



Board of Health Meeting Minutes September 9, 2021

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

Cathy Nelson, Board President, called the meeting to order at 6:06 p.m. followed by the Pledge of Allegiance and introductions.

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, Julie Kauffman, Clay Lily, Lana Glore, Tracy Henderly, Tina Cox, Elizabeth Perry

Attending remotely: Ben Robison

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

Approval of minutes: Betty Woods made a motion to approve the August 12, 2021 minutes as amended. Nilgun Sezginis 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

PRG Resolution#-01-09-2021

Wood County Health Department Staff and Contractors must follow the *Guidelines for Minimizing Contagious Disease in the Community* for the Duration of the COVID-19 Pandemic

Dallas Ziegler made a motion effective immediately and for the duration of the COVID-19 pandemic, Wood County Health Department staff and contractors must follow the *Guidelines for Minimizing Contagious Disease in the Community*, as posted on the WCHD website. Failure to follow this policy may result in disciplinary action up to and including termination.

Ben highlighted the changes from the previous policy which reflected mask use in the building, this resolution deals with preventing illness getting into the Health Department when the illness could be COVID-19. If an individual has 2 or more mild symptoms or one major symptom that could be COVID-19, then one of three steps need to happen to return to work; a doctor's note or a negative test or stay out for 10 days. This reflects current guidance in line with CDC which is posted on our web page. 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

PERSONNEL – Dallas Ziegler, Chair

Resolution PER#-01-09-2021 Motion to Appoint Ghassan Tafla to the Full-Time Registered Environmental Health Specialist Position

Dallas Ziegler made a motion to appoint Ghassan Tafla to the Full-Time Registered Environmental Health Specialist position. His start date is October 25, 2021. Mr. Tafla will be paid at Grade 8, Step 6 at the rate of \$27.04 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

Resolution PER#-02-09-2021 Motion to Appoint Taylor Hall to the Environmental Assistant II Position

Dallas Ziegler made a motion to approve Taylor Hall to the Environmental Assistant II Position. Ms. Hall will be paid at Grade 4, Step 2 at the rate of \$18.05 per hour and will serve a 180-day probationary period. 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

Resolution PER#-03-09-2021 Motion to approve Update of Organizational Chart Effective September 9, 2021

Dallas Ziegler made a motion to approve update to the title of Environmental Secretary to Environmental Health Assistant, addition of newly created position Environmental Health Assistant II, addition of title change from WIC Director to Nutrition Director, addition of newly created WIC Program Manager, appointment of Elizabeth Peery to the vacant Public Health Information and Education Manager position, and update of the position title for Pat Snyder from Communications Manager to Assistant Director of Health Promotion and Preparedness. Bob Midden seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

Cathy Nelson Y DJ Mears A 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 PER#-04-09-2021 Motion to Change Titles within the Environmental Health Division.

Dallas Ziegler made a motion to change the titles of the following positions:

- Sanitarian In Training (SIT) to Environmental Health Specialist in Training (EH-SIT);
- Registered Sanitarian (RS) to Registered Environmental Health Specialist (REHS).

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 PER#-05-09-2021

Motion to Revise Exempt Employee Accumulated Flex Time Off Policy

Dallas Ziegler made a motion to revise the *Exempt Employee Accumulated Flex Time Off* policy to allow exempt employees to use up to 40 hours of flex time per week, as paid time off. The proposed change is detailed below.

Exempt Employees ~~can only request to use up to 8~~ may request to use up to 40 hours of flex time per work week, as paid time off.

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

Cathy Nelson Y DJ Mears A 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 PER#-06-09-2021 *this motion is tabled*

Motion to Appoint _____ to the WIC Program Manager Position
(Potential resolution—may be tabled if candidate not selected by 9/9.)

