



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

The July Board of Health meeting was held in person at the Wood County Health Department Board Room.

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

**BOH Present:** Bob Midden, DJ Mears, Cathy Nelson, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Kim Hertzfeld, Sue Yoder were in attendance.

**Staff Present:** Tina Cox, Ben Robison, Leslie Madaras, Lexie Jacobs, Lana Glore, Amy Jones, Julie Kauffman, Danica Erdman

**Staff on Audio:** Chrissy Downs – Finance Director Contractor

**Guests:** Jan McLaughlin – Independent News (audio); Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Clint Corpe; Jeff Klein – WC EMA

Jeff Klein, Wood County EMA, provided a presentation to all present about the 2024 Solar Eclipse and preparations that are being planned through out the county.

**Approval of Minutes:** DJ Mears made a motion to approve the June 9, 2022 minutes. Bob Midden seconded the motion. Cathy Nelson abstained. Voice vote was taken. *Motion passed*

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

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Cathy Nelson Y
Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y

**Executive Session:** Dallas Ziegler made a motion to go into executive session at 6:36 p.m. 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. Health Commissioner, Ben Robison, was invited into the executive session. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Cathy Nelson Y
Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y

Executive session ended at 6:58 p.m. The regular board meeting resumed at 7:00 p.m. with the following resolutions:

**PER-05-07-2022      Motion to appoint Richard Nelson to the Finance Director Position**

Bob Midden made a motion to appoint Richard Nelson, effective August 15, 2022 and update the organizational chart. Richard Nelson will be paid at Grade 20, Step 10, at the rate of \$57.79 per hour. The

start date is pending at this time. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Cathy Nelson Y	Richard Strow Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

**PER-06-07-2022 Resolution to create an Assistant Finance Director Position**

Richard Strow made a motion to create an Assistant Finance Director Position. This position will be paid at Grade 14 and report to the Finance Director. Bob Midden seconded the motion. Since this is creation of a position only a voice vote was taken. *Motion passed*

**PER-07-07-2022 Resolution to approve step increases for identified staff members.**

Richard Strow made a motion effective July 18, 2022, to increase the pay scale step of the following individuals; individuals shall remain at the same pay grade:

- Amy Jones remaining at Grade 20, increasing to Step 10, at a rate of \$57.79 per hour
- Annette Bensman remaining at Grade 3, increasing to Step 7, at a rate of \$21.34 per hour
- Diane Krill remaining at Grade 20, increasing to Step 9, at a rate of \$56.14 per hour
- Fran Leass remaining at Grade 12, increasing to Step 7 at a rate of \$35.18 per hour
- Jill Kohntopp remaining at Grade 9, increasing to Step 8, at a rate of \$31.52 per hour
- Jodi Cline remaining at Grade 8, increasing to Step 5, at a rate of \$27.22 per hour
- Julie Kauffman remaining at Grade 8, increasing to Step 8, at a rate of \$29.93 per hour
- Julie Nye remaining at Grade 9, increasing to Step 8, at a rate of \$31.52 per hour
- Kathy Teeple remaining at Grade 8, increasing to Step 10, at a rate of \$31.74 per hour
- Katie Barricklow remaining at Grade 22, increasing to Step 9, at a rate of \$62.66 per hour
- Lana Glore remaining at Grade 17, increasing to Step 9, at a rate of \$46.34 per hour
- Leslie Madaras remaining at Grade 17, increasing to Step 6, at a rate of \$42.26 per hour
- Lexie Jacobs remaining at Grade 9, increasing to Step 8, at a rate of \$31.52 per hour
- Mike Ollom remaining at Grade 11, increasing to Step 10, at a rate of \$36.78 per hour
- Sheila D'Aguanno remaining at Grade 9, increasing to Step 10, at a rate of \$33.42 per hour
- Tina Cox, remaining at Grade 5, increasing to Step 8, at a rate of \$25.18 per hour
- Tyler Briggs remaining at Grade 11, increasing to Step 5, at a rate of \$31.53 per hour

Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Cathy Nelson Y	Richard Strow Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

***PROGRAM – Dallas Ziegler, Chair (10 minutes)***

**PRG-01-07-2022 Motion to approve the Agreement with the Wood County Community Health Center Board**

Dallas Ziegler made a motion to approve the agreement with the Wood County Community Health Center board. This agreement will be in effect from February 1, 2023 through the end of the project period on January 31, 2026. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

**PRG-02-07-2022 Motion to approve agreement with Bowling Green State University for Mosquito Surveillance activities**

Dallas Ziegler made a motion to approve agreement between the Wood County Health Department and BGSU for the amount of \$10,000.00, payable upon completion of fully executed agreement. This agreement will allow for BGSU to complete mosquito surveillance required under the OEPA Mosquito

