



**Wood County Board of Health Minutes  
February 12, 2015**

**BOH PRESENT:**

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

**STAFF PRESENT:**

Ben Batey, Health Commissioner  
Amy Jones, Director of Nursing  
Tracy Henderly, Finance Director  
Patty Kolozy, Administrative Assistant

**PUBLIC PRESENT:** See List

Fleming Fallon, President, called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and introductions.

**APPROVAL OF MEETING MINUTES:**

Betty Woods made a motion to approve the minutes from the January 15, 2015 meeting. Frank McLaughlin seconded the motion. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:**

Dallas Ziegler made a motion to approve the warrants. The motion was seconded by Nilgun Sezginis. A roll call vote was taken.

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

**Motion passed.**

***PERSONNEL RESOLUTIONS – Betty Woods, Chair***

**Resolution #PER-01-02-2015**

**Motion to Post and Fill the Position of Registered Sanitarian in the Environmental Division.**

Betty Woods made the motion to Post and Fill the Position of Registered Sanitarian in the Environmental Division. This individual will work primarily in the Private Home Sewage Program and other program areas as assigned. Carolyn Rava seconded the motion. A roll call vote was taken.

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

**Motion passed.**

**Resolution #PER-02-02-2015**

**Motion to Appoint Lana Glore to the Full-Time Assistant Director of Environmental Health Position in the Environmental Division**

Betty Woods made the motion to appoint Lana Glore to the Assistant Director of Environmental Health in the Environmental Division. Lana will begin her duties on February 13, 2015. The hourly salary will be \$ 28.21 and this will be a non-union exempt position. This is a new position to the district. She will serve a 120 day probationary period. This is in preparation for Brad Espen's retirement as well as to help with the demand from the new sewage rules. Ray Hohman seconded the motion. A roll call vote was taken.

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

**Resolution #PER-03-02-2015**

**Motion to Accept the Resignation of Renee Bayes**

Betty Woods made the motion to accept the resignation of Renee Bayes, Public Health Nurse effective February 25, 2015. Ms. Bayes has been a valued employee of the district since 1998. Nilgun Sezginis seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER-04-02-2015**

**Motion to Accept the Resignation of Patricia Factor**

Betty Woods made the motion to accept the resignation of Patricia Factor, Accreditation Coordinator effective February 25, 2015. Ms. Factor has been a valued employee of the district since 2007. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

***PROGRAM RESOLUTIONS: Nilgun Sezginis, Chair***

**Resolution #PRG-01-02-2015**

**Motion to Adopt the Second Reading by Title Only for the 2015 Proposed Fees for the Private Water System Program**

Nilgun Sezginis made the motion to adopt the Second Reading by Title only for the 2015 Proposed Fees for the WCHD Private Water System Program. (Attachment #1). Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PRG-02-02-2015**

**Motion to Adopt the Second Reading by Title Only for the 2015 Proposed Fees for the Recreational Park & Campground Program**

Nilgun Sezginis made the motion to adopt the Second Reading by Title only for the 2015 Proposed Fees for the WCHD Recreational Park & Campground Program. (Attachment #2). Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PRG-03-02-2015**

**Motion to Adopt the Second Reading by Title Only for the 2015 Proposed Fees for the Swimming Pool and Spa Program**

Nilgun Sezginis made the motion to adopt the Second Reading by Title only for the 2015 Proposed Fees for the WCHD Swimming Pool and Spa Program. (Attachment #3). Dallas Ziegler seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PRG-04-02-2015**

**Motion to Designate Paul Hagen R.S. as the WCHD Soil Evaluator for Wood County.**

Nilgun Sezginis made the motion to designate Paul Hagen, R.S. as the WCHD Soil Evaluator for Wood County. This is a requirement as outlined in the New Sewage Rules (3701-29-07 (A) (4)) that became effective on January 1, 2015. Frank McLaughlin seconded the motion. A voice vote was taken. **Motion passed.**

***FINANCE RESOLUTIONS: Richard Strow, Chair***

**Resolution #FIN-01-02-2015**

**Motion to Transfer Funds**

Richard Strow made the motion to approve the transfer of \$70,000.00 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.

\$15,000.00 – Fund 6 Nursing

\$20,000.00 – Fund 11 WIC

**Motion passed.**

**Resolution #FIN-02-02-2015**

**Motion to approve updated 4-13 Fee Schedule Policy**

Richard Strow made the motion to approve the updated Wood County Community Health and Wellness Center Fee Schedule Policy. This update is needed to establish an appropriate amount to charge for the Health and Wellness Center services. Federal HRSA requirement. Nilgun Sezginis seconded the motion. A roll call vote was taken.

