

**Wood County Board of Health Minutes
January 15, 2015**

BOH PRESENT:

Fleming Fallon, Frank McLaughlin, DJ Mears, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Betty Woods, Ray Hohman, Carolyn Rava.

STAFF PRESENT:

Ben Batey, Health Commissioner
Amy Jones, Director of Nursing
Brad Espen, Director of Environmental Health
Diane Krill, CEO of Health & Wellness Center
Tracy Henderly, Finance Director
Patty Kolozy, Administrative Assistant

PUBLIC PRESENT: See List

Fleming Fallon, President, called the meeting to order at 7:05 p.m. followed by the Pledge of Allegiance and introductions.

APPROVAL OF MEETING MINUTES:

Richard Strow made a motion to approve the minutes from the December 11, 2014 meeting. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

APPROVAL OF WARRANTS:

Betty Woods made a motion to approve the warrants, an updated version was presented. The motion was seconded by Dallas Ziegler. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman – Y
Motion passed.

PERSONNEL RESOLUTIONS – Betty Woods, Chair

Resolution #PER-01-01-2015

**Motion to appoint Connor Rittwage as Full-time
Epidemiologist in Administration**

Betty Woods made a motion to appoint Connor Rittwage to the Full-time Bargaining Unit Position of Epidemiologist in the Administrative Division. Start date pending background check and board approval. Mr. Rittwage will serve a 180 day probationary period. He will be paid \$24.36 per hour during the probationary period and \$25.36 after completion of probation. Carolyn Rava seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y
Motion passed.

Resolution #PER-02-01-2015

**Motion to Appoint Yvette Marie Llanas as Full-Time
Registrar in the Administrative Division**

Betty Woods made a motion to appoint Yvette Marie Llanas to the Full-time Bargaining Unit Position of Registrar in the Administrative Division. Ms. Llanas will begin her duties on January 16th. Ms. Llanas will serve a 90 day probationary period. She will be paid \$15.76 per hour during the probationary period and \$16.16 per hour after completion of probation. This position is to replace Mary Donald who retired. Dallas Ziegler seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y
Motion passed.

Resolution #PER-03-01-2015

Motion to Appoint Jillan Bodey as Full-Time Sanitarian in Training in the Environmental Division

Betty Woods made a motion to appoint Jillan Bodey to the Full-time Bargaining Unit Position of Sanitarian in Training in the Environmental Division. Ms. Bodey will begin her duties on January 16th. Ms. Bodey will serve a 90 day probationary period. She will be paid \$18.40 per hour during the probationary period and \$19.40 per hour after completion of probation. This position is to replace Kathy Shull who retired. DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis- Ziegler- Y Woods – Y Hohman - Y
Motion passed.

Resolution #PER-04-01-2015

Motion to Create a Full-Time Assistant Director of Environmental Health Position in the Environmental Division

Betty Woods made a motion to create and fill the position of Assistant Director of Environmental Health in the Environmental Division. This individual will be responsible for and assist the Environmental Director with planning, developing, maintaining and evaluating all environmental health programs. In addition, evaluating and accompanying sanitarians on field inspections and complaint investigations as well as assisting with the Public Health Accreditation Board (PHAB) process. The hourly salary will be \$ 28.21 and this will be a non-bargaining exempt position. Frank McLaughlin seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y
Motion passed.

Resolution #PER-05-01-2015

Motion to Appoint Leslie Madaras as Chief Operating Officer for the Wood County Community Health and Wellness Center

Betty Woods made a motion to appoint Leslie Madaras to the full time exempt position of Chief Operating Officer of the Community Health and Wellness Center effective February 23, 2015. She will be paid an annual salary of \$61,035 and with the requested amendment by from DJ Mears and Frank McLaughlin, will serve a probationary period of 120 days. Two external candidates along with two internal candidates were interviewed. Leslie has a Bachelors in Nursing and has worked on the Quality Improvement committee. Leslie also has a clinical background and experience with the NextGen EHR system. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y
Motion passed as amended.