Control Grant Agreement SFY 2022 that the Health Department was awarded. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y            Bob Midden Y            Cathy Nelson Y            Richard Strow Y  
Nilgun Sezginis Y        Sue Yoder Y            Dallas Ziegler Y

**PRG-03-07-2022    Motion to grant a variance for a Home Sewage Treatment System at 29685 East Broadway, Lake Township**

Dallas Ziegler made a motion to approve a variance for the home sewage treatment system replacement at 29685 East Broadway, Lake Twp. The variance request is for decreased trench wall distance due to lack of outlet at the property and lot restrictions. Sue Yoder seconded the motion. A voice vote was taken. *Motion passed*

**PERSONNEL – Dallas Ziegler, Chair (15 minutes)**

**PER-01-07-2022    Motion to appoint Ashley Roach to the Part-Time Dietetic Tech Position**

Dallas Ziegler made a motion to appoint Ashley Roach to the Part-Time Dietetic Tech position, effective July 18, 2022 and update the organizational chart. Ms. Roach will be paid at Grade 5, Step 4 at the rate of \$21.93 per hour. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y            Bob Midden Y            Cathy Nelson Y            Richard Strow Y  
Nilgun Sezginis Y        Sue Yoder Y            Dallas Ziegler Y

**PER-02-07-2022    Motion to abolish the Full-Time Dietetic Tech Position**

Dallas Ziegler made a motion to abolish the Full-Time Dietetic Tech Position and update the organizational chart. A voice vote was taken. *Motion passed*

**PER-03-07-2022    Motion to appoint Dr. John Coates to the Medical Director Position and approve an addendum to his employment contract**

Dallas Ziegler made a motion to appoint Dr. John Coates to the Medical Director position effective August 26, 2022 and to approve an addendum to his contract, pending Prosecutor's approval. When functioning as the medical director, Dr. Coates will be entitled to additional compensation, at the hourly rate of \$108.15, for hours worked performing duties beyond those described in his existing contract. Cathy Nelson seconded the motion. *Motion passed*

Kim Hertzfeld Y            Bob Midden Y            Cathy Nelson Y            Richard Strow Y  
Nilgun Sezginis Y        Sue Yoder Y            Dallas Ziegler Y

**PER-04-07-2022    Motion to appoint \_\_\_\_\_ to the PT Dental Assistant Position**

This resolution will be tabled at this time.

**FINANCE – Nilgun Sezginis, Chair (30 minutes)**

**FIN-01-07-2022    Motion to Approve the Agreement with AOHC for Public Health Emergency Preparedness Consulting.**

Richard Strow made a motion to approve the agreement with AOHC for Public Health Emergency Preparedness Consulting. The cost of this agreement is \$5,278 annually and will provide support and

consultation on public health preparedness and response program through AOHC's BTeam. The term of this agreement is July 1, 2022 through June 30, 2023. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-02-07-2022                      Motion to Approve out of state travel for Dr. Coates.**

Richard Strow made a motion to approve out of state travel for Dr. Coates to attend Primary Procedures and Skills 101, in Des Plaines, Illinois on July 23, 2022. The estimated cost of \$1,100.00 includes registration, hotel accommodations, meal reimbursement and travel expenses. Bob Midden seconded the motion. A brief discussion was held confirming this was necessary for Dr. Coates new responsibility as Medical Director. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-03-07-2022                      Motion to Approve a Master Services Agreement with Centerprise, Inc.**

Richard Strow made a motion to approve a Master Service Agreement with Centerprise, Inc. Services include administrative support and receivable management services. The initial term shall be for 6 months, with renewal of an additional 6 months and then annually unless otherwise terminated. The estimated cost of services provided is 15% of cash receipts with a minimum of \$3500 per month for receivables management services and \$3600 per month for consulting services. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-04-07-2022                      Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund**

Richard Strow made a motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners' sewage systems under the 2022 Water Pollution Control Loan Fund.

Main & Sons Plumbing, Heating, A/C, Jeremy Main	\$17,822.00 (6021 Portage Road, Montgomery Twp.)
	\$20,191.00 (24084 Luckey Road, Troy Twp.)
	\$26,810.00 (24716 Rocky Road, Troy Twp.)
<b><u>Total for Main &amp; Sons</u></b>	<b><u>\$64,823.00</u></b>

T.E. Price, LLC, Kevin Aurand	\$29,572.00 (29389 East Broadway, Lake Twp.)
<b><u>Total for T.E. Price, LLC</u></b>	<b><u>\$29,572.00</u></b>

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

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-05-07-2022                      Motion to extend contracts with Independent Contractors until July 31, 2023.**

Richard Strow made a motion to extend contracts with the following independent contractors through July 31, 2023. These contractors will provide ongoing support to COVID response activities. Contractual spending limits will remain the same.

