



Board of Health Meeting Minutes
March 14, 2024

The March 14, 2024, Board of Health meeting was held in person at the Wood County Health Department Board Room.

BOH Present: Nilgun Sezginis, DJ Mears, Tom Milbrodt, Bob Midden, Dallas Ziegler, and Sue Yoder were in attendance.

Staff Present: Ben Robison, Lexie Jacobs, Lana Glore, Pat Snyder, Tyler Briggs, Tina Cox, Rick Nelson, Brock Lough (Interim CEO), Paige Hoffmann, Elizabeth Peery.

Guests: Marie Thomas – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; Jan McLaughlin – BG Independent News; William Dailey – WC Assistant Prosecuting Attorney

Nilgun Sezginis, Board President, called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance. New employees Paige Hoffmann, Environmental Assistant and Brock Lough, Interim CEO of the Community Health Center were introduced.

Public Comment: There were no public comments

Regular Approvals:

I. The approval of February 15, 2024 minutes will be moved to the April 11th board meeting as a quorum for the meeting was not met.

II. Tom Milbrodt motioned to approve the March 2024 warrants seconded by Sue Yoder. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

III. DJ Mears motioned to approve the budget and fund report seconded by Sue Yoder. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

PROGRAM – Dallas Ziegler, Chair

PRG-01-03-2024 Motion to grant a Household Sewage Treatment System variance for 8378 South Dixie Hwy, Portage Township

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 8378 South Dixie Hwy, Portage 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 property owner due to the inadequate size of the property and the large trees. The length along the contour could not be maintained due to these items. Tom Milbrodt seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-02-03-2024 Motion to grant a Sewage Treatment System variance for Sewage Treatment System Contractors for 2024 Registration

Dallas Ziegler motioned to grant a Sewage Treatment System variance for InsideOut Inspections Plus, LLC and J.M. Eaken Excavating. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request is due to the failure to obtain a required number of continuing education units in 2023 for registration as a sewage system installer in 2024. Tom Milbrodt seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-03-03-2024 Motion to grant a Household Sewage Treatment System variance for 20640 Green Road, Washington Township

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 20460 Green Road, Washington 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 property owner due to site limitations. The calculated length for the leaching trenches is 160 feet, exceeding code requirements. DJ Mears seconded the motion. A voice vote was taken with all in favor with no abstentions. *Motion passed*

PRG-04-03-2024 Motion to grant a Household Sewage Treatment System variance for 5985 Rudolph Road, Henry Township

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 5985 Rudolph Road, Henry 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 property owner due to topography and large trees. The length along the contour could not be maintained due to these items. Tom Milbrodt seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-05-03-2024 Motion to approve out-of-state travel to the MRC National Summit

Dallas Ziegler motioned to approve Pat Snyder's attendance at the NACCHO MRC National Summit May 22 through May 24, 2024, in Chicago, IL. The conference connects MRC leaders from across the country and offers opportunities to learn from peers and share resources to enhance MRC unit capabilities. NACCHO has supplied a travel award to cover travel, lodging, and meals for the conference. The health department has no expected expenses. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motioned passed*

PRG-06-03-2024 Motion to approve out-of-state travel for the 2024 Azara Conference

Dallas Ziegler motioned to approve out-of-state travel for Diane Krill and Lexie Jacobs to attend the 2024 Azara Conference in Boston from April 29, 2024, through May 2, 2024. The cost of this is not to exceed \$3,470.00 and includes travel, lodging, food and the registration cost. Sue Yoder seconded the motion.

The board was informed that Azara is an overlay of the Health Center Electronic Health Record which helps optimize quality of services by comparing baseline metrics. Certain quality measures have to be met each year. Azara measures and compares across other industries in the nation and maximizes productivity to capture data and in hand generate more revenue.

A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

PRG-07-03-2024 Motion to Update the Sliding Fee Scale Policy

Dallas Ziegler motioned to update the sliding fee scale policy to limit the number of self-attestations allowed to once per year per patient, excluding patients seeking reproductive health services. Tom Milbrodt seconded the motion. The board was informed that this is used for discounts based on patients' incomes. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-08-03-2024 Motion to approve the updated Administrative Agreement between the Wood County Community Health Center Board and the Wood County Board of Health

Dallas Ziegler motioned to approve the updated Administrative Agreement between the Wood County Community Health Center Board and the Wood County Board of Health and rescind the previous agreement. This agreement will become effective upon execution. Bob Midden seconded the motion.

Jen of Genua Consulting joined via Microsoft Teams, and William Dailey, Assistant Prosecuting Attorney, was present at the meeting to provide an opportunity to discuss and answer questions about the joint agreement between the Board of Health and the Wood County Community Health Center. A copy of this agreement was emailed to both boards for review prior to the meeting. Tom and DJ voiced appreciation for the work that went into the revision of this agreement. The Health Center approved this agreement at their regular meeting last week. William explained to the board that there were deficiencies in the previous agreement that were addressed in this revision and that it would provide more clarity as to the responsibilities of both boards. The term of this agreement is through 2026.

