

Board of Health Meeting Minutes January 14, 2021

The January board of health meeting was held virtual through GoToMeeting due to the current COVID19 pandemic.

Cathy Nelson, Board President, called the meeting to order at 6:00pm. Roll call attendance was taken.

BOH Present: Bob Midden, DJ Mears, Tom Milbrodt, Cathy Nelson, Carolyn Rava, Nilgun Sezginis, Betty Woods, Dallas Ziegler, Richard Strow.

Staff Present: Amy Jones, Diane Krill, Jackie Mears, Lexie Jacobs, Lana Glore, Ben Robison, Tracy Henderly, Julie Kauffman, Tina Cox, Jessica Crouch

Guests: Debbie Rogers – Sentinel Tribune; Jan McLaughlin – BG Independent News; Mark Sperry and Stephen Meredith– WC Community Health Center Board President; Allison Batey – WCHD Independent Contact Tracer Supervisor; Ben Batey - BGSU

Approval of minutes: Betty Woods made a motion to approve the December 10, 2020 minutes. Carolyn Rava seconded the motion. Voice vote was taken. *Motion passed*

Betty Woods made a motion to approve the December 31, 2020 minutes. Tom Milbrodt seconded the motion. Correction to the minutes Bob Midden voted in favor and did not abstain. Voice vote was taken. *Motion passed*

Approval of Warrants: Tom Milbrodt made a motion to approve the warrants. DJ 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Board President addressed and introduced new Finance Secretary, Jessica Crouch and CHC Board President, Stephen Meredith.

Public Comment: None

PROGRAM – Dallas Ziegler, Chair

Resolution PRG#01-01-2021

Motion to grant a Private Home Sewage Treatment System Variance for 29659 E. Broadway, Lake Township

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 29659 E. Broadway, Lake Township. The variance is permitted by the Ohio Department of Health 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 cannot meet requirements in OAC 3701-29 in reference to spacing between trenches and length along contour. The reason this variance is requested is due to the lack of a viable outlet tile and adequate space on the property. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed*

Resolution #PRG-02-01-21**Motion to Approve the Wood County Health Districts Revised Records Retention Schedule.**

Dallas Ziegler made a motion to approve the Wood County Health Districts Revised Records Retention Schedule dated 12/2020. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair**Resolution PER# 01-01-2021****Motion to appoint Gaytsdalia Otley to the Part-Time Clinical Service Assistant-Spanish Interpreter position**

Dallas Ziegler made a motion to appoint Gaytsdalia Otley to the Part-Time Clinical Services Assistant position. Ms. Otley will be paid at Grade 4, Step 1 at the rate of \$16.77 per hour and will serve a 180-day probationary period. DJ Mears 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution PER# 02-01-2021**Motion to approve Update of Organizational Chart Effective January 14th, 2021**

Dallas Ziegler made a motion to approve the updated organizational chart to include changes of Kendra wise from Sanitarian in Training to Registered Sanitarian and addition of Lisa Frost to the vacant Part-Time Intermittent Clinical Service Assistant position. Bob Midden seconded the motion. *Motion passed*

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

FINANCE – Nilgun Sezginis, Chair**Resolution #FIN-01-01-2021****Motion to Modify the Agreement between Wood County Health District and the following independent contractors.**

Nilgun Sezginis made a motion to modify the agreement between Wood County Health District and the independent contractors for the updated amounts listed below. These independent contractor positions will continue to assist with COVID-19 response to minimize potential spread and adapt to disruptions caused by community spread of COVID-19.

The modified rate is listed for each independent contractor. The term remains unchanged.

COVID-19 Response Team Member:

- Hiba Abu-Haltam, contract ending January 31, 2021, increased to an amount not to exceed \$3,250 (+\$1,000).
- Morolayo Oyadiran, contract ending January 31, 2021, increased to an amount not to exceed \$3,250 (+\$1,000).
- Jennifer Hayes, contract ending June 30, 2021, increased to an amount not to exceed \$24,785.71 (+\$11,785.71).

