



**Board of Health Meeting Minutes  
February 15, 2024**

The February 15, 2024, Board of Health meeting was held in person at the Wood County Health Department Board Room.

Nilgun Sezginis, Board President, called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance and Introductions.

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

**Staff Present:** Ben Robison, Lexie Jacobs, Lana Glore, Pat Snyder, Chrissy Downs, Beth Peery, Tina Cox, Rick Nelson.

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

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

**Approval of Minutes:** Bob Midden motioned to approve the December 29, 2023, Board of Health meeting minutes seconded by Tom Milbrodt. A voice vote was taken with no abstentions. *Motion passed*

Richard Strow motioned to approve the January 11, 2024, Board of Health meeting minutes seconded by Tom Milbrodt. A voice vote was taken. Cathy Nelson and Nilgun Sezginis abstained. *Motion passed*

**Approval of Warrants:** Bob Midden motioned to approve the February 2024 warrants seconded by Tom Milbrodt. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld 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-01-02-2024      Motion to grant a Home Sewage Treatment System variance for 4195 Garling Road, Troy Township.**

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 4195 Garling Road, Troy Township. The variance is permitted by the Ohio Department of Health Sewage Treatment Rules, Ohio Administrative Code 3701-29. The variance request was made by the property owner due to site limitations (size of the property and location of the well). The proposed sewage treatment system will consist of 6 trenches – 3 feet wide and 55-foot-long. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**PRG-02-02-2024      Motion to grant a Home Sewage Treatment System variance for 22300 Pemberville Road, Troy Township.**

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 22300 Pemberville Road, Troy Township. The variance is permitted by the Ohio Department of Health Sewage Treatment Rules, Ohio Administrative Code 3701-29. The variance request was made by the property owner due to site limitations (heavily wooded property and location of the well). The proposed sewage treatment system will consist of 6 trenches – 3 feet wide and 73 feet long. The two trenches to the east of the field will be each reduced by one foot to maintain 8 feet from the catch basin. Up to 20% reduction in length is permissible per OAC 3701-29-15(N)(2)(h) for replacements. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**PRG-03-02-2024      Motion to approve a Clinical Education Agreement**

Dallas Ziegler motioned to approve a Clinical Education Agreement between BGSU and WCHD pending prosecutor approval. This agreement is to develop and implement a clinical education program at WCHD for Students and to set forth in writing their agreements regarding the clinical education program. BGSU operates a College of Health and Human Services and offers various accredited health profession programs for the education of students. This agreement will be at no cost to WCHD. Tom Milbrodt seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PERSONNEL – Dallas Ziegler, Chair (15 minutes)**

**PER-01-02-2024      Motion to Appoint Paige Hoffmann to the Full-Time Environmental Health Assistant position**

Dallas Ziegler motioned to appoint Paige Hoffman to the Full-Time Environmental Assistant position. She will be paid at Grade 3, Step 3, at the rate of \$19.84 per hour and will serve a probationary period of 130 working days. Her start date is pending at this time. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**PER 02-02-2024      Motion to change to the title and pay grade for Madeline Dyer and to approve a one-time, lump-sum payment for her**

Dallas Ziegler motioned to change the title and pay grade for Madeline Dyer from Environmental Health Specialist-In-Training, grade 7, to Registered Environmental Health Specialist, grade 9, effective at the start of the pay period that began on February 11, 2024. Her pay step shall remain at step 3 and be increased to the new rate of \$28.41 an hour. The Ohio Department of Health approved Madeline's application for Registered Environmental Health Specialist on January 24<sup>th</sup>. To account for the effective date of her new license, approve a one-time, lump-sum payment of \$298.48, which reflects the differential in pay rate for the hours worked between January 24, 2024, and February 10, 2024. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**PER 03-02-2024      Motion to appoint Josie Vazquez to the Part-Time Clinical Services Assistant position**

Dallas Ziegler motioned to appoint Josie Vazquez to the Part-Time Clinical Services Assistant position, pending completion of a successful background check. She will be paid at Grade 3, Step 4 at the rate of \$20.75 per hour and will serve a probationary period of 130 working days. Her start date is pending at this time. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

Tom Milbrodt Y  
Sue Yoder Y

Cathy Nelson Y  
Dallas Ziegler Y

**PER 04-02-2024**

**Motion to appoint Sydney Warnke to the Part-Time Breastfeeding Peer Helper position**

Dallas Ziegler motioned to appoint Sydney Warnke to the Part-Time Breastfeeding Peer Helper position. She will be paid at Grade 3, Step 1 at the rate of \$18.04 per hour and will serve a probationary period of 130 working days. Her start date is pending at this time. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

Tom Milbrodt Y  
Sue Yoder Y

Cathy Nelson Y  
Dallas Ziegler Y

**PER 05-02-2024**

**Motion to accept the resignation of Michelle Walker, Staff Accountant**

Dallas Ziegler motioned to accept the resignation of Michelle Walker, Staff Accountant, effective January 12, 2024. Michelle has been a valued member of the department since 2021. Sue Yoder seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PER 06-02-2024**

