

WAYNE COUNTY BOARD C. HEALTH MEETING MINUTES

December 18, 2025

Members Present: Susan Buchwalter; Angie Chapman; Fred Finney; Jerry Herman; Robert Lindsay; 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

Guest(s) Present: Tim Bogner, Wayne County Prosecutors Office; Melissa Ahrens, Community Health

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 of Health Meeting Minutes	The meeting minutes from November 20, 2025 were approved as presented.	Nelson/Troutman All in favor
Financial Requests	<ul style="list-style-type: none"> • The Financial Account Overview for November was presented, and the Board acknowledges it was received. • The Approval of Bills and Interagency/Expense Reimbursement Transactions were approved. • The authorization to transfer appropriations was approved. • The Authorization to decrease appropriations was approved. 	<p>No action needed</p> <p>Troutman/Chapman All in favor</p> <p>Herman/Finney All in favor</p> <p>Lindsay/Nelson All in favor</p>

	<ul style="list-style-type: none"> • The Authorization Resolution for OWDA Contractor Invoice for Fryburg Excavating was approved. • The Authorization Resolution for OWDA Contractor Invoice for Shetler was approved. 	<p>Shamp/Troutman All in favor</p> <p>Herman/Nelson All in favor</p>
<p>Operations & Environmental Meeting Minutes</p>	<p>The meeting minutes from December 5, 2025, were discussed:</p> <p>2026 Pre-authorized Bills-The Committee discussed the 2026 pre-authorized bills. A motion was made to approve the 2026 pre-authorized bills.</p> <p>2026 Board Training- Nicholas Cascarelli discussed the 2026 topics for the Board of Health trainings. Topics for next year will be on WIC Education, The Food Program, Narcan training, and Septic Systems.</p> <p>2026 Medical Director and Associate Medical Director-The 2026 Medical Director contract for Dr. Smith and for Dr. Schinner was presented. Dr. Smith has an increase this year with the monthly salary being \$1600 as Medical Director. For the Associate Director position, we are having Dr. Schinner take over for a base yearly salary of \$725. A motion was made to approve.</p> <p>The minutes were approved as presented.</p>	<p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p> <p>Chapman/Finney All in favor</p>
<p>Old Business Prosecutor Updates</p>	<p>The Board entered Executive Session at 8:14 a.m. to discuss legal matters.</p>	<p>Finney/Shamp All in favor</p> <p>Roll Call: Chapman; Finney; Herman; Lindsay; Nelson; Shamp; Troutman</p>


<p>Old Business Prosecutor Updates</p>	<p>The Board exited Executive Session at 8:34 a.m.</p> <p>Solid Waste Nuisances:</p> <ul style="list-style-type: none"> • Stahl-18575 Galehouse Rd: A motion was made to proceed with contempt on property. • Perry-78 N. Millbourne Rd: A motion was made to proceed with abatement on property. • Bond-1245 Jentes Rd: A motion was made to proceed with abatement on property. <p>Septic Nuisance:</p> <ul style="list-style-type: none"> • Pagano-837 E. Pleasant Home Rd: Abated • Malcuit-100 S. Maple St: Abated <p>Board Orders Update:</p> <ul style="list-style-type: none"> • HB 110-Semi-Public Sewage Treatment Systems Delinquent Applications 2025. All applications submitted and paid. <p>Amended 2026 Revenue & Expense Appropriations:</p> <ul style="list-style-type: none"> • Theresa Schlauch presented the amended 2026 Revenue and Expense Appropriations that has an increase to the General Fund. A motion was made to approve. <p>*It was noted Tim Bogner left the meeting at 8:41 am.</p>	<p>Troutman/Nelson Roll Call: Chapman; Finney; Herman; Lindsay; Nelson; Shamp; Troutman</p> <p>Nelson/Lindsay All in favor Herman/Lindsay All in favor</p> <p>Nelson/Chapman All in favor</p> <p>No action needed</p> <p>No action needed</p> <p>Nelson/Finney All in favor</p>
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<p>New Business HealthSpace Cloud</p>	<p>Vaughn Anderson, Director of Environmental Health spoke about the phaseout of the Environmental Health Program HDIS and the new software he would like to switch to. He has researched a few different companies and believes HealthSpace is the best option for the Environmental Health Unit. The setup cost being about \$30k and yearly being \$10.8k. A motion was made to have the Health Commissioner write a letter of intent and have contract submitted to prosecutor for review.</p>	<p>Nelson/Herman All in favor</p>
<p>Health Commissioner Update</p>	<p>Nicholas Cascarelli, Health Commissioner, gave an update.</p> <ul style="list-style-type: none"> • We served 126 families at the Pop-Up Pantry on December 9th. We had only our community volunteers and three staff including Nick, Theresa Schlauch, Patty Reining and Mitchell Kutz. • We are in the process of rating three firms that have submitted proposals to conduct our next strategic planning process. We will finish our process with an entity selected by the end of the month. • ODH has supplied us with the free software Clear Impact to conduct performance management tracking. Nick has built performance systems for Community Health, WIC and administration. He is working with Vaughn to determine what indicators are needed to track Environmental Health. • Nick has been continuing to work on our Performance Management software building a repository of data to track our performance in all our units. He has been working with Environmental Health data with an emphasis on those items that we do not receive and dedicated revenues for like nuisance complaints and rabies. • Congratulations to Mitchell Kutz for passing his Registered Environmental Health Specialist exam earlier this week. As soon as ODH officially confers his licensure we will be promoting at the next Board meeting. 	<p>No action needed</p>

	<ul style="list-style-type: none"> Nick wanted to thank Mark Ritchey for 4 years of service to the Wayne County Health Department this month. 	No action needed
Environmental Health Unit Update	<p>Vaughn Anderson, Director of Environmental Health, gave an update.</p> <ul style="list-style-type: none"> Jeff Kauffman Baughman TWP trustee was not re-elected and just wanted the Board to know he appreciated the work the EH Unit provided to his TWP and other services provided by the Health Dept. and to thank the Board for the last 8 years of service to his TWP. All STD 1 class 3-4 Food Facilities were completed by Nov 30. 	No action needed
Community Health Unit Update	<p>On behalf of Patty Reining, Director of Community Health, Melissa Ahrens, Public Health Nurse, gave an update.</p> <ul style="list-style-type: none"> Outreach clinics have been going on, but with recent poor weather they haven't been well attended. The Clinic is now doing lab draws for checking titers for TB Testing, MMR, and Varicella at a low-cost rate. Travel Consults have increased this month. Narcan numbers are still up with the Mental Health and Recovery Board helping distribute. Staff have been distributing PPE for the Avian Flu Grant which includes packets of information to local farms and veterinary offices. 	No action needed
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 105.23% of case load with 1147 Participants. We had 522 scheduled appointments and 468 who showed, with 14 walk-ins. 	No action needed

	<ul style="list-style-type: none"> The new WIC schedule of 4 days a week has been going great, and we are now above caseload. 	
Administration Unit Update	<p>Theresa Schlauch, Director of Finance and Human Resources, gave an update.</p> <ul style="list-style-type: none"> Vital Statistics has been steady, and we are continuing to learn the new system. 	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	<p>01/02/2025 Operations and Environmental Health Sub-Committee</p> <p>01/15/2025 Board of Health Meeting</p>	No action needed
Adjourn	The meeting was adjourned by consensus at 9:14 a.m.	No action needed

Approved by the Board of Health on this day, January 15, 2026.



 Susan Buchwalter, Ph.D.
 Board of Health President



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