



**Board of Health Meeting Minutes
April 11, 2024**

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

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

Staff Present: Ben Robison, Lexie Jacobs, Lana Glore, Pat Snyder, Tina Cox, Rick Nelson, Brock Lough (Interim CEO), Amy Jones, Dan Powell

Guests: Marie Thomas – Sentinel Tribune; Stephen Meredith – Community Health Center Board President; April Demers

Nilgun Sezginis, Board President, called the meeting to order at 6:05 p.m. followed by the Pledge of Allegiance. New employees Josie Vasquez, CSA: WIC Division and Daniel Powell, Personnel and Compliance Officer were introduced.

Public Comment: There were no public comments

Regular Approvals (5 minutes)

- I. Richard Strow moved to approve the February 15, 2024, Board of Health meeting minutes seconded by Kim Hertzfeld. A voice vote was taken. DJ Mears abstained. *Motion passed*
- II. Approval of March 14, 2024, Board of Health meeting minutes will be moved to the May meeting as a quorum for this is not met.
- III. Richard Strow motioned to approve the March Warrants seconded by Tom Milbrodt. A roll call vote was taken. All were in favor with no abstentions.

DJ Mears Y	Bob Midden Y	Tom Milbrodt Y	Nilgun Sezginis Y
Kim Hertzfeld Y	Richard Strow Y	Dallas Ziegler Y	

- IV. Richard Strow motioned to approve the budget and fund report seconded by DJ Mears. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y	Bob Midden Y	Tom Milbrodt Y	Nilgun Sezginis Y
Kim Hertzfeld Y	Richard Strow Y	Dallas Ziegler Y	

PROGRAM – Dallas Ziegler, Chair

PRG-01-04-2024

Motion to approve Memorandum of Understanding between Wood County Health Department and Herzing University for Clinical Experience

Dallas Ziegler motioned to approve the Herzing University Healthcare Clinical Experience MOU between Wood County Health Department and Herzing University. This will allow Wood County Community Health Center to serve as a cooperating healthcare facility to provide healthcare clinical experiences for students enrolled in the university's program and will be at no cost to the facility. DJ Mears seconded the motion. A voice vote was taken with no abstentions. All in favor. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair

PER-01-04-2024 Motion to appoint Casey Schutt to the Part-Time Breastfeeding Peer Helper position

Dallas Ziegler motioned to appoint Casey Schutt to the Part-time Breastfeeding Peer Helper position and update the organizational chart. Casey will be paid at Grade 3, Step 2 at the rate of \$18.94 per hour and will serve a probationary period of 130 working days. Casey's start date is pending at this time. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

PER-02-04-2024 Motion to appoint Justin Luoma to the Staff Accountant position

Dallas Ziegler motioned to appoint Justin Luoma to the Staff Accountant position and update the organizational chart. He will be paid at Grade 8, Step 2 at the rate of \$25.76 per hour and will serve a probationary period of 130 working days. His start date will be May 13, 2024. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

PER-03-04-2024 Motion to create a Psychiatric Nurse Practitioner position

Dallas Ziegler motioned to create a Full/Part-Time Psychiatric Nurse Practitioner position in the Health Center Division and update the organizational chart. This position shall report to the Health Center CEO, and compensation shall be commensurate with experience. A voice vote was taken with no abstentions. All in favor. *Motion passed*

FINANCE – Richard Strow, Chair

FIN-01-04-2024 Motion to Amend/Transfer 2024 Appropriations

Richard Strow motioned to transfer and amend appropriations within the 2024 budget of the District. The following transfers and amendments in fund appropriations are needed at this time (April 11, 2024).

06.3103.510000	Nursing - salaries	(350.00)
06.3103.550100	Nursing - travel	350.00
06.3123.510000	Health Ed - salaries	19,800.00
06.3123.550100	Health Ed - travel	200.00
06.3123.569600	Health Ed - Medicare	290.00
06.3123.571500	Health Ed - OPERS	2,800.00
06.3123.575600	Health Ed - Insurance	8,000.00
08.1001.510000	Admin - salaries	(23,189.58)
08.1001.550100	Admin - travel	500.00
08.1001.569600	Admin - Medicare	(290.00)
08.1001.569904	Admin - Building insurance	689.58
08.1001.569912	Admin - Misc	2,000.00
08.1001.571500	Admin - OPERS	(2,800.00)
08.1001.575600	Admin - Insurance	(8,000.00)
08.5961.510000	Tobacco - salaries	(2,700.00)
08.5961.569905	Tobacco - meetings	2,700.00

09.2212.510000	HSTS - salaries	(10.72)
09.2212.569905	HSTS - meetings	10.72
09.2452.510000	HSTS Op - salaries	(150.00)
09.2452.569906	HSTS Op - refunds	150.00
13.1784.510000	RHW - salaries	(2,003.75)
13.1784.550100	RHW - travel	203.75
13.1784.560800	RHW - Advertising	1,800.00
13.3204.510000	FQHC - salaries	(1,189.57)
13.3204.520101	FQHC – office supplies	500.00
13.3204.569904	FQHC - building insurance	689.57
13.2554.510000	Dental – salaries	(500.00)
13.2554.520101	Dental – office supplies	500.00
25.2112.569906	FSO – refunds	228.54
25.2112.510000	FSO – salaries	(228.54)
08.4001.574200	Levy – transfers out	28,408.98

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

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-02-04-2024 Motion to Transfer Funds

Richard Strow motioned to approve the transfer of \$413.52 from the Levy Fund. These monies are projected to cover expenditures for programs or services that Health District Levy supports (April 11, 2024). Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Pools – Fund 29 - \$413.52

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-03-04-2024 Motion to enter into an agreement between Wood County Health District and Education Development Center, Inc.

