

Board of Health Meeting Minutes January 13, 2021

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

Tom Milbrodt, Board President, called the meeting to order at 6:01 p.m., followed by the Pledge of Allegiance and introductions. Tom Milbrodt introduced the new board of health member Susan Yoder who was appointed by Mayor of Rossford.

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

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

Guests: Stephen Meredith – Board President, Community Health Center; Debbie Rogers – Sentinel Tribune; Jan McLaughlin – Independent News; Clint Corpe–WBGU; Several community members were present. Board President, Tom Milbrodt announced 30 minutes for public comments.

Approval of minutes: DJ Mears made a motion to approve the December 9, 2021 minutes. Bob Midden seconded the motion. Voice vote was taken. Sue Yoder abstained. *Motion passed*

Bob Midden made a motion to approve the December 30, 2021 Special Board Meeting minutes. Cathy Nelson seconded the motion. Voice vote was taken. Nilgun Sezginis, Richard Strow, Sue Yoder and Rachel Bowlus abstained. *Motion passed*

Approval of Warrants: Bob Midden made a motion to approve the warrants. 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 Y | Tom Milbrodt Y | Rachel Bowlus Y | Kim Hertzfeld Y | Sue Yoder Y |

PROGRAM – Dallas Ziegler, Chair (45 minutes)

Resolution PRG-01-01-2022 Motion to Approve Amendment to the Agreement with the Wood County Community Health Center Board

Dallas Ziegler made a motion to approve a second amendment to the Agreement with the Wood County Community Health Center Board. This amendment to the Agreement extends the agreement for one year, making it effective through January 31, 2023. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

Resolution PRG-02-01-2022 Motion to Adopt the CMS COVID-19 Precautions Policy, with the Associated Exemptions Packet

This resolution was previously tabled at the December 2nd, 2021, special board of health meeting. Dallas Ziegler made a motion to remove this resolution from the table, Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

The Health Commissioner informed the board earlier in the day the Supreme Court of the United States narrowly found in favor of the CMS Mandate and that the stay had been lifted, making the rule enforceable; no enforcement timeline was available at that time. Board discussion resumed weighing of the options for the addressing the CMS vaccine requirements, focusing on the scope of the policy. Three options were reviewed:

1. Policy applying to health department staff;
2. Policy that included a building separation plan, which had previously been set aside by the Board;
3. New option to pass a policy that covered employees who work in the health center area, are paid with health center dollars or who work in-person with health center staff, but exempt other staff, since the CMS rule had intentionally excluded local health departments from the vaccine requirement.

Richard Strow made a motion to amend the policy to adopt the third option that was discussed. Nilgun Sezginis seconded the motion. Richard highlighted that any release of a timeline will set this policy in motion in order to come into compliance by the date CMS puts forth. A voice vote was taken for the amendment. *Motion passes*

A second voice vote was taken for the motion as amended. 7 yay; 2 nay and 1 abstention. *Motion passes*

Resolution PRG-03-01-2022 Motion to Change the Location of the Regular Board of Health Meetings

Dallas Ziegler made a motion to change the location of the regular Board of Health meetings from the Board Room at the Wood County Health Department to the Atrium at Wood County Court House. This change of location shall be in effect until rescinded by the Board of Health. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

Resolution PER-01-01-2022 Motion to Appoint Jessica Firsdon to the Full-Time Clinical Services Assistant Position

Dallas Ziegler made a motion to appoint to Jessica Firsdon to the Full-Time Clinical Services Assistant position. Ms. Firsdon will be paid at Grade 3 Step 4 at the rate of \$18.44 per hour and will serve a 180-day probationary period. She will start in her new position on January 18th. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution PER-02-01-2022 Motion to Approve an Update of the Organizational Chart Effective January 13, 2022

Dallas Ziegler made a motion to approve the updates of the organizational chart. Changes include a vacancy in the Full-Time Grants & Account Coordinator. A voice vote was taken. *Motion passed*

