



**Board of Health Meeting Minutes
August 15, 2024**

The August 15, 2024, regular Board of Health meeting was held in person at the Wood County Health Department Board Room.

Board Members Present: Sonja Apple-Chamberlain, DJ Mears, Bob Midden, Tom Milbrodt, Nilgun Sezginis, Richard Strow, Dallas Ziegler and Sue Yoder were in attendance.

Staff Present and Introductions: Amy Jones, Katie Denison, Tina Cox, Rick Nelson, Lana Glore, Benjamin Robison, Lexie Jacobs, Dan Powell, Lindsey Ruivivar, Pat Snyder, Madeline Dyer, Ashley Dickey.

Guests: BG Independent News; Stephen Meredith – Community Health Center Board President

Call to order and Introductions:

Nilgun Sezginis, Board of Health President, called the meeting to order at 6:01 pm followed by the Pledge of Allegiance. Introduction of new employee, Ashley Dickey. Madeline Dyer opened with an O & M presentation for the Environmental Division. Renee Groman provided board members an update regarding the Behavioral Health program and the opening of services to the community without being an established patient which resulted in increase in patients being seen.

Public Comment: There were no public comments.

Regular Approvals:

- I. DJ Mears moved to approve the June 27th, 2024, Board of Health Special Meeting minutes seconded by Sue Yoder. A voice vote was taken with all in favor. Tom Milbrodt and Bob Midden abstained. *Motion passed*
- II. Bob Midden moved to approve the July 11th, 2024, Board of Health Regular Meeting minutes seconded by Dallas Ziegler. A voice vote was taken with all in favor. DJ Mears abstained. *Motion passed*
- III. Sue Yoder moved to approve the July 22nd, 2024, Board of Health Special Meeting minutes seconded by Bob Midden. A voice vote was taken with all in favor. Tom Milbrodt abstained. *Motion passed*
- IV. Richard Strow moved to approve the August warrants seconded by Tom Milbrodt. A roll call vote was taken, all were in favor with no abstentions. *Motion passed*

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

- V. Richard Strow motioned to approve the August budget and fund report seconded by Tom Milbrodt. A roll call vote was taken, all were in favor with no abstentions. *Motion passed*

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

PROGRAM – Dallas Ziegler, Chair

PRG-01-08-2024

Motion to grant a Household Sewage Treatment System variance for 15147 Pemberville Road, Freedom Township

Dallas Ziegler motioned to grant a Household Sewage Treatment System variance for 15147 Pemberville Road, Freedom Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. Horizontal isolation distances cannot be maintained due to site limitations including location of utility lines, well and the main sewer line exiting the home. Due to these limitations, Geophyta, system designer, is proposing to install the NPDES unit roughly 2 feet from the sidewalk and 4 feet from the driveway. Barricades will be required between the NPDES unit and the driveway. DJ Mears seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair
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PER-01-08-2024 Motion to appoint Savannah Kauffman to the Unclassified, Intermittent Dental Assistant position in the Community Health Center and update the organizational chart

Dallas Ziegler motioned to appoint Savannah Kauffman to the unclassified, intermittent Dental Assistant position and will be paid Grade 3, Step 1 \$18.04 per hour. Intermittent positions are not to exceed 1000 work hours or 120 work-days annually. Intermittent positions also need to be reappointed annually. Savannah's start date will be determined pending the successful completion of background and reference checks. Sue Yoder seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

PER-02-08-2024 Motion to appoint Brenda Feffer to the Part-time, Classified, Clinical Services Assistant position and update the organizational chart

Dallas Ziegler motioned to appoint Brenda Feffer as the part-time, classified, CSA and will be paid Grade 3, Step 6, \$22.38 and will report to Lexie Jacobs. Brenda's start date will be determined pending the successful completion of background and reference checks. Brenda will serve the established probationary period. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

PER-03-08-2024 Motion to create Unclassified, Intermittent, Medical Assistant positions. The Interim Medical Assistant positions will be Grade 3: \$18.04 - \$25.26

