



March 12th, 2020
Wood County Board of Health Minutes

Cathy Nelson, President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

BOH PRESENT: Richard Strow, Dallas Ziegler, Thomas Milbrodt, Carolyn Rava, Bob Midden, DJ Mears, Sonja Apple-Chamberlain, Betty Woods, Cathy Nelson, Nilgun Sezginis

STAFF PRESENT: Ben Batey, Amy Jones, Jackie Mears, Tracy Henderly, Kelly Bechstein, Tina Cox, Diane Krill, New employee, Jennifer Lovelace, Peer Recovery Specialist introduced.

PUBLIC PRESENT: Roger LaPointe – Sentinel Tribune

APPROVAL OF MINUTES: Carolyn Rava made a motion to approve the February 18, 2020 meeting minutes and Tom Milbrodt seconded the motion. A voice vote was taken. Abstentions: DJ Mears; Sonja Apple-Chamberlain. **Motion passed.**

APPROVAL OF WARRANTS: Richard Strow made a motion to approve the warrants. The motion was seconded by Sonja Apple-Chamberlain. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden – Y			

PUBLIC INFORMATION: None

PERSONNEL – Dallas Ziegler, Chair

Resolution PER#-01-03-2020

Motion to Appoint Maria Reyes to the PT Clinical Services Assistant-Spanish Interpreter Position

Dallas Ziegler made a motion to appoint Maria Reyes to the Part-Time Clinical Services Assistant-Spanish Interpreter Position. Ms. Reyes will be paid at Grade 4, Step 1 at the rate of \$16.77 per hour. Ms. Reyes will serve a 180-day probationary period. Her start date is pending return of a successful background check. This motion was seconded by Carolyn Rava. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden – Y			

Resolution PER#-02-03-2020

Motion to Approve Update of Organizational Chart

Dallas Ziegler made a motion to approve changes to the organization chart effective March 12th, 2020. Changes include appointment of Jennifer Lovelace to the Full-Time Peer Wellness Coach in the Health Center Division, abolishment of Part-time Intermittent Administrative Assistant Position in the Administration Division and addition of vacant Full-Time Secretary position under Finance Division. This motion was seconded by Carolyn Rava. A voice vote was taken. **Motion passed.**

**Resolution PER#-03-03-2020****Motion to Approve Telecommuting Policy**

Dallas Ziegler made a motion to approve a Telecommuting Policy. On occasion there may be circumstances when it would be beneficial for staff to work at home for a short term, intermittent term, long term, or in order to complete a particular task. However, it is not possible to offer home working to all staff all the time as some requirements will not be suitable for out of office work, for example on-site inspections or clinical services. This policy addresses situations where staff occasionally work from home. The motion was seconded by Betty Woods. A voice vote was taken. **Motion passed.**

PROGRAM – Dallas Ziegler, Chair**Resolution #PRG-01-03-2020****Motion to approve a grant variance for HSTS Contractor, Neil Gerhart, Gearhart Plumbing, Inc.**

Dallas Ziegler made a motion to approve to grant a variance for the required CEU annual deadline to HSTS Contractor, Neil Gerhart, Gearhart Plumbing, Inc. This motion was seconded by Bob Midden. A voice vote was taken. **Motion passed.**

FINANCE – Nilgun Sezginis, Chair**Resolution #FIN-01-03-2020****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 (February 24, 2020):

007. 0207. 510000	ENVIRONMENTAL-SALARIES	(\$522.14)
007. 0207. 564100	ENVIRONMENTAL-EQUIPMENT	\$522.14
008. 0208. 510000	LEVY – SALARIES	(\$936.47)
008. 0208. 560800	LEVY - ADV. & PRINTING	\$384.34
008. 0208. 564100	LEVY – EQUIPMENT	\$552.13
010. 0210. 510000	PH INFRAST – SALARIES	(\$3.62)
010. 0210. 520100	PH INFRAST – SUPPLIES	\$3.62
018. 0218. 510000	WATER – SALARIES	(\$265.42)
018. 0218. 520100	WATER – SUPPLIES	\$265.42
029. 0229. 510000	S POOLS – SALARIES	(\$109.80)
029. 0229. 520100	S POOLS – SUPPLIES	\$109.80
TOTAL		\$0.00

A motion to amend the 2020 annual appropriations of the District. The following changes in fund appropriations are needed at this time (February 25, 2020). This motion was seconded by Tom Milbrodt. A roll call vote was taken. **Motion passed.**

006. 0206. 510000	NURSING-SALARIES	(\$522.14)
006. 0206. 564100	NURSING-EQUIPMENT	\$522.14
TOTAL		\$0.00



Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden –Y			

Resolution #FIN-02-03-2020**Motion to Approve the Revised 2020 Estimated Detail Budget**

