



## Board of Health Meeting Minutes October 12, 2023

The October 12, 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, Dallas Ziegler, DJ Mears, Richard Strow, Cathy Nelson, Sue Yoder and Kim Hertzfeld were in attendance.

**Staff Present:** Diane Krill, Amy Jones, Ben Robison, Lexie Jacobs, Lana Glore, Tina Cox, Tyler Briggs, Chrissy Downs, Krista Adams and Katie Denison, Rachel Huwe and Amy Johnson

**Guests:** Marie Thomas – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Clint Corpe

**Introductions:** Rachel Huwe, Staff Account and Behavioral Health Specialist, Amy Johnson.

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

**Approval of Minutes:** Bob Midden made a motion to approve the August 10, 2023, Board of Health meeting minutes. Sue Yoder seconded the motion. A voice vote was taken. DJ abstained. Motion passed

Bob Midden made a motion to approve the September 14, 2023, Board of Health meeting minutes. Sue Yoder seconded the motion. A voice vote was taken. Cathy Nelson and Kim Hertzfeld abstained. Motion passed

**Approval of Warrants:** Bob Midden made a motion to approve the October 2023 warrants. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. Motion passed

Kim Hertzfeld Y  
Cathy Nelson Y

DJ Mears Y  
Richard Strow Y Sue Yoder Y

Bob Midden Y

Tom Milbrodt Y  
Dallas Ziegler Y

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

#### **PRG 01-10-2023      Motion to grant a Private Home Sewage Treatment System Variance for 4100 Williston Road, Northwood, Lake Township**

Dallas Ziegler made a motion to grant a Private Home Sewage Treatment System Variance for 4100 Williston Road, Northwood, 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 home sewage treatment system that does not meet the length along the contour due to damage to the original design area. Cathy Nelson seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

<b>PERSONNEL – Dallas Ziegler, Chair (15 minutes)</b>
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**PER-01-10-2023      Cost of living increase for Dr. John Coates**

Dallas Ziegler made a motion to approve a cost of living (COLA) increase of 4% for Dr. John Coates who was contracted with the health department on January 1, 2023, which will be effective for all hours worked on or after January 1, 2023. DJ Mears seconded the motion. A roll call vote was taken with no abstentions.

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-02-10-2023      Motion to reappoint Machell Lajti to the Unclassified, Intermittent Dietetic Technician position with WIC**

Dallas Ziegler made a motion to re-appoint Machell Lajti to the Unclassified, Intermittent Dietetic Technician position. Intermittent positions require reappointment annually and are not to exceed 1,000 hours worked annually. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-03-10-2023      Motion to appoint Kristen Razo to the Environmental Health Specialist position in the Environmental Health Division**

Dallas Ziegler made a motion to appoint Kristen Razo to the Full-Time Environmental Health Specialist position. She will be paid at Grade 7, Step 1 at the rate of \$22.34 per hour and will serve a standard (130-workday) 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*

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-04-10-2023      Motion to appoint Taylor Hall to the Environmental Technician position in the Environmental Health Division**

Dallas Ziegler made a motion to appoint Taylor Hall to the Environmental Technician position. She will be paid at Grade 5, Step 2 at the rate of \$21.83 per hour and will serve a standard (130 workday) probationary period. Her start date will be October 23, 2023. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-05-10-2023      Motion to appoint Leslie Madaras to the Nursing Supervisor position in the Health Promotion and Preparedness Division**

Dallas Ziegler made a motion to appoint Leslie Madaras to the Nursing Supervisor position in the Health Promotion and Preparedness division at Grade 13, Step 10 at a rate of \$41.93 per hour. Her start date with the HPP division will be December 4, 2023, pending HRSA approval, and she will serve a standard

(130-workday) probationary period. Bob Midden seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

Kim Hertzfeld Y	DJ Mears Abstained	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-06-10-2023 Motion to approve a temporary wage level (TWL) for Leslie Madaras when providing support to the Health Center Division, consistent with her previous duties as COO, after December 4, 2023**

