

Board of Health Meeting Minutes December 9, 2021

The December 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.

Cathy Nelson introduced the new WIC Manager, Corey Shepard. Ben Robison introduced new Environmental Health Specialist Katey Serr and Environmental Health Assistant, Sarah Easterwood.

BOH Present: Bob Midden, Tom Milbrodt, DJ Mears, Cathy Nelson, Nilgun Sezginis, Dallas Ziegler, Richard Strow, Kim Hertzfeld, Rachel Bowlus.

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

Guests: Debbie Rogers – Sentinel Tribune; Jan McLaughlin – Independent News; Linda Holmes – Assistant Attorney Prosecutor, Paul Dobson – Wood County Prosecutor.

Several community members were present. Board President, Cathy Nelson announced 15 minutes for public comment. The board of health heard public comments of various concerns regarding masks in schools, mask mandates and effectiveness of masks.

Approval of minutes: Tom Milbrodt made a motion to approve the November 10, 2021 minutes. Dallas Ziegler seconded the motion. Voice vote was taken. *Motion passed*

Tom Milbrodt made a motion to approve the November 22, 2021 minutes. Correction to the minutes the addition of Paul Dobson to attendance. Bob Midden seconded the motion. Voice vote was taken. Nilgun Sezginis and Rachel Bowlus abstained. *Motion passed*

Richard Strow made a motion to approve the December 2, 2021 minutes. Correction to the minutes the addition of Kim Hertzfeld to attendance. DJ Mears seconded the motion. Voice vote was taken. Rachel Bowlus abstained. *Motion passed*

Approval of Warrants: DJ Mears 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	DJ Mears Y
Bob Midden Y	Tom Milbrodt Y	Rachel Bowlus Y	Kim Hertzfeld Y	

PROGRAM – Dallas Ziegler, Chair

Resolution PRG-01-12-2021 **Motion to adopt Wood County Health Department resolution for immediate license suspension of retail food establishment/food service operations.**

Dallas Ziegler made a motion to approve the updated resolution to reflect staff changes. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed*

Lana Glore explained to the board per the ORC these (3) three resolutions need to be approved due to staff and title changes.

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution PRG-02-12-2021

Motion to adopt Wood County Health Department resolution for endorsement of Wood County Environmental Health Specialists to perform soil evaluations in Wood County

Dallas Ziegler made a motion to approve the updated resolution to reflect staff changes. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution PRG-03-12-2021

Motion to adopt the Wood County Health Department approve the requirement to cease use or embargo food for Environmental Health Specialists.

Dallas Ziegler made a motion to adopt the Wood County Health Department approve the requirement to cease use or embargo food for Environmental Health Specialists. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution PRG-04-12-2021

Resolution to adopt the CMS COVID-19 Precautions Policy, with the associated exemptions Packet

Dallas Ziegler made a motion to adopt the CMS COVID-19 Precautions Policy with the associated exemptions packet. Ben informed the board the test requirement has been removed as it was not a requirement any more. Ben also reminded the board there is still no CMS mandate enforced at this point as it is still on hold in the courts. Paul Dobson updated the board to the current movement and injunction in the courts of appeals with OSHA and CMS. The board discussed the current status, Rachel Bowlus made a motion a to table the discussion and refer to personnel committee the CMS mandate. Kim Hertzfeld seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

Resolution PER-01-12-2021

Motion to Accept the Resignation of Deborah Hostottle

Dallas Ziegler made a motion to accept the resignation of Deborah Hostottle, Grants & Accounting Coordinator in the Finance Division effective December 3, 2021. Ms. Hostottle has been a valued member of the department since 2013. DJ Mears wished her luck as she moves on. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER-02-12-2021 Motion to approve the Update of the Organizational Chart Effective December 9, 2021

