



**Board of Health Meeting Minutes
December 12, 2024**

The December 12, 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, Cathy Nelson, Richard Strow, Dallas Ziegler and Sue Yoder.

Staff Present and Introductions: Amy Jones, Katie Denison, Tina Cox, Rick Nelson, Lana Glore, Benjamin Robison, Lindsey Ruivivar, Dan Powell, Lexie Jacobs, Rachel Aeschliman, Shauna Lawson and Margaret McCann.

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

Employee Introductions: Shauna Lawson, Clinical Quality Manager; Margaret McCann, Recruitment and Development Manager.

Public Comment: There were no public comments.

Regular Approvals (5 minutes)

- I. Richard Strow moved to approve the September 12, 2024, regular Board of Health meeting minutes seconded by Tom Milbrodt. A voice vote was taken with Sonja Apple-Chamberlain abstaining. *Motion passed*
- II. Cathy Nelson moved to approve the October 10, 2024, Board of Health meeting minutes seconded by Sue Yoder. A voice vote was taken. All were in favor with no abstentions. *Motion passed*
- III. Sue Yoder motioned to approve the October 17, 2024, special joint Board of Health and Community Health Center meeting minutes seconded by Sonja Apple-Chamberlain. A voice vote was taken with all in favor with DJ Mears abstaining. *Motion passed*
- IV. Cathy Nelson motioned to approve the November 14, 2024, seconded by Tom Milbrodt. A voice vote was taken. All were in favor. Sonja Apple-Chamberlain and Sue Yoder abstained. Resolution will move to the January meeting due to not meeting quorum.
- V. Richard Strow motioned to approve the December Warrants, seconded by Sue Yoder. A roll call was taken. All were in favor with no abstentions. *Motion passed*

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

- VI. Cathy Nelson moved to approve the December budget and fund report seconded by Tom Milbrodt. A roll call was taken. All were in favor with no abstentions. *Motion passed*

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

PROGRAM – Dallas Ziegler, Chair (15 minutes)

PRG-01-12-2024

Motion to approve *Amendment 2024-1 to the Bylaws of the Wood County Combined General Health District Board of Health: Location of Regular Meetings*

Dallas Ziegler motioned to approve the update to the bylaws to 639 South Dunbridge Road, Bowling Green, Ohio 43402. Richard Strow 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 Nelson Y Strow Y Yoder Y Ziegler Y

PRG-02-12-2024 **Approval of Academic Affiliation Agreement between Wood County Health Department and University of Toledo**

Dallas Ziegler motioned to approve the Academic Affiliation Agreement between Wood County Health Department and University of Toledo. This agreement will allow arrangements for UT students to receive internships and education assignments for a variety of programs, including Health Information Administration, Psychology, PT/OT/ST, and Social Work at Wood County Health Department. The term of this agreement is 5 years unless terminated by either party. Cathy Nelson seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PRG-03-12-2024 **Motion to grant a Home Sewage Treatment system variance for 19814 Hancock Wood County Road, Jackson Township**

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 19814 Hancock Wood County Road, Jackson 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 site disturbances at the property. These limitations prevent the length along contour to be maintained according to code. Sue Yoder seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PRG-04-12-2024 **Motion to grant a Home Sewage Treatment system variance for 24060 Luckey Road, Troy Township**

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 24060 Luckey Road, Troy 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, lot size and driveway at the property. These limitations prevent the length along contour to be maintained according to code. Tom Milbrodt seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PRG-05-12-2024 **Motion to enforce a Wood County Health Department 2024 Food Service License Revocation- Lupita Mexican Taqueria, 425 E. Wooster, Bowling Green, Ohio, License # MPIE-B6PSCN**

Dallas Ziegler motioned to revoke the 2024 Food Service License issued to Lupita Mexican Taqueria, 425 E. Wooster, Bowling Green, Ohio, License # MPIE-B6PSCN. This revocation is due to recurring violations of the Ohio Uniform Food Safety Code and is in accordance with the Ohio Revised Code Chapter 3717.49, and Ohio Administrative Code section 3701-21-26. Richard Strow seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

PRG-06-12-2024 **Motion to approve a mutual Nondisclosure Agreement between Wood County Health Department and The Ohio State Health Network**

