



## Board of Health Meeting Minutes May 16, 2024

The May 16, 2024, Board of Health meeting was held in person at the Wood County Health Department Board Room.

**BOH Present:** Sonja Apple-Chamberlain, DJ Mears, Bob Midden, Tom Milbrodt, Nilgun Sezginis, Richard Strow, Dallas Ziegler, Sue Yoder 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, Justin Luoma, Leah Budke, Leslie Madaras

**Guests:** Jan Larson McLaughlin – BG Independent News; Stephen Meredith – Community Health Center Board President;

Nilgun Sezginis, Board President, called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

At 6:05 pm, Sue Yoder motioned 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. All Health Center board members, Benjamin Robison, Amy Jones, Brock Lough and Dan Powell were invited. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed.*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
Dallas Ziegler Y			

**Call to order and introduction:** The regular board of health meeting was called to order followed by introductions of Justin Luoma, Staff Accountant.

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

**Regular Approvals (5 minutes)**

- I. Tom Milbrodt moved to approve the March 14, 2024, Board of Health meeting minutes seconded by Bob Midden. A voice vote was taken. Sonja Apple-Chamberlain and Kim Hertzfeld abstained. *Motion passed*
  
- II. Richard Strow moved to approve the April 11, 2024, Board of Health meeting minutes seconded by Bob Midden. A voice vote was taken. Sonja Apple-Chamberlain abstained. *Motion passed*
  
- III. Tom Milbrodt motioned to approve the May Warrants seconded by Sue Yoder. A roll call vote was taken. DJ Mears abstained. All were in favor. *Motion passed*

Sonja Apple-Chamberlain Y	DJ Mears A	Bob Midden Y	Tom Milbrodt Y
Nilgun Sezginis Y	Kim Hertzfeld Y	Richard Strow Y	Sue Yoder Y
Dallas Ziegler Y			

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

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	
Bob Midden Y	Tom Milbrodt Y	Richard Strow Y	Sue Yoder Y
Dallas Ziegler Y			

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

**PRG-01-05-2024      Motion to grant a Household Sewage Treatment System variance for 5325 Orchard Place, Lake Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 5325 Orchard Place, Lake 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. DJ Mears seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-02-05-2024      Motion to grant a Household Sewage Treatment System variance for 12627 Wingston Road, Liberty Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 12627 Wingston Road, Liberty 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 large trees, location of well and gas lines on property. The length along contour could not be maintained due to these items. DJ Mears seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-03-05-2024      Motion to grant a Household Sewage Treatment System variance for 21980 Sand Ridge Road, Weston Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 21980 Sand Ridge Road, Weston 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 large trees and location of well on the property. The length along contour could not be maintained due to these items. Bob Miden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-04-05-2024      Motion to approve Wood County Health Department Quality Improvement Plan**

Dallas Ziegler motioned to approve the Wood County Health Department Quality Improvement Plan. The Wood County Health Department is committed to the ongoing improvement of the quality of services it provides. This plan ensures that the principles of continuous quality improvement will be implemented throughout the organization and supports our efforts to remain nationally accredited and achieve our strategic priorities. Tom Milbrodt seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

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

**PER-01-05-2024      Motion to accept the resignation of Jeanette Knaggs, Medical Assistant**

Dallas Ziegler motioned to accept the resignation of Jeanette Knaggs, Medical Assistant in the Community Health Center effective June 28, 2024. Jeanette has been a valued member of the department since 2015. Kim Hertzfeld seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PER-02-05-2024      Motion to accept the resignation of Jackie Mears, Public Health Nurse**

Dallas Ziegler motioned to accept the resignation of Jackie Mears, Public Health Nurse in the CMH (Children with Medical Handicaps) program effective May 31, 2024. Jackie has been a valued member of the department since 1999. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. All in favor. *Motion passed*

**PER 03-05-2024      Motion to change to the title and pay grade for Courtney Riches upon advancement to Registered Environmental Health Specialist**