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

**Motion passed.**

**Resolution #FIN-03-02-2015**

**Motion to approve updated 2015 Sliding Fee Scale**

Richard Strow made the motion to approve the updated Wood County Community Health and Wellness Center Sliding Fee Scale. The sliding fee scale has been updated to reflect the 2015 poverty guidelines published in the Federal Register on 1/22/2015 and will be effective 3/1/2015. Betty Woods seconded the motion. A roll call vote was taken.

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

**Resolution #FIN-04-02-2015**

**Motion to approve updated 4-14 Sliding Fee Scale Policy**

Richard Strow made the motion to approve the updated Wood County Community Health and Wellness Center Sliding Fee Scale Policy. This update is needed to meet HRSA program requirements. Nilgun Sezginis seconded the motion. A roll call vote was taken.

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

**Resolution #FIN 05-02-2015**

**Motion to authorize the Health Commissioner to execute contracts that do not involve the expenditure of Board funds.**

Richard Strow made the motion to authorize the Health Commissioner to execute contracts that do not involve the expenditure of Board funds, so long as the contracts have been approved as to form by the County Prosecutor. The Health Commissioner shall inform the Finance Committee and the full Board at their next regular meeting of the Commissioner's approval of any such agreements. This motion has been vetted by Carri Leathers-Stanley as contracts are now being required with Grants and have a turnaround time of 14 days for signatures. Dallas Ziegler seconded the motion. A roll call vote was taken.

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

**Resolution #FIN 06-02-2015**

**Motion to Adopt the Public Hearing for the proposed Private Water System, Recreational Park and Campground and Pool and Spa Program Fees.**

Richard Strow made the motion to adopt the Public Hearing for the 2015 proposed Private Water System, Recreational Park and Campground and Pool and Spa Program Fees. (Attachment #4). Betty Woods seconded the motion. A roll call vote was taken.

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

**Resolution #FIN-07-02-2015**

**Motion to approve the contract between WCHD and E3Rx, LLC for Pharmacy Services.**

Richard Strow made the motion to approve the Contract between WCHD and E3Rx, LLC, for Clinical and Dispensing Pharmacy Services for the period of February 12, 2015 thru December 31, 2015. Signing of the contract is subject to clarification of liability insurance requirements. If there are any other changes other than liability of \$1 million or \$2 million, a new contract will be written to present to the board. Carolyn Rava seconded the motion. A roll call vote was taken.

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

**Motion passed.**

**INFORMATIONAL ITEMS:**

**ENVIRONMENTAL:** Food scores and the Environmental report as well as the 2014 report on Rabies Animal Bites for Wood County were provided.

**NURSING:** Amy Jones presented her statistical report, with mention to page 7 that is an editorial from the Sentinel Tribune in reference to parents concerns with vaccines. Dallas Ziegler asked about the measles vaccine as he is being faced with concerns from teachers that they shouldn't be vaccinating and he feels the word is not being spread to the public the importance of vaccines. Amy added that the Rotary Club will be working with us and provide \$2000 to do a public awareness educational campaign on vaccines based on all the media taking place currently. From a public health standpoint, getting people vaccinated is the key, whether it be here at the Health District or elsewhere. Currently, we are preparing a proposal to provide the rotary club that will explain how we feel best the public can be reached with the campaign. Public media to help spread the word on our part as well the rotary's website.

**HEALTH & WELLNESS:** The annual UDS "Uniform Data Systems measures that is compared across all other Health Centers in Ohio and the nation is due February 15th and Diane Krill is working very hard to get that done. The visit reports showed we saw more patients in 2014 compared to 2013 and we continue to see this increase. The clinical quality measures also showed an improvement from 2013 to 2014. The board will receive a report on this as soon as all the data is compiled in a side by side comparison. There is a lot of measures that go into this clinical quality report such as Diabetic A1C or cervical cancer screenings which will reveal were we are improving on and where we might want to focus. Frank commented on the upward trend in numbers for reproductive health and wellness and primary care visits and new patients. Ben added that it takes time to get the word out there and with our Health & Wellness coordinator now out in the field helping people get signed up in the network exchange or Medicaid it is increasing the awareness of our services. Nilgun made a note that the A/R continues to go up, as discussed last month and is a concern that seems to be an ongoing issue. This is partly for the fine line of our practice to see everyone regardless of insurance status, to avoid any barriers to providing care, but at the same time trying hard to be financially responsible. The HMO copays are at \$34,000 and partly the reason is the hold on Medicaid payments while we went through the reenrollment process. Currently, we are working on getting direct deposit set up through the treasury office to receive Medicaid payments direct.

**FINANCE:** Standard reports provided and mention of the state Auditor who is in our office as of yesterday will be working on the 2014 audit throughout the next week.

