



**Board of Health Meeting Minutes
May 11, 2023**

The May 11th, 2023 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, Rachel Bowlus, DJ Mears, Dallas Ziegler, Sue Yoder, and Nilgun Sezginis were in attendance.

Staff Present: Ben Robison, Tina Cox, Rick Nelson, Diane Krill, Chrissy Downs, Julie Kauffman, Beth Peery, Katie Denison, and Lexie Jacobs

Guests: Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Clint Corpe – The Morning Show: BG Chamber of Commerce

Introductions: Tom Milbrodt introduced and welcomed a new Dental Assistant employee in the Community Health Center, Rachel Geiser

Public Comment: There were no public comments

Approval of Minutes:

I. Approval of the December 30, 2022 meeting minutes will be moved to the June meeting for passing. A quorum of those in attendance in December was not met during this meeting.

II. Bob Midden made a motion to approve the April 13th, 2023, Board of Health Meeting minutes. Sue Yoder seconded the motion. A voice vote was taken. Richard Strow abstained. *Motion passed*

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

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|-----------------|--------------|------------------|-------------------|
| Rachel Bowlus Y | Bob Midden Y | Tom Milbrodt Y | Nilgun Sezginis Y |
| Richard Strow Y | Sue Yoder Y | Dallas Ziegler Y | |

PROGRAM – Dallas Ziegler, Chair

PRG 01-05-2023 Motion to grant a Private Home Sewage Treatment System Variance for 29527 E. Broadway, Lake Township

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 29527 E. Broadway, Lake Township. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner for a replacement home sewage treatment system that does not meet length along contour requirements due to space restriction and poor drainage. Bob Midden seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

PER-01-05-2023 Motion to appoint Jennifer Romaker to the Full-Time Administrative Assistant I position

Dallas Ziegler made a motion to appoint Jennifer Romaker to the Full-Time Administrative Assistant I position. She will be paid at Grade 3, Step 6 at the rate of \$21.52 per hour and will serve a 180-day probationary period. Her start date is pending at this time. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

PER-02-05-2023 Motion of appointment to the Full-Time Director of Health Promotion and Preparedness (Director of Nursing) position

Dallas Ziegler made a motion to appoint Krista Adams to the Full-Time Director of Health Promotion and Preparedness (Director of Nursing) position and update the organizational chart, pending the successful completion of a background check. She will be paid at Grade 17, Step 1 at the rate of \$35.44 per hour and will serve a 180-day probationary period. Her start date is pending at this time. Sue Yoder seconded the motion. A roll call vote was taken. No abstentions *Motion passed*

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

PER-03-05-2023 Motion to revise the Full-Time Behavioral Health Specialist II position, revise the position grade, and update the organizational chart

Dallas Ziegler made a motion to revise the Full-Time Behavioral Health Specialist II position grade and update the organizational chart. All BH II Specialist positions will be regraded from grade 12 (\$28.58-\$40.01) to grade 11 (\$27.33 -\$38.25). Rachel Bowlus seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

FINANCE – Nilgun Sezginis, Chair

FIN-01-05-2023 Motion to authorize an amount increase for the Grief Support Method Plan GRM) with Putnam County Health Department

Nilgun Sezginis made a motion authorizing to increase the not-to-exceed amount from \$3,000.00 to \$3,252.00. This increase of \$252.00 is to cover the additional cost of materials, mileage, staff time for travel, and administration of the program. Sue Yoder seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-02-05-2023 Motion to approve out-of-state travel to the NACCHO MRC Regional Workshop

Nilgun Sezginis made a motion to approve out-of-state travel for Pat Snyder to attend the National Association of County and City Health Officials (NACCHO) MRC Regional Workshop on June 13 & 14 in Indianapolis, IN. The workshop is intended for MRC unit leaders and MRC state coordinators to foster collaboration and allow unit leaders and MRC state coordinators to connect with colleagues, share peer-to-

peer best practices from deployments, and share resources that enhance unit capabilities to prepare for, respond to, and recover from disasters and emergencies. Ms. Snyder has applied for a travel award to the workshop. If the application is not approved, agency expenses are estimated to be \$1,206.72 (hotel: \$634, parking: \$120, meals: \$175, mileage: \$277.72). Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-03-05-2023 Motion to approve an agreement with Bowling Green State University for mosquito surveillance activities

