WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

July 16, 2026

Members Present: Brent Brown; Susan Buchwalter; Angie Chapman; Melissa Craemer Smith; Fred Finney; Jerry Herman; Robert Lindsay; 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; Patty Reining, Director of Community Health

Guest(s) Present: Thomas McCarty & Mike Defibaugh, Wayne County Prosecutors Office; Bryan Pitorak, Environmental Health

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 June 18th, 2026, were approved as presented.	Chapman/Finney All in favor
Financial Requests	• The Financial Account Overview for June was presented, and the Board acknowledges that it was received.	Herman/Lindsay All in favor
	• The Approval of Bills and Interagency/Expense Reimbursement Transactions were approved.	Herman/Chapman All in favor
	• Travel and related expenses were approved.	Buchwalter/Finney All in favor
	• The Increase of Appropriations for the General Fund was approved.	Shamp/Brown All in favor

Administration Unit Update	Theresa Schlauch, Director of Finance and Human Resources, gave an update. • Theresa went over the Financial Narrative Report for June. The department remained within its approved budget, and the financial position is stable. • Vital Statistics June issuance numbers are trending up compared to the previous month. The year-to-date revenue for 2026 exceeded 2025 by $34k. • We have all quotes to remove the trees outside the building and will work with a contractor to cut down the trees and remove the stumps. • We are still in the process of getting quotes to clean the downspouts and gutters.	No action needed
Operations & Environmental Meeting Minutes	The meeting minutes from July 10th, 2026 were discussed. • **Pay Scale Adjustments-** The committee would like to see the pay scale brought as a whole at a later date. • **Website Redesign-**We are in the process of getting several quotes for a redesign to our website to remain in ADA compliance and further information will be brought back to the Board. • **Strategic Planning-**As part of the accreditation requirements, the Health Department would like to have a Board member attend the remaining strategic planning meeting. Dr. Buchwalter and Brent Brown did attend the last July meeting. • **Food Enforcement Policy and Procedures-** Vaughn Anderson has been working with the Prosecutor office on revisions to the policy and will be bringing the finalized Policy at a future Board of Health meeting. *It was noted Tom McCarty and Mike Defibaugh left the meeting at 8:19 am. The minutes were approved as presented.	No action needed Brown/Chapman All in favor

Old Business Prosecutors Updates	**Solid Waste Nuisance:** • **Bond- 1245 Jentes Rd**- We have the clean up scheduled next week to abate property. • **Giffin-7188 Eby Rd-** A complaint regarding road visual obstructions will be filed with the township trustees this week. The owner has removed the majority of the items from the front of the property. Staff recommends tabling the matter until the next Board of Health meeting to allow for further review.	No action needed Herman/Nelson All in favor
New Business Bryan Pitorak Introduction	Bryan Pitorak, the new Environmental Health Specialist in Training, introduced himself to the Board. He previously worked for the Holmes County Health Department for the past three years and shared that he was excited for the opportunity to work closer to home in Wooster.	No action needed
Job Title Changes	Nicholas Cascarelli, Health Commissioner, shared a proposal to update the job titles for the Community Health Promotions Coordinator positions. The change would rename the Community Health Promotions Coordinator position under Wendy Anderson to **Public Health Communications Specialist** and the **Creating Healthy Communities Coordinator** position under Patty Reining to better match the work being performed. A motion was made to accept the new job titles.	Buchwalter/Chapman All in favor
Septic Variance	• Frantz-7275 S. Wenger Rd- Request for a variance of OAC 3701-29-06 (G) (3) (a) to have your sewer line within 10' of driveway and property line. Variance was considered due to the size of the lot and existing pond and other developments on the property. Existing site prevented other suitable options. The sewer line is serviceable. Driveway 7-8 feet away and close to property line. Staff recommends approval. • Perry – 78 N. Millborne Rd.: A request was presented to assess $6,075.00 against the property for the costs incurred to abate the solid	Buchwalter/Chapman All in favor Buchwalter/Herman All in favor

