

**Wood County Board of Health Minutes**  
**May 14, 2015**

**BOH PRESENT:**

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

**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 April 9, 2015 meeting. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:**

Nilgun Sezginis made a motion to approve the warrants. The motion was seconded by Thomas Milbrodt. 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 Nelson - Y

**Motion passed.**

**PUBLIC INFORMATION:** Norm Heineman spoke on public restrooms and the need to have paper towels in them. As well, consider opening doors outward, so there are no handles to grab. The purpose is to avoid germs spreading as not all people wash their hands but all do grab door handles which can lead to contamination to food service workers and customers.

Richard Strow thanked Norm for bringing this to the BOH and asked Dallas Ziegler to add this item to the Program Committee agenda to discuss the feasibility of these ideas as well have Carri Leathers Stanley review to see what can be legislated. DJ Mears also added that the door exiting outward idea would involve the building inspector.

**PERSONNEL RESOLUTIONS –Betty Woods, Chair**

**Resolution #PER-01-05-2015**

**Motion to Accept the Resignation of Beth Instone**

Betty Woods made the motion to accept the resignation of Beth Instone, Developmental Disabilities Clinic Manager effective May 2, 2015. Ms. Instone has been a valued employee of the district since 1999. (See resignation letter in packet). Carolyn Rava seconded the motion. Comment was made in regards to her resignation letter that it's good to see she found a good job and it was a regret to see her go as Beth was an asset to the health district. A voice vote was taken. **Motion passed.**

**PROGRAM RESOLUTIONS: Dallas Ziegler, Chair**

**Resolution #PRG-01-05-2015**

**Motion to Approve the Wood County Board of Health authority to conduct inspections, make evaluations, and conduct enforcement action**

Dallas Ziegler made the motion to approve the Wood County Board of Health authority to conduct inspections, make evaluations, and conduct enforcement action in accordance with Ohio Revised Code Sections 3717.29 and 717.49. (See detailed resolution in packet). Brad mentioned this is a periodic update when new employees are added. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PRG-02-05-2015**

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

Dallas Ziegler made the motion to approve the Wood County Health Districts Revised Records Retention Schedule. (See revision list in packet). Thomas Milbrodt seconded the motion. Frank McLaughlin thanked Pat Snyder for her hard work in updating the schedule. Ben explained that the goal is to eliminate storage as there are two off site storage locations currently that are a liability as the numerous boxes of files state "to be destroyed" but never where. The schedule will help meet this goal and save money on these storage units. A voice vote was taken. **Motion passed.**

Dallas Ziegler added comments of what was discussed in the Program meeting that was held prior to the BOH meeting tonight. The marketing for the WC Fair was discussed and thoughts on whether to use same methods as last year for marketing or whether to change things up. A couple concerns such as employees volunteering to work booth and cost to man booth are key factors in making decision for this year. How well the game wheel worked to market parents on our services and what samples would be best in promoting was discussed. Partnering up to split costs of booth rental and lessening hours to man with employees may be good considerations. Next month an update will be given to the BOH and more details on this month's Program meeting can be found in the Program minutes.

**FINANCE RESOLUTIONS: Nilgun Sezginis, Chair**

**Resolution #FIN-01-05-2015**

**Motion to Transfer Funds**

Nilgun Sezginis made the motion to approve the transfer of \$74,250.00 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.**

- \$5,000.00 – Fund 6 Community Nursing
- \$59,250.00 – Fund 13 FQHC
- \$5,000.00 – Fund 28 CFHS
- \$5,000.00 – Fund 29 Swimming Pools

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

**Motion to Advance Funds**

Nilgun Sezginis made the motion to advance \$41,500.00 from the Levy Fund. These dollars are needed to support program activities in advance of receipt of federal funding. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

- \$40,000.00 – Fund 11 WIC
- \$1,500.00 – Fund 28 CFHS

**Resolution #FIN-03-05-2015**

**Motion to Amend 2015 Appropriations**

Nilgun Sezginis made the motion to amend the 2015 annual appropriations of the District. The following changes in fund appropriations are needed at this time (April 8, 2015):

007-0207-560800	ENVIRONMENTAL-ADV. & PRINTING	\$500.00
007-0207-569900	ENVIRONMENTAL-OTHER EXPENSES	(\$500.00)
009-0209-560800	SEWAGE - ADV. & PRINTING	\$700.00
009-0209-575600	SEWAGE - EMPLY INS.	(\$700.00)
010-0210-560800	PH INFRAST - ADV. & PRINTING	\$50.00
010-0210-569900	PH INFRAST - OTHER EXPENSES	(\$50.00)
012-0212-560800	REGISTRAR-ADV. & PRINTING	\$300.00
012-0212-569900	REGISTRAR-OTHER EXPENSES	(\$300.00)
018-0218-560800	WATER - ADV. & PRINTING	\$500.00
018-0218-569900	WATER - OTHER EXPENSES	(\$500.00)
025-0225-564100	FOOD SERV – EQUIPMENT	\$1,000.00
025-0225-569900	FOOD SERV - OTHER EXPENSES	(\$1,000.00)
028-0228-520100	PREN CFHS – SUPPLIES	\$50.00
028-0228-540100	PREN CFHS - CONTR. SVCS	\$250.00
028-0228-569900	PREN CFHS - OTHER EXPENSES	(\$300.00)
029-0229-540100	S POOLS - CONTR. SVCS	\$500.00
029-0229-575600	S POOLS - EMPLY INS.	(\$500.00)