Dallas Ziegler motioned to approve a Nondisclosure Agreement with The Ohio State Health Network to share medical supply purchasing information and determine if group purchasing membership will generate cost savings for our agency. This is at no cost to the facility and will serve a 5-year term. Sue Yoder seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

PRG-07-12-2024**Motion to approve a Participation Agreement with the Ohio Health Information Partnership to utilize CliniSync**

Dallas Ziegler motioned to approve the Participation Agreement with CliniSync as Ohio's statewide health information exchange (HIE). This platform will allow staff to share and retrieve patient information exchanged through the HIE. Once synced with NextGen, providers will receive notifications for patients (of whom we are the provider of record) on admission and discharge status. This service will be at no cost to the facility. Following the prosecutor's review, a risk letter with provisional concerns regarding Public Record language was issued. Tom Milbrodt seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PRG 08-12-2024**Motion to re-appoint Brad Espen to the Wood County Sewage Treatment Systems Appeals Board**

Dallas Ziegler motioned to appoint Brad Espen to the Wood County Sewage Treatment System Appeals Board. The appeals board is in place as required by the Ohio Revised Code Chapter 3718.11. Mr. Espen will serve the term which will commence December 17, 2024 and run until December 16, 2026. Richard Strow seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

PERSONNEL – Dallas Ziegler, Chair (15 minutes)**PER-01-12-2024****Approve the motion to change the salary grade of the full-time Operations Manager position in the Community Health Center division from grade 13: \$31.15 - \$43.61 to grade 10: \$27.11 - \$37.97**

Dallas Ziegler motioned to approve change in salary grade. Fewer applications have been received than anticipated. We are making modifications to the minimum qualifications of this position and adjusting the compensation grade accordingly. This position will be re-posted. Sonja Apple-Chamberlain 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 Nelson Y Strow Y Yoder Y Ziegler Y

PER-02-12-2024**Motion to approve the creation of a Community Health Worker position.**

Dallas Ziegler motion to approve the creations of a Community Health Worker position. A Community Health Worker will assist the citizens of Wood County in accessing health services and resources, promote healthy behaviors and link people with limited resources to needed community resources. We will fill this position as either Intermittent (limited to 1000 hours or 120 work-days and must be reappointed annually), Part-time, or Full-time, dependent on ultimate need. The current rate for this position ranges from \$19.34 - \$27.07. Tom Milbrodt seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PER-03-12-2024**Motion to approve the appointment of Safa Ibrahim to the full-time, classified Health Education Specialist position and update the organizational chart.**

Dallas Ziegler motioned to approve the appointment of Safa pending upon satisfactory completion of our pre-hire contingencies. Safa will be paid grade 8, step 5 and will report to Katie Denison, Nutrition Director. Safa will serve the established probationary period. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-01-12-2024 Resolution to Distribute UV Disinfection Systems to Wood County, Blanchard Valley and Mercy Health Perrysburg Hospitals

Richard Strow motioned to distribute 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. Sonja Apple-Chamberlain 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-02-12-2024 Resolution to Enter into an Agreement with April Demers to Administer the EO 23 Grant

Richard Strow motioned to enter into an agreement with independent contractor April Demers to administer the EO23 grant using EO23 funds, pending Prosecutor approval. The term of this agreement will begin January 1, 2025 and continue through June 30, 2025. The contractor will be paid \$175 per event with a maximum of 10 events per week and a contract maximum of 234 events. The total value of this contract will not exceed \$40,950.00. Cathy Nelson 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-03-12-2024 Resolution to Reimburse Wood County Hospital for the Purchase of Respiratory Protection Supplies

Richard Strow motioned to enter into an agreement with Wood County Hospital to reimburse them \$20,000.00 for the purchase of respiratory protection supplies to increase their capacity to protect healthcare workers and reduce transmission of illness, pending Prosecutor approval. This project is funded by EO23 under the approved budget. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-04-12-2024 Resolution to Reimburse Board of Developmental Disabilities for the Purchase of Infection Prevention Supplies

Richard Strow motioned to enter into an agreement with Wood County Board of Developmental Disabilities to reimburse them \$11,105.40 for beds and mattresses and \$5,173.59 for infection prevention supplies to decrease chances for the spread of infectious disease. This project is funded by EO23 under the approved budget. Sonja Apple-Chamberlain 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-05-12-2024 Motion to enter into an Agreement with Van Wert Health Department as Part of the MRC STTRONG Grant

