



**Board of Health
Special Meeting Minutes
April 28, 2022**

The April 28th Special Board of Health meeting was held in person in the board room of Wood County Health Department.

Nilgun Sezginis, Board Vice-President, called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

BOH Present: DJ Mears, Nilgun Sezginis, Dallas Ziegler, Richard Strow, Kim Hertzfeld, Rachel Bowlus. Bob Midden and Tom Milbrodt attended virtually through Microsoft Teams.

Staff Present: Tina Cox, Amy Jones, Diane Krill, Ben Robison, Lana Glore. Chrissy Downs – Contracted Finance Director attended via Microsoft Teams

PERSONNEL – Dallas Ziegler, Chair (20 minutes)

PER-01-04-2022SPM Motion to Accept the Resignation of Tracy Henderly

Dallas Ziegler made a motion to accept the resignation of Tracy Henderly, Finance Director, effective April 18, 2022, and update the organizational chart. Ms. Henderly has been a valued member of the department since 2014. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

Discussion: *Pay Range for the Finance Director Position – Pay Range and Grade scales that were emailed were also distributed to all board members.*

Discussion was held of the 2019 salary comparison chart distributed.

PER-02-04-2022SPM Motion to Establish the Pay Range for the Finance Director Position

Dallas Ziegler made a motion to set the pay range of the Finance Director Position at grade 20, pay range of \$86,000 to \$120,000 with an option of re-evaluation of compensation post probation of 180 days within the grade 20 scale. Kim Hertzfeld seconded the motion. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair (40 minutes)

Discussion: *Temporary Fiscal Support - Board members received Finance Costs which included expenses and projected expenses. Current 2022 Finance Division Expenses and Projected Costs handout with OPHA financial support was discussed.*

FIN-01-04-2022SPM Motion to Approve a Contract for Fiscal Consulting Services

Richard Strow made a motion to approve a contract with Clay Lilly to provide fiscal consulting services to the Wood County Health Department until December 31, 2022. Financial consulting services shall be provided at the rate of \$35.10 per hour. Total allowable expenses shall not exceed \$21,000.00, unless increased during the term of this contract. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

Strow Y Sezginis Y Hertzfeld Y Mears Y Yoder Y
Bowlus Y Ziegler Y Milbrodt Y Midden Y

FIN-02-04-2022SPM Motion to Approve an Amendment to the Contract with the Ohio Public Health Association

Richard Strow made a motion to approve an amendment to the contract with the Ohio Public Health Association (OPHA), pending Prosecutor's approval, to expand the fiscal support services available through OPHA:

- Add Interim Finance Director/CFO support at the hourly rate of \$45.00 for up to 25 hours per week, not to exceed \$42,750.00 for the remaining term of this contract;
- Increase the weekly hours available for Fiscal Policy/Process Support Administration from 15 to 40 and increase the total allowable costs for this function by \$33,345.00, from \$27,378.00 to \$60,723.00, for the remaining term of this contract;
- Increase the weekly hours available for Account and Grant Clerk support from 15 to 40 and increase the total allowable costs for this function by \$14,079.00, from \$32,110.00 to \$46,189.00, for the remaining term of this contract.

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

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y
Strow Y Sezginis Y Ziegler Y Yoder Y

Richard Strow made a motion to adjourn at 6:47 p.m. DJ Mears seconded the motion. *Motion passed*



Tom Milbrodt, Board President

12 May 2022
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

5/12/22
Date