

**Board of Health Meeting Minutes
February 10, 2022**

The February Board of Health meeting will be held in person at the Wood County Courthouse in the Alvin Perkins Atrium.

Tom Milbrodt, Board President, called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance and introductions. Tom Milbrodt introduced guest speaker Dr. Aouthmany, Dentist in the Dental Center.

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

Staff Present: Tina Cox, Amy Jones, Diane Krill, Lexie Jacobs, Ben Robison, Julie Kauffman, Lana Glore, Bushra Aouthmany.

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

Approval of minutes: Bob Midden made a motion to approve the January 13, 2022 minutes. Cathy Nelson seconded the motion. Voice vote was taken. *Motion passed*

Approval of Warrants: Richard Strow made a motion to approve the warrants. 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	Kim Hertzfeld Y	Sue Yoder Y

PROGRAM – Dallas Ziegler, Chair**PRG-01-02-2022 Memorandum of Understanding between Lower Lights Christian Health Center (LLCHC) and Wood County Community Health Center**

Dallas Ziegler made a motion to approve the Memorandum of Understanding with Lower Lights Christian Health Center (LLCHC). This Memorandum of Understanding is to establish a partnership on peer reviews for dentists employed by both organizations and to mutually promote and carry out the proposed peer review and quality improvement efforts for dental care at their respective health center. This is at no cost to either party. There will be a Peer review of a minimum of five (5) dental patient charts per quarter per dentist employed. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passes*

PRG-02-02-2022 Motion to approve scholarship-receiving health department staff to travel to the 2022 Preparedness Summit in Atlanta, Georgia

Dallas Ziegler made a motion to approve Pat Snyder and Benjamin Robison to travel to the 2022 Preparedness Summit in Atlanta, Georgia. The Summit is being held the week of April 3, 2022 and will focus on lessons learned from current and previous responses, and highlight tools, resources, and learnings that can be applied into the future. Staff have received scholarships to travel, so registration, hotel accommodations, meals, airfare, and ground transportation in Atlanta are covered. Passage of this motion would allow staff to attend the Summit on work time and obtain reimbursement for other travel costs, if incurred, in accordance with the employee handbook. Other potential travel costs may include parking at the departing airport; the total of these costs is estimated not to exceed

\$312 (\$156 per staff member). These expenses would be covered by available PHEP grant dollars. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passes*

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

PRG-03-02-2022 Motion to approve the Regional Public Health Coordinator to travel to the 2022 Preparedness Summit in Atlanta, Georgia

Dallas Ziegler made a motion to approve William Bryant-Bey to travel to the 2022 Preparedness Summit in Atlanta, Georgia. The Summit is being held the week of April 3, 2022 and will focus on lessons learned from current and previous responses, and highlight tools, resources, and learnings that can be applied into the future. Passage of this motion would allow the staff member to attend the Summit on work time and obtain reimbursement for travel costs, in accordance with the employee handbook. Travel costs include conference registration, hotel accommodations, airfare, meals, parking at the airport, and travel to/from the Atlanta airport; the total of these costs for this staff member is estimated to be \$2,100. These expenses would be covered by available PHEP grant dollars. Richard Strow seconded the motion. A roll call vote was taken. *Motion passes*

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

PERSONNEL – Dallas Ziegler, Chair

PER-01-02-2022 Motion to appoint Jeanette Knaggs to the Full-Time Medical Assistant position

Dallas Ziegler made a motion to appoint to the Jeanette Knaggs to the Full-Time Medical Assistant position. Ms. Knaggs will be paid at Grade 3 Step 5 at the rate of \$20.02 per hour and will serve a 180-day probationary period. She will start in her new position on March 22, 2022. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passes*

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

PER-02-02-2022 Motion to appoint Erin Bouk to the Part-Time Dental Assistant position.

Dallas Ziegler made a motion to appoint Erin Bouk to the Part-Time Dental Assistant position. Ms. Bouk will be paid at Grade 3 Step 1 at the rate of \$16.68 per hour and will serve a 180-day probationary period. This applicant will graduate from High School in the Spring of 2022 and will be required to provide a copy of high school diploma or transcripts showing successful completion at that time to continue employment. She will start her position March 1, 2022. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passes*

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

PER-03-02-2022 Motion to appoint Madissen Boyer to the Part-Time Dental Assistant position.

Dallas Ziegler made a motion to appoint Madissen Boyer to the Part-Time Dental Assistant position. Ms. Boyer will be paid at Grade 3 Step 1 at the rate of \$16.68 per hour and will serve a 180-day probationary period. This applicant will graduate from High School in the Spring of 2022 and will be required to provide a copy of high school diploma or transcripts showing successful completion at that time to continue employment. She will start her position March 1, 2022. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passes*

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

PER-04-02-2022 Motion to approve Update of Organizational Chart Effective 2022

Dallas Ziegler made a motion to approve changes to the organizational chart. These changes include vacancy to the Full-Time Dental Health Coordinator position, addition of Jessica Firsdon to the vacant Full-Time Clinical Services Assistant and addition of the newly created Full-Time Medical Assistant position, addition of Jessica Crouch as Deputy Registrar and addition of Dr. Coates from part-time to full-time Physician. Bob Midden seconded the motion. A voice vote was taken. *Motion passes*

PER-05-02-2022 Motion to appoint Ishmael Tagoe to the Full-Time Health Education Specialist position

Dallas Ziegler made a motion to appoint Ishmael Tagoe to the Full-Time Health Education Specialist position. Mr. Tagoe will be paid at Grade 8 Step 6 at the rate of \$28.12 per hour and will serve a 180-day probationary period. His start date is pending at this time. Kim Hertzfeld seconded the motion. A roll call vote was taken. Nilgun Sezginis abstained. *Motion passes*

