



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

The March Board of Health meeting was 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.

BOH Present: Bob Midden, Tom Milbrodt, Cathy Nelson, DJ Mears, 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, Kelly Bechstein.

Guests: Jan McLaughlin – Independent News; Community Members

Approval of Minutes: Bob Midden made a motion to approve the February 10, 2022 minutes. Nilgun Sezginis seconded the motion. Voice vote was taken. DJ Mears abstained. *Motion passed*

Approval of Warrants: Cathy Nelson made a motion to approve the warrants. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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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 | Sue Yoder Y |

PROGRAM – Dallas Ziegler, Chair

PRG-01-03-2022 Motion to grant a Private Home Sewage Treatment System Variance for 2914 Wingston Road, North Baltimore, Henry Township

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 2914 Wingston Road, North Baltimore, Henry Township. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules Ohio Administrative Code 3701-29. The variance request was made by the homeowner for a home sewage treatment system that does not meet length along contour due to damage to original design area. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PRG-02-03-2022 Approval of Educational Affiliation Agreement between the Community Health Center at Wood County Health Department and Ashland University

Dallas Ziegler made a motion to approve the Educational Affiliation Agreement between the Wood County Community Health Center and Ashland University Dwight Schar College of Nursing and Health Sciences (CONHS). This agreement will allow arrangements for Ashland University students receive clinical/internship assignments for professional clinical education and training at the Community Health Center. This internship and clinical training will be at no cost to either agency and can be terminated by either agency upon 6 months written notice. Sue Yoder seconded the motion. A voice vote was taken. *Motion passed*

PRG-03-03-2022 Motion to Make Board of Health Meetings Remote through June 30, 2022

Whereas House Bill 51 allows public bodies to hold meetings remotely until the end of June 2022. Dallas Ziegler made a motion to pass this resolution which will allow board of health members to attend remotely and be considered present for the sake of voting through June 30, 2022. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

PER-01-03-2022 Motion to appoint Merrilee Ewing-Beckley to the Full-Time Dental Coordinator Position

Dallas Ziegler made a motion to appoint Merrilee Ewing-Beckley to the Full-Time Dental Health Program Coordinator position. Ms. Ewing-Beckley will be paid at Grade 7 Step 1 at the rate of \$21.48 per hour and will serve a 180-day probationary period. She will start in her new position on March 14, 2022. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-02-03-2022 Motion to abolish the Part-Time Information Technology Support Specialist Position

Dallas Ziegler made a motion to Abolish the Part-Time Information Tech Support Specialist position from the organizational chart. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

PER-03-03-2022 Motion to approve Update of Organizational Chart Effective March 10, 2022

Dallas Ziegler made a motion to approve changes to the organizational chart which include addition of vacancy to the Full-Time Clinical Services Assistant position, addition of Jeanette Knaggs to the vacant Full-Time Medical Assistant position, addition of Ishmael Tagoe to the vacant Full-Time Health Education Specialist position, addition of Jill Kohntopp to the vacant Full-Time Information Technology Support Specialist, addition of Erin Bouk to the vacant Part-Time Dental Assistant position and addition of Madissen Boyer to the vacant Part-Time Dental Assistant position. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

PER-04-03-2022 Motion to approve change of grade for the Epidemiologist position

Dallas Ziegler made a motion to approve the change of grade for the Epidemiologist position from a grade 10 to a grade 11. This change is based on the recommendation from Archer. This is a grade increase; current employees will remain at the same step. This change will be effective March 14, 2022. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-05-03-2022 Motion to renew appointment of Amy Jones as Deputy Health Commissioner

Dallas Ziegler made a motion to renew appointment of Amy Jones as Deputy Health Commissioner. This renewal of appointment is necessary for ODH grant requirements and will allow for Amy Jones to perform routine administrative duties, in the absence of the Health Commissioner. 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 Dallas Ziegler Y Sue Yoder Y

FINANCE – Nilgun Sezginis, Chair

FIN-01-03-2022 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the transfer of \$5,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (February 22, 2022). Richard Strow seconded the motion.

\$5,000.00 – Fund 29 – Swimming Pools

Motion to approve the transfer of \$25,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (February 28, 2022).

\$25,000.00 – Fund 6 – Nursing

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 Dallas Ziegler Y Sue Yoder Y

FIN-02-03-2022 Motion to amend 2022 Estimated Resources

Nilgun Sezginis made a motion to amend the 2022 Certificate of Estimated Resources of Wood County Health District to a new total amount of \$16,021,424.16. This amount includes the following changes of \$3,000,000.00 in fund revenues as of this time (January 31, 2022). Cathy Nelson seconded the motion.

