



## Board of Health Meeting Minutes June 13, 2024

The June 13, 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, Cathy Nelson, Nilgun Sezginis, Richard Strow, Dallas Ziegler and Sue Yoder were in attendance.

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

**Call to order and Introductions:** Nilgun Sezginis, Board President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance. Introduction of new employees, Casey Schutt, Breastfeeding Peer Helper and Dr. Nancy Carrol, Psychiatrist.

**Public Comment:** There was no public comment

### ***Regular Approvals***

- I. Bob Midden moved to approve the May 16, 2024, Board of Health minutes seconded by Sue Yoder. A voice vote was taken. Cathy Nelson abstained. *Motion passed*
- II. Richard Strow moved to approve the June warrants seconded by Sue Yoder. A roll call vote was taken with no abstentions. *Motion passed*

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

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

**PRG-01-06-2024**      **Motion to update existing employee policies to include advancement from Environmental Health Specialist In Training (EHSIT) to Registered Environmental Health Specialist (REHS)**

#### ***TABLED***

Following the personnel committee discussion, a decision was made to table this resolution.

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

**PER-01-06-2024**      **Motion to appoint Gaytsdalia Corado to the full-time CSA Spanish Interpreter position**

Dallas Ziegler motioned to appoint Gaytsdalia Corado to the full-time CSA Spanish Interpreter position. She will be paid at a Grade 4, Step 4 at the rate of \$22.24. Her start date will be June 17, 2024. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**PER-02-06-2024**      **Motion to appoint Katlin Shuherk to the Full-Time Community Outreach Coordinator position**

Dallas Ziegler motioned to appoint Katlin Shuherk to the Full-Time Community Outreach Coordinator position. Katlin will be paid at Grade 8, Step 4 at the rate of \$28.20 per hour and will serve a probationary period of 130 working days. Katlin's start date is pending at this time. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**PER-03-06-2024**      **Motion to create an intermittent dental hygienist position in the health center division**

Dallas Ziegler motioned to create an intermittent dental hygienist position in the health center division and update the organizational chart. This position will report to the Chief Operating Officer and be paid a wage commensurate with experience and the current employment market. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

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

**FIN-01-06-2024**      **Motion to approve the Buckeye Participating Provider Agreement**

Richard Strow motioned to approve the Participating Provider Agreement with Buckeye Community Health Plan Inc. and Risk Letter following the Prosecutor Review. This agreement will allow Wood County Community Health Center to provide certain healthcare services to patients enrolled in this insurance plan. Sue Yoder seconded the motion. Prosecuting Attorney Paul Dobson was present and explained the risk letter. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-02-06-2024**      **Motion to approve the Agreement with AOHC for Public Health Emergency Preparedness Consulting**

Richard Strow motioned to approve the agreement with AOHC for Public Health Emergency Preparedness Consulting. The cost of this agreement is \$5,278 annually and will provide support and consultation on public health preparedness and response programs through AOHC's BTeam. The term of this agreement is July 1, 2024, through June 30, 2025. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-03-06-2024**      **Motion to approve fund expenditures for a Latch On event during Breastfeeding Awareness Month**

Dallas Ziegler motioned to approve fund expenditures up to \$500.00 for a Latch on Event in August during Breastfeeding Awareness Month, with the goal of promoting, protecting and supporting breastfeeding in our community. Funds will be used for park shelter rental, food, decorations and a raffle item. Breastfeeding support items for attendees will be purchased with available funds from the Breastfeeding Peer Helper budget. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-04-06-2024****Motion to approve out-of-state travel for Jill Kohntopp**

Richard Strow motioned to approve Jill Kohntopp to travel to the 2024 Nextgen User Group Meeting in Nashville, Tennessee, from October 27 to October 30, 2024. The purpose for attending is to learn ways to optimize our current Nextgen environment. Estimated costs would be no more than \$2,600 to cover air travel, conference registration, ground transportation, hotel stay, meals, and incidentals. Available Health Center dollars would be used to cover these expenses. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-05-06-2024****Resolution to purchase COVID vaccine from Cardinal Health**