Richard Strow motioned to approve to enter into an agreement with the Van Wert County Health Department. This work is part of the Medical Reserve Corps State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC STTRONG) 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 STTRONG grant. The contract will begin upon execution by both parties and continue through May 15, 2025. The total value of the contract is \$11,312.00. Sonja Apple-Chamberlain 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-06-12-2024 **Motion to approve out-of-state travel for Ashleigh Konopka to attend the 2025 NACCHO360 Conference**

Richard Strow motioned to approve Ashleigh Konopka to travel to the 2025 NACCHO360 Conference in Anaheim, California, July 14 – 18, 2025. Registration, hotel and transportation are provided by NACCHO as a recipient of the Project Firstline grant. Project Firstline grant funds will be used to cover other expenses, including salary. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-07-12-2024 **Motion to renew agreement with Stratus Building Solutions LLC**

Richard Strow motioned to approve the agreement with Stratus Building Solutions for building cleaning services from January 1, 2025, through December 31, 2025. The total annual agreement amount rate remains for 2025 with not exceeding \$58,295.00. This consists of \$4,775.00 to be paid monthly for janitorial services. Cathy Nelson 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-08-12-2024 **Resolution to enter into an Agreement with Toledo Lucas County Health Department as part of the NACCHO Project Firstline Grant**

Richard Strow motioned to enter into an agreement with Toledo Lucas County Health Department. This work is part of the NACCHO Project Firstline Grant. This agreement will strengthen infection prevention and control practices with local healthcare facilities to prevent healthcare associated infections. This work is approved by NACCHO and funded by the Project Firstline Grant. This contract will begin upon execution by both parties and continue through August 29, 2025. The total value of this contract is \$121,600.00. Dallas Ziegler 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-09-12-2024 **Resolution to enter into an Agreement with Hancock Public Health as part of NACCHO Project Firstline Grant**

Richard Strow motioned to enter into an agreement with Hancock Public Health Department. This work is part of the NACCHO Project Firstline Grant. This agreement will strengthen infection prevention and control practices with local healthcare facilities to prevent healthcare-associated infections. This work is approved by NACCHO and funded by the Project Firstline Grant. This contract will begin upon execution by both parties and continue through August 29, 2025. The total value of this contract is \$26,600.00 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-10-12-2024 **Resolution to enter into an agreement between Wood County Combined General Health District and Educational Development Center**

Richard Strow motioned to enter into an agreement with the Education Development Center (EDC) to develop an online resource portal (website) for the express purpose of storing and sharing certain portions of the newly developed health education materials and for easy dissemination to partners and recipients, pending Prosecutor approval. These include school curriculum materials, professional development strategies and a general community health education campaign, all developed to help, effectively reduce transmission of infectious disease. This work is EO23 grant funded. Cost of the website will not exceed \$62,000.00. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-11-12-2024**Motion to Adopt the 2025 Wood County Health Department Retail Food Establishment and Food Service Operation Program fees by emergency measure**

Richard Strow motioned to adopt the 2025 Wood County Health Department Retail Food Establishment and Food Service Operation fee schedule by emergency measure in accordance with Ohio Revised Code Sections 3717.25 and 3717.45. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-12-12-2024**Motion to approve the Liberty Dental Ohio Medicaid Addendum Agreement, Liberty Dental Ohio Medicare Advantage Addendum and Risk Risk Letter**

Richard Strow motioned to approve the agreements with Liberty Dental Ohio Medicaid Addendum and Liberty Dental Ohio Medicare Advantage Addendum. Currently, Anthem Blue Cross Blue Shield partners with DentaQuest to administer Medicaid dental benefits. Effective January 1, 2025, Anthem will partner with Liberty Dental Plan to administer their Medicaid dental benefits. These agreements will provide continuous dental insurance coverage for Community Health Center patients currently covered by Anthem Ohio Medicaid and/or Medicare Advantage. Following legal review, a risk letter was issued with the following provisions: The Public Records Act, open-ended financial obligations and binding arbitrations. Cathy Nelson 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-13-12-2024**Motion to approve a program addendum to the Health Centers of Ohio CIN Participating Provider Agreement for the 2025 UHC Community Plan Primary Care Professional Incentive Program**