Dallas Ziegler motioned to approve having multiple Intermittent Medical Assistant positions to allow the Health Center greater flexibility and availability of substitute staff when needing to cover regular staff absences. Intermittent staff are limited to 1000 hours or 120 work days annually. Intermittent positions also need to be reappointed on an annual basis. Bob Midden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

PER-04-08-2024 Motion to create a full-time Clinical Quality Manager position in the Community Health Center and update the organizational chart. This position will be Grade 13: \$31.15 - \$43.61

Dallas Ziegler motioned to create a full-time Clinical Quality Manager position which will be responsible for managing the Health Center's quality improvement (QI)/quality assurance (QA) program. They will actively monitor quality metrics and dashboards and support the Health Center's participation in value-based care programs. The position will also serve as the Health Center's lead electronic health records super user. Richard Strow seconded the motion. A voice vote was taken with no abstentions. All were in favor. *Motion passed*

PER-05-08-2024

Motion to create a full-time Operations Manager position in the Community Health Center and update the organizational chart. This position will be Grade 13: \$31.15 - \$43.61

Dallas Ziegler motioned to create a full-time Operations Manager position which will be responsible for day-to-day operations of their assigned site(s) including patient and staff schedule management. They will create a positive environment and experience for patients and staff and be held responsible for maximizing appointment availability and access to care. The Operations Manager will monitor daily patient counts, staffing ratios, key performance indicators, supplies and purchasing, and other factors impacting budget expectations. Bob Midden seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

PER-06-08-2024

Motion to accept the Resignation of Leah Budke

Dallas Ziegler motioned to accept the resignation of Leah Budke, Health Education Specialist, effective August 30, 2024. Leah has been a valued member of the health department since 2023 seconded by DJ Mears. A voice vote was taken with no abstentions. *Motion passed*

PER-07-08-2024

Motion to create a full-time Provider position in the Community Health Center and update the organizational chart. The position Grade will depend on the provider recruited: Mid-Level Grade 22 or Physician Grade 27

Dallas Ziegler motioned to create a full-time Provider position in the Health Center. Motion was seconded by Sue Yoder. This position will support expanded hours and locations of operation. A voice vote was taken with no abstentions. *Motion passed*

<i>FINANCE – Richard Strow, Chair</i>
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FIN-01-08-2024

Motion to approve Agreements with Soil Evaluator/Designer for the Water Pollution Control Loan Fund

Richard Strow motioned to approve agreement with the following Soil Evaluator/Designer for payment of services for soil evaluation and sewage system design of homeowner's replacement sewage system under the 2024 Water Pollution Control Loan Fund. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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The Soil Guy, LLC, Richard Scharf

\$1478.00 (5635 Wagoner Rd, Lake Twp.)

\$1528.00 (14445 Hammansburg Rd, Henry Twp.)

\$1478.00 (24060 Luckey Rd, Troy Twp.)

Total for The Soil Guy, LLC \$4,484.00

FIN-02-08-2024

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 2024 Water Pollution Control Loan Fund.

Mastin Site Services, Cody Mastin

\$24,406.00 (15155 Bishop Rd, Plain Twp.)

Total for Mastin Site Services \$24,406.00

Sue Yoder seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

FIN-03-08-2024 **Motion to enter into Agreements with the Following Health Departments as Part of the MRC STTRONG Grant**

Richard Strow motioned to enter into agreements with the following health departments. This work is part of the Medical Reserve Corps State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC STTRONG) grant. These agreements will aid in improving local emergency response capabilities, reduce vulnerabilities and build community preparedness and resilience using medical and non-medical volunteers. This work is approved by ODH and funded by the MRC STTRONG grant. Pending the Prosecutor's Office's approval, including any revisions to the contract by the vendor, the contracts will begin upon execution by both parties and continue through May 15, 2025. The total value of each contract varies based on the level of involvement of each department and is listed below.

- Auglaize County Health Department; \$3,812.00
- Defiance County General Health District, \$17,312.00
- Hancock Public Health; \$17,312.00
- Henry County Combined General Health District; \$17,312.00
- Lucas County Regional Health District dba Toledo-Lucas County Health Department; \$17,312.00
- Paulding County Health Department, \$17,312
- Sandusky County Public Health; \$15,812.00
- Seneca County General Health District; \$17,312.00

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

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

FIN-04-08-2024 **Motion to Transfer 2024 Appropriations**

Richard Strow motioned to transfer appropriations within the 2024 budget of the District seconded by Tom Milbrodt. The following transfers in fund appropriations are needed at this time (August 15, 2024).

