



**Board of Health Meeting Minutes
September 15, 2022**

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

Tom Milbrodt, Board President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

BOH Present: DJ Mears, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Richard Strow, Rachel Bowlus, Kim Hertzfeld, were in attendance.

Staff Present: Tina Cox, Ben Robison, Julie Kauffman, Diane Krill, Amy Jones, Corey Shepard, Lana Glore, Lexie Jacobs

Guests: Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board Member; Clint Corpe

Members of the public had no comment to the board.

Approval of Minutes: Cathy Nelson made a motion to approve the September 15, 2022 minutes. Nilgun Sezginis seconded the motion. Richard Strow abstained. Voice vote was taken. *Motion passed*

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

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	

PROGRAM – Rachel Bowlus (15 minutes)

PRG-01-09-2022 Motion to grant a home sewage treatment system (HSTS) variance for 5546 Dindore Road, Perry Township

Rachel Bowlus made a motion to grant a HSTS Variance for 5546 Dindore Road, Perry 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 due to lot size limitations resulting in regulations not being met in regard to isolation distances and leach field design. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PRG-02-09-2022 Motion to approve Memorandum of Understanding with Family Alliance Counseling LLC

Rachel Bowlus made a motion to approve the Memorandum of Understanding with Family Alliance Counseling, LLC (FAC) to establish a partnership on peer reviews for Behavioral Health to mutually promote and carry out the proposed peer review and quality improvement efforts at the health center and will be at no cost to either party. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Rachel Bowlus (30 minutes)

PER-01-09-2022 Motion to create a Part-Time Clinical Services Assistant Position

Rachel Bowlus made a motion to create a Part-Time Clinical Services Assistant position. DJ Mears seconded the motion.

- Diane Krill explained this is a current intermittent position which is filled. This position works more a Part-Time status than intermittent and requests this becomes a Part-Time position giving the employee a chance to apply for the position at a Part-Time status. There is no change to the budget or pay.

A voice vote was taken. *Motion passed*

PER-02-09-2022 Motion to Appoint LaShira Wells to the Full-Time Dental Assistant Position

Rachel Bowlus made a motion to appoint LaShira Wells to the Full-Time Dental Assistant position. This position will be paid at Grade 3, Step 6 at the rate of \$20.69 per hour. The start date is pending at this time. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	

PER-03-09-2022 Motion to Accept the Resignation of Katy Serr

Rachel Bowlus made a motion to accept the resignation of Katy Serr Full-Time Registered Environmental Health Specialist position effective September 30, 2022. Ms. Serr has been a valued member of the department since 2021. Cathy Nelson seconded the motion. A voice vote was taken. *Motion passed*

FINANCE – Nilgun Sezginis (30 minutes)

**Nilgun Sezginis read First reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2023. Lana Gloré explained to the board some items to note regarding a slight decrease in fees collected and decrease in inspections during the COVID Pandemic. DJ Mears commented its good to see things getting back to normal.

FIN-01-09-2022 Motion to approve an amendment for Contracted Vaccinators

Nilgun Sezginis made a motion to approve an amendment to the contracts with the independent contractor vaccinators to allow them to provide any vaccinations on behalf of WCHD, not just COVID vaccinations. All other terms of the agreement will remain unchanged. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*

FIN-02-09-2022 Motion to authorize WCHD to purchase up to \$339,000 of Rapid COVID Tests

Nilgun Sezginis made a motion to authorize WCHD to spend up to \$339,000 to purchase rapid COVID test kits manufactured by Quidel, Abbot, or other similar manufacturer to support robust access to timely COVID testing in Wood County. WCHD will maintain current, competitive bids for rapid COVID tests and will purchase supplies to meet testing needs, as demonstrated by community demand and reports on availability through the supply chain. Cost per kit may vary, depending on the current market availability at the time of purchase. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	

FIN-03-09-2022: Motion to approve WIC Lease Agreement

Nilgun Sezginis made a motion to approve the Lease Agreement between Wood County Board of Commissioners and Wood County Board of Health effective 10/1/2022 through 9/30/2023 in the amount of \$23,463.00 annually or \$1,955.25 per month which would be due and payable on the first day of the month. This lease may be renewed for an additional three (3) one (1) year terms upon consent of both parties for leasing space at 639 Dunbridge Road, Bowling Green, Ohio for the WIC department. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Tom Milbrodt Y
Cathy Nelson Y Richard Strow Y Nilgun Sezginis Y

Corey Shepard stated the first day of moving is scheduled for October 3rd and will be assisted by county maintenance.