Resolution #PER-06-01-2015

Motion to Create Part Time Position of Chief Medical Officer for the Wood County Community Health and Wellness Center

Betty Woods made a motion to create a part time exempt position of Chief Medical Officer of the Community Health and Wellness Center. The position is a requirement of the FQHC funding and will be paid an hourly rate of \$100.64. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #PER-07-01-2015

Motion to Appoint Dr. Steven Dood as Chief Medical Officer for the Wood County Community Health and Wellness Center

Betty Woods made a motion to appoint Dr. Steve Dood to the part time exempt position of Chief Medical Officer of the Community Health and Wellness Center. Dr. Dood’s contract as part time Chief Medical Officer ended on December 31, 2014. He will be paid an hourly rate of \$100.64 and will not serve a probationary period. Ray Hohman seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #PER-08-01-2015

Motion to Post & Fill a Full-time Medical Assistant III Position in the Community Health and Wellness Center

Betty Woods made a motion to post and fill a Full-time Bargaining Unit position of Medical Assistant III in the Community Health and Wellness Center. It is the intent of management to fill this position before the next board meeting. Ray Hohman seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PER-09-01-2015

Motion to appoint Dolores Garcia to the Outreach and Enrollment Specialist Position in the Community Health and Wellness Center

Betty Woods made a motion to appoint Dolores Garcia to the Full-time Bargaining Unit position of Outreach and Enrollment Specialist in the Community Health and Wellness Center. Ms. Garcia will begin her duties on February 2, 2015 and will serve a 90 day probationary period. She will be paid \$ 15.75 per hour during her probationary period and \$16.16 per hour after completion of probation. DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

PROGRAM RESOLUTIONS: Nilgun Sezginis, Chair

Resolution #PRG-01-01-2015

Motion to Adopt the Third & Final Reading By Title Only for the Proposed Fees for the Retail Food Program

Nilgun Sezginis made a motion to adopt the Third & Final Reading by Title only for the Proposed Wood County Health District Retail Food Establishment and Food Service Operation Program Fees. (Attachment #1). Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-02-01-2015

Motion to Adopt the Hearing for the Proposed Retail Food Program Fees

Nilgun Sezginis made a motion to adopt the Hearing for the Proposed Wood County Health District Retail Food Establishment and Food Service Operation Program Fees. (Attachment #2). A hearing can come at any point between 1st, 2nd and 3rd readings. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-03-01-2015

Motion to Adopt the Public Hearing for the Proposed Sewage Treatment System Program Fees

Nilgun Sezginis made a motion to adopt the Public Hearing for the Proposed Sewage Treatment System Program Fees. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-04-01-2015

Motion to Adopt the Supplement to the Ohio Department of Health Sewage Treatment System Rules for 2015

Nilgun Sezginis made a motion to adopt the Supplement to the Ohio Department of Health Sewage Treatment System Rules for 2015, Ohio Administrative Code Chapter 3701-29. (Attachment #6). DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-05-01-2015

Motion to Adopt the Wood County Health District Home Sewage Plan

Nilgun Sezginis made a motion to adopt the Wood County Health District Home Sewage Treatment System Operation and Maintenance Program Plan. (Attachment #7). Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-06-01-2015

Motion to Adopt the First Reading by Title Only of the 2015 Proposed Private Water System Program Fees

Nilgun Sezginis made a motion to adopt the first Reading by Title Only of the 2015 Proposed Wood County Health District Private Water System Program Fees. (Attachment #8). Frank McLaughlin seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-07-01-2015

Motion to Adopt the First Reading by Title Only of the 2015 Proposed Recreational Park & Campground Program Fees

Nilgun Sezginis made a motion to adopt the First Reading by Title Only of the 2015 Proposed Wood County Health District Recreational Park & Campground Program Fees. (Attachment #9). Ray Hohman seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-08-01-2015

Motion to Adopt the First Reading by Title Only of the 2015 Proposed Swimming Pool and Spa Program Fees

Nilgun Sezginis made a motion to adopt the First Reading by Title Only of the 2015 Proposed Wood County Health District Swimming Pool and Spa Program Fees. (Attachment #10). Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-09-01-2015

Motion to Approve the Wood County Health Districts Revised Records Retention Schedule.

Nilgun Sezginis made a motion to approve the Wood County Health Districts Revised Records Retention Schedule. Medical records are to be held for 7 years, but other documents can be destroyed based on the retention schedule for that document. Carolyn Rava seconded the motion. A voice vote was taken. Motion passed.