Nilgun Sezginis made a motion to approve the agreement between the Wood County Health Department and BGSU for the amount of \$10,000.00. This agreement will allow BGSU to complete mosquito surveillance required under the OEPA Mosquito Control Grant Agreement SFY 2023 that the Health Department was awarded. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-04-05-2023 Motion to approve a Memorandum of Understanding (MOU) with Wood County Net-Plus Transportation Services

Nilgun Sezginis made a motion to approve the MOU with Wood County Net-Plus Transportation Services between Wood County Job and Family Services, CRC, ADAMHS, Wood County Health District, and Wood County Board of County Commissioners. Net-Plus Transportation Services will provide non-emergency transportation services for Wood County residents for medical health appointments. Invoicing will be divided equally (50% to each entity) for any non-emergency medical transportation services deemed ineligible for other funding sources. The Health District's payments shall not exceed \$18,000.00 per year for each of the three years of the MOU. The BCC will match the Health District payments up to \$18,000.00 per year for each of the three years of the MOU. This MOU will be in effect from July 1, 2023, through June 30, 2026. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-05-05-2023 Motion to contract for grant-funded health education and promotion through the Extended Vaccine Outreach Program

Nilgun Sezginis made a motion to contract with Ashley Vetter Design and Cumulus Media for the following services, paid for with remaining grant funding from the approved budget of \$70,627.00 for the Extended Vaccine Outreach Program. These services will provide education and raise awareness of the importance of COVID-19 vaccinations and other disease mitigation measures, as the public health emergency ends. Total costs will not exceed the grant-funded budget and provide the following: Digital Ads (in English and Spanish), Radio, Public Service Creative Development, Printed Informational Materials, COVID-19 Website Development. Bob Midden seconded the motion. Ben highlighted these dollars need to have an intersection with COVID and will allow us to promote disease mitigation and make changes to the website that are beneficial to the public for not only COVID information but other disease medications. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-06-05-2023

Motion to contract for grant-funded health education and promotion through the Get Vaccinated Program

Nilgun Sezginis made a motion to authorize the health department to contract with Cumulus Media and Lamar Companies for the following services, paid for with grant funding from the approved budget of the Get Vaccinated Program 165. These services will provide education and raise awareness of the importance of childhood immunizations for our county. Total costs will not exceed \$23,000 of the previously approved budget and will provide Digital Ads, Radio, Public Service Creative Development, and Billboards. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

FIN-07-05-2023

Motion to contract with the Employers' Association for onsite/virtual human resources support

Nilgun Sezginis made a motion to authorize the health department to contract with the Employers' Association for onsite/virtual human resources support, to be utilized on an as-needed basis. Ongoing HR Support will be billed at the member rate of \$75 per hour if provided by Consultants/Coordinators, \$85 per hour if provided by the Director of HR Solutions and Consulting, or \$95 per hour if provided by the VP of HR & Learning Services. Travel outside the Toledo metro area is billed at \$75.00/hr. and the current IRS mileage guideline. Total costs for this contract are not to exceed \$35,000 per year. Sue Yoder seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Ben clarified this would average out to about 8 hrs a week and will provide the utilization for support in possibly policy development and HR support if needed and provides flexibility.

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

COMMUNITY HEALTH CENTER -

CHC-01-05-2023

Motion to approve a contract with Integrated Talent Solutions, pending Prosecutor's approval

Nilgun Sezginis made a motion to approve a contract with Integrated Talent Solutions, pending Prosecutor's approval. The contractor will provide recruiting services for the open Dental Hygienist position. The fee is 22% of the Dental Hygienist's first year of salary, not to exceed \$18,000. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

Updates and Reports

I. Director Updates:

a. Lana Glore provided an update to the restaurant motions made last month stating both facilities are re-opened.

b. Diane Krill updated the board the renovations project is nearing completion and staff will begin moving to their new areas adding there have been really good compliments on the expanded size of the waiting room. Construction employees have some items on a punch list to complete yet and painting in some exam rooms yet. The pharmacist will reach out to the Ohio Board of Pharmacy for their inspection allowing them to begin the move to their new location.

Diana added Mel Lanzer has been really good to work with along with Josh Shultz in the maintenance department who has really stepped up to meet all their needs.

