



**BOARD OF HEALTH
SPECIAL MEETING MINUTES
March 19th, 2015**

BOH PRESENT:

Richard Strow, Frank McLaughlin, DJ Mears, Nilgun Sezginis, Dallas Ziegler, Betty Woods, Carolyn Rava, Sonja Apple- Chamberlain

STAFF PRESENT:

Ben Batey, Health Commissioner
Amy Jones, Director of Nursing
Martha Gonzalez, WIC Director
Tracy Henderly, Finance Director
Deb Hostottle, Grants & Accounting Manager
Julie Kauffman, HR Manager
Pat Snyder, Communications Manager
Patty Kolozy, Administrative Assistant

PUBLIC PRESENT: None

Richard Strow, President, called the meeting to order at 7:03 p.m. followed by the Pledge of Allegiance and introductions.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Betty Woods, Chair

Resolution #PER-01-03-2015

Motion to appoint the nominating committee for the selection of vice-president of the Board of Health

Betty Woods made the motion to appoint the nominating committee for the selection of vice president of the Board of Health. Carolyn Rava seconded the motion. The Bi-Laws read that the nominating committee is made up of the President of the Board, the Personnel Chair and one other board member selected by vote. Neither of these committee members can be voted as the vice-president but rather choose the board member to nominate which then gets voted on at the next board meeting. Richard will finish out Dr. Fallon's term ending in October 2015 at which time he will serve a two year term as president. The same will happen with the new vice-president starting a new two year term in October 2015. A voice vote was taken. **Motion passed.**

DJ Mears volunteered to be the third member of the nominating committee. Frank McLaughlin seconded the motion. A voice vote was taken. **Motion passed.**

The Committee Chairs needed to be discussed with Richard becoming President. The Bi-laws read that the Board President nominates the committee chairs and then it is voted on by the members. Finance committee members prior to Richard becoming president was himself and DJ.

Current Committee status:

Personnel Committee - Betty Woods, Frank McLaughlin
 Program Committee - Nilgun Sezginis, Carolyn Rava, Dallas Ziegler
 Finance – DJ Mears

When asked, new member Sonja Apple-Chamberlain stated she felt best suited as a Program committee member with her background. Nilgun Sezginis was asked if she would consider moving to the Finance committee as she has finance experience. She said she would think about it and check her schedule. Richard stated that as a Chair of a committee you get to set the times for the meetings.

President recommended Committee placement:

Personnel Committee – Betty Woods, Frank McLaughlin, open spot
 Program Committee - Carolyn Rava, Dallas Ziegler, Sonja Apple-Chamberlain
 Finance Committee - Nilgun Sezginis, DJ Mears, Tom Milbrodt

Richard discussed the fact that Ray Hohman is leaving the board as a member which leaves us short a member. The District Licensing Committee will need a new member on their committee and then they will nominate one to serve on the board to replace Ray. A call was put into Jim Carter about the need for a new DLC member and he gave Richard 6 names which were passed to Gary Cromley, DAC President.

FINANCE RESOLUTIONS – DJ Mears, Acting Chair

Resolution #FIN-01-03-2015

**Motion to Approve the Revised 2015
 Estimated Detail Budget**

DJ Mears made the motion to approve the Revised 2015 Estimated Detailed Budget of the Wood County Health District. Dallas Ziegler seconded the motion. Richard spoke on the 2014 cash carryover handout that all members received. With a potential \$430,000 deficit at hand based on past years, looking at where revenue can be increased and where expenses can be cut was the focus. One way to increase revenue is to ask the DAC for more money, roughly \$50,000 more than last year. Another place, is the increase in environmental fees for next year. The Environmental Division has lost money over several years with fees being inadequate and now that they have been increased for this year and for next year, we will be able to break even and move forward in gaining revenue in that area. In reducing expenses, two positions to fill would be put on hold, that of the Accreditation Coordinator with a savings of \$75,000 and a Sanitarian for another \$75,000 in savings. It was left with Ben and Tracy to find additional means to lowering the deficit to the \$100,000 mark. Ben explained they got the deficit to \$115,000 which includes \$50,000 additional funds if requested from the DAC. After talking with Carri who talked of the statute as it pertains to the DAC, it is deemed not reasonable to request additional money from the DAC when we have a fund balance and determining what a healthy fund balance should be is important. The \$165,000 deficit we came to is without asking for more money from the DAC. The conversation will be had with the DAC to inform them of the situation and the possibility of requesting more next year. The final factor in getting to the \$165,000 is not moving forward with hiring the new Medical Assistant, although the motion was already approved last month to hire her. Ben will call her and explain budget restraints are the reason. Other cuts were in programs, one being the E3Rx contract. After the amendment being passed tonight expires, we will be terminating this contract to save another \$23,000. Ben spoke that this problem was not made overnight and the cuts of

\$300,000 to a lower planned deficit is a good start to fixing it for the long run. Tracy and Ben are being conservative on the revenue so things could look better sooner than expected. Richard added that we want to be able to provide the services to the community and be responsible to the taxpayers as well. A voice vote was taken. **Motion passed.**