Resolution #PRG-10-01-2015

Motion to Approve Wood County Health District Quality Improvement Plan

Nilgun Sezginis made a motion to approve the Wood County Health District Quality Improvement Plan. The Wood County Health District is committed to the ongoing improvement of the quality of services it provides and this Quality Improvement Plan serves as the foundation of this commitment. Dallas Ziegler seconded the motion. A voice vote was taken. **Motion passed.**

FINANCE RESOLUTIONS: Richard Strow, Chair

Resolution #FIN-01-01-2015

Motion to Transfer Funds

Richard Strow made a motion to approve the transfer of \$18,200.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

- \$8,500.00 – Fund 9 Sewage
- \$1,700.00 – Fund 6 Nursing
- \$6,500.00 – Fund 6 Nursing
- \$1,500.00 – Fund 11 WIC

Resolution #FIN-02-01-2015

Motion to Return Advance Funds

Richard Strow made a motion to approve the return of advance of \$50,000.00 from the WIC Fund to the Levy Fund. These monies were initially advanced to cover the shortage of funds for expenditures of the WIC fund until a payment from ODH was received. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-03-01-2015

Motion to Adjust and Return Advance FQHC Funds

Richard Strow a motion to adjust FQHC Advance amount of \$100,000.00 to \$175,000.00. The FQHC will return \$75,000.00 of the total advance amount. Motion to approve the return of advance of \$75,000.00 from the FQHC Fund to the Levy Fund. These monies were initially advanced to cover the shortage of funds for expenditures of the FQHC fund and is procedural. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-04-01-2015

Motion to Amend 2014 Appropriations

Richard Strow made a motion to amend the 2014 annual appropriations of the District for end of year billing. The following changes in fund appropriations are needed at this time (December 12, 2014):

008-0208-510000	LEVY – SALARIES	(\$3,550.00)
008-0208-575600	LEVY – EMPLOY INS.	\$3,550.00

011-0211-510000	WIC – SALARIES	\$11,700.00
011-0211-540100	WIC - CONTR. SVCS.	(\$2,000.00)
011-0211-569900	WIC - OTHER EXPENSES	(\$3,000.00)
011-0211-575600	WIC - EMPL INS.	(\$6,700.00)
013-0213-510000	FQHC-SALARIES	\$75,000.00
011-0211-510000	WIC – SALARIES	\$8,300.00
	TOTAL	\$83,300.00

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 17, 2014):

013-0213-571500	FQHC-P.E.R.S.	\$7,000.00
018-0218-575600	WATER - EMPLY INS	\$170.00
018-0218-571500	WATER - P.E.R.S.	\$64.00
009-0209-571500	SEWAGE - P.E.R.S.	\$285.00
009-0209-575600	SEWAGE - EMPLY INS.	(\$285.00)
011-0211-571500	WIC - P.E.R.S.	\$1,060.00
011-0211-540100	WIC - CONTR. SVCS.	(\$1,060.00)
018-0218-571500	WATER - P.E.R.S.	\$162.00
018-0218-560800	WATER - ADV. & PRINTING	(\$50.00)
018-0218-564100	WATER – EQUIPMENT	(\$50.00)
018-0218-572900	WATER - REMIT TO STATE	(\$62.00)
025-0225-575600	FOOD SERV - EMPLY INS	\$1,100.00
025-0225-510000	FOOD SERV – SALARIES	(\$1,100.00)
	TOTAL	\$7,234.00

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 19, 2014):