Dallas Ziegler motioned to change the title and pay grade for Courtney Riches from Environmental Health Specialist-In-Training, grade 7, to Registered Environmental Health Specialist, grade 9. Her pay step shall remain at step 3 and be increased the new rate of \$28.41 an hour. This position title change and pay increase will be effective upon approval by the Ohio Department of Health, anticipated to be June 7, 2024, when Courtney has met all criteria for REHS advancement. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**PER-04-05-2024      Motion to approve the Psychiatric Services Contract with Nancy Carroll, M.D.**

Dallas Ziegler motioned to approve the Psychiatric Services Contract with Nancy Carroll, M.D. and update the organizational chart. This agreement will extend more opportunities to provide and direct behavioral health care and pharmaceutical needs to the Community Health Center patients. Nancy Carroll will be paid at a rate of \$153.84 per hour and shall not exceed \$255,989.76 (16 total hours per week at \$153.84 for 104 weeks). The start date is pending at this time. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**PER-05-05-2024      Motion to create a Full-Time/Part-Time Clinical Service Assistant – Spanish Interpreter position and update the organizational chart**

Dallas Ziegler motioned to approve the creation of a full-time/part-time Clinical Service Assistant – Spanish Interpreter position in the Community Health Center. This position will be classified at a Grade 4. Tom Milbrodt seconded the motion. A voice vote was taken with no abstentions.

**PER-06-05-2024      Motion to create a Part-Time Clinical Service Assistant position**

Dallas Ziegler motioned to approve the creation of a part-time Clinical Service Assistant position in the Community Health Center. This position will be classified at Grade 3. DJ Mears seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PER- 07-05-2024      Motion to appoint Brittany Fitzpatrick to the full-time Administrative Assistant I position**

Dallas Ziegler motioned to appoint Brittany Fitzpatrick to the full-time Administrative Assistant I position pending successful completion of the background check. Brittany will be paid at Grade 3 Step 6, at the rate of \$ 22.38 per hour and will serve a probationary period of 130 working days. Her start date is pending at this time. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

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

**FIN-01-05-2024      Motion to enter into an agreement with the Ohio EPA to administer the Mosquito Control Grant award project**

Richard Strow motioned to enter into an agreement with the OEPA to administer the 2024 Mosquito Control Grant Award for the Grant Project. The agreement will become effective upon full execution of the agreement indicated by the signatory agreement of all parties, including the Wood County Health Department, the Wood County prosecutor’s office, the Wood County Auditor and the Ohio EPA. The award amount is \$19,890.00 and includes monies for surveillance through BGSU along with WCHD education and outreach to promote awareness of mosquito-borne diseases and prevention. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-02-05-2024      Motion to approve an agreement with Bowling Green State University for mosquito surveillance activities**

Richard Strow motioned to approve the agreement between the Wood County Health Department and BGSU for the amount of \$10,000.00. The agreement will allow BGSU to complete mosquito surveillance required under the Ohio EPA Mosquito Control Grant Agreement SFY 2024, which the health department was awarded. The final agreement will be effective on or after OEPA MCG agreement SFY 2024 effective date. Sue Yoder seconded the motion. A roll call vote was taken with Bob Midden abstaining. *Motion passed*

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden A  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-03-05-2024      Motion to Approve Agreements with Sewage Contractor for the Water Pollution Control Loan Fund**

Richard Strow motioned to approve 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. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Main & Sons, Jeremy Main	\$41,900.00 (9790 Wayne Road, Montgomery Twp.)	
	<b><u>Total for Main &amp; Sons</u></b>	<b><u>\$41,900.00</u></b>

Mastin Site Services, Cody Mastin	\$19,503.00 (1700 US Rt 6, Freedom Twp.)	
	<b><u>Total for Mastin Site Services</u></b>	<b><u>\$19,503.00</u></b>

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-04-05-2024      Motion to Approve Agreement with Kellermeier Plumbing & Heating**

Richard Strow motioned to approve an agreement with Kellermeier Plumbing & Heating for \$249,166 to install touchless water bottle fill stations in various locations. This is a program approved by ODH and

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

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-05-05-2024      Motion to Transfer 2024 Appropriations**

Richard Strow motioned to transfer appropriations within the 2024 budget of the District. The following transfers in fund appropriations are needed at this time (May 16, 2024). Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