Resolution PER-03-01-2022 Motion to Approve Jessica Crouch as the Deputy Registrar in Vital Statistics

Dallas Ziegler made a motion to approve Jessica Crouch as the Deputy Registrar in Vital Statistics, effective January 13, 2022. Jessica's role would be to assist in covering the Vital Statistics office during the Registrar's lunches, trainings, sick and vacation days, or any other circumstance that requires the Registrar to be out of the office. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

Resolution PER-04-01-2022 Motion to Appoint Daniel Roberts to the Part-Time Family Nurse Practitioner Position

Dallas Ziegler made a motion to appoint Daniel Roberts to the Part-Time Family Nurse Practitioner position, pending successful completion of a background check. Mr. Roberts will be paid at Grade 22 Step 1 at the rate of \$44.30 per hour and will serve a 180-day probationary period. His start date is pending at this time. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution PER-05-01-2022 Motion to Create a Full-Time Medical Assistant Position in the Health Center

Dallas Ziegler made a motion to create a full-time Medical Assistant Position in the Health Center. This position will be paid at Grade 3 and will report to the Chief Operating Officer. A voice vote was taken. *Motion passed*

| |
|--|
| <i>FINANCE – Nilgun Sezginis, Chair</i> |
|--|

Resolution FIN-01-01-2022 Motion to Approve the New Health Center Finance Policy – Good Faith Estimate

Nilgun Sezginis made a motion to approve the new Health Center Finance Policy – Good Faith Estimate. This policy ensures that Health Center patients are not subject to "surprise medical bills" by providing Good Faith Estimates (GFE). This policy is necessary so that the Health Center is in compliance with requirements established under Section 330 of the Public Health Service Act. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

Resolution FIN-02-01-2022 Motion to Enter into an Agreement between the Wood County Health District and Dr. John Coates

Nilgun Sezginis made a motion to enter into an agreement between the Wood County Health District and Dr. John Coates, for the purpose of providing and directing the medical care and pharmaceutical needs of its patients within the Wood County Community Health Center Division. The term of this agreement shall commence on January 18, 2022 and terminate on January 17, 2024. Dr. Coates shall be paid an annual salary of \$218,483.20, payable in 26 biweekly pay periods per year. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN-03-01-2022

Motion to Approve a Revised Contract with OPHA (Ohio Public Health Association)

Nilgun Sezginis made a motion to approve a revised 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 \$ \$27,378.00 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. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN-04-01-2022

Motion to Approve the Expenditure of \$8,300.00 to Purchase a Digital Media Campaign for the Promotion of the Health Center's Services for the Reproductive Health and Wellness Program.

Nilgun Sezginis made a motion to approve the expenditure of \$8,300.00 to purchase a digital media campaign for the Promotion of the Health Center's services for the Reproductive Health and Wellness Program. The services would be provided through Ashley Vetter Design LLC. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN-05-01-2022

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. Richard Strow seconded the motion. Ben reiterated to the board the contractors have been and still are covered by state and FEMA dollars and none of this effort will hit any local dollars. A roll call vote was taken. *Motion passed*

COVID-19 Response Team Member:

- Katie Purk contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.
- Renee Black contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.
- Penny Parker contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.
- Katlyn Huffman contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.
- Karmin Smith contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.
- Lyndi Robertson contracted until July 31, 2022, for an amount not to exceed \$30,000, pending successful completion of a background check.

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

COVID-19 Contract Vaccinator:

- Shane Thorton contracted until July 31, 2022, for an amount not to exceed \$50,000, pending successful completion of a background check.

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

Resolution FIN-06-01-2022 Motion Authorizing Benjamin Robison, Health Commissioner, to Apply for, Accept and Enter into a Water Pollution Control Loan Fund.