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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Ben Robison provided a brief update on the status of contact tracing and the need to increase these tracer's status.

Resolution #FIN-02-01-2021

Resolution for Approval of Invoices from Independent Contractors Who Are Supporting Response to COVID-19

Nilgun Sezginis made a motion to approve a resolution to streamline the approval of invoices from independent contractors hired to support response to COVID-19. The Board of Health authorizes the Wood County Health Department to approve invoices from these individuals and submit these invoices to the Auditor's Office for payment. The Wood County Health Department is only authorized to approve and submit invoices for payment if they meet the following criteria:

1. The individual to whom the independent contractor reports affirms that the invoice amount corresponds to the work performed;
2. The invoice must not be greater than 50% above the anticipated amount listed in the Weekly Invoice Projections document;
3. Approval of the invoice must not result in total payments to the independent contractor exceeding the maximum contract amount.

Wood County Health Department shall maintain and provide to the Board of Health an updated Weekly Invoice Projections document with the materials for each regular meeting of the Board.

This resolution shall remain in effect until rescinded by the Board of Health. (*Weekly Invoice Projections document attached*). Betty Woods 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution #FIN-03-01-2021

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 (December 31, 2020):

| | | |
|-------------------|-------------------|--------------|
| 006. 0206. 564100 | NURSING-EQUIPMENT | (\$1,820.00) |
| | TOTAL | (\$1,820.00) |

Betty Woods 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution #FIN-04-01-2021

Motion to Amend 2020 Estimated Resources

Nilgun Sezginis made a motion to amend the 2020 Certificate of Estimated Resources of the District. This amendment includes the following changes, net total of \$0.00, to fund revenues at this time (December 31, 2020):

| | | |
|-------------------|------------------|---------------|
| 006. 0206. 406800 | FEES | \$6,100.00) |
| 006. 0206. 406802 | FEES-MEDICAID | (\$2,100.00) |
| 006. 0206. 406803 | FEES-INSURANCE | (\$4,000.00) |
| 013. 0213. 406800 | FEES | \$130,000.00 |
| 013. 0213. 406801 | FEES – MEDICARE | (\$45,000.00) |
| 013. 0213. 406802 | FEES – MEDICAID | (\$50,000.00) |
| 013. 0213. 406803 | FEES – INSURANCE | (\$35,000.00) |

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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution #FIN-05-01-2021

Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund / H2Ohio 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 / H2Ohio Loan Fund.

Main & Sons Plumbing, Heating, & AC, Jeremy Main \$12,467.88 (4177 Garling Road, Troy Twp.)

Total for Main & Sons \$12,467.88

Mastin Site Service, Cody Mastin \$13,143.00 (7915 Milton Road, Milton Twp.)

\$11,335.00 (13994 Five Point Road, Middleton Twp.)

Total for Mastin Site Services \$24,478.00

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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution #FIN-06-01-2021

Motion to rescind resolution #03-10-2020 in which the board approved, pending Prosecutor's approval, the Master Agreement between Abbott Rapid Dx North America, LLC and the Wood County Combined General Health District.

Nilgun Sezginis made a motion to rescind resolution #03-10-2020 in which the board approved, pending Prosecutor's approval the Master Agreement between Abbott Rapid Dx North America, LLC and the Wood County Combined General Health District. This agreement is no longer needed due to other

testing options becoming available at a lower cost. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Resolution #FIN-07-01-2021

Motion to rescind resolution #04-10-2020 in which the board approved, pending Prosecutor's approval, the Companion Agreement to Master Agreement between Abbott Rapid Dx North America, LLC and the Wood County Combined General Health District.

