

BOH September 12, 2019

Initials BB**Wood County Board of Health Minutes
September 12, 2019**

Cathy Nelson, President, called the meeting to order at 6:05 p.m. followed by the Pledge of Allegiance.

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

STAFF PRESENT: Ben Batey, Amy Jones, Tracy Henderly, Patty Beam, Tina Cox, Lana Glore, Diane Krill, Lexie Jacobs.

PUBLIC PRESENT: Marie Thomas, Sentinel-Tribune.

APPROVAL OF MINUTES: Richard Strow made a motion to approve the August 8, 2019 meeting minutes and Bob Midden seconded the motion. Finance and Personnel minutes from August meetings were reviewed and acknowledged. A voice vote was taken. **Motion passed.**

APPROVAL OF WARRANTS: Dr. Milbrodt made a motion to approve the warrants. The motion was seconded by Richard Strow. No questions on report. A roll call vote was taken. **Motion passed.**

Nelson – Y Sezginis – Y Ziegler – Y Rava- Y Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden – Y.

PUBLIC INFORMATION: None.

ACTION ITEMS:**PERSONNEL RESOLUTIONS – Dallas Ziegler****Resolution PER#-01-09-2019****Motion to accept the resignation of Patty Beam**

Dallas Ziegler made the motion to accept the resignation of Patty Beam, Accreditation Coordinator in the Administration Division effective September 13, 2019. Patty has been a valued employee of the department since 2014. Bob Midden seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER#-02-09-2019**Motion to appoint Stephanie Olman to FT SIT**

Dallas Ziegler made a motion to appoint Stephanie Olman to the Full-Time Sanitarian in Training position. Ms. Olman will serve a 180 day probationary period. Ms. Olman will be paid \$19.75 per hour. Ms. Olman's start date will be pending return of a successful background check and verification of registration through the Ohio Department of Health Board of Sanitarian Registration. Carolyn Rava seconded the motion. A roll call vote was taken. **Motion passed.**

Sezginis – Y Ziegler – Y Rava- Y Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden – Y Nelson – Y.

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Initials RS**Resolution PER#-03-09-2019****Motion to abolish positions from the organization Chart**

Dallas Ziegler made the motion to abolish the following vacant positions from the organization chart: Vacant Clerical Specialist under WIC Division and Vacant Account Clerk under Finance Division. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER#-04-09-2019**Motion to approve changes to the Organizational Chart**

Dallas Ziegler made the motion to approve changes to the organization chart effective September 13th 2019. Changes include removal of Patty Beam from the Accreditation Coordinator to vacant position under Administration. Removal of Clerical Specialist position under WIC Division and Account Clerk position under Administration Division due to abolishment. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER #05-09-2019**Motion to grant Private Home Sewage Treatment Variance**

Dallas Ziegler made the motion to grant a Private Home Sewage Treatment System Variance at 13228 Jerry City Road, Liberty Township. The variance is permitted by the Ohio Department of Health Private 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 does not meet isolation distance to driveway requirement. Dr. Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

Resolution PER#-06-09-2019**Motion to appoint Dr. Bushra Aouthmany to FT Chief Dental Officer**

Dallas Ziegler made the motion to appoint Dr. Bushra Aouthmany the Full-Time Chief Dental Officer position. Dr. Aouthmany will serve a 180 day probationary period. Dr. Aouthmany will be paid \$79.98 per hour. Dr. Aouthmany's start date will be pending return of a successful background check. Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**

Ziegler – Y Rava- Y Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden –Y Nelson – Y Sezginis – Y.

Resolution PER#-07-09-2019**Motion to create a Temporary Intermittent PT Administrative Assistant position**

Dallas Ziegler made the motion to create a temporary intermittent part-time Administrative Assistant Position at pay grade 4 to be posted at a pay range of \$16.44 - \$19.73 per hour. Richard Strow seconded the motion. Ben introduced Tina Cox, who works with the health center board and who will be taking on much of the administrative duties Patty was doing. A roll call vote was taken. **Motion passed.**

Rava- Y Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden –Y Nelson – Y Sezginis – Y Ziegler – Y.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

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Resolution #FIN-01-09-2019

Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of \$40,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports; \$40,000.00 – Fund 9 – Sewage. Bob Midden seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-02-09-2019

Motion to Amend 2019 Estimated Resources

Nilgun Sezginis made the motion to amend the 2019 Certificate of Estimated Resources of the District to a new total amount of \$9,596,124.10. This amount includes the following changes of \$61,291.16 in fund revenues at this time (August 15, 2019). Bob Midden seconded the motion. A voice vote was taken.

Motion passed.

008. 0208. 404000	STATE FUNDS	\$11,368.01
010.0210.407000	OTHER RECEIPTS	\$2,250.00
010. 0210. 407500	TRANSFERS	\$40,000.00
011. 0211. 407000	OTHER RECEIPTS	\$25.50
012. 0212. 404000	STATE FUNDS	\$147.65
013. 0213. 407000	OTHER RECEIPTS	\$7,500.00

Resolution #FIN-03-09-2019

Motion to Amend 2019 Appropriations

Nilgun Sezginis made the motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (August 15, 2019). Bob Midden seconded the motion. A voice vote was taken. **Motion passed.**

006. 0206. 520100	NURSING-SUPPLIES	(\$1,500.00)
006. 0206. 564100	NURSING-EQUIPMENT	\$1,500.00
008. 0208. 540100	LEVY - CONTR. SVCS.	\$12,000.00
008. 0208. 564100	LEVY – EQUIPMENT	\$3,800.00
008. 0208. 569900	LEVY - OTHER EXPENSES	\$20,000.00
010. 0210. 564100	PH INFRAST – EQUIPMENT	\$1,500.00
012. 0212. 564100	REGISTRAR – EQUIPMENT	\$2,400.00
018. 0218. 520100	WATER – SUPPLIES	\$400.00
018. 0218. 564100	WATER – EQUIPMENT	\$375.00
018. 0218. 575600	WATER - EMPLY INS	\$4,400.00
029. 0229. 564100	S POOLS – EQUIPMENT	\$225.00
	TOTAL	\$45,100.00