Resolution PER#-07-09-2021

Motion to reappoint of Lisa Frost to unclassified Intermittent Part-Time Clinical Services Assistant

Dallas Ziegler made a motion to reappoint Lisa Frost to the Unclassified Intermittent Part-Time Clinical Services Assistant position. Intermittent positions require reappointment annually. Intermittent appointments cannot exceed 1,000 hours annually. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginus, Chair

Resolution FIN#01-09-2021

Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the electronic transfer of \$704.00, on August 3, 2021 to the Wood County Justice Center for the 2nd Quarter 2021 for background checks by electronic fingerprinting from the following funds

\$704.00 – Fund-11 8 – Bd of Hlth – Levy

Correction to be noted as amended above from fund 11 to fund 8. 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#02-09-2021

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 \$13,797,890.13. This amount includes the following changes of \$50,000.00 in fund revenues as of this time (August 31, 2021):

009. 0209. 407500 TRANSFERS \$50,000.00

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-03-09-2021 **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 (August 31, 2021):

007. 0207. 550100	ENVIRONMENTAL-TRAVEL & EXP.	183.54
008. 0208. 560800	LEVY - ADV. & PRINTING	1,627.10
009. 0209. 540100	SEWAGE - CONTR. SVCS.	89,256.47
009. 0209. 569900	SEWAGE - OTHER EXPENSES	287.01
011. 0211. 550100	WIC - TRAVEL & EXP.	339.43
011. 0211. 560800	WIC - ADV. & PRINTING	215.00
013. 0213. 520100	FQHC-SUPPLIES	5,720.40
013. 0213. 560800	FQHC-ADV. & PRINTING	14,916.80
013. 0213. 569900	FQHC-OTHER EXPENSES	3,556.68
018. 0218. 520100	WATER - SUPPLIES	92.22
018. 0218. 550100	WATER - TRAVEL & EXP.	22.64
025. 0225. 550100	FOOD SERV - TRAVEL & EXP.	8.44
029. 0229. 569900	S POOLS - OTHER EXPENSES	241.60
	Total	116,467.33

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-04-09-2021 **Motion to Approve the Aetna Better Health Letter of Agreement, Exhibit A, & Service and Rate Schedule**

Nilgun Sezginis made a motion to approve the Aetna Better Health Letter of Agreement, Exhibit A, and Service and Rate Schedule. This agreement will allow for the Health Center to be able to provide or arrange for provision of healthcare services to persons eligible for and enrolled in a managed Medicaid program administered by the Ohio Department of Medicaid. Bob Midden 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

Resolution #FIN-05-09-2021 **Motion to Approve the Northeast Ohio Network Amendment to Existing Agreement between Medical Mutual of Ohio and the Wood County Health District.**

Nilgun Sezginis made a motion to approve the Northeast Ohio Network Amendment to Existing Agreement between Medical Mutual of Ohio and the Wood County Health District. Effective August 1, 2021 the Wood County Health District will be included in Medical Mutual Northeast Ohio Network. As a Participating Provider, the Health District will provide services to covered patients enrolled in the Medical Mutual Northeast Ohio Network plans in accordance with the terms and conditions of the existing agreement and

this amendment. DJ Mears seconded the motion adding it is good to see these added and expanded services. *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-06-09-2021

Motion to Extend the Agreement between Wood County Health District and the Following Independent Contractors.

Nilgun Sezginis made a motion to extend the agreement between Wood County Health District and the independent contractors for the term and amount listed below. These independent contractor positions will continue to assist with COVID response and the COVID vaccination campaign.

COVID-19 Response Team Lead:

- Elizabeth McGrady extended until December 31, 2021, for an amount not to exceed \$69,100 (\$18,200 of additional funding).
- Ontha Oberley, extended until December 31, 2021, for an amount not to exceed \$69,100 (\$18,200 of additional funding).

COVID-19 Communications Team Member:

- Matt Thompson extended until December 31, 2021, for an amount not to exceed \$52,000 (\$13,000 of additional funding).