A roll call was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

PERSONNEL – Dallas Ziegler, Chair

PER-01-03-2024 Motion to accept the resignation of Donna Foster

Dallas Ziegler motioned to accept the resignation of Donna Foster, Registrar, effective March 1, 2024. Donna has been a valued member of the department since 2017. DJ Mears seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PER-02-03-2024 Motion to accept the resignation of Jennifer Campos

Dallas Ziegler motioned to accept the resignation of Jennifer Campos, Community Outreach Coordinator and Public Information Officer, effective March 7, 2024. Jennifer has been a valued member of the department since 2013. Sue Yoder seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motioned passed*

PER-03-03-2024 Motion to accept the resignation of Jennifer Romaker as Administrative Assistant I and appoint her to the Vital Statistics Registrar position

Dallas Ziegler motioned to accept the resignation of Jennifer Romaker as Administrative Assistant I and appoint her to the Vital Statistics Registrar position, effective March 15, 2024. She will remain at her current pay grade and step: Grade 3, Step 6. Sue Yoder seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

PER-04-03-2024 Motion to accept the resignation of Sydney Warnke

Dallas Ziegler motioned to accept the resignation of Sydney Warnke, Breastfeed Peer, effective March 14, 2024. Sydney Warnke has been a valued member of the department since 2024. Tom Milbrodt seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PER-05-03-2024 Motion to appoint Daniel Powell to the full-time Personnel and Compliance Officer

Dallas Ziegler motioned to appoint Daniel Powell to the full-time Personnel and Compliance Officer position and update the organizational chart. Daniel's start date is April 10, 2024, pending the successful completion of a background check. He will be paid at Grade 15, Step 9 at the rate of \$46.24 per hour and will serve a probationary period of 130 working days. Sue Yoder seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FINANCE – Bob Midden

Bob Midden read the third reading by title only of the 2024 proposed fees for the Body Art and Public Swimming Pool, Spa, and Special Use Pool programs

FIN-01-03-2024 Motion to approve the Health District Maintenance Contract

Bob Midden motioned to approve a contract with the Wood County Board of County Commissioners for maintenance services. The contract for 2024 is for personnel costs of \$5,596.76 per month not exceeding \$67,161.11, and additional reimbursements for materials and supplies, not to exceed \$5,000.00. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-02-03-2024 Motion to create a digital media campaign with Ashley Vetter Design for the promotion of the Health Center’s services

Bob Midden motioned to contract with Ashley Vetter Design to execute a digital media campaign for the promotion of the Health Center’s services through June 2024 for a cost not to exceed \$16,000. The campaign will be paid for using Health Center funds. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-03-03-2024 Motion to Approve Agreements with Sewage Contractor for the Water Pollution Control Loan Fund

Bob Midden 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. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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| Main & Sons, Jeremy Main | \$27,525.99 (1711 Fostoria Road, Perry Twp.) |
| <u>Total for Main & Sons</u> | <u>\$27,525.99</u> |

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| Mastin Site Services, Cody Mastin | \$20,970.00 (4763 Mitchell Road, Henry Twp.) |
| <u>Total for Mastin Site Services</u> | <u>\$20,970.00</u> |

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-04-03-2024 Motion to adopt the Body Art program fees

Bob Midden motioned to adopt the 2024 Body art program fees. Fees will be effective March 26, 2024. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-05-03-2024 Motion to adopt the Public Swimming pool, spa and special use pool program fees

Bob Midden motioned to adopt the 2024 Public pool, spa and special use pool program fees. Fees will be effective March 26, 2024. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-06-03-2024

Motion to renew contract with The Employer's Association for onsite/virtual Human Resources support

Dallas Ziegler motioned to authorize the health department to renew contracted services with The Employer's Association pending prosecutor approval for virtual/onsite Human Resources support on an as-needed basis. These services will be billed at a rate of \$82.50/hour for services with a consultant or coordinator and \$95.00/hour for services required by the HR Director. Travel outside the Toledo metro area is billed at the current IRS mileage rate of .67/mile. The total cost of this service is not to exceed \$35,000.00 per year. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-07-03-2024

Motion to authorize the Health Department to submit payment to the credit card company for purchases that are made in accordance with previously approved spending authority

Bob Midden motioned to authorize the Health Department to submit payment to the credit card company for purchases that are made in accordance with previously approved spending authority, i.e., (a) up to \$1,000 and approved by a Director or (b) up to \$10,000 and approved by the Health Commissioner. Tom Milbrodt seconded the motion. This allows a credit card bill to be paid by due dates to avoid finance charges and late fees. The charges will continue to be shown on warrants as normal. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

Updates and Reports

I. Director Updates

- a. Community Health Center Operational Site Visit: Brock shared information on the Health Center's upcoming OSV (HRSA audit) for Governance, Finance, and Clinical on March 19th, 20th, and 21st. Both boards can attend on the 20th. An email with the invitation for this day will be sent.
- b. Tyler Briggs, Epidemiologist at Wood County Health Department, presented a suicide report and data analysis which was sent to board members. DJ Mears asked if there was anything the board could do as this cannot be taken lightly. Tyler highlighted that hiring a psychiatrist would be a huge benefit as his research showed it could take up to 6 months for an individual seeking behavioral health services to be seen. A good discussion was held about services at the Health Center, such as assessing, screening and good integration. Brock added that the Health Center's Peer Support Specialist makes sure there is a connection to services for patients in need.