Richard Strow motioned to approve this addendum to allow the health center to continue to participate in the United HealthCare Community Plan Primary Care Professional Incentive Program "CP-PCPi" in 2025. During the September 2024 Board of Health meeting, the Board approved a similar program addendum for the remaining months of 2024. This value-based care program makes the Health Center of Ohio Clinically Integrated Network (CIN), of which Wood County Community Health Center is a participating provider, eligible to receive financial award for participating providers' performance tied to addressing patient care opportunities for certain clinical quality metrics. The addendum is pending the prosecutor's office review and must be signed by December 18, 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-14-12-2024**Motion to approve the creation of a compensation guidelines for Intermittent positions.**

Richard Strow motioned to approve with the intent to increase intermittent staffing moving forward, creating separate compensation guidelines for intermittent staff will give us additional fiscal safeguards. This table indicates the starting rates for currently created intermittent positions. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-15-12-2024**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 (December 12, 2024):

13.3204.550100	FQHC - travel	1,410.00
----------------	---------------	----------

13.3204.510000	FQHC - salaries	(1,410.00)
06.1673.569901	Vaccine - phone	24.00
06.1673.540109	Vaccine - contract leased equipment	(24.00)
06.1843.540102	CMH - contract maint	130.00
06.1843.569912	CMH - miscellaneous	(130.00)
06.3103.569901	Nursing - phone	600.00
06.3103.569912	Nursing - miscellaneous	100.00
06.3103.510000	Nursing - salary	(700.00)
07.1022.540102	City Housing - cont maint	200.00
07.1022.540105	City Housing - misc contract	(200.00)
07.1032.540102	County Housing - cont maint	300.00
07.1032.540105	County Housing - misc contract	(300.00)
08.1001.569907	Admin - repairs	100.00
08.1001.569910	Admin - subscriptions	1,000.00
08.1001.520101	Admin - office supplies	(1,100.00)
08.1001.560800	Admin - advertising	2,400.00
08.1001.569918	Admin - utilities	1,350.00
08.1001.571500	Admin - OPERS	11,000.00
08.1001.569905	Admin - meetings	(14,750.00)
09.2182.520101	HSTS replace - office supplies	15.00
09.2182.540102	HSTS replace - contract maint	40.00
09.2182.510000	HSTS replace - salaries	(55.00)
09.2212.540102	HSTS New - cont maint	600.00
09.2212.540105	HSTS New - misc contract	(600.00)
09.2212.575600	HSTS New - emp insurance	200.00
09.2212.571500	HSTS New - OPERS	(200.00)
09.2272.520101	Site Review - office supplies	15.00
09.2272.540102	Site Review - cont maint	70.00
09.2272.520103	Site Review - misc supplies	200.00
09.2272.540105	Site Review - misc contract	(285.00)
09.2452.550100	HSTS OP - travel	300.00
09.2452.510000	HSTS OP - salaries	(300.00)
10.1921.540102	PHEP - cont maint	50.00
10.1921.510000	PHEP - salaries	(750.00)
10.1921.575600	PHEP - emp insurance	1,900.00
10.1921.571500	PHEP - OPERS	(1,200.00)
13.2554.520101	Dental - office supplies	11.75
13.2554.540102	Dental - cont maint	86.60
13.2554.569901	Dental - phone	40.00
13.2554.510000	Dental - salaries	78,000.00
13.2554.571500	Dental - OPERS	5,500.00
13.2554.575600	Dental - emp insurance	28,000.00
13.2554.564100	Dental - equipment	(111,638.35)

13.3294.540102	Pharmacy - cont maint	350.00
13.3294.520105	Pharmacy - pharmaceuticals	1,000.00
13.3294.575600	Pharmacy - emp insurance	3,200.00
13.3294.540104	Pharmacy - cont professionals	(4,550.00)
13.3304.520101	BH - office supplies	50.00
13.3304.540102	BH - cont maint	250.00
13.3304.520104	BH - medical supplies	(300.00)
13.3314.540102	Outreach - cont maint	150.00
13.3314.540105	Outreach - misc contract	(150.00)
13.3364.540102	Substance - cont maint	150.00
13.3364.540105	Substance - misc contract	(150.00)
25.2112.520101	FSO - office supplies	150.00
25.2112.540102	FSO - cont maint	700.00
25.2112.569912	FSO - misc	220.00
25.2112.520102	FSO - postage	20.00
25.2112.520103	FSO - misc supplies	50.00
25.2112.569910	FSO - dues	50.00
25.2112.575600	FSO - emp insurance	(1,190.00)
29.2412.520101	Pool - office supplies	10.00
29.2412.520103	Pool - misc supplies	10.00
29.2412.571500	Pool - OPERS	300.00
29.2412.575600	Pool - emp insurance	(320.00)

