

Board of Health Meeting Minutes August 12, 2021

The August Board of Health meeting was held both in person at Wood County Health Department.

Cathy Nelson, Board President, called the meeting to order at 5:31 pm followed by the Pledge of Allegiance.

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

Staff Present: Amy Jones, Diane Krill, Lexie Jacobs, Clay Lily, Lana Glore, Ben Robison, Tracy Henderly, Tina Cox

Guests: Debbie Rogers – Sentinel Tribune; Jan Larson McLaughlin – BG Independent News

Approval of minutes: Bob Midden made a motion to approve the July 15th, 2021 minutes. Tom Milbrodt seconded the motion. Voice vote was taken. *Motion passed*

Approval of Warrants: Bob Midden made a motion to approve the warrants. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

Public Comment: None

PROGRAM – Dallas Ziegler, Chair

Resolution PRG#01-08-2021 Motion to grant a Private Home Sewage Treatment System Variance for 28735 Lemoyne Road, Lake Township

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 28735 Lemoyne Road, 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 length along contour trenches due to lot limitations. Betty Woods seconded the motion. A roll call vote was taken. *Motion passed*

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

PERSONNEL – Dallas Ziegler, Chair

Resolution PER#01-08-2021 Motion to Accept the Resignation of Jillan Bodey

Dallas Ziegler made a motion to accept the resignation of Jillan Bodey, Registered Sanitarian-Environmental Division effective August 12th, 2021. Ms. Bodey has been a valued member of the department since 2012. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER#02-08-2021 Motion to reappoint of 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. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER#03-08-2021 Motion to approve Update of Organizational Chart Effective July 31st, 2021

Dallas Ziegler made a motion to approve the updated Organizational Chart. Changes include addition of newly created position of Public Health Information and Education Manager position. Removal of Alex Aspacher from to Community Outreach Coordinator to vacant and removal of Rhonda Stoner from the Social Worker III to vacant effective July 31st, 2021. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER#04-08-2021 Motion to accept the resignation of Darlene Beggs

Dallas Ziegler made a motion to accept the resignation of Darlene Beggs, Public Health Nurse II in the Health Promotion and Preparedness Division effective November 30th, 2021. Ms. Beggs has been a valued member of the department since 2004. Carolyn Rava seconded the motion. Board asked it be noted this is due to the employee retiring. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair

Resolution FIN#01-08-2021 Motion to Amend 2021 Estimated Resources

Nilgun Sezginis made a motion to amend the 2021 Certificate of Estimated Resources of the District to a new total amount of \$13,747,890.13. This amount includes the following changes of \$479,046.14 in fund revenues as of this time (July 20, 2021):

| | | |
|-------------------|-----------------|--------------|
| 008. 0208. 405100 | FEDERAL FUNDS | \$460,000.00 |
| 008. 0208. 407000 | OTHER RECEIPTS | \$957.02 |
| 008. 0208. 407500 | TRANSFERS | \$11,314.12 |
| 029. 0229. 406800 | SWIM POOLS-FEES | \$6,775.00 |

Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN#02-08-2021 Motion to Amend 2021 Appropriations

Nilgun Sezginis made a motion to amend the 2021 annual appropriations of the District. The following changes in fund appropriations are needed at this time (July 20, 2021):

| | | |
|------------------|-----------------------------|----------------|
| 007. 0207.550100 | ENVIRONMENTAL-TRAVEL & EXP. | \$100.00 |
| 008. 0208.540100 | LEVY - CONTR. SVCS. | (\$300,000.00) |
| 008. 0208.560800 | LEVY - ADV. & PRINTING | \$50,000.00 |
| 008. 0208.569900 | LEVY - OTHER EXPENSES | \$15,000.00 |
| 009. 0209.540100 | SEWAGE – CONTR. SVCS | \$67,000.00 |
| 013. 0213.520100 | FQHC-SUPPLIES | \$35,000.00 |
| 029. 0229.550100 | S POOLS – OTHER EXPENSES | \$150.00 |
| | TOTAL | (\$132,750.00) |

DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN#03-08-2021 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 \$18,955.00 (18391 Brim Road, Plain Twp.)

Total for Main & Sons \$18,955.00

Eric Palmer Trucking & Excavating, Eric Palmer \$ 9,572.00 (12563 Emerson Road, Portage Twp.)

Total for Eric Palmer Trucking & Excavating \$ 9572.00

Mastin Site Services, Cody Mastin \$14,260.00 (5942 Isch Road, Lake Twp.)
\$ 2046.00 (5329 Orchard Place, Lake Twp.)
\$16,672.00 (29345 East Broadway, Lake Twp.)
\$20,916.00 (2941 Joseph Road, Troy Twp.)

Total for Mastin Site Services \$53,894.00

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

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

Resolution FIN#04-08-2021 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 2021 Water Pollution Control Loan Fund / H2Ohio Loan Fund.

Mastin Site Services, Cody Mastin \$17,482.00 (27241 Lime City Road, Perrysburg Twp.)

Total for Mastin Site Services \$17,482.00

Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN#05-08-2021 Motion to Approve the FQHC Federal Financial Report (FFR) for Period Ending 4/30/2021

Nilgun Sezginis made a motion to approve the Federal Financial Report (FFR) for FY 2020 Expanding Capacity for Coronavirus Testing (ECT), Period Ending ~~4/30/21~~ correction to read 10/31/2021, for the Wood County Community Health Center, ~~including carryover request~~ correction to state a no cost extension total of \$48,596.58. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN#06-08-2021 Motion to Approve the FQHC Federal Financial Report (FFR) for Period Ending 3/14/2021

Nilgun Sezginis made a motion to approve the Federal Financial Report (FFR) for FY 2020 Coronavirus Supplemental Funding for Health Centers, Period Ending 3/14/21 for the Wood County Community Health Center. All funds from this award, totaling \$51,784.00 were expensed/obligated by the ending date.

