



BOH April 9, 2015

Initials BB

**Wood County Board of Health Minutes
April 9, 2015**

BOH PRESENT:

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

STAFF PRESENT:

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

PUBLIC PRESENT: See sign-in sheet

Richard Strow, President, called the meeting to order at 7:01 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 March 12, 2015 meeting. Spelling of Dr. Dood's last name was corrected. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

APPROVAL OF SPECIAL MEETING MINUTES:

Betty Woods made a motion to approve the minutes from the March 19, 2015 Special meeting. Nilgun Sezginis seconded the motion. A voice vote was taken. **Motion passed.**

APPROVAL OF WARRANTS:

DJ Mears made a motion to approve the warrants. The motion was seconded by Thomas Milbrodt. Emergency Preparedness Grant of \$3000 for 20 tablets for the board members and some managers was discussed that this is a fair amount which will be utilized in keeping everyone in the loop in an emergency situation as well as for board meeting purposes. The Poggemeyer estimate will be re-calculated and brought back to the board at a later date. A roll call vote was taken.

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

Motion passed.

PUBLIC INFORMATION: None

PERSONNEL RESOLUTIONS – Frank McLaughlin filled in for Betty Woods, Chair

Resolution #PER-01-04-2015

Motion to appoint Sheila Nash as Full-Time Registered Sanitarian in the Environmental Division

Frank McLaughlin made the motion to appoint Sheila Nash to the Full-time Bargaining Unit Position of Registered Sanitarian in the Environmental Division. Start date is pending successful background check and board approval. Ms. Nash will serve a 120 day probationary period. She will be paid \$22.88 per hour during the probationary period and \$23.88 per hour after completion of probation. Betty Woods seconded the motion. A roll call vote was taken.

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

Motion passed.

Resolution #PER-02-04-2015

Motion to Approve the 2014 Performance Evaluation for Dr. Michael Lemon, Medical Director

Frank McLaughlin made the motion to approve the 2014 performance evaluation for Dr. Michael Lemon, Medical Director. Betty Woods seconded the motion. A copy of evaluation was provided to all members for review. A voice vote was taken. **Motion passed.**

Resolution #PER-03-04-2015

Motion to Approve the 2014 Performance Evaluation for Benjamin Batey, Health Commissioner

Frank McLaughlin made the motion to approve the 2014 performance evaluation for Benjamin Batey, Health Commissioner. Thomas Milbrodt seconded the motion. A copy of evaluation was provided to all members for review. A voice vote was taken. **Motion passed.**

Resolution #PER-04-04-2015

Motion to Appoint Frank McLaughlin to the Vice President of the Wood County Combined General Health District Board

Betty Woods made the motion to appoint Frank McLaughlin to the Vice President of the Wood County Combined General Health District Board. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PER-05-04-2015

Motion to Appoint Nilgun Sezginis to the Chair of the Finance Committee of the Wood County Combined General Health District Board

Frank McLaughlin made the motion to appoint Nilgun Sezginis to the Chair of the Finance Committee of the Wood County Combined General Health District Board. DJ Mears seconded the motion. Abstentions Nilgun Sezginis. A voice vote was taken. **Motion passed.**

Resolution #PER-06-04-2015

Motion to Appoint Dallas Ziegler to the Chair of the Program Committee of the Wood County Combined General Health District Board

Frank McLaughlin made the motion to appoint Dallas Ziegler to the Chair of the Program Committee of the Wood County Combined General Health District Board. Carolyn Rava seconded the motion. Abstentions Dallas Ziegler. A voice vote was taken. **Motion passed.**

PROGRAM RESOLUTIONS: Dallas Ziegler, Chair

Resolution #PRG-01-04-2015

Motion to adopt the 2015 Wood County health District Bomb Threat Management and Search Plan.

Dallas Zeigler made the motion to adopt the 2015 Wood County Health District Bomb Threat Management and Search Plan. Betty Woods seconded the motion. Information in board packets was included on this program which outlined proper search techniques. A voice vote was taken. **Motion passed.**

FINANCE RESOLUTIONS: Nilgun Sezginis, Chair

*For the January Resolution to transfer funds, the total amount transferred was \$18,200.

*For the February Resolution to transfer funds, the total amount transferred was \$70,000.

Resolution #FIN-01-04-2015

Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of \$16,000.00 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.**

- \$6,000.00 – Fund 18 Water
- \$10,000.00 – Fund 13 FQHC98

Resolution #FIN-02-04-2015

Motion to Approve WCHD Financial Policy

Nilgun Sezginis made the motion to approve WCHD Personal Rewards Cards Policy. The Personal Rewards Cards Policy was written under the recommendation of our State Auditor. Please see Finance attachment 4-17 Personal Rewards Cards Policy. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-03-04-2015

Motion to Approve the Revised 2015 Estimated Resources Budget

Nilgun Sezginis made the motion to approve the Revised 2015 Estimated Resources (Revenues) Budget of the Wood County Health District. This revision is due to Wood County Auditor adjustments. Please see Finance attachment – 2015 & 2016 Budget – Final Reports (2015 Rev Revised 4-9-15). Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-04-04-2015

