

**Wood County Board of Health Minutes  
July 9, 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:**

Amy Jones, Director of Nursing, Acting Health Commissioner  
Brad Espen, Environmental Health Director  
Lana Glore, Environmental Health Assistant Director  
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 7:00 p.m. followed by the Pledge of Allegiance and introductions.

**APPROVAL OF MEETING MINUTES:**

Cathleen Nelson made a motion to approve the minutes from the June 11, 2015 meeting. Dallas Ziegler 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 June 23, 2015 meeting. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. Abstentions- Frank McLaughlin.  
**Motion passed.**

**APPROVAL OF WARRANTS:**

Betty Woods made a motion to approve the warrants. The motion was seconded by Carolyn Rava. A roll call vote was taken.

McLaughlin-Y Rava-Y Strow-Y Sezginis-Y Ziegler-Y Sonja Apple-Chamberlain – Y Tom Milbrodt – Y Nelson – Y Abstentions- DJ Mears and Betty Woods.

**Motion passed.**

**PUBLIC INFORMATION: NONE**

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS –Betty Woods, Chair - NONE**

**PROGRAM - Dallas Ziegler, Chair - NONE****FINANCE – Nilgun Sezginis, Chair****Resolution #FIN-01-07-2015****Motion to Transfer Funds**

Nilgun Sezginis made the motion to approve the transfer of \$30,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

\$20,000.00 – Fund 11 PHEP  
\$10,000.00 – Fund 28 CFHS

**Resolution #FIN-02-07-2015****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 (June 23, 2015):

009-0209-569900	SEWAGE - OTHER EXPENSES	\$500.00
009-0209-575600	SEWAGE - EMPLY INS.	(\$500.00)
012-0212-564100	REGISTRAR-EQUIPMENT	\$1,000.00
012-0212-575600	REGISTRAR-EMPLY INS.	(\$1,000.00)
013-0213-564100	FQHC-EQUIPMENT	\$10,000.00
013-0213-575600	FQHC-EMPLY INS.	(\$10,000.00)
029-0229-540100	S POOLS - CONTR. SVCS	\$700.00
029-0229-510000	S POOLS – SALARIES	(\$700.00)
029-0229-569900	S POOLS - OTHER EXPENSES	\$330.00
029-0229-550100	S POOLS - TRAVEL & EXP.	(\$330.00)

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 (June 30, 2015):

006-0206-575500	NURSING-WORKERS COMP.	\$2,050.00
006-0206-550100	NURSING-TRAVEL & EXP.	(\$2,050.00)
008-0208-575500	LEVY - WORKERS COMP.	\$900.00
008-0208-564100	LEVY – EQUIPMENT	(\$900.00)
011-0211-575500	WIC - WORKERS COMP.	\$325.00
011-0211-569900	WIC - OTHER EXPENSES	(\$325.00)
012-0212-575500	REGISTRAR-WORKERS COMP.	\$30.00
012-0212-510000	REGISTRAR-SALARIES	(\$30.00)
018-0218-575500	WATER - WORKERS COMP.	\$90.00
018-0218-550100	WATER - TRAVEL & EXP.	(\$90.00)
029-0229-575500	S POOLS - WORKERS COMP.	\$115.00
029-0229-550100	S POOLS - TRAVEL & EXP.	(\$115.00)

Dallas Ziegler seconded the motions. Cathleen Nelson asked if it was because it is hard to be specific on budget that we are moving fuds around and Tracy agreed that is the case. A voice vote was taken. **Motion passed.**

**Resolution #FIN-03-07-2015**

**Motion to Approve Applying for 2016 HRSA Service Area Competition Funding**

Nilgun Sezginis made the motion to approve applying for the 2016 Health Resources and Services Administration (HRSA) Service Area Competition funding opportunity. This application will allow us to continue our Health and Wellness Services as an FQHC with a funding total of \$928,824. HRSA will award approximately \$1.2 billion in funding to an estimated 465 SAC applicants. Cathleen Nelson seconded the motion. DJ Mears asked if this was the second grant we applied for and Diane Krill agreed it was needing renewed as of January 2016. The grant is good for three years. A voice vote was taken. **Motion passed.**

**Resolution #FIN-04-07-2015**

**Motion to Approve Contract with Anna Parlet to assist with the HRSA Service Area Competition Application**

Nilgun Sezginis made the motion to approve contract with Anna Parlet to assist with the HRSA Service Area Competition Application. 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 \$12,500. DJ Mears seconded the motion. Ms. Parlet also helped us with Dental Expansion grant. A roll call vote was taken.