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

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

Resolution FIN#07-08-2021 Motion to Approve the FQHC Federal Financial Report (FFR) for Period Ending 3/31/2021

Nilgun Sezginis made a motion to approve the Federal Financial Report (FFR) for Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, Period Ending 3/31/21 for the Wood County Community Health Center. All funds from this award, totaling \$531,965.00 were expensed/obligated by the ending date. Betty Woods seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN#08-08-2021 Motion to Extend the MOU between WCHD and BGSU for Contact Tracing

Nilgun Sezginis made a motion to extend the MOU between BGSU and WCHD for contact tracing support until August 31, 2022, with a provision for automatic renewal, unless terminated. This extension will be at no additional cost to WCHD. DJ Mears seconded the motion. A roll call vote was taken. Bob Midden abstained *Motion passed*

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

I. Board questions/comments to directors

- Brief discussion was held regarding violations at a restaurant as well as mosquito's and the west nile virus. Environmental Director stated the guidelines are being messaged about using proper protectant spray, FDA approved insecticide to prevent breeding and to try to stay indoors after dusk adding next year they will look at funding again with BGSU.
- AR report was discussed highlighting the posting of some payments have yet to be entered for the Health Center.
- WIC set up a breast-feeding station at the WC Fair which was highly utilized and received a lot of positive comments.

II. Health Commissioner

a. Department Directors continue evaluating long term staffing needs in regard to this building project and space needs as well as expenses and budgets, funding and partnerships.

b. Sequencing in the COVID-19 tests are being started to check for the Delta variant adding once it takes root it will be the dominant variant which shows to be more contagious and transmittable. Likely due to the increase in cases in the county, this variant is likely here. Wood County shows 60% of those eligible are fully vaccinated. School guidance for schools will be released on Monday as well as a press briefing next week. School base vaccine clinics are also being offered with hope for strong uptake. Lengthy discussion held regarding the new variant as well as possible booster and 3rd doses being offered.

c. WCHD has been awarded \$300,000 by the CDC Workforce Development Grant in a 2-year period to help build compacity on a long-term basis.

DJ Mears made a motion to go into executive session at 6:55 p.m. for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Dallas Ziegler seconded the motion. A roll call vote was taken. Motion passed. Director's and Julie Kauffman were invited.

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

Richard Strow made a motion at 7:31 p.m. to return to regular session seconded by Betty Woods. A roll call vote was taken. Motion passed

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

Board President called the meeting to order with the following added resolutions and motions:

PER#05-08-2021 Motion to appoint Elizabeth Peery to the full-time Public Health Information and Education Manager position

Richard Strow made a motion to appoint Elizabeth Peery to the full-time Public Health Information and Education Manager position. Ms. Peery will be paid at Grade 13, Step 8 at the rate of \$36.55 per hour and will serve a 180-day probationary period. Betty Woods seconded the motion. A roll call vote was taken. *Motion passed*

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

PER#06-08-2021 Motion to regrade Kelly Bechstein in her role as the Assistant Environmental Health Director

DJ Mears made a motion to regrade Kelly Bechstein in her role as the Assistant Environmental Health Director. Ms. Bechstein will be moved to Grade 14, Step 7 at the rate of \$37.07 per hour. Carolyn Rava seconded the motion. A roll call vote was taken. *Motion passed*

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

PER#07-08-2021 Motion to regrade Pat Snyder and update her title to Assistant Director of Health Promotion and Preparedness

Dallas Ziegler made a motion to regrade Pat Snyder and update her title to Assistant Director of Health Promotion and Preparedness. Ms. Snyder will be moved to Grade 14, Step 7 at the rate of \$37.07 per hour. Betty Woods seconded the motion. A roll call vote was taken. *Motion passed*

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

PER#08-08-2021 Motion to change the title of WIC Director to Nutrition Director and change the name of WIC Division to Nutrition Division

Richard Strow made a motion to change the title of "WIC Director" to "Nutrition Director" and change the name of the WIC Division to the Nutrition Division. These changes reflect the intention to expand nutrition services beyond WIC. Ms. Mears will remain at her current Grade and Step in the pay scale. Carolyn Rava seconded the motion. A voice vote was taken. DJ Mears abstained. *Motion passed*

PER#09-08-2021 Motion to create a WIC Program Manager position

Richard Strow made a motion to create a WIC Program Manager position. This position will report to the Nutrition Director and be compensated at Grade 12. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

PER#10-08-2021 Motion to create an Environmental Assistant II position

Richard Strow made a motion to create an Environmental Assistant II position. This position will report to the Assistant Director of Environmental Health and be compensated at Grade 4. Tom Milbrodt seconded the motion. *Motion passed*

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

PER#11-08-2021 Motion to change the title of "Secretary" in the Environmental Health Division to "Environmental Health Assistant"

Richard Strow made a motion to change the title of "Secretary" in the Environmental Health Division to "Environmental Health Assistant". Current position holders will remain at their current Grade and Step in the pay scale. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

Richard Strow made a motion to adjourn at 7:31 p.m. Betty Woods seconded the motion. *Motion passed*



Cathy Nelson, Board President

9/9/21

Date



Benjamin Robison, Health Commissioner
Secretary to the Board

9/15/21

Date