



## Board of Health Meeting Minutes July 11, 2024

The July 11, 2024, regular Board of Health meeting was held in person at the Wood County Health Department Board Room.

**Board Members Present:** Sonja Apple-Chamberlain, Bob Midden, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Richard Strow, Dallas Ziegler Kim Hertzfeld and Sue Yoder were in attendance.

**Staff Present and Introductions:** Amy Jones, Katie Denison, Tina Cox, Rick Nelson, Kelly Bechstein, Benjamin Robison, Lexie Jacobs, Brittany Fitzpatrick, Lindsey Ruivivar, Kaitlin Shuherk.

**Guests:** Jan Larson McLaughlin – BG Independent News; Stephen Meredith – Community Health Center Board President; Clint Corpe – The Morning Show

Nilgun Sezginis, Board of Health President, called the meeting to order at 6:03 pm followed by the Pledge of Allegiance.

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

At 6:05 pm, Sue Yoder motioned that 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. Channa Beard, Paul Dobson, Dan Powell, Lindsey Ruivivar, Amy Jones and Rick Nelson were invited into the executive session. Richard Strow seconded the motion. A roll call vote was taken with all in favor. *Motion passed*

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

At 7:47 pm, the board returned to the regular meeting and public session.

### **Regular Approvals** (5 minutes)

- I. Bob Midden moved to approve the June 13, 2024, Board of Health meeting minutes seconded by Sonja Apple-Chamberlain. A voice vote was taken with Kim Hertzfeld abstaining. *Motion passed*
- II. Richard Strow moved to approve the June 27, 2024, Special Board of Health meeting minutes as corrected by removing clause "Paul Dobson by phone." The motion was seconded by Sue Yoder. A voice vote was taken with a quorum for that meeting not being met. Approval of these minutes will move to the August 15<sup>th</sup> regular meeting.
- III. Bob Midden moved to approve the July Warrants seconded by Tom Milbrodt. A roll call vote was taken with no abstentions. *Motion passed*

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- IV. 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*

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

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

**PRG-01-07-2024      Motion to grant a Household Sewage Treatment System variance for 13817 Kramer Road, Liberty Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 13817 Kramer 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 disturbed soils, location of gas line, and size of the lot. The length along contour could not be maintained due to these items. Tom Milbrodt seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-02-07-2024      Motion to grant a Household Sewage Treatment System variance for 18572 Aufderstrasse Road, Webster Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 18572 Aufderstrasse Road, Webster 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 existing farm field, location of well, and limited suitable area. The length along contour could not be maintained due to these items. Bob Midden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-03-07-2024      Motion to grant a Household Sewage Treatment System variance for 27071 Lemoyne Road, Lake Township**

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 27071 Lemoyne Road, 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 lot size and location of well. The length along contour could not be maintained due to these items. Kim Hertzfeld seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

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

**PER-01-07-2024      Motion to create a full-time/part-time Health Education Specialist position and update the organizational chart**

Dallas Ziegler motioned to approve the creation of a full-time/part-time Health Education Specialist position and update the organizational chart. This position will be paid at Grade 8 with current rates of \$24.53 to \$34.33/hour. The position will be housed in the Nutrition Division and will report to the Nutrition Director. Cathy Nelson seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PER-02-07-2024      Motion to appoint Ashley Dickey to the full-time Medical Assistant position**

Dallas Ziegler motioned to appoint Ashley Dickey to the Full-time Medical Assistant position and update the organizational chart. Ashley will be paid at Grade 3 Step 7 at the rate of \$23.08 per hour and will serve a standard (130-working-day) probationary period. Ashley's start date will be August 12, 2024. Tom Milbrodt seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PER-03-07-2024      Motion to appoint Rachel Aeschliman to the full-time Assistant Director of Health Promotion and Preparedness/Director of Nursing position**

Dallas Ziegler motioned to appoint Rachel Aeschliman to the full-time Assistant Director of Health Promotion

and Preparedness/Director of Nursing position and update the organizational chart. Rachel will be paid at Grade 14 Step 9 at the rate of \$44.31 per hour and will serve a standard (130-working day) probationary period. Rachel's start date will be in September 2024. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