**Motion to appoint Pat Snyder to the Full-Time Director of Health Promotion and Preparedness position**

Dallas Ziegler motioned to appoint Pat Snyder to the Full-Time Director of Health Promotion and Preparedness position, effective February 25, 2024. She will be paid at Grade 17, Step 7 at the rate of \$47.17 per hour and will serve a probationary period of 130 working days. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

Tom Milbrodt Y  
Sue Yoder Y

Cathy Nelson Y  
Dallas Ziegler Y

**FINANCE – Richard Strow, Chair (30 minutes)**

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

**FIN-01-02-2024**

**Motion to authorize Benjamin Robison to apply for, accept, and enter into the 2024 Water Pollution Control Loan Fund Agreement**

Richard Strow motioned to authorize Benjamin Robison, Health Commissioner, to apply for, accept, and enter into the Water Pollution Control Loan Fund agreement on behalf of the Wood County Combined Health District for the repair and replacement of failed home sewage treatment systems. A portion of these funds can be used for tapping homes with failed systems into available sanitary sewer lines. Funding in the amount of \$150,000.00 is available to qualified homeowners for a period that extends from the date of agreement until November 30, 2025. The Wood County Health Department has applied for and received funding for this program since 2016. Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld Y  
Nilgun Sezginis Y

Bob Midden Y  
Richard Strow Y

Tom Milbrodt Y  
Sue Yoder Y

Cathy Nelson Y  
Dallas Ziegler Y

**FIN-02-02-2024**

**Motion to approve the CIN Participation Agreement between Health Centers of Ohio and Wood County Community Health Center**

Richard Strow motioned to approve the participation agreement with the Health Centers of Ohio, known as the CIN contract, to enable the Wood County Health Center to pursue value-based payment arrangements with health maintenance organizations, managed care entities, insurance companies, or other third-party payors. This Agreement will be at no cost to the agency and effective as of the date of execution for a one (1)-year term and thereafter be renewed automatically for two (2) successive one (1) year terms. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-03-02-2024                      Motion to approve the 2024 Sliding Fee Scales**

Richard Strow motioned to approve the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee scales have been updated to reflect the 2024 poverty guidelines by the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) and will be effective 3/1/2024. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-04-02-2024                      Motion to Amend 2024 Appropriations**

Richard Strow motioned to amend the 2024 annual appropriations of the district. The following transfers in fund appropriations are needed at this time (February 15, 2024).

08.5941.564100	EO Equipment	256,000.00
10.4941.540105	PHEP Regional Contracts	18,000.00
07.1082.560800	Mosquito Grant Advertising	1,600.00
08.5941.540105	EO Contracts	63,000.00

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

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

**FIN-05-02-2024                      Motion to Transfer Funds**

Richard Strow motioned to approve the transfer of \$370,000.00 from the Levy Fund. These monies are projected to cover the first six months of expenditures for programs or services that Health District Levy supports (February 15, 2024).

- PHEP – Fund 10 - \$50,000.00
- Nursing – Fund 06 - \$115,000.00
- Sewage – Fund 09 - \$128,000.00
- Water – Fund 18 - \$22,000.00
- Food Service – Fund 25 - \$50,000.00
- Pools – Fund 29 - \$5,000.00

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

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

**FIN-06-02-2024**

**Motion to enter into an Agreement with ERG Environmental Services**

Richard Strow motioned to enter into an agreement with ERG Environmental Services for the purpose of recycling drinking fountains removed as part of the Touchless Water Bottle Fill Station program. The funds for this effort will come from the EO23 grant, pending ODH approval. The recycling fee is \$75.00 per unit, and the program could have up to 200 units. The maximum amount for this agreement is \$15,000. Discussion held that this is the \$75.00 per unit quote plus the 11% recycling fee, bringing the total cost to \$83.25 per unit. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-07-02-2024**

**Motion to approve Medical Director Employment Contract**

Richard Strow motioned to authorize and approve the entry into a new Employment Contract for Medical Director and Physician services at the Wood County Health Center, effective Feb 25, 2024. The physician shall be paid an annual salary of \$260,000.00 commencing on February 25, 2024 and terminating on January 17, 2026. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-08-02-2024**

**Motion to approve an agreement between Wood County Health Department and the following independent contractor: April Demers**

Richard Strow motioned to approve an agreement between Wood County Health Department and the following independent contractor, April Demers. This contractor will oversee the administration and implementation of COVID-19 mitigation efforts. The term of this agreement will begin February 19, 2024, and continue through July 31, 2024. The contractor will be paid \$175 per shift. The total value of this contract will not exceed \$49,525.00. Bob Midden seconded the motion. A roll call vote was taken with Nilgun Sezginis abstaining. *Motion passed*

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

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

**I. Director Updates**

**a. Board:**

- Discussion of policies and steps following restaurant inspections showing critical violations and re-inspection protocols due to an increase in single entities showing critical violations.
- Discussion held regarding the increase in suicide rates and working with other agencies. Ben commented Wood County has great crisis resources through the ADAMHS Board and CRC. Other efforts that WCHD participates in are the ARC program, which addresses drug use and overdose situations, as well as the Wood County Prevention Coalition. More grants are becoming available and reviewed to support more efforts. WCHD EPI team will take a closer look into the demographics of suicides.