**COVID-19 Contract Vaccinator:**

- **Pam Ramsey** extended until July 31, 2023.
- **Debbie Allgire** extended until July 31, 2023.

- **Amber Miller** extended until July 31, 2023.
- **Vanessa Roush** extended until July 31, 2023.
- **Theresa Szparagowski** extended until July 31, 2023.

**COVID-19 Communications Team Member:**

- **Larry Herbert** extended until July 31, 2023. (*Roll call vote*)

Bob Midden seconded the motion. Ben explained to board this is now funded by state vaccine funds. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Cathy Nelson Y	Richard Strow Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

**FIN-06-07-2022 Motion to extend the agreement between Wood County Health District and the following Independent Contractor.**

Richard Strow read the resolution to extend the agreement between Wood County Health District and the independent contractor through July 31, 2023. This independent contractor position will continue to assist with COVID response and the COVID vaccination campaign. Contractual spending limits will remain the same.

**COVID-19 Contract Vaccinator:**

- **Darlene Herringshaw** extended until July 31, 2023.

Cathy Nelson made the motion to approve. Bob Midden seconded the motion. A roll call vote was taken. Richard Strow abstained. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Cathy Nelson Y	Richard Strow <i>abstained</i>
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

**FIN-07-07-2022 Motion to extend the agreement between Wood County Health District and the following Independent Contractors.**

Richard Strow made a motion to extend the agreement between Wood County Health District and the independent contractors for the terms and amounts listed below. This independent contractor positions will continue to assist with COVID response and the COVID vaccination campaign.

**COVID-19 Response Team Lead:**

- **Ontha Oberley** extended until July 31, 2023, for an amount not to exceed \$114,800 (+\$72,800 of additional funding).
- **Elizabeth McGrady** extended until July 31, 2023, for an amount not to exceed \$114,800 (+\$72,800 of additional funding).

Cathy Nelson seconded. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Cathy Nelson Y	Richard Strow <i>abstained</i>
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

**FIN-08-07-2022 Motion to extend the agreement between Wood County Health District and the following Independent Contractor**

Richard Strow made a motion to extend the agreement between Wood County Health District and the following independent contractor for the term and amount listed below. This independent contractor position will assist with COVID response and the COVID vaccination campaign.

**COVID-19 Response Team Lead:**

- **Mary Dennis** extended until July 31, 2023, for an amount not to exceed \$114,800 (+\$72,800 of additional funding).

Cathy Nelson seconded the motion. A roll call vote was taken. Bob Midden abstained. *Motion passed*  
 Kim Hertzfeld Y                      Bob Midden *abstain*                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-09-07-2022                      Motion to contract with Seneca County Health Department to provide epidemiological services**

Richard Strow made a motion to contract with Seneca County Health Department to provide epidemiological services through June 30, 2023. Services shall continue to be billed at the rate of \$34.00 per hour, and total expenses for the year shall not exceed \$15,820.00. Bob Midden seconded the motion. Ben Robison added this a contract to meet compliance regulations that the state health department has for Epidemiology. Seneca County will begin pursuing their own EPI and will likely be ending this contract before its term ends. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-10-07-2022                      Motion to extend the Digital Media Campaign for the promotion of the Health Center’s Services for the Reproductive Health and Wellness Program.**

Richard Strow made a motion to approve the extension of the digital media campaign for the Promotion of the Health Center’s services for the Reproductive Health and Wellness Program through October 31, 2022 with an additional cost not to exceed \$7,000, pending Prosecutor’s approval. The April through June campaign reached its goal of increasing Reproductive Health visits by 33% (compared to same period in 2021). The services have been provided through Ashley Vetter Design LLC and paid for using Reproductive Health and Behavioral Health grant funds specifically for the purpose of advertising and outreach. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-11-07-2022                      Motion to approve \$8,398 to support digital and radio advertising for prevention of mosquito-borne illnesses.**

Richard Strow made a motion to approve \$8,398 to support digital and radio advertising for prevention of mosquito-borne illnesses. The services will be provided through Cumulus Toledo and paid for using Mosquito grant funds, specifically for the purpose of advertising and outreach. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
 Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-12-07-2022                      Motion to approve the agreement with the National Association of County and City Health Officials (NACCHO) for the 2022 Medical Reserve Corps (MRC) Rise Award**