Dallas Ziegler made a motion approving the updated organizational chart. Changes include addition of vacancy to the Full-Time Clinical Services Assistant position, addition of Katy Serr to the vacant Full-Time Registered Environmental Health Specialist and addition of Sarah Easterwood to the vacant Full-Time Environmental Assistant position. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair

Resolution FIN-01-12-2021 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 \$13,904,015.13. This amount includes the following changes of \$106,125.00 in fund revenues as of this time (November 18, 2021):

006. 0206. 406800	FEES	\$800.00
006. 0206. 406802	FEES – MEDICAID	\$1,000.00
006. 0206. 407000	OTHER RECEIPTS	\$3,600.00
008.0208. 407500	TRANSFER	(\$11,314.12)
008.0208.407709	LOCAL GOVERNMENT FUNDS	\$11,314.12
009. 0209. 406800	FEES	\$15.00
009. 0209. 407000	OTHER RECEIPTS	\$200.00
011. 0211. 407500	TRANSFERS	\$6,000.00
013. 0213. 406801	FEES – MEDICARE	\$65,000.00
013. 0213. 406803	FEES – INSURANCE	\$20,000.00
013. 0213. 407000	OTHER RECEIPTS	\$7,000.00
029. 0229. 406800	FEES	\$500.00

Nilgun also made a motion to amend the 2021 Certificate of Estimated Resources of the District to a new total amount of \$13,909,015.13. This amount includes the following changes of \$5,000.00 in fund revenues as of this time (November 29, 2021) Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

018. 0218. 407500	TRANSFERS	\$5,000.00
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Cathy Nelson Y	Nilgun Sezginis Y	Dallas Ziegler Y	Richard Strow Y	DJ Mears Y
Bob Midden Y	Tom Milbrodt Y	Rachel Bowlus Y	Kim Hertzfeld Y	

Resolution FIN-02-12-2021 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the transfer of \$84,500.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (November 29, 2021).

\$7,500.00 – Fund 6 – Nursing
 \$72,500.00 – Fund 9 – Sewage
 \$4,500.00 – Fund 18 - Water

Nilgun Sezginis also motioned to approve the transfer of \$1,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (November 30, 2021) Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

\$1,000.00 – Fund 18 - Water

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-03-12-2021 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 (November 23, 2021):

006. 0206. 520100	NURSING-SUPPLIES	\$1,181.98
006. 0206. 550100	NURSING-TRAVEL & EXP.	\$41.13
006. 0206. 560800	NURSING-ADV. & PRINTING	\$19.55
007. 0207. 550100	ENVIRONMENTAL-TRAVEL & EXP.	\$530.01
008. 0208. 560800	LEVY - ADV. & PRINTING	\$488.56
008. 0208. 564100	LEVY – EQUIPMENT	\$1503.80
008. 0208. 569900	LEVY - OTHER EXPENSES	\$10,704.57
009. 0209. 520100	SEWAGE – SUPPLIES	\$581.62
009. 0209. 540100	SEWAGE - CONTR. SVCS.	\$29,851.23
009. 0209. 550100	SEWAGE - TRAVEL & EXP.	\$1,242.53
009. 0209. 564100	SEWAGE – EQUIPMENT	\$1,365.51
009. 0209. 569900	SEWAGE - OTHER EXPENSES	\$3,057.29
011. 0211. 550100	WIC - TRAVEL & EXP.	\$215.05
011. 0211. 569900	WIC - OTHER EXPENSES	\$1,544.34
012. 0212. 569900	REGISTRAR-OTHER EXPENSES	\$483.06
012. 0212. 572900	REGISTRAR-REMIT TO STATE	\$32.50
013. 0213. 520100	FQHC-SUPPLIES	\$39,872.08
013. 0213. 540100	FQHC-CONTRACT SERVICES	\$29,363.66
013. 0213. 550100	FQHC-TRAVEL & EXP.	\$787.40
013. 0213. 560800	FQHC-ADV. & PRINTING	\$4,180.47
013. 0213. 564100	FQHC-EQUIPMENT	\$2,022.46
013. 0213. 569900	FQHC-OTHER EXPENSES	\$23,944.14
018. 0218. 510000	WATER – SALARIES	\$5,000.00
018. 0218. 520100	WATER – SUPPLIES	\$56.05
018. 0218. 550100	WATER - TRAVEL & EXP.	\$247.75
018. 0218. 569900	WATER - OTHER EXPENSES	\$304.57
025. 0225. 550100	FOOD SERV - TRAVEL & EXP.	\$1,018.88
025. 0225. 564100	FOOD SERV – EQUIPMENT	\$2,773.36
025. 0225. 569900	FOOD SERV - OTHER EXPENSES	\$2,949.80
029. 0229. 550100	S POOLS - TRAVEL & EXP.	\$39.72
029. 0229. 569900	S POOLS - OTHER EXPENSES	\$390.40

