



**Board of Health Meeting Minutes
September 14, 2023**

The September 14, 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 6:02 p.m. followed by the Pledge of Allegiance.

BOH Present: Bob Midden, Tom Milbrodt, Dallas Ziegler, DJ Mears, Richard Strow, Rachel Bowlus and Nilgun Sezginis were in attendance.

Staff Present: Diane Krill, Amy Jones, Lexie Jacobs, Lana Glore, Elizabeth Peery, Tina Cox, Chrissy Downs, Krista Adams and Katie Denison

Guests: Marie Thomas – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Jodi Eaton – CHC board secretary, Kenzi Clouse – CHC Board Member; Jan McLaughlin - BG Independent News; Linda Holmes, William Dailey and Jim Hoppenjans – WC Prosecutor Office

Introductions: There were no introductions

Public Comment: There were no public comments

Approval of Minutes: Corrections to the August 10th minutes discussed: Bob Midden abstained to resolution FIN 07-08-2023 with a roll call vote showing a yes vote. A quorum was not met for the approval of these minutes. Corrected minutes will be carried forward to the October meeting for approval.

Approval of Warrants: Richard Strow made a motion to approve the September 2023 warrants. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. Motion passed

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-09-2023 Resolution to approve a change to the standard probationary period

Dallas Ziegler made a motion to change the standard probationary period from 180 calendar days to 130 working days, which is equivalent to 1,040 hours, and update the employee manual. Part-time employees will be prorated, according to hours worked. This change will be presented to employees currently in a probationary period and be utilized for future, new employees, unless a longer period is established by the Board. Rachel Bowlus seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

PER-02-09-2023 Motion to create a full-time environmental tech (environmental health specialist track [EHS]) position and update the organizational chart

Dallas Ziegler made a motion to create a full-time Environmental Technician position (Environmental Health Specialist [EHS] track), which will be paid at Grade 3 (Grade 5 EHS track), with current rates of \$17.34-\$24.29/hr.

(and \$19.84-\$27.78/hr.), respectively. This position will be housed in the EH Division and report to the Assistant Director of Environmental Health. This new position and reporting line will be reflected in the updated organizational chart. Rachel Bowlus seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PER-03-09-2023 Motion to create a full-time nursing supervisor position in the HPP Division and update the organizational chart

Dallas Ziegler made a motion to create a full-time Nursing Supervisor position, which will be paid at Grade 13, with a current rate of \$29.95-\$41.93/hr. This position will be housed in the HPP Division and report to the Nursing Director. This new position and reporting line will be reflected in the updated organizational chart. Richard Strow seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PER-04-09-2023 Motion to create a full-time medical billing specialist position in the Finance Division and update the organizational chart

Dallas Ziegler made a motion to create a full-time Medical Billing Specialist position, which will be paid at Grade 5, with a current rate of \$19.84-\$27.78/hr. This position will be housed in the Finance Division and report to the Medical Billing Manager. This new position and reporting line will be reflected in the updated organizational chart. Richard Strow seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PER-05-09-2023 Motion to appoint Rachel Huwe to the Full-Time Staff Accountant position.

Dallas Ziegler made a motion to appoint Rachel Huwe to the Full-Time Staff Accountant position. She will report to the Assistant Finance Director and be paid at Grade 8, Step 3 at the rate of \$25.95 per hour. She will serve a standard (130 work days) probationary period. Her start date is pending at this time. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

PER-06-09-2023 Motion to change Kami Wildman’s title from Outreach and Enrollment Specialist to Marketing Administration Specialist to reflect updated job duties

Dallas Ziegler made a motion to change Kami Wildman’s title from Outreach and Enrollment Specialist to Marketing Administration Specialist to reflect updated job duties; the organizational chart will be updated to reflect this change. She will continue to report to the Public Health Information and Education Manager and will remain at Grade 5, Step 5. Nilgun Sezginis seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PER-07-09-2023 Motion to approve Change of Pay Rate and Title for Cinthia Dennis

Dallas Ziegler made a motion to approve the change of pay rate and title for Cinthia Dennis from Environmental Health Specialist-In-Training to Registered Environmental Health Specialist, pay grade 9 step 4 at the rate of \$28.56 an hour, retroactive to September 11, 2023. September 11, 2023 is the date the state approved Cinthia’s application for Registered Environmental Health Specialist. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