Richard Strow made a motion to approve the agreement with the National Association of County and City Health Officials for receipt of the \$25,000 MRC Rise Award. The aim of this funding is to continue to build operational readiness capabilities of MRC units to meet the emergency preparedness and response needs locally, regionally and statewide. The term of this agreement shall continue until December 31, 2022. Bob Midden seconded the motion. Amy Jones added this will be provide opportunities to look at policies and procedures to put in place to better onboard and engage volunteers faster than what

occurred during the pandemic. Ben further added keeping the volunteers and efforts to be better engaged throughout the community. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**FIN-13-07-2022                      Motion to approve \$5,306.40 to support advertising of Health Center services in Wood County Hospital Patient Guide and Digital Screens**

Richard Nelson motion to approve \$5,306.40 to support 12 months of advertising of Wood County Community Health Center services in the Wood County Hospital Patient Guide and on digital screens in the ER waiting room. Ad placements include a print ad in the patient guide that is provided to all admitted patients and a digital ad on ER waiting room screens that runs for 30 seconds every thirty minutes. Services will be provided through Patient Point and paid for using FQHC funds specifically for the purpose of advertising and outreach. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

**Updates and Reports (30 minutes)**

**I. Director Updates**

**II. Health Commissioner**

a. Health Department Workforce and Building Discussion

- i. Health Center Expansion Plan – Ben Robison and Leslie Madaras provided board members with final drawings of the expansion plan to finalize estimates for review. Each page was reviewed and discussed showing each phase as new areas are being built and how those areas will still continue to function. Future discussion will be held how to provide external entrance for clients to access pharmacy services. This final drawing and estimate expand from ceiling to floor tiles and in-between as well as rent for temporary relocation of some services during construction.
- ii. Behavioral Health Staffing Plan – Leslie stated the demand for Behavioral Health services continues to increase adding what current staffing the Health Center carries and provided a proposal to expand staff and services. This proposal is to add 2 additional staff which will increase billable services to \$3,000 per year and would provide a licensed mental social worker, a behavioral health manager, licensed social worker and a peer support specialist costing a total of \$487,000 which includes start up expenses. As a FQHC and a patient center medical home through NCQA, these services will continue to be offered and provided to the underserved community regardless of ability to pay utilizing HRSA and grant funds for mental health as well. This effort will be in collaboration throughout entities and partners throughout the county. This will initiate following the completion of the construction which is to be completed by October 2024.

**FIN-14-07-2022                      Expand Behavioral Health Services and Community Health Center renovations**

Richard Strow made a motion to invest a dollar for dollar match to support the Community Health Center renovation and pursue the behavioral health plan once the building is in place. The board will review this quarterly on the progress until completion in September 2024. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Kim Hertzfeld Y                      Bob Midden Y                      Cathy Nelson Y                      Richard Strow Y  
Nilgun Sezginis Y                      Sue Yoder Y                      Dallas Ziegler Y

- b. Community Health Assessment and Community Health Improvement Plan – Ben Robison informed this plan is in the final stages of the drafting. The team is currently following up with partners and verifying current processes and building strong infrastructure before finalizing. Dallas Ziegler commented this should reflect the work that will be done through the Behavioral Health expansion just discussed and approved.

III. **Board of Health questions / comments / discussion**

- a. BOH Bylaws – These have to be presented to the board in its written draft for at least one month in its final form. If the board feels these are ready as they were sent out with current edits, then these will be ready next month for vote.

**GOV-01-07-2022 Submit Bylaws to the board for final vote**

Cathy Nelson made a motion to formerly submit the Bylaws as drafted for final vote and approval at the August 2022 regular board meeting. Richard Strow seconded the motion. A voice vote was taken.

*Motion passed*

Cathy Nelson if there was any new information from ODH about the new COVID19 variant since it is more contagious. Ben explained ODH is starting to report increased hospitalizations but not yet here in Wood County. Our message is to keep vaccines up to date, now to seek care and treatment when needed and to remain vigilant. We have plenty of vaccines available for all age groups and are continuing our clinics. Ben highlighted an updated vaccine is currently being developed with no timeline provided to us as of yet.

Monkeypox update was also provided adding this will be with us for awhile and we are starting to see the movement of vaccine through the states. As of right now, Wood County has no cases with the state of Ohio showing 8 cases currently.

Tina reminded board members of the July CE training provided as required by state.

**July Board of Health Members CE Training:** *Video link emailed to members*


- **Public Health Funding in Ohio**

*Jason Orcena, DrPH, MA, Health Commissioner, Union County Health Department*

Cathy Nelson made a motion to adjourn at 8:17 p.m. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

  
\_\_\_\_\_  
Tom Millbrodt, Board President

*11 August 2022*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Benjamin Robison, Health Commissioner  
Secretary to the Board

*8/11/22*  
\_\_\_\_\_  
Date