



**Wood County Board of Health Minutes
June 11, 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
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
Judy Kellermeier, Behavioral Health Manager

PUBLIC PRESENT: See sign-in sheet

Richard Strow, 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 May 14, 2015 meeting. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

APPROVAL OF WARRANTS:

Cathleen Nelson 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: None

STAFF INFORMATION: Dolores Garcia, Outreach & Enrollment Specialist with the Health and Wellness Center did a PowerPoint presentation on the services and new projects coming up for the Health Center. The Power Point file is saved on S: drive: WCCHWC Updated Presentation.

ACTION ITEMS:

PERSONNEL RESOLUTIONS –Betty Woods, Chair

Resolution #PER-01-06-2015

Motion to Approve Deb Obregon as Deputy Registrar

Betty Woods made the motion to approve Deb Obregon as the Deputy Registrar under Vital Statistics, effective May 3, 2015. Deb's role would be to assist in covering the Vital Statistics office during the Registrar's lunches, trainings, sick and vacation days, or any other circumstance where the Registrar might be out of the office. During the time that Deb is working as the Deputy Registrar, Deb will be paid at the secretary rate of \$14.32 and her time will be tracked by coding her time with the program code of 154 on her Daily Work Sheet. *Letter sent in packet.* Carolyn Rava 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 #PER-02-06-2015

Motion to approve the updated Employee Handbook

Betty Woods made the motion to approve the updated Employee Handbook to be dated June 11, 2015. This updated version shall supersede the previous Employee Personnel Handbook that was last revised May 4, 2007. This updated version shall also supersede any previously adopted policies that may conflict with these policies. *See summary handout.* Frank McLaughlin feels more time is needed to review the updated handbook and would like more time. Ben explained that with Carri Leathers Stanley assistance the handbook was updated to be similar to the counties handbook and would bring on fluidity when updating in the future. Many changes are pretty standard, but a summary created by Pat Snyder of changes/comparisons will be created for easy reference when reviewing. There were no staff benefits cut or changed. There is a deadline to getting this approved as it is an important piece in the PHAB Accreditation.

Frank McLaughlin made the motion to table this resolution and Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PER-03-06-2015

Motion to Accept the Resignation of Nikki Errett

Betty Woods made the motion to accept the resignation of Nikki Errett, Home Health Aide effective June 12, 2015. Ms. Errett has been a valued employee of the district since 2010. *See letter handout.* Cathleen Nelson seconded the motion. Ben mentioned that Nikki earned her RN license and there were no open positions for her at this time, but congratulated her on her achievement and thanked her for her dedicated time at WCHD. A voice vote was taken. **Motion passed.**

PROGRAM - Dallas Ziegler, Chair

Resolution #PRG-01-06-2015

Motion to Approve Facility Agreement with Northwood Municipal Utilities Building

Dallas Ziegler made the motion to approve agreement with Northwood Municipal Utilities Building in Northwood, Ohio, for use of the facilities for Wood County Health District and WIC services. Agreement period is July 1, 2015 to June 30, 2016. Use of the space has been graciously donated to WCHD. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PRG-02-06-2015

Motion to Approve Facility Agreement with City Of Perrysburg

Dallas Ziegler made the motion to approve agreement with the City of Perrysburg for the use of the Schaller Building in Perrysburg, Ohio. The facilities would be used for Wood County Health District and WIC services. Agreement period is from July 1, 2015 to June 30, 2016. The City has graciously donated this space for our use. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

FINANCE – Nilgun Sezginis, Chair

Resolution #FIN-01-06-2015

Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of \$157,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. Cathleen Nelson seconded the motion. A voice vote was taken. **Motion passed.**

- \$75,000.00 – Fund 6 Community Nursing
- \$80,000.00 – Fund 13 FQHC
- \$2,000.00 – Fund 28 CFHS

Resolution #FIN-02-06-2015

Motion to Advance Funds

Nilgun Sezginis made the motion to advance \$2,500.00 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.**

