



## Board of Health Meeting Minutes January 11, 2024

The January 11, 2024, Board of Health meeting was held in person at the Wood County Health Department Board Room.

Tom Milbrodt, Board Member, called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

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

**Staff Present:** Amy Jones, Ben Robison, Lexie Jacobs, Lana Glore, Tina Cox, Rick Nelson.

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

**Introductions:** Renee Groman – Behavioral Health Manager; Latalha Bryant – Medical Billing Specialist and Leah Budke – Health Educator

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

**Approval of Minutes:** Sue Yoder motioned to approve the December 14, 2023, Board of Health meeting minutes. Bob Midden seconded the motion. A voice vote was taken. No abstentions. Motion passed

A quorum for approval of the December 29<sup>th</sup> minutes is unmet and will move to the February 2024 meeting for approval.

**Approval of Warrants:** Richard Strow motioned to approve the January 2024 warrants. Sue Yoder seconded the motion. A roll call vote was taken. No abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

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

#### **PRG-01-01-2024**

#### **Motion to grant a Private Water System Variance for 7723 Weston Road, Milton Township**

Dallas Ziegler motioned to approve a variance request made by the property owner for a new agricultural building being built closer than 10 feet to the existing well on the property due to site limitations. Isolation distance of 10 feet between the building and the well cannot be obtained. Kim Hertzfeld seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

#### **PRG-02-01-2024**

#### **Motion to grant a Sewage Treatment System Variance for 24273 Thompson Road, Perrysburg Township**

Dallas Ziegler motioned to approve a variance request made by the property owner for a length along contour due to site limitations including utility lines and inadequate drainage south of the house. Bob Midden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

*Richard Strow read first reading by title only of the 2024 proposed fees for the Body Art and Public Swimming Pool, Spa and Special Use Pool programs*

Richard Strow motioned to approve an 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.

|                          |   |
|--------------------------|---|
| Main & Sons, Jeremy Main | \$6252.65 (11699 Long Street, Middleton Twp.) |
|--------------------------|---|

Geophyta, Inc., Nathan Wright \$2050.00 (1700 US Rt 6, Freedom Twp.)

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

Richard Strow motioned to enter into agreements with the following independent contractors. These contractors will support the work of the agency undertaken as part of the activities approved under the Enhanced Operations grant, including but not limited to assisting with tracking and reporting activities and expenses, data compiling and analyzing, health education efforts and engaging with various partners to complete work to reduce transmission and severe outcomes of COVID. The contracts will begin upon execution by both parties and continue through July 31, 2024. The total value of each of these contracts shall not exceed 10 shifts per week at \$150 per shift for no more than 29 weeks for a maximum of \$43,500 per contract.

- Hunter Fields
- Kathleen Dennis
- Mary Kylo
- Kathy Pereira de Almeida
- Denise Mortemore
- Martha Berry

|                 |              |                  |
|-----------------|--------------|------------------|
| Kim Hertzfeld Y | Bob Midden Y | Tom Milbrodt Y   |
| Richard Strow Y | Sue Yoder Y  | Dallas Ziegler Y |

Richard Strow motioned to enter into an agreement with Evergreen Data pending prosecutor approval. Evergreen Data will provide training on data visualization to teach people how to present data in a way that others will understand and with the intended messages. This contract will provide for 2 sessions - one for WCHD and our Wood County Partners and one for health department staff across the region. This training will be funded by EO23 and Regional PHEP grants. Each session will allow up to 25 people

to attend the 6-hour training. The total contract value is \$48,000. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-04-01-2024**

**Motion to approve out-of-state travel to the CSTE Annual Conference**

Richard Strow motioned to approve Tyler Briggs to attend the Council for State and Territorial Epidemiologists (CSTE) Annual Conference in Pittsburgh, Pennsylvania, June 9-13, 2024. The conference connects public health epidemiologists from across the country and covers a variety of topics, including infectious disease, informatics, substance use, and many other topics. The agency will be requesting permission from ODH to use EO23 grant funds when a budget revision is submitted. If the request is not approved, agency expenses are estimated at \$2,140.88 (registration: \$745, hotel: \$600, meals: \$245, mileage: \$310.88, tolls: \$60, parking \$180). Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-05-01-2024**

**Motion to contract with Concord Technologies**

Richard Strow motioned to contract with Concord Technologies for cloud fax service support for incoming and outgoing fax transmissions. There will be a 30-day trial period of the software followed with a one-time fee of \$35 for a porting number and a monthly fee not to exceed \$100. A Risk Letter has been included with this by the Prosecutor's Office. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-06-01-2024**

**Motion to Contract with Ashley Vetter Design for Website Support**

Richard Strow motioned to contract with Ashley Vetter Design to oversee final cutover to the newly-designed website for Wood County Health Department and Wood County Community Health Center and provide additional support in 2024 for a total not to exceed \$5,000. Monies from each program's communication and outreach budget will support this project activity. Dallas Ziegler seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-07-01-2024**

**Motion to Designate the Health Commissioner as the Signatory for all Actions Approved by the Board of Health**

Richard Strow motioned to designate the Health Commissioner as the signatory for all actions approved by the Board of Health, following fulfillment of any contingent requirements, including the Prosecutor's approval as to form. This will empower the Health Commissioner to sign approved contracts and other documents, e.g. the warrants, on behalf of the Board of Health, without requiring an additional signature by the Board of Health President.

