



**Board of Health Meeting Minutes  
June 15, 2023**

The June 15, 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 6:01 p.m. followed by the Pledge of Allegiance.

**BOH Present:** Bob Midden, Tom Milbrodt, DJ Mears, Dallas Ziegler, Sue Yoder, Richard Strow, Kim Hertzfeld and Nilgun Sezginis were in attendance.

**Staff Present:** Ben Robison, Tina Cox, Rick Nelson, Amy Jones, Julie Kauffman, Lana Glore, Katie Denison, and Lexie Jacobs

**Guests:** Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Jan McLaughlin – BG Independent News

**Introductions:** Tom Milbrodt introduced and welcomed the new Administrative Assistant I, Jennifer Romaker, to the Community Health Center and Finance Department and Krista Adams, Director of Health Promotion and Preparedness.

**Public Comment:** There were no public comments

**Approval of Minutes:**

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

II. Richard Strow made a motion to approve the May 11, 2023, Board of Health Meeting minutes. Nilgun Sezginis seconded the motion. A voice vote was taken. DJ Mears and Kim Hertzfeld abstained. *Motion passed*

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

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

***PROGRAM – Dallas Ziegler, Chair (15 minutes)***

**PRG 01-06-2023      Motion to grant a Private Home Sewage Treatment System Variance 13534 Hammansburg Rd, Henry Twp.**

Dallas Ziegler made a motion to approve a variance request made by the homeowner for a septic tank replacement home sewage treatment system that does not meet isolation distance requirements due to site restrictions including trees, drive location, and lot size. Bob Midden seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**PRG 02-06-2023      Motion to enter into an agreement with the Ohio Department of Commerce, Division of Industrial Compliance to perform annual inspections of manufactured home parks in fiscal years 2024 and 2025.**

Dallas Ziegler made a motion to renew the agreement with the Department of Commerce to conduct annual inspections of Manufactured home parks in Wood County during FY2024: (March 1, 2024, to June 30, 2024; FY2025: (March 1, 2025, to June 30, 2025), subject to the terms and conditions set forth in the agreement renewal. Richard Strow seconded the motion. A voice vote was taken. No abstentions. *(Motion passed)*

**PERSONNEL – Dallas Ziegler, Chair (15 minutes)**

**PER-01-06-2023 Motion to Change the Grants Coordinator Position to a Staff Accountant Position**

Dallas Ziegler made a motion to change the Grants Coordinator position at Grade 7 (\$22.34 - \$31.27) to a Staff Accountant position at Grade 8 (\$23.59 - \$33.01). This position will still report to the Assistant Finance Director in the organization chart. DJ Mears seconded the motion. A roll call vote was taken. No abstentions. *(Roll call vote)*

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

**PER-02-06-2023 Motion to update the organization chart**

Dallas Ziegler made a motion to update the organizational chart and revise the direct-report assignments of the Health Promotion and Preparedness Division by moving the IT Coordinator and IT Support Specialist to report to the Deputy Health Commissioner. Bob Midden seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**PER-03-06-2023 Motion to Accept the Resignation of Lyndsy Llanas, Intermittent Dental Assistant**

Dallas Ziegler made a motion to accept the resignation of Lyndsy Llanas, Intermittent Dental Assistant effective June 1, 2023. Ms. Llanas has been a valued member of the department since April 2023. Kim Hertzfeld seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**PER-04-06-2023 Motion to revise the Full-Time Behavioral Health Specialist I position, revise the position grade, and update the organizational chart**

Dallas Ziegler made a motion to revise the Full-Time Behavioral Health Specialist I position grade and update the organizational chart. All BH I Specialist positions will be regraded from grade 11 (\$27.33-\$38.25) to grade 10 (\$26.07 -\$36.51). Sue Yoder seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**FINANCE – Nilgun Sezginis, Chair (30 minutes)**

**FIN-01-06-2023 Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund**

Dallas Ziegler made a motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners’ sewage systems under the 2023 Water Pollution Control Loan Fund. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

T.E. Price, LLC, Kevin Aurand \$14,000.00 (10426 Lembrecht Rd, Portage Twp.)

