



## Board of Health Meeting Minutes July 13, 2023

The July 13, 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 6:05 p.m. followed by the Pledge of Allegiance.

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

**Staff Present:** Ben Robison, Tina Cox, Rick Nelson, Amy Jones, Krista Adams, Chrissy Downs, Katie Denison and Lana Glore

**Guests:** Deb Rogers – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; BG Independent News; Clint Corpe – The Morning Show

**Introductions:** There were no introductions

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

### Approval of Minutes:

I. Bob Midden made a motion to approve the December 30, 2022, Board of Health meeting minutes. Cathy Nelson seconded the motion. A voice vote was taken. Nilgun Sezginis, Sue Yoder, Rachel Bowlus, and Kim Hertzfeld abstained. Motion passed

II. Bob Midden made a motion to approve the June 15, 2023, Board of Health Meeting minutes. Nilgun Sezginis seconded the motion. A voice vote was taken. Cathy Nelson and Rachel Bowlus abstained. *Motion passed*

**Approval of Warrants:** Dallas Ziegler made a motion to approve the June warrants. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor. No abstentions. Motion passed

Rachel Bowlus Y  
Tom Milbrodt Y  
Sue Yoder Y

Kim Hertzfeld Y  
Cathy Nelson Y  
Dallas Ziegler Y

DJ Mears Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

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

#### **PRG 01-07-2023**

**Motion to continue as a designee with the Ohio Department of Health, Smoke-free Workplace program to perform complaint investigations in fiscal years 2024 and 2025.**

Dallas Ziegler made a motion to renew the biennial contract with ODH to continue smoke-free workplace investigations on their behalf. Rachel Bowlus seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**PERSONNEL – Dallas Ziegler, Chair (15 minutes)****PER-01-07-2023 Motion Create (2) Part-Time Dental Hygienist Positions**

Dallas Ziegler made a motion to create (2) Part-Time Dental Hygienist positions. The intent is to fill the Full-Time Dental Hygienist position. This motion would allow for the hiring of part-time positions to assist with filling this vacancy if necessary. Cathy Nelson seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**PER-02-07-2023 Motion to accept the resignation of Kendra Wise, Registered Environmental Health Specialist**

Dallas Ziegler made a motion to accept the resignation of Kendra Wise, Registered Environmental Health Specialist effective August 31, 2023. She has been a valued member of the department since 2018. Cathy Nelson seconded the motion. A voice vote was taken. No abstentions. *Motion passed*

**FINANCE – Nilgun Sezginis, Chair (30 minutes)****FIN-01-07-2023 Motion to Amend 2023 Appropriations**

Nilgun Sezginis made a motion to amend the 2023 annual appropriations of the District to budget for additional audit expenditures, PHEP and Get Vaccinated spend down, Steamwave contract, reallocation of travel expense dollars, and reallocation of insurance charges. The following changes in fund appropriations are needed at this time (July 13, 2023). Chrissy Downs informed the board the last two lines should be omitted. Kim Hertzfeld seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

| Rachel Bowlus Y<br>Tom Milbrodt Y<br>Sue Yoder Y | Kim Hertzfeld Y<br>Cathy Nelson Y<br>Dallas Ziegler Y | DJ Mears Y<br>Nilgun Sezginis Y | Bob Midden Y<br>Richar Strow Y |
|--|---|---------------------------------|--------------------------------|
| 08.1001.569913                                   | General - Audit                                       |                                 | 5,000.00                       |
| 10.1921.520101                                   | PHEP Local - Office Supplies                          |                                 | 155.00                         |
| 10.1941.520101                                   | MRC - Office Supplies                                 |                                 | 65.00                          |
| 10.1941.520103                                   | MRC - Misc Supplies                                   |                                 | 1,000.00                       |
| 10.4941.520101                                   | PHEP Regional - Office Supplies                       |                                 | 625.00                         |
| 06.1653.560800                                   | Get Vacc - Advertising                                |                                 | 3,000.00                       |
| 07.1032.575600                                   | EH - Employee Insurance                               |                                 | (2,825.00)                     |
| 07.1102.575600                                   | EH - Employee Insurance                               |                                 | 175.00                         |
| 07.1132.575600                                   | EH - Employee Insurance                               |                                 | 250.00                         |
| 07.1172.575600                                   | EH - Employee Insurance                               |                                 | 1,350.00                       |
| 07.1512.575600                                   | Employee Insurance                                    |                                 | 1,050.00                       |

|                |                              |          |
|----------------|------------------------------|----------|
| 08.1001.540102 | General – Maint Contracts    | 564.00   |
| 13.3204.540102 | Health Ctr – Maint Contracts | 3,196.00 |
| 07.1512.550100 | EH – Travel                  | (500.00) |
| 29.2412.550100 | Swimming Pools – Travel      | 500.00   |

