

**Board of Health Meeting Minutes  
December 30, 2021**

The December 30<sup>th</sup> special board of health meeting was held in person at Wood County Health Department.

Cathy Nelson, Board President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance and introductions.

**BOH Present:** Cathy Nelson, Tom Milbrodt, Bob Midden, DJ Mears, Kim Hertzfeld, Dallas Ziegler

**Staff Present:** Tina Cox, Ben Robison, Tracy Henderly, Clay Lilly

**Guests:** Jan McLaughlin – Independent News; Several members of the public

**Finance – Nilgun Sezginis, Chair****Resolution FIN-01-12-2021-EOY**      Motion to approve agreement with S&S Cleaning

Bob Midden made a motion to approve the agreement with S & S Cleaning, pending Prosecutor's approval, for building cleaning services January 1, 2022 through December 31, 2022. The total annual agreement amount is not to exceed \$29,410.92. This consists of \$2,450.91 to be paid monthly for janitorial services. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y   Tom Milbrodt Y   Bob Midden Y   DJ Mears Y   Kim Hertzfeld Y  
Dallas Ziegler Y

**Resolution FIN-02-12-2021-EOY**      Motion to approve a contract with OPHA (Ohio Public Health Association)

Dallas Ziegler made a motion to approve a contract with the Ohio Public Health Association (OPHA), pending Prosecutor's approval, for a term beginning on December 30, 2021 and ending on December 31, 2022. A Fiscal Policy/Process Support Administrator will be provided through OPHA for policy & administrative transactional support in all fiscal areas as needed. The hourly rate is \$35.10, and total expenses for this position are not to exceed \$25,038.00 for 2021-2022 (35.10/hr. for 15 hrs./wk. for 52 weeks until 12/31/2022), unless increased for the term of this contract. Also, an Account & Grant Support Clerk will be provided through OPHA for account & grant administrative transaction support in all fiscal areas as needed. The hourly rate is \$24.70, and total expenses for this position are not to exceed \$32,110.00 for 2021-2022 (24.70/hr. for 25 hrs./wk. for 52 weeks until 12/31/2022), unless increased for the term of this contract. Tom Milbrodt seconded the motion. A brief discussion was held regarding expediting the posting of a replacement for the Grants Specialist position. A roll call vote was taken. *Motion passed*

Cathy Nelson Y   Tom Milbrodt Y   Bob Midden Y   DJ Mears Y   Kim Hertzfeld Y  
Dallas Ziegler Y

**Resolution #FIN-03-12-2021-EOY**

**Motion to Approve a Modification to the Agreement  
between Wood County Health District and the Following  
Independent Contractor**

Bob Midden made a motion to approve a modification to the agreement between Wood County Health District and the listed independent contractor to revise the compensation per shift. This independent contractor position will continue to assist with COVID response and the COVID vaccination campaign.

**COVID-19 Response Team Member/Vaccine Ancillary**

- Denise Mortemore, to revise the compensation from \$100 per shift to \$125 per shift. This revision will be effective on January 1, 2022. Total expenses shall remain less than \$50,000.

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

Cathy Nelson Y Tom Milbrodt Y Bob Midden Y DJ Mears Y Kim Hertzfeld Y  
Dallas Ziegler Y

**Resolution #FIN-04-12-2021-EOY**

**Motion to Transfer Funds**

Bob Midden made a motion to approve the transfer of \$47,500.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (December 27, 2021).

\$40,000.00 – Fund 6 – Nursing  
\$7,500.00 – Fund 18 – Water

Motion to approve the transfer of \$24,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (December 30, 2021).

\$13,000.00 – Fund 6 – Nursing  
\$11,000.00 – Fund 18 – Water

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

Cathy Nelson Y Tom Milbrodt Y Bob Midden Y DJ Mears Y Kim Hertzfeld Y  
Dallas Ziegler Y

**Resolution #FIN-05-12-2021-EOY**

**Motion to Amend 2021 Estimated Resources**

Bob Midden made a motion to amend the 2021 Certificate of Estimated Resources of the District to a new total amount of \$13,909,015.03. This amount includes the following changes of (\$0.10) in fund revenues as of this time (December 27, 2021):

008. 0208. 400100 LEVY GEN REAL ESTATE (\$0.10)

A motion to amend the 2021 Certificate of Estimated Resources of the District to a new total amount of \$14,342,590.03. This amount includes the following changes of \$433,575.00 in fund revenues as of this time (December 30, 2021):

006. 0206. 404000 STATE FUNDS \$8,000.00  
006. 0206. 405100 FEDERAL FUNDS (\$15,000.00)  
006. 0206. 406800 FEES \$500.00