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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-16-12-2024 Motion to Amend 2024 Appropriations

Richard Strow motioned to increase the 2024 appropriations of the District by \$249,786.17 to budget for the remainder of the Workforce Grant in 2024, add the NACCHO Firstline grant, and increase salaries in the admin fund. The following increases in fund appropriations are needed at this time (December 12, 2024):

18.2342.569915	Water Sample - lab fees	650.00
07.1112.540102	Nuisance - cont maint	109.17
08.1001.510000	Admin - salaries	181,000.00
08.1001.569700	Admin - FICA	100.00
08.5951.510000	WF - salaries	30,000.00
08.5951.575600	WF - emp insurance	15,000.00
08.5951.571500	WF - ops	4,700.00
06.1673.520106	Vaccine - vaccines	12,220.00
06.6153.510000	NACCHO - salaries	4,250.00
06.6153.520103	NACCHO - supplies	500.00
06.6153.569600	NACCHO - medicare	62.00

06.6153.571500	NACCHO - OPERS	595.00
06.6153.575600	NACCHO - emp insurance	600.00

Cathy Nelson 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-17-12-2024 Motion to approve out-of-state travel for Benjamin Robison to represent AOHC at the 2025 NACCHO Leadership Week

Richard Strow motioned to approve Benjamin Robison to travel to represent AOHC at the 2025 NACCHO Leadership Week in Washington, D.C., February 23-26, 2025. Registration, hotel, meals and transportation are provided by NACCHO for the 24th – 26th, since he will be traveling as a representative of AOHC. Total costs to WCHD are estimated to be \$300 to cover 1 night's hotel stay and meals on the 23rd. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-18-12-2024 Motion to approve Customer Agreement – Terms and Conditions with Westfax

Richard Strow motioned to approve the Customer Agreement between Westfax and Wood County Health Department will allow the agency to resume receiving and sending of faxes for the Health Department and to enable the Health Center to receive faxes. The total cost includes a one-time line port fee of \$20 and an approximate total cost for 12 months of \$3071.00 to the facility and can be canceled at any time. Following the prosecutor's review, a risk letter has been issued with proprietary public records provisions, an open-ended financial obligation related to indemnification, and the dispute clause, which falls under Colorado, not Ohio. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-19-12-2024 Motion to authorize the Health Commissioner to approve special payment requests to close out end-of-year obligations

Richard Strow motioned to authorize the Health Commissioner to approve special payment requests to the auditor so that checks can be paid to the vendors. Any requests would be for expenses are a part of the budgeted process and support core agency work for which payments cannot be delayed beyond the end of the year. This authorization will extend through December 31, 2024. Any such requests and payments will be tracked on a separate warrants report so that the Board retains the ability to review them. 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-20-12-2024 Motion to approve agreements to launch the health department building renovation

Richard Strow motioned to approve two agreements, which will initiate the launch of the agency building project:

- Agreement with Midwest, the selected contractor, at the amount previously approved by the Board of Health, \$1,455,050.00;
- Memorandum of Understanding (MOU) with the County Commissioners.

These agreements will be effective upon execution and remain in force through the completion of the building renovation project. Cathy Nelson 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-21-12-2024**Motion to revise the policy pertaining to vacation cashouts**

Richard Strow motioned to revise the policy regarding the timing of vacation cashout payment. This revision will apply only to the payments planned in December 2024, and this policy shall automatically expire once these payments are completed. Sonja Apple-Chamberlain 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 Nelson Y Strow Y Yoder Y Ziegler Y

FIN-22-12-2024**Motion to approve the purchase of NextGen eFax for the Community Health Center**