**FIN-02-07-2023**      **Motion to Transfer Funds**

Nilgun Sezginis made a motion to approve the transfer of \$453,019.08 from the Levy Fund. These monies cover the last six months of projected expenditures of programs or services that Health District Levy supports (July 13, 2023). Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Nursing - Fund 06 - \$118,418.43  
Sewage - Fund 09 - \$152,046.59  
PHEP – Fund 10 - \$127,998.96  
WIC – Fund 11 - \$25,000.00  
Water - Fund 18 - \$29,555.10

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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-03-07-2023**      **Motion to Advance Funds**

Nilgun Sezginis made a motion to approve an advance of \$50,000.00 from the Levy Fund to the WIC fund. These funds will cover the WIC fund balance deficit until the quarterly grant payments are received. These funds are expected by August 1, 2023, at which time the advance will be paid back to the Levy fund (July 13, 2023). Richard Strow seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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-04-07-2023**      **Motion to approve the Agreement with AOHC for Public Health Emergency Preparedness Consulting**

Nilgun Sezginis made a motion to approve the agreement with AOHC for Public Health Emergency Preparedness Consulting. The cost of this agreement is \$5,278 annually and will provide support and consultation on public health preparedness and response program through AOHC's BTeam. The term of this agreement is July 1, 2023 through June 30, 2024. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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-05-07-2023****Motion to approve an increased monthly payment to S&S Cleaning, Inc.**

Nilgun Sezginis made a motion to approve a proposal increase from S & S Cleaning Inc. for an extra \$400 per month for building cleaning services for the period of August 1, 2023 through December 31, 2023 increasing the monthly payment from \$2,610.00 to \$3,010.00. This is due to a noted increase in time of cleaning following the Community Health Center renovation. Sue Yoder seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y  
Tom Milbrodt Y  
Sue Yoder Y

Kim Hertzfeld Y  
Cathy Nelson Y  
Dallas Ziegler Y

DJ Mears Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

**FIN-06-07-2023****Motion to approve fund expenditures for an Infant Care and Nursing Station at the Wood County Fair**

Nilgun Sezginis made a motion to approve expenditures of up to \$1,000.00 to support an Infant Care and Nursing Station at the 2023 Wood County Fair. The space would offer breastfeeding families a cool, clean and safe environment to nurse and care for their small children. WIC breastfeeding staff will help manage the space to ensure it remains clean and welcoming and will be present periodically throughout the week to offer breastfeeding support and provide WIC outreach. Items purchased for this event (nursing-friendly chair, changing table, diaper supplies) will be repurposed in the breastfeeding room in the WIC clinic for year-round use. DJ Mears seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y  
Tom Milbrodt Y  
Sue Yoder Y

Kim Hertzfeld Y  
Cathy Nelson Y  
Dallas Ziegler Y

DJ Mears Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

**FIN-07-07-2023****Motion to approve a contract for emergency preparedness planning support**

Nilgun Sezginis made a motion to approve a contract with RETHINK RESPONSE, LLC for emergency preparedness planning support. This contract will support the completion of five (5) Public Health Emergency Preparedness (PHEP) grant core deliverables and other associated preparedness activities. The term of this contract shall begin upon execution by both parties and continue through July 5, 2024. Total expenditures are not to exceed \$15,000. Bob Midden seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Rachel Bowlus Y  
Tom Milbrodt Y  
Sue Yoder Y

Kim Hertzfeld Y  
Cathy Nelson Y  
Dallas Ziegler Y

DJ Mears Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

**FIN-08-07-2023****Motion to approve the pass-through payment of LV23 funds to awarded facilities**

Nilgun Sezginis made a motion to approve the pass-through of grant funds associated with the COVID-19 Detection & Mitigation in Congregate Living Settings (LV23) grant awarded from ODH. The funds will not be released to the agencies until the agencies have completed the associated deliverables, they have submitted an approved spending plan, and the funds have been received by WCHD; appropriate documentation will be maintained to confirm each item. The maximum pass-through dollars and agencies are as follows:

- The Cocoon Shelter \$450,000.00
- Brookdale \$195,454.55
- Wood Haven \$1,000,000.00

Ben clarified to the board Wood County Health Department is the recipient of the funds and administrator of the grant, but the applicants are the agencies listed. These amounts are the dollars agencies requested for the projects they would like to complete. These agencies will sign a form acknowledging the terms of

receipt of payment. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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-09-07-2023**      **Motion to approve the pass-through payment of CF23 funds to awarded facilities**

Nilgun Sezginis made a motion to approve the pass-through of grant funds associated with the COVID-19 Detection & Mitigation in Confinement Facilities (CF23) grant awarded from ODH. The funds will not be released to the agencies until the agencies have completed the associated deliverables, they have submitted an approved spending plan, and the funds have been received by WCHD; appropriate documentation will be maintained to confirm each item. The maximum pass-through dollars and agencies are as follows:

- Northwest Community Corrections Center \$170,000.00
- Wood County Jail \$250,000.00
- Juvenile Retention Center \$80,000.00
- Juvenile Detention Center \$80,000.00

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

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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-10-07-2023**      **Motion to approve updated policies for purchasing, credit cards and petty cash**

Nilgun Sezginis made a motion to approve updated policies for purchasing, credit cards, and petty cash. These policies promote greater operational efficiency while maintaining appropriate financial oversight. These policies will become effective following staff training on them. Cathy Nelson seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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 |                   |                 |

**Updates and Reports**

**I. Director Updates**

- a. Concern by the board was raised regarding the number of dental patients being lower consistently compared to last year. Ben stated this would best be directed to the CEO who couldn't be here for tonight's meeting. The board requests a summary be brought to the next board meeting regarding available appointments versus filled appointments as well as a game plan to assure the targeted population for Medicaid and low-income patients are being reached. A brief discussion was held regarding patient transportation, a slowdown in Medicaid reimbursement, patient no-call/no-shows for patients, and staffing.
- b. A brief discussion for clarification was held regarding the finance reports regarding the renovation budget and expense report.

**II. Health Commissioner**

- a. Accreditation site visit is on Monday, July 17<sup>th</sup> for a review of the documentation that was provided. The corrective action to any findings discussed will begin by the team Monday

afternoon. The final corrections will be uploaded Wednesday for final review by the PHAB team which will allow us to be accredited for another 5 years.

- b. A building plan update was given. There are two processes underway, a request for an architect and confirming of the spending plan for the grant dollars that will support this project. We are hoping to receive word on the notice of award ODH on the larger request as this begins August 1 at which time we will submit documents to confirm eligibility as well as begin processes with the county commissioners to release the ARPA funds allocated for this project.
- c. Grant funding: Current COVID funding that has gone toward response efforts ends June 30<sup>th</sup>. The next award period begins August 1 and we hope to have more information on this at the August meeting. The amount awarded for the Tobacco funding for this year has increased to \$50,000.00 which may open the opportunity to create and hire another health educator position to be brought to the August meeting. The LV and CF grants approved tonight will allow the pursuit of contractors to support the financial and completion of deliverables.
- d. Ben thanked the board for the previous approval of the installation of a Narcan vending machine which is supported by the ADAMHS board. This is set to be delivered and complete its installation on July 26<sup>th</sup>.

**III. Board of Health questions / comments / discussion**

- a. Following a request for an update regarding the 2024 Solar Eclipse and preparedness, Ben stated EMA is continuing to plan for this and further details will be provided in the future.

**Executive Session**

With no further discussion by the board in open session, Dallas Ziegler motioned at 6:55 p.m. 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 and invited Amy Jones and Ben Robison into the session.

Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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 |                   |                 |

Cathy Nelson made a motion at 7:22 p.m. to return to regular session seconded by Bob Midden. A roll call vote was taken. *Motion passed*

|                 |                  |                   |                 |
|-----------------|------------------|-------------------|-----------------|
| Rachel Bowlus Y | 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 |                   |                 |

With no further business of the board, Cathy Nelson made a motion to adjourn at 7:23 p.m. seconded by Nilgun Sezginis. A voice vote was taken. *Motion passed*

  
\_\_\_\_\_  
Tom Milbrodt, Board President

8/10/23  
\_\_\_\_\_  
Date

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

8/10/23  
\_\_\_\_\_  
Date