006. 0206. 406802	FEES – MEDICAID	\$2,100.00
006. 0206. 407000	OTHER RECEIPTS	\$500.00
006. 0206. 407500	TRANSFERS	(\$119,500.00)
006. 0206. 407709	LOCAL GOVERNMENT FUNDS	(\$1,000.00)
007. 0207. 404000	STATE FUNDS	(\$11,000.00)
007. 0207. 406800	FEES	\$4,000.00
007. 0207. 407709	LOCAL GOVERNMENT FUNDS	(\$6,000.00)
008. 0208. 405100	FEDERAL FUNDS	\$375,000.00
008. 0208. 407000	OTHER RECEIPTS	\$600.00
009. 0209. 405100	FEDERAL FUNDS	(\$110,000.00)
009. 0209. 406800	FEES	\$26,000.00
009. 0209. 407500	TRANSFERS	(\$77,500.00)
010. 0210. 405100	FEDERAL FUNDS	(\$76,000.00)
010. 0210. 407500	TRANSFERS	(\$80,000.00)
011. 0211. 405100	FEDERAL FUNDS	(\$8,500.00)
011. 0211. 407000	OTHER RECEIPTS	\$1,600.00
012. 0212. 406800	REGISTRAR FEES	\$125.00
012. 0212. 406801	CERTIFIED BIRTH CERTIFICATES	\$6,900.00
012. 0212. 407000	OTHER RECEIPTS	\$50.00
013. 0213. 405100	FEDERAL FUNDS	\$300,000.00
013. 0213. 406800	FEES	\$53,000.00
013. 0213. 406801	FEES – MEDICARE	\$23,000.00
013. 0213. 406802	FEES – MEDICAID	\$103,000.00
013. 0213. 406803	FEES – INSURANCE	\$90,000.00
013. 0213. 407000	OTHER RECEIPTS	\$1,000.00
018. 0218. 407000	OTHER RECEIPTS	\$200.00
018. 0218. 407500	TRANSFERS	\$14,000.00
025. 0225. 406800	FEES	(\$50,000.00)
029. 0229. 406800	FEES	\$1,500.00
029. 0229. 407500	TRANSFERS	(\$23,000.00)

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

Cathy Nelson Y Tom Milbrodt Y Bob Midden Y DJ Mears Y Kim Hertzfeld Y  
Dallas Ziegler Y

**Resolution #FIN-06-12-2021-EOY**

**Motion to Amend 2021 Appropriations**

Tom Milbrodt made a motion to amend the 2021 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 30, 2021):

006. 0206. 510000	NURSING-SALARIES	(\$65,000.00)
006. 0206. 540100	NURSING-CONTR. SVCS.	(\$17,000.00)
006. 0206. 571500	NURSING-P.E.R.S.	(\$16,000.00)
007. 0207. 510000	ENVIRONMENTAL-SALARIES	(\$13,000.00)
007. 0207. 540100	ENVIRONMENTAL-CONTR. SVCS.	(\$11,000.00)
007. 0207. 575600	ENVIRONMENTAL-EMPTY INS.	\$369.88
008. 0208. 510000	LEVY – SALARIES	(\$120,000.00)
008. 0208. 540100	LEVY - CONTR. SVCS.	(\$940,000.00)
008. 0208. 560800	LEVY - ADV. & PRINTING	(\$55,000.00)
008. 0208. 569900	LEVY - OTHER EXPENSES	(\$36,000.00)

008. 0208. 574200	LEVY – TRANSFERS	(\$225,000.00)
008. 0208. 575600	LEVY - EMPLY INS.	(\$50,000.00)
009. 0209. 510000	SEWAGE – SALARIES	\$5,527.22
009. 0209. 540100	SEWAGE - CONTR. SVCS.	(\$85,000.00)
009. 0209. 575600	SEWAGE - EMPLY INS.	(\$11,000)
010. 0210. 510000	PH INFRAST – SALARIES	(\$132,000.00)
010. 0210. 575600	PH INFRAST - EMPLY INS.	\$545.50
011. 0211. 575600	WIC - EMPL INS.	\$2,540.04
012. 0212. 540100	REGISTRAR-CONTR. SVCS.	(\$14,000.00)
013. 0213. 510000	FQHC-SALARIES	(\$20,000.00)
013. 0213. 520100	FQHC-SUPPLIES	(\$70,000.00)
013. 0213. 540100	FQHC-CONTRACT SERVICES	(\$125,000.00)
013. 0213. 560800	FQHC-ADV. & PRINTING	(\$9,000.00)
013. 0213. 569900	FQHC-OTHER EXPENSES	(\$21,000.00)
013. 0213. 575500	FQHC-WORKERS COMP.	(\$14,000.00)
013. 0213. 575600	FQHC-EMPLY INS.	(\$25,000.00)
018. 0218. 510000	WATER – SALARIES	\$5,887.15
018. 0218. 569600	WATER – MEDICARE	\$43.24
018. 0218. 571500	WATER - P.E.R.S.	\$807.72
018. 0218. 575600	WATER - EMPLY INS	\$663.46
025. 0225. 510000	FOOD SERV – SALARIES	(\$42,000.00)
025. 0225. 540100	FOOD SERV - CONTR. SVCS	(\$4,000.00)
025. 0225. 564100	FOOD SERV – EQUIPMENT	(\$4,000.00)
025. 0225. 571500	FOOD SERV - P.E.R.S.	(\$7,000.00)
025. 0225. 572900	FOOD SERV - REMIT TO STATE	(\$8,000.00)
025. 0225. 575600	FOOD SERV - EMPLY INS	\$1,605.29
029. 0229. 510000	S POOLS – SALARIES	(\$2,000.00)
	TOTAL	(\$2,123,010.50)

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

Cathy Nelson Y Tom Milbrodt Y Bob Midden Y DJ Mears Y Kim Hertzfeld Y  
Dallas Ziegler Y

Cathy Nelson announced this was her last meeting as board president. January 2022 begins with Tom Milbrodt. Cathy thanked board members for the great work during a very rough year due to the pandemic.

DJ Mears made a motion to adjourn at 6:13 pm. Bob Midden seconded the motion. A voice vote was taken. *Motion passed.* Meeting adjourned.

  
\_\_\_\_\_  
Tom Milbrodt, Board President

1-13-2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Benjamin Robison, Health Commissioner  
Secretary to the Board

1/13/22  
\_\_\_\_\_  
Date