II. Health Commissioner

a. Building Renovation Update

- i. Anticipated finishes and layouts have been discussed. Next, requests for proposals from contractors will be released, which will help determine firm costs and timelines.

b. Grant Funding

- i. EO23 Funding (*Enhanced Operation*): The contract end term is approaching. This \$3.4M grant includes an RFP for health education, which will be available nationwide. The funding also includes vent cleaning for partners, funding for Welcome BG, which works with migrant populations, and LaConnexion, which works with the Hispanic population, as well as water bottle fill units and advertising.

c. Budget Discussion

- i. The 2024 budget and key program expenses were distributed and discussed with board members.
- ii. The 2025 prospective budget report was distributed and discussed with board members. Ben informed the board that the EO23 budget was for the remainder of the grant amount and will ask the board to approve spending authority pending approval by ODH along with approval of the 2024 budget and 2025 prospective budget. The intention is to provide an opportunity to increase funding and decrease our costs. This year's budget would add about \$4,000 to the

public health fund. In the past, the Board of Health has absorbed the entirety of administrative costs. The health center board will be asked to approve an appropriation of around \$60k in their budget to pay for the actual cost of their service delivery.

d. Public Health Week

- i. Ashleigh presented the RAVE (Rewarding, Appreciating and Valuing Employees) program to board members and distributed a copy of the rewards/ticket system. The total cost of ticket acquisition and gift cards is approximately \$14k and is already included in the budget. The board voiced support for funds.

FIN-08-03-2024 Resolution to approve the EO23 budget, as presented, pending approval by the Ohio Department of Health, and authorize the Health Department to execute it

DJ Mears motioned to approve the EO23 budget, as presented, pending approval by the Ohio Department of Health, and authorize the Health Department to execute it, in accordance with the provisions and authorizations provided to grant recipients, and in accordance with existing health department policies. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-09-03-2024 Resolution to approve the 2024 budget, as presented, and authorize the Health Department to execute it

Tom Milbrodt motioned to approve the 2024 budget, as presented, and authorize the Health Department to execute it. Bob Midden seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-10-03-2024 Resolution to approve the 2025 prospective budget, as presented

Bob Midden motioned to approve the 2025 prospective budget, as presented. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-11-03-2024 Resolution to increase the spending authority for the contract for Executive Leadership Support in the Health Center to align with the 2024 budget

Bob Midden motioned to increase the spending authority for the contract for Executive Leadership Support in the Health Center Division to align with the 2024 budget. This will authorize the Health Commissioner to approve up to \$200,000 of total expenses for costs associated with this support. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

FIN-12-03-2024 Resolution to approve an appropriation of \$60K from fund 13 for health center operations

Bob Midden motioned to approve an appropriation of \$60K from fund 13 for health center operations to allow the health center board to revise their budget to fully reflect expenses for health center operations. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Sue Yoder Y Dallas Ziegler Y

PER-06-03-2024 Resolution to update the Organizational Chart of the Wood County Health Department

DJ Mears motioned to update the Organizational Chart of the Wood County Health Department to reflect the current position holders and organizational structure of the agency. Sue Yoder seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

III. Board of Health questions/comments/discussion

- i. Bob Midden thanked Lana for the criteria and enforcement protocol report that was included in the board report.

Amy Jones updated board members on the festivities for Public Health Week, April 1 through April 5th.

April 1st Monday – Muffins in the morning – “We are Muffin without you”

April 2nd Tuesday –Queso/Guac and Chips afternoon snack - “In queso you didn’t know, you’re the best! Chip Chip, Hooray!”

April 3rd Wednesday – Salad Day Lunch “Lettuce Celebrate Public Health”

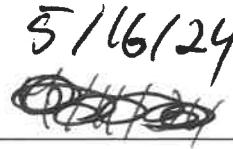
April 4th Thursday –Fruit and Cheese Tray afternoon snack - “Let’s cut to the cheese, Thank you berry much for your work!”

April 5th Friday – Breakfast Egg Wraps in the morning - “That’s a wrap! Have an egg-cellent weekend!”

At 8:16 p.m., Bob Midden motioned to adjourn, seconded by Tom Milbrodt. A voice vote was taken. All were in favor, with no abstentions. The motion passed, and the meeting was adjourned.



Benjamin Robison, Health Commissioner
Secretary to the Board



Date

