



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

The December 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 6:00 p.m. followed by the Pledge of Allegiance.

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

Staff Present: Benjamin Robison, Amy Jones, Jerry Landers, Rick Nelson, Chrissy Downs, Lexie Jacobs, Lana Glore, Elizabeth Peery, Katie Denison, Ashleigh Konopka, and Jennifer Romaker

Guests: Frank McLaughlin, Wood County ADAMHS Board Chair; Julie Carle – BG Independent News

Public Comment: Frank McLaughlin, Wood County ADAMHS Board Chair, spoke with regards to working with the FQHC as it increases its behavioral services. He stated the ADAMHS Board has a vested interest in staying knowledgeable of what is happening in the County and wants to make sure that communication remains between the organizations.

Approval of Minutes: Richard Strow made a motion to approve the October 12, 2023, Board of Health meeting minutes. Cathy Nelson seconded the motion. A voice vote was taken. Nilgun Sezginis abstained. *Motion passed.*

Sue Yoder made a motion to approve the November 16, 2023, Board of Health meeting minutes. Cathy Nelson seconded the motion. A voice vote was taken. Dallas Ziegler, Bob Midden, and Kim Hertzfeld abstained. *Motion passed.*

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

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

PROGRAM – Dallas Ziegler, Chair (15 minutes)

PRG 01-12-2023 Motion to grant a Home Sewage Treatment system variance for 1711 Fostoria Road, Perry Township

Dallas Ziegler made a motion to grant a Home Sewage Treatment System variance for 1711 Fostoria Road, Perry Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner due to the length along the contour not being able to be met. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

PRG-02-12-2023 Motion to increase Medicare G code rates

Dallas Ziegler made a motion to approve an increase in the Medicare G code and CCM rates to maximize reimbursement from the payer. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

PRG-03-12-2023 **Motion to create a digital media campaign for the promotion of the Health Center's services**

Dallas Ziegler made a motion to contract with Ashley Vetter Design to execute a digital media campaign for the Promotion of the Health Center's services for the Reproductive Health and Wellness Program from January 1 – March 31, 2024, for a cost not to exceed \$9,740. A similar campaign executed in 2022 reached its goal of increasing Reproductive Health visits by 33% (compared to the same period in 2021). The services will be paid for using Reproductive Health grant funds specifically for advertising and outreach. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

<i>PERSONNEL – Dallas Ziegler, Chair (15 minutes)</i>
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PER-01-12-2023 **Motion to accept the resignation of Julie Kauffman**

Dallas Ziegler made a motion to accept the resignation of Julie Kauffman, effective December 7, 2023, and update the organizational chart. Julie has been an employee of Wood County Health Department since 1996. Cathy Nelson seconded the motion. A voice vote was taken with no abstentions. *Motion passed.*

<i>FINANCE – Nilgun Sezginis, Chair (30 minutes)</i>

Nilgun Sezginis read the third and final reading by title only of the 2024 proposed fees for the Food Service Operation, Retail Food Establishment (FSO/RFE) program.

FIN-01-12-2023 **Motion to Approve Agreements with Sewage Contractor for the Water Pollution Control Loan Fund**

Nilgun Sezginis made a motion to approve agreement with the following sewage contractor for payment of services for repair/replacement of homeowner's sewage system under the 2023 Water Pollution Control Loan Fund.

Total for Main & Sons, Jeremy Main	\$6850.00 (5325 Orchard Place, Lake Twp.)
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DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

FIN-02-12-2023 **Motion to Adopt the 2024 Wood County Health Department Food Service Operation, Retail Food Establishment (FSO/RFE) program fees**

Nilgun Sezginis made a motion to adopt by resolution the 2024 Wood County Health Department Food Service Operation, Retail Food Establishment (FSO/RFE) program fees. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

Nilgun Sezginis made a motion to amend the 2023 annual appropriations of the District. The following transfers in fund appropriations are needed at this time (December 14, 2023):

