



**Board of Health Meeting Minutes
May 12, 2022**

The May 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, Sue Yoder, Cathy Nelson, Rachel Bowlus

Staff Present: Tina Cox, Ben Robison, Lexie Jacobs, Diane Krill.

Staff on Audio: Chrissy Downs – Finance Contractor Michelle Walker – Account Clerk

Guests: David Dupont – Independent News; Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Community Members

Approval of Minutes: Sue Yoder made a motion to approve the April 14, 2022 minutes. Bob Midden seconded the motion. Voice vote was taken. Cathy Nelson abstained. *Motion passed*

Rachel Bowlus made a motion to approve the April 28, 2022 Special Board Meeting minutes. Dallas Ziegler seconded the motion. Voice vote was taken. Cathy Nelson abstained. *Motion passed*

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

Rachel Bowlus Y
Cathy Nelson Y

DJ Mears Y
Nilgun Sezginis Y

Bob Midden Y
Dallas Ziegler Y

Tom Milbrodt Y
Sue Yoder Y

PROGRAM – Dallas Ziegler, Chair (10 minutes)

PRG-01-05-2022 Motion to initiate a complaint to the Ohio EPA to investigate unsanitary sewage conditions

Dallas Ziegler made a motion to initiate a complaint to the Ohio EPA to investigate unsanitary sewage conditions Wagoner Pl, Lake Township per Ohio Revised Code 6117.34. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PRG-02-05-2022 Motion to grant a Private Home Sewage Treatment System Variance for 12370 Cross Creek Road, Middleton Twp

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 12370 Cross Creek Road, Middleton 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 to install a temporary holding tank as a home sewage treatment system and has signed a tank only agreement. This variance is valid 30 days from notification by Northwestern Water and Sewer District is that the sanitary sewer, now in planning stages, is available. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

PRG-03-05-2022 Motion to grant a Private Home Sewage Treatment System Variance for 12310 Cross Creek Road, Middleton Twp

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 12310 Cross Creek Road, Middleton 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 to install a temporary holding tank as a home sewage treatment system and has signed a tank only agreement. This variance is valid 30 days from notification by Northwestern Water and Sewer District is that the sanitary sewer, now in planning stages, is available. Rachel Bowlus seconded the motion. Sue Yoder abstained. A voice vote was taken. *Motion passed*

PRG-04-05-2022 Motion to adopt the Wood County Health Department resolution for initiation of non-emergency legal action for retail food establishments and food service operations

Dallas Ziegler made a motion to adopt resolution giving authorization to the health commissioner and environmental health specialists to initiate non-emergency action against retail food establishments and food service operations. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-05-2022 Motion to Temporarily Adjust the Pay Grade for the Account Clerk

Dallas Ziegler made a motion to temporarily adjust the pay grade from Grade 5 to Grade 8. The employee will remain at the same step. This adjustment will remain in effect until the Staff Accountant position is refilled. Rachel Bowlus seconded the motion. Ben stated the current account clerk does have an accounting degree and is currently not limiting duties to her account clerk role during the rebuilding of the finance team. DJ Mears inquired the clerk's current pay and what this would bring this position up to. Ben stated current hourly rate is \$18.68/hr., this grade increase would adjust the hourly rate to about \$26.93/hr. A roll call vote was taken. *Motion passed*

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

PER-02-05-2022 Motion to appoint Courtney Riches to the Full-Time Environmental Health Specialist In Training position

Dallas Ziegler made a motion to appoint Courtney Riches to the Full-Time Environmental Health Specialist in Training position. Ms. Riches will begin at Grade 7 Step 2 at the rate of \$22.55 per hour and will serve a 180-day probationary period. Her start date is pending at this time. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-03-05-2022 Motion to accept the resignation of Dr. Dood

Added 5/12

Dallas Ziegler made a motion to accept the resignation of Dr. Dood, Medical Director of Wood County Health Department, effective August 25, 2022. Dr. Dood has been a valued member of the department since 2012. Cathy Nelson seconded the motion. A brief discussion was held regarding the timing and process for a replacement. Ben highlighted Dr. Dood's letter of resignation was received this week adding there are three (3) board meetings before his last day. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis, Chair (30 minutes)

FIN-01-05-2022 Motion to approve the Participating Provider Agreement with Envolve Dental, Inc.

Nilgun Sezginis made a motion to enter into agreement between Wood County Health Department (Provider) and Envolve Dental, Inc for the purpose of furnishing covered services to its members seeking services from the Health Center Division. Dallas Ziegler seconded the motion. A voice vote was taken. *Motion passed*

FIN-02-05-2022 Motion to approve use of Levy Funds in the WIC Division for "Latch On" event

Nilgun Sezginis made a motion to approve the use of Levy funds not to exceed \$900 for a Latch On event during August to celebrate Breastfeeding Awareness Month. This funding would be used for food, big ticket raffle, shelter park rental, banner and reinforcement items for nursing mothers. DJ Mears commented this was an important event.

