



**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 7:01 p.m. on March 18, 2026. 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, Alysha Orsborne, Sidney City Council, and Jennifer Bowersock.

## **ADOPTION OF REVISED AGENDA**

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

## **APPROVAL OF FEBRUARY 18, 2026 MEETING MINUTES**

Dr. Vasko moved, seconded by Mr. Holthaus to approve the February 18, 2026 meeting minutes. Motion approved.

## **ENVIRONMENTAL HEALTH REPORT**

Rusty Schwepe presented the following request.

### **Jennifer Bowersock, Jenn's Backstube – Food Equipment Policy Variance Request**

#### Situation:

Ms. Bowersock is requesting a variance from the Food Equipment Policy which mandates that hand sinks operate with mechanical pressure and include a built-in heater. Ms. Bowersock has a small commercial bakery and wishes to obtain a high-risk mobile food license which would require the use of a mechanical hand sink. Ms. Bowersock will be using deli tissue or gloves to handle food items. Ms. Bowersock is limited in transport space, and it would be a financial burden to purchase the required sink. She is requesting for a variance to be able to use a Boxio portable sink, which does not have a built-in heater and operates under manual air pressure (squeeze bulb).

#### EH Staff Recommendation:

While water flowing under gravity is commonly used in temporary FSO's and RFE's, this is not permitted for a mobile or permanent structure FSO or RFE per code. SSCHD staff interprets "water under pressure" in the OAC to mean water under mechanical pressure, e.g., an electrical pump. In addition, it is SSCHD staff policy that the requirement for a hand wash sink to be equipped with water of at least 85 F must be accomplished with the use of an integral water heater to ensure the water maintains temperature for the duration of the operation.

However, in this situation where no food prep is taking place, and there is no handling of unpackaged TCS foods, it would appear that the use of the Boxio portable sink (supplied with water of  $\geq$  85 F from an outside source) would sufficiently meet the intent of the food code and the sanitation needs for the public. A restriction could be put on the license prohibiting food prep and the handling of unpackaged TCS foods if the Boxio hand wash sink is approved.

Mr. Holthaus moved, seconded by Dr. Vasko to approve the staff recommendation for use of the Boxio sink as long as no food prep and no handling of unpackaged TCS food occurs. Motion approved.

**Jessica Loveland, 4021 Russia-Houston Road, Houston – Condemnation Order**

Kent Topp presented this topic to the Board.

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

**RESOLUTION 26-3 WATER POLLUTION FUND AGREEMENT**

Dr. Vasko moved, seconded by Ms. Pence to approve the Resolution 26-3 Water Pollution Control Loan Fund Agreement. Motion approved.

**Environmental Health Updates**

Kent Topp shared information about the clean-up day on April 11, 2026.

**APPROVAL OF BILLS**

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

**FINANCIAL REPORT**

Erica Lentz presented the February 2026 financial reports.

**2027 Preliminary Budget**

Ms. Pence moved, seconded by Mr. Ankney to approve the 2027 Preliminary Budget. Motion approved.

**February 26, 2026 Letter to the Auditor**

The Health Commissioner sent a letter to the Auditor on February 26, 2026 to make the following changes in the Workforce Grant: transfer \$201.26 from Salaries to Equipment, transfer \$848.74 from Other Expenses to Equipment, and increase Appropriations in the General Environmental Health fund by \$10,000.

**March 17, 2026 Letters to the Auditor**

The Health Commissioner sent two letters to the Auditor on March 17, 2026. The first letter was to increase appropriations and Revenue in the following:

- General Nursing - Salaries by \$23,400, PERS by \$2,600, and Medicare by \$300
- Water - Salaries by \$17,500, PERS by \$2,650, Medicare by \$250, and Workers Comp by \$425
- Sewage – Salaries by \$10,000, PERS by \$1,500, Medicare by \$175, Workers Comp by \$250, and Travel by \$500
- Home Visiting – Salaries by \$5,000, PERS by \$700, Medicare by \$75, Workers Comp by \$100, and Travel by \$200
- WIC – Advance-Out by \$8,000
- General Environmental Health – Increase Revenue in Levy by \$113,000 and Subdivisions by \$136,000
- General Environmental Health – Increase Appropriations in Salaries by \$2,000 and PERS by \$400.

The second letter was to Advance \$8,000 from WIC to Health.

Dr. Vasko moved, seconded by Mr. Ankney to approve the February 26, 2026 and the first March 17, 2026 Letter to the Auditor. Dr. Vasko moved to amend the motion to include the second March 17, 2026 letter to the Auditor, the amended motion was seconded by Mr. Ankney. Motion approved.

**PUBLIC HEALTH NURSING REPORT**

**Monthly Report**

Erica Lentz presented the March 2026 nursing reports and infectious disease report.

**Employment of Christine Schmerge, BSN, RN - Public Health Nurse**

Mr. Holthaus moved, seconded by Ms. Pence to approve the employment of Christine Schmerge. Motion approved.


**HEALTH COMMISSIONER REPORT**

Erica Lentz shared the quarterly CMH newsletter that was mailed to families.


**Next Board of Health Meeting- April 15, 2026 at 7:00 p.m.**

**ADJOURNMENT**

Mr. Holthaus moved, seconded by Mr. Ankney to adjourn the meeting at 7:57 p.m. Motion approved.

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

20 May 2026  
\_\_\_\_\_  
Date

  
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Erica Lentz, MSN, RN  
Health Commissioner/Board Secretary

May  
\_\_\_\_\_  
Date

