

## WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

February 19, 2026

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

**Staff Present:** Nicholas V. Cascarelli, Health Commissioner; Theresa Schlauch, Director Finance and HR; Vaughn Anderson, Director of Environmental Health; Wendy Anderson, Director of WIC; Patricia Reining, Director of Community Health

**Guest(s) Present:** Thomas McCarty & Mike Defibaugh, 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 January 15 <sup>th</sup> , 2026 were approved as presented.	Finney/Lindsay All in favor
Financial Requests	<ul style="list-style-type: none"><li>• The Financial Account Overview for January was presented, and a motion was made to accept the January Income Statement.</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 Transfer Appropriations was approved.</li></ul>	Nelson/Shamp All in favor  Brown/Herman All in favor  Chapman/McKiernan All in favor  Herman/Finney All in favor

	<ul style="list-style-type: none"> <li>• The Appropriation of Funds Authorizations was approved.</li> <li>• The Authorization Resolution for OWDA Contractor Invoice for Accurate Onsite was approved.</li> </ul>	<p>Chapman/McKiernan All in favor</p> <p>Brown/Chapman All in favor</p>
<p>Operations &amp; Environmental Meeting Minutes</p>	<p>The meeting minutes from February 13, 2026, were discussed:</p> <p>Board President and Vice President Nominations- A motion was made for Melissa Craemer Smith to serve as President, and Jerry Herman to serve as Vice President.</p> <p>Contract for Strategic Planning-The Contract from Mindful Coaching &amp; Consulting for Strategic Planning was presented and a motion to approve was made.</p> <p>Board Bylaws- The Board Bylaws were reviewed, and the Board acknowledges they were received.</p> <p>2026 Board Training-The 2026 Continuing Education for the Board of Health was presented. Topics this year will include WIC, Vaccines, Septic Systems, Food Program, Project Dawn, PHEP and Income Statements.</p> <p>Septic Variance:</p> <ul style="list-style-type: none"> <li>• <b>Burkholder – 14565 Arnold Rd:</b> Staff recommended approval of a variance to Ohio Administrative Code 3701-29-06 G 3 to allow the sewer line to remain within 10 feet of the home. Please note Operations &amp; Environmental Meeting Minutes incorrectly had code citation as OAC 3701-20-06. Corrected to 3701-29-06.</li> <li>• <b>Hershberger – 7604 Nonpariel Rd:</b> Staff recommends approval of a variance to Ohio Administrative Code 3701-29-18 C 6 to permit the septic tank to function as a holding tank until the leach lines can be installed due to weather.</li> </ul>	<p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</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>

	<ul style="list-style-type: none"> <li>• <b>Raber – 13940 Western Rd:</b> Staff recommends approval of a variance to Ohio Administrative Code 3701-29-15 N (General Soil Absorption Requirements) to allow construction without immediate expansion of the existing septic system. A motion is requested to approve the variance with the condition that additional leach lines be installed within 12 months of the variance approval.</li> </ul> <p>The minutes were approved as presented.</p>	<p>Committee Recommendation All in favor</p> <p>Chapman/McKiernan All in favor</p>
<p>Old Business Prosecutor Updates</p>	<p>Solid Waste Nuisances:</p> <ul style="list-style-type: none"> <li>• Perry- 78 N. Millborne Rd: Unable to get an estimate due to snow coverage, one will be provided in March.</li> <li>• Stahl- 18575 Galehouse Rd: Owner is in default judgement currently. They have 10 days to abate, or we can clean up ourselves and add on to their taxes. Vaughn will get an estimate.</li> <li>• Bond- 1245 Jentes Rd: A complaint was filed and we do not have service yet. We can also mail a letter and wait 28 days to file for default judgement. No estimate for cleanup is needed at this point.</li> </ul> <p>*It was noted Tom McCarty and Mike Defibaugh left the meeting at 8:39 am.</p>	<p>No action needed</p>
<p>New Business Septic Variance</p>	<ul style="list-style-type: none"> <li>• Swartzentruber- N. Elyria Rd: Parcel ID 10-01026.003)- Non Electric Home Privy and Gray water. Owner requests a variance of OAC 3701-29-12(H) to allow the use of a cast-in-place privy and two (2) 50-gallon plastic watertight barrels for grey water treatment and OAC 3701-29-15(H) and (N) to permit leach lines that do not meet the required length of contour (100 feet in length) and that are within six (6) inches of perched water and six (6) inches of in-situ soil, based on the determination that the</li> </ul>	<p>McKiernan/Nelson All in favor</p>