Dallas Ziegler made a motion to approve a temporary wage level (TWL) at a Grade 17 – Step 7 for Leslie Madaras when she provides support to the Health Center Division, consistent with her previous duties as COO, after December 4, 2023. This authorization will extend through March 31, 2024 and will allow her to be paid at the current rate of pay for the step and grade she last had as COO. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-07-10-2023 Motion to appoint Diane Krill to the Chief Operating Officer position in the Health Center Division**

Dallas Ziegler made a motion to appoint Diane Krill to the Chief Operating Officer position in the Health Center Division at Grade 17, Step 10 at a rate of \$49.63 per hour. Her start date in the COO role will be December 4, 2023, pending HRSA approval, and she will serve a standard (130-workday) probationary period. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**PER-08-10-2023 Motion to approve a temporary wage level (TWL) for Diane Krill, after December 4, 2023, until a new, permanent CEO begins with the Health Center**

Dallas Ziegler made a motion to approve a temporary wage level (TWL) at a Grade 20 – Step 9 for Diane Krill, after December 4, 2023, until a new, permanent CEO begins with the Health Center. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

<b><i>FINANCE – Richard Strow, Board Member (30 minutes)</i></b>
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Richard Strow read the first reading by title only of the 2024 proposed fees for the Food Service Operation, Retail Food Establishment (FSO/RFE) program

**FIN-01-10-2023 Motion to contract with Independent Contractor Larry Herbert for communication services**

Richard Strow made a motion to contract with Larry Herbert, Independent Contractor, for communication services until July 31, 2024, in support of disease mitigation activities. Mr. Herbert will be paid \$150 per shift and total costs shall not exceed \$46,000. Kim Hertzfeld seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y  
Cathy Nelson Y

DJ Mears Y  
Richard Strow Y Sue Yoder Y

Bob Midden Y  
Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-02-10-2023 Motion to increase the per-shift amount for Independent Contractor payments**

Richard Strow made a motion to increase the amount paid per event to \$150 for independent contractors that provide disease mitigation support, including epidemiology, grant administration and educational activities. This adjustment shall apply to the full term of both future and previously executed contracts. Cathy Nelson seconded the motion. A roll call vote was taken. Bob Midden abstained. *Motion passed*

Kim Hertzfeld Y  
Cathy Nelson Y

DJ Mears Y  
Richard Strow Y Sue Yoder Y

Bob Midden Abstained  
Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-03-10-2023 Motion to enter into an agreement for vaccination support between Wood County Health District and the following independent contractor**

Richard Strow made a motion to enter into agreements for vaccination support between the Wood County Health District and the following independent contractor:

- Pamela Ramsey

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 each agreement is not to exceed \$15,000. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y  
Cathy Nelson Y

DJ Mears Y  
Richard Strow Y Sue Yoder Y

Bob Midden Y  
Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-04-10-2023 Motion to amend 2023 appropriations**

Richard Strow made a motion to amend the 2023 annual appropriations of the District to budget for additional expenditures in the Sewage Program, Dental Program, PHEP spend down, Health Center, and Food Service Program. The following changes in fund appropriations are needed at this time (October 12, 2023).

09.2452.510000	Sewage - Salary	78,500.00
09.2452.571500	Sewage - OPERS	11,700.00
09.2452.575600	Sewage - Employee Insurance	18,500.00
09.2212.510000	Sewage - Salary	(30,000.00)
09.2212.571500	Sewage - OPERS	(4,000.00)
09.2212.575600	Sewage - Employee Insurance	(9,000.00)
09.2272.510000	Sewage - Salary	(48,500.00)
09.2272.571500	Sewage - OPERS	(7,700.00)
09.2272.57600	Sewage - Employee Insurance	(9,500.00)
10.1921.540105	PHEP Local - Contracts	30,000.00
10.4941.510000	PHEP Reg - Salary	38,500.00
10.4941.571500	PHEP Reg - OPERS	5,300.00
10.4941.575600	PHEP Reg - Employee Insurance	7,750.00
13.1784.550100	RHW - Travel	350.00
13.1784.569910	RHW - Subsc/Dues	(350.00)
13.2554.540102	Dental - Maintenance Contracts	1,010.00
13.2554.540104	Dental - Dentist Contract	35,000.00

