

## WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

July 17, 2025

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

Staff Present: Nicholas V. Cascarelli, Health Commissioner; Theresa Schlauch, Director of Finance and HR; Wendy Anderson, Director of WIC

Guest(s) Present: Tim Bogner, Wayne County Prosecutors Office

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Dr. Susan Buchwalter at 8:01 a.m.	No action needed
Board of Health Meeting Minutes	The meeting minutes from June 12, 2025 were approved as presented.	McKiernan/Finney All in favor
Financial Requests	<ul style="list-style-type: none"> <li>• The financial account Overview for June was presented and the Board acknowledges it was received.</li> <li>• The Approval of Bills and Interagency/Expense Reimbursement Transactions were approved.</li> <li>• Travel and related expenses were approved.</li> <li>• The Authorization to Advance Funds from Vaccine Equity to General Fund were approved.</li> </ul>	<p>No action needed</p> <p>Troutman/Shamp All in favor</p> <p>Brown/Herman All in favor</p> <p>Chapman/Shamp All in favor</p>

	<ul style="list-style-type: none"> <li>• The Authorization to Transfer Appropriations for Vaccine Equity and WIC were approved.</li> <li>• The Approval of the OWDA Contractor invoice for AT Design was approved.</li> <li>• The Approval of the OWDA Contractor invoice for Accurate Onsite was approved.</li> </ul>	<p>Craemer Smith/Troutman All in favor</p> <p>Herman/Lindsay All in favor</p> <p>Troutman/Chapman All in favor</p>
<p>Operations &amp; Environmental Meeting Minutes</p>	<p>The meeting minutes from July 3, 2025 were discussed:</p> <p>Failed Operational Septic Inspections-</p> <ul style="list-style-type: none"> <li>• 2867 N. Elyria Rd-Country Pointe-Abated</li> <li>• 7872 Cleveland Rd-David &amp; Rachel Allison-Abated</li> <li>• 13875 Kauffman Ave-MDZ Properties-Abated</li> <li>• 18047 Racine Rd-Brandon &amp; Lisa Mineweaser-Committee recommends to issue board orders</li> <li>• 13270 Doylestown Rd-Bryce Wilging-Committee recommends to issue board orders</li> <li>• 3565 Egypt Rd-Travis Infield-Committee recommends to issue board orders</li> </ul>	<p>No action needed</p> <p>No action needed</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p>

<p>Changes to WIC</p> <p>Matt Falb Contract</p> <p>Resolutions</p>	<ul style="list-style-type: none"> <li>11984 Cleveland Rd-Roger/Hatten- Committee recommends to issue board orders</li> </ul> <p>A motion was made to approve changes to the WIC clinic hours. They will now be from 9am-5:30pm, Monday-Thursday, and having the clinic closed on Fridays. The new times will be effective October 1, 2025.</p> <p>The FY2026 Epidemiologist Contract for Matt Falb was discussed and a motion was made to approve.</p> <p>The Proposed Resolution #07-17-2025 and #07-17-2025B were discussed for roll call later in the meeting.</p> <p>The minutes were approved as presented.</p>	<p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Brown/Chapman All in favor</p>
<p>Executive Session</p>	<p>Motion to enter in Executive Session to discuss pending and imminent litigation related to two solid waste nuisance cases at 8:20am.</p> <p>Motion to exit Executive Session was made at 8:43am.</p>	<p>Brown/Finney <b>Roll Call:</b> McKiernan; Finney; Troutman; Chapman; Brown; Nelson; Shamp; Lindsay</p> <p>McKiernan/Chapman <b>Roll Call:</b> McKiernan; Finney; Troutman; Chapman; Brown; Nelson; Shamp; Lindsay</p>



<p>New Business Administrative Items</p>	<p><u>Resignation</u></p> <ul style="list-style-type: none"> <li>• Olivia Troyer, Public Health Emergency Response Coordinator, \$21.63/hr., Full-time, Effective July 11, 2025.</li> <li>• Trevor Jones, Registered Environmental Health Specialist, \$27.18/hr., Full-time, effective July 25, 2025.</li> </ul>	<p>Chapman/Troutman 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 served 125 families at the Pop Up pantry on July 8<sup>th</sup>. This month we also had the mobile van out to have information out from Community Health and WIC. We were able to pass out several Narcan kits and fentanyl test strips. We had members of the Killbuck Savings Bank and a member of the Wooster Police Department as well as many of our typical volunteers. We are inviting other agencies to exhibit next month as well.</li> <li>• I did a talk for the Orrville Exchange Club on the Health Department programs and services on June 19<sup>th</sup>. There were approximately 20 members of their club present. I will be doing another talk on July 29<sup>th</sup> in the evening for the League of Women Voters at the Wooster Branch of the Library. The one is open to the public.</li> <li>• The leadership team is receiving communication styles and skills training. We have received the styles training and will have the skills training in September.</li> <li>• The PHEP grant which started July 1 was funded at 72% of the previous grant year initially. All signs indicate we will receive the remaining 28%, but we will not know until for certain until the fall. As a result, the state has paused 4 of the 13 deliverables of the grant. As our PHEP Coordinator has resigned, we are holding off on replacing the position until the end of</li> </ul>	<p>No action needed</p>

	<p>summer/early fall. We want to see what happens with some of our October 1 start grants. Many of the deliverables due early in the grant year can easily be done by Patty or me.</p> <ul style="list-style-type: none"> <li>• This Saturday July 19<sup>th</sup> from 10am-2pm will be our second annual Health Fair located here. We have 34 vendors mostly either focus on health, mental health and social services agencies exhibiting.</li> <li>• The legislature will be reconvening later this month to attempt an override some of the Governor's line item vetoes related to property tax.</li> </ul>	No action needed
Environmental Health Unit Update	<p>On behalf of Vaughn Anderson, Nicholas Cascarelli, Health Commissioner, gave an update.</p> <ul style="list-style-type: none"> <li>• With Trevor Jones resigning, we are currently hiring in Environmental Health for a new Environmental Health Specialist.</li> </ul>	No action needed
Community Health Unit Update	<p>On behalf of Patty Reining, Nicholas Cascarelli, Health Commissioner, gave an update.</p> <ul style="list-style-type: none"> <li>• The Clinic numbers are slightly down, but we anticipate them going up with the upcoming Back to School and Outreach Clinics.</li> </ul>	No action needed



<p>No action needed</p>	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> <li>The assigned case load is 1172, and we are at 95.22% of case load with 1116 Participants. We had 516 scheduled appointments and 375 who showed, with 5 walk-ins.</li> <li>WIC has been working with the organization A Whole Community. This program is donating fresh vegetables to give out to our participants. The dietitians have provided AWC recipes for the different foods.</li> </ul>	<p>No action needed</p>	<p>Theresa Schlauch, Director of Finance and Human Resources, gave an update.</p> <ul style="list-style-type: none"> <li>The new Vital Statistics program for birth will be going live on August 6, 2025. We have been busy training and learning the new system.</li> </ul>	<p>No action needed</p>	<p>No public present.</p>	<p>No action needed</p>	<p>08/01/2025 Operations and Environmental Health Sub-Committee 08/21/2025 Board of Health Meeting</p>	<p>Adjourn</p> <p>The meeting was adjourned by consensus at 9:15 a.m.</p>
-------------------------	--	-------------------------	--	-------------------------	---------------------------	-------------------------	--	---

Approved by the Board of Health on this day, August 21, 2025.



Susan Buchwalter, Ph.D.  
Board of Health President



Nicholas Cascarelli, Ed.D.  
Health Commissioner & BOH Secretary