Richard Strow motioned to enter into an agreement with Education Development Center, Inc. to develop comprehensive health education materials concentrated on preventing and mitigating the transmission of infectious diseases, particularly COVID-19, within our community. The project will include 1) developing curriculum and health education materials for school-aged children, 2) educational and professional development materials for identified populations including congregate living setting and employers and 3) general health education campaign material. Approval is pending the Prosecutor's Office's approval of any revisions to the contract by the vendor. This is an approved activity in the EO23 grant. The maximum contract value is \$1,225,000.00. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-04-04-2024 Motion to approve Ashleigh Konopka for out-of-state travel to NACCHO's Healthcare Infection Prevention and Control Summit

Richard Strow motioned to approve Ashleigh Konopka for out-of-state travel to NACCHO's Healthcare Infection Prevention and Control Summit in Chicago May 7-9. The summit, which is supported by CDC, aims to foster collaboration among local, state, territorial, and tribal health departments, and provides participants the opportunity to connect, share valuable insights, and explore innovative approaches between public health, healthcare, and community partner networks to advance infection prevention

practices in healthcare settings. The cost of training, flight, hotel, and per diem are covered by NACCHO. There are no anticipated expenses for the agency. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-05-04-2024 **Motion to approve the Program Addendum to the Health Centers of Ohio CIN Participating Provider Agreement for CareSource**

Richard Strow motioned to approve the Program Addendum to the Health Centers of Ohio CIN Participating Provider Agreement of the CareSource value-based contract. Participating in this program is intended to improve quality, patient experience and overall health care satisfaction while reducing health care costs. This is at no cost to the facility and will generate an estimated revenue of \$26,000. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-06-04-2024 **Motion to Amend Estimated Resources**

Richard Strow motioned to increase the estimated resources of the District by \$313,095.30 for general tax revenue in the Levy Fund 08.4001.400100 and by \$1,486.81 form manufactured homes tax revenue in the Levy Fund 08.4001.400300, and for a transfer in to Fund 06.3103.407500 of \$28,408.98 to cover the change in salary allocations. These monies are projected to cover expenditures for programs or services that Health District Levy supports (April 11, 2024). Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-07-04-2024 **Motion to approve the updated Community Health Center Division Budget**

Richard Strow motioned to approve the updated Community Health Center Division Budget, as presented in the budget summary included in the Board packet. This budget reflects the inclusion of the allocation approved by the Board last month in FIN-12-03-2024. Dallas Ziegler seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

FIN-08-04-2024 **Motion to authorize the Health Commissioner to contract with OPHA**

Richard Strow motioned to authorize the Health Commissioner to contract with OPHA for temporary staffing assistance for public health roles. This contract would only be utilized to address unexpected needs, and there would be no costs associated with this contract unless staff hours were provided by OPHA. Funding for this contract would be redirected from personnel lines in the impacted programs. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

DJ Mears Y Bob Midden Y Tom Milbrodt Y Nilgun Sezginis Y Kim Hertzfeld Y
Richard Strow Y Dallas Ziegler Y

Updates and Reports

I. Director Updates

- a. **Updated Budget:** Finance reviewed the updated budget information that was sent to all members.
- b. **MRC STRONG Grant plan:**
 - The HPP Director announced that in January, WCHD was awarded a \$310,000 grant to support regional medical reserve corp activities. The plan is to engage 14 other units for deliverables, including train-the-trainers sessions, weather preparedness, and recruiting other volunteers. This will require posting positions

under this project to fill in gaps and grant monies. Completed work goes through May 2025.

- Review of the Infectious Disease section in the Trends Report
- EPI is looking for different topics for data information and requests if there is any data that board members would like to see to please email Pat Snyder at psnyder@woodcountyohio.gov

II. Health Commissioner

- a. **Grant Funding** : EO23 dollars have been extended to December 2025, giving time to ask for additional funding. This extends the completion date for the EPI section of the building. There is a last chance to request an increase in funding; the grant application is due by May 6th.
- b. **Building Renovation Update**: A request for state capital funding has been submitted. Decisions should be made by the May board meeting. If this is approved, the project timeline will change. Designs are wrapping up, and the project's next big step is bidding.
- c. **CEO Search**: Final interviews will be on April 23rd. The selection could be made at the joint board meeting at the May meeting as the bylaws for the Health Center approved have (2) joint meetings a year, April and October.
- d. **HPAI**: A confirmed sample of HPAI in WC and working closely with ODH and ODA; the identity of the farm is not known. There is no risk to the community at large from pasturized products. There have been no reports of illness or requests of testing.
- e. **All-Staff Meeting**: Scheduled for May 8th and will include topics around Human Trafficking and agency goals along with Verbal Judo.

At 7:18 pm DJ Mears motioned to adjourn seconded by Bob Midden. 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

5/16/24

Date