A motion to amend the 2015 annual appropriations of the District. The following changes in fund appropriations are needed at this time (April 10, 2015):

008-0208-574200	LEVY – TRANSFERS	(\$25,000.00)
008-0208-574201	LEVY - ADVANCES	\$25,000.00

A motion to amend the 2015 annual appropriations of the District. The following changes in fund appropriations are needed at this time (April 17, 2015):

008-0208-540100	LEVY - CONTR. SVCS.	\$20,000.00
007-0207-560800	ENVIRONMENTAL-ADV. & PRINTING	\$250.00
007-0207-540100	ENVIRONMENTAL-CONTR. SVCS.	(\$250.00)
008-0208-574201	LEVY - ADVANCES	\$16,500.00

008-0208-574200	LEVY – TRANSFERS	(\$16,500.00)
010-0210-520100	PH INFRAST – SUPPLIES	\$2,000.00
010-0210-510000	PH INFRAST – SALARIES	\$(2,000.00)
029-0229-560800	S POOLS - ADV. & PRINTING	\$250.00
029-0229-575600	S POOLS - EMPLY INS.	(\$250.00)
	TOTAL	\$20,000.00

Dallas Ziegler seconded the motion. This motion shows updating of budget on three separate days. A voice vote was taken. **Motion passed.**

**Resolution #FIN-04-05-2015**

**Motion to Approve Waiver of Fees & Refusal to Pay Policy**

Nilgun Sezginis made the motion to approve Waiver of Fees and Refusal to Pay Policy 4-19. This policy is needed to show that we operate in a financially sound manner assuring continued health care access to our community. DJ Mears seconded the motion. This is to meet FQHC Requirement #13 and Tracy amended the policy. A voice vote was taken. **Motion passed.**

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

**Motion to Approve Claim Denial Policy**

Nilgun Sezginis made the motion to approve Claim Denial Management Policy 4-18. This policy is needed to show how claim denials are monitored and what steps will be taken to reduce the percentage of denials in the future. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-06-05-2015**

**Motion to Approve Agreement with Teaching Mentoring Communities (TMC)**

Nilgun Sezginis made the motion to approve a one year agreement to provide Medical Services to Teaching Mentoring Communities (TMC) birth to 6 years of age eligible children. TMC will pay for services rendered when Medicaid is not available. Carolyn Rava seconded the motion. TMC used to be Texas Migrant Children. Dolores Garcia, Outreach and Enrollment Specialist is bilingual and will be reaching out to the migrants. A voice vote was taken. **Motion passed.**

**Resolution #FIN-07-05-2015**

**Motion to Approve Agreement with Family Services of Northwest Ohio (FSNO)**

Nilgun Sezginis made the motion to approve a one year agreement with Family Service of Northwest Ohio (FSNO) These Behavioral Health services will be on as needed basis and will include access to a Psychiatrist, Behavioral Health Nurse Practitioner, Independently Licensed Social Worker with Supervisory Designation and a Licensed Professional Clinical Counselor Supervisor. This agreement is not to exceed \$13,000. DJ Mears seconded the motion. Question was asked why we chose this agency which is because Judy Kellermeier has relationship with them. Plus, Behavioral Connections has a higher rate. 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 Nelson – Y

**Motion passed.**

**Resolution #FIN-08-05-2015**

**Motion to Approve Agreement with PolicyStat LLC**

Nilgun Sezginis made the motion to approve a five year agreement with PolicyStat LLC. PolicyStat provides policy tracking software that will organize, track, and send update reminders on WCHD policies, plans, and procedures. The cost for utilization of the system is \$2,940.00 per year with a total amount not to exceed \$14,700.00 over the five years. Grant funding has been secured for \$5,000.00 towards the cost. Once we get policies organized and maintainable, we can cancel this agreement after two years with a \$300 penalty fee. 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 Nelson - Y

**Motion passed.**

**Resolution #FIN-09-05-2015**

**Motion to Approve Contract with Navicure**

Nilgun Sezginis made the motion to approve the renewal of the contract with Navicure. This contract is for the clearinghouse that is used to submit insurance claims. The cost of the contract is \$206.50 per month plus an annual fee of \$250 and is effective for 24 month. Cathleen Nelson 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 Nelson - Y

**Motion passed.**

***INFORMATIONAL ITEMS:***

**FINANCE:** Tracy shared that she is working on the carryover request for the expanded services and the outreach and enrollment and hopeful to have this done by next week.

