



**Board of Health Meeting Minutes  
November 14, 2024**

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

**Board Members Present:** DJ Mears, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Richard Strow and Kim Hertzfeld attended.

**Staff Present:** Pat Snyder, Katie Denison, Lexie Jacobs, Tina Cox, Ben Robison (remote), Amy Jones, Lindsey Ruivivar, Rachel Aeschliman, Rick Nelson, Dan Powell, Beth Peery and Lana Glore

**Guests:** Jan McLaughlin – BG Independent News

Nilgun Sezginis, the president of the Board of Health, called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

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

**Regular Approvals**

- I. Approval of the October 10, 2024, Board of Health meeting minutes:
  - a. *Quorum unmet. Tabled and moved to the December regular board meeting.*
- II. Approval of the October 17, 2024, special joint Board of Health and Community Health Center meeting minutes
  - a. *Quorum unmet. Tabled and moved to the December regular board meeting.*
- III. Cathy Nelson moved to approve the November Warrants seconded by Kim Hertzfeld. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*  

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						
- IV. Richard Strow motioned to approve the November budget and fund report seconded by Tom Milbrodt. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*  

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						

<b>PROGRAM – Dallas Ziegler, Chair</b>
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<b><u>PRG-01-11-2024</u></b>	<b>Motion to approve <i>Amendment 2024-1 to the Bylaws of the Wood County Combined General Health District Board of Health: <u>Location of Regular Meetings</u></i></b>
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*Quorum unmet. Tabled and moved to the December regular board meeting.*

<b><u>PRG-02-11-2024</u></b>	<b>Motion to grant a Home Sewage Treatment system variance for 14387 Hammansburg Road, Henry Township</b>
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Kim Hertzfeld motioned to grant a Home Sewage Treatment System variance for 14387 Hammansburg Road, Henry Township. The variance is permitted by the Ohio Department of Health Home Sewage

Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner due to site limitations including location of well and pond. These limitations prevent the length along contour and maximum trench width to be maintained according to code. DJ Mears seconded the motion. A voice vote was taken, all were in favor with no abstentions. *Motion passed*

**PRG-03-11-2024**                    **Motion to approve a Memorandum of Understanding between Toledo Lucas County Regional Health District and Wood County WIC**

Kim Hertzfeld motioned to approve a Memorandum of Understanding between Toledo Lucas County Regional Health District and Wood County WIC. This agreement will allow Wood County WIC to continue to serve as a partner agency of the Cribs for Kids program. Wood County WIC will receive 15 portable cribs, fitted crib sheets and sleepers and trained staff will distribute these items along with safe sleep education to eligible families in order to promote safe sleep habits among infants in Wood County. The term of this agreement shall be from November 4, 2024, through September 30, 2025. Prosecutor review was completed and accepted as meeting of the essential elements of an MOU and not approved as form as a standard contract as noted in a Risk Letter issued. Cathy Nelson seconded the motion. A voice vote was taken with all in favor and no abstentions. *Motion passed*

**PRG-04-11-2024**                    **Motion to approve the Health Center Board’s recommendation to grant the Health Center CEO authority to enter into a MOA with a Health Center Controlled Network**

Kim Hertzfeld motioned to approve the CHC board recommendation that the Health Center Controlled Networks (HCCN) receive funding from HRSA to provide, at no charge, training and technical assistance to health centers to support quality improvement (QI) and utilization of health information technology (HIT). HCCNs are funded on a three-year grant cycle. The current grant application period is open for the next project period of August 2025-July 2028. Wood County Community Health Center can only participate in one HCCN and will select the HCCN best suited to meet the Health Center's QI and HIT training and technical assistance needs for the next project period. Pending review from the prosecutor's office, the Health Center will need to sign a MOA by the end of November for the next project period. Tom Milbrodt seconded the motion. A voice vote was taken with all in favor and no abstentions. *Motion passed.*

**PRG-05-11-2024**                    **Motion to approve a Mutual Nondisclosure Agreement between Amazon Web Services, Inc. And Wood County Health Department**