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

#### **FIN-01-07-2024**

#### **Motion to extend the agreement with Kellermeier Plumbing and Heating, Inc. to continue installation of water bottle fill stations/drinking fountains**

Richard Strow motioned to extend the existing agreement with Kellermeier Plumbing and Heating, Inc. to October 31, 2024, to allow the contractor more time to complete the work. No other changes to the agreement are needed. This agreement is funded by EO23 grant. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passes*

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

#### **FIN-02-07-2024**

#### **Motion to extend the agreement with Education Development Center, Inc. to continue work on infectious disease health education materials, including campaign materials, curriculum and professional development materials**

Richard Strow motioned to extend the existing agreement with Education Development Center, Inc. to October 31, 2024, to allow the contractor more time to complete the work. No other changes to the agreement are needed. This agreement is funded by EO23 grant. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

#### **FIN-03-07-2024**

#### **Motion to continue the agreement with Welcome BG to continue outreach and support to international communities**

Richard Strow motioned to extend the existing agreement with Welcome BG to continue outreach and support for COVID and other infectious diseases outreach to the international communities in Wood County. Services will include translation support, direct outreach activities, and printing of educational materials to support outreach activities. This agreement is funded by EO23 grant. This continuation extends the agreement by 17 months to December 31, 2025, and provides an additional \$92,000.00. The new maximum contract amount is \$155,000.00. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

#### **FIN-04-07-2024**

#### **Motion to continue the agreement with La Conexion to continue outreach and support to Hispanic and Latino communities**

Richard Strow motioned to extend the existing agreement with La Conexion to continue outreach and support for COVID and other infectious diseases outreach to the Hispanic and Latino communities in Wood County. Services will include translation support, direct outreach activities, and printing of educational materials to support outreach activities. This agreement is funded by EO23 grant. This continuation extends the agreement by 17 months to December 31, 2025, and provides an additional

\$167,000.00. The new maximum contract amount is \$280,000.00. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-05-07-2024**      **Motion to enter into an agreement with M3 Group to provide consultation services for the start-up and operation of the Mobile Health Center**

Richard Strow motioned to approve M3 Group Agreement and Scope of Work which includes initial consultation services to be no more than 200 hours with three (3) site-visits and will conclude by December 31, 2024. The M3 Group, Inc. (aka Mission Mobile Medical) will work in collaboration with the Health Department to consult on mobile health center operations. This agreement is funded by EO23 grant. The maximum amount of the agreement is \$25,000.00. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-06-07-2024**      **Motion to extend agreements with COVID Mitigation Team Members listed below**

Richard Strow motioned to extend agreements with the following independent contractors. These contractors will support the work of the agency undertaken as part of the activities approved under the Enhanced Operations grant (EO23), including but not limited to assisting with tracking and reporting activities and expenses, data compiling and analyzing, health education efforts, supporting infection prevention activities and engaging with various partners to complete work to reduce transmission and severe outcomes of COVID. The agreements will begin upon execution by both parties and continue through December 31, 2025. The contractors will be paid at a rate of \$150 per shift. Maximum agreement amounts are included below and reflect both previously expended and potential costs. Tom Milbrodt seconded the motion. A roll call vote was taken with Bob Midden abstaining. *Motion passed*

- Mary Dennis; \$182,500.00
- Kathleen Dennis; \$100,000.00
- Denise Mortemore; \$100,000.00
- Hunter Fields; \$50,000.00
- Mary Kylo; \$50,000.00
- Kathy Pereira de Almeida; \$80,000.00

Apple-Chamberlain Y Hertzfeld Y Midden *Abstained* Milbrodt Y Nelson Y Sezginis Y Strow Y Yoder Y Ziegler Y

