



**Board of Health Meeting Minutes
February 16, 2023**

The February 16th 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, Tom Milbrodt, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Sue Yoder, and Kim Hertzfeld were in attendance. DJ Mears conferenced in for audio-only.

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

Guests: Clint Corpe – WBGU Morning Show; Roger LaPointe – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Jan Larson McLaughlin – BG Independent News.

Introductions: Tom Milbrodt introduced and welcomed new Environmental Health employee, Andrea Seiling.

Public Comment: There were no public comments

Approval of Minutes:

- I. Approval of the December 30, 2022 meeting minutes will be moved to the March meeting for passing. A quorum of those in attendance for the December 30th meeting is not met during this meeting.
- II. Sue Yoder made a motion to approve the January 12th, 2023, Board of Health Meeting minutes. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed*

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

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

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

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

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-02-2023 Motion to accept the resignation of Vielka Cover, Full-Time Dental Hygienist

Dallas Ziegler made a motion to accept the resignation of Vielka Cover, Full-Time Dental Hygienist effective January 20, 2023. Ms. Cover has been a valued member of the department since 2022. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PER-02-02-2023 Motion to appoint Ambrose Amoako to the Full-Time EHSIT position

Dallas Ziegler made a motion to appoint Ambrose Amoako to the Full-Time Environmental Health Specialist in Training position. He will be paid at Grade 7 Step 2 at the rate of \$23.45 per hour and will serve a 180-day probationary period. His start date is February 27, 2023. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-03-02-2023 Motion to appoint Madeline Dyer the Full-Time EHSIT position

Dallas Ziegler made a motion to appoint Madeline Dyer to the Full-Time Environmental Health Specialist in Training position. She will be paid at Grade 7 Step 2 at the rate of \$23.45 per hour and will serve a 180-day probationary period. Her start date is February 21, 2023. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-04-02-2023 Motion to appoint Kaitlin Denison to the Full-Time Nutrition Director

Dallas Ziegler made a motion to appoint Kaitlin Denison to the Full-Time Nutrition Director position. She will be paid at Grade 17 Step 3 at the rate of \$38.98 per hour and will serve a 180-day probationary period. Her start date is February 27, 2023. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-05-02-2023 Motion to amend PER-02-12-2022EOY

Dallas Ziegler made a motion to increase the not-to-exceed amount from \$47,286.86 to \$49,013.26 to account for the inclusion of another staff member. All other resolution languages shall remain unchanged. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

PER-06-02-2023 Motion to approve a step increase for Dr. Ishmael Tagoe

Dallas Ziegler made a motion to increase the pay step for Dr. Ishmael Tagoe from step 6 (\$29.24 per hour) to step 7 (\$30.19 per hour). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FINANCE – Nilgun Sezginis, Chair (30 minutes)

The third 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-01-02-2023 Motion to approve annual PHSCO membership dues

Nilgun Sezginis made a motion to approve 2023 annual membership dues in the amount of \$5,000 to PHSCO (Public Health Services Council of Ohio). These dues will be paid from levy dollars. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-02-02-2023 Motion to approve the 2023 Sliding Fee Scales

Nilgun Sezginis made a motion to approve the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee scales have been updated to reflect the 2023 poverty guidelines by the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) and will be effective 3/1/2023. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed.*

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

FIN-03-02-2023 Motion to adopt the Body Art program fees

Nilgun Sezginis made a motion to adopt the Body Art program fees. Fees will be effective 2/27/2023. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-04-02-2023 Motion to adopt the Campground program fees

Nilgun Sezginis made a motion to adopt the campground program fees. Fees will be effective 2/27/2023. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-05-02-2023 Motion to adopt the Bathing Beach program fees

Nilgun Sezginis made a motion to adopt the Bathing Beach program fees. Fees will be effective 2/27/2023. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-06-02-2023 Motion to adopt the Public Swimming Pool, Spa, and Special Use Pool program fees

Nilgun Sezginis made a motion to adopt the Public Swimming Pool, Spa, and Special Use Pool program fees. Fees will be effective 2/27/2023. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed.*

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

FIN-07-02-2023 Motion approving MOU with Nagle Companies

Nilgun Sezginis made a motion to approve the Memorandum of Understanding between Wood County Health District and Nagle Companies for use of their facilities, grounds, and equipment as a local or regional drop site to receive medical countermeasure supplies from the state, Federal, or regional sources including ODH. This is at no cost to the Health Department and shall automatically renew following the initial 12 months until either party provides thirty (30 days) written notice. A voice vote was taken. *Motion passed*

FIN-08-02-2023 Motion to approve out-of-state travel for William C. Bryant-Bey to attend FEMA Advanced Exercise Training

Nilgun Sezginis made a motion to approve out-of-state travel for William C. Bryant-Bey to attend advanced-level training at FEMA's Emergency Management Institute in Emmitsburg, MD, September 11-14, 2023. As

the NW Ohio regional public health coordinator, William leads or assists with scheduling, designing, conducting, and evaluating a range of exercises for Wood County, the region, and the state. As one of the region's most experienced emergency response coordinators, he is increasingly called upon to advise, assist and train other coordinators. William has already completed basic- and intermediate-level independent study training. The institute will reimburse the health department for flights and provides lodging and transfers to/from the airport. Anticipated health department expenses totaling \$3,214.58 include salary/benefits, parking at the airport, checked luggage fees, meals and mileage. Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-09-02-2023 Motion to approve staff to travel to the 2023 Preparedness Summit in Atlanta, Georgia