Sue Yoder proposed to amend the total be increased to \$1,000, increasing the food cost from \$150 to \$250. DJ Mears seconded the amendment. A roll call vote was taken. *Motion passed*

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

A roll call was taken for the motion itself. *Motion passed*

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

FIN-03-05-2022 Motion to approve use of Levy Funds in the WIC Division

Nilgun Sezginis made a motion to approve the use of Levy funds not to exceed \$850 for WIC in conjunction with OSU Extension SNAP-Ed to conduct Cooking Matters Classes each week for 6 weeks (totaling 6 lessons) with WIC participants beginning in June. These funds will be used to purchase slow cooker, blender or electric skillet, food items and incentive items for up to 10 participants. The goal of these classes is teaching improved nutrition knowledge and food resource management skills of people at risk of hunger, so they can better provide for themselves and their family. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-04-05-2022 Motion to approve contracts with Ottawa County Health Department and with Hancock Public Health to provide intermittent vital statistics support

Nilgun Sezginis made a motion to approve contracts, pending Prosecutor’s approval, with Ottawa County Health Department and Hancock Public Health to provide intermittent vital statistics support. The supporting agencies will provide qualified staff to cover the Vital Statistics window when the Registrar is out of the office for extended absences, like vacation, and Wood County Health Department will cover the cost of the wages and mileage of those employees, for which WCHD will be invoiced. The term of this agreement shall be May 16, 2022 until September 30, 2022. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-05-05-2022 Motion to approve appropriation adjustments for health department funds

Nilgun Sezginis made a motion to approve appropriation adjustments for health department funds, as listed in **Attachment I to the May 2022 Board of Health Meeting Agenda**. These adjustments will ensure

that health department funds and expense lines have sufficient monies to cover estimated expenses. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-06-05-2022 Motion to approve an amended contract with PHSCO

Nilgun Sezginis made a motion to approve an amended contract with PHSCO (Public Health Services Council of Ohio) for accreditation and quality improvement support services, pending Prosecutor approval. The amended contract allows PHSCO to identify any qualified agent to provided contracted services, not just the Executive Director. It also authorizes PHSCO to invoice the health district for mileage, at the rate of \$0.58 per mile, with costs equitably distributed across all served entities. The total cost and term of the contract, \$8,850.00 for an average of 4 hours per week through December 31, 2022, remain unchanged. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-07-05-2022 Motion to approve travel reimbursement for NW Ohio local health departments that sent in-person attendees to the 2022 Preparedness Summit

Nilgun Sezginis made a motion authorizing Wood County Health Department to reimburse eligible travel expenses for the following NW Ohio local health departments who sent in-person attendees to the 2022 Emergency Preparedness Summit for total amounts not to exceed the figures listed below. These reimbursements will be provided from the Public Health Emergency Preparedness (PHEP) regional grant funds and have been pre-approved by ODH to be used for this purpose. DJ Mears seconded the motion. *Motion passed*

- Ottawa County Health Department - \$1,749.51
- Hancock Public Health - \$1,164.30
- Mercer County Health Department - \$1,071.00
- Henry County Health Department - \$967.76
- A roll call vote was taken. *Motion passed*

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

FIN-08-05-2022 Motion to approve Amendment 1 to the NETPLUS MOU

Nilgun Sezginis made a motion to approve Amendment 1 to the NETPLUS MOU, by and between the Wood County Department of Job and Family Services Agency ("WCDJFS"), Wood County Children's Resource Center ("CRC"), Wood County Alcohol Drug Addiction and Mental Health Services Board ("ADAMHS"), the Wood County Health District ("Health District"), and the Wood County Board of County Commissioners ("BCC"). This amendment formalizes the health district's commitment to provide an additional \$6,000.00 of funding each fiscal year, for a total of \$18,000.00 per year, for the remainder of the term of the agreement. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

***Updates and Reports* (30 minutes)**

Board of Health questions / comments

Lana responded to some questions regarding the Environmental restaurant violations.

Dallas Ziegler complimented the Chronic Disease Report with a brief discussion on the concerning Mental Health numbers, Obesity data in the report and education in the schools. Board agreed they are looking forward to further reporting and suggestions how these things can be addressed. Ben informed the board upcoming Community Health Improvement Plan will be addressing the results from the Community Health Assessment adding aggressive goals will be set involving all of the community.

Director Updates – No comments or questions

Health Commissioner Report

- a. Health Department Workforce and Building Discussion – 10-minute touchpoints with each staff member have started. Plans are to publish the results of employee feedback in the employee breakroom for all staff to see. This feedback will be used in a staff survey in June which will be repeated in September and December. SSOE is about ½ way through the blue prints with a final meeting to finish the drawings in order to pursue to the bidding process and begin setting a schedule to begin these renovations. Ben responded to a board member question on the process of the staff survey stating this is will be anonymous and electronic. Julie added past surveys went out via survey monkey and another department analyzes the results. These results will be shared with the Personnel Committee. Julie, HR Coordinator, will sent the board the 2019 survey questions to provide an opportunity to review and for possible additions before the survey goes out and discuss at the next meeting.
- b. Community Health Assessment and Community Health Improvement Plan – The next CHIP meeting will be looking at potential strategies with a goal of building teams of individuals to take action on the CHIP plans and goals.
- c. Board of Health Meeting Location – Brief discussion was held whether to continue to hold board meetings in the Atrium or to return to the board room at Wood County Health Department.

PRG 05-05-2022 Bob Midden moves to rescind the previous motion passed by the board to hold meetings at the Alvin Perkins Atrium in the Courthouse. Sue Yoder seconded the motion. A voice vote was taken. *Motion passed*

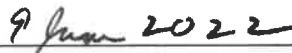
PRG 06-05-2022 Bob Midden made a motion the board meetings return to being held at the Wood County Health Department board room. Sue Yoder seconded the motion. A voice vote was taken. *Motion passed*

Board member questioned the status of Finance Director applications. Ben commented this is actively being recruited through several channels and still waiting for more applications. Bylaw revisions are still under Prosecutor review. Ben informed the board of a new bill, House Bill 463, which proposes the way Boards of Health are appointed be revised removing the duty from the DAC (District Advisory Council) and replace them with the County Commissioners as well as the Board of Health composition. This may affect the Bylaws currently being reviewed.

Cathy Nelson made a motion to adjourn at 7:11 p.m. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*



Tom Milbrodt, Board President



Date



Benjamin Robison, Health Commissioner
Secretary to the Board



Date

