



**Board of Health Meeting Minutes
October 13, 2022**

The October 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: Bob Midden, Tom Milbrodt, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Kim Hertzfeld and Sue Yoder were in attendance.

Staff Present: Amy Jones, Ben Robison, Lana Glore, Tina Cox, Lexie Jacobs, Julie Kauffman, Diane Krill and Richard Nelson

Guests: Deb Rogers – Sentinel Tribune; Jan McLaughlin – Independent News and Community Health Center board president, Stephen Meredith

Approval of Minutes: Richard Strow made a motion to approve the September 15, 2022 minutes. Kim Hertzfeld seconded the motion. No abstentions. Voice vote was taken. *Motion passed*

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

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

PROGRAM – Dallas Ziegler, Chair

PRG-01-10-2022 Motion to grant a home sewage treatment system (HSTS) variance for 18201 Robinson Road, Washington Township

Dallas Ziegler made a motion to grant a HSTS Variance for 18201 Robinson Road, Washington 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 limitations resulting in regulations not being met in regard to length along contour for the leach field design. Richard Strow seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

PER-01-10-2022 Motion to appoint Lisa Frost to the Part-Time Clinical Services Assistant Position

Dallas Ziegler made a motion to appoint Lisa Frost to the Part-Time Clinical Services Assistant. Ms. Frost will begin in her new role on Monday, October 17, 2022 and remain at a Grade 3, Step 3 at \$18.35/hr. Bob Midden seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

PER-02-10-2022 Motion to accept the resignation of Tammy Twining, Full-Time Dental Hygienist

Dallas Ziegler made a motion to accept the resignation of Tammy Twining Full-Time Dental Hygienist effective October 14, 2022. Ms. Twining has been a valued member of the department since 2018. Richard Strow seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PER-03-10-2022 Motion to appoint Abigail Schrott to the Part-Time Dental Assistant position

Dallas Ziegler made a motion to appoint Abigail Schrott to the Part-Time Dental Assistant position. She will be paid at Grade 3, Step 1 at \$16.68 per hour. Her start date is pending at this time. Sue Yoder seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

PER-04-10-2022 Motion to accept the resignation of Corey Shepherd, WIC Director

Dallas Ziegler made a motion to accept the resignation of Corey Shepherd, Full-Time WIC Manager effective October 28, 2022. Mr. Shepherd has been a valued member of the department since 2021. Ben Robison stated Corey has accepted a job a WIC Director for the State of Ohio. Board was informed the position has been posted, Deputy Health Commissioner Amy Jones will be over seeing WIC in the interim. Kim Hertzfeld seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PER-05-10-2022 Motion to appoint Christin Downs to the Full-Time Assistant Finance Director Position

Dallas Ziegler made a motion to appoint Christin Downs to the Full-Time Assistant Finance Director position. She will be paid at Grade 14, Step 8 at \$39.76 per hour. Her start date is November 28, 2022. Ben informed the board she has been providing contract support since April and has 2 years Finance Director experience at another department. Richard Strow seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

PER-06-10-2022 Motion to appoint Michelle Walker to the Full-Time Staff Accountant Position

Dallas Ziegler made a motion to appoint Michelle Walker to the Full-Time Staff Accountant Position. She will be paid at Grade 8, Step 3 at \$24.95 per hour. Ms. Walker will start in her new position on October 17, 2022. Ben added Michelle has been functioning in this roll since May and would like to make this official. Richard Strow seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

FINANCE – Nilgun Sezginis, Chair

****Second reading by title only of the 2023 proposed fees for the Food Service Operation, Retail Food Establishment (FSO/RFE) program** (Public fee hearing held prior to BOH meeting)**

Tom Milbrodt stated the fees had been distributed to the board and opened the floor for questions or comments. Lana Gloré added one mobile operator came to talk about the fees adding they were very satisfied when they understood the drop in fees during the COVID19 pandemic and now fees are returning to more of the normal.

FIN-01-10-2022 Motion to approve an agreement with Dental Dynamic Staffing.