Ben clarified this is an administrative action only to any already approved resolution by the board. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-08-01-2024****Motion to Amend 2023 Appropriations**

Richard Strow motioned to amend the 2023 annual appropriations of the District to reduce appropriations for year-end 2023. The following changes in fund appropriations are needed at this time (January 11, 2024):

|                 |                                     |             |
|-----------------|-------------------------------------|-------------|
| 06.3103.520103  | Nursing – Supplies                  | (2,800.00)  |
| 06.3103.540105  | Nursing - Contracts                 | (20,000.00) |
| 06.3103.550100  | Nursing - Travel                    | (1,100.00)  |
| 06.3103.560800  | Nursing - Adv & Printing            | (2,100.00)  |
| 06.3103.569912  | Nursing - Other Exp                 | (1,100.00)  |
| 06.3103.575600  | Nursing - Employee Insurance        | (2,900.00)  |
| 09.2272.510000  | Sewage - Salaries                   | (48,000.00) |
| 09.2272.571500  | Sewage - OPERS                      | (8,000.00)  |
| 10.1921.520103  | PHEP - Supplies                     | (300.00)    |
| 10.1921.540105  | PHEP - Contracts                    | (26,000.00) |
| 10.1921.550100  | PHEP - Travel                       | (995.00)    |
| 10.1921.564100  | PHEP - Equipment                    | (200.00)    |
| 10.1921.569600  | PHEP - Medicare                     | (395.00)    |
| 10.1921.569912  | PHEP - Other Exp                    | (18,500.00) |
| 18.2322.510000  | Water - Salaries                    | (5,000.00)  |
| 18.2322.569912  | Water - Other                       | (7,000.00)  |
| 025.2112.550100 | Food Service - Travel               | (200.00)    |
| 025.2112.572900 | Food Service - Remit to State       | (5,000.00)  |
| 029.2412.572900 | Swimming Pools - Remit to State     | (8,300.00)  |
| 029.2412.510000 | Swimming Pools - Salaries           | (3,200.00)  |
| 029.2412.575600 | Swimming Pools - Employee Insurance | (750.00)    |

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

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-09-01-2024** **Motion to Amend 2023 Estimated Resources**

Richard Strow motioned to amend the 2023 estimated resources of the District to align with actual resources at year-end 2023. The following changes in fund estimated resources are needed at this time (January 11, 2024):

|                |                          |             |
|----------------|--------------------------|-------------|
| 06.1843.404000 | Nursing - State Funds    | (35,000.00) |
| 06.3003.404001 | Nursing - MAC Funds      | 37,000.00   |
| 06.1653.405100 | Nursing - Federal Funds  | 3,800.00    |
| 06.1673.406802 | Nursing- Medicaid Fees   | 1,900.00    |
| 06.1673.406803 | Nursing - Insurance Fees | 1,800.00    |
| 06.6103.407000 | Nursing - Other Receipts | (35,000.00) |
| 06.3103.407500 | Nursing - Transfers in   | 59,500.00   |

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

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-10-01-2024**

**Resolution to enter into agreement with Forvis, LLP**

Richard Strow motioned to enter into an agreement with Forvis, LLP for an overall assessment of the Health Center schedule of fees to ensure program and Medicare compliance. The cost of this service is not to exceed \$11,000.00. Dallas Ziegler seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

**FIN-11-01-2024**

**Motion to allow the Health Commissioner to enter an agreement with Civica for payroll software and support**

Richard Strow motioned to allow the Health Commissioner to enter into an agreement with Civica pending prosecutor approval to provide the software Authority Payroll in place of the existing PayEx Software, currently provided by Civica. This software is used to produce our payroll for the Health Department. The PayEx software is no longer a supported product. This agreement will be a 3-year period starting with the date of the signed contract once it is approved. Cost is set to not exceed \$47,000.00 in one-time upfront cost for software, installation, conversion, porting over existing database records, and training. Software maintenance and support contract which includes the annual updates for tax tables is set at YR1 - \$9,188.55; YR2 - \$9,365.74; YR3 - \$9,551.78. Civica is also the provider of our existing accounting software package. Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Richard Strow Y