008. 0208. 405100 FEDERAL FUNDS \$3,000,000.00

A motion to amend the 2022 Certificate of Estimated Resources of Wood County Health District to a new total amount of \$16,144,426.62. This amount includes the following changes of \$123,002.46 to WCHD fund 8 to the Wood County Auditor actual figures (February 28, 2022):

008. 0208. 400100 LEVY GEN REAL ESTATE \$267,943.55
 008. 0208. 400105 LEVY HOLMSTEAD RLBK (\$145,448.66)
 008. 0208. 400300 MANUFACTURED HOME GENERAL \$507.57

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 Dallas Ziegler Y Sue Yoder Y

FIN-03-03-2022 Motion to amend 2022 Appropriations

Nilgun Sezginis made a motion to amend the 2022 annual appropriations of the Wood County Health District. The following changes in fund appropriations are needed at this time (January 31, 2022). Richard Strow seconded the motion.

008. 0208. 540100 LEVY - CONTR. SVCS. \$3,000,000.00
 012. 0212. 560800 REGISTRAR - ADV. & PRINTING \$250.00
 025. 0225. 560800 FOOD SERV - ADV. & PRINTING \$750.00

TOTAL \$3,001,000.00

A motion to amend the 2022 annual appropriations of the Wood County Health District. The following changes in fund appropriations are needed at this time (February 22, 2022):

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|-------------------|-------------------|------------|
| 018. 0218. 571500 | WATER - P.E.R.S. | \$1,200.00 |
| 018. 0218. 575600 | WATER - EMPLY INS | \$1,500.00 |
| | TOTAL | \$2,700.00 |

A roll call vote was taken. *Motion passed*

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

FIN-04-03-2022 **Motion to approve 2021 Annual Financial Report to the Ohio Auditor of State**
Nilgun Sezginis made a motion to approve the 2021 Annual Financial Report to the Ohio Auditor of State. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-05-03-2022 **Motion to approve the Revised 2022 Estimated Detail Budget**
Nilgun Sezginis made a motion to approve the Revised 2022 Estimated Detailed Budget of the Wood County Health District. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-06-03-2022 **Motion to approve the 2023 Estimated Detail Budget**
Nilgun Sezginis made a motion to approve the 2023 Estimated Detailed Budget of the Wood County Health District. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-07-03-2022 **Motion to approve the Contract with National Association of and City Health Officials (NACCHO) for the 2022 Medical Reserve Corps (MRC) Operational Readiness Award.**
Nilgun Sezginis made a motion to approve a contract with NACCHO for receipt of a \$5,000 Medical Reserve Corp Operational Readiness Award. The aim of this funding is to build the operational readiness capabilities of MRC units to meet the emergency preparedness and response needs of local, regional, and statewide stakeholders. Our approved proposal centered around getting feedback from MRC members about their volunteer experiences during the pandemic and updating our MRC training plan. Bob Midden seconded the motion. A roll vote was taken. *Motion passed*

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

FIN-08-03-2022 **Motion to approve \$20,000 to Send Mailers about COVID Vaccinations.**

Nilgun Sezginis made a motion to approve up to \$20,000 to send mailers about COVID vaccinations to all remaining adults in Wood County. This initiative will be funded with awarded response funding. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-09-03-2022 Motion to approve Steamwave Carpet Cleaning

Nilgun Sezginis made a motion to approve up to \$10,000 per year Steamwave Carpet Cleaning for maintenance to all waxed floors and carpet cleaning including all mats. Floor maintenance includes a twice a year spray and buff with strip and re-wax as needed. Carpet cleaning includes standard shampooing with stain guard protection and cleaning of upholstery. Richard Strow 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 Dallas Ziegler Y Sue Yoder Y

FIN-10-03-2022 Motion to approve the use of temporary staffing in the Health Center division

Nilgun Sezginis made a motion to approve the use of temporary staffing through Robert Half Account temps in the Health Center division in anticipation of FMLA covered leave for a current employee. The time estimate for the staffing need is approximately 14 weeks at an estimated cost of \$15,000.00. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

Updates and Reports

I. Director Updates

Discussion was held with directors and board regarding slight decline in medical and dental patient numbers.