Nilgun Sezginis made a motion to approve the Agreement with Dental Dynamic Staffing pending prosecutor approval. This agreement will allow us to seek temporary Dentists to fill in when needed in order to ensure the continuation of providing dental services in the Community Health Center. Referencing Exhibit A2, Temporary Placement Services cost estimates are by level and range \$1,050 daily up to \$1,550 daily. Bob Midden seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

Discussion: *Appropriation of General Health District Reserve Funds*

- Discussion was held regarding appropriation of the General Health District reserve funds. Ben Robison informed the board our final FEMA reimbursement soon and will put the reserve dollars in around \$7M and would like to propose to the board to begin directing these funds to appropriate purposes by a revenue replacement fund and PTO liability (sick leave and vacation leave pay out when an employee leaves the company).
 - PTO Liability: In the event of an extended leave of absence, this fund can be used to cover costs of leave and hire intermittent staff if needed. Rick Nelson added there are further details to be discussed and the county currently operates this same process and accrual and should be self-sustaining. Ben added this will take time and discussion to build the process and policy.
 - WCHD selected as a facilitator for over \$2M to be used to help congregate living sites prepare for pandemics such as COVID-19. An outside auditor will be hired to spearhead this program.

FIN 02-10-2022 Resolution to encumber reserve funds

Richard Strow made a motion to encumber a total of \$2.7M of reserve funds to support the following two purposes:

- a. revenue replacement ~~at~~ \$2M
- b. accrued paid time off liability at \$700K

Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	Richard Strow Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

I. Director Updates

- Amy Jones highlighted we are partnering with Ohio Department of Health to bring 2 mobile vans to provide COVID19 vaccines, boosters as well as core four health screenings which is free and for 18 and over.
- Discussion held regarding the sanitary sewer going in on Sugar Ridge road if this would help the ongoing issues in that area.

II. Health Commissioner

- a. Health Department Workforce and Building Discussion – WIC has completed their relocation to the Dunbridge building adding there will be a permanent home to come back to here at WCHD.
 - i. Health Center Expansion Plan – Health Ed A has been reconstructed to serve as a temporary relocation for the Pharmacy and is complete as well as increase in space sharing during the need for areas and existing offices to be vacated for the construction.

- ii. Community Health Improvement and Community Health Assessment has the draft language is almost finalized and outreach is underway in order for the next step of scheduling community meetings throughout the county.
- iii. Reaccreditation – PHAB has started the review process of all the documents submitted. Once the migration to the new system is complete they will complete their review and provide feedback, recommendations and follow up.

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

- a. Time of the regular meeting scheduled for December 30, 2022 was discussed and determined to be held at 1 p.m.

Richard Strow moved to enter executive session at 7:10 pm 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, Diane Krill and Rick Nelson were invited into the executive session. Bob Midden seconded the motion. A roll call was taken.

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

Board returned to public session at 7:38 pm with the following resolution.

PER-07-10-2022 Resolution to appoint Vielka Cover to the Full-Time Dental Hygienist position

Richard Strow made a motion to appoint Vielka Cover to the Full-Time Dental Hygienist position. Ms. Cover will be paid at grade 11, step 9 at a rate of \$35.74 per hour. Her start date is pending at this time. Bob Midden seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	Bob Midden Y	Richard Strow Y	Tom Milbrodt Y
Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y	

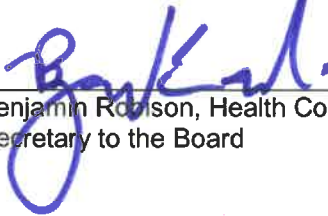
Bob Midden made a motion to adjourn at 7:44 pm seconded by Nilgun Sezginis. A voice vote was taken. 7 in favor, 0 against, no abstentions. *Meeting adjourned*



 Tom Milbrodt, Board President

10 November 2022

 Date



 Benjamin Robison, Health Commissioner
 Secretary to the Board

11/10/22

 Date