Nilgun Sezginis made a motion to approve the Revised 2020 Estimated Detailed Budget of the Wood County Health District. This motion was seconded by Richard Strow. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden –Y			

Resolution #FIN-03-03-2020**Motion to Approve the 2021 Estimated Detail Budget**

Nilgun Sezginis made a motion to approve the 2021 Estimated Detailed Budget of the Wood County Health District. This motion was seconded by Bob Midden. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden –Y			

Resolution #FIN-04-03-2020**Motion to Approve 2019 Annual Financial Report to the Ohio Auditor of State**

Nilgun Sezginis made a motion to approve the 2019 Annual Financial Report to the Ohio Auditor of State. This motion was seconded by Bob Midden. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden –Y			

Resolution #FIN-05-03-2020**Motion to renew appointment of Amy Jones as Deputy Health Commissioner**

Nilgun Sezginis made a motion to renew appointment of Amy Jones as Deputy Health Commissioner. This renewal of appointment will allow for Amy Jones to perform routine administrative duties, in the absence of the Health Commissioner. This motion was seconded by Carolyn Rava. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y	DJ Mears – Y	Dallas Ziegler – Y	Carolyn Rava- Y
Sonja Apple-Chamberlain – Y	Tom Milbrodt – Y	Richard Strow – Y	Betty Woods – Y
Bob Midden –Y			

**Resolution #FIN-06-03-2020****Motion to Approve PHSCO Accreditation
Coordinator Agreement**

Nilgun Sezginis made a motion to approve PHSCO (Public Health Services Council of Ohio) Accreditation Agreement. This agreement will allow the PHSCO Executive Director to provide accreditation coordinator services to the Wood County Health Department. The term of the agreement shall begin on March 13, 2020 and shall remain in full force through December 31, 2020, with an amount not to exceed \$8,850.00. This motion was seconded by Richard Strow. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y

DJ Mears – Y

Dallas Ziegler – Y

Carolyn Rava- Y

Sonja Apple-Chamberlain – Y

Tom Milbrodt – Y

Richard Strow – Y

Betty Woods – Y

Bob Midden –Y

Resolution #FIN-07-03-2020**Motion to Approve Language Line Services
Contract**

Nilgun Sezginis made a motion to approve contract with Language Line Services, Inc. for video remote & language interpreting services. This motion was seconded by Betty Woods. A roll call vote was taken. **Motion passed.**

Cathy Nelson – Y

DJ Mears – Y

Dallas Ziegler – Y

Carolyn Rava- Y

Sonja Apple-Chamberlain – Y

Tom Milbrodt – Y

Richard Strow – Y

Betty Woods – Y

Bob Midden –Y

***Second reading by title only for the proposed Household sewage treatment systems program fee revisions for 2020.

A brief discussion was held regarding adding of fee for an operation and maintenance permit for systems with mechanical components and setting the fee of \$100 dollars per 5 years. Agreed this will be brought before the board of health for final approval in April.

Board of Health questions, comments and director updates

- **Health Commissioner:**

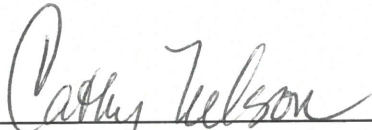
- Ben provided updates regarding COVID-19 and recapped the start, the spread of the virus to current local status. He has been speaking throughout the county trying to get the message out about the virus and protocols to begin putting into place. Ben highlighted that Ohio is already behind due to faulty test kits we received, and when the new shipment was ready, there was only a minimal amount. A lengthy discussion continued regarding the progress of the virus spread, the protocols being put in place at facility levels, county level and statewide level. Many large events are being postponed and cancelled. Ben added everyone countywide are amazing and coming together to battle this as a county to protect everyone, especially the elderly population.
- DAC meeting has been postponed or cancelled pending Ben contacting the state regarding current circumstances since a Public Health Emergency has been issued.

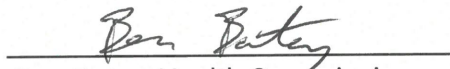
- **President:** Cathy Nelson questioned the YTD substance abuse deaths total on the vital stats update. Tracy stated she would have that total reviewed by the Registrar.



Stephen Meredith, board member for the Health Center, gave a brief update regarding the upcoming HRSA site visit.

Betty Woods made a motion to adjourn at 7:28 pm. DJ Mears seconded the motion. A voice vote was taken. Meeting adjourned.


Cathy Nelson, Board President


Ben Batey, Health Commissioner
Secretary to the Board