13.2554.540105	Dental - Misc Contracts	10,100.00
13.2554.550100	Dental - Travel	1,000.00
13.2554.569904	Dental - Insurance	3,771.50
13.2554.569906	Dental - Refunds	1,010.00
13.2554.569912	Dental - Other Misc	4,200.00
13.2554.575600	Dental - Employee insurance	23,500.00
13.3204.520101	Health Center - office supplies	2,200.00
13.3204.520105	Health Center - pharmaceuticals	2,500.00
13.3204.540105	Health Center - Misc Contracts	(48,800.00)
13.3204.550100	Health Center - Travel	4,100.00
13.3204.569905	Health Center - meetings	(25,000.00)
13.3204.569912	Health Center - Other Misc	100,000.00
13.3304.510000	IBHS - Salaries	(36,450.00)
13.3304.550100	IBHS - Travel	1,450.00
13.3394.540103	Reno - Contract Consultants	(49,300.00)
25.2112.569901	Food Service - Phone	550.00
25.2112.569904	Food Service - Insurance	150.00
25.2112.569905	Food Service - Meetings	203.44
25.2112.569912	Food Service - Other Misc	2,400.00
25.2112.572900	Food Service - Remit to State	3,600.00
25.2112.575600	Food Service - Employee Insurance	13,200.00
25.2122.575600	Vending - Employee Insurance	1,450.00
25.2142.575600	Food Service (Mobile) - Employee Insurance	825.00
13.6094.520104	Covid Bridge Ext - Medical Supplies	156.00
13.6094.520106	Covid Bridge Ext - Vaccine Supplies	6,200.00
13.6094.540105	Covid Bridge Ext - Contracts Misc	6,000.00
13.6094.569912	Covid Bridge Ext - Other Exp	2,250.00

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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-05-10-2023 Motion to amend 2023 estimated resources**

Richard Strow made a motion to amend the 2023 estimated resources of the District to budget for the Covid-19 Bridge Fund Extension Grant. The following changes in fund estimated resources are needed at this time (October 12, 2023).

Fund/Acct	Description	Amount
13.6094.405100	Covid Bridge Ext – Federal Funds	14,606.00

Cathy Nelson 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-06-10-2023 Motion to approve out-of-State travel for Dr. Aouthmany**

Richard Strow made a motion to approve Dr. Aouthmany to travel to the 2023 National Network for Oral Health Annual Conference in Denver, Colorado, November 5<sup>th</sup> to November 8<sup>th</sup>, 2023. This conference allows for continuing education specifically for safety-net oral health professionals and is part of the Oral Health Leadership Institute that Dr. Aouthmany is participating in. Estimated costs not to exceed \$2,500 would be to cover air travel, conference registration, ground transportation, hotel stay, meals, and incidentals. Available Health Center dollars would be used to cover these expenses. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-07-10-2023      Motion to approve a consulting agreement with Fran Leass, LISW-S, LICDC-CS**

Richard Strow made a motion to approve a consulting agreement with Fran Leass. This agreement will allow as-needed professional oversight for Behavioral Health service support. Fran will provide up to 5 hours a week and be paid \$42.06 per hour. The term of the contract shall be from October 13<sup>th</sup>, 2023 through October 12<sup>th</sup>, 2024 and the total cost shall not exceed \$10,000. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-08-10-2023      Motion to approve a revised Memorandum of Agreement with the Wood County Committee on Aging (WCCOA)**

Richard Strow made a motion to approve the revised Memorandum of Agreement with the Wood County Committee on Aging (WCCOA). These revisions include changes to Article V, making each party responsible for its own acts and/or omissions, and Article X; providing that procurement of insurance will be by both parties. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-09-10-2023      Motion to approve a Memorandum of Understanding with the Wood County Juvenile Residential Center of Northwest Ohio**

Richard Strow made a motion to approve a Memorandum of Understanding with the Wood County Juvenile Residential Center of Northwest Ohio (JRCNWO). This agreement will allow JRCWNO to remain compliant with the American Correctional Association standard 3-JCRF-5C-13 which requires them to provide dental care to juveniles under the direction of a dentist. The initial term of this agreement shall be for 1 year and automatically renew for one (1) additional year. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN- 10-10-2023      Motion to Approve Agreements with Soil Evaluator & System Designer for the Water Pollution Control Loan Fund**

Richard Strow made a motion to approve agreements with the following soil evaluators & system designers for payment of services for soil evaluation and system design prior to repair/replacement of homeowners' sewage systems under the 2023 Water Pollution Control Loan Fund.