	waste public health nuisance, pursuant to the Ohio Revised Code 3707.01. • Stahl – 18575 Galehouse Rd.: A request was presented to assess $12,200.00 against the property for the costs incurred to abate the solid waste public health nuisance, pursuant to the Ohio Revised Code 3707.01.	Nelson/Shamp All in favor
Health Commissioner Update	Nicholas Cascarelli, Health Commissioner, gave an update. • We served 110 families at the Pop-Up pantry on July 14th. This month marked the two-year anniversary of collaborating with the Akron Canton Regional Foodbank. This month we also had the mobile van out to provide information from Community Health and WIC. Cheryl Fields and Melissa Ahrens spoke to many neighbors about services of the health department. We had 12 community volunteers, 3 from Killbuck Savings Bank and 4 students from Kent State School of Public Health. • Nick did a talk for several Farm Bureau members at Fred Finney's house on the Health Department programs and services on July 9th. There were 12 people in attendance. They had great questions and good conversation. • The strategic planning core team met July 15th. We are beginning to work on some goals around the areas of public image(trust), staff investment and technology, commitment to a healthier community and quality improvement. We are also thinking how to incorporate finance in some fashion. Thank you Brent Brown and Dr. Buchwalter for attending the meeting. • Nick attended the Sunshine Laws training offered June 30th by the Ohio Attorney General's Office. It was virtual and discussed records requests and public meetings in detail. • Nick was appointed as the chair of the Overdose Prevention committee of the Partnership for a Drug Free Wayne and Holmes County. • The legislature is not currently in session so nothing new to report on the HB 692 (sewage) or HB 134 (home kitchen) bills.	No action needed

	• Worked on budget revisions for Creating Healthy Communities, Public Health Workforce (we received an increase of $90,000) and will be working on a revision for the Get Vaccinated grant. • This month Betsy Miller RN has been with us for 3 years.	
Environmental Health Unit Update	Vaughn Anderson, Director of Environmental Health, gave an update. There was a Town Hall meeting held for the Sterling Grant. Vaughn assisted with questions and Grant information.	No action needed
Community Health Unit Update	Patty Reining, Director of Community Health, gave an update. • There are currently 25 confirmed cases of Cyclospora. All cases are being investigated through the REDCap reporting system. The illnesses have been linked to visits to Taco Bell restaurants. Environmental Health conducted inspections at the local Taco Bell locations, and no violations or concerns were identified during the inspections. • CMH conference call was held this month with the Ohio Department of Health. During the call, concerns were raised regarding the lack of reimbursement for billings submitted this year. ODH is aware of the issue and is currently investigating. • For the Creating Healthy Communities (CHC) grant, Patty provided an update on the community garden in Rittman. A fruit and vegetable garden is being established, and the recreation center will assume responsibility for its maintenance and operation to further develop it as a community gathering space. The project budget was revised to include the purchase of basketball hoops and benches. Installation of the pickleball courts has not yet been completed. • The Public Health Emergency Preparedness (PHEP) program concluded Fiscal Year 2026 in June. Remaining funds were used to purchase bleeding control kits, which will be distributed at the county fair, local schools, and the library.	No action needed

WIC Unit Update	Wendy Anderson, Director of WIC, gave an update. • The assigned case load is 1090, and we are at 101.1% of case load with 1102 Participants. We had 566 scheduled appointments and 459 showed, with 17 walk-ins. • WIC is continuing collaboration with A Whole Community, which gives out fresh produce and recipes. They are also collaborating with ANAZAO for a weekly maternal health group for mothers in Wayne County. • WIC will have two Dietitian interns from Kent State coming in September. • August is Breastfeeding Awareness Month, and we are preparing for different events all month long. The Annual Honk for Breastfeeding event will be August 6th.	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	08/07/2026 Operations and Environmental Health Sub-Committee 08/20/2026 Board of Health Meeting	No action needed
Adjourn	The meeting was adjourned by consensus at 9:06 a.m.	Nelson/Chapman All in favor

Approved by the Board of Health on this day, August 20th, 2026.

Melissa Craemer Smith
Board of Health President

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