II. Health Commissioner

- a. Ben provided board members the current decline in COVID-19 numbers reporting Wood County transmission has reached low which is just under 50 for the first time in many months. Changes at national guidance of mask recommendations for indoor masking reporting at a high risk everyone should wear a mask in all locations, while medium carries a recommendation to those who are at risk for adverse outcomes continue to reach out to their provider and consider continuing to mask; low risk carries a recommendation of masking no longer being required. Due to these changes in guidance, discussion was held regarding masking in the Health Department relating to exemptions and continuing to follow CMS ruling guidelines.

Richard Strow made a motion that, except as required by the CMS rule and to meet applicable guidance for patient care, Wood County Health Department mask use will be optional and voluntary but not mandated. Bob Midden recommended the mask guidance follow the level of transmission guidelines through CDC.

PER-06-03-2022 Indoor mask use at Wood County Health Department recommended not required

Richard Strow made a motion the indoor mask requirement, except as required by CMS or other applicable guidance indoor mask use be recommended but not required effective March 14, 2022. DJ Mears seconded the motion. A voice vote was taken. Those in favor – 10. No abstentions. *Motion passed*

- b. Public Health Week is coming up April 4th – April 10th. Health Promotion and Preparedness Division would like to honor this week and asks the Health Department be able to spend up to \$250.00 for activities this week.

FIN-11-03-2022

Approval of fund expenditure toward activities and celebrations for Public Health Week

Cathy Nelson made a motion to approve expenditures toward celebrations and activities for Public Health Week up to \$300. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

- c. Health Department Workforce and Building Discussion: Diane distributed to the board the most revised layout for the Health Center/Pharmacy renovation. The board discussed authorization for Ben to reach out to the County Commissioners about potential funding assistance.

FIN-12-03-2022

Approval to authorize Ben Robison to engage County Commissioners to inquire about financial assistance through American Recovery Act funding to support any uncovered response costs and building projects.

DJ Mears made a motion authorizing Health Commissioner, Ben Robison, to engage the County Commissioners to inquire about potential financial assistance through American Recovery Act funding to support any uncovered COVID response costs and building projects. Cathy Nelson seconded the motion. A voice vote was taken. Rachel Bowlus abstained. *Motion passed*

Lengthy discussion was held by the board in review of the building renovation project using the latest layout provided. Board member recommendations: look into a drive up or a walk up or walk way area to access the pharmacy to avoid public having to walk through the waiting room to avoid sick patients walking through a well patient area; move the optometry exam room further to east to allow a corridor from waiting room to behavioral health offices or possibly eliminate one of the three behavioral health offices and make an optometry office.

FIN-13-03-2022

Approval of the Health Department to move forward with the current renovation plan with the amended suggestions provided by the board.

Richard Strow made a motion to approve the renovation floor plan with the recommended changes of removal of the optometry exam room to create a corridor and using the third behavioral health room and make it an optometry exam room with addition of a window from the vestibule in pharmacy. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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|-----------------|-----------------|-------------------|------------------|----------------|
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| Cathy Nelson Y | Richard Strow Y | Nilgun Sezginis Y | Dallas Ziegler Y | Sue Yoder Y |

WIC will need to be relocated due to the Health Center renovation. (2) plans are being discussed depending on access to funding. Plans will be discussed with each program involved in either of these plans and be brought to the May board meeting.

FIN-14-03-2022

Approval to authorize the Health Department to obtain quotes and drawings for the relocation of WIC within the Health Department

DJ Mears made a motion authorizing Wood County Health Department to obtain quotes and drawings for the relocation of WIC within the Health Department. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passed*

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

- ii. Board was updated to the Community Health Assessment these meetings were held last week by sectors. The video's shared will be uploaded to the website and those links will be shared. Feedback will be gathered this next week and the Community Health Assessment will be finalized the end of this month.

Board was also informed about the process of CHIP (Community Health Improvement Plans) meetings and notified they have been set and beginning on April 8th and will occur weekly. Board had no questions.

III. Board of Health discussed the revisions to the Bylaws for the Board of Health. Richard Strow asked each board member to review the draft prior to the May meeting. Cathy Nelson added per the last meeting discussion there are counties that do not have any Bylaws and legal council stated Bylaws are not needed. Previous discussions were to review current Bylaws and go to something simpler and move into policy and procedures. Once the draft is reviewed and discussed by all members, this will be presented at the April meeting and then move to the prosecutor's office for input.

Bob Midden made a motion to adjourn at 7:28 p.m. DJ Mears seconded the motion. A voice vote was taken. Motion to adjourn passed


Tom Milbrodt, Board President

March 10, 2022
Date


Benjamin Robison, Health Commissioner
Secretary to the Board

4/14/22
Date