The Soil Guy, LLC; Richard Sharf \$1,000.00 (9790 Wayne Road, Montgomery Twp.)

The Soil Guy, LLC; Richard Sharf \$1,000.00 (1711 Fostoria Road, Perry Twp.)

**Total for The Soil Guy, LLC \$2,000.00**

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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-11-10-2023 Motion to approve out-of-state travel for William C. Bryant-Bey to attend FEMA Advanced Exercise Training**

Richard Strow 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, March 04-07, 2024. This is the final course for William to complete the Advanced Level of FEMA's National Standard Exercise Curriculum and is another step toward becoming a Master Exercise Practitioner. The institute will reimburse William for flights and provide lodging and transfers to/from the airport. Anticipated health department expenses totaling \$650 include, parking at the airport, checked luggage fees, meals and mileage. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

Ben informed the board this is a substantial accomplishment to be selected for this and reflects that William has great expertise. This will be a great resource for Northwest Ohio.

**FIN-12-10-2023 Motion to extend the disease mitigation contract with Independent Contractor Elizabeth McGrady**

Richard Strow made a motion to extend the disease mitigation contract with Independent Contractor Elizabeth McGrady until July 31, 2024. All other terms of the contract shall remain the same, unless amended by another resolution. Cathy Nelson seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

Kim Hertzfeld Y	DJ Mears Abstained	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-13-10-2023 Motion to contract with Genua Consulting, LLC to support updating the co-applicant agreement between the Board of Health and the Health Center Board**

Richard Strow made a motion to contract with Genua Consulting, LLC, pending Prosecutor's approval, to support updating the co-applicant agreement between the Board of Health and the Health Center Board. The contractor shall be paid \$250.00 per hour for remote work and consultation, and any on-site work will be billed at \$2,000 per day, plus applicable travel expenses such as air, hotel, car rental. Total costs for this contract shall not exceed \$25,000. Bob Midden seconded the motion. Ben informed the board this individual is a HRSA site reviewer who specializes in public entities like ours. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-14-10-2023 Motion to authorize the Health Commissioner to contract for interim executive leadership support for the Health Center Division**



Richard Strow made a motion to authorize the Health Commissioner to contract for interim executive leadership support for the Health Center Division. The contractor shall have expertise in executive leadership within FQHCs and be available to assist the agency through the transition to find the next CEO and support preparation for the HRSA site visit, if applicable. The term of the agreement shall be 1 year from the effective date, and total costs for this contract shall not exceed \$100,000. Cathy Nelson seconded the motion. Ben informed the board the term is correct, depending on the duration of coverage there may be a need to request additional expenses by the board. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-15-10-2023 Motion to approve \$3,000 for the Health Department Retention and Open House Educational Event**

Richard Strow made a motion to approve \$3,000 for the Health Department Open House Educational Event. These funds will provide supplies, educational items, commemorative articles, public health promotional materials for the staff and public, refreshments for the event, and a staff luncheon. Bob Midden seconded the motion. A roll call vote was taken. DJ Mears abstained. *Motion passed*

Kim Hertzfeld Y	DJ Mears Abstained	Bob Midden Y	Tom Milbrodt Y
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

**FIN-16-10-2023 Motion to approve the updated Memorandum of Understanding with the Ohio Domestic Violence Network**

Richard Strow made a motion to approve the updated Memorandum of Understanding (MOU) with the 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. This new project period commenced on October 1, 2023 and will end on September 30, 2024. A new MOU with an updated budget and deliverables will be executed by September 15, 2024 for project year three, commencing on October 1, 2024 and ending September 30, 2025. Compensation for this project will be in the total amount of \$45,000 annually. Diane Krill informed the board previously approved this MOU. This is an update project with ODVN, us and the Cocoon Shelter to assure healthcare services are provided to any domestic violence individuals that may come in. There is training that is being provided to build collaboration, the first training is this week. Diane added there is a mobile advocate who will be onsite to sit down with any of these individuals to further connect them to resources. 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
Cathy Nelson Y	Richard Strow Y	Sue Yoder Y	Dallas Ziegler Y