Bob Midden Y  
Sue Yoder Y

Tom Milbrodt Y  
Dallas Ziegler Y

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

**I. Director Updates**

**a. No comments**

**II. Health Commissioner**

**a. Building project**

- i. Ben reported notice has been received that the contract is moving forward with SSOE, with the initial kick-off meeting held today between SSOE and a Building Renovation Committee, which is formed of nonmanager representatives from each division. Once plans are finalized, this will be shared with the board. The next step is to select a construction contractor, which is detailed and facilitated through the county. Some funds supporting the renovation are based on selected areas being completed by July 31. The architect is confident this timeline can be met. Once an actual quote is seen and a vendor is selected, the building of a new boardroom will be decided.

**b. Health Center CEO Search Process**

- i. Discussion about the CEO search process with Genua Consulting was held virtually through Microsoft Teams. A CEO search committee is being formed consisting of 5 members from the Health Center board and would like 2-3 from the Board of Health.
  - The Co-Applicant Agreement and the CEO job description are under review and any changes will be shared for discussion in February.

**Resolution to appoint Board of Health members to the Health Center CEO Search Committee**

Bob Midden motioned to appoint DJ Mears, Cathy Nelson, and Sue Yoder to serve as primary members of the Health Center CEO search committee, pending their acceptance of the appointment, and to appoint Tom Milbrodt as the alternate member on the search committee, to represent the Board of Health. Richard Strow seconded the motion. A voice vote was taken with all in favor with no abstentions. *Motion passed*

- c. Employee Handbook: Ben reported this update will be moved to the February meeting.
- d. EO23 Projects reviewed with the board for approval.
  - i. Mobile Unit
  - ii. Water bottle fill station project
  - iii. Test kits purchase

**FIN-12-01-2024****Motion to authorize the Health Commissioner to enter into a contract with Tesco Specialty Vehicles to purchase a mobile medical unit**

Bob Midden motioned to authorize the Health Commissioner to enter into a contract with Tesco Specialty Vehicles to purchase a mobile medical unit. The Ohio Department of Health has approved using the Enhanced Operations 2023 funds for this purchase. The contract will not exceed \$250,000.

*Discussion was held regarding operation costs as well as maintenance as additional costs. Jerry clarified the unit can support all 3 main services: Dental, Primary Care, and Behavioral Health, and is not meant to replace any onsite services. The point of this unit is to further extend and provide services to the population with transportation issues, which would increase awareness of the existing center. An increase in staff will be needed to make this effective.*

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

**FIN-13-01-2024****Motion to authorize the Health Commissioner to purchase up to 100 water bottle fill stations**

Richard Strow motioned to authorize the Health Commissioner to purchase up to 100 water bottle fill stations from Plumber's Paradise at an estimated cost of \$1,200 per unit. The final composition of the order will be determined based on requests being collected from interested parties throughout the county and will be a mix of standalone fillers and combination drinking fountain/bottle filler stations. The Ohio Department of Health has approved using the Enhanced Operations 2023 funds for this purchase. If more than 100 total units are requested within the community, the health department will prioritize requests with consideration for the number of people served, the population served, the services provided, and the affordability of the unit by the requesting entity. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

**FIN-14-01-2024****Motion to authorize the Health Commissioner to utilize up to \$50,000 of Enhanced Operations 23 funds to purchase COVID test kits**

Bob Midden motioned to authorize the Health Commissioner to utilize up to \$50,000 of Enhanced Operations 23 funds to purchase COVID test kits to supplement the kits provided by ODH and support the increased demand for kits. ODH has approved the use of EO funds for this purpose. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Bob Midden motioned to enter into executive session at 7:46 pm to 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. Ben Robison, Amy Jones, Rick Nelson and Jerry Landers were invited into the executive session. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Richard Strow motioned to return to regular session at 8:53 pm. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

The following resolutions were made upon returning to regular session:

**PER-02-01-2024          Resolution to approve step increases for eligible staff**

Richard Strow motioned to approve step increases to eligible staff effective for hours worked on or after January 1, 2024. The total amount for step increases is estimated to be \$70,000. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*


**PER-03-01-2024          Resolution to approve a cost-of-living adjustment to the agency's pay scale**

Richard Strow motioned to approve cost-of-living adjustment to the agency's pay scale. This adjustment will increase the rate of pay of all steps on the agency's pay scale by 4% and will be effective for hours worked on or after January 1, 2024. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Richard Strow made a motion at 8:56 pm to adjourn. Sue Yoder seconded the motion. A voice vote was taken with all in favor and no abstentions.

See Finance Resolution FIN-07-01-2024

\_\_\_\_\_  
Nilgun Sezginis, Board President

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

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