Kim Hertzfeld motion to approve a nondisclosure agreement which is required for the Health Center to move forward with utilizing Amazon Web Services' phone system, Amazon Connect. Amazon Connect is a HIPAA-eligible web-based platform that allows for phone queues and dashboards which are not available through the Health Department's current phone system. A Business Associate Agreement will also be required for HIPAA compliance. The new phone system is designed to support the call volume that the Health Center experiences. DJ Mears seconded the motion. A voice vote was taken with all in favor and no abstentions. *Motion passed.*

***PERSONNEL – Dallas Ziegler, Chair***

**PER-01-11-2024**                    **Motion to approve the appointment of Margaret McCann to the Recruitment and Development Coordinator position and update the organizational chart.**

Kim Hertzfeld motioned to approve the appointment of Margaret McCann to the Recruitment and Development Coordinator position, beginning December 2, 2024. Margaret will be paid at grade 8, step 6. Margaret will serve the standard probationary period. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						

**PER-02-11-2024**

**Motion to approve the appointment of Shaneka Morales to an Intermittent Medical Assistant position.**

Kim Hertzfeld motioned to approve the appointment of Shaneka Morales to an Intermittent Medical Assistant position. Start date to be determined. Shaneka will be paid at grade 3, step 4. Intermittent employees are unclassified, cannot work more than 1000 hours or 120 days in a calendar year and must be reappointed annually. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y                      Hertzfeld Y                      Mears Y                      Milbrodt Y                      Nelson Y                      Sezginis Y                      Strow

**PER-03-11-2024**

**Motion to approve the appointment of Shauna Lawson to the Clinical Quality Manager position and update the organizational chart.**

Kim Hertzfeld motioned to approve the appointment of Shauna Lawson to the Clinical Quality Manager position. Start date to be determined. Shauna will be paid at grade 13, step 7. Shauna will serve the standard probationary period. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y                      Hertzfeld Y                      Mears Y                      Milbrodt Y                      Nelson Y                      Sezginis Y                      Strow

**FINANCE – Richard Strow, Chair**

***The third reading by title only of 2025 proposed fees for Food Service Operation/Retail Food Establishment was read by Richard Strow.***

**FIN-01-11-2024**

**Motion to approve out-of-state travel to 2025 NACCHO Preparedness Summit**

Richard Strow motioned to approve the attendance of William C. Bryant-Bey at the 2025 NACCHO Preparedness Summit, scheduled from April 29 to May 2, 2025, in San Antonio, Texas. This conference brings together preparedness leaders nationwide, providing valuable opportunities for knowledge-sharing, resource development, and relationship-building critical to enhancing public health emergency preparedness and response. William has applied for a NACCHO travel award to help offset the anticipated costs to the health department. Without the scholarship, the estimated total cost is \$2,687.00 (Registration Fee: \$850; Air Travel: \$500; Lodging: \$1,000; Meals: \$267; Long-Term Parking: \$70). See Letter of Request in Board Materials. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y                      Hertzfeld Y                      Mears Y                      Milbrodt Y                      Nelson Y                      Sezginis Y                      Strow

**FIN-02-11-2024**

**Motion to enter into an Agreement with Putnam County Health Department as Part of the MRC STSTRONG Grant**

Richard Strow motioned to enter into an agreement with the Putnam County Health Department. This work is part of the Medical Reserve Corps State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC STSTRONG) grant. This agreement, like the ones previously passed with other health departments, 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 STSTRONG grant. The contract will begin upon execution by both parties and continue through May 15, 2025. The total value of the contract is \$9,812.00. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y Hertzfeld Y Mears Y Milbrodt Y Nelson Y Sezginis Y Strow

**FIN-03-11-2024**      **Motion to approve out-of-state travel for Benjamin Robison to attend the 2025 NACCHO 360 Conference**

Richard Strow motioned to approve Benjamin Robison to travel to the 2025 NACCHO360 Conference in Anaheim, California, July 14 – 18, 2025. Estimated costs would be \$3,000.00 which includes \$950.00 registration and remainder to cover mileage, parking, hotel stay, and per diem costs. Administrative training funds will be used to cover these expenses. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y Hertzfeld Y Mears Y Milbrodt Y Nelson Y Sezginis Y Strow