Updates and Reports (30 minutes)

Cathy Nelson inquired regarding Accounts Receivable and how the Centerprise consult went and the current plan when they would begin. Lexie stated we are waiting on the connection through IT adding they will begin working the AR as soon as access is granted. A brief discussion was held regarding patient incentives for new patients and bringing down no shows for dental patients.

- I. Ben Robison provided the Health Commissioner report with an update on vaccine availability of the latest adding a recent order of 1200 doses adding clinics continue to be offered here at the Health Department twice a week while supporting an Area Office of Aging event where 300 doses were provided. There will be an automated community outreach to go out to everyone 50+ who have received the previous vaccine series.
 - Building renovation update: 4 bids were received in search of a construction contractor and bids came in lower than anticipated. Discussion was held with the board regarding a breakdown of \$600,000 which included base bids and 3 alternate approaches and begin November 1st.
 - € Base Bid: \$483, 200;
 - € Alternate 1 – Exam Room Painting: \$6,600
 - € Alternate 2: Corridor Painting: \$4,350
 - € Alternate: Phased Construction - \$33,900
 - € Contingency: \$71, 950

The board discussed which approach would be the very least disruptive to patients. The following resolutions were motioned and voted on via roll call vote:

FIN Resolution 04-09-2022 Resolution to accept the recommendation of the submitted bids for renovation of the Health Center and to support award of the contract to the Mel Lanzer Company.

Motion: DJ Mears **Second:** Richard Strow

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Tom Milbrodt Y
Cathy Nelson Y Richard Strow Y Nilgun Sezginis Y

FIN Resolution 05-09-2022 Resolution to allocate funding for a total of \$600,000 from Fund 13 for the construction contractor’s costs for the Health Center Renovation, which will include all three renovation alternates, namely painting of exam rooms, painting of corridors, and completing construction through a phased approach.

Motion: Richard Strow **Second:** Kim Hertzfeld

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Tom Milbrodt Y
Cathy Nelson Y Richard Strow Y Nilgun Sezginis Y

FIN Resolution 06-09-2022 Pending Prosecutor's approval, resolution to authorize the Board of Health President and the Health Commissioner to sign the agreement with the awarded contractor, on behalf of the Board, after the passage of the award resolution by the Board of County Commissioners.

Motion: Nilgun Sezginis **Second:** Cathy Nelson

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Tom Milbrodt Y
Cathy Nelson Y Richard Strow Y Nilgun Sezginis Y

FIN Resolution 07-09-2022 Resolution to authorize up to \$10,000 to support relocation of the Health Center Pharmacy to Health Ed. A to operate there during Phase 1 of construction.

Motion: Richard Strow **Second:** DJ Mears

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Tom Milbrodt Y
Cathy Nelson Y Richard Strow Y Nilgun Sezginis Y


- Ben updated the board on the Community Health Assessment and Community Health Improvement Plan status and alignment with the State Health Improvement Plan adding the plan is in its final stages of completion.
- Reaccreditation has been submitted to PHAB and in review by their team. Once feedback by their team is provided, we will have a 45 day window to respond to any corrective action.
- COVID outreach continues with messaging, vaccine clinics and supply of test kits. Monkey Pox is showing a national trend of diminishing transmission; Wood County has had to date a total of 2 cases. We are now a staging site for T-Pox which is an anti-viral medication for Monkey Pox which is six courses/treatments for the region.
- E-Coli outbreak earlier in the month ended up being a total of 23 cases. Although the investigation is still ongoing, CDC in cooperation with Wendy's made a national announcement they would be choosing a different romaine product for their sandwiches.

Nilgun Sezginis made a motion to adjourn at 7:04 pm. Cathy Nelson seconded the motion. A voice vote was taken. Meeting adjourned



Tom Milbrodt, Board President

10/13/22
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

10/13/22
Date