***Updates and Reports (30 minutes)***

- I. Tyler Briggs, Chair of the Performance Management Committee, presented Wood County Health Department's foundational goals which will be used to build on agency, division and program goals. Tyler added these goals will also be used to create the 2025 Strategic Plan. With board approval, these goals will be presented to the all staff all day meeting on October 25<sup>th</sup>, 2023. The board approved the following resolution:

**PRG-02-10-2023** Resolution to adopt the foundational Performance Management Goals as presented. These goals will inform the further development of goals for the agency, program, division and each individual staff member. These goals will also provide the basis for updating the agency strategic plan over the next year. Cathy Nelson motioned, and Bob Midden seconded the motion. A voice vote was taken. No abstentions. *Motion passed*



- II. **Director Updates:** The board commended the Environmental Division on the presentations and trainings given at their fall seminar. Kelly informed members they are already starting to plan for next year.
- III. Ben presented his report to the board:
- Building proposal is still in the works and expecting to bring this to the board at the November meeting.
  - The all-staff meeting is October 25<sup>th</sup> at Otsego Park. The budget the board approved will allow employee engagement activities such as de-escalation training, foundational goals, role in the community and cross collaboration across divisions.
  - The Open House will coincide with Public Health Thank You Day on November 20<sup>th</sup>. The budget approved will assist in celebrating accreditation as well as opening access in making members of the public aware of our services and partners.
  - Much of the grant funding dollars have been moved out to the entities that received them. Ben commended the finance department and contractors on the work to keep this all on track. Approval of the COVID mitigation budget and 2.2M grant award has been approved with the vast majority of this funding will go out to the community at large.
  - Board members were informed Ben has recently been voted in as President Elect for the Association of Health Commissioner's (AOHC) and what this involves. Bob Midden commented this will be a valuable resource for the board to have him connected so well with state officials and state commissioners. Ben added this is only possible due to the availability of Deputy Health Commissioner, Amy Jones. The board motioned the following resolution:

**PER-09-10-2023**

Resolution to authorize the Health Commissioner to service on the AOHC board as an extension of job duties. In this role the board acknowledges he will be responsible for the following: participating in in AOHC board meetings and activities that may have to occur during normal work hours, traveling to functions to represent the association which may result in request for reimbursement uncovered travel costs, delegating some health department duties to other staff members, primarily the Deputy Health Commissioner, during absences from the agency for AOHC activities and representing AOHC as member of the association. Bob Midden made the motion with Cathy Nelson seconding the motion. A voice vote was taken. No abstention. *Motion passed*

IV. **Board of Health discussion: Nominating Committee**

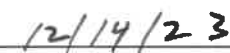
- Tom reminded the board his term as President is winding down and that he has spoke to members about the nominating committee adding Nilgun as vice president will become president. Dallas Ziegler and Sue Yoder agreed to be part of this committee with the third to be voted in. DJ Mears moved to approve Sue Yoder. Bob Midden seconded. A voice vote was taken, Sue Yoder abstained. *Motion passed*
- Board discussed the board meeting on the last business day of the year, November 29<sup>th</sup> agreeing to 5 pm. DJ Mears made a motion with Bob Midden seconding the motion. A voice vote was taken with no abstentions. *Motion passed*
- Tom reminded board members of their continuing education training on Ethics that is due. Please turn certificates in to Tina when complete.

At 7:05 p.m. Dallas Ziegler made a motion that 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. Dallas invited Ben Robison and Amy Jones into the executive session. Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

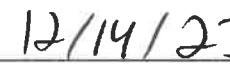
At 7:42 p.m. Cathy Nelson made a motion to come out of executive session and return to the regular meeting of the board. Richard Strow seconded the motion. A roll call vote was taken. Motion passed, and regular session reconvened.

At 7:43 p.m. Richard Strow made a motion to adjourn. Dallas Ziegler seconded the motion. A voice vote was taken. Motion passed and meeting adjourned.

  
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Tom Milbrodt, Board President

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date