11.3023.510000	WIC/Peer - Salaries	(6,720.00)
11.3023.520101	WIC/Peer - Office supplies	420.00
11.3023.520103	WIC/Peer - Supplies	5,750.00
11.3023.550100	WIC/Peer - Travel	300.00
11.3023.560800	WIC/Peer - Advertising	250.00
13.3204.550100	FQHC - travel	250.00
13.3204.510000	FQHC - salaries	(250.00)
13.3204.520106	FQHC - Supplies Vaccines	6,000.00
13.3204.510000	FQHC - Salary	(6,000.00)
08.1001.550100	Admin - travel	1,000.00
08.1001.510000	Admin - salaries	(1,000.00)
08.5961.550100	Tobacco - travel	400.00
08.5961.510000	Tobacco - salaries	(400.00)
18.2322.520101	Water - SFA - office supplies	225.00
18.2322.569906	Water - SFA - Refunds	(225.00)
09.2212.520101	HSTS New - office supplies	70.00

09.2212.569912	HSTS New - miscellaneous	(70.00)
29.2412.510000	Pools - salaries	4,200.00
09.2452.510000	Sewage - salaries	(4,200.00)
13.2554.510000	Dental - salaries	(1,000.00)
13.2554.569906	Dental - refunds	1,000.00
08.1001.569917	Admin - repairs	1,650.00
08.1001.510000	Admin - salaries	(1,650.00)
29.2412.540109	Pools - leased equipment	30.00
29.2412.569901	Pools - phone	(30.00)

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

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

FIN-05-08-2024 Motion to amend Estimated Resources

Richard Strow motioned to increase the estimated resources of the District by \$1,237,784.57 for the Enhanced Operations grant federal funding increases in the Levy Fund 08.5941.405100. These monies are projected to cover expenditures for programs or services that Health District Levy supports (August 15, 2024). Bob Midden seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

FIN-06-08-2024 Motion to amend 2024 Appropriations

Richard Strow motioned to increase the 2024 appropriations of the District by \$1,237,784.57 seconded by Bob Midden. The following increases in fund appropriations are needed at this time (August 15, 2024).

08.5941.510000	EO - Salaries	120,000.00
08.5941.569600	EO - Medicare	1,740.00
08.5941.571500	EO- OPERS	16,800.00
08.5941.575600	EO - Insurance	30,000.00
08.5941.560800	EO - Advertising	150,000.00
08.5941.569901	EO - Phone	9,500.00
08.5941.520101	EO - Office Supplies	60,000.00
08.5941.564100	EO - Equipment	344,744.57
08.5941.540105	EO - Contracts	500,000.00
08.5941.569912	EO - other mis	5,000.00

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

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

FIN-07-08-2024 Motion to advance funds

Richard Strow motioned to approve the advance of \$20,000.00 from the Levy Fund seconded by Tom Milbrodt. These monies are needed to cover the deficit fund balance in the PHEP fund until grant reimbursement. The funding is expected to be returned in September of 2024. An advance of \$10,000.00 to 010.1921.407501 and an advance of \$10,000.00 to 010.4941.407501 is necessary. (August 15, 2024). A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

FIN-08-08-2024**Motion to approve \$20,000 contribution to Family Children First Council for financial support of staff and service coordination program**

Richard Strow motioned to approve \$20,000 in financial support to Family Children First Council (FCFC) to support staff and its service coordination program. The dollars will assist in funding direct services to Wood County youth and families identified by their Service Coordination team and other funding sources are not available or allowable. These direct services include but are not limited to, respite services, day camps, furnishings and clothing for children, mentoring services, parenting education services, and a wide variety of other direct services to help maintain Family Stability and prevent removal of the children from their homes and community. Sonja Apple-Chamberlain seconded the vote. A roll call vote was taken, all in favor with no abstentions. *Motion passed*

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

FIN-09-08-2024**Motion to approve the Implementation of the EO23 Budget**

Richard Strow motioned to approve the EO23 budget 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. The budget presented to the Board as an attachment to the Board packet was approved by ODH in July.

