



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

The December 15th 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.

BOH Present: Bob Midden, Rachel Bowlus, Cathy Nelson, Tom Milbrodt, Nilgun Sezginis, Richard Strow, Dallas Ziegler, DJ Mears and Sue Yoder were in attendance.

Staff Present: Amy Jones, Ben Robison, Lana Glore, Tina Cox, Lexie Jacobs, Julie Kauffman, Chrissy Downs, Rick Nelson

Guests: Jan McLaughlin – Independent News and Clint Corpe

Introductions: Ben introduced Chrissy Downs, Assistant Finance Director. Chrissy was an assistant finance director support as an interium contractor. She has 2 years experience at Ross County and will be remote with 2 days a month in person.

Board members started the meeting by touring the renovations to the Health Center and reconvined at 6:17pm to resume business of the board.

Approval of Minutes: Cathy Nelson made a motion to approve the November 10, 2022 minutes seconded by Nilgun Sezginis. Discussion was held regarding the order sequence. Voice vote was taken to approve minutes as corrected with recommended additions. DJ Mears abstained. *Motion passed*

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

Rachel Bowlus Y	DJ Mears 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-01-12-2022 Motion to approve Affiliation Agreement with Stautzenberger College

Dallas Ziegler made a motion to approve an Affiliation Agreement with Stautzenberger College which will offer students enrolled in a dental assisting program through the college to be offered the opportunity receive hands on training through the dental program at Wood County Community Health Center. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PRG-02-12-2022 Motion to adopt Wood County Health Department Resolution for the endorsement of Wood County environmental health specialists to perform soil evaluations in Wood County.

Dallas Ziegler made a motion to approve the updated resolution to reflect staff changes. DJ Mears seconded the motion. Lana Gore clarified this change was due to the removal of Sheila D’Aguanno as she is retiring. A voice vote was taken. *Motion passed*

PRG 03-12-2022 Motion to re-appoint Brad Espen to the Wood County Sewage Treatment Systems Appeals Board

Dallas Ziegler made a motion to appoint Brad Espen to the Wood County Sewage Treatment System Appeals Board. The appeals board is in place as required by the Ohio Revised Code Chapter 3718.11. Mr. Espen will serve the term which will commence December 17, 2022 and run until December 16, 2024. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-12-2022 Motion to accept the resignation of Sheila D’Aguanno, REHS

Dallas Ziegler made a motion to accept the resignation of Sheila D’Aguanno, Registered Environmental Health Specialist in the Environmental Division effective December 31, 2022. Ms. D’Aguanno has been a valued member of the department since 2015. Rachel Bowlus seconded the motion. A voice vote was taken. *Motion passed*

PER-02-12-2022 Motion to accept the resignation of Travis Wansitler, REHSIT

Dallas Ziegler made a motion to accept the resignation of Travis Wansitler, Registered Environmental Health Specialist In Training in the Environmental Division effective December 30, 2022. Mr. Wansitler has been a valued member of the department since 2019. Cathy Nelson seconded the motion. *Motion passed*

PER-03-12-2022 Motion to approve policy changes to the Employee Handbook

Dallas Ziegler made a motion to approve the policy changes to the employee ~~manual~~ handbook included in the Board packet, and briefly described below:

1. Add a policy on Branding and Communications, requiring all staff to follow the Branding and Communications Plan and authorizing the Health Commissioner’s Office to maintain and update it;
2. Add a policy on Signature Authority, extending delegations of authority successively beyond the Deputy Health Commissioner;
3. Update the policy on Reimbursable Expenses, adding a definition of “normal commute;”
4. Add a policy on Telework, clarifying eligibility for telework and that home and other similar locations are not considered the “first place of Health Department business” for the purposes of reimbursable mileage and travel time;
5. Update the policy on Snow Emergency Closing, authorizing all staff to telework to the extent possible, during emergency snow closures;
6. Update the policy on Vacations, allowing all employees to use vacation time upon hire but requiring repayment of vacation used, if the person leaves employment with the Health Department with less than 6 months of service with a political subdivision in the state.

Rachel Bowlus seconded the motion. Ben clarified a couple of corrections; a typo to be corrected as well as employee ‘handbook’ and ‘manual’ and that manual should be removed and changed to handbook. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	DJ Mears 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)

****First reading by title only for the proposed Body Art; Campground; Bathing Beach and Public Swimming Pool, Spa and Special Use Pool program fees** was read by Nilgun Sezginis*

FIN-01-12-2022 Motion to approve agreement with S & S Cleaning, Inc.

