



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

BOH PRESENT:

Fleming Fallon, Frank McLaughlin, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Betty Woods, Ray Hohman, Carolyn Rava, Sonja Apple- Chamberlain, Thomas Milbrodt

STAFF PRESENT:

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

PUBLIC PRESENT: Aaron Dood

Fleming Fallon, President, called the meeting to order at 7:06 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 February 12, 2015 meeting. Betty Woods 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 Frank McLaughlin. A roll call vote was taken.

Fallon-Y McLaughlin-Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Hohman – Y Mears - Y
Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

PUBLIC INFORMATION: Aaron Dood, Dr. Dood’s son, spoke on the community garden and spoke of the vegetables he will be growing for his Scout project. Aaron asked for ideas on the type of picnic tables and pots may be best suited for his project and is hanging pictures in the break room to gather ideas as well as to determine cost associated with these items. Scout Labor is the provider typically used for this type of project and the county has given approval for the project.

PERSONNEL RESOLUTIONS – Betty Woods, Chair

Resolution #PER-01-03-2015

Motion to appoint Tracy Schupp as Full-Time Secretary I in the Environmental Division

Betty Woods made the motion to appoint Tracy Schupp to the Full-time Bargaining Unit Position of Secretary I in the Environmental Division. Start date is pending successful background check and board approval. Ms. Schupp will serve a 120 day probationary period. She will be paid \$13.92 per hour during the probationary

period and \$14.32 per hour after completion of probation. DJ Mears 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 Mears - Y
Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

Resolution #PER-02-03-2015

Motion to Appoint Lindsey Remy as Full-Time Secretary in the Environmental Division

Betty Woods made the motion to appoint Lindsey Remy to the Full-time Bargaining Unit Position of Secretary I in the Environmental Division. Start date is pending successful background check, board approval and completion of employment with temp agency through April 30th 2015. The approximate amount to be paid to Office Team to purchase remainder of temporary hours after April 30th for Ms. Remy will be \$1,400.00. A discussion regarding the hire of a candidate through a temporary agency and the fees associated were discussed with the Personnel and Finance Committees. Ms. Remy will serve a 120 day probationary period. She will be paid \$13.92 per hour during the probationary period and \$14.32 per hour after completion of probation. 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 Mears - Y
Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

Resolution #PER-03-03-2015

Motion to Appoint Jennifer Snyder as Full-Time Medical Assistant II or III in the Community Health & Wellness Center

Betty Woods made the motion to appoint Jennifer Snyder to the Full-time Bargaining Unit Position of Medical Assistant II or III in the Community Health and Wellness Center. Start date is pending successful background check and board approval. Ms. Snyder will serve a 120 day probationary period. She is in the process of obtaining her Medical Assistant Certification. If at hire she has not obtained her certification she will be hired as a Medical Assistant II and will be paid \$13.04 per hour during the probationary period and \$13.44 per hour after completion of probation. If she has obtained her certification she will be hired as a Medical Assistant III and will be paid \$13.92 per hour during the probationary period and \$14.32 per hour after completion of probation. 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 Mears - Y
Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

PROGRAM RESOLUTIONS: Nilgun Sezginis, Chair

Resolution #PRG-01-03-2015

Motion to Adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Private Water System Program

Nilgun Sezginis made the motion to adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Wood County Health District Private Water System Program. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-02-03-2015

Motion to Adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Recreational Park and Campground Program

Nilgun Sezginis made the motion to adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Wood County Health District Recreational Park and Campground Program. Betty Woods seconded the motion. A voice vote was heard. **Motion passed.**

Resolution #PRG-03-03-2015

Motion to Adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Swimming Pool and Spa Program

Nilgun Sezginis made the motion to adopt the Third and Final Reading by Title Only Of the 2015 Proposed Fees for the Wood County Health District Swimming Pool and Spa Program. Dallas Ziegler seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-04-03-2015

Motion to Adopt the Private Water System Program Fees

Nilgun Sezginis made the motion to adopt the Private Water System Program Fees for the Wood County Health District. 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 Mears - Y Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

Resolution #PRG-05-03-2015

Motion to Adopt the Recreational Park and Campground Fees

Nilgun Sezginis made the motion to adopt the Recreational Park and Campground Fees for the Wood County Health District. 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 Mears - Y Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

Resolution #PRG-06-03-2015

Motion to Adopt the Swimming Pool and Spa Program Fees

Nilgun Sezginis made the motion to adopt the Swimming Pool and Spa Program Fees for the Wood County Health District. DJ Mears 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 Mears - Y Sonja Apple-Chamberlain – Y Tom Milbrodt – Y

Motion passed.