**FIN-04-11-2024**      **Resolution to enter into an agreement with NACCHO for Project Firstline**

Richard Strow motioned to approve to enter into an agreement with NACCHO to receive grant funds to pilot and implement Project Firstline materials in Lucas, Wood, and Hancock County in collaboration with Toledo Lucas County Health Department and Hancock Public Health, pending prosecutor approval. This grant will strengthen infection prevention and control practices with local healthcare facilities to prevent healthcare-associated infections. This grant will provide Project Firstline materials to healthcare facilities in Lucas, Wood, and Hancock Counties through a regional strategic plan, training sessions, and provider outreach. The grant duration is for 8 months: December 2, 2024 – August 29, 2025. The total grant award and amount received through the contract is \$200,000.00. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y Hertzfeld Y Mears Y Milbrodt Y Nelson Y Sezginis Y Strow

**FIN-05-11-2024**      **Resolution to Distribute UV Disinfection Systems to Wood County, Blanchard Valley and Mercy Health Perrysburg Hospitals**

Richard Strow motioned to approve the distribution of MoonBeam3 Ultraviolet Disinfection Systems to Wood County, Blanchard Valley and Mercy Health Perrysburg Hospitals for them to utilize in their facilities for infection prevention and control. The units (\$23,230.00 each) and sets of spare bulbs (\$980.32 per set) will be purchased using EO grant funds as approved in the current budget. The units will be entered into WCHD inventory, and annual inventory verification will be conducted. The Acquisition Agreement is pending Prosecutor's approval. Tom Milbrodt seconded the motion. A roll call vote was taken. Kim Hertzfeld abstained. This resolution will be tabled and moved the December regular meeting due to unmet quorum.

**FIN-06-11-2024**      **Resolution to approve a Pharmacy Provider Agreement with Humana**

Richard Strow motioned to approve a pharmacy contract with Humana. This contract will expand the base of accepted insurances at the Health Center Pharmacy. Humana is one of the largest companies that administers benefits for patients with commercial, Medicare, and LI NET (Limited Income Newly Eligible Transition - a Medicare program that provides immediate prescription coverage for Medicare beneficiaries who qualify for Medicaid or extra help and have no prescription drug coverage). Following the legal review of the prosecutor's office, Paul Dobson issued a Risk Letter due to the standard terms of this global agreement which leaves open-ended financial obligations related to penalties fees, out-of-state arbitration are under Kentucky and determination under Ohio Law of public records requests. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y Hertzfeld Y Mears Y Milbrodt Y Nelson Y Sezginis Y Strow

**FIN-07-11-2024****Motion to Transfer 2024 Appropriations**

Richard Strow motioned to approve the transfer of appropriations within the 2024 budget of the District. The following transfers in fund appropriations are needed at this time. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						
13.6084.569905		ODVN - trainings			700.00	
13.6084.510000		ODVN - salary			(700.00)	
06.1673.520106		Vaccines - vaccinations			8,000.00	
06.1673.520104		Vaccines - medical supplies			(8,000.00)	
06.1673.569904		Vaccines - insurance			(225.00)	
06.1673.571500		Vaccines - OPERS			225.00	
13.3204.569912		Health Center - misc			1,000.00	
13.3204.520105		Health Center - pharmaceuticals			20,000.00	
13.3204.540103		Health Center - consultants			32,000.00	
13.3204.510000		Health Center - salaries			(53,000.00)	
08.1001.569912		Admin - misc			4,000.00	
08.1001.510000		Admin - salary			(4,000.00)	
08.5941.540105		EO - contracts			10,000.00	
08.5941.510000		EO - salary			(10,000.00)	
25.2112.520101		Food - office supplies			200.00	
25.2112.575600		Food - emp insurance			(200.00)	
07.1032.520101		EH - office supplies			100.00	
07.1032.575600		EH - emp insurance			(100.00)	
09.2452.520101		Sewage - office supplies			100.00	
09.2452.575600		Sewage - emp insurance			(100.00)	
06.1843.520101		CMH - office supplies			100.00	
06.1843.520102		CMH - postage			150.00	
06.1843.575600		CMH - emp insurance			(250.00)	
06.3123.520101		Health Ed - office supplies			30.00	
06.3123.510000		Health Ed - salaries			4,650.00	
06.3123.575600		Health Ed - emp insurance			(4,680.00)	
12.1541.520101		Registrar - office supplies			200.00	
12.1541.510000		Registrar - salaries			1,300.00	
12.1541.540105		Registrar - contract			(1,500.00)	
13.2554.520101		Dental - office supplies			250.00	
13.2554.520104		Dental - medical supplies			150.00	
13.2554.520103		Dental - misc supplies			50.00	
13.2554.569915		Dental - lab fees			150.00	
13.2554.540104		Dental - contracts			(600.00)	
13.3304.520101		BH - office supplies			25.00	
13.3304.520103		BH - misc supplies			25.00	
13.3304.560800		BH - advertising			210.00	

