



WOOD COUNTY BOARD OF HEALTH MINUTES November 14, 2019

Cathy Nelson, President, called the meeting to order 6:00 pm. Cathy introduced guest, Steve Meredith, board member of the Health Center followed by the Pledge of Allegiance.

Richard Strow, Dallas Ziegler, Thomas Milbrodt, Nilgun Sezginis, Bob Midden, Cathy Nelson, DJ BOH present:

Mears, Betty Woods, Carolyn Rava. Absent: Sonja Apple-Chamberlain,

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

Mears, Heather Zimmerman

Public present: Marie Thomas - Sentinel-Tribune, Jan McLaughlin - BG Independent News, Stephen Meredith -

Board member with Wood County Community Health Center

Richard Strow made a motion to approve the October 10, 2019 minutes and Tom Milbrodt seconded the motion. A voice vote was taken with abstentions of Betty Woods and Carolyn Rava. Motion passed.

Approval of warrants: Tom Milbrodt made a motion to approve the warrants and DJ Mears seconded the motion. Roll call vote taken. Motion passed.

Cathy Nelson Y

Bob Midden Y Dallas Ziegler Y

Nilgun Sezginis Y Richard Strow Y

DJ Mears Y

Thomas Milbrodt Y

Abstention: Betty Woods, Carolyn Rava

There was no public information presented. Diane Krill introduced Heather Zimmerman, Part-Time Dental Assistant for the Dental Center.

PERSONNEL - Dallas Ziegler, Chair

Resolution PER#-01-11-2019

Motion to Approve Changes to WIC Infant Breastfeeding **Peer Policy**

Dallas Ziegler made a motion to approve the changes in the WIC Infant Breastfeeding Peer Policy effective 11/15/2019. Changes include the amending of language specifying the Breastfeeding Peer to Breastfeeding staff member so as to allow any member of the WIC breastfeeding staff to have their infant at work while functioning as breastfeeding support staff in order to model breastfeeding practices in WIC clinics. Tom Milbrodt seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#-02-11-2019

Motion to Approve Update of Organizational Chart

Dallas Ziegler made a motion to approve changes to the organization chart effective November 14th, 2019. Changes include addition of created position of Part-Time Intermittent Administrative Assistant under Administration, Creation Part-Time Intermittent Dental Assistant in the Health Center Division and appointment of Heather Zimmerman to this position.





Richard Strow seconded the motion. Motion passed.

Resolution #PER-03-11-2019

Motion to create a Temporary Intermittent Part Time Clerical Service Assistant position in the Health Center Division.

Dallas Ziegler made a motion to create a Temporary Intermittent Part-Time Clerical Service Assistant position at a pay grade 3, to be posted at a pay range of \$15.34 - \$18.41 per hour in the Health Center Division. This position cannot exceed 1,000 hours annually and must be appointed yearly. DJ Mears seconded the motion. Voice vote was taken. *Motion passed*.

Cathy asked someone speak on the net effect of the new positions to the Health Center. Nilgun commented one position was to replace an employee resigning, the addition of a peer coach in Behavioral Health will be paid through HRSA, the CSA Spanish Interpreter will be hired to help with Spanish speaking patients in the Health and Dental Center in hopes of replacing the use of language line so there is a face to face contact.

Resolution #PER-04-11-2019

Motion to create a Full-Time Peer Wellness Coach position in the Health Center Division.

Dallas Ziegler made a motion to create a Full Time Peer Wellness position at a pay grade of 6, to be posted at a pay range of \$18.65 - \$22.38 per hour in the Health Center Division. This position was budgeted and approved through the HRSA Integrated Behavioral Health Services supplemental funding award. Richard Strow seconded the motion. Voice vote was taken. *Motion passed*.

Resolution #PER-05-11-2019

Motion to create a Part-time Clerical Service Assistant-Spanish Interpreter position in the Health Center Division.

Dallas Ziegler made a motion to create a Part-Time Clerical Service Assistant-Spanish Interpreter position at a pay grade of 3 to 4, depending on the applicant's qualifications and licensures. The pay for this position will range from \$15.34 - \$19.73. This position will be in the Health Center Division and was budgeted and approved through the HRSA Integrated Behavioral Health Services supplemental funding award. DJ Mears seconded the motion. Voice vote was taken. *Motion passed*.