\$2,500.00 – Fund 28 CFHS

Resolution #FIN-03-06-2015

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 (May 21, 2015). DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

008-0208-540100	(\$20,000.00)
008-0208-562800	\$68,500.00
029-0229-569900	\$150.00
008-0208-574201	\$2,500.00
008-0208-574200	(\$2,500.00)
TOTAL	\$48,650.00

Resolution #FIN-04-06-2015

Motion to Approve Pharmacy Pricing Structure Policy 5-4

Nilgun Sezginis made the motion to approve Pharmacy Pricing Structure, policy 5-4. This policy is needed to apply a standardized pricing structure for pharmacy pricing formulas for prescription and over-the-counter items. Price formulas have been set in the pharmacy software system and system will then calculate the

proper charge. The charge to the patient will be reviewed with each prescription and Over the Counter item. Any errors will be corrected before finalizing the sale. *Copy sent in packet.* Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-05-06-2015**Motion to Extend Wood County Women's Care Agreement**

Nilgun Sezginis made the motion to extend the Agreement with Wood County Women's Care through September 30th, 2015. The new term of the agreement shall be from July 1, 2014 through September 30, 2015. Wood County Women's Care is the entity providing prenatal care to our patients. *See agreement handout.* Betty Woods seconded the motion. Dallas Ziegler asked if this is ongoing and Ben said no after September Marsha Amstutz, Nurse Practitioner, will no longer see patients at WCHD. After discussion with Dr. Lemon and Dr. Leggett it was deemed best to have our prenatal patients be seen in their new facility that is equipped for the new patient demand and will allow Marsha to stay there full-time. They agreed to see all our patients regardless of their ability to pay which is truly best for our clients. Last year we only saw 40 patients which is low but rather than try to build this count up this transition to move all prenatal patients to WC Women's Care makes good business sense. A voice vote was taken. **Motion passed.**

Resolution #FIN-06-06-2015**Motion to Approve Facility Agreement with North Baltimore Medical & Diagnostic Center**

Nilgun Sezginis made the motion to approve agreement with North Baltimore Medical & Diagnostic Center in North Baltimore, Ohio, for use of the facilities for Wood County Health District WIC services. Agreement period is July 1, 2015 to June 30, 2016. The amount is for \$50.00 per month. Frank McLaughlin seconded the motion. This fee is lower as we are no longer doing immunizations at this facility. 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-07-06-2015**Motion to Approve Out of State Travel**

Nilgun Sezginis made the motion to approve out of state travel to Washington DC for Amy DeMarsh to attend 340B University on July 12, 2015. This program is targeted to pharmacists and pharmacy technicians practicing in 340B-covered Community Health Centers and Federally Qualified Health Centers. The fundamentals in implementing a compliant pharmacy program and hands on training with tools and resources available to assist with program integrity are part of the one day in-depth training. There is no registration fee for the training. The total costs for airfare, lodging, taxi cab service, parking, meals and mileage will be \$950.00 and this will be covered with HRSA funds. 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 the audit is complete and an Exit Interview is needs to be scheduled. This was agreed on by members for June 23rd at 2:00 pm. Not all members are needed to be there but as many as possible and about one hour is the time needed for the interview. DJ commented on the account 09406800 fees and Tracy explained to him this is the estimated revenue for the year 2015 which includes increased fees put in to place.

NURSING: Amy shared her usual reports. Amy spoke of the salmonella outbreak at a local long term care facility and working with the Environmental and Admin Departments, along with ODH. She stated it was very time consuming, but everyone worked together well to contain the outbreak. Notices were posted and currently they are monitoring and testing the staff by stool samples to assure no spread. DJ added that Community Nursing and the sanitarians have both done excellent on this. Sonja asked if the patients whose health was jeopardized are improving and Amy affirmed they are and as far as she is aware no one is in the hospital.