13.3304.569910	BH - dues and subscriptions	50.00
13.3304.569912	BH - other misc	650.00
13.3304.520104	BH - medical supplies	(960.00)
13.3314.520101	Outreach - office supplies	15.00
13.3314.520103	Outreach - misc supplies	10.00
13.3314.510000	Outreach - salaries	200.00
13.3314.569600	Outreach - Medicare	5.00
13.3314.571500	Outreach - OPERS	30.00
13.3314.575600	Outreach - emp insurance	50.00
13.3314.569901	Outreach - phone	(310.00)
13.3364.520101	Substance Use - office supplies	50.00
13.3364.520103	Substance Use - Misc supplies	25.00
13.3364.564100	Substance use - equipment	650.00
13.3364.510000	Substance use - salary	(725.00)
13.3304.510000	BH - salaries	80,000.00
13.3304.569600	BH - medicare	1,100.00
13.3304.571500	BH - OPERS	11,000.00
13.3304.575600	BH - emp insurance	16,500.00
13.3364.510000	Substance use - salary	(80,000.00)
13.3364.569600	Substance use - medicare	(1,100.00)
13.3364.571500	Substance use - OPERS	(11,000.00)
13.3364.575600	Substance use - emp insurance	(16,500.00)
13.2554.520104	Dental - medical supplies	200.00
13.2554.540104	Dental - contracts	(200.00)
13.6094.560800	Bridge - advertising	1,372.77
13.6094.510000	Bridge - salaries	(124.52)
13.6094.569912	Bridge - other misc	(709.00)
13.6094.540105	Bridge - contracts	(539.25)
06.3123.520101	Health Ed - office supplies	25.00
06.3123.575600	Health Ed - salaries	(25.00)
07.1022.520101	City Housing - office supplies	25.00
07.1022.520102	City Housing - postage	100.00
07.1022.540105	City Housing - misc contract	(125.00)
07.1132.510000	Smoke Free - salaries	(25.00)
07.1132.520102	Smoke Free - postage	25.00
07.1142.510000	Rabies - salaries	(110.00)
07.1142.520102	Rabies - postage	110.00
09.2452.569905	HSTS - meeting exp	25.00
09.2452.510000	HSTS - salary	(25.00)
10.1921.510000	PHEP - salary	(875.00)
10.1921.520101	PHEP - office supplies	100.00
10.1921.569912	PHEP - misc exp	775.00
10.1941.510000	MRC - salaries	(5.00)
10.1941.520102	MRC - postage	5.00

13.3204.510000	FQHC - salary	(2,500.00)
13.3204.569912	FQHC - misc exp	2,500.00
13.3314.520101	Outreach - office supplies	25.00
13.3314.569901	Outreach - phone	(25.00)
18.2342.550100	Water Sample - travel	(1,100.00)
18.2342.569915	Water Sample - lab fees	1,100.00
29.2412.520102	Pools - postage	35.00
29.2412.510000	Pools - salary	(35.00)

#### **FIN-08-11-2024      Motion to Amend Estimated Resources**

Richard Strow motioned to increase the estimated resources of the District by \$12,000.00 for the Area Agency on Aging contract revenue. These monies are projected to cover expenditures for programs or services that Health District Levy supports. Tom Milbrodt seconded. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

06.6103.406800	AAA - fees	(48,000.00)
06.6103.402900	AAA - contract revenue	60,000.00

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

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						

#### **FIN-09-11-2024      Motion to Amend 2024 Appropriations**

Richard Strow motioned to increase the 2024 appropriations of the District by \$217,454.00. The following increases in fund appropriations are needed at this time. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

