



**Board of Health Meeting Minutes
April 14, 2022**

The April 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, DJ Mears, Nilgun Sezginis, Dallas Ziegler, Richard Strow, Kim Hertzfeld, Rachel Bowlus.

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

Guests: Jan McLaughlin – Independent News; Deb Rogers – Sentinel Tribune; Community Members

Approval of Minutes: Richard Strow made a motion to approve the March 10, 2022 minutes. Nilgun Sezginis seconded the motion. Voice vote was taken. *Motion passed*

Approval of Warrants: Bob Midden made a motion to approve the warrants. DJ Mears seconded the motion. Board questioned the monthly subscription charge. Tracy stated she will look into it and email all board members what this subscription is. A roll call vote was taken. *Motion passed*

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

PRG-01-04-2022 Motion to grant a Private Well Variance for 3799 Garling Road, Troy Township
Dallas Ziegler made a motion to grant a Private Well Variance for 3799 Garling Road, Troy Township. The variance is permitted by the Ohio Department of Health Private Water Rules, Ohio Administrative Code 3701-28. The variance request was made by the homeowner due to lot size limitations when installing a new driveway to accommodate a new garage and is specifically for the isolation distance requirement from existing well to new drive. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

PER-01-04-2022 Motion to appoint Brenna Garlick to the Full-Time Dental Assistant position.

Dallas Ziegler made a motion to appoint Brenna Garlick to the Full-Time Dental Assistant position. Ms. Garlick will be paid at Grade 3 Step 4 at the rate of \$19.18 per hour and will serve a 180-day probationary period. Her start date is pending at this time. Update of this position will reflect in the updated organizational chart provided at the May 2022 meeting. Nilgun Sezginis seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-02-04-2022 Motion to Accept the Resignation of Clay Lilly

Dallas Ziegler made a motion to accept the resignation of Clay Lilly, Staff Accountant in the Finance Division effective April 1, 2022, and update the organizational chart. Mr. Lilly has been a valued member of the department since 2019. DJ Mears requested a copy of resignation letter be scanned and emailed. Kim Hertzfeld seconded the motion. A voice vote was taken. *Motion passed*

PER-03-04-2022 Motion to Re-title and Regrade the Administrative Assistant Position in the Health Commissioner's Office

Dallas Ziegler made a motion to approve the change of grade for the Administrative Assistant position in the Health Commissioner's Office from a grade 4 to a grade 5. This change is based on the recommendation from Archer. This is a grade increase; the current employee will remain at the same step. Additionally, change the title of this position to *Executive Assistant* and update the organizational chart. This change will be effective April 24, 2022. Rachel Bowlus seconded the motion. DJ Mears abstained. *Motion passed*

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

PER-04-04-2022 Motion to accept the resignation of Jessica Crouch

Dallas Ziegler made a motion to accept the resignation of Jessica Crouch, Secretary/Deputy Registrar in the Finance Division effective April 28, 2022 and update the organizational chart. Ms. Crouch has been a valued member of the department since 2020. Bob Midden seconded the motion. DJ Mears requested a copy of resignation letter be emailed to board. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair

FIN-01-04-2022 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the transfer of \$50,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (March 28, 2022). Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

\$50,000.00 – Fund 9 – Sewage.

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

FIN-02-04-2022 Motion to Amend 2022 Estimated Resources

Nilgun Sezginis made a motion to amend the 2022 Certificate of Estimated Resources of the District to a new total amount of \$16,784,286.29. This amount includes the following changes of \$1,377,591.48 in fund revenues as of this time (March 31, 2022):

008. 0208. 400100	LEVY GEN REAL ESTATE	\$267,474.30
008. 0208. 400105	LEVY HOLMSTEAD RLBK	(\$146,094.33)
008. 0208. 400300	MANUFACTURED HOME GENERAL	(\$133.41)
008. 0208. 400305	MOBILE HOME-HMSTD/ROLL/2%	(\$2,316.49)
008. 0208. 405100	FEDERAL FUNDS	\$1,258,661.41

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

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

FIN-03-04-2022 Motion to Amend 2022 Appropriations

Nilgun Sezginis made a motion to amend the 2022 annual appropriations of the District. The following changes in fund appropriations are needed at this time (March 31, 2022):

008. 0208. 540100	LEVY - CONTR. SVCS.	\$1,754,897.50
012. 0212. 560800	REGISTRAR - ADV. & PRINTING	\$354.26
025. 0225. 560800	FOOD SERV - ADV. & PRINTING	\$836.54
	TOTAL	\$1,756,088.30

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

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

FIN-04-04-2022 Motion to approve the contract with SSOE Group to provide professional architectural, engineering and interior design service for renovations to the Wood County Community Health Center.