Resolution #FIN-02-03-2015**Motion to Approve the 2016 Estimated Detail Budget**

DJ Mears made the motion to approve the 2016 Estimated Detailed Budget of the Wood County Health District. Frank McLaughlin seconded the motion. Richard went over the handout that showed the figures for the estimated detail budget for 2016. The last page shows estimated revenue at almost \$5.6 million and estimated expenses at \$5.7 million, showing a \$160,000 on the downside, mirrors 2015. This estimated budget is needed to present to the Budget Commission on Monday. Ben added that again with this budget they are being conservative and if things pan out with the projected revenue for 2015, we may be looking at revising this budget with positive figures. A voice vote was taken. **Motion passed.**

Resolution #FIN-03-03-2015**Motion to approve the E3Rx contract amendment to extend the contract until May 31, 2015.**

DJ Mears made the motion to approve the E3Rx contract amendment to extend the contract until May 31, 2015. The current contract expires March 31, 2015 and this extension is necessary while the new contract is being negotiated. Frank McLaughlin seconded the motion. Ben explained that the language has changed as this contract was one that was cut. The plan is to talk to Tonya and express we will not be continuing with the contract and the pharmacy consulting, but look at utilizing them for on call need. Amy DeMarsh will be dispensing and consulting as the demand is limited in the pharmacy at this time. A voice vote was taken. **Motion passed.**

Resolution #FIN-04-03-2015**Motion to approve applying for a released HRSA capital improvement grant opportunity**

DJ Mears made the motion to approve applying for a released HRSA capital improvement grant opportunity and utilizing consultant, Anna Parlet to assist in the application. The released grant opportunity is for up to \$1,000,000.00 in capital improvement funding and we would utilize this funding for the start-up of dental services. Ms. Parlet will assist in the completion and submission of the 2 part application at a rate of \$75.00 per hour with the total project cost not to exceed \$5,000.00. Betty Woods seconded the motion. Ben explained that Carri did not have time to finish up the contract for today's meeting but will do so by the next regular BOH meeting and has no issues with moving forward with it. The only cost for this program would be the dentist and hygienist as the HRSA grant pays for equipment and buildings. This is our opportunity to bring Federal funding into Wood County for dental services and have the building put up without using our own funds. As well, this program will help better serve underprivileged individuals in the community in obtaining preventive dental care as there are few providers who take Medicaid. We are one provider who could offer this service and receive the enhanced Medicaid rate. The dental facility would be set up on a sliding fee scale, with refusal for care to no one. With being able to collect the Medicaid enhanced rate, this will offset the loss for uninsured patients. Being there are few providers in Wood County that accept Medicaid, we would be able to see all these patients. Nilgun mentioned that once we acquire a dentist we can start applying for grants to bring in more money as well.

This is a much needed service as the last two to three county wide health assessments proved routine dental care is neglected. In staffing the new dental facility key is in making sure to not over staff and only staff enough for the patient demand and who are bringing in revenue. We cannot be writing off the amounts of dollars as mentioned last week in BOH meeting for unpaid client bills. The outcome is that by the time kids get to a dentist they are needing teeth extracted. A roll call vote was taken.

McLaughlin-Y Rava-Y Strow-Y Sezginis-Y Ziegler- Y Woods – Y Mears - Y
Apple-Chamberlain – Y

Motion passed.

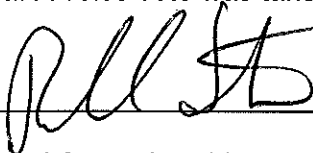
INFORMATIONAL ITEMS:

Health Commissioner: Tracy and Ben have been working very hard for the last week and this week on getting the most accurate 2015 revised and 2016 estimated detail budget. During the process, things did not look good and the further we researched the worse it got. The 2015 revised budget had a \$430,000 deficit which would have required this money to be used from our fund balance. After realizing the situation, a meeting with Richard, Tracy and I happened last evening. When looking at past trends with a growing deficit, 2014 was a deceiving year at \$80,000 in the black which was deceptive in that it showed money received in early 2014 but was grants for 2013. The FQHC funds came in for the whole year in 2014 but we did not immediately fill all the positions and it took time to get fully staffed to the level they expected. The United Way funding was cut due to their own constraints to \$15,000 this year from past years at \$80,000. Because of these things that have come into play, it would be irresponsible to go forward with the full building expansion. The dental section in the expansion has a cost of \$400,000 so if we can get federal funding to help with that we surely should try. The mechanicals will still need replaced. The only thing we will be out if we do not get this grant is the \$5000 to obtain the consultant. As nice as a community room would be, it does not bring in any revenue. The goal moving forward is to support the staff and programs we have in place. The expansion included a WIC station which is still very important to do especially after the WIC site visit advising us that we could not continue seeing patients in the current location do to privacy issues. The WIC program is close to breaking even and we are not losing money. We will need to get a re-estimate with Poggemeyer, but managed to bring the loan amount from \$1.9 million to \$500,000 (dental and mechanical) bringing our debt from \$150,000 a year to \$50,000 a year.

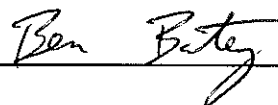
President: Richard thanked everyone for coming out another night to attend the special meeting. A special thanks to Ben and Tracy for their hard work in going through the budget. With the new administration in place and accurate figures seen in these budgets, Richard feels comfortable with the direction things are moving.

MEETING ADJOURNMENT:

Betty Woods made a motion to adjourn the meeting at 8:20 pm. The motion was seconded by Carolyn Rava. A voice vote was taken. **Motion passed.**



Richard Strow, President



Ben Batey, Health Commissioner
Secretary to the Board