



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

The March 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 5:30 p.m. followed by the Pledge of Allegiance.

BOH Present: Bob Midden, Tom Milbrodt, Rachel Bowlus, DJ Mears, Dallas Ziegler, Sue Yoder, and Kim Hertzfeld were in attendance. Cathy Nelson conferenced in for audio only.

Staff Present: Amy Jones, Ben Robison, Tina Cox, Chrissy Downs, Rick Nelson, Julie Kauffman, Kelly Bechstein, Ambrose Amoako and Kaitlin Denison.

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

Introductions: Tom Milbrodt introduced and welcomed new Environmental Health employee, Ambrose Amoako and Nutrition Director, Kaitlin Denison.

Public Comment: There were no public comments

Executive Session:

Dallas Ziegler made a motion at 5:35 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 all CHC board members present were invited to the executive session. Sue Yoder seconded the motion. A roll call vote was taken. All in favor.

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

Approval of Minutes:

- I. Approval of the February 16, 2023 meeting minutes will be moved to the April meeting for passing. A quorum of those in attendance for the February 16th meeting was not met during this meeting.
- II. Approval of the December 30, 2022 meeting minutes will be moved to the April meeting for passing. A quorum of those in attendance for the December 30th meeting was not met during this meeting.

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

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

PROGRAM – Dallas Ziegler, Chair (15 minutes)

PRG-01-03-2023 Motion to adopt the Wood County Health Department resolution to approve the requirement to cease use or embargo food for Environmental Health Specialists

Dallas Ziegler made a motion to approve the updated resolution to reflect staff changes. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-03-2023 Motion to accept the resignation of Madissen Boyer, Part-Time Dental Assistant

Dallas Ziegler made a motion to accept the resignation of Madissen Boyer, Part-Time Dental Assistant effective, March 14th, 2023. Ms. Boyer has been a valued member of the department since 2022. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

PER-02-03-2023 Motion to appoint Yaima Castillo to the Full-Time Dental Assistant position

Dallas Ziegler made a motion to appoint Yaima Castillo to the Full-Time Dental Assistant position. She will be paid at Grade 3, Step 5 at \$20.82 per hour. Her start date is pending at this time. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

PER-03-03-2023 Motion to appoint Francesca Leass to the Full-Time Behavioral Health Manager position

Dallas Ziegler made a motion to appoint Francesca Leass to the Full-Time Behavioral Health Manager position. She will be paid at Grade 14, Step 6 at \$38.84 per hour. She will start in her new position effective 3/27/2023. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

PER-04-03-2023 Motion to create a Full-Time Dental Assistant position in the Health Center

Dallas Ziegler made a motion to create a full-time Dental Assistant position in the Health Center. This position will be paid at Grade 3 and will report to the Chief Operating Officer. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

PER-05-03-2023 Motion to appoint Lyndsy Llanas to the Unclassified, Intermittent Dental Assistant position

Dallas Ziegler made a motion to appoint Lyndsy Llanas to the unclassified, Intermittent Dental Assistant position. She will be paid at Grade 3, Step 6 at \$21.52 per hour. Her start date is pending at this time. Intermittent positions require reappointment annually. Intermittent appointments cannot exceed 1000 hours annually. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

PER-06-03-2023 Resolution to revise the Travel and Motor Vehicles Reimbursable Expenses section of the Employee Handbook to follow GSA Per Diem Rates

Dallas Ziegler made a motion to revise the Travel and Motor Vehicles Reimbursable Expenses section of the Employee Handbook to adopt GSA Per Diem Rates for meals and incidentals. This would allow reimbursement rates to adjust annually and geographically without the need for future handbook updates or board actions. Kim Hertzfeld seconded the motion. A voice vote was taken. *Motion passed*

PER-07-03-2023 Resolution to adjust the grades for positions based on a review of market ranges

Dallas Ziegler made a motion approving to adjust the grade of the following positions, based on a review of the market ranges:

- IT Coordinator: increase from a grade 11 (\$27.33 - \$38.25/hour) to a grade 13 (\$29.95 - \$41.93/hour);
- Registered Environmental Health Specialist: increase from a grade 8 (\$23.59 - \$33.01/hour) to a grade 9 (\$24.84 - \$34.76/hour);
- Public Health Nurse: increase from a grade 8 (\$23.59 - \$33.01/hour) to a grade 9 (\$24.84 - \$34.76/hour);
- Registered Environmental Health Specialist—Program Specialist: increase from a grade 9 (\$24.84 - \$34.76/hour) to grade 11 (\$27.33 - \$38.25/hour).

