



**BOARD OF HEALTH MEETING MINUTES
February 18th, 2020**

Cathy Nelson, President, called the meeting to order 5:15 pm. Introductions made followed by the Pledge of Allegiance.

BOH present: Bob Midden, Tom Milbrodt, Cathleen Nelson, Carolyn Rava, Nilgun Sezginis, Richard Strow, Betty Woods, Dallas Ziegler. **Health Center Board:** Sharon Schaeffer Absent: Sonja Apple-Chamberlain, DJ Mears

Staff present: Diane Krill, Lexie Jacobs, Lana Glore, Ben Batey, Tracy Henderly, Tina Cox, Rahquel Torres

Public present: Alyssa Siefing, UT Student, Megan BGruher, UT Student

Bob Midden made a motion to approve the January 9, 2020 minutes and Tom Milbrodt seconded the motion. A voice vote was taken. Motion passed.

Approval of warrants: Dallas Ziegler made a motion to approve the warrants and Bob Midden seconded the motion. Roll call vote taken. *Motion passed.*

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Abstention: none

There was no public information presented.

• PERSONNEL – Dallas Ziegler, Chair

Resolution PER#-01-02-2020

Motion to Abolish Part-time Intermittent Administrative Assistant Position

Dallas Ziegler made a motion to abolish the Part-time Intermittent Administrative Assistant Position. Bob Midden seconded the motion. A voice vote was taken. *Motion passed.*

Resolution PER#-02-02-2020

Motion to Create a Full-Time Public Health Secretary Position

Dallas Ziegler made a motion to create a Full-Time Public Health Secretary position at a pay grade of 3, to be posted at a starting pay range of \$15.65 to \$18.78. This position is needed to assist with the coverage of the Vital Statistics office, assist with clerical financial duties including the overflow of tasks from Accounts Payable, Payroll, Health Center medical supply inventory and purchasing, and also putting together of minutes from various Health Department monthly and quarterly meetings. Tom Milbrodt seconded the motion. A brief discussion held regarding the end of year salaries finance status, and confirmation that two previous clerical positions have been merged. A roll call vote was taken. *Motion passed.*

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y

Bob Midden Y
Carolyn Rava Y
Abstention: none

Nilgun Sezginis Y
Thomas Milbrodt Y

**Resolution PER#-03-02-2020****Motion to Appoint Taylor Hall to the FT Environmental Secretary Position**

Dallas Ziegler made a motion to appoint Taylor Hall to the Full-Time Environmental Secretary Position. Ms. Hall will be paid at Grade 3, Step 1 at the rate of \$15.65 per hour. Ms. Hall will serve a 180-day probationary period. Her start date is pending return of a successful background check. Carolyn Rava seconded the motion. A voice vote was taken. *Motion passed.*

Resolution PER#-04-02-2020**Motion to Approve Update of Organizational Chart**

Dallas Ziegler made a motion to approve changes to the organization chart effective February 13, 2020. Changes include appointment of Rahquel Torres to the Full-time Dental Assistant position in the Health Center Division. Bob Midden seconded the motion. Voice vote was taken. *Motion passed.*

Resolution PER#-05-02-2020**Motion to Appoint Jessica Parrish to the FT Clinical Services Assistant Position**

Dallas Ziegler made a motion to appoint Jessica Parrish to the Full-Time Clinical Services Position. Ms. Parrish will be paid at Grade 3, Step 1 at the rate of \$15.65 per hour. Ms. Parrish will serve a 180-day probationary period. Her start date is pending return of a successful background check. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed.*

- **PROGRAM – Dallas Ziegler, Chair**

Resolution PRG#-01-02-2020**Motion to grant a Private Home Sewage Treatment System Variance for 2191 Mathews Road, Lake Township**

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 2191 Mathews Road, Lake Township. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner for a replacement home sewage treatment system that was installed differently than the approved design resulting in same lineal footage. Bob Midden seconded the motion. A voice vote was taken. *Motion passed.*

Resolution PRG#-02-02-2020**Motion to adopt Wood County Health Department food inspection program embargo and cease use policy**

Dallas Ziegler made a motion to approve the updated resolution to reflect staff changes. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed.*

- **FINANCE – Nilgun Sezginis, Chair**

Resolution #FIN-01-02-2020**Motion to Transfer Funds**

Nilgun Sezginis made a motion to approve the transfer of \$100,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (January 16, 2020).



\$100,000.00 – Fund 6 – Nursing

Nilgun Sezginis made a motion to approve the transfer of \$5,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (January 30, 2020). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed.*

\$5,000.00 – Fund 29 – Swimming Pools

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y
Abstention: none

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Resolution #FIN-02-02-2020

Motion to Amend 2020 Estimated Resources

Nilgun Sezginis made a motion to amend the 2020 Certificate of Estimated Resources of the District to a new total amount of \$10,446,434.70. This amount includes the following changes of \$5,000.00 in fund revenues at this time (January 30, 2020). Motion was seconded by Bob Midden. A roll call vote was taken. *Motion passed.*