COVID-19 Vaccine Ancillary:

- Megan Ashenfelter extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Olivia Davidson extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Cynthia Huffman extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Tamanna Karim extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Shelby Level extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Denise Mortemore extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Renee Mortemore extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Alder Robison extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Haven Sawchuk extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Linda Schell extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Laura Thomas extended until December 31, 2021. Total expenses shall not exceed \$40,000.
- Stephanie Truman extended until December 31, 2021. Total expenses shall not exceed \$40,000.

Tom Milbrodt seconded the motion adding it is good to see these added and expanded services. 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-07-09-2021**Motion to Extend the Agreement between Wood County Health District and the Following Independent Contractor.**

Nilgun Sezginis made a motion to extend the agreement between Wood County Health District and the independent contractor for the term and amount listed below. This independent contractor position will continue to assist with COVID response and the COVID vaccination campaign.

COVID-19 Response Team Lead:

- Mary Dennis extended until December 31, 2021, for an amount not to exceed \$69,100 (\$18,200 of additional funding).

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

Resolution #FIN-08-09-2021**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:

- Betty J Christen contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Paula Radabaugh contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Lianne Lord contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Kelly Kordas contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Whitney Hayward contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Kristen McClain contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Kathleen Gilley contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Monique Brown contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Denise Mortemore contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Shelby Level contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Stephanie Truman contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Renee Mortemore contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.

- Odai Alhasanat 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:

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

COVID-19 Contract Vaccinator:

- Jessica Cowell contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Jayne Yark contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Amy St. Clair contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Amber Miller contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Milly Witker contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Pamela Ramsey contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Debbie Allgire contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Betty Christen contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Theresa Szparagowski contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.
- Vanessa Roush contracted until December 31, 2021, for an amount not to exceed \$28,800, pending successful completion of a background check.

COVID-19 Vaccine Ancillary:

- Odai Alhasanat contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Greg Wobser contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Richard Wagner contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Lorna Patterson contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Emilee Tancak contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Teresa Siwajek contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Courtney Chatman contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.
- Sara Cheema contracted until December 31, 2021, for an amount not to exceed \$19,200, pending successful completion of a background check.

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 A Tom Milbrodt Y Betty Woods Y Carolyn Rava Y Rachel Bowlus Y

***First reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2022 was read by Board President, Cathy Nelson.

I. Board questions/comments to directors

- No questions or comments from board members or directors. DJ Mears introduced Elizabeth Peery, new Public Health Information and Education Manager. Elizabeth provided a brief background of her educational and employment experiences adding she comes to the WCHD from previously working in contact tracing under the Independent Contractor position.

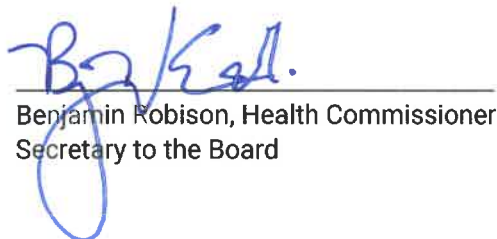
II. Health Commissioner

- a. Ben informed board members the current board room will be converted into office spaces. Board members agreed to having board meetings, when needed, and for an undetermined amount of time, in other county meeting locations during this building project.
- b. COVID-19 cases are on a steep incline showing a 33 x's more cases today then we had seen during the middle of summer with latest reports showing 350 cases per hundred thousand for Wood County. Ben compared today's numbers of 550 cases, in the month of June Wood County had 48 cases in the whole month. Boosters are in discussion with the FDA and CDC, we are awaiting further information for the Public Health recommendations. Ben provided a report on school districts implementing masks, current close contact numbers in the school environment adding we are working closely with the schools highlighting even with outdoor large events to keep social distancing as this is droplet spread. Ben reviewed cases reported by age group per request of board member as well as percentage of vaccinations by age groups.

Bob Midden made a motion to adjourn at 7:22 p.m. Betty Woods seconded the motion.
A roll call vote was taken. *Motion passed*


Cathy Nelson, Board President

10/14/21
Date


Benjamin Robison, Health Commissioner
Secretary to the Board

10/14/21
Date