Resolution #PER-06-11-2019

Motion to create a Full-Time Expanded Function Dental Assistant position in the Health Center Division.

Dallas Ziegler informed the board this resolution would be tabled per the Personnel Committee upon recommendation of Dr. Aouthmany as the time is not right to add this position.





FINANCE - Nilgun Sezginis, Chair

Resolution #FIN-01-11-2019

Motion to Transfer Funds

Nilgun made a motion to approve the electronic transfer of \$46.00 to the Wood County Justice Center for the 3rd Quarter 2019 for employee background checks by electronic fingerprinting from the following funds. Bob Midden seconded the motion. Roll call vote taken. *Motion passed*.

\$46.00 - Fund 13 - FQHC

Cathy Nelson Y

DJ Mears Y

Nilgun Sezginis Y

Betty Woods Y

Dallas Zigler Y

Carolyn Rava Y

Tom Milbrodt Y

Richard Strow Y

Bob Midden Y

Resolution #FIN-02-11-2019

Motion to Amend 2019 Estimated Resources

Nilgun made a motion to amend the 2019 Certificate of Estimated Resources of the District to a new total amount of \$9,623,344.55. This amount includes the following changes of \$27,220.55 in fund revenues at this time (October 9, 2019):

008.0208.405500

INDIRECT/OVERHEAD REVENUE

Nilgun made a motion to amend the 2019 Certificate of Estimated Resources of the District to a new total amount of \$9,628,344.55. This amount includes the following changes of \$5,000.00 in fund revenues at this time (October 22, 2019):

018. 0218. 407500

TRANSFERS

DJ Mears seconded the motion. Roll call vote taken. Motion passed.

Cathy Nelson Y

DJ Mears Y

Nilgun Sezginis Y

Betty Woods Y

Dallas Zigler Y

Carolyn Rava Y

Tom Milbrodt Y

Richard Strow Y Bob Midden Y

Resolution #FIN-03-11-2019

Motion to Amend 2019 Appropriations

Nilgun made a motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (October 10, 2019):

018. 0218. 569600

WATER - MEDICARE

\$150.00

021. 0221. 567600

PERSONAL CARE - INDIRECT/OVERHEAD

\$27,220.45

021. 0221. 569900

PERSONAL CARE - OTHER EXPENSES

(\$830.43)

TO

TOTAL \$26,540.02

Nilgun made a motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (October 22, 2019):

006. 0206. 510000

NURSING-SALARIES

(\$1,700.00)

006. 0206. 550100

NURSING-TRAVEL & EXP.