Motion to Approve the Revised 2016 Estimated Detail Budget

Nilgun Sezginis made the motion to approve the 2016 Revised Estimated Detail Budget of the Wood County Health District. Please see Finance attachment – 2015 & 2016 Budget – Final Reports (2016 Revised Rev 4-9-15 & 2016 Revised Exp. 4-9-15). DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-05-04-2015

Motion to Approve Debt Schedule for Expansion

Nilgun Sezginis made the motion to approve the Debt Schedule to finance Expansion & Improvements to Existing Building. The debt total is \$1,010,000.00 financed by the Wood County Treasurer, at a rate of 3.86% interest over 13 years for a principle and interest total of \$1,323,239.00. Thomas Milbrodt seconded the motion. By doing the refinance and combing the old loan to the new loan we can keep expenses yearly at \$100,000 with no fluctuation. Dallas Zeigler asked to see what the rate was before merging and Tracy agreed to get to board. A roll call vote was taken.

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

Motion passed.

Resolution #FIN-06-04-2015

Motion to approve the contract between Meyer Hill Lynch and the WCHD for provision of a service plan for hardware and software support for WCHD network switches.

Nilgun Sezginis made the motion to approve the contract between Meyer Hill Lynch and the WCHD for provision of a service plan for hardware and software support for WCHD network switches. The price for the service plan is \$2,500.00 for 1 year. The contract coverage period shall be May 1st, 2015 through April 30th, 2016. Betty Woods seconded the motion. This is the same provider used last year and in place if our network would shut down they are available over the phone or to make service call. A roll call vote was taken.

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

Motion passed.

Resolution #FIN-07-04-2015

Motion to authorize the Health Commissioner to execute contracts for the acceptance of grant funding.

Nilgun Sezginis made the motion to authorize the Health Commissioner to execute contracts for the acceptance of grant funding, 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. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-08-04-2015

Motion to authorize the Health Commissioner to execute medical billing contracts with health insurance companies.

Nilgun Sezginis made the motion to authorize the Health Commissioner to execute medical billing contracts with health insurance companies, so long as the contracts have been approved as to form by the County Prosecutor. These contracts will allow the Health District to bill health insurance companies for medical services rendered by our healthcare providers. 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. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-09-04-2015

Motion to authorize the Health Commissioner to execute pharmacy contracts with pharmaceutical companies with expenditures not to exceed \$300.00 annually per contract.

Nilgun Sezginis made the motion to authorize the Health Commissioner to execute pharmacy contracts with pharmaceutical companies, so long as: (1) the contract amount does not exceed \$300.00 annually per contract and (2) the contracts have been approved as to form by the County Prosecutor. These contracts will allow the health district to bill pharmacy insurance companies for medications and pharmacy services provided through the Health and Wellness Center Pharmacy. 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. Thomas Milbrodt seconded the motion. A roll call vote was taken.

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

Motion passed.

Resolution #FIN-10-04-2015

Motion to approve the signing of the SD Insite proposal.

Nilgun Sezginis made the motion of approve the signing of the Schneider Downs Insite proposal for Time Entry and Paid-Time-Off Modules, after it has been reviewed and approved by the Wood County Prosecuting Attorney. The cost of the Insite Software will include \$2,640.00 for the annual hosted licensing fee and an estimated one-time training fee of \$8,360.00. DJ Mears seconded the motion. Information was included in the board packet on the program that will be more efficient in D work tracking. It will free up payroll clerk time as everyone will enter their own time and this will allow Sarah Hopple to work more in the Finance area with the director and eliminate the need for PT staff position. The system will be more efficient and eliminate duplicate work and help alleviate errors with coding as each department will have their own codes in a drop down menu that can be adjusted as needed to stay accurate. The system ties into the CMI system that joins to the auditor's office in electronic format as it did before. Program cost tracking will be more accurate as well. A roll call vote was taken.

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

Motion passed.

INFORMATIONAL ITEMS:

FINANCE: Busy month with budgets. In-site tracking looks promising and will be more time efficient and effective tracking of program dollars.

NURSING: Amy pointed out the WIC statistics for the month that revealed clients seen went up by 100 from February to March which includes 188 walk-ins in addition to their scheduled appointments. Amy complimented them on their hard work. N7 in the nursing report is our WCHD Health quarterly update that will go out to all wood county providers on a quarterly basis. The last page will be a literature piece that providers can hang in their office to share with their patients. Immunizations has been in the news and Health Educator, Jennifer Wagner spoke on this subject which was on Toledo 11 and FOX news this week. The report pointed out that WCHD is ranked 49th out of 50 HD's in the state of Ohio in giving children vaccines. Our vaccination nurse and Health Educator are getting out to physician offices to help deal with the barriers given by parents refusing vaccines for the infants. The National Infant Immunization week is April 18th – 25th. A press release will reveal an infant getting a vaccine in the clinic. DJ Mears asked why such a low vaccine rate and Amy Jones stated that Ohio allows parents for philosophical reasons to decline vaccines for the children. The state of Mississippi is one of the highest for giving vaccines as that state only allows parents to decline for religious reasons.