**NURSING:** Amy shared that the 2016 WIC Grant is currently being worked on and is 2% more than last year. The WIC EBT (Electronic Benefit Card) will be effective May 18 which will do away with the paper certificates. The Departmental Health site visit for the Immunization program was last week and that went smoothly and a thanks to Kathy Teeple, IM nurse for her hard work.

**HEALTH & WELLNESS:** Diane shared that the patient satisfaction survey is going around the Health Center and results will be brought to the board at next month's meeting. The pharmacy is planned to open June 1<sup>st</sup>. The Pioneer software group is planned to be here May 19-21<sup>st</sup> in which time we will be able to fill prescriptions. A grand opening will be planned when a few more pharmacy contracts are in place. Question came up as if there is an advantage to having pharmacy on site and Diane answered that with being a FQHC we are able to get the 340B discount on the pharmacy meds for our clients. The Next Gen is being streamlined and every two weeks we are sitting in with other groups handle issues with this. An update to help fix some of the issues is coming out at no cost shortly.

**ENVIRONMENTAL:** Brad mentioned the food scores with some being bad with three of the facilities; El Zarape, Charlie's in Perrysburg and Exxon on the Run in for administrative meetings. All facilities have corrected their violations. There has been 6 administrative meetings and the cause stems mostly from lack of training. The scores overall are good though. Comment was made on the food score articles in the Sentinel Tribune and that Alex Aspacher is doing a great job. The Environmental Division report looks good. The Lucky

Site letter is good news as a remediation contract (\$60 million) has been awarded and work should start this summer. The contaminants will be moved to a regulated facility. The final item Brad discussed was the OSU Extension letter which sanitarian Paul Hagan regularly visits to discuss what routinely is looked for when doing inspections and how to properly train your staff. The environmental staff in their free time are working on a database for the new septic tank laws. Brad is looking for an intern to scan documents which is hard to fill. Owens Community College was a suggested source to get interns.

**HEALTH COMMISSIONER:** Ben started off with a PHAB update and presented the graph to show our status currently at 77.69%. He explained to new members that PHAB is the Public Health Accreditation Board and we have been in the process of getting accredited for some time. The goal is to be at %100 by the June BOH meeting and he feels confident with the documents that we will be submitting.

Ben presented the Performance Management dashboard, another piece to the PHAB accreditation, and explained that this is a new process as goals were not tracked previously so there are no comparisons. There are a few bugs to work out in the formulas of the dashboard which are being looked. However, in 2016, the dashboard will be more efficient with more accurate goals and will prove to be a great means to measure and track our goals. Ben asked the board how they would like this presented to them; whole report or summary and how often; monthly or quarterly for example. It was agreed that a quarterly summary report would be good for now. Ben reminded the board that questions during the PHAB on site visit will pertain to whether they were given updates on PHAB so understanding the process is essential.

Tablets are available for board members and a survey was given to all members on their preference to getting them set up with Mike Ollom, IT. Mike will follow-up to get everyone set up.

Next week on Tuesday and Wednesday, Ben will be in Columbus for the Public Health Conference which is required for Health Commissioners. Tomorrow, Ben will be in Perrysburg in the Walmart parking lot as he was asked to be opening speaker for the "Click It or Ticket" campaign from 4:30 pm – 7:00 pm.

The board retreat will now be scheduled with all board members in place and a four hour slot will be needed. Annually board members need (2) hours mandated to be on the board and the other (2) hours will focus on PHAB. An email will go out within the month to get survey of best time for all members.

**BOARD PRESIDENT:** Comment on the article that Alex Aspacher wrote on food scores, clean plate awards and the not so good ratings was an excellent written article and Alex deserves a pat on the back for his work. As well, the other clean plate awarded facilities need complimented and referrals to friends should be made. Food scores online now are a great tool to for the community to see the up to date ratings first hand. Health Department rankings for the state listed us as in the top 10. We should strive for higher placement like Delaware and Fulton counties. Take note to what they may be doing different if the chance comes up when talking to people from these counties.

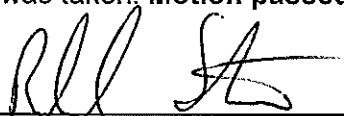
**EXECUTIVE SESSION:** Betty Woods made motion to go into Executive Session at 8:09 pm. I hereby move that the Board go into executive session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Ben Batey was invited to join. DJ Mears seconded the motion. A roll call vote was taken. Executive Session ended at 8:23 pm.

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

**Motion passed.**

**MEETING ADJOURNMENT:**

Betty Woods made a motion to adjourn the meeting at 8:24 pm. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

  
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Richard Strow, President

  
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Ben Batey, Health Commissioner  
Secretary to the Board