FINANCE RESOLUTIONS: Richard Strow, Chair**Resolution #FIN-01-03-2015****Motion to Transfer Funds**

Richard Strow made the motion to approve the transfer of \$65,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

\$50,000.00 – Fund 6 Nursing
 \$10,000.00 – Fund 7 Environmental
 \$5,000.00 – Fund 29 Swimming Pools

INFORMATIONAL ITEMS:

ENVIRONMENTAL: Brad received \$19,913.19 from closure of a lien that stemmed back to a 1993 sewer tap which has been added to the sewer tap program. The Environmental division performance quarterly report for period ending March 2015 was given to members to review. In regards to food violations, the China Wok is scheduled for a meeting on March 20, which is the initial step. Brad presented an article printed in the Sentinel Tribune regarding Cosmos restaurant closure. Two last brochures were provided to the board to look at which are being distributed publicly to educate on the sewage program and other services provided by the environmental division.

NURSING: Amy pointed out pages N7 & N8 which are community health profiles that our new epidemiologist, Connor Rittwage created which summarizes certain health concerns in the county. This will be compared to the Ohio and National data. This information will be on our community websites and our own for the public to access and be familiar with the health issues involved in Wood County. This will be beneficial for accreditation as well as to track our standings in the state of Ohio and nationally. A pink handout was provided to the board regarding the article printed in the Sentinel Tribune with a special thanks to Alex Aspacher in regards to the personal care program which involves a local daycare center in which cards are created for birthdays and anniversaries for the residents. Betty asked about the money being donated by the Rotary club which currently is being looked into by Pat and Jen and a follow-up will come later to the board.

HEALTH & WELLNESS: Diane handed out an article to the board on Medicaid expansion written by the Sentinel Tribune. The article outlined how our licensed social worker, Rhonda Stoner was able to help a couple seek the professional medical help they needed by assisting them in the application process to gain Medicaid coverage. Diane commented that the women's Health Practitioner wanted mentioned that the front staff deserves a big thank you for their efforts to increase donations. The reproductive health grant provided money which encouraged this practice and has tripled the donation amounts in just two weeks this year compared to the whole amount donated for last year. The Outreach Enrollment Program is up and running and Dolores Garcia has connected with several businesses and apartment complexes, the Salvation Army, some urgent cares and pharmacies. This program is funded by money received from HRSA which is used to promote services and assist the community in becoming Medicaid eligible and to help assist in navigating the marketplace open enrollment process. We have been approved as A Certified Application organization. Rhonda and Dolores will be doing a 20 hour training to become certified to help community members. Diane is very proud of her staff and their diligence in making a difference.

FINANCE: Tracy discussed that Lexi Jacobs, Billing Manager has the Point & Pay Credit Card payments working in the Health & Wellness Center which has collected just this week \$1000 in fees. The environmental division will see a Point & Pay Credit Card machine in their department soon.

HEALTH COMMISSIONER: A Special Board meeting has been scheduled for next Thursday, March 19 at 7:00 pm. to go over and approve the 2016 Estimated Budget. It is important to have a quorum for voting of the budget and by having this meeting it will allow the Budget Planning Commission to look over and approve on March 23rd and permit Budget approval by the deadline of April 1. The Finance committee discussed and in moving forward things need to be done by the book.

Ben spoke of the advertising by the Sentinel and how it is helping inform the public of our many programs and services and he has seen a huge impact. In addition, the Annual Report was a great piece to present our programs and the main designer of this report, Jen Campos, did a superb job.

Phab dashboard 2% 2 months ago, now 25%, so next month 50%, May 75% and June 100% to allow Ben to review. An increase in documents submitted is being seen and every month the board will get progress on our performance and be able to voice any concerns. In the next couple months focus will be more on the Phab site visit and what to expect. With that, the board retreat is looking to be in April and Ben will send out email to all board members for feedback as to dates and times that are best regarding evenings or weekends. The two hour board training required annually will also be used to discuss in detail the PHAB process. It is important for all members to be aware of the process as they will be questioned at the site visit and need to know the answers. Domain 12 is on governance and board members willing to volunteer would be beneficial as it pertains to the board.

The Performance Review for Ben was given to all board members this evening. It is the standard form used for all staff and uniformity was best thought. Ben added his comments, accomplishments and areas of improvement for the board members to review. Two weeks is when they need completed and collected by Patty. After all are in the Personnel Committee can review and then compile. Once their review is complete the entire board will get a copy of the final evaluation.

Ray Hohman is moving out of the county so a new licensing council member will need selected and then the licensing council will need to vote a board member in. There is a current license council member potentially interested in being on board and will get us their decision soon.

Ben shared his thankfulness for the years that Dr. Fleming served on the board and gave his condolences in seeing him go. Tonight is his last night as acting Board of Health President.

BOARD PRESIDENT: Dr. Fleming Fallon gave his gratitude in serving on the board and shared that it has been his pleasure to work with everyone at the district over the years and in serving the community. DJ Mears asked for a round of applause and everyone acknowledged out of respect for Dr. Fallon's service.

EXECUTIVE SESSION: No

MEETING ADJOURNMENT:

Betty Woods made a motion to adjourn the meeting at 7:51 pm. The motion was seconded by DJ Mears. A voice vote was taken. **Motion passed.**



Richard Strow, President



Ben Batey, Health Commissioner
Secretary to the Board