HEALTH & WELLNESS: Diane shared her normal patient statistics. In regards to the pharmacy we filled our first prescription and we are working on getting more pharmacy contracts on board and to expand our services. A carry over request in regards to money left over from HRSA for our expanded services as well as our outreach and enrollment was made and will be able to purchase additional equipment and pay back some of the levy money. This will also allow us to do more outreach within the community. Cathleen asked how soon there may be more contracts available and Diane shared that they all go through Carri at the prosecutors so they take a little time. An opportunity from the mental health board offers a lot of opportunity to apply for funding for the SBIRT Model. It is a one year Grant starting August 1, 2015 and budgeted for. It offers a 6 month training program and a person on-site who works with all the staff to help the program get up and going. The SBIRT (Screening and Brief Intervention and Referral to Treatment) program was explained by Judy Kellermeier which is to identify individuals with substance abuse disorders and prescription abuse. Judy would screen clients and then assess them to intervene with services based on their level of wanting change. Then treatment would occur or referral. Judy would go to the person and not the person coming to Judy, much like a patient center medical home. This can be tracked on D work as well to make sure funds are coming from the Grant and not Levy money.

ENVIRONMENTAL: Lana discussed the new sanitarians, Sheila Nash and Jillian Bodey who are both adapting well to their new positions A Quality Improvement survey was done since the last board meeting in the environmental office which has been very helpful and some changes were made. The survey will also be useful to meet a measure for PHAB accreditation. Frank mentioned the media coverage happening recently on the food inspections and wondered if the vendors are concerned about the public being aware of their violations. Lana feels it has been a positive effect and a motivator for vendors to improve if need be. Richard thanked Alex for his well-written articles on the inspections and asked Alex if he has had any backlash from the recent articles. Alex said nothing of concern.

HEALTH COMMISSIONER: Ben mentioned that Brad Espen will be moving up his retirement date to February 2016 rather than the summer of 2016 based on some corrections made to his time.

The Performance Management dashboard has had some improvements and the end of the second quarter will go out to the board in the July packet. The PHAB Accreditation update reveals 93% and after the policy handbook is approved much of the remaining measures will be met. No concerns at this time and Ben will look at every document before hitting submit and shared he is confident with what he has seen so far. He thanked the staff for all their work in getting us to where we need to be to submit.

Ben will be on vacation starting July 9 and will have Brad or Amy fill in at the next BOH meeting.

The Board Retreat was open to discuss with the board members on a time best for all and whether they wanted to break it up in two, two hour sessions. One would be the training video and the other about the PHAB site visit and expectations as one to two hours will be addressed to the board at the site visit which is averaging 6-9 months after submission with the soonest possibility of 3 months.

Ben and the board discussed the issues currently needing addressed and everyone agreed that June 23rd would be the best day to do the board training and the BOH Special meeting to get the Employee Handbook approved as some members will be here already for the Audit Exit interview. Here are the meetings for Tuesday, June 23rd and an email will be sent to the board next week of this information.

- 2:00 pm Audit Exit Interview
- 3:00 pm BOH Special Meeting
- 3:30 pm BOH Training video on "Roles & Responsibilities of a Governing Entity"

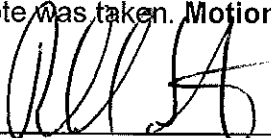
On June 16, the Pre-bid conference will be happening and all can tour the work site and then on the 23rd of June they will take bids. The hope is to start by late summer with ground breaking work of the WIC addition.

BOARD PRESIDENT: Richard thanked Gary Cromley for attending the meeting tonight and asked if he had anything for discussion which he did not. Also noted was the health departments who rate higher in health standings than Wood County and the request from Richard to all of us to notice what they may be doing while at fairs or traveling through the different counties that we may be able to adopt and move up the ranking.

EXECUTIVE SESSION: None

MEETING ADJOURNMENT:

Betty Woods made a motion to adjourn the meeting at 8:25 pm. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**



 Richard Strow, President



 Ben Batey, Health Commissioner
 Secretary to the Board