<p>Administrative Items</p>	<p>wastewater will consist solely of grey water strength. Approved per policy. Staff recommends approval.</p> <ul style="list-style-type: none"> <li>Swartzentruber- 7692 W. SW Lebanon Rd: Non Electric Home Privy and Gray water. Owner requests a variance of OAC 3701-29-12(H) to allow the use of a cast-in-place privy and two (2) 50-gallon plastic watertight barrels for grey water treatment and OAC 3701-29-15(H) and (N) to permit leach lines that do not meet the required length of contour (100 feet in length) and that are within six (6) inches of perched water and six (6) inches of in-situ soil, based on the determination that the wastewater will consist solely of grey water strength. Approved per policy. Staff recommends approval.</li> </ul> <p>Personnel:</p> <ul style="list-style-type: none"> <li>Promotion- Mitchell Kutz from Environmental Health Specialist in Training to Registered Environmental Health Specialist, \$25.00/hr, being paid retro pay starting January 25, 2026.</li> </ul>	<p>Craemer Smith/Nelson All in favor</p> <p>Chapman/Lindsay 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 110 families at the Pop-Up pantry on February 10<sup>th</sup>. We had 15 community volunteers and two staff including Nick. Additional staff from the Akron-Canton Regional Foodbank were on hand to survey the neighbors regarding the utilization of the donation of property and money from Smuckers.</li> <li>We have been preparing for the annual meeting of the District Health Advisory Council, which is coming up March 2, 2026. It will be in the Commissioners meeting room in the Administration building.</li> </ul>	<p>No action needed</p>

	<ul style="list-style-type: none"> <li>• We are beginning to work with Mindful Coaching Inc, the vendor chosen to conduct our strategic planning process. Nick is going to see if they can come to the next Board or Operational meeting to lay out the process for the Board.</li> <li>• Nick has been meeting with our accreditation coordinator to game plan what we will be using for documentation as we are 2 years this May from having to reapply for accreditation. He would like to have close to 100% of the documentation ready to go by the end of this year.</li> <li>• As part of the AOHC Board he has attended two leadership development courses in conjunction with ODH senior leadership. These sessions are being taught by faculty at Ohio University in Dublin. The first session was on Emotional Intelligence, and the second one was on Communication styles.</li> <li>• Last week there was a Preparedness exercise including the leadership team, Jason Murvine from EH and Melissa Ahrens from Community Health.</li> <li>• There are no team member anniversaries in February. Nick and Theresa have been researching other ways to acknowledge team member milestones.</li> <li>• Kudos to Cheryl Fields RN! ODH was very complementary on her work in the Complex Medical Help program. They indicated for a small to medium Health District; she does the program the right way.</li> </ul>	<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"> <li>• Vaughn met with the State Representative Meredith Craig about House Bill 640 and concerns with the proposed legislation as it affects sewage Treatment Systems.</li> <li>• Vaughn also met with the city of Wooster about various dumpster locations like the merchant block. Ongoing issues with shared dumpsters and extra trash problems and unsanitary conditions. Working on a plan to resolve the issue.</li> </ul>	<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"> <li>• We are in the process of reapplying for the Get Vaccinated Grant which is due March 15<sup>th</sup>.</li> <li>• STI outreach clinics began at the end of January, and two clinics have been held so far.</li> <li>• Outreach has been impacted by the recent bad weather, resulting in lower turnout.</li> <li>• We have been providing vaccine trainings for staff in schools and at doctors' offices.</li> <li>• PHEP has been busy with various trainings. We have completed the tabletop exercise and the Biological POD training.</li> </ul>	<p>No action needed</p>
<p>WIC Unit Update</p>	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> <li>• The assigned case load is 1090, and we are at 102.39% of case load with 1116 Participants. We had 503 scheduled appointments and 386 who showed, with 25 walk-ins.</li> <li>• The change in the WIC schedule has been very positive, and we have seen an increase in appointments.</li> <li>• WIC is currently short one dietitian while Marcy Hunter is on maternity leave.</li> </ul>	<p>No action needed</p>
<p>Administration Unit Update</p>	<p>Theresa Schlauch, Director of Finance and Human Resources, gave an update.</p> <ul style="list-style-type: none"> <li>• Theresa went over the Financial Narrative Report for January. The department remained within its approved budget, with all fund expenditure tracking as expected. Changes to the budget in this month's board packet are to allow for grant closeouts and changes to individual line-item appropriations to cover the new EH software and yearly contract.</li> </ul>	<p>No action needed</p>

	<ul style="list-style-type: none"> <li>We will be getting quotes to have the building's gutters cleaned.</li> <li>There appears to be a possible issue with the subfloor in the upstairs kitchen, causing the tile to lift and potentially creating a tripping hazard. This is currently being evaluated.</li> </ul>	
Public Speaks	No public present.	No action needed
Future Meetings	<p>02/13/2026 Operations and Environmental Health Sub-Committee</p> <p>02/19/2026 Board of Health Meeting</p>	No action needed
Executive Session	<p>The Board entered Executive Session at 9:29 a.m.</p> <p>The Board exited Executive Session at 9:40 a.m.</p> <p>A motion was made to accept the Health Commissioners revised report on his progress on 2025 goals and 2026 goals.</p>	<p>Brown/Chapman  <b>Roll Call:</b> Lindsay; Shamp;  McKiernan; Chapman; Herman;  Troutman; Brown  All in favor</p> <p>McKiernan/Lindsay  <b>Roll Call:</b> Lindsay; Shamp;  McKiernan; Chapman; Herman;  Troutman; Brown  All in favor</p> <p>Chapman/Lindsay  All in favor</p>
Adjourn	The meeting was adjourned by consensus at 9:42 a.m.	No action needed

Approved by the Board of Health on this day, March 19, 2026.



---

Melissa Craemer Smith  
Board of Health President



---

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