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

PER-06-02-2022 Motion to appoint Jill Kohntopp to the Full-Time IT Support Specialist

Dallas Ziegler made a motion to appoint Jill Kohntopp to the Full-Time IT Support Specialist position. Ms. Kohntopp will be paid at Grade 9 Step 4 at the rate of \$27.46 per hour and will serve a 180-day probationary period. Ms. Kohntopp will start her position February 18, 2022. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passes*

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

FINANCE – Nilgun Sezginis, Chair

FIN-01-02-2022 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the electronic transfer of \$451.00, on January 27, 2022 to the Wood County Justice Center for the 4th Quarter 2021 for background checks by electronic fingerprinting from the following funds. Richard Strow seconded the motion. A roll call vote was taken. *Motion passes*

\$387.00 – Fund 08 – Bd of Hlth – Levy
\$64.00 – Fund 09 – Sewage

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

FIN-02-02-2022 Motion to Approve the Expanding Capacity for Coronavirus Testing (ECT) Federal Financial Report (FFR) & forms SF-428 & SF-428B for period ending 10/31/2021

Nilgun Sezginis made a motion to approve the Expanding Capacity for Coronavirus Testing (ECT) Federal Financial Report (FFR) & forms SF-428 & SF-428B for Period Ending 10/31/21 for the Wood County Community Health Center.



All of the funds awarded \$121,654.00 were expended as federal expenditures. Bob Midden seconded the motion. A roll call vote was taken. *Motion passes*

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

FIN-03-02-2022 Motion to Approve the 2022 Sliding Fee Scales

Nilgun Sezginis made a motion to approve the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee scales have been updated to reflect the 2022 poverty guidelines by Federal Register by U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) and will be effective 3/1/2022. Bob Midden seconded the motion. A roll call vote was taken. *Motion passes*

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

FIN-04-02-2022 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. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passes*

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

Mastin Site Services, Cody Mastin \$28,657.50 (2273 Middleton Pike, Troy Twp.)
Total for Mastin Site Services \$28,657.50

FIN-05-02-2022 Motion to Approve Agreement with Centerprise for On-Site Assessment for Revenue Cycle Management Services.

Nilgun Sezginis made a motion to Approve Agreement with Centerprise for On-Site Assessment for Revenue Cycle Management services. The cost of the on-site assessment is not to exceed \$4,100.00. The on-site assessment is tentatively scheduled for March 9th and 10th. Lexie explained this was the first step to moving to a third-party billing agency to assist with billing. The assessment will be the first step, they will be reviewing the current billing process and AR and reports which will assist in creating a specific contract for services. Richard Strow seconded the motion. A roll call vote was taken. *Motion passes*

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

FIN-06-02-2022 Motion to Approve PHSCO Accreditation Coordinator Agreement

Nilgun Sezginis made a motion to approve the Accreditation Coordinator Agreement with the Public Health Services Council of Ohio (PHSCO). This agreement will allow the PHSCO to provide accreditation coordinator services to the Wood County Health Department. The term of the agreement shall begin on February 28, 2022 and shall remain in full force through December 31, 2022, with an amount not to exceed \$8,500, for an average of 4 hours per week, i.e., 176 hours per year, at an hourly rate of \$44.25, plus additional funds for mileage, as needed. Richard Strow seconded the motion. A roll call vote was taken. *Motion passes*

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

FIN-07-02-2022

Motion to Approve Continuation of Wood County Board of Commissioners Maintenance Agreement

Nilgun Sezginis made a motion to approve contract with the Wood County Board of County Commissioners for maintenance services. The contract for 2022 is for personnel costs of \$4,772.39 per month not exceeding \$60,995.89 and additional reimbursements for materials and supplies not to exceed \$5,000.00. Richard Strow seconded the motion. A roll call vote was taken. Rachel Bowlus abstained. *Motion passes*

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

Updates and Reports

- I. **Director Comments/questions:** Board member requested clarification on AR for the Health Center if this was payor specific related. Billing Manager clarified it was related to increase in claims not payor specific.
- II. **Health Commissioner report:** COVID19 cases totals for 2022 to date exceeded totals for all of 2020. To date, cases are falling rapidly since January 20th with the peak reaching approximately 400/day noting also vaccine uptake and testing has also declined. Reporting update was provided to the board in regard to transmission between vaccinated verses non-vaccinated. Upcoming clinics being offered for vaccines will be evaluated and adjusted accordingly. WCHD is in the process of automated outreach for contact tracing due to at the national level recommendation of no longer requiring universal case investigation/contact tracing. All this is an indicator of moving from a Pandemic to an Endemic.

A contractor has been selected for the Health Center renovation with a few contractual things to be finalized yet adding quotes will be sought for renovating the board room for the WIC department to move into. Outreach has been completed with county partners regarding an interest in an EOC training center adding this will be looked at in the future as a potential addition to the Health Department. Each division is considering the ability to work remotely while evaluating our capacity and spacing.

Community Health Assessment meetings will be rolling out soon which will be facilitated by a pre-recorded video from our contractor where we will gather partners together and gather feedback to provide back to recruit individuals for the Community Health Improvement Plan.

- III. **Board of Health questions / comments:** Richard Strow informed the board that he and Cathy Nelson were nominated to review and update the current bylaws and asked he board member review the templates that will be emailed to them.

Bob Midden made a motion to adjourn at 7:42 pm. Dallas Ziegler seconded the motion. A voice vote was taken. *Motion passes*



Tom Milbrodt, Board President

3/10/2022

Date



Benjamin Robison, Health Commissioner
Secretary to the Board

3/10/22

Date