Richard Strow motioned to approve to purchase 210 doses of Moderna COVID vaccine (200 adult doses at \$141.80 per dose and 10 pediatric doses at \$129 per dose) for a total of \$29,650. These vaccines will be administered during fall vaccine clinics, most of which will be at senior centers. The cost of the vaccine is expected to be recouped through insurance claims. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-06-06-2024****Resolution to purchase High-dose Flu vaccine from Sanofi Pasteur**

Richard Strow motioned to approve to purchase 200 doses of high-dose flu vaccine at \$66.13 per dose for a total of \$13,226. These vaccines will be administered during fall vaccine clinics, most of which will be at senior centers. The cost of the vaccine is expected to be recouped through insurance claims. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-07-06-2024****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 (June 13, 2024). DJ Mears seconded the motion.

13.3204.520106	FQHC - vaccines	(28,505.00)
06.1673.520106	Vaccine - vaccines	28,505.00
13.6124.540104	Psychology - contracts	76,304.64
13.6124.510000	Psychology - salaries	(76,304.64)
25.2112.569906	Food - refunds	2,000.00
25.2112.510000	Food - salaries	(2,000.00)
08.5961.560800	Tobacco - advertising and printing	4,600.00
08.5961.510000	Tobacco - salaries	(4,600.00)

A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-08-06-2024****Motion to Amend Estimated Resources**

Richard Strow motioned to increase the estimated resources of the District by \$50,000.00 for WPCLF federal funding increases in the Sewage Fund in 09.2542.405100. These monies are projected to cover expenditures for programs or services that Health District Levy supports (June 13, 2024). Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Yoder Y Ziegler Y

**FIN-09-06-2024****Motion to Amend 2024 Appropriations**

Richard Strow motioned to increase the 2024 appropriations of the District by \$273,880.00. The following increases in fund appropriations are needed at this time (June 13, 2024). Bob Midden seconded the motion.

13.3204.564100	FQHC - Equipment	3,000.00
08.1001.540105	Admin - Contracts	60,000.00
13.3204.510000	FQHC - salaries	40,000.00
13.3204.571500	FQHC - OPERS	5,600.00
13.3204.569600	FQHC - Medicare	580.00
13.3204.569912	FQHC - miscellaneous	20,000.00
13.3204.540103	FQHC - contracts	75,000.00
13.3204.540105	FQHC - contracts	19,500.00
06.6103.560800	AAA - advertising	200.00
09.2542.540105	WPCLF - contracts	50,000.00

A roll call vote was taken with no abstentions. *Motion passed:*

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**FIN-10-06-2024****Motion to approve LUMA Supplemental services to Nexgen**

Richard Strow motioned to approve LUMA supplemental services as additional services to the existing NextGen master agreement. Additional services include appointment reminders, patient self-scheduling, and medical intake forms. This will help optimize the intake process and streamline scheduling to help reduce the number of calls coming into the front desk. Initial one-time cost of installation is \$13,400.00, with \$2,821.50 quarterly for subscription fees. The total cost of these additional services is not to exceed \$25,000.00. A roll call vote was taken with no abstentions. *Motion passed*

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**FIN-11-06-2024****Motion to approve an MOU with Bright Beginnings to locate a *Help Me Grow* kiosk in the health center**

Richard Strow motioned to approve an MOU with Bright Beginnings to locate a *Help Me Grow* kiosk in the health center. There is no cost for this agreement. DJ Mears seconded the motion. A voice vote was taken. All in favor. *Motion passed*

**FIN-12-06-2024****Motion to affirm the Health Center Board resolution to approve application to the U.S. Department of Health Resources and Services Administration (HRSA) Expanded Hours grant (HRSA-25-084)**