HEALTH & WELLNESS: Working on getting a client satisfaction survey together. In May, we will have 3 primary focus areas: provider services, oral health and transportation concerns. In our Outreach and Enrollment program: Rhonda Stoner and Dolores Garcia have their training complete and are now certified application counselors which now allows them to help get clients enrolled in the open market insurance options. Our quarterly report for January thru March that HRSA requires showed 92% success rate of people who applied for insurance and were accepted. Our first couple of payments came in for Behavioral Health services and a new module will be created to help integrate it with primary care. Behavioral Health Specialist, Judy Kellermeier will be going to the FQHC function in Lima to get updates on moving forward with this Training will be offered to staff on anxiety and depression and chronic health ailments. HRSA notice of two program requirements that were not compliant are now approved and we have 120 days to provide supporting documentation to support this. On Monday, Ben and Diane will be submitting the first piece for the Capital Improvement Program Grant for the potential building of the dental center.

ENVIRONMENTAL: Food scores look better than they have the last few months. Since last month, we have had three facilities in for pre-administrative hearing meetings for repeated violations; China Wok, King Buffet, and Jed's. They all went well, but with language barriers there were interpreters. The environmental report reveals nuisance complaints, typical this time of year, which are keeping us busy. Connor Rittwage and Pat Snyder worked on a comparison report of critical to non-critical food violations which presented a bit of a decrease but also showed a seasonal spikes over the year which may be contributed to part time/seasonal employees. Some of the biggest areas of concern are training and turnover of staff. Nice report done by Connor which will be beneficial to view quarterly. The next report is an update on Black Legged Ticks and Lyme disease that showed an increase in cases from 2002-2011 with 53 cases and 120 cases. ODH no longer tests for ticks which leaves us to do this. Flyers and provider packets are sent to Physicians office to inform the public. The schools will be included in the future.

HEALTH COMMISSIONER: Ray Hohman sent his resignation in as he is moving out of the county. He did inform Ben that while on the board, even with it being a short time, is very impressed with the direction it is headed the progress it is making. Ben wished him the best as well.

An update on that grants authorized for Ben to approve included the Ebola monitoring reimbursement that involved the Wood county man that visited Liberia for work. Monitoring of 21days while he was contained in his home by Amy Jones with in person visits and face time. No protective gear was required as he was considered low risk. The CDC monitors the 5 access points to the US and when flagged they contact the state that then contacts the local county department.

The Budget Planning Commission meeting with the auditors and prosecutors' offices went well. Betty Woods and Frank McLaughlin also attended and Ben acknowledged their attendance.

Tuesday was a functional exercise for emergency preparedness and several staff attended. Ben mentioned how well Directors, Amy Jones and Brad Espen stepped up to take charge in the tornado scenario when it called for him to come down with the flu and have to go home. The three essential services to focus on are environmental health, communicable disease, and vital statistics. The session went half a day rather than a whole day as the staff all made good sound decisions and didn't flounder.

PHAB update shows we are at 50%, with last month being 25%. We are on track and moving forward with the goal for next month of 75% documents into ephab. In June, the goal is 100% completion with time for Ben to do the last review before submitting to ephab. The focus will then turn to the on-site visit and what to expect which will involve more board member involvement. The board training in then next month will include some time for the PHAB discussion as BOH members will have to be knowledgeable on the process when interviewed at the site visit.

The Performance Management dashboard is used to track all out programs and how they are performing. The divisions will each have their own goals. In May, a first quarter report will be presented to the board to show the progress. The dashboard will be beneficial in determining if we are meeting the goals set and if we are not they can be presented to the Quality Improvement council to help correct issues with an improvement plan. There are no previous year benchmarks to go by but future years will be more accurate.

The CHA has been distributed to the public and is being complied currently. The summer is when we are expected to have this report and the Fall will be most likely when the full community release comes out.

Tomorrow ends the Public Health week. Ben got to visit BGSU classes and talk on public health and attend a public symposium and had the pleasure of eating lunch with the former Health commissioner of Chicago.

Staff recognition will be done at the staff meeting tomorrow which five categories that staff could be nominated for their hard work in 2014. Other staff involvement included interaction amongst each other with questions about things to do with the HD and a prize to one staff member for completing.

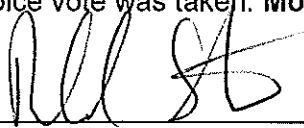
The township Trustee meeting is tomorrow from 10:30 am to 12:00 am at the Jr. Fair Bldg. and Ben and Carri will be attending.

BOARD PRESIDENT: Thanked the public and the Chairman of the DAC, Gary Cromley for his attendance.

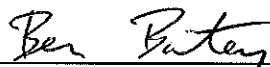
EXECUTIVE SESSION: No

MEETING ADJOURNMENT:

Betty Woods made a motion to adjourn the meeting at 8:10 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