



April 9, 2020
Wood County Board of Health Minutes

April's meeting is held via conference calling due to the COVID19 Pandemic.

Cathy Nelson, President, call the meeting to order at 6:00pm

Audio attendance by roll call: Richard Strow, Dallas Ziegler, Thomas Milbrodt, Carolyn Rava, Bob Midden, DJ Mears, Sonja Apple-Chamberlain, Betty Woods, Cathy Nelson, Nilgun Sezginis.

Staff present on call: Amy Jones, Tina Cox, Ben Batey, Diane Krill, Lana Glore, Lexie Jacobs, Tracy Henderly.

Public Attendees on call: Jan McLaughlin, BG Independent News; Marie Thomas, Sentinel Tribune

APPROVAL OF MINUTES: Betty Woods made a motion to approve the March 12, 2020 minutes. Tom Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

APPROVAL OF WARRANTS: Richard Strow made a motion to approve the warrants. The motion was seconded by Bob Midden. A roll call vote was taken. Abstentions: Betty Woods, Sonja Apple-Chamberlain, Carolyn Rava. **Motion passed.**

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

PERSONNEL – Dallas Ziegler, Chair

Resolution PER#-01-04-2020

Motion to Accept Resignation of Rahquel Torres

Dallas Ziegler made a motion to accept the resignation of Rahquel Torres, Dental Assistant effective March 23rd, 2020. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER#-02-04-2020

Motion to Approve Update of Organizational Chart

Dallas Ziegler made a motion to approve the changes to the organizational chart effective April 9th, 2020. Changes included the removal of Rahquel Torres, Full-Time Dental Assistant position in the Health Center Division to vacancy, addition of Taylor Hall to the Full-Time Secretary position in Environmental Division, addition of Jessica Parrish to the Full-Time CSA position in the Finance Division and addition of Maria Reyes to the Part-Time CSA-Spanish Speaking Interpreter position in the Finance Division. We are unable to provide a copy of the organizational chart at this time. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER#-03-04-2020

Motion to Approve an Exemption of Wood County Health Department Employees from the Family First Coronavirus Response Act

Dallas Ziegler made a motion the Board of Health shall exempt employees of the Wood County Health Department from the Family First Coronavirus Response Act as the agency meets the Department of Labor



definition of Health Care Workers or Emergency Responders. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

FINANCE – Nilgun Sezginis, Chair

Resolution #FIN-01-04-2020

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 (March 25, 2020):

007. 0207. 510000	ENVIRONMENTAL-SALARIES	(\$3,900.00)
007. 0207. 520100	ENVIRONMENTAL – SUPPLIES	\$3,900.00
009. 0209. 575500	SEWAGE - WORKERS COMP.	\$0.01
009. 0209. 575600	SEWAGE - EMPLOY INS.	(\$0.01)
010. 0210. 510000	PH INFRAST – SALARIES	(\$153.97)
010. 0210. 560800	PH INFRAST - ADV. & PRINTING	\$153.97
025. 0225. 575500	FOOD SERV - WORKERS COMP.	\$0.01
025. 0225. 575600	FOOD SERV - EMPLOY INS	(\$0.01)
028. 0228. 510000	MCH – SALARIES	(\$0.45)
028. 0228. 575600	MCH - EMPLOY INS.	\$0.45
029. 0229. 510000	S POOLS – SALARIES	(\$1,600.00)
029. 0229. 520100	S POOLS – SUPPLIES	\$1,600.00
TOTAL		\$0.00

Carolyn Rava seconded the motion. A roll call vote was taken. **Motion passed.**

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

Resolution #FIN-02-04-2020

Motion to adopt the Wood County Health Department Household Sewage Treatment Systems Program Fees

Nilgun Sezginis made a motion to adopt the Wood County Health Department Sewage Treatment System Program Fees. DJ Mears seconded the motion. A roll call vote was taken. **Motion passed.**

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

Brief discussion regarding state fees, Lana informed board state fees are only charged for permits and around 74 dollars. There is no state fee charged for the fee of 100 dollars that was changed in the public hearing. Lana will resend the spreadsheet.

**Resolution #FIN-03-04-2020****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 8, 2020).

\$50,000.00 – Fund 9 – Sewage

\$50,000.00 – Fund 10 – PHEP – Public Health Emergency Preparedness

Tom Milbrodt seconded the motion. A roll call vote was taken. **Motioned passed.**

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

Resolution #FIN-04-04-2020**Motion to Approve Agreement with Elevate**

Nilgun Sezginis made a motion to approve the agreement with Elevate. This agreement will allow for Providers to work in the Health Center as locum tenens, when there is a need. Tom Milbrodt seconded the motion. A roll call vote was taken. **Motion passed.**

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

***Third and final reading by title only for the proposed Household sewage treatment systems program fee revisions for 2020

Board of Health questions, comments and director updates:

a. Health Commissioner: Cathy Nelson questioned the Dental Clinic finances and how things are going with accounts receivable. Tracy stated as the client base increases combined with the fee adjustments that AR will continue to look good. Bob Midden questioned what the impact of COVID19 would have on the Dental Center financially. Ben stated to anticipate the revenues to go down and monies awarded through ODH grant funding of 107,000 will go towards the payroll to offset the loss. The Health and Dental Center has received a notice of award of 530,000 to help sustain programs in the health center and staffing during this time. Diane stated she was notified of an additional \$51,000 a couple of weeks ago which will be used to serve the community and she is hoping to be use these funds for testing of COVID19. Bob Midden voiced his thoughts of mass testing on a short time frame then putting in place contact tracing and isolation for positive cases. He understands this would take very demanding planning. Ben stated this is being looked at and there would be possibly mass vaccination clinics when available and would probably utilize the POD "Point of Dispensing" plus looking into mobile testing with focus on hot spots for large scale testing and isolation. In-depth discussion held regarding communications with ODH, Governor calls and internal planning, surveillance, herd immunity and the amount of unknown's regarding this virus. Each department director provided a report and discussion individually of their response to COVID19 to the board. Ben brought the board members up to speed the amount of staff that are trying to work remotely and at this point WCHD has had no cases but raises concern about employees reaching their vacation accrual max and are at risk of losing that time. Ben also added normally there is an option for a vacation cash out in May, but this carries a stipulation that employees would have had to have used some vacation prior. This has not been able to be followed due to the recent pandemic, Ben asked the board members to approve flexibility with that policy during this time. Board President, Cathy Nelson suggested a



proposal be drafted by the next board meeting in May that would cover this period and circumstances. DJ Mears suggested adding another year to the policy of the vacation accrual term and all agreed to review the policy again to have it changed back. Cathy ended the meeting by commending all the hard work and efforts of the Wood County Health Department staff.

DJ Mears made a motion to adjourn at 7:35pm. Betty Woods seconded the motion. A voice vote was taken.
Meeting adjourned.