



**Board of Health Meeting Minutes
November 10, 2022**

The November 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 6:01 p.m. followed by the Pledge of Allegiance.

Introductions: New employees Lashira Wells, FT Dental Assistant and Vielka Cover, FT Dental Hygienist.
Public Comment: No comments voiced

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: Bob Midden made a motion to approve the October 13, 2022 minutes seconded by Dallas Ziegler. Tom highlighted a typo in FIN2-10-22. October minutes to be corrected. Rachel Bowlus and Cathy Nelson abstain. Voice vote was taken to approve minutes as corrected. *Motion passed*

Approval of Warrants: Richard Strow made a motion to approve the warrants. Bob Midden seconded the motion. A roll call was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y

PROGRAM – Dallas Ziegler, Chair (15 minutes)

PRG-01-11-2022 Motion to Adopt a Resolution of Support for the Wood County ADAMHS Board

Dallas Ziegler made a motion to support the Wood County ADAMAS Board’s State Opioid and Stimulant Response (SOS 3.0, formerly SOR) grant funding request and to host a NARCAN vending machine at the health department. This grant will support funding for Ohio’s high-quality prevention, harm reduction, early intervention, treatment, and recovery supports that strengthen the state and local efforts to connect Ohioans with life-saving services. Bob Midden seconded the motion. Amy Coe, Interim Executive Director of the ADAMHS board addressed board members about the need for a letter of support and a small space for a vending machine for Narcan. Discussion was held on the process and location on accessing the Narcan from the machine. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y	
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y	Dallas Ziegler Y

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-11-2022 Motion to Appoint Andrea Seiling to the Full-Time Environmental Health Specialist in Training position

Dallas Ziegler made a motion to appoint to the Andrea Seiling to the Full-Time Environmental Health Specialist in Training position. She will be paid 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. Kim Hertzfeld seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

PER-02-11-2022 Motion to re-appoint Machell Lajti to the Unclassified Intermittent Part-Time Dietetic Technician position in the WIC division

Dallas Ziegler made a motion to appoint Machell Lajti to the Unclassified Intermittent Part-Time Dietetic Technician position. Intermittent positions require reappointment annually. Intermittent appointments cannot exceed 1,000 hours annually. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

FINANCE – Nilgun Sezginis, Chair (30 minutes)

*Nilgun Sezginis read Third reading by title only of the 2023 proposed fees for the Food Service Operation, Retail Food Establishment (FSO/RFE) program***

FIN-01-11-2022 Motion to adopt the Wood County Health Department Retail Food Establishment and Food Service Operation Program Fees

Nilgun Sezginis made a motion to adopt the 2023 Wood County Health Department Retail Food Establishment and Food Service Operation Fees. Bob Midden seconded the motion. A roll vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

FIN-02-11-2022 Motion to approve an agreement with Dental Dynamic Staffing

Nilgun Sezginis made a motion to approve the Agreement with Dental Dynamic Staffing. 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. Board was informed this is to be reviewed by the board again as Dental Dynamic Staffing declined to make changes to some clauses of the contract as recommended by the prosecutor office. A signed risk letter by Wood County Prosecutor, Paul Dobson was provided for review. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

Updates and Reports (30 minutes)

I. Director Updates

- Discussion held between directors and board members about trends report data regarding patient numbers, decrease in show rate, and building renovation costs. Board members voiced appreciation of the information included in these reports.

II. Health Commissioner

a. Health Department Workforce and Building Discussion

- i. Health Center Expansion: Construction is underway and offered a walk thru during construction to those interested in December. Ben voiced appreciation to the entire team to redirecting patients and parking.
- ii. Estimating Other Building Needs: Architect firm, SSOE, is available to facilitate estimates on what costs would be involved. This estimate will cost approximately \$10,000.

FIN-03-11-2022

Resolution to authorize the Health Commissioner to contract with SSOE to estimate other building needs

Cathy Nelson made a motion to authorize the Health Commissioner to contract with SSOE to conduct a review and provide an estimate of the costs to address other building needs. The total cost of this contact shall not exceed \$10,000. Richard Strow seconded the motion. A roll call vote was taken.

Motion passed

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

- iii. Staff Survey: Ben reviewed a Gallup Survey, Q12, which was emailed to board. Following board discussion, the following resolution was made:

FIN-04-11-2022

Resolution to authorize the Health Commissioner to enter into a contract with Gallup to for a Basic level subscription to evaluate and employee engagement and support initiatives to address findings

Richard Strow made a motion to authorize the Health Commissioner to enter into a contract with Gallup for a Basic level subscription to evaluate employee engagement and support initiatives to address results. The total cost of this contract shall not exceed \$2,475. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

- iv. Salary Survey: Ben informed the board the department is in the process of reviewing and comparing employee salaries by grade to understand how competitive the department is. We had recently joined The Employers Association which provides support for HR as well as salary surveys. Archer can assist with the survey; this cost would be \$200 per position. This would total approximately \$11,000. After board discussion, the following resolution was made:

FIN-05-11-2022

Resolution to obtain a salary survey through the Employers' Association for an amount not to exceed \$4,000

Cathy Nelson made a motion to authorize the Health Commissioner to enter into a contract with the Employers' Association to obtain a salary survey for all agency positions. The amount of this contract shall not exceed \$4,000. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y
Cathy Nelson Y

Kim Hertzfeld Y
Richard Strow Y

Bob Midden Y
Sue Yoder Y

Tom Milbrodt Y
Dallas Ziegler Y

Nilgun Sezginis had stepped out prior to this resolution.

Ben highlighted posting of the WIC Manager position and outreach. No candidates have applied thus far. The board had already priory created a Nutrition Director position. Discussion held and all in agreement and support shifting at the end of the month to begin recruiting for a Nutrition Director should there continue to be no applicants for WIC Manager. 80% of the Nutrition Director salary would be paid from WIC and 20% would be drawn from a general fund source.

- b. Community Health Assessment and Community Health Improvement Plan: Board reviewed the hand out that was provided explaining CHIP priorities and strategies. Three meetings have been scheduled; BG Library- 12/12; Pemberville Library-12/13 and Perrysburg Library-12/19. Walbridge and North Baltimore Libraries will be also scheduled in addition to a radio review with Clint Corpe.

Being no further questions or discussion by the board, Bob Midden made a motion at 7:20pm to adjourn seconded by Dallas Ziegler. A voice vote was taken. Meeting adjourned.



Tom Milbrodt, Board President

15 December 2022
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

12/15/22
Date