PER-08-09-2023 Motion to accept the resignation of Fran Leass, Behavioral Health Manager

Dallas Ziegler made a motion to accept the resignation of Fran Leass, Behavioral Health Manager, effective October 12th, 2023. Fran has been a valued member of the department since 2018. Diane Krill stated she hopes to have a consultant agreement with Fran to bring to the October meeting to assist the new LSW and transition of a new manager. DJ Mears seconded the motion adding this will be a great loss to the department. A voice vote was taken. All in favor with no abstentions. *Motion passed*

FINANCE – Nilgun Sezginis, Chair (30 minutes)

FIN-01-09-2023 Motion to approve the transfer of the title for the 28’ MRC trailer

Nilgun Sezginis made a motion to approve the donation and title transfer of the 28’ MRC trailer from Wood County Health Department to Bowling Green Christian Food Pantry. Bob Midden seconded the motion. Richard Strow stated this will be valuable to transporting food to the pantry which has really grown due to an increased need. Bob Midden seconded the motion. A roll call vote was taken. Richard Strow abstained. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow A	Dallas Ziegler Y	

FIN-02-09-2023 Motion to approve agreements with contractors for the Water Pollution Control Loan Fund

Nilgun Sezginis 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. Bob Midden seconded the motion. Board was informed the remaining funds were spoken for as well as a current waiting list. A roll call vote was taken with no abstentions. *Motion passed*

Mastin Site Services, Cody Mastin	\$18,940.00 (23702 Tracy Road, Troy Twp.)
<u>Total for Mastin Site Services</u>	<u>\$18,940.00</u>

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

FIN-03-09-2023 Motion to approve agreements with contractors for soil evaluation and design

Nilgun Sezginis made a motion to approve agreements with the following contractors for payment of services for soil evaluation and design prior to repair/replacement of homeowners’ sewage systems under the 2023 Water Pollution Control Loan Fund. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Geophyta, Inc., Nathan Wright	\$2,150.00 (4763 Mitchell Road, Henry Twp.)
<u>Total for Geophyta, Inc.</u>	<u>\$2,150.00</u>

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

FIN-04-09-2023 Motion to approve out-of-state travel for Jill Kohntopp

Nilgun Sezginis made a motion to approve Jill Kohntopp to travel to the 2023 Nextgen User Group Meeting in Orlando, Florida, November 29 to December 2, 2023. The purpose for attending is to learn ways to optimize our current Nextgen environment. Estimated costs would be \$2,200 to cover air travel, conference registration, ground transportation, hotel stay, meals, and incidentals. Available Health Center dollars would be used to cover these expenses. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

FIN-05-09-2023 Motion to amend 2023 appropriations

Nilgun Sezginis made a motion to amend the 2023 annual appropriations of the District to budget for office supplies and postage in the Sewage fund, MRC volunteer workstation setup costs, and a transfer of appropriations in the

IBHS fund, RHW fund and EO Grant. The following changes in fund appropriations are needed at this time (September 14, 2023).

Fund/Acct	Description	Amount
09.2212.520101	New Sewer Systems - Office Supplies	1,000.00
09.2212.520102	New Sewer Systems - Postage	25.00
09.2222.520101	Sewage Alterations - Office Supplies	25.00
09.2272.520101	Sewage Site Review - Office Supplies	100.00
09.2272.520103	Sewage Site Review - Misc Supplies	150.00
09.2452.520101	Sewage Op and Maint - Office Supplies	400.00
10.1941.520101	MRC - Office Supplies	1,800.00
10.1941.520103	MRC - Misc Supplies	1,800.00
10.4941.520101	PHEP Regional - Office Supplies	500.00
10.1941.564100	MRC - Equipment	3,500.00
13.3304.520104	IBHS - Medical Supplies	2,000.00
13.3304.571500	IBHS - OPERS	(2,000.00)
13.3204.520104	Health Center - medical supplies	5,000.00
13.1784.564100	RHW - Equipment	18,600.00
13.1784.520104	RHW - medical supplies	2,000.00
13.1784.510000	RHW - salaries	(20,600.00)
06.1673.520106	Nursing - Vaccine supplies	7,300.00
08.5941.540105	EO Grant - Contracts	48,000.00
08.5941.569905	EO Grant - Meetings	15,000.00
08.5941.569910	EO Grant - Subscriptions/Dues	5,000.00
08.5941.510000	EO Grant - Salaries	(68,000.00)
13.2554.569907	Dental - Maint/Repair	1,000.00
13.2544.540102	Dental - Contract	(1,000.00)

Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

FIN-06-09-2023 Motion to enter into an agreement for vaccination support between Wood County Health District and the following independent contractors

Nilgun Sezginis made a motion to enter into agreements for vaccination support between the Wood County Health District and the following independent contractors:

- Elizabeth McGrady
- Debbie Allgire
- Vanessa Roush
- Dolores Suarez
- Amber Miller

Each listed contractor will be paid \$150 per shift, and the term of the agreement shall extend from the date the contract is executed until September 1, 2024. The total amount of each agreement is not to exceed \$15,000. Bob Midden seconded the motion. The board was informed this is not restricted to just COVID vaccines but will be for flu clinics and other community events. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y
Nilgun Sezginis Y

DJ Mears Y
Richard Strow Y

Bob Midden Y
Dallas Ziegler Y

Tom Milbrodt Y

FIN-07-09-2023 Motion to enter into an agreement for vaccination support between Wood County Health District and the following independent contractor

Nilgun Sezginis made a motion to enter into an agreement for vaccination support between the Wood County Health District and the following independent contractor:

- Darlene Herringshaw

This contractor will be paid \$150 per shift, and the term of the agreement shall extend from the date the contract is executed until September 1, 2024. The total amount of this agreement is not to exceed \$15,000. Bob Midden seconded the motion. A roll call vote was taken. Richard Strow abstained. *Motion passed*

Rachel Bowlus Y DJ Mears Y Bob Midden Y Tom Milbrodt Y
Nilgun Sezginis Y Richard Strow A Dallas Ziegler Y

FIN-08-09-2023 Motion to enter into an agreement between the Wood County General Combined Health District and Ashley Scheutzow, Licensed Dental Hygienist.

Nilgun Sezginis made a motion to enter into an agreement between the Wood County General Combined Health District and Ashley Scheutzow, for the purpose of providing dental Hygiene service needs of its patients within the Wood County Community Health Center Division. The term of this agreement shall commence on October 23rd, 2023, and terminate on December 31st, 2025. Ms. Scheutzow will be paid an hourly rate of Forty (40) dollars, payable in 26 biweekly pay periods per year. Bob Midden seconded the motion. Diane Krill commented Ashley is currently an intermittent hygienist. A roll call vote was taken with no abstention. *Motion passed*

Rachel Bowlus Y DJ Mears Y Bob Midden Y Tom Milbrodt Y
Nilgun Sezginis Y Richard Strow Y Dallas Ziegler Y

FIN-09-09-2023 Motion to approve expenditure over \$10,000 using ODH Reproductive Health and Wellness funds

Nilgun Sezginis made a motion to approve an expenditure of \$19,888.66 for Wood County Community Health Center to purchase the following items using ODH Reproductive Health and Wellness Program funds:

- Exam Table: \$8,136.86
- Exam Table Top: \$501.96
- 2 Wall Mounted Oscopes: \$628.00 each; totaling: \$1256.00
- 2 Wall Mounted Stadiometers: \$241.92 each; totaling: \$483.84
- 3 Vital Signs Devices: \$3170.00 each; totaling: \$9,510.00

Per Wood County Health Department's current purchasing policy, approval is needed by the board of health for purchases exceeding \$10,000. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y DJ Mears Y Bob Midden Y Tom Milbrodt Y
Nilgun Sezginis Y Richard Strow Y Dallas Ziegler Y

FIN-10-09-2023 Motion to authorize Wood County Health District to enter into a Memorandum of Agreement with the Wood County Committee on Aging (WCCOA)

Nilgun Sezginis made a motion to authorize Wood County Health District to enter into a Memorandum of Agreement with the Wood County Committee on Aging (WCCOA). WCCOA agrees to pay no more than

\$12,000.00 for services rendered between October 1, 2023, through December 31, 2023 and agrees to pay no more than \$48,000.00 for the period between January 1, 2024 through December 31, 2024 for services rendered. This MOA shall automatically renew for one additional twelve (12) month term upon the same terms and conditions should no further actions be taken by either party. Wood County Health Department will provide critical nursing and education services to the populations served by the WCCOA. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

Updates and Reports (30 minutes)

I. Board of Health questions / comments / discussion

- a. Board questioned when the renewal of H2O funds was to occur, Lana explained it would be applied for in September and responses are usually received in December.
- b. Board was informed the breast-feeding area provided by WIC at the Wood County Fair went well with plans to have it again next year.
- c. Lana informed the board the Environmental division will be presenting a fall seminar for public health on September 29th. Information for this will be email to all members.