006-0206-510000	NURSING-SALARIES	(\$3,050.00)
006-0206-520100	NURSING – SUPPLIES	\$3,050.00
009-0209-510000	SEWAGE – SALARIES	(\$165.00)
009-0209-550100	SEWAGE - TRAVEL & EXP.	\$165.00
011-0211-560800	WIC - ADV. & PRINTING	(\$100.00)
011-0211-564100	WIC – EQUIPMENT	(\$5.00)
011-0211-520100	WIC – SUPPLIES	\$18.00
011-0211-550100	WIC - TRAVEL & EXP.	\$61.00
011-0211-569900	WIC - OTHER EXPENSES	\$26.00
013-0213-510000	FQHC-SALARIES	(\$10,538.00)
013-0213-520100	FQHC-SUPPLIES	\$7,038.00
013-0213-569900	FQHC-OTHER EXPENSES	(\$4,000.00)
013-0213-571500	FQHC-P.E.R.S.	\$7,500.00
018-0218-510000	WATER – SALARIES	(\$257.00)
018-0218-550100	WATER - TRAVEL & EXP.	\$77.00
018-0218-569900	WATER - OTHER EXPENSES	\$179.00
018-0218-575600	WATER - EMPLY INS	\$1.00
021-0221-510000	PERSONAL CARE – SALARIES	(\$955.00)
021-0221-550100	PERSONAL CARE - TRAVEL & EXP.	\$955.00
028-0228-520100	PREN CFHS – SUPPLIES	(\$241.00)
028-0228-571500	PREN CFHS - P.E.R.S.	\$6.00
028-0228-575600	PREN CFHS - EMPLY INS.	\$235.00
	TOTAL	\$0.00

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 22, 2014):

018-0218-510000	WATER - SALARIES	\$675.00
009-0209-510000	SEWAGE - SALARIES	\$2,240.00
009-0209-520100	SEWAGE - SUPPLIES	(\$1,085.00)
009-0209-560800	SEWAGE - ADV. & PRINTING	(\$250.00)
009-0209-564100	SEWAGE - EQUIPMENT	(\$250.00)
009-0209-572900	SEWAGE - REMIT TO STATE	(\$175.00)
009-0209-575600	SEWAGE - EMPLOY INS.	(\$480.00)
013-0213-510000	FQHC-SALARIES	\$9,275.00
013-0213-540100	FQHC-CONTR. SVCS.	(\$7,541.81)
013-0213-560800	FQHC-ADV. & PRINTING	(\$1,733.19)
029-0229-510000	S POOLS - SALARIES	\$505.00
029-0229-572900	S POOLS - REMIT TO STATE	(\$432.00)
029-0229-575600	S POOLS - EMPLOY INS.	(\$73.00)
	TOTAL	\$675.00

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 23, 2014):

011-0211-569900	WIC - OTHER EXPENSES	\$80.00
011-0211-564100	WIC - EQUIPMENT	(\$80.00)
013-0213-540100	FQHC-CONTR. SVCS.	\$2,500.00
013-0213-550100	FQHC-TRAVEL & EXP.	(\$2,000.00)
013-0213-569900	FQHC-OTHER EXPENSES	(\$500.00)
018-0218-569900	WATER - OTHER EXPENSES	\$2.00
018-0218-540100	WATER - CONTR. SVCS	(\$2.00)

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 30, 2014):

011-0211-569600	WIC - MEDICARE	\$40.00
011-0211-510000	WIC - SALARIES	(\$40.00)
006-0206-510000	NURSING-SALARIES	(\$70,000.00)
006-0206-520100	NURSING - SUPPLIES	(\$20,000.00)
006-0206-550100	NURSING-TRAVEL & EXP.	(\$11,750.00)
006-0206-560800	NURSING-ADV. & PRINTING	(\$3,000.00)
006-0206-564100	NURSING-EQUIPMENT	(\$7,900.00)
006-0206-575600	NURSING-EMPLOY INS.	(\$28,000.00)
007-0207-575600	ENVIRONMENTAL-EMPLOY INS.	(\$28,700.00)
008-0208-510000	LEVY - SALARIES	(\$60,000.00)
008-0208-560800	LEVY - ADV. & PRINTING	(\$5,600.00)
008-0208-564100	LEVY - EQUIPMENT	(\$12,000.00)
008-0208-569600	LEVY - MEDICARE	(\$2,000.00)
021-0221-540100	PERSONAL CARE - CONTR.	(\$7,800.00)
021-0221-564100	PERSONAL CARE - EQUIPMENT	(\$1,000.00)
021-0221-575600	PERSONAL CARE - EMPLOY INS	(\$6,300.00)
026-0226-540100	GROUND WATER - CONTR. SVCS	(\$200.00)
026-0226-569900	GROUND WATER - OTHER EXP	(\$200.00)
	TOTAL	(\$264,450.00)

A motion to amend the 2014 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 31, 2014):