07.1022.520101	EH - City Housing - office supplies	50.00
07.1022.510000	EH - City Housing - salaries	(50.00)
09.2212.520101	HSTS New - office supplies	300.00
09.2212.510000	HSTS New - salaries	(300.00)
25.2112.569906	FSO - Other Exp Refunds	240.00
25.2112.510000	FSO - salaries	(240.00)
18.2312.520101	Water - office supplies	12.00
18.2312.510000	Water - salaries	(12.00)
13.1784.540101	RHWP - Contract lab fees	48.00
13.1784.510000	RHWP - salaries	(48.00)

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-06-05-2024      Motion to Amend Estimated Resources**

Richard Strow motioned to increase the estimated resources of the District by \$48,298.98 for transfers in the Nursing Fund of \$28,408.98 in 06.3103.407500 and for the Mosquito Grant award of \$19,890.00 in 07.1082.404000. These monies are projected to cover expenditures for programs or services that Health District Levy supports (May 16, 2024). Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-07-05-2024      Motion to Amend 2024 Appropriations**

Richard Strow motioned to increase the 2024 appropriations of the District by \$50,298.98. The following increases in fund appropriations are needed at this time (May 16, 2024). Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

08.4001.574200	Levy - transfers out	28,408.98
08.1001.550100	Admin - travel	2,000.00
08.1082.540105	Mosquito – contracts	19,890.00

Sonja Apple-Chamberlain Y      Kim Hertzfeld Y      DJ Mears Y      Bob Midden Y  
Tom Milbrodt Y      Nilgun Sezginis Y      Richard Strow Y      Sue Yoder Y      Dallas Ziegler Y

**FIN-08-05-2024      Motion to authorize Benjamin Robison to execute and sign Commercial Card Agreement with Huntington Bank**

Richard Strow motioned to authorize Benjamin Robison to sign and execute the Commercial Card Agreement with Huntington Bank. This agreement will align with Wood County Health Department policies for usage of the credit card and appropriate oversight controls. Oversight controls under this agreement include, but are not limited to, the following considerations: for purposes involving the procurement of goods and/or services which have appropriated funds in its annual appropriations budget, a list of authorized employees, custody of cards and the pre-approval of card usage and reconciliation of usage against purchase orders. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-09-05-2024                      Motion to contract with Ashley Vetter Design for health education and promotion materials funded through the EO Grant.**

Richard Strow motioned to approve the contract with Ashley Vetter Design for the development of video messages to educate the public about disease mitigation measures, paid for with grant funding from the approved budget of \$60,000. Budget includes the creative development, graphic design, copywriting and production for up to four 30-second video messages that can be shared through digital advertising, social media and broadcast media to educate the public about effective disease mitigation measures. All materials will be produced in English and Spanish. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-10-05-2024                      Motion to approve Carestream Dental Imaging Contract**

Richard Strow motioned to approve the Carestream Dental Imaging Contract and Purchasing Agreement. This software will provide the software that is needed for the Dental Center to utilize sensors and intraoral camera equipment for dental digital imaging for its patients. Under the purchasing agreement, the health center will pay \$49.00 per month for the first 12/months only for technical support. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-11-05-2024                      Motion to approve Dr. Aouthmany to travel to the 2024 National Network for Oral Health Spring Boot Camp**

Richard Strow motioned to approve Dr. Aouthmany to travel to the 2024 National Network for Oral Health Spring Boot Camp in Greenwood Village, Colorado, May 15-17, 2024 and the 2024 NNOHA Annual Conference in Baltimore, Maryland September 22-25, 2024. This bootcamp and annual conference are requirements for the Oral Health Leadership Institute that Dr. Aouthmany is participating in. Estimated costs would be \$4,061 to cover air travel, conference registration, ground transportation, hotel stay, meals, and incidentals. This is retroactive to April 25th, 2024, and available Health Center dollars would be used to cover these expenses. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-12-05-2024      Motion to approve Benjamin Robison to travel to the NACCHO 360 Conference**

Richard Strow motioned to approve Benjamin Robison to travel to the 2024 NACCHO 360 Conference in Detroit, Michigan, July 23-26, 2024. Estimated costs would be \$965.65 to cover mileage, parking, hotel stay, and per diem costs. Administrative training funds would be used to cover these expenses. There is no agency cost for registration, as it was covered by an AOHC scholarship through NACCHO. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-13-05-2024      Motion approving reimbursement expenses to CEO interviewees**