**HEALTH COMMISSIONER:** The DAC chair Penny Getz has done a good job in coordinating this committee and moving it forward. It was decided that the next DAC meeting will be the same night as the March BOH meeting from 6:00 pm – 7:00 pm the second Thursday of March and then moving right into the BOH meeting. Consideration as to whether the finance committee meeting should be 5:15 pm to 6:00 pm or 5:30 pm to 6:00 pm this same night. The Agenda will be sent out next week to all the members to give them plenty of time to plan and increase a good attendance. The DAC is looking for two replacements for the BOH and looking to choose them in this meeting.

The contracts not bringing board expenditures was discussed and that were reviewed by Carri and previously talked about were the Accreditation Readiness Grant for \$5000 which is for the Policy Stat system that is online and coordinates all our policies in one place that everyone, including board members will have access to. This will also make it more efficient for tracking to see when they need updated and reviewed. The next

contract was for NACCHO for \$3500 for us to continue our MRC program and the MRC volunteers. The next Grant from ODH for \$5000 is for healthy homes and lead poisoning awareness that our Health Educator, Jennifer Campos will be in charge of. The next one is for the Hospital Council of NW Ohio (HCNO) or \$2294 to restock some of our emergency preparedness supplies, such as masks that were outdated or expired. This resolution that was approved allowing Ben to pursue these contracts that will be approved through Carri then brought to the BOH, will streamline the process and make it more efficient and time effective. Although these contracts are small monetarily they do add up and really help us in our programs that we can offer to our clients and the community.

The staff meeting tomorrow will have the sheriff's department here to assist in Active Shooter training. One of the sheriff will act as the active shooter and go throughout the building looking for targets. The idea is to identify any weak areas in security and keep everyone aware of the tactics best useful in avoiding a potential serious tragedy.

The building expansion had a small set back with Faith P. leaving and new representative Tom Stuckey taking over the project. Ben had the pleasure of meeting with him and was informed that things are moving forward and the county is looking out to get bids.

The board two hour training will be coming up and the potential for a board retreat was discussed previously. Ben feels waiting on the two new board members would be beneficial as to include them which would put us to an April date. Once the new members are appointed in, more information will be sent out to get feedback on dates and times that works best for everyone.

Ben thanked Alex Aspacher and the Sentinel Tribune for the recent articles printed on Dental, the Community Health Assessment and the Sewage Program and how they have reflected us in a positive manner as this goes much further than advertising could do.

Ben talked of the potential plans to go electronic with the board of health packet and showed the log in access on the wood county health main page. An email will go out tomorrow to all the supervisors and board members to log in and give feedback. Tablets will be provided which will save in the long run with the current ongoing monthly costs for postage, time, and mileage expense. Future costs to assure that everyone has Wi-Fi at home to get access will be looked at.

Ben went over the PHAB pie chart and graph to show that we increased our documents into ephab from 2% last month to 16% currently. The chart is broke down by domains as well so we can see where each domain stands. Things are picking up so by March we could see another substantial increase in completed documents into ephab.

Trish spoke on the Performance Management dashboard and has worked hard to create a spreadsheet to fill in all the information managers have provided on their goals. The three different divisions (Nursing, Environmental and Administration) as well as the Health Center are all broke down with their own set of program goal measures. Every program has a link to the dashboard and has quantifiable measures that will determine if we met the goal or did not meet it. There is a guide book with how to enter data and Trish plans to meet with managers to explain this process so they can start filling in this information on their own. This will create accountability and help determine if goals need changed based on the quality measures.

The Health Assessment surveys went out this week in the mail and into classrooms. The Hospital Council of NW Ohio will compile all the data and provide some preliminary data to us to provide to our partners.

The Personnel Policy with Carri's help is almost done and a rough draft will be provided in the next month or two to the BOH to review the lengthy 150 pages partly from it not being reviewed in a very long time.

**BOARD PRESIDENT:** Dr. Fallon gave his congratulations to Trish on her new position as Health Commissioner of Galion city. The brochures included in the BOH packet on "Being an Effective Local Board of Health Member" will be useful for all the members to read.

**EXECUTIVE SESSION:** Betty Woods made a motion to move to Executive Session at 7:53 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 Ben Batey to accompany the board in executive session. Carolyn Rava seconded the motion. A roll call vote was taken.

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

**Motion passed.**

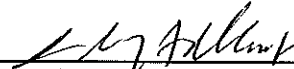
Betty Woods made a motion to return from Executive Session at 8:04 pm and Ray Hohman seconded the motion. A roll call vote was taken.

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

**Motion passed.**

**MEETING ADJOURNMENT:**

Betty Woods made a motion to adjourn the meeting at 8:05 pm. The motion was seconded by Richard Strow. A voice vote was taken. **Motion passed.**

  
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Dr. Fleming Fallon, President

  
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Ben Batey, Health Commissioner  
Secretary to the Board