

Board of Health Meeting Minutes October 14, 2021

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

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

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

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

Guests: Debbie Rogers – Sentinel Tribune; Andy Bucher – Public; Laura Winters - Public

Approval of minutes: Bob Midden made a motion to approve the September 9, 2021 minutes. Tom Milbrodt seconded the motion. Voice vote was taken. *Motion passed*

Approval of minutes: Bob Midden made a motion to approve the September 23, 2021 Special Meeting minutes. Tom Milbrodt seconded the motion. Voice vote was taken. *Motion passed*

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

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Public Comment: Andy Bucher – School Recommendations

PERSONNEL – Dallas Ziegler, Chair

Resolution PER-01-10-2021 Motion to Accept the Resignation of Sally Royston

Dallas Ziegler made a motion to accept the resignation of Sally Royston, Nurse Practitioner in the Health Center Division effective October 29, 2021. Ms. Royston has been a valued member of the department since 2019. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER-02-10-2021 Motion to appoint Jennifer Campos to the Full-Time Community Outreach Coordinator.

Dallas Ziegler made a motion to appoint Jennifer Campos to the Full-Time Community Outreach Coordinator position. She will be paid at Grade 8, Step 6 at the rate of \$27.04 per hour and will serve a 180-day probationary period. She will start in this role on or after November 1, 2021. Rachel Bowlus seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution PER-03-10-2021 Motion to Create and add Health Educator position.

Dallas Ziegler made a motion to create a Health Educator position under the Public Health Information and Education division. This position will report to the Public Health Information & Education Manager and will be compensated at Grade 8. Rachel Bowlus seconded the motion. A voice vote was taken.
Motion passed

Resolution PER-04-10-2021 Motion to approve Update of Organizational Chart Effective October 25th 2021

Dallas Ziegler made a motion to approve the Organizational chart update. Changes include addition of Taylor Hall to the Environmental Health Assistant II position, addition of vacancy to the Environmental Health Assistant position, addition of Ghassan Tafla to the vacant Registered Environmental Health Specialist position, addition of Corey Shepherd to the vacant WIC Manager position, addition of Jackie Mears to the Public Health Nurse position, change in title of Sanitarian in Training to Environmental Health Specialist in Training, change in title of Registered Sanitarian to Registered Environmental Health Specialist and change in title of Sanitarian in Training to Environmental Health Specialist in Training. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER-05-10-2021 Motion to Change Title for Fran Leass from Behavioral Health Specialist to Behavioral Health Specialist II

Dallas Ziegler made a motion to change title for Fran Leass from Behavioral Health Specialist to Behavioral Health Specialist II. Nilgun Sezginis seconded the motion. Discussion noted this would be a grade increase and pay increase per Archer. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution PER-06-10-2021 Motion to approve Change of Pay Rate and Title for Sheila D’Aguanno

Dallas Ziegler made a motion to approve change of pay rate and title for Sheila D’Aguanno from Registered Environmental Health Specialist to Registered Environmental Health Specialist-Program Specialist. Sheila will be compensated at the rate of \$29.39 an hour (Pay Grade 9, Step 7) effective October 15, 2021. In addition to the duties of a Registered Environmental Health Specialist, Sheila will act as a technical expert in the Home Sewage Treatment System and Private Water System Programs. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution PER-07-10-2021 Motion to approve Change of Pay Rate and Title for Julie Nye

Dallas Ziegler made a motion to approve change of pay rate and title for Julie Nye from Registered Environmental Health Specialist to Registered Environmental Health Specialist-Program Specialist, at the rate of \$29.39 an hour (Pay Grade 9, Step 7), effective October 15, 2021. In addition to the duties of a

Registered Environmental Health Specialist, Julie will act as a technical expert in the food service program. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

FINANCE – Nilgun Sezginis, Chair

Resolution FIN-01-10-2021 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 (September 30, 2021). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

013. 0213. 550100	FQHC-TRAVEL & EXP.	\$500.00
	TOTAL	\$500.00

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-02-10-2021 Motion to Approve 2020 Financial Audit Report

Nilgun Sezginis made a motion to approve the 2020 Financial Audit Report, released by the Ohio Auditor of State on October 14, 2021. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-03-10-2021 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 2021 Water Pollution Control Loan Fund / H2Ohio Loan Fund. Bob Midden seconded the motion. Richard Strow questioned fund status, Lana stated there is still a little bit left and is accounted for adding there is a waiting list for monies we don't have. A roll call vote was taken. *Motion passed*

Mastin Site Services, Cody Mastin	\$20,054.00 (26402 McCutcheonville Road, Perrysburg Twp.)
	\$20,050.00 (23080 Bradner Road, Troy Twp.)

Total for Mastin Site Services \$40,104.00

Main & Sons, Jeremy Main	\$16,562.00 (18384 Weston Road, Washington Twp.)
	\$18,985.22 (18373 Brim Road, Plain Twp.)
	\$18,997.00 (24874 Cygnet Road, Jackson Twp.)