**FIN-07-07-2024**      **Motion to approve out-of-state travel for Leslie Madaras to attend NACCHO 360 conference**

Richard Strow motioned to approve Leslie Madaras to attend the NACCHO 360 Conference in Detroit, MI, July 23-26, 2024. The conference connects local health department leaders and other public health professionals from across the country and covers a variety of topics, including behavioral and mental health/substance use, communications/marketing/messaging, epidemiology and communicable disease, health equity and social determinates of health, informatics, surveillance, and IT, workforce and leadership, and public health services. Funding for this is from the EO23 grant funds. Expenses are estimated at \$2,316.92 (registration: \$875, hotel: \$1,020, meals: \$224, mileage: \$117.92, parking: \$80). Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-08-07-2024**      **Motion to approve out-of-state travel for Leslie Madaras to attend Onsite Mobile Health Center operator training**

Richard Strow motioned to approve Leslie Madaras to attend the Mission Mobile Operators Training in Greensboro, NC, September 25-27, 2024. The training academy offers an extensive on-site training course to ensure safe and efficient driving skills for the mobile health center. This agreement is funded by EO23 grant. Expenses are estimated at \$5,372.68 (registration: \$3,500, hotel: \$644, flight: \$397, meals: \$224, mileage: \$94.68, parking: \$152, car rental \$361). Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-09-07-2024**      **Motion to approve out-of-state travel for Pat Snyder and Leah Budke to attend NACCHO sponsored MAPP 2.0 training**

Richard Strow motioned to approve out-of-state travel for Pat Snyder and Leah Budke to attend NACCHO-sponsored MAPP 2.0 training in Detroit on July 21 and 22, 2024. The MAPP 2.0 process identifies and prioritizes community health needs and finds resources to address them. The training will help to improve the CHA and CHIP efforts. Leah and Pat were awarded scholarships from NACCHO to cover the cost of registration. Remaining expenses will be for mileage (\$337.68), meals (\$216.00) and hotel (for Pat only) (\$166.75). Total expenses: \$720.43. Cathy Nelson seconded. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-10-07-2024**      **Motion to extend agreement with April Demers to oversee the administration and implementation of COVID-19 mitigation efforts.**

Richard Strow motioned to extend the agreement with independent contractor April Demers. This contractor will oversee the administration and implementation of COVID-19 mitigation efforts. This agreement is funded by EO23 grant. The term of this agreement will continue through December 31, 2024. The contractor will be paid \$175 per shift. The total value of this contract will not exceed \$95,025.00; this amount reflects both previously expended and potential costs. Sue Yoder seconded the motion. A roll call vote was taken with Nilgun Sezginis abstaining. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis *Abstained* Strow Y Yoder Y Ziegler Y

**FIN-11-07-2024**      **Motion to approve OACHC Subcontractor Agreement**

Richard Strow motioned to approve the OACHC Subcontractor Agreement to utilize ODH funding to facilitate clinical education placements and training of Medical, Dental and Behavioral Health students in FQHCs through June 30<sup>th</sup>, 2026. Bob Midden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**FIN-12-07-2024**      **Motion to affirm the Health Center Board resolution to approve application to the U.S. Department of Health Resources and Services Administration (HRSA) New Access Points grant (HRSA-25-085)**

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) New Access Points grant (HRSA-25-085). Cathy Nelson seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**FIN-13-07-2024**      **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 (July 11, 2024):

09.2212.510000	Sewage - salaries	(300.00)
09.2212.520102	Sewage - postage	300.00
13.3204.520101	FQHC - Office supplies	5,000.00
13.3204.520103	FQHC - Misc supplies	(5,000.00)
07.1082.540105	Mosquito - contracts	(9,890.00)
07.1082.560800	Mosquito - advertising	9,890.00
10.4941.510000	PHEP - salary	(5,300.00)
10.4941.540105	PHEP - contract misc	5,300.00
08.5961.510000	Tobacco - salaries	(2,000.00)
08.5961.560800	Tobacco - advertising and printing	2,000.00

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

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

#### **FIN-14-07-2024 Motion to Amend 2024 Appropriations**

Richard Strow motioned to increase the 2024 appropriations of the District by \$1,000.00. The following increases in fund appropriations are needed at this time (July 11, 2024):

06.3123.550100	Health Ed - travel	1,000.00
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Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