<b><u>Total for T.E. Price, LLC</u></b>	<b><u>\$14,000.00</u></b>
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Kim Hertzfeld Y  
Nilgun Sezginis Y

DJ Mears Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-02-06-2023      Motion to Amend 2023 Estimated Resources**

Nilgun Sezginis made a motion to amend the 2023 estimated resources of the district to include the PEP grant and update our real estate levy funds to match the county's estimate. The following changes in fund estimated resources are needed at this time (June 15, 2023). Bob Midden seconded the motion. No abstentions. *Motion passed*

<u>Fund/Acct</u>	<u>Description</u>	<u>Amount</u>
08.1001.404000	General – State Funds	1,000.00
08.4001.400100	Levy – Real Estate	265,507.31
08.4001.400300	Levy – Manufactured Homes	1,796.81

Kim Hertzfeld Y  
Nilgun Sezginis Y

DJ Mears Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-03-06-2023      Motion to Amend 2023 Appropriations**

Nilgun Sezginis made a motion to amend the 2023 annual appropriations of the district to budget for PEP grant expenditures, a donation to FCFC, and dental imaging software. The following changes in fund appropriations are needed at this time (June 15, 2023). Sue Yoder seconded the motion.

Ben announced an amendment to the below appropriations amending the fund from the Health Center to 08.1001.569912 – General Levy as this was for Family Children First Council which is not related to the Health Center. Sue Yoder made a motion approving this amendment, and Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

<u>Fund/Acct</u>	<u>Description</u>	<u>Amount</u>
08.1001.520103	General – Supplies Misc	1,000.00
<del>13.3204.569912</del>		
08.1001.569912	Health Center – Misc	20,000.00
13.2554.569912	Dental – Misc	1,550.00

**FIN-04-06-2023      Motion to renew the contract with Seneca County Health Department to provide epidemiological services.**

Nilgun Sezginis made a motion to renew the contract with Seneca County Health Department to continue to provide epidemiological services through June 30, 2024. Services shall continue to be billed at the rate of \$34.00 per hour, and total expenses for the year shall not exceed \$15,820.00. Richard Strow seconded the motion. No abstentions. *Motion passed*

Kim Hertzfeld Y  
Nilgun Sezginis Y

DJ Mears Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-05-06-2023      Motion to approve fund expenditures for a Latch On event during Breastfeeding Awareness Month**

Nilgun Sezginis made a motion to approve expenditures of up to \$1000.00 to host a Latch On event in August during Breastfeeding Awareness Month, with the goal of protecting, promoting, and supporting breastfeeding in our community. WIC breastfeeding staff will partner with other local organizations that

serve the mother-infant dyad to carry out this event. Funds will be used to cover park shelter rental, a vinyl event banner, breastfeeding support items to provide to attendees, a raffle item, as well as food and decorations. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**FIN-06-06-2023 Motion to contract for grant-funded health education web page creation through Ohio Tobacco Use Prevention and Cessation Grant**

Nilgun Sezginis made a motion to authorize Wood County Health Department to contract with Ashley Vetter Design for website design and development, and to provide education about tobacco/nicotine cessation and prevention. The total costs of these services will not exceed \$10,000. DJ Mears seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**FIN-07-06-2023 Motion to approve an annual contribution of \$20,000.00 to Wood County Family Children First Council for Service Coordination**

Nilgun Sezginis made a motion to make an annual contribution of \$20,000.00 to Wood County Family Children First Council. These Service Coordination dollars will be used to fund direct services for Wood County youth and families as needs are identified by their Service Coordination team and other funding sources are not available or allowable. These direct services include but are not limited to, respite services, day camps, furnishings, and clothing for children, mentoring services, parenting education services, and a wide variety of other direct services to help maintain Family Stability and prevent removal of the children from their homes and community. Kim Hertzfeld seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**FIN-08-06-2023 Motion to authorize the Health Commissioner to contract with the Employers' Association to review and update the agency's employee handbook and policy manual**

Nilgun Sezginis made a motion to authorize the Health Commissioner to contract with the Employers' Association to review and update the agency's employee handbook and policy manual. This process will involve completing a comprehensive review/update of the organization's employee handbook/policy manual including human-resources-related policies as needed to meet state and federal guidelines. Current health department policies will also be incorporated as appropriate/necessary. The cost of this contract shall not exceed \$2,500.00. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**COMMUNITY HEALTH CENTER - (30 minutes)**

**CHC-01-06-2023 Approval of the MTM Network Provider Agreement (Medication Therapy Management)**

Nilgun Sezginis made a motion to approve the MTM (Medication Therapy Management) Agreement with Outcomes MTM following review of the included risk letter by Wood County Prosecutor, Paul Dobson. This agreement will allow our pharmacist to provide medication therapy management services. The goal of all pharmacists providing medication therapy management is to make sure that the medication is right for the

patient and his or her health conditions and that the best possible outcomes from treatment are achieved. Richard Strow seconded the motion. Following a brief discussion regarding the risks outlined in the Prosecutor's risk letter, a roll call vote was taken. No abstentions. *Motion passed*