	Hertzfeld Y	Mears Y	Milbrodt Y	Nelson Y	Sezginis Y	Strow
Y						
06.1673.520106	Vaccines - vaccinations				4,000.00	
06.1673.510000	Vaccines - salaries				3,000.00	
06.1673.575600	Vaccines - employee insurance				200.00	
06.1673.571500	Vaccines - OPERS				125.00	
06.6103.540105	AAA - contracts				30,000.00	
13.6094.540105	Bridge - contracts				(157.75)	
13.6094.569600	Bridge - medicare				(1.79)	
13.6094.571500	Bridge - opers				(17.43)	
13.6094.575600	Bridge - emp insurance				(9.03)	
13.2554.564100	Dental - equipment				117,231.00	
13.2554.520104	Dental - medical supplies				4,294.00	
09.2212.510000	HSTS New - salary				38,000.00	
09.2212.520102	HSTS New - postage				1,050.00	
09.2212.569600	HSTS New - medicare				550.00	
09.2212.569910	HSTS New - subscriptions				100.00	

09.2212.571500	HSTS New - OPERS	5,300.00
09.2212.575600	HSTS New - emp insurance	7,600.00
09.2542.540105	WPCLF - contract	6,000.00
09.2542.575600	WPCLF - emp ins	190.00

**FIN-10-11-2024      Motion to Transfer Funds**

Richard Nelson motioned to approve the transfer of \$187,000.00 from the Levy Fund. These monies are projected to cover the last two months of expenditures for programs or services that Health District Levy supports. DJ Mears seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Y      Hertzfeld Y      Mears Y      Milbrodt Y      Nelson Y      Sezginis Y      Strow

Nursing – Fund 06 - \$115,000.00

Sewage – Fund 09 - \$72,000.00

**FIN-11-11-2024      Motion to Adopt the 2025 Wood County Health Department Retail Food Establishment and Food Service Operation Program fees**

Richard Nelson motioned to adopt the 2025 Wood County Health Department Retail Food Establishment and Food Service Operation fee schedule. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

Hertzfeld Y      Mears Y      Milbrodt Y      Nelson Y      Sezginis Y      Strow Y

**FIN-12-11-2024      Motion to approve a Pharmacy Network Participation Agreement with MedImpact**

Richard Strow motioned to approve the Pharmacy Network Participation Agreement with MedImpact to administer benefits of Medicare Part D plans for Health Center patients. MedImpact bought Elixir Solutions who Rite Aid owned. Following the legal review of the prosecutor's office, Paul Dobson issued a Risk Letter due to the standard terms of this global agreement which leaves open-ended financial obligations related to penalties fees, out-of-state arbitration in California with expenses equally shared between both parties and exclusion of R.C. 149.43 of the Ohio Public Records Act. Kim Hertzfeld seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Y      Hertzfeld Y      Mears Y      Milbrodt Y      Nelson Y      Sezginis Y      Strow

***Updates and Reports***

**I. Director updates:**

- a. The environmental director responded to board member questions about the status of restaurant inspections.
- b. The Assistant Director of HPP reported on Pertussis (also known as Whooping Cough), with 8 cases currently reported in Wood County, adding a slight uptick in Ohio overall. No theme or trend to this uptick is found. Pertussis is treatable and vaccine-preventable, highlighting the importance of staying current with vaccines as infants are at higher risk. Communication is going out to schools and healthcare providers for awareness as respiratory illness season is upon us.
- c. The Engagement and Education Director reports that Public Health Thank You Day is approaching, and messages will begin going out on social media.



## II. Health Commissioner Report

### a. Building Renovation Update

- Waiting for contract execution following prosecutor review.
- ARPA funds for building and for furniture that is easily cleanable to disease mitigation
- The building ventilation system (HVAC) is outdated and carries a 500k footprint to update. We will pursue other funding opportunities to support a change in this equipment.

### b. Strategic Planning

- 2 Focus Groups are being formed: a CHC board focus group (4 participants) and 1 from the BOH focus group (5 participants); a potential joint meeting and event in January.

### c. Program and Division Goals

- Foundational goals are agency goals with subparts, programs, divisions, and individual goals. Staff will be trained at the staff meeting to help them develop SMART goals.

With no further business to conduct, DJ Mears motioned to adjourn at 7 p.m., seconded by Cathy Nelson. A voice vote was taken, with all in favor.

  
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Benjamin Robison, Health Commissioner  
Amy Jones Secretary to the Board

Date

1/16/25

