

WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

November 20, 2025

Members Present: Brent Brown; 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 Finance and HR; Vaughn Anderson, Director of Environmental Health; Wendy Anderson, Director of WIC; Patty Reining, Director of Community Health

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

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Melissa Craemer Smith at 8:00 a.m.	No action needed
Board of Health Meeting Minutes	The meeting minutes from October 16, 2025 were approved as presented.	Lindsay/Shamp All in favor
Financial Requests	<ul style="list-style-type: none"> • The Financial Account Overview for October was presented, and the Board acknowledges it was received. • The Approval of Bills and Interagency/Expense Reimbursement Transactions were approved. • Travel and related expenses were approved. • The Authorization Resolution for OWDA Contractor Invoice for All American Excavating was approved. 	<p>No action needed</p> <p>Troutman/Herman All in favor</p> <p>McKiernan/Chapman All in favor</p> <p>Herman/Troutman All in favor</p>

	<ul style="list-style-type: none"> The Authorization to Transfer Appropriations was approved. 	<p>Nelson/McKiernan All in favor</p>
<p>Operations & Environmental Meeting Minutes</p>	<p>The meeting minutes from October 3, 2025 were discussed:</p> <p>2026 Holiday Schedule-The Committee discussed the upcoming years Holidays. A motion was made to approve the 2026 Holiday Schedule.</p> <p>2026 Meeting Dates- The 2026 Board of Health and Operations/Environmental Health Sub-Committee meeting dates were presented. A motion was made to approve the dates for 2026.</p> <p>Drug Free Work Policy-The new Drug Free Work Policy was presented and a motion to approve was made.</p> <p>2026 Revenue & Expense Appropriations- The 2026 Revenue and Expense Appropriations was presented and a motion to approve was made.</p> <p>The minutes were approved as presented.</p>	<p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>Nelson/Troutman All in favor</p> <p>Nelson/Finney All in favor</p> <p>Troutman/Chapman All in favor</p>
<p>Old Business Prosecutor Updates</p>	<p>Solid Waste Nuisance:</p> <ul style="list-style-type: none"> Stahl-18575 Galehouse Rd: The trash in the front has been cleaned but the ravine is still full. We can ask the court to force the owner to abate the nuisance, if not done after 30 days, we can clean up. A motion was made to authorize the Prosecutor to file complaint. 	<p>Herman/McKiernan All in favor</p>

<p>Environmental Health Board Orders Updates</p>	<p>The Board entered into Executive Session at 8:19 a.m. to discuss the property at 78 N. Millborne Rd.</p> <p>The Board exited Executive Session at 8:36 a.m.</p> <p>A motion was made to file for contempt with a motion to show cause.</p> <p>Septic Nuisance:</p> <ul style="list-style-type: none"> • Ingfield-3565 Egypt Rd: Abated • Pagano-837 E. Pleasant Home Rd: We have been in contact with owner and also the service provider they are hiring. Company is backed up, and it is on their schedule to be repaired in 6 weeks. Staff recommends to have Prosecutor file complaint but hold until December 1st to see if work has been completed. A motion was made to proceed with complaint with a delay until December 1, 2025. • Malcuit-100 S. Maple St: We have been in contact with property owner and contractor. They are waiting for an aerator to be delivered and should be repaired next week. A motion was made to proceed with complaint with a delay until December 1, 2025. • Watts-2807 Heyl Rd: Abated 	<p>Chapman/Brown Roll Call: Brown; Chapman; Finney; Herman; Lindsay; McKiernan; Nelson; Shamp; Troutman</p> <p>Troutman/Nelson Roll Call: Brown; Chapman; Finney; Herman; Lindsay; McKiernan; Nelson; Shamp; Troutman</p> <p>Nelson/Herman All in favor</p> <p>No action needed</p> <p>Nelson/McKiernan All in favor</p> <p>Troutman/Herman All in favor</p> <p>No action needed</p>
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<p>Environmental Health Board Orders Updates</p>	<p>Board Orders Update:</p> <ul style="list-style-type: none"> • Septic Nuisance: Rose-7128 Canaan Center Rd: Abated • Solid Waste Nuisance: Bond-1245 Jentes Rd: A certified letter was sent and currently still in transit. Steve Rich from Environmental Health went to the home and posted the Board of Health letter on the property. Property was observed to still be in violation. Staff recommends to refer to the Prosecutor. <p>*It was noted Tim Bogner left the meeting at 8:42 am.</p>	<p>No action needed</p> <p>McKiernan/Lindsay All in favor</p>
<p>New Business Third Hearing Proposed Regulation 193</p> <p>Septic Variance</p>	<p>Melissa Craemer Smith read the Third Reading of Proposed Regulation 193.</p> <p>“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.”</p> <p>A motion was made to adopt Regulation 193.</p> <ul style="list-style-type: none"> • Grahovac-7001 Lattasburg Rd: 2 story home and owner having health issues. A bedroom is being added to the main floor. Upstairs bedroom being used as a non-bedroom. 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. Staff recommends approval. 	<p>Troutman/Chapman Roll Call: Brown; Chapman; Finney; Herman; Lindsay; McKiernan; Nelson; Troutman Abstains: Shamp as a food service operator</p> <p>Shamp/Finney All in favor</p>

	<ul style="list-style-type: none"> • Nick did a presentation for the Wayne County Public Employee retirees on November 6th regarding the Health Departments programs and services. He also participated in a focus group for Wooster Community Hospital's next Community Health Needs Assessment (CHNA). • He also worked on a survey with several local health departments and the ODH WIC program that will be distributed to all local WIC project Directors regarding staffing at local WIC projects. • We held our last all-team member meeting of the year yesterday. We covered the travel form, updates from all the units, and cybersecurity. • Nick wanted to that Marcy Hunter for 1 year of service to the Wayne County Health Department this month. 	<p>No action needed</p>
<p>Environmental Health Unit Update</p>	<p>Vaughn Anderson, Director of Environmental Health, gave an update.</p> <ul style="list-style-type: none"> • Food Survey-We did have 2 action items but are not on provisional. He is asking ODA for clarification on the items to write action plan. Board thanked staff for their hard work. • Pool and Sewage Survey- No written report but verbally we are in substantial compliance. 	<p>No action needed</p>
<p>Community Health Unit Update</p>	<p>Patty Reining, Director of Community Health, gave an update.</p> <ul style="list-style-type: none"> • The Community Health staff recently went to the OPHA Conference. • There is an outbreak of Hand, Foot, and Mouth disease currently. • Staff has been distributing PPE for the Avian Flu Grant which includes packets of information to local farms and veterinary offices. • Safe Communities has been busy and continuing to be a presence in the community at local events. 	<p>No action needed</p>

WIC Unit Update	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> The assigned case load is now 1090, and we are at 107.98% of case load with 1177 Participants. We had 672 scheduled appointments and 504 who showed, with 15 walk-ins. The new WIC schedule of 4 days a week has been going great, and we are now above caseload. 	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"> The new Vital Statistic system for deaths started in October and staff has been busy learning the new system. The outside stairs and railing by the garage were replaced this week. 	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	<p>12/05/2025 Operations and Environmental Health Sub-Committee</p> <p>12/18/2025 Board of Health Meeting</p>	No action needed
Adjourn	The meeting was adjourned by consensus at 9:18 a.m.	No action needed

Approved by the Board of Health on this day, December 18, 2025.



 Susan Buchwalter, Ph.D.
 Board of Health President



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