029. 0229. 407500

TRANSFERS

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y
Abstention: none

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Resolution #FIN-03-02-2020

Motion to Amend 2020 Appropriations

Nilgun Sezginis made a motion to amend the 2020 annual appropriations of the District. The following changes in fund appropriations are needed at this time (January 30, 2020). Motion seconded by Tom Milbrodt. A roll call vote was taken. *Motion passed.*

028. 0228. 520100	MCH – SUPPLIES	(\$19,472.00)
028. 0228. 510000	MCH – SALARIES	\$16,000.00
028. 0228. 569600	MCH – MEDICARE	\$232.00
028. 0228. 571500	MCH - P.E.R.S.	\$2,240.00
028. 0228. 575600	MCH - EMPLOY INS.	\$1,000.00
	TOTAL	\$0.00

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y
Abstention: none

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Resolution #FIN-04-02-2020

Motion to approve the 2020 Sliding Fee Scales

Nilgun Sezginis made a motion to approve the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee scales have been updated to reflect the



2020 poverty guidelines published in the Federal Register on 1/17/2020 and will be effective 3/1/2020. Bob Midden seconded the motion. A voice vote was taken. *Motion passed.*

Resolution #FIN-05-02-2020

Motion to authorize Ben Batey to apply for, accept and enter in the 2020 Water Pollution control Loan Fund Agreement

Nilgun Sezginis made a motion authorizing Ben Batey, Health Commissioner to apply for, accept, and enter into a Water Pollution Control Loan Fund agreement on behalf of the Wood County Combined Health District for the repair and replacement of Home Sewage Treatment Systems. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed.*

Resolution #FIN-06-02-2020

Motion to Approve Continuation of Wood County Board of Commissioners Maintenance Agreement

Nilgun Sezginis made a motion to approve contract with the Wood County Board of County Commissioners for maintenance services. The contract for 2020 is for labor costs of \$57,268.72 and additional reimbursements for materials and supplies estimated at \$5,000.00. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed.*

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y
Abstention: none

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Resolution #FIN-07-02-2020

Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund

Nilgun Sezginis made a motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners' sewage systems under the 2019 Water Pollution Control Loan Fund. Carolyn Rava seconded the motion. A roll call vote was taken. *Motion passed.*

Main & Sons Plumbing, Jeremy Main

\$18,895.00 (18222 Brim Road, Plain Twp.)

Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y
Abstention: none

Bob Midden Y
Carolyn Rava Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Resolution #FIN-08-02-2020

Motion to Approve Master Services Agreement with Comagine Health

Nilgun Sezginis made a motion to approve Master Services Agreement with Comagine Health. Comagine Health will provide consulting services to the Wood County Community Health Center to support for NCQA Recognition PCMH Annual Renewal and Distinction in Behavioral Health for an amount not to exceed \$7,200.00 at a rate of \$180.00 per hour, up to 40 hours. Payment for these services will be paid using HRSA, Integrated Behavioral Health Services funds. Bob Midden seconded the motion. Roll call vote was taken. *Motion passed.*



Cathy Nelson Y
Betty Woods Y
Dallas Ziegler Y

Bob Midden Y
Carolyn Rava Y
Richard Strow Y

Nilgun Sezginis Y
Thomas Milbrodt Y

Abstention: none

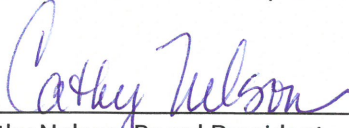
***First reading by title only for the proposed Household sewage treatment systems program fee revisions for 2020. Lana explained fees, adjustments and categories to board. No questions voiced.

BOARD OF HEALTH QUESTIONS, COMMENTS AND DIRECTOR UPDATES

- Diane Krill addressed the board regarding the rate being offered for the NP intermittent (as needed) position as well as the Dental Hygienist position as there is difficulty filling the position. After a brief discussion the board requested Diane research the pay rate offered by Falcon Health or local urgent care facilities. Ben also added he has reached back out to Archer and is awaiting a response. Sharon commented these are harder to fill positions due to last minute call to work to fill in, Fridays or weekends. Brief discussion regarding expectations and how other facilities utilize this position. Richard stated he would rather pay a staffing company a higher wage than paying an intermittent employee at a higher wage than what we currently pay. Cathy reiterated to obtain more information of charges from agency staffing, other local urgent care facilities and see what Archer comes back with for the March meeting.
- Ben informed the board of Pat Snyder; our current communication manager is retiring this year. Many discussions are under way for transition planning and Amy be coming to personnel in the future for a possible staffing change. The levy will be on the ballot in November and asks for board guidance. After a brief discussion the board voiced agreement the County economically is growing and stronger and that a renewal levy would be appropriate. Ben will present this plan to the county commissioners to get a renewal on the November ballot. Ben also stated the draft Strategic Plan should be ready for the April board meeting.

Cathy thanked all the members for moving their schedules around to attend this rescheduled meeting and praised the wonderful 100-year celebration event. Dallas also asked about the coronavirus status. Ben gave a brief update and that there have been no suspect or cases in Wood County and is daily diligently being worked on.

Meeting Adjournment: Betty Woods made a motion to adjourn at 6:28 pm. Carolyn Rava seconded the motion. Voice vote taken. *Motion passed.*


Cathy Nelson, Board President


Ben Batey, Health Commissioner
Secretary to the Board