TOTAL \$165,793.47

Nilgun also made a motion to amend the 2021 annual appropriations of the District. The following changes in fund appropriations are needed at this time (November 29, 2021).

007. 0207. 575600	ENVIRONMENTAL-EMPLY INS.	\$3,000.00
012. 0212. 575600	REGISTRAR-EMPLY INS.	\$1,500.00

018. 0218. 569600	WATER – MEDICARE	\$100.00
	TOTAL	\$4,600.00

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 DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-04-12-2021 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

Main & Sons Plumbing, Heating, A/C, Jeremy Main \$16,607.00 (29643 East Broadway, Lake Twp.)

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

Cathy Nelson Y Nilgun Sezginis Y Dallas Ziegler Y Richard Strow Y DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-05-12-2021 Motion to Approve out-of-State Travel for Francesca Leass to attend the 32nd Annual National Leadership Forum & SAMSHA's 18th Prevention Day Conference

Nilgun Sezginis made a motion to approve out of state travel for Francesca Leass to attend the 32nd Annual National Leadership Forum & SAMSHA's 18th Prevention Day at the Gaylord National Hotel in Oxon Hill, Maryland from January 30, 2022 to February 4, 2022. Travel Expenses, hotel accommodations, meal expenses, and conference registration fee will be paid for by the Education Service Center. Ms. Leass's wages are the only expense that the Health Department will be responsible for during the time for the conference. Ms. Leass's wages are currently paid by the HRSA funding that the Health Center receives. 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 DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-06-12-2021 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 Lead:

- Ontha Oberley contracted until July 31, 2022, for an amount not to exceed \$42,000.
- Elizabeth McGrady contracted until July 31, 2022, for an amount not to exceed \$42,000.

COVID-19 Response Team Member:

- Julie Bartrum contracted until July 31, 2022, for an amount not to exceed \$30,000 pending successful completion of a background check.
- Mary Kylo contracted until July 31, 2022, for an amount not to exceed \$30,000 pending successful completion of a background check.

COVID-19 Communications Team Member:

- Matt Thompson contracted until July 31, 2022, for an amount not to exceed \$15,000.

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 DJ Mears Y
Bob Midden Y Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-07-12-2021 Motion to Enter into an Agreement between Wood County Health District and the Following Independent Contractor.

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

COVID-19 Response Team Lead:

- Mary Dennis contracted until July 31, 2022, for an amount not to exceed \$42,000.

Tom Milbrodt seconded the motion and suggested adding in the beginning term dates. A roll call vote was taken. Bob Midden abstained. *Motion passed*

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

Resolution #FIN-08-12-2021 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 Member/Vaccine Ancillary

- Alexia Larson extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Ana Gomez extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Betty Christen extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Brandy Wilson extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Brandi Taylor extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Brittney Hayward extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Brittany Wurst extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Cynthia Huffman extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Denise Mortemore extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Emilee Tancek extended until July 31, 2022. Total expenses shall be less than \$50,000.

