



**Board of Health Meeting Minutes
January 12, 2023**

The January 12th 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, Rachel Bowlus, Sue Yoder, and Kim Hertzfeld were in attendance.

Staff Present: Amy Jones, Ben Robison, Tina Cox, Chrissy Downs, Rick Nelson, Lana Glore, Julie Kauffman, Diane Krill, Michelle Walker

Guests: Clint Corpe – WBGU Morning Show; Marie Thomas-Baird – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Jan McLaughlin – BG Independent News.

Approval of Minutes:

I. Richard Strow made a motion to approve the December 15, 2022, Board of Health Meeting minutes. Dallas Ziegler seconded the motion. A voice vote was taken. All in favor. No abstentions.

Motion passed

II. Richard Strow made a motion to approve the December 30, 2022, Board of Health Meeting minutes. Bob Midden seconded the motion. A voice vote was taken. Kim Hertzfeld, Rachel Bowlus, Sue Yoder and Nilgun Sezginis abstained. A quorum was not met, and the motion was declined.

Approval of Warrants: Bob Midden made a motion to approve the warrants. Sue Yoder seconded the motion. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

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

PERSONNEL – Dallas Ziegler, Chair

PER-01-01-2023 Motion to approve the updated organizational chart

Dallas Ziegler made a motion to approve the updated organizational chart. Bob Midden seconded the motion. A voice vote was taken. All in favor. No abstentions. *Motion passed*

PER-02-01-2023 Motion to create the following positions and further update the organizational chart:

Dallas Ziegler made a motion to approve the creation of the listed positions and updates to the organizational chart. Rachel Bowlus seconded the motion. A voice vote was taken. All in favor. No abstentions. *Motion passed*

- Full-Time Behavioral Health Manager at Grade 14 (Current Rate of \$30.12 - \$42.17), who will be housed in the health center and report to the Health Center CEO;
- Full-Time Behavioral Health Specialist 1 at Grade 11 (Current Rate of \$26.28 - \$36.78), who will be housed in the health center and report to the Behavioral Health Manager;

- Full-Time Administrative Assistant 1 Grade 3 (Current Rate of \$16.68-\$23.36), who will be housed in the health center and report to the Health Center CEO; the position will support both the Health Center and Finance Divisions;
- Full-Time Director of Health Preparedness and Promotion at Grade 17 (Current Rate of \$34.08-\$47.72), who will lead the HPP division and report to the Deputy Health commissioner;
- Full-Time Registered Environmental Health Specialist (in training) at Grade 8 (or 7), as appropriate (Current Rate of \$22.68-\$31.74 (or \$21.48-\$30.07)), who will be housed in the Environmental Health Division and report to the Assistant Director of Environmental Health.

FINANCE – Nilgun Sezginis, Chair

The second 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-01-01-2023 Motion to reduce 2022 Appropriations

Nilgun Sezginis made a motion to reduce the 2022 annual appropriations of the District. The following reductions in fund appropriations are needed at this time (December 31, 2022). Bob Midden seconded the motion. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

	Rachel Bowlus Y Richard Strow Y	Kim Hertzfeld Y Nilgun Sezginis Y	Bob Midden Y Sue Yoder Y	Tom Milbrodt Y Dallas Ziegler Y
Sewage - Contracts		09.2542.540105	\$ 236,000.00	
Sewage - Equipment		09.2272.564100	\$ 1,000.00	
Sewage - OPERS		09.2452.571500	\$ 1,000.00	
Sewage - Remit to State		09.2212.574900	\$ 1,000.00	
Sewage - Workers Comp		09.2542.575500	\$ 1,000.00	
Water - Salaries		18.2312.510000	\$ 8,000.00	
Water - Contracts		18.2312.540102	\$ 350.00	
Water - Adv and Print		18.2312.560800	\$ 118.15	
Water - Medicare		18.2312.569600	\$ 170.00	
Water - Other Expense		18.2312.569901	\$ 175.00	
Water - OPERS		18.2312.571500	\$ 1,200.00	
Water - Remit to State		18.2312.572900	\$ 200.00	
Water - Workers Comp		18.2312.575500	\$ 346.80	
Food - Salaries		25.2112.51000	\$ 20,000.00	
Pools - Salaries		29.2412.51000	\$ 158.26	

