



Public Health
Prevent. Promote. Protect.

Board of Health Sidney-Shelby County

202 W. Poplar Street, Sidney, OH 45365

Phone: (937) 498-7249
Fax: (937) 498-7013
sschd@shelbycountyhealthdept.org

The regular meeting of the Sidney-Shelby County Board of Health was called to order by Dr. Aaron Sargeant at 7:01 p.m. on December 17, 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, Shelby Pence, and Dr. Matt Vasko. Quorum was established. Also in attendance were Erica Lentz, Health Commissioner, Kent Topp, Environmental Health Director, Eileen Ferree, Accreditation Coordinator, Teri Heath, Director of Nursing, Kim DeLoye, Fiscal Officer, Tia Toner, Human Resource Manager, and Heidi Heuing, Department of Children and Youth.

ADOPTION OF AGENDA

Dr. Vasko moved, seconded by Ms. Pence to approve the agenda. Motion approved.

APPROVAL OF OCTOBER 15, 2025 MEETING MINUTES

Ms. Pence moved, seconded by Mr. Ankney to approve the October 15, 2025 meeting minutes. Motion approved.

FAMILY CONNECTS OHIO PRESENTATION

Heidi Hueing, outreach specialist, presented the Board of Health with information about the Family Connects Ohio program that is offered in Shelby County. The program provides every family in Shelby County with a newborn home visit. There are no income requirements. The health department has four credentialed nurses through Family Connects Ohio.

Heidi discussed the challenges with getting into the local hospital and providers offices to educate them on the program. Teri Heath mentioned the ongoing struggles to have families sign up for this program. The group discussed better ways to contact hospital representatives. Heidi provided her email address for additional questions, Hheuing@gdaha.org

ENVIRONMENTAL HEALTH REPORT

Kent Topp presented all Environmental Health topics.

Skylar Brown, 1574 S. CR 25A, Sidney – Citation

Mr. Brown has a failing aerobic sewage treatment system and has failed to obtain a maintenance contract. The property has been placarded with an Order to Remain Vacant and the sign has been removed. The Board of Health referred the matter to the Shelby County Prosecutor at the October 15, 2025 Board of Health Meeting. A citation was issued on November 26, 2025 requiring Mr. Brown to appear at the Board of Health meeting for a hearing on December 17, 2025, in which Mr. Brown did not attend. Kent Topp will work with the Shelby County Prosecutor's office to discuss next steps.

Dr. Vasko moved, seconded by Mr. Ankney to approve the citation. Motion approved.

Anthony & Lois Meyer, 10007 Friemering Rd., Ft. Loramic – Order to Remain Vacant

The Meyers wrote a letter to the Board of Health dated November 21, 2025. The letter informed the Board that

the well pump at their rental property was not working and would not be repaired. The letter also stated that they had notified the current tenants of the issue and told them they did not intend to fix the well pump and they needed to vacate. An Order to Remain Vacant has been issued due to the property not having potable water and meeting other housing regulations.

Ms. Pence moved, seconded by Dr. Vasko to approve the Order to Remain Vacant. Motion approved.

Crale Properties LTD, 303 S. Miami Ave., Sidney- Order to Remain Vacant

The health department received a nuisance report on July 24, 2025 for the above property. An inspection found water damage and mold in the bathroom, kitchen pantry, and basement from a damaged toilet/plumbing. An order to Remain Vacant was issued due to not meeting housing regulations.

Ms. Pence moved, seconded by Mr. Holthaus to approve the Order to Remain Vacant. Motion approved.

Gage Brunswick, 510-510 ½ S. Main St., Sidney- Order to Remain Vacant

The health department received a nuisance report on October 14, 2025. An inspection found no functional heating system, plumbing issues, and unsanitary conditions.

Mr. Holthaus moved, seconded by Ms. Pence to approve the Order to Remain Vacant. Motion approved.

2026 Solid Waste Clean-Up Day

Ms. Pence moved, seconded by Mr. Ankney to approve the funds to contribute to the 2026 Clean-Up Day that will occur April 11, 2026. Motion approved.