\$200.00





006. 0206. 569900 007. 0207. 520100 007. 0207. 510000 008. 0208. 510000 008. 0208. 575600 013. 0213. 510000 025. 0225. 510000 025. 0225. 540100 025. 0225. 569900 028. 0228. 520100 028. 0228. 520100 028. 0228. 571500 028. 0228. 571500 028. 0228. 575600 029. 0229. 572900 029. 0229. 572900 029. 0229. 579900 029. 0229. 571500 007. 0207. 510000 007. 0207. 569600 007. 0207. 575600 007. 0207. 575600 010. 0210. 569600 010. 0210. 569600 010. 0210. 569600 010. 0210. 571500 011. 0211. 550100 011. 0211. 550100 011. 0211. 575600 011. 0211. 575600 012. 0212. 571500 012. 0212. 571500 012. 0212. 575600 013. 0212. 575600 014. 0212. 575600 015. 0212. 575600 016. 0212. 575600 017. 0212. 575600 018. 0218. 569600 018. 0218. 569600 018. 0218. 569900 018. 0218. 569900 018. 0218. 569900 018. 0218. 569900 018. 0218. 569900 018. 0218. 569900	NURSING-OTHER EXPENSES ENVIRONMENTAL – SUPPLIES ENVIRONMENTAL-SALARIES LEVY – SALARIES LEVY - EMPLY INS. FQHC-SALARIES FQHC-OTHER EXPENSES FOOD SERV – SALARIES FOOD SERV – CONTR. SVCS FOOD SERV - OTHER EXPENSES MCH – SUPPLIES MCH – SALARIES MCH – MEDICARE MCH – P.E.R.S. MCH - EMPLY INS. S POOLS - REMIT TO STATE S POOLS - OTHER EXPENSES S POOLS - P.E.R.S. ENVIRONMENTAL-SALARIES ENVIRONMENTAL-MEDICARE ENVIRONMENTAL-OTHER EXPENSES ENVIRONMENTAL-P.E.R.S. ENVIRONMENTAL-EMPLY INS. PH INFRAST – SALARIES PH INFRAST – MEDICARE PH INFRAST – P.E.R.S. WIC – SALARIES WIC - CONTR. SVCS. WIC - TRAVEL & EXP. WIC - EMPL INS. REGISTRAR-SALARIES REGISTRAR-P.E.R.S. REGISTRAR-P.E.R.S. REGISTRAR-EMPLY INS. WATER – SALARIES WATER – SALARIES WATER – MEDICARE	\$50.00 \$50.00 \$500.00 \$6,500. \$5,000. \$50.00 \$12,000 \$750.00	\$2,000.00 (\$1,500.00) \$1,500.00 (\$8,500.00) \$8,500.00 (\$2,200.00) \$500.00 (\$6,370.00) \$5,000.00 \$70.00 \$70.00 \$70.00 \$225.00 \$225.00 \$250.00 \$5,000.00 (\$475.00) \$225.00 \$250.00 \$1,650.00 \$3,600.00 \$1,650.00
018. 0218. 569900 018. 0218. 571500	WATER - OTHER EXPENSES WATER - P.E.R.S.		\$450.00 \$1,150.00
018. 0218. 575600	WATER - EMPLY INS TOTAL	\$75,705	\$1,900.00

Nilgun made a motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (October 29, 2019):

009. 0209. 575600

SEWAGE - EMPLY INS.

\$6,000.00

TOTAL

\$6,000.00





Resolution #FIN-07-11-2019

Motion to adopt the Wood County Health
Department Retail Food Establishment and
Food Service Operation Program Fees

Nilgun made a motion to adopt the Wood County Health Department Retail Food Establishment and Food Service Operation Fees. Bob Midden seconded the motion. Voice vote taken. No abstentions. *Motion passed*.

Resolution #FIN-08-11-2019

Motion to adopt the Wood County Health
Department Household Sewage Treatment

Contractor Fees

Nilgun made a motion to adopt the Wood County Health Department Sewage Treatment Contractor Fees. Bob Midden seconded the motion. Voice vote taken. No abstentions. *Motion passed*.

Resolution #FIN- 09-11-2019

Motion to Approve Contract with S&S Cleaning

Nilgun made a motion to approve the contract with S & S Cleaning for building cleaning services up through December 31, 2020. The total annual contract is not to exceed \$27,300.00. This consists of \$2,100.00 to be paid monthly for janitorial services. Bob Midden seconded motion. Roll call vote taken.

Cathy Nelson Y

DJ Mears Y

Nilgun Sezginis Y

Betty Woods Y

Dallas Zigler Y

Carolyn Rava Y

Tom Milbrodt Y

Richard Strow Y

Bob Midden Y

***Third and Final Reading of the Wood County Health Department Retail Food Establishment and Food Service Operation Fees

***Third and Final Reading of the Wood County Health Department Household Sewage Treatment System Contractor Fees

BOARD OF HEALTH QUESTIONS, COMMENTS AND DIRECTOR UPDATES

- Richard Strow, Board of Health member spoke in follow up regarding a conversation about a prisoner at
 County jail needing dental care. Ben spoke with Rhonda in Social Services and followed up on this case.
 Diane added they have seen incarcerated patients in the past as long as they are brought here to the
 center from the correction facility. Brief discussions held for clarification regarding a couple restaurant
 inspection report and repeat offenders, grants and levy.
- Health Commissioner: Ben highlighted a recent meeting with ODH Director and 6 other Health
 Commissioners and legislators regarding public health in general, the needs of public health and the
 poor funding verses expectations of public health. Information also provided regarding upcoming
 holiday parade involvement and activities arranged around the 100 yr. celebration of public health.
 Discussion and agreement held to provide a main dish for the staff holiday potluck and agreement to
 once again close the department early on Christmas Eve at 12:30. Finance meeting discussed and will
 now start at 5:15. A reminder of the end of year special meeting and agreed to December 31st, 1:00pm,
 Bob, DJ, Dallas, Tom, Betty and Carolyn stated they can make it.