Pools - Supplies	29.2412.520101	\$	32.41
Pools - Travel	29.2412.550100	\$	27.60
Pools - Other Exp - Phone	29.2412.569901	\$	139.54
Pools - Other Exp - Refunds	29.2412.569906	\$	480.00
Pools - Other Exp - Audit	29.2422.569913	\$	42.67
Pools - OPERS	29.2412.571500	\$	492.56
Pools - Workers Comp	29.2412.575500	\$	247.92
Pools - Emp Insurance	29.2412.575600	\$	399.21

FIN-02-01-2023

Motion to amend 2022 Estimated Resources

Nilgun Sezginis made a motion to amend the estimated resources of the District. The following changes in estimated resources are needed at this time (December 31, 2022). Richard Strow seconded the motion. All in favor. No abstentions. *Motion passed*

	Rachel Bowlus Y Richard Strow Y	Kim Hertzfeld Y Nilgun Sezginis Y	Bob Midden Y Sue Yoder Y	Tom Milbrodt Y Dallas Ziegler Y
Nursing - MAC funds		06.3003.404001	\$ 15,000.00	
Nursing - State Funds		06.1843.404000	\$ 15,000.00	
Nursing - Transfers In		06.3103.407500	\$ 39,500.00	
Levy - Federal Funds		08.5801.405100	\$ (100,000.00)	
Levy - Federal Funds		08.5931.405100	\$ (1,200,000.00)	
Levy - Federal Funds		08.5921.405100	\$ (1,200,000.00)	
Sewage - Federal funds		09.2542.405100	\$ (135,000.00)	
Sewage - Fees		09.2542.406800	\$ (5,000.00)	
WIC - Transfers In		11.3013.407500	\$ 40,000.00	
Registrar - Birth fees		12.1541.406801	\$ (3,000.00)	
Registrar - Death fees		12.1541.406802	\$ (17,000.00)	
FQHC - Federal funds		13.3204.405100	\$ (600,000.00)	
Pools - Transfers In		29.2412.407500	\$ 12,000.00	

FIN-03-01-2023

Motion authorizing contracting for the Grief Support Method Plan (GRM) with Putnam County Health Department

Nilgun Sezginis made a motion authorizing Wood County Health Department to contract for grief support with Putnam County Health Department in an 8-week session for any interested person with a maximum capacity of 15 individuals for an amount not to exceed \$3, 000.00. This amount includes the cost of

materials, mileage, and staff time for travel, preparation, and administration of the program. Bob Midden seconded the motion. A roll call vote was taken. All in favor. No abstentions. Motion passed

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

FIN 04-01-2023 Motion to authorize Ben Robison to apply for, accept and enter into the 2023 Water Pollution Control Loan Fund Agreement

Nilgun Sezginis made a motion to authorize Ben Robison, Health Commissioner to apply for, accept, and enter into the Water Pollution Control Loan Fund agreement on behalf of the Wood County Combined Health District for the repair, and replacement of failed home sewage treatment systems. A portion of these funds can be used for tapping homes with failed systems into available sanitary sewer lines. Funding in the amount of \$150,000.00 is available to qualified homeowners for a period that extends from the date of the agreement until November 30, 2024. The Wood County Health Department has applied for and received funding for this program since 2016. Richard Strow seconded the motion. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

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

FIN 05-01-2023 Motion to approve the Preliminary 2023 Budget for Wood County Health Department

Nilgun Sezginis made a motion to approve the 2023 preliminary budget (revenue and appropriations) of the Health Department. A summary of the preliminary 2023 budget is as follows. Bob Midden seconded the motion. A brief discussion was held addressing questions about the budget noting this is a preliminary budget for the purpose of review and adjustments. The final report will be brought back to the board in the near future. Ben highlighted the addition of a general training budget to cover training for professional development for all health department employees. Ben highlighted also additional cost estimates provided to board members concerning a new security vendor update for switching IT companies, a Compliatric System for the review of standards and contracts, and new chairs for staff. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

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

Questions from board to directors:

- A brief discussion was held regarding the year-end trends report for Vital Stats indicated substance abuse deaths have gone down but still concerning. Amy Jones commented one of the epidemiologists will be focusing on chronic issues such as substance abuse and suicides along with pulling in Behavioral Health.
- Currently waiting on the status of the grant award to Wood County ADAMAS for the Narcan Vending Machine.
- Diane Krill informed board members the Health Center has received its new Health Center Notice of Award for the next 3 years.

