



**Public Health**  
Prevent. Promote. Protect.

# Board of Health Sidney-Shelby County

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The regular meeting of the Sidney-Shelby County Board of Health was called to order by Dr. Aaron Sargeant at 7:00 p.m. on January 15, 2025. The meeting was held at the health department located at 202 West Poplar Street, Sidney, Ohio.

Other Board of Health members present included; Bill Ankney, Ted Holthaus, and Shelby Pence. Also in attendance were Erica Lentz, Health Commissioner, Kent Topp, Environmental Health Director, Teri Heath, Director of Nursing, Tia Toner, HR Manager, Eileen Ferree, Accreditation Coordinator, and Kimberly DeLoye, Fiscal Officer.

## **ADOPTION OF REVISED AGENDA**

Ms. Pence moved, seconded by Mr. Ankney to approve the revised agenda. Motion approved.

## **APPROVAL OF DECEMBER 18, 2024 MEETING MINUTES**

Mr. Holthaus moved, seconded by Mr. Ankney to approve the December 18, 2024 meeting minutes. Motion approved.

## **STRATEGIC PLAN**

Eileen Ferree shared a presentation with the Board of Health on the progress of the Health Department's Strategic Plan. The Strategic Planning Committee met on January 8, 2025 and discussed value statements. Sample value statements were provided to the Board and each Board member chose their top five words to describe values. The information will be compiled and the top five values will be chosen. The health department was awarded the 2024 MRC Operational Readiness Award in the amount of \$10,000. This funding will be used for Stop the Bleed kits.

## **ENVIRONMENTAL HEALTH REPORT**

### **Kirsten Huelskamp, Huelskamp Drainage & Excavation, Sidney – HSTS Variance Request**

Kent Topp presented this agenda item.

#### Contractor:

Huelskamp Drainage & Excavation, Inc.  
18690 Dingman-Slagle Rd., Sidney, OH 45365

#### Situation:

Huelskamp Drainage & Excavation, Inc. registers every year in Shelby County as a Septage Hauler, a HSTS Service Provider, and as a HSTS installer. The Ohio Sewage Treatment System Rules requires a HSTS Contractor that intends to renew their registration in the categories above to obtain at least 6 hours of continuing education during the previous calendar year through educational programs approved or recognized by the Ohio Department of Health. Huelskamp Drainage & Excavation, Inc. failed to obtain the required CEU's in 2024. They have submitted their three 2025 applications for renewal. They are requesting more time to complete the CEU's & a variance from OAC 3701-29-03(C) (5) of the STS rules.

Additional Information:

Gillespie Construction was granted the same variance in January of 2017.

EH Staff Recommendations:

Approve the variance. Require Huelskamp Drainage & Excavation, Inc. to obtain the 6 hours of CEU's prior to their 2025 registration approvals in the three categories. An additional six hours of CEU's would need to be obtained for the 2026 registrations prior to December 31, 2025.

Mr. Ankney moved, seconded by Ms. Pence to approve the variance to require Huelskamp Drainage & Excavation, Inc. to obtain the 6 hours of CEU's prior to their 2025 registration approvals in the three categories. An additional six hours of CEU's would need to be obtained for the 2026 registrations prior to December 31, 2025. Motion approved.

**Paul & Rosemary Deitz, 11742-11744 Fair Rd., Sidney – Condemnation Order**

Kent Topp presented this agenda item.

Mr. Ankney moved, seconded by Mr. Holthaus to approve the Condemnation Order. Motion approved.

**Solid Waste & Swimming Pool Survey Reports**

Kent Topp updated the Board on the annual Solid Waste & Swimming Pool Surveys conducted by the state. The health department had no deficiencies.

**Reappoint Chris Wooddell to the Sewage Treatment System Appeals Board**

Ms. Pence moved, seconded by Mr. Holthaus to approve appointing Chris Wooddell to the Sewage Treatment System Appeals Board. Motion approved.

**REVISED MRC 2024 & 2025 Budget**

Ms. Pence moved, seconded by Mr. Ankney to approve the revised MRC 2024 and 2025 budget. Motion approved.

**RESOLUTION 25-1 “THEN & NOW” CERTIFICATE**

Mr. Holthaus moved, seconded by Mr. Ankney to approve Resolution 25-1 “Then and Now” Certificate. Motion approved.

**APPROVAL OF BILLS**

Mr. Holthaus moved, seconded by Ms. Pence to approve bills. Motion approved.

**FINANCIAL REPORT**

Kimberly DeLoye presented the December 2024 financial report.

**December 5, 2024 Letter to the Auditor**

The Health Commissioner sent a letter to the Auditor on December 5, 2024 to increase appropriations in General Nursing Salaries by \$5,700.

Mr. Holthaus moved, seconded by Mr. Ankney to approve the December 5, 2024 Letter to the Auditor. Motion approved.

**PUBLIC HEALTH NURSING REPORT**

**Monthly Report**

Teri Heath presented the December 2024 nursing report, infectious disease report, and nursing updates.


**HEALTH COMMISSIONER REPORT**


Erica shared the District Advisory Council (DAC) Meeting letter. The Annual DAC meeting will be at the health department on March 12, 2025 at 6:30PM. The Shelby County MRC Newsletter was also shared. The newsletter pointed out the recent "Think This is Easy" training some staff participated in and information of Stop the Bleed and CPR trainings offered by the health department.

**Next Board of Health Meeting- February 19, 2025 at 7:00 p.m.**

**ADJOURNMENT**

Ms. Pence moved, seconded by Dr. Sargeant to adjourn the meeting. Motion approved.

  
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Matthew Vaske, MD, Vice President  
Sidney-Shelby County Board of Health

  
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Erica Lentz, MSN, RN  
Health Commissioner/Board Secretary

2-19-2025  
Date