Richard Strow motioned to authorize the reimbursement following Health Commissioner approval, of miscellaneous expenses, not to exceed \$1,000, for two Health Center CEO interviewees in order to align with the health departments travel policy. These expenses can include mileage, parking and/or ground transportation to and from the interviewee's home airport, meal per diems for meals not provided, fuel for rental cars, and other nominal costs incurred. Sue Yoder seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

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

**I. Director Updates**

- a. Brock Lough, Interim CEO of the Community Health Center updated the board to the establishing of a score card focusing on team goals, quality measures as a team; roles and responsibilities to be shared amongst all on team to ensure they are hitting their revenue projections.

**II. Health Commissioner**

- a. Grant Funding: A grant request for EO23 funds has been made and awaiting approval
- b. 2 additional grant opportunities for Behavioral Health expansion was discussed with the board and request to contract to application and development support.

**FIN-14-05-2024      Resolution to affirm the Health Center Board resolution to approve application to the U.S. Department of Health Resources and Services Administration (HRSA) FY 2024 Behavioral Health Service Expansion grant and to contract with Susan Wilson for the purpose of applying for it**

Bob Midden motioned to affirm the Health Center Board resolution to approve an application to the U.S. Department of Health Resources and Services Administration (HRSA) FY 2024 Behavioral Health Service Expansion grant and to contract with Susan Wilson for the purpose of applying for it. This contract shall not exceed \$12,000 in expenditures. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

**FIN-15-05-2024      Resolution to affirm the Health Center Board resolution to approve application to the U.S. Department of Health Resources and Services Administration (HRSA) under Funding Opportunity Number: HRSA-25-005, Funding Opportunity Title: Quality Improvement Fund – Transitions in Care for Justice-Involved Populations (FY25 QIF-TJI) and to contract with ASPIRE GRANT AND DEVELOPMENT, LLC for the purpose of applying for it**

Richard Strow motioned to affirm the Health Center Board resolution to approve an application to the U.S. Department of Health Resources and Services Administration (HRSA) under Funding Opportunity Number: HRSA-25-005, Funding Opportunity Title: Quality Improvement Fund – Transitions in Care for Justice-Involved Populations (FY25 QIF-TJI) and to contract with ASPIRE GRANT AND DEVELOPMENT, LLC for the purpose of applying for it. This contract shall not exceed \$7,500 in expenditures. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

- c. Building Renovation Update: Board was informed there has been no answer as of yet on the state fund application. Drawings and plans are closing up reviews and the next step to release for bid.
- d. Executive Leadership Support for the Health Center: With the new CEO beginning July 1, discussion held on the need to extend Interim CEO, Brock Lough's contract.

**FIN-16-05-2024                      Resolution to extend the Executive Leadership Services contract with Brock Lough**

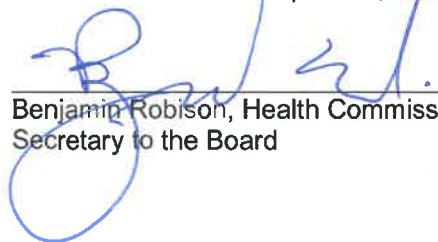
DJ Mears motioned to extend the Executive Leadership Services contract with Brock Lough through August 2, 2024 and increase the maximally allowed spending for Executive Leadership services by \$55,000; these funds will collectively cover payment for services, mileage, and hotel stays, in accordance with the terms of the contract. Additionally, amend the contract to allow for shorter-term notice of termination by the contractor, if needed to take a full-time position elsewhere. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Sonja Apple-Chamberlain Y	Kim Hertzfeld Y	DJ Mears Y	Bob Midden Y
Tom Milbrodt Y	Nilgun Sezginis Y	Richard Strow Y	Sue Yoder Y
			Dallas Ziegler Y

- e. HPAI/H5N1: No further developments, communication with state and fed officials is being maintained.

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

Sue Yoder motioned to adjourn at 7:35 p.m., seconded by DJ Meras. A voice vote was taken, with no abstentions. The motion passed, and the meeting was adjourned.

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

6/13/24  
 \_\_\_\_\_  
 Date