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

**Motion passed.**

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

**Motion to Approve Revised Fee Schedule Policy 4-13**

Nilgun Sezginis made the motion to approve revised Fee Schedule Policy 4-13. This revision is needed to add new Medicare G code rates for the PPS rate reimbursement. These rates will be established by calculating the average charge per encounter for a 12 month period. A separate rate will be established for a new medical visit, an established medical visit, a new mental health visit, and an established mental health visit. Carolyn Rava seconded the motion. These are new codes so a revision was necessary to the fee schedule. A voice vote was taken. **Motion passed.**

**Resolution #FIN-06-07-2015**

**Motion to Approve Contract with KPMG LLC to purchase a software license.**

Nilgun Sezginis made the motion to approve contract with KPMG to purchase a software license for \$275.00. This software was recommended for us to purchase in order for us to complete and submit our Medicare Cost report. Cathleen Nelson seconded the motion. Diane explained that a Medicare approved vendor must be used and this came recommended which will help with annual reports. A roll call vote was taken.

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

Motion passed.

**INFORMATIONAL ITEMS:**

**FINANCE:** Tracy handed out a packet to the board regarding the building expansion bids that came back over \$100,000 more than anticipated. There were many bidders interested, but only three actual bids came in. Need to find out how long these bids are good for as some times they are only good for so long, Tracy checking on. The market appears to be busy causing few contractors to be available and also higher labor and material costs. Generally, construction per square foot runs \$200 where this project bids are coming in at \$230-\$240 a square foot.

Being the higher cost, the treasurer will not grant us a loan as thought, so other options are bonds with 10 and 20 year terms. Whether to keep loans separate or combine new loan with existing building loan is something else to consider which currently is \$120,000 (building and roof) per year and to add on new loan would be \$47,000 more per year. Joe Fawcett through the county auditor's office provided another proposal and suggestion is to do the 20 year payoff. The excel spreadsheet provided shows what the payments would be at 10 or 20 year terms. ~~The \$300,000 bid~~ in the 20 year loan at year 2019 is a concern and Richard asked for Tracy to find out what that amount is for. The interest rate is lower on the 20 years and lower than what the treasurer is offering. Frank asked why the interest rate is so much higher on the 10 year in comparison to the bonds and Sonja asked Tracy what the cutoff was for the auditor to loan us the money and Tracy said all the email specified was the max they would loan is \$1.4 million but that she would get back to the board with for sure answers to those questions. Richard added for Tracy to send out emails as she gets new information to share with board.

~~The \$300,000 was an error. I have attached the updated debt schedule from Joe Fawcett~~

Under each bid are alternate jobs that are separate from building expansion. One being the connector hall, the second one being the boiler system and the third a storm water drainage alternate route. The connector hall is to allow clients to get from the Wellness Center to the Health Center without going outside or through a patient exam hallway. The boiler is in dire need of being replaced and maintenance stated it may not make it through the winter. The alternate drainage is listed only as an insurance pillow and would only be if the current utilities got in the way and had to be rerouted.

The concern from the board is how Poggemeyer could be so far off on the estimate on this project. They will be addressed as to how they can be off by over \$100,000. Tracy was asked to check emails and talk with Ben and have an explanation so it can be voted on next meeting. As well, Richard asked Tracy to talk with the county on what the increase is in 2019 of \$300,000 and express we would feel better to keep loans separate. Emphasis was that something needs to be done soon and ground breaking needs to happen before WIC gets shut down.

Other financial information given by Tracy was that the Audit Report was certified yesterday and will be distributed to all health department staff and outside affiliates. Frank mentioned that the auditor was unhappy with the expenditure of money and Tracy is looking into end of year process "then and now" the whole county is using and Frank asked if we will comply with this and added it may help to limit some transfers.

Richard added that one thing that came out of the meeting was the end of year transfers are a bit of an issue getting things transferred at the last minute. Consider having a skype board meeting but open to public at the end of the year so Tracy's books are closed out on zero. Looking into this option with Carri at the prosecutor's office. This has been an ongoing problem with the audit every year.

Nilgun had concerns addressed to Tracy about the overall A/R that is going up over the months. Are claims being processed was asked and Tracy said Lexi is working on processes to get A/R down. They are calling self pays over 90 days balance and getting little return from the efforts. Cathleen said there are typically standards for how many days outstanding balances stay on the books which should be looked at. Money should be collected at the initial appointment without being too hard on clients. A good write off policy is in place but Tracy was not sure of the time, but Diane recalled 180 days. Tracy will inform the board next month on this.

**NURSING:** Amy updated the board that the outbreak last month at the long term care facility is officially over. Working to finalize the report that is expected to be out in a couple weeks. No determining cause was found which is not uncommon with these type cases of close person to person transmission.

**HEALTH & WELLNESS** Diane completed the second half of gathering data which gave a total of 901 clients as of June with a total of 2000 visits which is up quite a bit from last year reported from UDS reports. A total of 200 people got signed up for Medicaid. The Ohio Bank has been helpful for clients to apply themselves.

The Health Center Board would like to have a dual meeting the same night as the BOH next month on August 13. The Health Center can meet from 6:00-6:30 and a meet and greet between both boards from 6:30-7:00 with time to review the Co-app agreement. The board all agreed this was a good idea and Frank added it would be a good idea to have legal representation come in to talk about our relationship between the two boards.