Employees in these positions will remain at their current step and be paid at the newly designated grade, beginning March 27, 2023. Bob Midden seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears <i>abstained</i>	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

PER-08-03-2023 Resolution to designate Tyler Briggs as an Epidemiologist—Program Specialist.

Bob Midden motioned approving the resolution to designate Tyler Briggs as an Epidemiologist—Program Specialist and update the organizational chart. Mr. Briggs will remain at his current step (step 5) and be paid at grade 13 (\$35.94/hour). This change will take effect on March 27, 2023. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

FINANCE – Nilgun Sezginis, Chair (30 minutes)

FIN-01-03-2023 Resolution to approve the Pharmacy Services Agreement between Wood County Board of Commissioners and Wood County Health District

Bob Midden made a motion to approve the Pharmacy Services Agreement between Wood County Board of Commissioners and Wood County Health District. This agreement allows Wood County Health Department to continue providing pharmacy services and dispensing covered drugs to eligible County employees at an agreed pricing schedule and submit claims for such covered drugs to the County's designated pharmacy claims administrator. This agreement will be effective July 1, 2023 and shall expire on June 30, 2026. This agreement may be renewed for three (3) additional one-year periods. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Sue Yoder Y	Dallas Ziegler Y	

FIN-02-03-2023 Resolution to approve fund expenditures toward retention and education activities during Public Health Week

Bob Midden made a motion to approve expenditures of up to \$300.00 toward retention and education activities for Public Health Week, April 3rd - 9th. Rachel Bowlus seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

FIN-03-03-2023 Approve Detail Budget

Bob Midden made a motion to approve the 2023 budget (revenue and appropriations) of the Health Department. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

Summary of the 2023 budget is as follows:

FUND		BEGINNING BALANCE	SUMMARY		FUNDING +/-	ENDING BALANCE
			REVENUE	EXPENSE		
6	PUBLIC HEALTH NURSING	52,085.61	262,218.43	286,311.59	(24,093.16)	27,992.45
7	ENVIRONMENTAL - GNL	583,448.11	342,824.20	289,576.58	53,247.62	636,695.73
8	GENERAL FUND	3,299,343.65	5,961,529.41	5,635,420.14	326,109.27	3,625,452.92
9	ENVIRONMENTAL -SWG	7,326.28	625,335.52	615,119.33	10,216.19	17,542.47
10	PUBLIC HEALTH EMERG PREP	78,655.39	427,695.71	418,781.03	8,914.68	87,570.07
11	WIC	68,897.58	380,905.00	417,842.48	(36,937.48)	31,960.10
12	VITAL STATS	295,268.10	206,400.00	205,646.42	753.58	296,021.68
13	FQHC	1,436,092.17	4,745,670.87	4,128,139.94	617,530.93	2,053,623.10
18	ENVIRONMENTAL - WTR	599.90	85,239.15	85,198.65	40.50	640.40
25	ENVIRONMENTAL - FOOD	92,383.36	459,392.28	455,026.38	4,365.90	96,749.26
28	MATERNAL	19,584.25	0.00	0.00	0.00	19,584.25
29	ENVIRONMENTAL - POOLS	0.00	63,315.91	63,315.90	0.01	0.01
	TOTAL	5,933,684.40	13,560,526.48	12,600,378.44	960,148.04	6,893,832.44

FIN-04-03-2023 Motion to transfer funds

Bob Midden made a motion to approve the transfer of \$5,120.92 from the Levy Fund. These monies cover the first six months of projected expenditures of programs or services that the Health District Levy supports (February 28, 2023). Rachel Bowlus seconded the motion. A roll call vote was taken. *Motion passed*

Pools – Fund 29 - \$5,120.92

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

FIN-05-03-2023 Motion to Approve Estimated 2024 Budget

Bob Midden made a motion to approve the 2024 estimated budget (revenue and appropriations) of the Health Department. Sue Yoder seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

A summary of the estimated 2024 budget is as follows:

FUND		BEGINNING	SUMMARY		ENDING
		BALANCE	REVENUE	EXPENSE	BALANCE
6	PUBLIC HEALTH NURSING	27,992.45	272,304.24	272,304.24	27,992.45
7	ENVIRONMENTAL - GNL	636,695.73	344,515.40	294,227.34	686,983.79
8	GENERAL FUND	3,625,452.92	1,833,749.41	2,143,488.45	3,315,713.88
9	ENVIRONMENTAL - SWG	17,542.47	631,135.51	626,822.35	21,855.63
10	PUBLIC HEALTH EMERG PREP	87,570.07	335,856.02	319,992.33	103,433.75
11	WIC	31,960.10	427,193.93	427,193.93	31,960.10
12	VITAL STATS	296,021.68	211,400.00	207,851.15	299,570.53
13	FQHC	2,053,623.10	3,357,938.87	3,328,943.47	2,082,618.50
18	ENVIRONMENTAL - WTR	640.40	86,328.90	86,323.01	646.29
25	ENVIRONMENTAL - FOOD	96,749.26	469,640.31	465,624.79	100,764.78
28	MATERNAL	19,584.25	0.00	0.00	19,584.25
29	ENVIRONMENTAL - POOLS	0.01	64,496.67	64,496.67	0.01
	TOTAL	6,893,832.44	8,034,559.26	8,237,267.73	6,691,123.97

FIN 06-03-2023 Motion to approve the spending plan for the Regional PHEP grant

DJ Mears made a motion to approve the spending plan for the Regional PHEP grant, as submitted. This motion further authorizes the Health Department to increase allocations to NW LHDs for the Preparedness Summit by up to 10%, to account for unexpected adjustments to travel costs. Allocations to NW LHDs for training costs will be reduced to accommodate any changes in total travel expenses. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
 Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

COMMUNITY HEALTH CENTER – (10 minutes)

CHC-01-03-2023 Consulting Agreement with Joe Lizak – CHC

Bob Midden made a motion from the Community Health Center Board to recommend to the Board of Health to enter into an agreement with Joe Lizak for consulting services for operational support for the Community Health Center. This agreement will allow an assessment to be completed on the status and present state of our operations with recommendations for areas of improvement. The consultant will initially spend 1 day a week with the Health Center team and adjust accordingly as needed. The consultant will be paid up to \$1,600 a day. The cost of these consulting services shall not exceed \$ 25,000. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y Kim Hertzfeld Y DJ Mears Y Bob Midden Y
 Tom Milbrodt Y Sue Yoder Y Dallas Ziegler Y

CHC-02-03-2023 Consulting Agreement with Dr. Becker – Dental

Bob Midden made a motion from the Community Health Center Board to recommend to the Board of Health to enter into an agreement with Dr. Jennifer Becker for Dental Consulting Services for operational support for Health Center Dental Services. This agreement will allow an assessment to be completed on the status and present state of our dental operations with recommendations for areas of improvement.

The consultant will be paid \$175 per hour for a total of 80 hours and the cost shall not exceed \$15,000. Kim Hertzfeld seconded the motion. A roll vote was taken. *Motion passed*

Rachel Bowlus Y
Tom Milbrodt Y

Kim Hertzfeld Y
Sue Yoder Y

DJ Mears Y
Dallas Ziegler Y

Bob Midden Y

Updates and Reports (30 minutes)

I. Director Updates

- Brief discussions were held regarding the recent FSO Report

II. Health Commissioner

Ben Robison provided updates to the board on the following:

- a. Regional PHEP Budget – Grant spending plan by end of 3rd quarter with a deadline of June 30th.
- b. Grant Opportunities
- c. Building Plan – Final review with staff and a final meeting with the architect are underway with the goal of presenting a building plan at the May meeting.

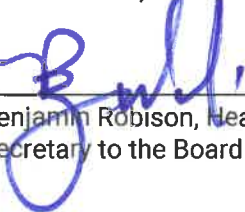
III. Q12 Survey – Survey results were distributed and reviewed with board members. Update provided regarding the development of initiatives teams and plans to begin initial launch meetings in the next couple of weeks.

Bob Midden made a motion to adjourn at 6:45 p.m. Kim Hertzfeld 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