Resolution #FIN-04-09-2019

Motion to Approve 2018 Financial Audit Report

Nilgun Sezginis made the motion to approve the 2018 Financial Audit Report, released on August 13, 2019. Dr. Milbrodt seconded the motion. Richard share report was a bit tough to interpret. Tracy explained there was one financial error in the trial balance schedule which was due to not updating balances from 2018 numbers to 2019 numbers. This caused cash balances to be misclassified. We did not make any changes to our current procedures. It was simply a misclassification on the statement. This was at the financial level, not the federal, so this was explained to us by the Perry & Assoc. auditor as not being as significant. A voice vote was taken.

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Motion passed.

Resolution #FIN-05-09-2019

Motion to Approve Out of State Travel for Katie Barricklow

Nilgun Sezginis made the motion to approve Out of State travel for Katie Barricklow to attend the 2019 Sports Medicine for the Primary Care Physician & Fall Update, October 2nd – 4th, in Ann Arbor, Michigan. Travel reimbursement, hotel accommodations, meal reimbursement, and conference fee of \$600.00 will be paid using HRSA Quality Improvement Award funds. Bob Midden seconded the motion. A roll call vote was taken. **Motion passed.**

Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden – Y Nelson – Y Sezginis – Y Ziegler – Y Rava- Y.

Resolution #FIN-06-09-2019

Motion to Approve FQHC NCC Progress Report-Form 3 Income Analysis, SF-424A Budget Information & Budget Narrative for grant year 7, 2/1/2020-1/31/2021

Nilgun Sezginis made the motion to approve the FQHC NCC Progress Report-Form 3 Income Analysis, SF-424A Budget Information, and Budget Narrative for grant year 7, 2/1/2020-1/31/2021. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-07-09-2019

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

Nilgun Sezginis made the 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 and Benjamin Batey. Bob Midden seconded the motion. A voice vote was taken. **Motion passed.**

***First reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2020. The increase is to get back in line with were fees were at 2015.

***First reading by title only for the proposed Household sewage treatment systems program contractor fee revisions for 2020. ODH Oversees the program and cost methodology is used to determine fees. This will cover costs and alleviate using levy funds.

Questions, Comments, Director Updates:

Cathy made note that the Accounts Receivable looks good. The dental center should see the patient appointments increase with the new dentist starting soon who will work full time. Lexie shared that the credentialing is currently in process to get some insurance companies approved.

HEALTH COMMISSIONER:

The boards' continuing education course to do for this month "Agency Fiscal Management" was reviewed by the board with a good understanding of the financials with the agency. There were no questions. It was advised to reach out to Ben or Tracy with any questions in the future.

Ben will be out of the office next week on Tuesday and Wednesday to attend the AOHC fall conference which will discuss the future for public health in 2020. Opiate overdoses have gone Ben shared but

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suicides have gone up. Mental health is very prevalent. Michigan has outlawed vaping and with the deaths from vaping increasing, this could become a national decision.

Ben has someone in mind for the treasure for the levy committee and once we have the position filled, we will contact the election board.

The county is at 200 years and this will be marketed through the schools so this would be a good opportunity to share the 100 years for the wood county board of health. Ben shared that Pat is planning for 2020 as the formation of the board will celebrate 100 years. An open house and radio spots, commercials and printing cost is outlined in a budget Pat put together that comes to \$9350. Attending the four parades in our area is also mentioned and supplying windbreakers with our logo on them for staff and board members who attend would cost \$1750. The funds would be used for this year's parades and cover plans for public outreach in 2020.

BOARD PRESIDENT: Nothing

EXECUTIVE SESSION:

Nilgun Sezginis hereby moved the board to go into executive session at 6:36 pm for the purpose of discussing imminent court action with the Board of Health's attorney and considering compensation of a public employee and invited Ben, Lana and Tracy. Linda Holmes, Prosecutors office was also invited in. Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**

Rava- Y Apple-Chamberlain – Y Milbrodt – Y Strow – Y Midden –Y Ziegler – Y Nelson – Y Sezginis – Y

Executive session ended at 7:37 pm.

Resolution #FIN=08-09-2019

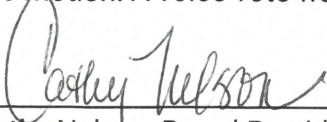
**Motion to adopt the proposed update to the Archer
Pay Grade Schedule**

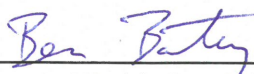
Nilgun Sezginis made the motion to adopt the proposed update to the Archer Pay Grade Schedule and to place all designated employees at their designated step on the schedule with a maximum of ten percent annual increase. The total increase in annual salary costs for the proposed step placement of all employees is \$81,140.92 to be effective pay date September 27, 2019. Dr. Milbrodt seconded the motion. A roll call voice was taken. **Motion passed.**

Milbrodt – Y Strow – Y Midden –Y Nelson – Y Sezginis – Y Ziegler – Y Rava- Y Apple-Chamberlain – Y.

MEETING ADJOURNMENT

Richard Strow made a motion to adjourn the meeting at 7:40 pm and Sonja Apple Chamberlain seconded the motion. A voice vote was taken. **Motion passed.**


Cathy Nelson, Board President


Ben Batey, Health Commissioner
Secretary to the Board