010-0210-510000	PH INFRAST – SALARIES	(\$4,000.00)
010-0210-540100	PH INFRAST - CONTR. SVCS.	(\$4,000.00)
013-0213-574201	FQHC-ADVANCES	\$75,000.00
006-0206-510000	NURSING-SALARIES	(\$4,000.00)
006-0206-569900	NURSING-OTHER EXPENSES	(\$6,000.00)
006-0206-571500	NURSING-P.E.R.S.	(\$14,000.00)
010-0210-510000	PH INFRAST – SALARIES	(\$2,000.00)
010-0210-569900	PH INFRAST - OTHER EXP	(\$5,000.00)
010-0210-575600	PH INFRAST - EMPLY INS.	(\$5,000.00)
011-0211-510000	WIC – SALARIES	(\$1,035.55)
011-0211-540100	WIC - CONTR. SVCS.	(\$1,183.21)
011-0211-575600	WIC - EMPL INS.	(\$19.05)
013-0213-574201	FQHC-ADVANCES	\$75,000.00
	TOTAL	\$28,762.19

DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-05-01-2015

Motion to Amend 2014 Estimated Resources

Richard Strow made a motion to amend the 2014 Certificate of Estimated Resources of the District to a new total amount of \$6,765,418.46. This amount includes the following changes of \$136,771.05 in fund revenues at this time:

13.0213.405100	FEDERAL FUNDS	\$101,660.00
18.0218.406800	FEES	\$4,568.95
13.0213.405100	FEDERAL FUNDS	\$75,000.00
13.0213.407500	TRANSFERS	\$25,000.00
13.0213.407501	ADVANCES	(\$25,000.00)
06.0206.407000	OTHER RECEIPTS	(\$70,000.00)
06.0206.407500	TRANSFERS	(\$100,000.00)
06.0206.407709	LOCAL GOVERNMENT FUNDS	(\$49,000.00)
10.0210.407500	TRANSFERS	(\$24,000.00)
10.0210.407501	ADVANCES	(\$160,000.00)
11.0211.407501	ADVANCES	(\$50,000.00)
06.0206.404000	STATE FUNDS	\$28,000.00
06.0206.406803	FEES – INSURANCE	\$7,000.00

Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-06-01-2015

Motion to Approve 2013 Financial Audit Report

Richard Strow made a motion to approve the 2013 Financial Audit Report dated August 21, 2014. Betty Woods seconded the motion. August was a presentation of the Audit results and this is motion is to approve it. This is a procedural follow-up with no changes. A voice vote was taken. **Motion passed.**

Resolution #FIN-07-01-2015

Motion to approve the contract between the Association of Ohio Health Commissioners, Inc.

(AOHC) and the WCHD for provision of licenses for Skillsoft online learning solutions.

Richard Strow made a motion to approve the contract between the Association of Ohio Health Commissioners, Inc. (AOHC) and the WCHD for provision of licenses for Skillsoft online learning solutions at a cost of \$900.00 for a total of 30 licenses. This is a training resource that is agreed upon between WCHD and AOHC to pay our portion in the contract AOHC holds with Skillsoft. The courses that will be offered will be PowerPoint, Word, Excel, IT and numerous for management roles. A monitoring and tracking system will be in place to see who has taken courses and a certificate printed at completion of a course. Ray Hohman seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-08-01-2015

Motion to approve the One Year Software Maintenance Agreement with CHC Software, Inc.

Richard Strow made a motion to approve the One Year Software Maintenance Agreement with CHC Software, Inc. at a cost of \$1687.50 to update the Wood County Health Department Information System, Environmental, Community & Public Health, and Vital Modules. This is our receipting system that tracks D-work as well as life and death certificates. DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-09-01-2015

Motion to approve amendment for the S & S Cleaning Contract

Richard Strow made a motion to approve the amendment for the S & S Cleaning Contract. The amendment increases the not to exceed amount from \$22,320.00 to \$23,000.00. This \$680.00 increase allows for the WCHD to reimburse the contractor for janitorial supplies that can be purchased by contractor at a discounted rate. This was omitted in the original contract so it just being added as amendment. The amendment also includes a change in time for the contractor to access the building at 4:00 pm rather than 5:00 pm. DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-10-01-2015

Motion to approve BCMH Claims Billing Policy

Richard Strow made a motion to approve the Wood County Health District BCMH (Bureau for Children with Medical Handicaps) claims billing policy and procedure. This policy will maximize client revenue in the BCMH program through timely and accurate submission of electronic claim filing. Betty Woods seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-11-01-2015