II. **Health Commissioner Report:**

Ben noted to the board that after a review of the prosecutor's risk letter recently received regarding the Netwrix Agreement it has been determined an alternative option through the county thus Netwrix will no longer be pursued. The Outcomes MTM Agreement is on hold as it also has returned with a risk letter by the prosecutor's office and is under review with the Community Health Center board.

- Reaccreditation: The review is still ongoing; a site review team is being identified that will review the documents submitted for feedback which will open a short window for final corrections and will lead to a virtual visit and the final assessment of our agency.
- Preparedness Summit: Noted to the board we are at a juncture point for public health and public health preparedness. A lot of perspective is given to how we systemize and localize how engagement to public health is approached.
- COVID funding: A request for funding has been submitted to ODH that will begin in August 2023 and end in July 2024 and has to be tied to the mitigation of impacts of COVID. Nutrition Education, physical activity, replacing HVAC systems, and community engagement support that would allow community members to stay home when sick. We are in the process of working with partners to identify the final planning of spending dollars left from the existing pool of money. A budget revision is due at the end of May.

With the approval of the transportation initiative in April with GLCAP, conversations have been held with an interest in pursuing contracting with United Way. This transportation will close the gap for anything related to COVID or symptoms between Net Plus for a prescheduled appointment and an ambulance for emergency transport. This would be comprehensive transportation support if they have any symptoms that could be related to COVID. This is approximated to cover the ability to provide about 3500 trips over the course of the contract term. This will reach a target population with no access to transportation or homebound residents in the community.

Bob Midden commented this is an important public health need adding he is pleased in piloting this program for people who can't get to a provider with COVID symptoms until it becomes an emergency voicing his support.

FIN-08-05-2023

Resolution to contract with transportation providers and the United Way to provide COVID-related transportation support in Wood County

Bob Midden made a motion authorizing the health department to contract with transportation providers and the United Way to provide COVID-related transportation support in Wood County. Transportation will be provided at \$60 per one-way trip to allow individuals who cannot transport themselves to obtain assessment and treatment for an illness that could be or is confirmed to be COVID. Providers will ensure proper use of PPE during the trip and disinfection following the trip. The term will begin upon execution of the contract and continue through July 31, 2024. The total costs for these contracts will not exceed \$250,000 and be distributed accordingly:

- \$37,500 to the United Way to support screening for eligibility and scheduling of trips;
- \$212,500 collectively to all transportation providers that participate in this program.

Dallas Ziegler seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y
Richard Strow Y

Bob Midden Y
Sue Yoder Y

Tom Milbrodt Y
Dallas Ziegler Y

Nilgun Sezginis Y

- Ben also spoke to the board regarding the end of the public health emergency, shared a link and document with the board of the declaration, and explained how this changes some services as well as data reporting shifting from local lab reporting to more national laboratory chains.
- Building renovation planning update was provided while sharing the renovation plan proposal displayed on the large board room screen for review and consideration by the board adding the commissioners would contribute half a million with the submission of an additional half a million requested on Monday in other funding. Further discussion was held regarding budgeting for securing the future needs of the agency. Bob Midden voiced support, and Richard Strow voiced support with the understanding every effort is made to capture funding that was turned in on Monday and continue to seek out the HVAC funding.

FIN-09-05-2023 Resolution to authorize the health department to initiate a building project

Richard Strow made a motion authorizing the health department to initiate a building project. This authorization will enable WCHD to seek support from the Board of County Commissioners and, upon approval, take necessary steps to complete the proposed construction to ensure the facility is equipped and maintained to effectively serve the residents of Wood County. Initial budget estimates indicate this project may cost up to \$2.7 million, which covers the cost of renovation of existing spaces, building new collaboration/operational space, and purchasing furniture, fixtures, window treatments, and other related items to properly equip the department to welcome and serve the public. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Rachel Bowlus Y
Richard Strow Y

Bob Midden Y
Sue Yoder Y

Tom Milbrodt Y
Dallas Ziegler Y

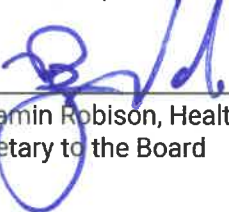
Nilgun Sezginis Y

Bob Midden made a motion to adjourn at 7:20 p.m. Rachel Bowlus seconded the motion. A voice vote was taken. *Motion passed*



Tom Milbrodt, Board President

15 June 2022
Date



Benjamin Robison, Health Commissioner
Secretary to the Board

6/15/23
Date