hunter Properties- 525 Markley Rd.: Order of sale for one property on Nold, which is unencumbered by a mortgage to assure us that we receive our judgement. We will be putting a notice in The Daily Record in December for the sale of property on Nold. • Johnson-2316 W. Pleasant Home Rd. Failed Septic Operational and Inspection. Sent letter and they have to comply by December 16, 2024. • Evans-10649 McQuaid Rd: Abated. • Patterson-2969 E. Hutton Rd: Abated. • Gill-2448 Fulton Rd: Abated. 	<p>No action needed</p>

<p>McKierman/Shamp All in favor</p>	<ul style="list-style-type: none"> • 1508 S. Firestone Rd: Abated. • 11811 Black Diamond Rd: Abated. • 18575 Galehouse Rd: Solid Waste Nuisance. Some progress. Vaughn stated this will be a difficult property. Multiple people are involved. Possible illegal dumping by a contractor. Refer to prosecutor. 	<p>Nelson/Troutman All in favor</p>
<p>Craemer Smith/Shamp All in favor</p>	<p><u>Personnel Hire</u></p> <ul style="list-style-type: none"> • Maggie Eby, Safe Communities Coordinator, \$20.00/hr., Part-time, starting November 18 2024. • Marcy Hunter, WIC Dietitian, \$24.00/hr., Part-time, starting November 19, 2024. • Brandi Nichols, Clerical Specialist, \$14.00/hr., Part-time, starting November 19, 2024. <p><u>Status Change</u></p> <ul style="list-style-type: none"> • Heidi Wolf, WIC Eligibility Specialist, \$14.00/hr., Part-time to Full-time, starting November 11, 2024. <p><u>Transfer</u></p> <ul style="list-style-type: none"> • Olivia Troyer, Public Health Emergency Preparedness Coordinator, Full-time, \$21.00/hr., starting October 21, 2024 from Safe Communities Coordinator, \$20.00/hr., Part-time. <p>Nick Cascarelli, Health Commissioner, presented the 2025 Falls Prevention Agreement with Holmes County.</p>	<p>Old Business Board Orders</p>
<p>Falls Prevention Agreement</p>	<p>New Business Administrative Items</p>	<p>Falls Prevention Agreement</p>

<p>No action needed</p>	<ul style="list-style-type: none"> • The leadership team received training on performance management for health departments. This will help formulate goals and strategies that we will track as an agency going forward. • I will be attending training on the Sunshine Law next month through the Attorney General's Office. • We were notified the Commissioners will be closing operations on December 24th at noon. We will also close at noon on December 24th. • We are getting carpet installed on the second floor and both sets of steps starting today. 	
<p>No action needed</p>	<p>Vaughn Anderson, Director of Environmental Health, gave an update.</p> <ul style="list-style-type: none"> • 2023 Pools Survey- Passed with no action items. • Solid Waste Survey- We had the Exit Interview for the Solid Waste Survey and should get final results soon. So far comments were we had good communication with operators, good documentation and good follow-up. 	<p>Environmental Health Unit Update</p>
<p>No action needed</p>	<p>Patty Reining, Director of Community Health, gave an update.</p> <ul style="list-style-type: none"> • Treatment is still being administered for the TB individual which will continue until May 1st 2025. • The Children with Medical Handicaps program recently changed names to Comprehensive Medical Health. • We have been very busy in our Outreach Clinics, with 15 days of October out in the field. We are still trying to get out into the farming community and reached out to the Farm Bureau. • Project Dawn numbers are down and also Covid-19 cases. 	<p>Community Health Unit Update</p>
<p>No action needed</p>	<p>Nick Cascarelli gave an update on behalf of Wendy Anderson.</p> <ul style="list-style-type: none"> • Our new assigned case load is 1172, and we are at 94.03% of case load with 1102 Participants. We had 577 scheduled appointments and 468 attended, with 8 walk-ins. Our Show rate is currently 81.11%. 	<p>WIC Unit Update</p>

	<ul style="list-style-type: none"> • Heidi Wolf is going from Part-time to Full-time and we also have a new Part-time Dietitian, Marcy Hunter. • Our Breastfeeding Coordinator, Carli Gump celebrated her 10-year Anniversary this month and has been a great asset to WIC over the years. • WIC is ending their Management Evaluation Survey (ME)- The program section of the survey did extremely well. Wendy would like to thank Pam Armstrong and Carli Gump for all their hard work in the last year. These ladies carried the program as we moved into this new building, as well as supported the program as we continued to see patients, and they have trained the new people while still continuing to do their own positions. 	No action needed
Administration Unit Update	<p>Theresa Schlauch, Director of Finance and Human Resources, gave an update.</p> <ul style="list-style-type: none"> • Our new Accounting Specialist is still training and doing well. • We are getting new carpet installed this week. • We have been very busy in Admin with end of year appropriations and cleaning up the books to prepare for next year. 	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	<p>12/06/2024 Operations and Environmental Health Sub-Committee</p> <p>12/12/2024 Board of Health Meeting</p>	No action needed
Executive Session	Motion to enter into Executive Session to discuss Personnel.	<p>Finney/Troutman</p> <p>Roll Call: Troutman; Craemer Smith; Herman; Finney; McKiernan; Nelson; Lindsay; Brown; Chapman; Shamp</p>

Approved by the Board of Health on this day, December 12th, 2024.

 Susan Buchwalter, Ph.D.
 Board of Health President


 Nicholas Cascarelli, Ed.D.
 Health Commissioner

<p>No action needed</p>	<p>The meeting was adjourned by consensus at 9:28 a.m.</p>	<p>Adjourn</p>
<p>Brown/Lindsay Roll Call: Troutman; Craemer Smith; Herman; Finney; McKiernan; Nelson; Lindsay; Brown; Chapman; Shamp All in favor</p>	<p>Motion to accept retirement for Ken Eng effective December 31, 2024.</p>	<p>Motion to exit Executive Session.</p>