Health Commissioner Report:

- Budget Update – The finance department continues to review and adjust the budget to capture the operational budget and continue to identify effective uses for reserve dollars and plan to have the full detailed budget report completed to bring to the board in March with a goal to move into more of a quarterly review of updates to the budget and its changes.
- Workforce and Building – Staff will be shown the full potential layout of the Health Department renovation plan at the Tuesday all-staff meeting for feedback and suggestions from employees. Workforce – The Q12 survey is being finalized to send; results will be shared once available. The second survey is the Engagement Survey to encourage staff input and help prioritize things the staff feel matter and want to be a part of improving.

FUND		BEGINNING				ENDING
		BALANCE	REVENUE	EXPENSE	FUNDING +/-	BALANCE
6	PUBLIC HEALTH	52,085.61	282,251.48	245,981.54	36,269.95	88,355.56
7	ENVIRONMENTAL - GNL	583,448.11	332,188.49	275,193.96	56,994.53	640,442.64
8	GENERAL - LEVY	3,299,343.65	6,347,575.41	5,552,204.37	795,371.04	4,094,714.69
9	ENVIRONMENTAL -SWG	7,326.28	588,887.82	577,238.51	11,649.31	18,975.59
10	PUBLIC HEALTH ED/PREP	78,655.39	311,616.90	306,784.36	4,832.54	83,487.93
11	WIC	68,897.58	355,905.00	368,683.46	(12,778.46)	56,119.12
12	VITAL STATS	295,268.10	186,400.00	195,836.06	(9,436.06)	285,832.04
13	FQHC	1,436,092.17	4,641,656.87	3,838,506.14	803,150.73	2,239,242.90
18	ENVIRONMENTAL - WTR	599.90	74,159.34	73,936.50	222.84	822.74
25	ENVIRONMENTAL - FOOD	92,383.36	432,390.80	430,726.14	1,664.66	94,048.02
28	MATERNAL	19,584.25	0	0	0.00	19,584.25
29	ENVIRONMENTAL - POOLS	0.00	52,679.84	52,679.83	0.01	0.01
	TOTAL BUDGET	5,933,684.40	13,605,711.95	11,917,770.86	1,687,941.09	7,621,625.49

- Ben extended a “thank you” from the Health Department staff for the retention funds provided by the board around the holidays. Staff voiced they enjoyed the food provided on both days. Purple shirts with the Health Department logo are being offered to any staff that signs up as part of a fun “Purple Shirt Thursday” weekly event.

Executive Session

Dallas Ziegler made a motion at 6:45 p.m. to go into executive session for the purpose of discussing pending or imminent court action, 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, Amy Jones, and Rick Nelson were invited to the executive session. Richard Strow seconded the motion. A roll call vote was taken. All in favor.

Regular session resumed at 8:08 p.m. with the following action items:

PER-03-01-2023 Resolution to approve a cost of living adjustment to the agency pay scale

Richard Strow made a motion to approve a cost of living adjustment (COLA) to the agency pay scale. This adjustment will increase the pay for all positions by 4% and will be effective for hours worked on or after January 1, 2023. Dallas Ziegler seconded the motion. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

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

FIN 05-01-2023 Resolution to authorize the Health Commissioner to contract for dental services

Bob Midden made a motion to authorize the Health Commissioner to contract for dental services; this authorization will allow agreements to be established with more than one provider. The total expenditures approved across all such agreements shall not exceed \$100,000. Dallas Ziegler seconded the motion. A roll call vote was taken. All in favor. No abstentions. *Motion passed*

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

Richard Strow made a motion to adjourn at 8:08 p.m. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*




Tom Milbrodt, Board President



Date



Benjamin Robison, Health Commissioner
Secretary to the Board



Date