Richard Strow motioned to approve the purchase of NextGen eFax. This will allow integrated faxing through NextGen eFax, and the delivery of outbound faxes to support the delivery of health care services to include labs and medical record faxing. This service will require one-time set-up fees totaling \$369.95 and then an ongoing monthly service fee of \$4.50 plus \$0.10 per page faxed. The Health Center averages 2,300 outbound faxed pages per month for an anticipated monthly cost of \$230 (plus the \$4.50 monthly fee). This add-on service through the Health Center's NextGen Master Agreement will continue for a term of twelve months. 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 Nelson Y Strow Y Yoder Y Ziegler Y

<i>Community</i>

CMY-01-12-2024**Motion to commemorate the life and contributions of Denise Niese**

Cathy Nelson motioned to commemorate the life and contributions of Denise Niese who passed away on November 29th, 2024. Mrs. Niese made an indelible mark on the Wood County community. The Board would like to acknowledge the following:

- In 2018, Mrs. Niese was honored by the Ohio Association of Senior Citizens for all she did to protect Ohio's most vulnerable persons, including Ohio's senior citizens.
- Mrs. Niese garnered national recognition and earned her a National Council on Aging 2021 Trailblazer in Aging Award for working toward a just and caring society for seniors.
- The opening of the new Wood County Senior Center at 140 S. Grove St., Bowling Green, which offered more than twice the space of the former senior center, creating the ability to expand services.
- Her many years of volunteerism in Wood County through Kiwanis and other organizations.
- Her unwavering dedication to the people of Wood County and her selfless service that was the cornerstone of her character.

The Wood County Board of Health extends our condolences to her family and joins the broader community in mourning the passing of Mrs. Niese. 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 Nelson Y Strow Y Yoder Y Ziegler Y

Updates and Reports* (30 minutes)*I. Director Updates****a. Health Promotion and Preparedness**

- i. Division reports under the EO23 grant, several city / town councils have been told about opportunities for community resources, water bottle fill stations, hand sinks and HVAC cleaning.
 - ii. Working with communications for public campaigning about this and to recruit and build up the usage of the EO23 grant funds.
- b. Community Health Center CEO, Lindsey Ruivivar, highlighted portions of the health center report around encounter analysis and operations impacts while commending staff and highlighting the security of the EHR's.

II. Health Commissioner Report

- a. Brief discussion held regarding moving to a Consent Agenda which would bundle together numerous resolutions into one. Items in consideration are non-controversial / non-dialog resolutions. Board unanimously agreed to moving toward the consent agenda.
- b. Contracts and MOU's for the renovation project have all been completed and will be executed. Bylaws have been updated following approval at the November meeting for change in location of Board of Health meetings.
 - i. Board meetings will be moved to the large meeting room at the county office building on Dunbridge Road where WIC currently resides starting January 1, 2025.
 - ii. Storage units in line for temporary storage as well as holding of items to be auctioned.
- c. Strategic Planning as a joint board retreat will begin in the last 2 weeks in January. The Health Center board has proposed a Saturday. A poll with a selection of dates and times will be sent to members of both boards.
- d. Board was informed an increase in Pertussis cases continues to be seen. Avenues are being looked at for obtaining testing supplies.
- e. The 2025 Initial Budget Report was reviewed and discussed with board members.

FIN-23-12-2024

Motion to approve the appropriation requested by the Health Center Board

Richard Strow motioned to approve the appropriation requested by the Health Center Board. This will provide the health center the revenue required to execute their budget for 2025. The total amount of this appropriation will be \$5,181,073.21 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 Nelson Y Strow Y Yoder Y Ziegler Y

Executive Session:

Sue Yoder motioned at 7:10 pm 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 matters required to be kept confidential by federal law or regulations or state statutes. 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 Nelson Y Strow Y Yoder Y Ziegler Y


Regular Session resumed at 7:53 pm.

PER 04-12-2024


Resolution to authorize the Health Commissioner to implement major suspensions and last chance agreements, following conference with the Board

Richard Strow motioned to authorize the Health Commissioner to implement major suspensions and last chance agreements, following conference with the Board. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

Being no further business to discuss Cathy Nelson motioned at 7:56 pm to adjourn seconded by Bob Midden. A voice vote was taken. All in favor with no abstentions. Meeting adjourned.



Benjamin Robison, Health Commissioner
Secretary to the Board of Health
Amy Jones



Date