Motion to approve Private Purchase Vaccine Policy

Richard Strow made a motion to approve the Wood County Health District private purchase vaccine policy. This policy will establish a consistent and appropriate private purchase vaccine pricing schedule that ODH

requires for anyone able to bill private insurance. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-12-01-2015

Motion to Adopt the Retail Food Service and Operation Program Fees

Richard Strow made a motion to adopt the Wood County Health District Retail Food Service Establishment and Food Service Operation Program Fees. (Attachment #3). DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-13-01-2015

Motion to Adopt the Wood County Health District Sewage Treatment Program Fees

Richard Strow made a motion to adopt the Wood County Health District Sewage Treatment Program Fees. (Attachment #5). DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN- 14-01-2015

Motion to Approve Contract for Medical Director

Richard Strow made a motion to approve a contract to employ Michael Lemon as Medical Director for 2015. The total annual contract is for \$14,400.00. This consists of \$10,400.00 for services as Medical Director and the contract also provides for payment of \$100 per hour if services are needed during a declared emergency (not to exceed 40 hours or \$4,000.00). Ray Hohman seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-15-01-2015

Motion to Approve Contract with Poggemeyer Design Group

Richard Strow made a motion to approve contract with Poggemeyer Design Group for professional architectural, engineering, and interior design services for the Wood County Health District building expansion. The fee for providing these services is a lump sum fee of \$147,400.00, including reimbursable. This will get the bid process started and if there are any changes to the original design, it will be to the cost of the contractor, not Poggemeyer. This fee is generally based on an 8% design fee with a construction budget of \$200.00 per square foot. Poggemeyer will complete these design services within 4 months following execution of this agreement. There will be regular meetings and inspections while in progress. Frank McLaughlin seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution #FIN-16-01-2015**Motion to Approve the Proposal from Fishel Hass Kim Albrecht LLP for Labor Relation Services**

Richard Strow made a motion to approve the proposal from Fishel Hass Kim Albrecht LLP for labor relation services for 2015 at the proposed rate of \$170.00 per hour. This proposal includes an initial meeting at no cost to the Health District and 8 hours of free training in 2015. The training can be used toward time in negotiations if we choose to use it this way. The service amount of this agreement is not to exceed \$10,000.00. The county uses them for various needs as well. Betty Woods seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution FIN#-17-01-2015**Motion to contract with Ottawa County Health District to conduct work to raise immunization rates in Ottawa County for children up to two years of age**

Richard Strow made a motion to contract with Ottawa County Health District to conduct work to raise immunization rates in Ottawa County for children up to two years of age primarily through assessment and education activities as well as through reminder and recall efforts. This work is a function of ODH's Immunization Action Plan grant which the WCHD receives for both Wood and Ottawa Counties. Ottawa County does not qualify on their own. Wood County retains 5% (\$576.45) of Ottawa's allotment for grant management costs. The maximum contract amount is \$10,952.55. DJ Mears seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

Resolution FIN#-18-01-2015**Motion to approve the Amendment between WCHD and E3Rx, LLC for Pharmacy Consulting Services.**

Richard Strow made a motion to approve the Amendment between WCHD and E3Rx, LLC, for Pharmacy Consulting Services for the period of January 1, 2015 thru March 31, 2015 at which time a new contract can be executed. This provides a stable amount of coverage as we can get a pharmacist coverage if our one pharmacist on site is off for the day. Betty Woods seconded the motion. This is a bridge amendment to get us covered till a new contract can be put in place, as the prior one expired December 31, 2014. A voice vote was taken. **Motion passed.**

INFORMATIONAL ITEMS:

ENVIRONMENTAL: Brad Espen mentioned the food scores were good. Environmental report reveals sewage permits were up a little bit, most likely because everyone is trying to get in before the new rules are effective.