**b. New Website Presentation and Launch**

**c. Contract Staff Support**

- Brief support to backfill a few positions for the next few months through either Robert Half or OPHA (Ohio Public Health Association) until a candidate can be chosen.

**FIN-09-02-2024:** Resolution to authorize up to \$10,000 for roughly 8 weeks, contract temporary Staff Accounting support. Cathy Nelson motioned, seconded by Tom Milbrodt. A roll call vote was taken with no abstentions. *Motion passed*

Kim Hertzfeld 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 Report:**

- a. **Annual DAC Meeting:** March 21<sup>st</sup> @ 6 pm in the board room at WCHD to fill 3 positions. Two (2) DAC appointments and one (1) vacant position. DAC comprises of the President of the Township of Trustees, Mayors of Villages and cities and President of County Commissioners totaling 45 members; 23 is a quorum. Interested applicants can be submitted through the DAC email, [DAC@woodcountyohio.gov](mailto:DAC@woodcountyohio.gov) by March 14<sup>th</sup>.
- b. **Grant Funding Update:** The water bottle filling station funding approved at the end of January shows increased demand. The board was informed that with this noted increase, there may be a need for another contract should the requests exceed the contracted amount.
- c. **Health Center Engagement:**
  - Membership cost of \$750.00 for NACHC (National Association of Community Health Centers) for Health Center.
  - Revisions underway with a Joint Agreement draft between the Health Center Board and the Board of Health will be brought at the March meeting.
  - In continuation of a previous month's discussion with the board regarding the possibility of adding a Psychiatrist to the staff in the Community Health Center's Behavioral Health team, a request was made to be able to create this position.

**PER-07-02-2024 Resolution to create a Full-Time Psychiatrist Position in the Health Center Division**

Richard Strow motioned to create a Full-Time Psychiatrist Position in the Health Center Division. This position shall report to the Health Center CEO, and compensation shall be commensurate with experience. Tom Milbrodt seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

**d. Building Renovation Update**

- Board members were shown on the big screen the building renovation plan, which includes the final layout showing the WIC area, highlighting furniture planning is the next step.
  - Discussions have been opened with the county about potentially retaining the current space at Dunbridge bldg. which is currently \$2,000/month and \$24,000 per year. A proposal was presented to the board with the plan to put WCHD's nonpublic facing services off-site which are Finance and the HR and Personnel team.
  - Board members were also informed of conversations held with the OSU extension office about the use of a meeting room located in the basement for the regular board meetings, which was successfully arranged. This would be in lieu of the expense of building a new addition. Richard commented that bringing WIC back and returning to all health-related services under one roof is of tremendous value. Having access to the meeting room at the OSU extension's office versus the expense of an addition is an opportunity that will benefit everyone. Ben added this would change the scope of the project.

**PRG-04-02-2024**

**Resolution to support retaining the current WIC offices following the building project for use by finance and HR staff**

Richard Strow motioned to support retaining the current WIC offices following the building project for use by finance and HR staff. This resolution authorizes the Health Commissioner to pursue discussions with the County administration about a longer-term lease agreement. Tom Milbrodt seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

**FIN-10-02-2024**

**Resolution to approve a variable rate for SSOE, which would correspond to total construction costs**

Cathy Nelson motioned to approve a variable compensation rate for SSOE, corresponding to total construction costs. The updated rates would be:

- 10% of total construction costs for construction costs less than \$1,000,000;
- 9.5% of total construction costs for construction costs between \$1,000,000 and \$1,500,000; and
- 8% of total construction costs for construction costs greater than \$1,500,000.

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

At 7:45 pm, Sue Yoder motioned to 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 Rick Nelson, Jerry Landers and Ben Robison into the executive session. Tom Milbrodt seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

At 8:43 pm, Bob Midden motioned to end the executive session and return to the regular session, seconded by Cathy Nelson. A roll call vote was taken with no abstentions. *Motion passed*

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

Returning to regular session, the following resolution was made:

**PER 08-02-2024**

**Motion to change the title, grade and step of Beth Peery**

Tom Milbrodt motioned to change the title, grade and step of Beth Peery from the Public Health Information and Education Manager, grade 13—step 9, to the Director of Education and Engagement, grade 17—step 8. This change shall be effective February 25, 2024, and her new pay rate shall be \$48.66 per hour. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

At 8:45 pm, Cathy Nelson motioned to adjourn, seconded by Dallas Ziegler. A voice vote was taken. All in favor with no abstentions.

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Benjamin Robison, Health Commissioner  
Secretary to the Board

\_\_\_\_\_  
Date

9/11/24