Nilgun Sezginis made a motion to rescind resolution #04-10-2020 in which the board approved, pending Prosecutor's approval the Companion Agreement to Master Agreement between Abbott Rapid Dx North America, LLC and the Wood County Combined General Health District. This agreement is no longer needed due to other testing options becoming available at a lower cost. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Resolution #FIN-08-01-2021

Motion to Approve PHSCO Accreditation Coordinator Agreement, pending Prosecutor's approval

Nilgun Sezginis made a motion to approve the Accreditation Coordinator Agreement with (Public Health Services Council of Ohio), PHSCO, pending Prosecutor's approval. 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 January 1, 2021 and shall remain in full force through December 31, 2021, with an amount not to exceed \$9,204.00, for an average of 4 hours per week, i.e., 208 hours per year, at an hourly rate of \$44.25. Tom Milbrodt 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Resolution #FIN-09-01-2021

Motion to Approve an Agreement with the Hospital Council of Northwest Ohio

Nilgun Sezginis made a motion to approve an agreement with the Hospital Council of Northwest Ohio to conduct the 2021 Wood County Community Health Assessment (CHA). The Wood County Health Department is partnering and splitting the cost with the Wood County Hospital in this agreement totaling no more than \$82,000. The Wood County Health Department's portion of the cost is not to exceed \$41,000. Dallas Ziegler 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

I. BOH Questions / comments:

- A brief discussion was held regarding concession stand fees/licensure, CHC patient numbers and CHC revenue and contact tracer invoice spread sheets. Ben added the board will receive this report monthly. Bob Midden proposed the Accounts Receivable policy be reviewed to assure that we are

able to serve as many as possible regardless of pay. DJ Mears will follow up further with Environmental Supervisor regarding concession stand fees.

II. Health Commissioner:

- Ben reported 1200 doses vaccine have been received, 100 doses moved to WCH in the first week to serve their critical hospital staff, leaving 1100 remaining. 50 doses for reserve, WCHD has distributed or administered 1,050 doses. Wood County now has 14 total Pandemic Providers to administer these vaccines, note that two are the HD and the Health Center. As more vaccines are allotted, more of our county partners involvement will increase. The WCHD webpage will provide an updated provider list with numbers and links in Wood County providing the vaccine. As soon as a provider runs out of vaccine, we will be notified, and the webpage will be updated. The Wood County Committee of Aging and 211 have been a huge support. Ben announced 2nd doses have been received and we will be receiving Pfizer along with the Moderna vaccine and assured the board we are fully ready to handle both in regard to storing and administering. 80 and older will be served this week with 75 and older next week with still about 400 tier 1A still to serve and will continue to be added. Home delivery is also being planned in order to administer to those community members who are home bound. Ben added scheduling does not open until that tier opens each week and that supply is way lower than demand.

Nilgun Sezginis made a motion at 7:20 p.m. the Board go into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, official, licensee or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing. Dallas Ziegler 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
Tom Milbrodt Y Bob Midden Y Richard Strow Y

Betty Woods made a motion at 7:45 p.m. to come out of executive session. Carolyn Rava seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

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

Resolution #FIN-10-01-2021

Motion to Approve Step Increases, 2.5% increase to the wage scale & 1% increase to employees that are red lined.

Nilgun Sezginis made a motion to approve step increases totaling \$37,986.08 and add 2.5% COLA to the wage scale, & 1% increase to employees that are red lined, effective payroll check date of January 29, 2021. Richard Strow seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

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

Resolution #FIN-11-01-2021

Motion to Approve a one-time Thank You Payment of \$500.00 to Full-Time Employees & \$250.00 to Part-Time Employees

Motion to approve a one-time Thank You payment to Wood County Health Department employees, who received a paycheck on the payroll dated 1/15/2021. This would be a one-time

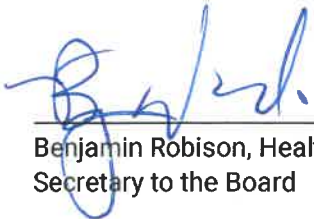
payment of \$500.00 to full-time employees & a one-time payment of \$250.00 to part-time employees, to be paid on the payroll check date of 1/29/2021. Richard Strow seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*


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

Betty Woods made a motion to adjourn at 7:54 p.m. Dallas Ziegler seconded the motion.
Motion passed


Cathy Nelson, Board President


Date


Benjamin Robison, Health Commissioner
Secretary to the Board


Date