Nilgun Sezginis made a motion authorizing Benjamin Robison, Health Commissioner to apply for, accept, and enter into a water pollution control loan fund agreement on behalf of the Wood County Combined General Health District for the repair and replacement of home sewage treatment systems. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

Resolution FIN-07-01-2022 Motion to Approve the Physician Provider Agreement with AmeriHealth Caritas Ohio

Nilgun Sezginis made a motion to enter into agreement between Wood County Community Health Center and AmeriHealth Caritas Ohio for the purpose of furnishing covered services to its members. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

Resolution FIN-08-01-2022 Motion to approve the Ancillary Participation Agreement with Humana

Nilgun Sezginis made a motion to enter into agreement between Wood County Community Health Center and Humana for the purpose of furnishing covered services to its members. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

Resolution FIN-09-01-2022 Motion to Approve the Terms and Conditions of the Agreement with Dashlane

Nilgun Sezginis made a motion to approve the terms and conditions of the Agreement with Dashlane to utilize its program for password management. The cost of this agreement is \$3,250 annually and provide a service that will securely generate and remember passwords for each of the employees' accounts. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Resolution FIN-10-01-2022 Motion to Approve the Agreement with AOHC for Public Health Emergency Preparedness Consulting

Nilgun Sezginis made a motion to approve the agreement with AOHC for Public Health Emergency Preparedness Consulting. The cost of this agreement is \$5,278 annually and will provide support and consultation on public health preparedness and response program through AOHC's BTeam. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

Updates and Reports

I. Director Updates –

- There were no director updates to the board. One Board member did raise a question to the Environmental Director regarding one restaurants' inspection due to a complaint.

II. Health Commissioner Report

- Ben Robison reported an extremely high rate of transmission and cases with Omicron variant becoming the dominant variant over Delta. Wood County data indicated that individuals fully vaccinated who had not received their booster had a COVID incidence rate comparable to those not vaccinated. National data showed that the likelihood to fight off the virus falls to 35% but being boosted brought the protection to 75%. Ben added about three-quarters $\frac{3}{4}$ of the seniors in Wood County are already boosted and that health department plans messaging and post cards to reach the remaining members of the population. About 30% of 5-11-year old's have received at least one vaccination with a brief increase in vaccination demand for 12-year-old boosters. All staff have been asked to assist with case calls due to the high amount being received. Test kits are in a limited supply nationwide, we are making sure the kits we currently have are being allocated appropriately throughout the county and community. The board was also informed the State has provided Grief Support to Health Commissioners and that the effort would be extended to directors and managers in the coming weeks.
- The teams of the health department are engaging on how to do remote work and the workforce is thinking on how we want to grow down the road and how to use the dollars well and establish better revenue to serve the community.
- A date for the Community Health Assessment will be set soon and messaging will be shared and how to participate opening the next phase of the Community Health Improvement Plan.

Board President, Tom Milbrodt thanked Cathy Nelson for the previous two years of service as board president and added there has been an ad hoc bylaws committee formed with Cathy Nelson and Richard Strow agreeing to review the current bylaws. Dallas Ziegler and Nilgun Sezginis also agreed to continue chairing the finance and personnel committees.

At 7:42 p.m. Dallas Ziegler made a motion to 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 Ben Robison, Lana Glore, Diane Krill, Tracy Henderly, Amy Jones, Julie Kauffman. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

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

The board returned to regular session at 8:45 p.m.

Bob Midden made a motion to increase the pay scale by 4.0% and authorize the planned step increases for those employees who were eligible. Staff who are red-lined were also approved for a 2% cost-of-living increase. Dallas Ziegler seconded the motion. A roll call vote was taken. DJ Mears abstained. Motion passed.



Wood County
Health Department

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

Nilgun Sezginis made a motion to adjourn at 8:48 p.m. Dallas Ziegler seconded the motion. A voice vote was taken. *Motion passes*



Tom Milbrodt, Board President

2-10-22
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

2/11/22
Date