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

**CHC-02-06-2023      Approval of the Ohio Domestic Violence Network Memorandum of Understanding**

Nilgun Sezginis made a motion to approve the Memorandum of Understanding with Ohio Domestic Violence Network. This project will use a Public Health approach to increase access to healthcare services, education, and information for Domestic Violence Survivors. The project period commenced on October 1, 2022 and will terminate on September 30, 2025. Compensation for this project will be in the total amount of \$35,000 annually. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**CHC-03-06-2023      Motion to contract with Intelligent Medical Objects Software**

Nilgun Sezginis made a motion to authorize Wood County Health Department to contract with Intelligent Medical Objects which is an interface software for the providers. The initial cost is not to exceed \$5,000 which includes support for the 1<sup>ST</sup> year. DJ Mears seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**Updates and Reports (30 minutes)**

**I. Director Updates**

- Kaitie Denison, Nutrition Director, informed the board the WIC program celebrates August as Breast Feeding Awareness Month. The first week is National Breast-Feeding Week and WIC is working with fair faculty as they would like to support baby rest stations while at the fair.
- Finance Director, Rick Nelson, reported the Community Health Center will be contracting with Robert Half to cover an extended leave of an employee for 12 weeks to assure staff coverage is met.
- A brief discussion was held regarding the aging of the medical accounts in the Community Health Center. The billing manager explained the current ways this is being addressed regarding adjustments and self pays adding there are claims from 2013 – 2018 that will be adjusted. A brief discussion was also held regarding Dog Bites/animal quarantine and restaurant inspections.

**II. Health Commissioner Report:**

- Accreditation virtual site visit is scheduled for July 17<sup>th</sup> reaccreditation. This will be a 4 hr site visit with 2 days to resolve any corrections that may be needed. At this point, no request for board members to be present has been made known.
- County Commissioners have approved the building plan. The next step is to launch the competitive bid process for the architect in order to finalize the plans. We are still awaiting the potential eligibility through the Ohio Department of Health and have already received through the allocation of ARPA dollars from the commissioners an apportionment of funding that can support this project. Updates will continue to be provided to the board each month.
- WCHD applied last month for additional grant funding and hoping for the notice of award coming possibly in the middle of July. This year's fiscal dollars are being wrapped up and

a budget revision request is under review. There may be some items for approval of purchases to be presented at the July board meeting.

- The regional dollars for PHEP are nearing the budget year-end on June 30<sup>th</sup>. Ben distributed a spending plan report to the board should there be funds remaining. Following review, the following resolution was determined. Bob thanked Ben for being proactive.

**FIN-09-06-2023 Resolution to authorize the Wood County Health Department to utilize Regional Public Health Emergency Preparedness (PHEP) funds on contingent spending priorities**

Bob Midden motioned to authorize the Wood County Health Department to utilize Regional PHEP funds on contingent spending priorities. This resolution authorizes Wood County Health Department to direct regional PHEP funds to the contingent spending priorities, should the current budget be underspent, to ensure all awarded funds are utilized within the Northwest Region. Funds would be spent on the highest priority first, proceeding through the other priorities until all funds were exhausted. DJ Mears seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

**EXECUTIVE SESSION**

Dallas Ziegler motioned for an executive session at 7:02 pm for the purpose of 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 or to discuss legal action. I invite Amy Jones, Ben Robison, Tina Cox, and Lana Gloré to the executive session. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

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

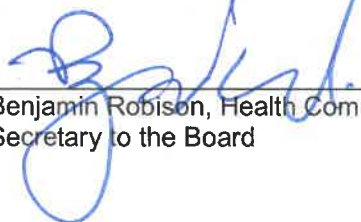
Dallas Ziegler made a motion at 7:11 pm to return to regular session. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

At 7:12 pm the board returned to open session. With no further business, Bob Midden made a motion to adjourn. DJ Mears seconded the motion. A voice vote was taken. *Motion passed*

  
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Tom Milbrodt, Board President

13 July 2023  
Date

  
\_\_\_\_\_  
Benjamin Robison, Health Commissioner  
Secretary to the Board

7/14/23  
Date