- Greg Wobser extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Kathy Gilley extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Kathy Pereira de Almeida extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Kristen McClain extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Laura Thomas extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Lianne Lord extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Linda Schell extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Lisa Nowaczyk extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Lorna Patterson extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Max Birmingham extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Megan Ashenfelter extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Monique Brown extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Renee Mortemore extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Rick Wagner extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Samantha Schroeder extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Sativa Banks extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Shelby Level extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Stephanie Truman extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Tamanna Karim extended until July 31, 2022. Total expenses shall be less than \$50,000.
- Whitney Hayward extended until July 31, 2022. Total expenses shall be less than \$50,000.

COVID-19 Communications Team Member:

- Sara Gill extended until July 31, 2022, for an amount not to exceed \$46,000 (\$30,000 of additional funding).
- Larry Herbert extended until July 31, 2022, for an amount not to exceed \$46,000 (\$30,000 of additional funding).

COVID-19 Contract Vaccinator:

- Dolores Suarez extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Pam Ramsey extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Debbie Allgire extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Molly Witker extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Jayne Yark extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Amber Miller extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Vanessa Roush extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Amy St. Clair extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).
- Theresa Szparagowski extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).

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 DJ Mears Y
Bob Midden A Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution #FIN-09-12-2021

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 Contract Vaccinator:

- Darlene Herringshaw extended until July 31, 2022, for an amount not to exceed \$50,000 (\$16,200 of additional funding).

Dallas Ziegler 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 DJ Mears Y
Bob Midden A Tom Milbrodt Y Rachel Bowlus Y Kim Hertzfeld Y

Resolution FIN-10-12-2021

Motion to Approve Scheduling of Special Board Meeting for 2021 End of Year Financial Transactions and Contract Approvals

Nilgun Sezginis made a motion to approve the scheduling of the 2021 End of Year Special Board Meeting to be held on December 30th at 6 p.m. This Special Board Meeting will be held to request approval of the 2021 end of year financial transactions and contract approvals. Kim Hertzfeld seconded the motion. A voice vote was taken. *Motion passed*

Updates and Reports

I Director Updates

II Health Commissioner

- Ben informed the board the section on the health department website will be updated in the near future which will include credentials and updated pictures of all board members.
 - a. Building Discussion:
 - While actively exploring remote work and the potential for environmental health field staff being remote which would open the potential for WIC services to temporarily move to that area of the building with possibly the board room becoming more of a permanent area. This would also open the exam rooms back up for the health center. Board members discussed what makes the best sense thinking long term.
 - b. Community Health Assessment and Community Health Improvement Plan
 - CHA draft has been received and is being prepped for presentation in the next couple of weeks. Once this is finalized we will begin the CHIP with a goal of setting up some strong teams to work on priorities over the next 3 years via agencies within Wood County. HCNO will be creating a video which details the methodology and results that can be shared. DJ Mears advised using radio spots.



- c. COVID-19 update – Ben announced a slight uptick in cases adding another surplus supply of home test's will be arriving to distribute just before Christmas as there was good response to receiving these around the Thanksgiving holiday.

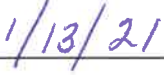
III Board of Health questions / comments

- Rachel proposed updating public notice to meetings, article 11 of the bylaws, amending article 7 section 1 & 2. Cathy highlighted the bylaws as a whole need to be reviewed. Tom Milbrodt stated there will be a committee formed in January to begin reviewing the bylaws. Paul Dobson stated the prosecutor's office would be happy to look at these and collaborate as needed.

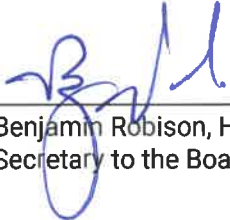
DJ Mears made a motion to adjourn at 7:39 p.m. Bob Midden seconded the motion. Meeting adjourned.




Cathy Nelson, Board President



Date



Benjamin Robison, Health Commissioner
Secretary to the Board



Date