Nilgun Sezginis made a motion to approve the contract with SSOE Group. SSOE will provide professional architectural, engineering and interior design services for renovations to the Wood County Community Health Center. The professional architectural, engineering and interior design fees shall not exceed \$49,750.00. These fees will be paid using HRSA funds that were awarded to the Wood County Community Health Center on September 1, 2021 through the American Rescue Plan Act, under the project title of Health Center Infrastructure Support. The budget period for this award is September 15, 2021 through September 14, 2024 and the total amount awarded was \$517,105.00. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-05-04-2022 Motion to approve a contract to prepare a regional After-Action Report and Improvement Plan for the Northwest Ohio Region's Local Health Departments.

Nilgun Sezginis made a motion to approve a contract with Stephanie Poling to prepare an After-Action Report and Improvement Plan for the Northwest Ohio Region's Local Health Departments, pending Prosecutor's approval. The total cost of the contract will be \$5,000.00, to be paid from the Regional PHEP funding, upon completion of the project. Ben Robison commented this a regional survey report understanding COVID response such as trends, lessons learned, engagement and outcome. Ben added this is going through us as we are the regional grant holder. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-06-04-2022 Motion to increase the NetPlus funds available each year.

Nilgun Sezginis made a motion to increase the amount of funding contributed by the Wood County General Health District to cover NetPlus expenses from \$12,000 per year to \$18,000 per year for the remainder of the term of the contract. This will apply for the remainder of the current year and for the

next fiscal year. DJ Mears seconded the motion. Ben informed the board the increase cost is due to increased utilization and cost of fuel. A roll call vote was taken. *Motion passed*

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

FIN-07-04-2022 Motion to approve annual PHSCO dues.

Nilgun Sezginis made a motion to approve annual PHSCO dues of \$5,000. These dues will be paid from levy dollars. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Updates and Reports

- I. **Board of Health questions/comments:** Bob Midden questioned the decrease in Dental visits the first 3 months this year. Diane Krill stated this was due to staffing at the time adding these will show increased numbers next quarter. Bob also questioned one restaurant which was reported as having 13 critical violations. Lana stated some of those have already been remedied. Board members commented they appreciated the new Infectious Disease Report. Amy Jones responded next month will be a Chronic Disease Report and would appreciate continued feedback. DJ congratulated Dallas on his reappointment to the board and also congrats to Nilgun Sezginis on her appointment of Distinguished Instructor at the University.
- II. **Health Commissioner**
 - a. Ben distributed an updated building schematic for board to review during discussion. This updated drawing included board members recommendations from last month meeting. Ben responded to board question on deadline of September 2024 for completion.
 - b. Community Health Assessment and Community Health Improvement Plan initial meeting was held a week ago with great participation. 3 priority outcomes were selected which were Mental Health and Addiction, Chronic Disease and Maternal and Child Health. After discussion at this meeting, focus will be on Mental Health and Addiction as well as Chronic Disease and Social Wellness. Strategy will begin to be discussed at the next meeting including a Quality of Life Survey which will also be released.

Richard Strow spoke to the board regarding the revised bylaws and upon request there will be an addition of a section for public meeting notification. This will state notification of all public meetings within 72 hrs. prior to the meeting with a minimum of listing on the website.

Dallas Ziegler made a motion at 6:54 pm 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. Ben Robison, Amy Jones and Julie Kauffman were invited into executive session. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed.*

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

Nilgun Sezginis made a motion at 8:24 pm to return to public session. Bob Midden seconded the motion. Board President, Tom Milbrodt, announced there would be no action or resolutions following this executive session.

Richard Strow made a motion at 8:27 pm to adjourn. Dallas Ziegler seconded the motion. A voice vote was taken. Motion passed to adjourn.


Tom Milbrodt, Board President

12 May 2022
Date


Benjamin Robison, Health Commissioner
Secretary to the Board

5/12/22
Date