Pat Snyder highlighted some of the purchases these funds will be going toward, approximately 25% that is directed to statewide/nationwide initiatives with approximately 40% of this budget is going into community initiatives/organizations. Ben added this is the state's largest award and will benefit not only this grant year which ends December 2025 but years to come.

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

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

FIN-10-08-2024**Motion to renew the Tiffin University Affiliation Agreement**

Richard Strow motioned to renew this affiliation agreement which will enable student placement at the Health Center to support healthcare workforce pipeline development. This affiliation is at no cost to the facility and will be a (3) year term. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

FIN-11-08-2024**Motion to approve the Script Care LLC and Tredium Solutions LLC Participating Pharmacy Agreements, Fee Schedule and Risk Letter**

Richard Strow motioned to approve the contract with Script Care LLC. This contract is necessary to continue serving patients who previously had prescription benefits through EmpiRx. Due to company acquisition, EmpiRx members are moving to Script Care. The Health Center pharmacy must enroll in the Script Care network to avoid service disruption. These agreements include term provisions of automatic renewal resulting in a Risk Letter by the Wood County Prosecutor, but the Health District can also terminate without cause when providing a 30-day written notice. Bob Midden seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

Updates and Reports (30 minutes)**I. Director Updates:**

- WIC Director, Katie Denison thanked the board for their support during Breast Feeding Awareness month reporting they had a great turnout for this as well as the Wood County Fair.

II. Health Commissioner Report

- Building Renovation Update: Dates for building walk-thru, BID posting and BID opening shared with board.
- Joint Board Training and Strategic Planning: Currently gathering BIDS for Strategic Planning vendors. The Health Department currently has a general consulting contractor that is available for a joint board training and strategic planning in October. Training survey emailed to both boards to be completed as to which day is best for their schedule. Foundational and Agency goals were distributed to members which will be part of the strategic planning process as well as Quintuple Aim: 5 goals of delivery effective healthcare services to improve health outcomes. Training will be a couple hours for each topic, plan for 4 or 5 hrs. overall.

III. **Board of Health questions / comments / discussion:** No questions or comments from the board presented today.

Executive Session:

At 6:53 pm, Sue Yoder moved that the Board go into executive session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance and discussing 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. Ben Robison, Lindsey Ruivivar, Dan Powell, Amy Jones and Rick Nelson were invited into the executive session. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

At 7:58 pm, Richard Strow motioned to return to regular session seconded by DJ Mears. A roll call vote was taken. All were in favor. *Motion passed*

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

Regular session resumed with the following resolutions and motions:

Personnel Resolution: PER-08-08-2024

Effective August 25th, 2024, adjust the pay grade of Dental Assistants from Grade 3 to Grade 4; authorize the Health Center to create a job description for Certified Dental Assistant at Grade 5; and authorize the Health Center to create a job description for EFDA at Grade 6. Any staff currently in these positions will be moved to the new grade at their current step. Richard Strow motioned, seconded by Bob Midden. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

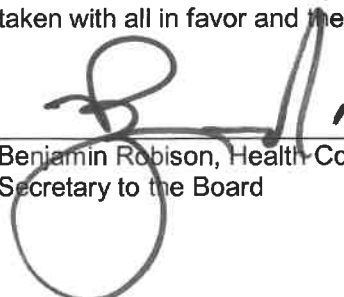
Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Sezginis Y Strow Y Yoder Y Ziegler Y

Personnel Resolution: PER-09-08-2024

Motion to create a full-time Dental Assistant position in the Community Health Center and update the organizational chart. This position will be at Grade 4: \$19.34-\$27.07. Richard Strow motioned, seconded by Bob Midden. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

Bob Midden motioned to adjourn at 8:22 pm seconded by Sonja Apple-Chamberlain. A voice vote was taken with all in favor and the meeting adjourned.


Benjamin Robison, Health Commissioner
Secretary to the Board

Date 10/10/24