06.3103.540105	Nursing - Contract Misc	(25,000.00)
06.3103.510000	Nursing - Salary	25,000.00
06.3103.575500	Nursing - Workers Comp	(4,000.00)
06.1653.520104	Nursing - Medical Supplies	(2,000.00)
06.3103.569917	Nursing - Building Maint/Repair	(1,200.00)
06.1673.520104	Nursing - Medical Supplies	(1,000.00)
06.1653.540105	Nursing - Contract Misc	(10,000.00)
06.1653.510000	Nursing - GV Salary	7,000.00
06.1653.569600	Nursing - GV Medicare	300.00
06.3103.569600	Nursing - Medicare	100.00
06.1653.571500	Nursing - GV OPERS	1,100.00
06.3103.571500	Nursing - OPERS	4,600.00
06.1843.571500	Nursing - CMH OPERS	(750.00)
06.1673.571500	Nursing - Vaccine OPERS	550.00
06.3103.575600	Nursing - Emp Insurance	5,300.00
07.1032.575500	EH Gen - Workers Comp	(3,300.00)
07.1022.575600	EH Gen - Emp Insurance	2,200.00
07.1142.575600	EH Gen - Emp Insurance	1,100.00
10.1921.510000	PHEP - Salary	(1,000.00)
10.4941.569600	PHEP - Medicare	1,000.00
06.1653.540105	Nursing - Contract Misc	(5,000.00)
06.1673.520106	Nursing - Supplies - Vaccines	5,000.00
08.5941.520104	EO - Medical Supplies	(7,906.47)
08.1001.564100	General - Equipment	2,100.00
08.1001.574100	General - Debt Payment	3,031.47
09.2182.510000	Sewer HSTS Replacement - Salaries	(13,200.00)
09.2542.540105	Sewer WPCLF - Contracts	8,000.00
09.2452.550100	Sewer HSTS Operation - Travel	4,000.00
09.2262.550100	Sewer HSTS Septic - Travel	1,200.00
11.3013.540100	WIC - Contracts	(1,000.00)
11.3013.520101	WIC - Supplies	1,000.00
25.2112.520103	Food Svc - Supplis Misc	600.00
25.2112.520101	Food Svc - Supplies Office	800.00
25.2112.540103	Food Svc - Contract Consultants	575.00

25.2112.540109	Food Svc - Contract Leased Equip	800.00
09.2542.540105	Sewer WPCLF - Contracts	2,000.00
09.2182.510000	Sewer HSTS Replacement - Salaries	(2,000.00)
08.5941.520104	EO - Medical Supplies	(17,000.00)
25.2122.510000	Food Svc - Salaries	7,800.00
25.2142.510000	Food Svc - Salaries	6,000.00
25.2112.571500	Food Svc - OPERS	2,000.00
25.2142.571500	Food Svc - OPERS	600.00
25.2122.571500	Food Svc - OPERS	600.00
07.1032.510000	Env General - Salary	(250.00)
07.1512.575500	Env General - OPERS	250.00
10.1921.510000	PHEP - Salary	(1,050.00)
10.4941.571500	PHEP - OPERS	1,050.00

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

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

FIN-04-12-2023 Motion to Transfer Funds

Nilgun Sezginis made a motion to approve the transfer of \$95,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that Health District Levy supports (December 14, 2023).

Transfer to:	Amount:
PHEP / Fund 10	\$50,000.00
Nursing / Fund 06	\$45,000.00

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

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

FIN-05-12-2023 Motion to approve agreement with Stratus Building Solutions

Nilgun Sezginis made a motion to approve the agreement with Stratus Building Solutions, pending Prosecutor's approval, for building cleaning services January 1, 2024 through December 31, 2024. The total annual agreement amount is not to exceed \$58,295.00. This consists of \$4,775.00 to be paid monthly for janitorial services and a one-time deep clean fee of \$995.00. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

FIN-06-12-2023 Motion to approve travel for Benjamin Robison to the Preparedness Summit