Nilgun Sezginis made a motion to approve Benjamin Robison, Pat Snyder and William Bryant-Bey to travel to the 2023 Preparedness Summit in Atlanta, Georgia. The Summit is being held the week of April 24, 2023 and will focus on recovering from the pandemic and returning to all-hazards preparedness. Passage of this motion would allow staff members to attend the Summit on work time and obtain reimbursement for travel costs, in accordance with the employee handbook. All three have or will apply for scholarships to cover registration, hotel and airfare. If awarded, agency expenses would include salary/benefits, meals, parking at the airport, mileage to/from the airport and transportation to/from the Atlanta airport. Available PHEP and MRC grant dollars would cover these expenses. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-10-02-2023 Motion to Amend 2023 Appropriations

Nilgun Sezginis made a motion to amend the 2023 annual appropriations of the district. The following changes in fund appropriations are needed at this time (February 16, 2023). Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

Fund/Acct	Description	Amount
09.2212.560800	Sewage - Adv & Printing	800.00
25.2112.560800	Food Service - Adv & Printing	100.00

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

FIN-11-02-2023 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the transfer of \$153,720.52 from the Levy Fund. These monies cover the first six months of projected expenditures of programs or services that the Health District Levy supports (January 30, 2023). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Sewage - Fund 09 - \$115,598.93
 Water - Fund 18 -\$19,929.69
 Food Service - Fund 25 - \$12,890.98
 Pools – Fun 29 - \$5,300.92

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

FIN-12-02-2023

Motion to approve Wood County Board of Commissioners Maintenance Agreement

Nilgun Sezginis made a motion to approve the Maintenance Agreement with the Wood County Board of County Commissioners for maintenance services. The contract for 2023 is for personnel costs of \$5,164.73 per month not exceeding \$61,976.76 and additional reimbursements for materials and supplies not to exceed \$5,000.00. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

Updates and Reports (30 minutes)

I. Director Updates

- a. Community Health Center, CEO, Diane Krill spoke to the board regarding Health Center Recruiting strategies. Diane highlighted contracting and utilizing Elevate with seeking candidates for Dental employees including Dentists, assistants, and hygienists as well as using different job boards for posting these positions and reviewing the salaries that are competitive within the job market. Diane added she is speaking with other FQHCs for experienced staff to assist in coverage as well as potentially creating a new position of a Sterilization Technician to focus on the sterilization of instruments and infection control which would allow the current Dental Assistant to focus on patient care. Bob Midden commented this sounds like a considerable expense for recruiting but is essential adding this is critical and would like to see movement on this before the next board meeting or provide additional options at the March meeting. Nilgun Sezginis suggested adding to the Dental Association, Recruiting and Development Coordinator stated this was being looked at and well broadening the span of options for job postings.
 - Finance Director, Rick Nelson, informed the board they are currently trying to get caught up with billing and posting of receipts and recommends bringing in additional help on a full-time basis and identifying potential process or system issues and changes for approximately 6 months.

FIN-13-02-2023

Authorize the Health Commissioner to secure contract or temporary medical billing support

Bob Midden made a motion authorizing the Health Commissioner to secure contract or temporary medical billing support through a vendor or organization or by direct contract through a qualified individual. Total expenses for this support shall not exceed \$25,000.00. Richard Strow seconded the motion. Rick Nelson clarified to board questions the purpose of this is to obtain the analytics if this is a manpower and time issue or if this is an automation problem with billing and scrubbing claims. Nilgun recommends this be a certified coder from AHIMA (American Health Information Management Association). A roll call vote was taken. *Motion passed*

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

II. Health Commissioner

- a. Budget Discussion
 - i. Ben Robison spoke regarding Regional PHEP and explained Wood County is the regional grant holder which supports the entire region. Remaining dollars will need to be spent down before June and may be used for sending other Health Departments staff to attend the preparedness summit or trainings; equipment purchases to work or collaborate remotely and to insure internal uses of dollars to promote and facilitate work to support this PHEP grant. This will be taken to the Northwest Commissioners at the end of the month and then be brought to the board of health.

- ii. A detailed budget is nearing completion and will be presented next month. During this process, it has been identified ahead of time is the purchase of Biofit office chairs. This is a local company and these chairs will be under warranty of 13 years from top to bottom and a lifetime warranty on the Numatics. The total number of chairs requested is 29 which includes an additional 2 chairs for potential new employees.

FIN-14-02-2023 Purchase Biofit chairs

Richard Strow made a motion to purchase Biofit chairs to replace current chairs that are beyond reasonable life. The estimated cost per chair is \$700. The total purchase including delivery and other associated fees may not exceed \$21,000.00. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

- b. Ben distributed a spreadsheet of results of the Health Department initiatives survey which are initiatives identified by staff themselves. The leadership team will meet next week to finalize the initiative committees based on the staff's requests of the committee they have the most interest. The Q12 result thus far shows a 79% participation rate, each division will work on assuring everyone that wants to participate has been given the full opportunity to take the survey and this will be presented in March.
- c. District Advisory Council Meeting is scheduled for March. Ben added there has not been a quorum since 2014. The Township Associate believes the best date and time for this would be to overlap with their meeting on March 16th. The recommendation would be to begin the March regular board meeting at 5:30 p.m. and to forego the subcommittee meetings of the Finance and Personnel in order to provide travel time to the DAC meeting which begins at 7 p.m. to present our Annual Report and process any board member appointments.

Sue Yoder made a motion at 7:27 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, Diane Krill, and Stephen Meredith were invited to the executive session. Richard Strow seconded the motion. A roll call vote was taken. All in favor.

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

At 8:06 p.m. Bob Midden made a motion to end the executive session and reconvene to the regular board meeting. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

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

Bob Midden made a motion to adjourn at 8:07 p.m. Richard Strow seconded the motion. A voice vote was taken. *Motion passed*



 Tom Milbrodt, Board President

4/13/23

 Date



 Benjamin Robison, Health Commissioner
 Secretary to the Board

4/13/23

 Date