Total for Main & Sons \$54,544.22

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-04-10-2021 Motion to Approve FQHC NCC Progress Report, Form 3 Income Analysis & Budget Narrative for grant year 9, 2/1/2022-1/31/2023

Nilgun Sezginis made a motion to approve the FQHC NCC Progress Report, Form 3 Income Analysis, & Budget Narrative for grant year 9, 2/1/2022-1/31/2023. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-05-10-2021 Motion to Approve the Subcontractor Agreement Between Ohio Association of Community Health Centers and The Wood County Health Department

Nilgun Sezginis made a motion to approve the subcontractor agreement between Ohio Association of Community Health Centers and the Wood County Health Department. OACHC entered into a contract with the Ohio Department of Health (ODH). OACHC agreed to use this funding to facilitate clinical education placements and training of students in Federally Qualified Health Centers. This subcontractor agreement will allow for the Wood County Health Community Health Center to facilitate clinical educational and training of students in the Health Center and also receive funding payments from OACHC for the services provided. The term of this contract shall start approximately July1, 2021 and shall continue until June 30, 2023. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Resolution FIN-06-10-2021 Motion to Approve Rental Agreement Addendum with PerryproTech

Nilgun Sezginis made a motion to approve rental agreement addendum with PerryproTech for an additional copier in the Health Center provider area. This agreement term is 60 months, at a cost of \$46.06 per month. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-07-10-2021 Motion to Enter into an Agreement between Wood County Health District and the Following Independent Contractors.

Nilgun Sezginis made a motion to enter into an agreement between Wood County Health District and the following independent contractors for the terms and amounts listed below. These independent contractor positions will assist with COVID response and the COVID vaccination campaign.

COVID-19 Response Team Member:

- Kimberly Simons contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Nick Howe contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Brittney Hayward contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.

- Chelsea Kramer contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Brittany Wurst contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Brandi Taylor contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Maxwell Birmingham contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Lisa Nowaczyk contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.

COVID-19 Communications Team Member:

- Sara Gill contracted until December 31, 2021, for an amount not to exceed \$16,000, pending successful completion of a background check.

COVID-19 Contract Vaccinator:

- Dolores Suarez contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Thomas Schlachter contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.

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

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN - 07-10-2021A Motion approve COVID-19 Contract Vaccinator

Nilgun Sezginis made a motion to approve Darlene Herringshaw contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check. Bob Midden seconded the motion. A roll call vote was taken. Richard Strow abstained. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow A
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-08-10-2021 Motion to Approve Out of State Travel for Dr. Bushra Aouthmany to attend the 2021 National Network of Oral Health Access Annual Conference

Nilgun Sezginis made a motion to approve out of state travel for Bushra Aouthmany to attend the 2021 National Network of Oral Health Access (NNOHA) Annual Conference, November 14th-17th, in San Antonio, Texas. Travel Expenses, hotel accommodations, meal reimbursement, NNOHA member fee, and conference registration fee totaling to approximately \$2,000.00 will be paid using Health Center general funds. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Resolution FIN-09-10-2021 Motion to Add a 5th working day for Dr. Coates to work in the Health Center

Nilgun Sezginis made a motion to add 5th working day for Dr. Coates to work in the Health Center. This increase would allow for Dr. Coates to see Health Center patients without having to wait a significant amount of time for an available appointment. Tom Milbrodt seconded the motion. A roll call vote was taken. Motion passed

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Board President, Cathy Nelson informed the board according to the Bylaws, a nominating committee needs to be appointed as her time as term is ending at the end of 2021. This committee will consist of Cathy Nelson, Dallas Ziegler and Richard Strow for President and Vice President.

***Second reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2022 was read by Lana Glore.

I Director Updates: Brief discussion and comments with deep sadness on the increase of deaths reflected in the Vital Stats report due to suicide/substance abuse adding such an increase is being noticed in several counties. Cathy stated she would like to have some discussion at the next meeting regarding outreach in the county around Mental Health services in Wood County. Ben stated the Community Health Assessment this year included Mental Health questions and the first meetings will be held in November and all board members will be involved.

II Health Commissioner

- a. Ben reviewed and discussed the graph included in the board member packets of incident rates of vaccinated and unvaccinated as well as updates on the most current research results regarding COVID-19 transmission adding most transmission occurs before symptoms. Ben updated the board on recent quarantine guidance by ODH and other counties changes of school guidelines with opportunity for discussion.
- b. Board Training for October – Ethics video to be emailed to all board members to view and print certificate to give to Tina.
- c. Building Update: Continuing to move forward with discussions held to add a sign in the front of the building to kick off the renovations. Ben also informed the board on WCHD PTO (Paid Time Off) changes to be proposed at future meetings.

III Board of Health questions / comments

Executive Session

Nilgun Sezginis made a motion at 7:36 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 and invited Amy Jones and Ben Robison into executive session. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*


Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y

Motion to leave executive session and reconvene regular session by Richard Strow at 8:28 p.m. Bob Midden seconded the motion.

Bob Midden made a motion to adjourn at 8:36 p.m. seconded by Tom Milbrodt. A voice vote was taken.
Motion passed



Cathy Nelson, Board President



Date



Benjamin Robison, Health Commissioner
Secretary to the Board



Date