Nilgun Sezginis made a motion to approve travel by Benjamin Robison to the Preparedness Summit, which will be held in Cleveland from March 25 to March 28. Estimated costs for the summit are approximately \$2,000 and include hotel, parking, mileage, meals and registration for the conference. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

Kim Hertzfeld – Y	DJ Mears – Y	Bob Midden – Y	Tom Milbrodt – Y
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Updates and Reports (30 minutes)

I. Director Updates

a. Interim Health Center CEO update – Jerry Landers: 340B Program

Mr. Landers explained the 340B Program which will assist with funding future staffing needs. Contracting with outside pharmacies would require the FQHC work with a third-party agency and there is a two-week window in January to allow us to enter into these contracts. There are no upfront costs.

FIN-07-12-2023 Resolution to approve the “Nuvem Service Agreement for Pharmacy”, pending Prosecutor’s approval.

Richard Strow made a motion to approve the Resolution to approve the Nuvem Service Agreement for Pharmacy, pending Prosecutor’s approval, and authorize the Health Commissioner to execute the contract. The term of this contract shall be three (3) years, which shall commence upon the date of execution, and contain a 90-day, no-cause exit clause. The total costs of the contract shall be the greater of either (a) 12.6% of realized revenue or (b) \$2,000 per month. This is a winner’s contract, which ensures that the net revenue must be greater than the sum of the contract expense. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

FIN-08-12-2023 Resolution to approve \$5,000 to support promotion of the CEO position vacancy.

Bob Midden made a motion to approve the Resolution to approve \$5,000 to support promotion of the CEO position vacancy. These funds will support promoting the opportunity on relevant job boards to draw applications from qualified individuals. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

FIN-09-12-2023 Resolution to authorize the Health Commissioner to contract for transportation-related services to execute the activities approved in the EO23 budget.

Cathy Nelson made a motion to approve the Resolution to authorize the Health Commissioner to contract for transportation-related services to execute the activities approved in the EO23 budget, pending Prosecutor’s approval. These activities will meet existing transportation needs in Wood County and support timely assessment and mitigation of disease. Nilgun Sezginis seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

II. Health Commissioner

a. Building project

Mr. Robison stated the project is moving forward as planned. The first stage includes Communications and Epidemiology areas.

b. Health Center CEO Search Project

Mr. Robison stated the current consultant under contract is proposing the following schedule for the CEO search project: 1) Posting the position on numerous sites; 2) Tier 1 – initial application review for

qualifications; 3) Tier 2 – more thorough screening by contractor; 4) Remote interview with Executive Committee; and 5) In-person interview with finalist. The requested budget for the search is \$5,000.

c. Employee Handbook

Mr. Robison – working on an updated employee handbook that will updates policies to reflect changes in law and time and updating that the Board has approval over policies and leadership has approval over procedures. A draft will be provided via email for review within a week to allow the Board time to properly review it for voting in January 2024.

d. COVID Grant Funding

Mr. Robison – WCHD has recently been approved for additional grant funding that includes providing transportation services as well as mobile testing unit to better reach those throughout Wood County. Additional funding added is approximately \$1M.

Discussion was held if there a demand for the extra COVID services. The services are on-demand and these funds will be monitored and not having to divert funds to other activities. Worth noting is the disease has not surged for the winter and timing is good to get this up and running to be screened in early on. This grant will go the independent contractor route instead of hiring against only a one-year grant.

III. Board of Health questions / comments / discussion

a. Election of the Board of Health Vice President

Richard Strow made a motion to appoint DJ Mears as Board of Health Vice President effective January 2024 for a 2 year term. Bob Midden seconded the motion. DJ Mears abstained. A voice vote was taken. DJ Mears abstained. *Motion passed.*

b. Evaluation of the Health Commissioner

Mr. Milbrodt requested members provide feedback to him via email. Mr. Robison will provide his self-evaluation to the Board for reference.