Nilgun Sezginis made a motion to renew the agreement with S & S Cleaning Inc. Pending prosecutor approval for building cleaning services for the period of January 1, 2023 through December 31, 2023. The total annual agreement amount is not to exceed \$31,320. This consists of \$2,610.00 to be paid monthly for janitorial services. 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	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

FIN-02-12-2022 Motion to approve Substitute Dentist Contract

Nilgun Sezginis made a motion to approve the Substitute Dentist Agreement between the Wood County Board of Health and Dr. Nesreen Aouthmany. Dr. Nesreen Aouthmany will provide and direct the dental care needs of the patients of Wood County Community Health Center when its Dentist is unavailable. The Substitute Dentist shall be paid an hourly rate of \$100 per hour, not to exceed \$41,600.00 annually effective November 2022 and ending November 11th, 2023. After a brief discussion, the end date of this contract should read December 31, 2023. Richard Strow 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	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

FIN-03-12-2022 Motion to amend 2022 appropriations

Nilgun Sezginis made a motion to amend the 2022 annual appropriations of the District. The following changes in fund appropriations are needed at this time (December 15, 2022).

06.1843.575600	Nursing - Employee Insurance	\$ 5,000.00
07.1032.575600	EH - Employee Insurance	\$ 17,000.00
07.1082.560800	EH - Advertising and Printing	\$ 2,500.00
08.4001.574200	Levy - Transfers Out	\$ 100,000.00
08.4001.574200	Levy - Transfers Out	\$ 20,000.00
09.2452.550100	Sewage - Travel	\$ 500.00
09.2452.575600	Sewage - Employee Insurance	\$ 3,000.00
10.1921.510000	PHEP - Salaries	\$ 38,000.00
10.1921.569600	PHEP - Medicare	\$ 1,150.00
10.1921.571500	PHEP - OPERS	\$ 13,525.00
10.1921.575600	PHEP - Employee Insurance	\$ 16,000.00
10.1921.575600	PHEP - Employee Insurance	\$ 4,000.00
10.4941.540105	PHEP - Contract Services	\$ 1,500.00
11.3013.560800	WIC - Advertising and Printing	\$ 700.00

18.2312.520101	Water - Supplies	\$	100.00
18.2342.569915	Water - Other Expenses - Lab Fees	\$	1,200.00
25.2112.575600	Food - Employee Insurance	\$	3,500.00
29.2412.510000	Pools - Salary	\$	3,700.00
29.2412.540102	Pools - Contract Services - Maintenance	\$	400.00
29.2412.550100	Pools - Travel	\$	150.00
29.2412.571500	Pools - OPERS	\$	500.00
29.2412.575600	Pools - Employee Insurance	\$	1,000.00

Richard Strow 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	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

FIN-04-12-2022 Motion to transfer funds

Nilgun Sezginis made a motion to approve the transfer of \$318,500.00 from the Levy Fund. These monies cover the expenditures of programs or services that Healthy District Levy supports, as well as grant programs awaiting reimbursement of expenditures from the funding agency (December 15, 2022).

- Nursing - Fund 06 - \$125,000
- Sewage - Fund 09 - \$107,500
- WIC - Fund 11 - \$75,000
- Water - Fund 18 -\$5,000
- Pools - Fund 29 - \$6,000

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	Richard Strow Y	Nilgun Sezginis Y	Sue Yoder Y Dallas Ziegler Y

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

- I. Director updates and board discussion held regarding increase in illnesses through elementary schools, WIC report and review of environmental inspection reports.
- II. Ben opened the health commissioner report by discussing the tracking of hospitalizations from flu rather than COVID19 adding it is unsure if the area has reached its peak as of yet and encourages the flu vaccine. Ben reported there is multi illnesses occurring adding the RSV rates have been declining and there is an RSV vaccine for adults.

Ben reported WCHD had received monies between 7 agencies in the county which will support administration of grants and deliverables are met. Interviews have been held for providing grant support through Robert Half adding a candidate has been chosen and will be starting as soon as possible.

Amy and Ben have met with the contractor for the Q12 survey and this will be shared with the staff at Monday's staff meeting highlighting Gallup maintains all the information and WCHD has no way of accessing individual responses. Each employee has a choice of the use of personal email or their county work email account, once these are received the survey will be released.


CHIP and CHA meetings were launched this week and the report has been released and can be found on the website. Work groups are being formed which involve 9 agencies to lead a strategy to improve health over a 3-year period.

Resolution: Sue Yoder inquired if a staff Christmas party or other sort of employee event had been planned as of yet. Richard Strow made a motion for \$500 for staff appreciation and retention efforts to be utilized at the discretion of the leadership team during December. DJ Mears seconded the motion. A roll call vote was taken. DJ Mears abstained from the vote. *Motion passed*

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

Reminder to the board of the December 30th board meeting at 1:00 p.m. Tom Milbrodt informed board members of packets handed to each board member which included the annual Health Commissioner evaluation which has included in it the Health Commissioner's self-evaluation and asks this be returned to Tom, Julie in HR or bring it to the December 30th meeting.

Being no further questions or discussion by the board, Bob Midden made a motion at 7:12 pm to adjourn seconded by Sue Yoder. A voice vote was taken. Meeting adjourned.



Tom Milbrodt, Board President

30 December 2022
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

11/23
Date