II. Deputy Health Commissioner report:

- a. Amy Jones reported Wood County Health Department is reaccredited adding 86 LHDs are currently accredited across Ohio, which means that more than 90% of Ohio residents are served by an accredited LHD. Wood County Health Department is accredited for 5 years until 2028. As a thank you to all employees for their hard work and dedication, a celebration event would like to be planned for November 20th which is also National Public Health Thank you Day. This would be to celebrate both internally and host an event, which will include the Health Center Open House. A budget for this will be provided in October.
- b. The review of architect qualifications has been completed. The next step is for the County Commissioners to approve a resolution so that we can receive a proposal from the identified contractor. If the proposal is acceptable, we will move forward with that architect, if not, we would ask the Commissioners to approve a new resolution so that we could receive a proposal from a different contractor.
- c. Board was informed collaborative review of the Health Department budget with ODH was completed and an updated budget was submitted and awaiting final approval adding grant guidance for building renovations has changed, which reduced our maximum award for the building project to \$149,999.99, which was originally \$500,000.
 - i. Amy added we are also working directly with ODH to refine additional uses of funding for the grant application for additional EO23 funds, which is due on September 25th. Amy asked the board to consider a resolution to enter into an agreement so that once ODH approves, we would be able to move on these.

FIN 11-09-2023 Resolution to authorize Wood County Health Department to enter into an agreement with the specific entities listed in the EO23 grant

Richard Strow made a motion authorizing Wood County Health Department to enter into an agreement with the specific entities listed in the EO23 grant namely Welcome BG and La Conexion, for totals not to exceed the funding amounts listed in the budget, pending budget approval from the Ohio Department of Health. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Richard Strow Y	Dallas Ziegler Y	

Board Comments:

Tom Milbrodt and Nilgun Sezginis commended the finance department following the audit report and the acquirement of 3 out of 4 stars given to Wood County Health Department. Tom reminded the board his term ends at the end of this year, Vice President, Nilgun Sezginis, would move to President. Starting in October there will be a nominating committee formed in order to nominate a new Vice President.

Executive Session:

At 6:51 pm, Dallas Ziegler made a motion the Board go into executive session 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. William Dailey, James Hoppenjans, Linda Holmes, Lana Glore, Amy Jones and Ben Robison by phone (if needed) were invited into the executive session. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y DJ Mears Y Bob Midden Y Tom Milbrodt Y
Nilgun Sezginis Y Richard Strow Y Dallas Ziegler Y

DJ Mears motioned to reconvene to regular session at 8:06 pm. Rachel Bowlus seconded the motion. A voice vote was taken with no abstentions. The following action was taken::

PRG-01-09-2023 Motion authorizing the Wood County Prosecutor’s Office to initiate criminal and injunctive action of Yum Yummy restaurant

Richard Strow made a motion authorizing the Wood County Prosecutor’s Office to initiate criminal and injunctive action to enforce the revocation of the 2023 license of Yum Yummy restaurant. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Rachel Bowlus Y DJ Mears Y Bob Midden Y Tom Milbrodt Y
Nilgun Sezginis Y Richard Strow Y Dallas Ziegler Y

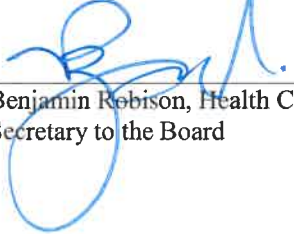
DJ Mears motioned to adjourn at 8:09 pm seconded by Richard Strow. A voice vote was taken with no abstentions. *Motion passed*



Tom Milbrodt, Board President

10/12/23

Date



Benjamin Robison, Health Commissioner
Secretary to the Board

10/12/23

Date