Executive Session

Sue Yoder made a motion at 7:02 pm 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. I invite Ben Robison, Amy Jones, Rick Nelson to the executive session. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed.*

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

At 7:57 p.m. DJ Mears made a motion to return to regular session seconded by Sue Yoder. A roll call vote was taken with no abstentions. *Motion passed*

Returning to regular session the following resolutions were made:

PER-02-12-2023 Resolution to approve a floating holiday for current WCHD employees

Richard Strow made a motion to approve a floating holiday for all WCHD employees, which will be available to be used beginning 12/20/23 through 2/20/24. All employees who have begun working at Wood County Health Department by 12/31/23 will be eligible to utilize this floating holiday, according to the following provisions:

1. It may be used in place of up to eight (8) hours of vacation leave;
2. It must be used in its entirety on a single work day;

3. It may not support a greater-than-normal number of hours per pay period for part-time employees nor the accrual of overtime or flex time by non-exempt and exempt staff, respectively;
4. It is not subject to cash out, if the employee ends employment with the Health Department before it is utilized;
5. If not used by 2/20/24, it will be forfeited by the employee;
6. Except as revised by previous provisions, it is subject to existing policies pertaining to the use of vacation leave.

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

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

PER-03-12-2023 Resolution to create a Personnel and Compliance Officer position

DJ Mears made a motion to create a new Personnel and Compliance Officer position and update the organizational chart. This position will be paid at grade 15 (currently \$68,016.00 - \$95,201.60) and report to the Deputy Health Commissioner in the Office of the Health Commissioner. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

PER-04-12-2023 Resolution to allow deferred utilization of accrued flex time by Amy Jones

Richard Strow made a motion to allow deferred utilization of accrued flex time by Amy Jones.

WHEREAS the COVID-19 pandemic was an unprecedented incident that required an unparalleled response from the health department; and

WHEREAS Amy Jones was essential to the health department's response to COVID-19, both as the Director of HPP and as the interim Health Commissioner; and

WHEREAS in response to the COVID-19 pandemic, Amy Jones worked an extraordinary number of hours to ensure the best health outcomes for Wood County; and

WHEREAS Amy Jones currently has a flex time balance of 1,413 1/2 hours, equating to 35 1/3 weeks or approximately 8 months of leave; and

WHEREAS her crucial role as Deputy Health Commissioner limits her ability to fully utilize her flex-time balance without significant business impacts on the health department; and

WHEREAS Amy Jones has demonstrated exceptional commitment to the health of Wood County over her 29 ½ years of service at Wood County Health Department; and

WHEREAS Amy Jones will have served Wood County Health Department for 32 years when she retires; and

WHEREAS the Board of Health desires to resume flex-time accrual allowances in a manner that recognizes the contribution of staff during the COVID-19 pandemic and ensures the retention of staff;

THEREFORE, be it resolved that the Board of Health shall:

1. Thank Amy Jones for her exceptional work and commitment to citizens of Wood County over her stellar, 29 ½ year career, especially during the COVID-19 pandemic;
2. Contingent upon agreement by Amy Jones, authorize Amy Jones to defer utilization of 720 hours (18 weeks) until the weeks immediately before her retirement date, provided that she be available for occasional consultation to support her transition to retirement; and

3. Contingent upon agreement by Amy Jones, reduce the flex hours immediately available to Amy Jones to utilize for leave to 345 hours and make her subject to the flex-time accrual allowance approved in **PER-07-11-2023**, except for the deferred utilization of leave approved in this resolution.

Agreement by Employee

I, Amy Jones, hereby assert my agreement to the utilization of flex time that is described in PER-12-02-2023, which passed by the Board of Health on December 14, 2023.

Amy Jones, Employee

Date

Benjamin Robison, Witness

Date

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

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

At 8:02 p.m. DJ Mears made a motion to adjourn seconded by Cathy Nelson. A voice vote was taken with no abstentions. *Motion passed*

See FIN 07-01-2024

Tom Milbrodt, Board President

Date

B. Robison

Benjamin Robison, Health Commissioner
Secretary to the Board

1/11/24

Date