Richard Strow motioned to affirm the Health Center Board resolution approve application to the U.S. Department of Health Resources and Services Administration (HRSA) Expanded Hours grant (HRSA-25-084). Bob Midden seconded the motion. A voice vote was taken. All in favor. *Motion passed*

**FIN-13-06-2024****Motion to authorize the Board of Health President to execute an agreement with the Health Center Board to lease the mobile unit from the health district to support delivery of health center services**

Richard Strow motioned to authorize the Board of Health President to execute an agreement with the Health Center Board to allow the health center to lease the mobile unit to support delivery of health center services;

the agreement will reflect the costs associated with delivering those services. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Yoder Y Ziegler Y

**FIN-14-06-2024**      **Motion to amend the contract with Brock Lough to allow for offsite consultation services**

Richard Strow motioned to amend the contract with Brock Lough to allow for offsite consultation services beginning June 29, 2024, and continuing through August 2, 2024. During this period, a maximum of 10 hours may be provided at the rate of \$200 per hour for a total of \$2,000 in consultation fees. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Yoder Y Ziegler Y

**FIN-15-06-2024**      **Motion to approve the RetinaVue Software Agreement**

Richard Strow motioned to approve the Professional Services and Software Agreement for digital imaging with RetinaVue following a review of the Risk Letter issued by Prosecutor Paul Dobson. This agreement will allow the Health Center to utilize screening equipment to identify potential eye diseases and make referrals for further treatment. The term of this contract shall commence on the date of execution and continue for two (2) years. The total costs for this agreement are not to exceed \$10,560.00. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

*This digital imaging equipment will allow the health center to look for diabetic retinopathy in patients on-site.*

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

**I. Director Updates**

**a. Community Health Center Grants and Clinic Sites**

- i. Interim CEO Brock Lough informed the board several grants are being worked on:
  - 1. BH Expansion Grant: \$600,000 first year; \$500,000 second year, with a potential of \$500k additionally depending on data and submission. Funding will open doors to increase positions;
  - 2. Transitions in Care Grant: Geared toward criminal justice and in partnership with entities such as WC Jail for Behavioral Health Services;
  - 3. Expanded Hours Grant: An opportunity to allow the health center to provide new services and increase positions;
  - 4. Quality Improvement Grant: NOA (Notice of Award) received \$38,000 to be used to support quality improvement for technology for UDS Reporting;
  - 5. New Access Point Grant

**II. Health Commissioner**

**a. Building Renovation Update**

- i. Review of phasing plan

**b. Grant Funding**

- i. EO23 funding was renewed and resubmitted a proposal today.

**c. HPAI/H5N1:**

ODA, in consultation with USDA, is no longer requesting testing of the cattle herd.

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

Bob commended the men's public profile newsletter by EPI. Some of these informational newsletters are being placed on the website, topics on radio time, and also always complimenting the CHA.

## Executive Session:

At 7:11 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. Invited into executive session were Dan Powell, Paul Dobson and Channa Beard. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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At 8:16 pm Richard Strow motioned to return to regular session seconded by Cathy Nelson. A voice vote was taken. All were in favor. *Motion passed*

Board President, Nilgun Sezginis announced there will be a special board of health meeting on Thursday, June 27<sup>th</sup> at 6pm to discuss and consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual.

Ben discussed with the board that Leslie Madaras has offered to assist with the PCMH Recognition Application.

### **PER-04-06-2024 Motion to authorize a temporary wage level for Leslie Madaras**

Cathy Nelson motioned to authorize a temporary wage level of Grade 17, Step 7 for Leslie Madaras for the time she supports completing the agency's PCMH application for the health center division. This wage level will expire once all PCMH-application-related activities have been completed. Richard Strow seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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Cathy Nelson motioned to adjourn at 8:17 p.m., seconded by Richard Strow. A voice vote was taken, with no abstentions. The motion passed, and the meeting was adjourned.

  
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Benjamin Robison, Health Commissioner  
Secretary to the Board

  
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Date