Resolution #FIN-10-11-2019





Motions seconded by DJ Mears. Roll call vote taken. Motion passed.

Cathy Nelson Y Dallas Zigler Y DJ Mears Y Carolyn Rava Y Nilgun Sezginis Y Tom Milbrodt Y Betty Woods Y Richard Strow Y

Bob Midden Y

Resolution #FIN-04-11-2019

Motion to approve the revised October Warrant Summary Total

Nilgun made a motion to approve the revised October Warrant summary total from \$102,455.12 to \$102,475.07. The increase of \$19.95 was to the Bank of America vendor. Additional charges were processed after the warrant summary report was printed. Paying the additional \$19.95 at the time it was due saved the Health Department approximately \$50.00 in interest charges and late fees that we would have incurred had the \$19.95 not been paid. Richard Strow seconded. Roll call vote taken. *Motion passed*.

Cathy Nelson Y

DJ Mears Y

Nilgun Sezginis Y

Betty Woods Y

Dob Mide

Dallas Zigler Y

Carolyn Rava Y

Tom Milbrodt Y

Richard Strow Y

Bob Midden Y

Resolution #FIN-05-11-2019

Motion to Approve Out of State Travel for Clay Lilly & Diane Krill

Nilgun made a motion to approve Out of State travel for Clay Lilly & Diane Krill to attend the CFO Grants Management training, November 19th & 20th, in Indianapolis, Indiana. Travel reimbursement, hotel accommodations, meal reimbursement, and the training fee all totaling to approximately \$3,000.00 will be paid using HRSA Quality Improvement Award Funds. Richard Strow seconded the motion. Roll call vote taken. *Motion passed.*

Cathy Nelson Y Dallas Zigler Y DJ Mears Y Carolyn Rava Y Nilgun Sezginis Y Tom Milbrodt Y Betty Woods Y Richard Strow Y

Bob Midden Y

Resolution #FIN-06-11-2019

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

Nilgun 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. DJ Mears seconded motion. Roll call taken. *Motion passed*.

Main & Sons Plumbing, Jeremy Main

\$ 11,435.00 (17192 Bays Road, Liberty Twp.)

Total for Main & Sons

\$ 11,435.00

Mastin Site Services, Cody Mastin

\$ 14,908.00 (8010 Main Road, Webster Twp.)

Total for Mastin Site Services \$ 14,908.00

Motion by __

Second by _____

Cathy Nelson Y

DJ Mears Y

Nilgun Sezginis Y

Betty Woods Y Richard Strow Y

Bob Midden Y

Carolyn Rava Y





Bob Midden made a motion for the purpose of employee retention that \$150.00 will be allocated toward the employee holiday potluck and also to dismiss staff early at 12:30pm on Christmas Eve, December 24th. Richard Strow seconded the motion. Roll call vote taken. DJ Abstained. *Motion passed*.

Cathy Nelson Y

DJ Mears Abstained

Nilgun Sezginis Y

Betty Woods Y

Dallas Zigler Y

Carolyn Rava Y

Tom Milbrodt Y

Richard Strow Y

Bob Midden Y

Ben added the Strategic Plan 3 yr. mark is coming to a close and Margaret with PHSCO will be attending the December board meeting at 6:30pm for about an hour. This will also include the Health Center board to fully discuss future goals and visions. A S.W.O.T analysis has been sent to everyone and appreciate your input.

CE discussion - Board members and the Media

Ben addressed the board with a suggestion to potentially utilize PHSCO for the Accreditation Coordinator position. Board voiced in agreement with Ben to pursue looking into this further.

• President - No items

Meeting Adjournment: DJ Mears made a motion to adjourn at 7:05pm. Richard Strow seconded the motion. Voice vote taken. *Motion passed*.

Cathy Nelson, Board President

Ben Batey, Health Commissioner Secretary to the Board

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