**ENVIRONMENTAL:** Food service scores were attached. Baidu located in Perrysburg and Hunan Buffet in BG will have administrative meetings this month on July 14 with one at 1:00 pm and the other at 2:00 pm. A formal administrative hearing will be on July 30<sup>th</sup> at 9:00 am for Charlies in Perrysburg who will be given a 30 day suspension. Brad went out personally to inspection and again at the re-inspection and still witnessed undesirable things happening. Cathleen asked Brad what happens at the hearings which Brad explained an attorney is brought in, an independent hearing officer and court stenographer to conduct formal hearing. Evidence is presented on both sides and then hearing officer presents report as to whether he agrees on 30 day suspension or disagrees. Then the board is presented with results.

The environmental report revealed that the nuisance rates have doubled since last year which Brad attributes to the large amounts of rain in our area. Complaints ranged from flooded basements to mold to three more serious complaints to be hazmat liquids with one being used motor oil coming out of storm sewer into sub division and an unknown buried fuel tank that was flooded causing the waste to drain into a homeowners property. The third serious occurrence from the flood water happened at the former Lusher's Garage where grease containers are stored and ended up getting turned over into the flooding water. Ohio EPA is still helping work on these hazmat concerns.

Bairdstown is the last village in Wood County to have sewers installed and Brad stated we were not directly involved in this as the town petitioned Ohio EPA. We will still need to do sewer taps once the project is complete. Lastly, in Brad's packet are the food articles from the Sentinel. Three interns are working on assisting sanitation with entering information into data base with some delays with very old records making it tough to locate addresses.

Dallas asked Brad about the water concern in Toledo and Brad mentioned he sent staff a couple of articles regarding this recently and we're looking at a bloom similar to the one in 2011 but not as bad. The bloom started much earlier this year and is rated 8.7 on a scale from 1-10 with 2011 coming in at a 10. A lot of loading is going on and Maumee has already loaded 2.5 million pounds of phosphorus in to the lake. Richard added that he got a notice this week about the laws being in effect now eliminating fertilizers and manure being spread on saturated and frozen ground. This will decrease the amount of Phosphate runoff into rivers.

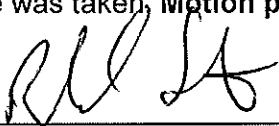
**HEALTH COMMISSIONER:** Amy Jones, acting as Health Commissioner, informed the board of the call down drill performed. A text was sent to all managers that many people were in hospital, exposure to anthrax believed to be put in the air at the fireworks. Information was given to managers that a point of dispensing will be set up on Saturday and needed to know who all could volunteer. Amy feels that it went really well as many response came in. The performance management was shown to the board for second quarter reporting. PHAB is 100% and Amy showed the pie chart to the board. The next step is that PHAB has 30 days to get back to us about our documents completeness for dates, logos, etc. Then we have 30 days to correct and things will be moved forward. Ben and Amy received response from PHAB and need to pick 8 individuals for the site visit.

**BOARD PRESIDENT:** Richard closed the meeting mentioning the mosquito outbreak and the West Nile virus concern and to be careful and mindful when outside. The rain is causing a lot of agricultural issues and bringing more bugs from the water laying around.

**EXECUTIVE SESSION:** None

**MEETING ADJOURNMENT:**

Betty Woods made a motion to adjourn the meeting at 8:12 pm. Carolyn Rava seconded the motion. A voice vote was taken, **Motion passed.**



Richard Strow, President



Ben Batey, Health Commissioner  
Secretary to the Board

**POTENTIAL BORROWING SCENARIOS**

	Individual	Combined
2015	\$ 123,506.54	\$ 22,469.04
2016	\$ 168,234.87	\$ 196,820.37
2017	\$ 163,486.54	\$ 197,456.04
2018	\$ 164,706.54	\$ 192,631.04
2019	\$ 165,679.04	\$ 192,806.04
2020	\$ 143,885.00	\$ 175,319.00
2021	\$ 44,300.00	\$ 174,915.00
2022	\$ 48,800.00	\$ 174,318.00
2023	\$ 47,900.00	\$ 173,528.00
2024	\$ 47,000.00	\$ 172,545.00
2025	\$ 46,100.00	\$ 171,369.00
2026	\$ 45,200.00	\$ -
2027	\$ 49,000.00	\$ -
2028	\$ 47,600.00	\$ -
2029	\$ 46,200.00	\$ -
2030	\$ 44,800.00	\$ -
2031	\$ 48,400.00	\$ -
2032	\$ 46,800.00	\$ -
2033	\$ 45,200.00	\$ -
2034	\$ 48,600.00	\$ -
2035	\$ 46,800.00	\$ -

<b>TOTAL</b>	<b>\$ 1,632,198.53</b>	<b>\$ 1,844,176.53</b>
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