#### **FIN-15-07-2024 Motion to approve the Network Security Imaging Scope of Work with Perry ProTech**

Richard Strow motioned in authorizing Benjamin Robison to execute agreement and Scope of Work with Perry ProTech to digitize documents within the Environmental, Nursing, Vital Stats and Administration divisions with a goal of scanning old information to reduce file cabinets and moving forward to modern-day document storage, quicker search and information retrieval capabilities. The cost of this scope of work will be paid through the Enhanced Operations (EO) Grant for \$17,049.20. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

#### **FIN-16-07-2024 Motion to approve an agreement with Debbie Allgire to provide nursing services at senior centers and community vaccination events**

Richard Strow motioned to approve an agreement with Debbie Allgire to provide nursing services at senior centers and community vaccination events. The agreement allows the contractor to resume vaccination clinics in the fall and expand services to include performing health screenings, specifically blood pressure, heart rate, blood sugar, and cholesterol. The term of this agreement will continue through February 28, 2025. The contractor will be paid \$175 per shift. The total value of this contract will not exceed \$8,750.00. Sue Yoder seconded the motion. A roll call vote was taken with Sonja Apple-Chamberlain abstaining. *Motion passed*

Apple-Chamberlain *Abstained* Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Yoder Y Ziegler Y

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

### **I. Director Updates**

#### **a. Community Health Center CEO, Lindsey Ruivivar:**

- i. (2) Federal Grants: Behavioral Health Expansion Grant—We should know by September; HRSA Transition of Care Grant—We should know by December if this has been funded. The next HRSA grant is due July 23rd. It is very competitive, and 20 have been awarded nationwide and will provide the opportunity to bring on additional providers.

#### **b. Nutrition Manager, Katie Denison:**

- i. Creating Healthy Communities Grant – This award is for 5 years with the first fiscal year of \$110,000, which will support the hiring of a Health Educator
- ii. NOA received this week of receipt of reallocated funds of a ten and a half increase.

#### **c. Director of Education and Engagement, Beth Peery:**

- i. Tobacco Grant – Grant extended to July 2025 total award of 95K

#### **d. Director of Health Promotion and Preparedness, Pat Snyder:**

- i. \$8 million awarded toward personnel to continue Infectious Disease Prevention with the potential of flexibility to allow health center staff to provide infection prevention education. Advertising – toward materials to be put together and into the community; billboards; animated ads and wrapping for the mobile health center; variety of travel and training with a good portion toward data visuality training, numerous supplies from tools for partners (schools, non-profits, etc); secure parking for mobile health center and many other services, personnel and supplies. Currently awaiting notice of award (NOA) for 2 more request in this award before this can be fully executed. One of the other items is remote attendance for remote attendance for the NACCHO 360 conference for 5 staff members and notice of award may not be received by the time of the conference. Discussion was held regarding budget adjustments as needed should the award not be received back as of yet and redirection of expenses.

### **FIN-17-07-2024**

#### **Resolution to approve remote attendance to the NACCHO 360 conference by five (5) Health Department Staff**

Bob Midden motioned for the resolution to approve remote attendance to the NACCHO 360 conference by five (5) members of the Health Department Staff. The cost of this training is not to exceed \$3,500 dollars in total (\$700 per person). Motion was seconded by Cathy Nelson. A roll call vote was taken with no abstentions. *Motion passed*

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

Ben highlighted this is the state's largest award with the largest portion going into the community directly.

### **II. Health Commissioner**

#### **a. Building Renovation Update:**

- i. The health department is close to being ready to release to bid for building contractors for the renovation. Ben reminded the board room will become WIC space making the new location for meetings to be at the Dunbridge building. Resolutions and bylaws will reflect these changes in the future.

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

Bob Midden stated due to time, he will hold his questions and bring forward to the August meeting about the trends report:

- How the Behavioral Health scheduling has changed;
- How the infectious disease report is disseminated;

- Know more about the O&M program and how it will reduce failed septic systems in the county;
- Noting a trend in the reduction of overdose deaths and would like to understand what accounts for this decline.

At 8:38 pm Cathy Nelson motioned to adjourn seconded by Sonja Apple-Chamberlain. A voice vote was taken. All were in favor and the meeting adjourned.



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Benjamin Robison, Health Commissioner  
Secretary to the Board

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Date

8/15/24