NURSING: Amy Jones outlined the communicable disease statistics report and was thankful to Kathy Teeple for her help in the absence of an Epidemiologist for helping track this. She thanked the BCHM nurses; Jackie Mears, Darlene Beggs and Lynn Bine along with Tina Cox, nursing secretary for their hard work. The BCMH billing procedure is now in place and with electronic billing up and running since March 2014 and the implementation of contact hours directly entered, this has allowed for claims to get pushed through faster. Last quarter of 2013 we billed 649 claims with a rejection rate of 6% in comparison to last quarter of 2014 we billed 1230 claims with rejection rate of .57%. The board commented what a great job they did. Question arose on

the drop in immunizations and Amy explained this is happening across the board for all health departments as patients are getting most of their services at one time by their primary care physicians or at pharmacies who also give vaccines.

HEALTH & WELLNESS: Diane Krill informed that the HRSA site visit was on Dec 16- 18th and we are currently waiting on the official report where we stand on meeting the 19 program requirements. The exit interview revealed some policy and procedure changes that will be presented to the board next month to move forward on this and not to have to wait on the official report. The board of pharmacy came and now officially we have the pharmacy license, just waiting on software. DJ and Frank commented that the HRSA site exit interview really portrayed an exceptional job the staff has done over the last year and brought to attention the board need for involvement.

FINANCE: Tracy Henderly spoke of the end of year reporting and HRSA site visit which kept the staff very busy and she was thankful for their hard work. Inputting the information into the CMI system for the January board warrants was done in time to be available for the board meeting and Karen King did the expenses and Sarah Hopple did the payroll. The finance team did well their first year together in getting the year end done in a timely manner. Richard commented that the revenue figure he looks at every year is in the plus when comparing to last year and previous years with loss showing anywhere from \$140K to \$400K a year which shows a lot of progress and reveals a job well done by Tracy and her team.

ADMINISTRATION/HEALTH COMMISSIONER: Ben is very happy with how well the staff, from Directors down has done in finishing the 2014 year. A lot was accomplished and was a team effort in getting new plans, policies and contracts completed. Ben displayed the PHAB dashboard to show direct percentage on status to the board on the overhead screen and pointed out that this will be provided every month as we progress to our deadline for submission in July 2015. The chart does only reveal what has been put into PHAB, but progress is further along, just waiting on review from AC. He explained that we started from scratch in an effort to get good quality measures and Ben feels hopeful that by next board meeting there will be a substantial increase in the status especially since he did give the PHAB team an internal deadline for submission through the end of February. Ben also pointed out the dashboard for the board functions categorized by year and the passed resolutions made with special attention on the 28 new appointed staff for 2014. That reveals roughly half the staff and is from promotions and new positions. The boards' attendance is also being tracked in this spreadsheet as they are a part of this process and will be judged by PHAB as well. Board training in early 2015 put out by the Ohio Association of Boards of Health is for a two hour board training video explaining what board members need to know. Ben will send out an email to board members to schedule a 4 hour board retreat which has been very useful in the past. This time can also be used to discuss where the agency is going and what our focus for the year should be. If attendance is not possible, the video will still need viewed by board members. Performance Management will also have a dashboard that will be revealed every month to the board to show the progress in the performance goals tasked to the managers. Each program will have goals and quarterly results. This is a new process and will have challenges but Ben feels confident we have the right team to get it done and to move forward in establishing this process.

BOARD PRESIDENT: Fleming thanked the staff for their hard work and the board for doing their part on the many resolutions passed tonight. Frank and Ben added that Carri Leathers-Stanley has been a great asset to us and works very hard as part of the team. Fleming thanked Ben for the quantitative information tonight and put simply the straight forward figures and information.

EXECUTIVE SESSION: Betty Woods made a motion to move to Executive Session at 8:32 pm for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, official, licensee or regulated individual, unless the employee, official, licensee or regulated individual request a public hearing. Betty invited Amy Jones and Ben Batey to accompany the board in executive session. Carolyn Rava seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

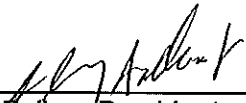
DJ Mears made a motion to return from Executive Session at 9:03 pm and Betty Woods seconded the motion. A roll call vote was taken.

Fallon-Y McLaughlin-Y Mears- Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman - Y

Motion passed.

MEETING ADJOURNMENT:

Richard Strow made a motion to adjourn meeting at 9:04 pm. The motion was seconded by DJ Mears. A voice vote was taken. **Motion passed.**



Dr. Fleming Fallon, President



Ben Batey, Health Commissioner
Secretary to the Board