Environmental Health Updates

Kent Topp provided the Board with educational information on what qualifies as a Solid Waste and informed the Board that the environmental food program is being surveyed this week.

2026 BUDGET

Dr. Vasko moved, seconded by Ms. Pence to approve the 2026 Preliminary Budget. Motion approved.

APPROVAL OF BILLS

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

FINANCIAL REPORT

Kim DeLoye presented the November 2025 financial reports.

October 31, 2025 Letter to the Auditor

The Health Commissioner sent a letter to the auditor on October 31, 2025 to increase Health appropriations in Travel by \$700 and Other Building Maintenance by \$5,500, increase Nursing appropriations in Contract Services by \$10,000, and increase HMG-Home Visiting appropriations in Travel by \$400.

November 14, 2025 Letters to the Auditor

The Health Commissioner sent two letters to the auditor on November 14, 2025 to advance \$33,000 from Advance-Out Workforce Development Grant to Advance-in health, and Increase appropriations in Workforce Development Salaries by \$5,000, and increase appropriations in Health Insurance by \$5,000.

December 4, 2025 Letter to the Auditor

The Health Commissioner sent a letter to the auditor on December 4, 2025 to increase General Nursing appropriations in Other Expenses by \$5,000, increase HMG-Home Visiting appropriations in Salaries by \$1,200 and Health Insurance by \$306, increase WIC appropriations in Salaries by \$1,400, and increase General Environmental Health appropriations in Salaries by \$6,600 and Health Insurance by \$700.

Ms. Pence moved, seconded by Dr. Vasko to approve the October 31, 2025, both November 14, 2025, and December 4, 2025 Letters to the Auditor. Motion approved.

Security Cameras

The health department received a quote for a security system that would be monitored by the Shelby County Sheriff's office and the City of Sidney's IT Department. The cost would be a onetime fee of \$8,657.48.

Dr. Vasko moved, seconded by Mr. Ankney to accept the quote and install new security cameras at the health department. Motion approved.

PUBLIC HEALTH NURSING REPORT

Monthly Report

Teri Heath presented the November 2025 and the December 2025 nursing reports and infectious disease report. Teri informed the Board that starting October 1, 2025 only hospitalized COVID-19 cases are reportable.

Eileen Ferree updated the Board on the harm reduction vending machines and the purple Barney Boxes that were placed at other locations. The program distributed 459 items in November 2025. Hygiene kits, COVID-19 test kits, and pregnancy tests are the most distributed items. Eileen shared a success story of a grandmother who was able to get a gun lock from the vending machine to prevent injury to her grandchild.

HEALTH COMMISSIONER REPORT

Erica Lentz shared the results of the health department's levy, an article from the Sidney Daily News featuring the harm reduction kickoff event, and a schedule of the 2026 Board of Health meeting.

ADJOURN TO EXECUTIVE SESSION

Dr. Vasko moved, seconded by Mr. Ankney to enter into executive session at 8:12 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Erica Lentz was included in the executive session.

RECONVENE PUBLIC MEETING

Dr. Vasko moved, seconded by Ms. Pence to reconvene the public meeting at 8:42 p.m. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Mr. Holthaus moved, seconded by Dr. Vasko to approve a 2% salary increase for all hourly staff. The increase will take effect in the first pay period in 2026. Motion approved.


Mr. Holthaus moved, seconded by Ms. Pence to approve an additional 2% pool of funds to be distributed for performance increases. The increase will take effect in the first pay period in 2026. Motion approved.

Mr. Ankney moved, seconded by Dr. Vasko to approve the hourly wage increase of three employees. The increase will take effect in the first pay period in 2026. Motion approved.


Next Board of Health Meeting- January 21, 2026 at 7:00 p.m.

ADJOURNMENT

Dr. Vasko moved, seconded by Ms. Pence to adjourn the meeting at 8:55 p.m. Motion approved.



Aaron Sargeant, DVM, PhD, President
Sidney-Shelby County Board of Health



Date 1-21-2026 Erica Lentz, MSN, RN
Health Commissioner/Board Secretary

21 Jan 2026

Date