

Board of Health Meeting Minutes
August 13, 2020

The August 13th, 2020 meeting is held both in-person with social distancing and face masks required, a conference calling option was also offered due to the ongoing COVID19 pandemic.

BOH present: Bob Midden, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Dallas Ziegler, DJ Mears, Richard Strow. **BOH present on call:** Betty Woods, Carolyn Rava, Sonja Apple-Chamberlain

Staff Present: Amy Jones, Tina Cox, Jackie Mears

Guests present or noted on virtually: Debbie Rogers – Sentinel Tribune; Jan McLaughlin- BG Independent News; Benjamin Robison, Clint Corpe – WBGU. Sharon Schaffer, CHC board member; Joanne Navin, CHC board president; Deana Couch, CHC board member. Staff: Pat Snyder, Diane Krill, Lexie Jacobs, Pat Snyder, Lana Glore, Paul Bogner

Cathy Nelson, board President, called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance and introductions.

APPROVAL OF MINUTES: Betty Woods made a motion to approve the July 9th, 2020 minutes. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed*

A brief discussion was held regarding the July 28th special board meeting fair board discussion. DJ Mears made a motion to approve the special board of health meeting minutes with the following corrections: Correct fair board representative to Garret and placement of discussion to the end of the meeting. Betty Woods seconded the motion. Voice vote taken to approve the minutes as corrected. *Motion passed*

APPROVAL OF WARRANTS: Discussion was held regarding a few warrant questions/verifications. Richard Strow made a motion to approve the warrants. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed.*

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

Public Information: none at this time

PERSONNEL – Dallas Ziegler, Chair

Resolution PER#01-08-2020

**Motion to Accept Resignation of Maria Reyes, Part-Time
CSA/Spanish Speaking Interpreter**

Dallas Ziegler made a motion to accept the resignation of Maria Reyes, effective July 31st, 2020. Maria has been a valued member of the department since 2020. Carolyn Rava seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution PER#02-08-2020

Motion to place Mike Ollom in the IT Coordinator position.

Dallas Ziegler made a motion to place Mike Ollom in the IT Coordinator position. Mr. Ollom has been doing many of the additional duties for a while with oversight from the Communications Manager. This move formally assigns the responsibilities to him in anticipation of the expected changes to the Communications Manager position. Mr. Ollom will be placed Grade 11 at step 7 in the designated pay grade effective August 17, 2020. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution PER#03-08-2020

Motion to approve Update of Organizational Chart Effective July 31st, 2020.

Dallas Ziegler made a motion to approve changes include removal of Brittany Schumaker from Part-Time Intermittent Clinical Services Assistant to vacant and removal of Benjamin Batey from Health Commissioner to vacant. A voice vote was taken. *Motion passed*

Resolution PER#04-08-2020

Motion to reappoint Heather Zimmerman to Unclassified Intermittent Part-Time Dental Assistant

Dallas Ziegler made a motion to reappoint Heather Zimmerman to the Unclassified Intermittent Part-Time Dental Assistant position. Intermittent positions require reappointment annually. Intermittent appointments cannot exceed 1,000 hours annually. Betty Woods seconded the motion. A voice vote was taken. *Motion passed*

PROGRAM – Dallas Ziegler, Chair

Resolution #PRG-01-08-2020

Motion to approve the WCHD Branding and Communication Plan

Dallas Ziegler made a motion to approve the WCHD Branding and Communication plan. This document provides guidance regarding communications with staff, partners, stakeholders and the public. It provides guidance for properly using the health department's logo, mark, branding materials and other items that represent the agency in communications. This plan replaces the current style guide. Betty Woods seconded the motion. A voice vote was taken. *Motion passed*

Resolution #PRG-02-08-2020

Motion to approve the WCHD Social Media Policy

Dallas Ziegler made a motion to approve the WCHD Social Media policy. WCHD is committed to maintaining a respectful environment that shares correct information. To do this, a team of staff members reviews comments and posts on pages affiliated with the Health Department or its divisions. Material may be deleted or hidden if it meets the classifications within the policy or is otherwise determined to be inconsistent with the values expressed above. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

Resolution #PRG-03-08-2020

Motion to grant a Private Home Sewage Treatment System Variance for 4177 Garling Road, Troy Township

Dallas Ziegler made a motion to grant a private home sewage treatment system variance for the replacement system at 4177 Garling Road, Troy Township. The Variance is permitted by the Ohio Department of Health Home Sewage Treatment system rules, Ohio Administrative Code 3701-29-22. The variance request was made by the homeowner for a replacement home sewage treatment system that does not meet isolation distances due to lot size restrictions. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair

Resolution #FIN-01-08-2020

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 (July 13, 2020):

008. 0208. 520100	LEVY – SUPPLIES	(\$167.07)
008. 0208. 560800	LEVY - ADV. & PRINTING	\$167.07
011. 0211. 520100	WIC – SUPPLIES	(\$19.60)
011. 0211. 560800	WIC - ADV. & PRINTING	\$19.60
012. 0212. 510000	REGISTRAR-SALARIES	(\$827.12)
012. 0212. 540100	REGISTRAR-CONTR. SVCS.	\$827.12
	TOTAL	\$0.00

Tom Milbrodt seconded the motion. No questions voice. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-02-08-2020

Motion to Approve the Contract & Business Associate Agreement with the University of Toledo for conducting Covid-19 Contract Tracing Activities

DJ Mears made a motion to approve the contract & business associate agreement between Wood County Health District and the University of Toledo for the purpose of conducting contract tracing activities to minimize potential spread and adapt to disruptions caused by community spread of Covid-19 for the amount of \$24,610.45. This agreement will allow for University of Toledo to assist with case interviews and contact tracing activities required under the ODH Contact Tracing Grant Agreement SFY2020 that the Wood County Health District was awarded.

Richard Strow seconded the motion. No questions voice. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-03-08-2020

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 2020 Water Pollution Control Loan Fund.

Main & Sons Plumbing, Jeremy Main	\$9,983.00 (19947 Poe Road, Weston, OH)
Main & Sons Plumbing, Jeremy Main	\$17,241.00 (18409 Brim Road, Bowling Green, OH)
Main & Sons Plumbing, Jeremy Main	\$9,844.75 (23051 Lemoyne Road, Perrysburg, OH)

Main & Sons Plumbing, Jeremy Main

\$9,907.00 (14639 Ovitt Road, Perrysburg, OH)

Total \$46,975.75

Bob Midden seconded the motion. DJ Mears questioned how the balance was doing adding to keep up the good work. No further questions voiced. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-04-08-2020

Motion to Approve Rental Agreement with PerryproTech

Nilgun Sezginis made a motion to approve rental agreement with PerryproTech. This agreement will allow PerryproTech to provide new copiers for the Health District. This agreement term is 60 months, at a cost of \$657.00 per month pending prosecutor approval.

Richard Strow seconded the motion. Brief discussion held about previous payment to current payment. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-05-08-2020

Motion to Approve the Revised Patient Financial Responsibility Policy, previously named Waiver of Fees Policy

Nilgun Sezginis made a motion to approve the revised Patient Financial Responsibility Policy, previously named Waiver of Fees Policy. This policy revision is needed to continue to keep the Health Center in compliance with HRSA regulations and requirements.

Tom Milbrodt seconded the motion. Board discussion held adding another reviewer to approve a waiver. Board and finance director, Tracy Henderly agrees the CFO and Patient Accounts manager sign. In one of their absences the CEO will be the second reviewer and signer. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-06-08-2020

Motion to Approve the Revised Pharmacy Pricing Structure Policy

Nilgun Sezginis made a motion to approve the revised Pharmacy Pricing Structure Policy. This policy revision is needed to continue to keep the Health Center in compliance with HRSA regulations and requirements.

Bob Midden seconded the motion. Brief discussion held. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-07-08-2020

Motion to Approve the Provider Services Agreement, Amendment, & Medicaid Addendum with Molina Healthcare of Ohio

Nilgun Sezginis made a motion to approve the Provider Services Agreement, Amendment & Medicaid Addendum with Molina Healthcare of Ohio for medical services.

Richard Strow seconded the motion. Confirmation this is a new contract with Molina. No further questions voiced. A roll call vote was taken. *Motion passed*

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

Resolution #FIN-08-08-2020

Motion to Approve the Huntington Bank Resolution, to update the Signature Cards for the WCHD bank account to Tracy Henderly, removing Ben Batey

Nilgun Sezginis made a motion to approve the Huntington Bank Resolution (see attached) to update the signature card for the Wood County Health Department bank account ending 6351 to Tracy Henderly, removing Ben Batey.

DJ Mears seconded the motion. No questions voiced. A roll call vote was taken. *Motion passed*

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

Board of Health questions, comments and director updates:

Health Commissioner: Amy Jones, Interim Health Commissioner, provided the current COVID19 update adding there is 15-18 cases per day, Ohio continues at alert level orange. It is noted there are a lot of family clusters/private gathering. There is communication between WCHD and Ben Batey, Chief Health Officer, with planning as students begin to return and as fall comes closer. Ben stated they are adding positions to complete contact tracing with BGSU to assist and informed the board of the current campus plan. A brief discussion was held regarding county status and tracing of contacts. A copy of the Strategic Plan draft was provided to the board to review and provide feedback in the next couple weeks. The WCHD would like to bring the final plan to the board for approval at the September board of health meeting.

President and director updates given regarding WIC's move back to the WCHD and the H2O funding and the levy renewal process/preparation.

Ben Robison's first day will be September 2nd and he will be reaching out to partner's and agencies.

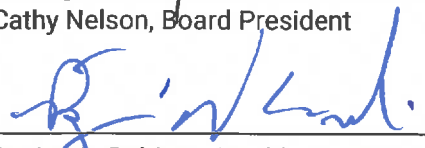
DJ Mears made a motion to adjourn at 7:09pm. Betty Woods seconded the motion. A voice vote was taken. *Motion passed.*



Cathy Nelson, Board President

9/10/20

Date



Benjamin Robison, Health Commissioner
Secretary to the Board

9/10/20

Date

