



**Board of Health Meeting Minutes  
March 13, 2025**

The March 13<sup>th</sup>, 2025, regular Board of Health meeting was held in person in the large meeting room at the county office building, 639 South Dunbridge Road.

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

**Staff Present and Introductions:** Tina Cox, Dan Powell, Rick Nelson, Benjamin Robison, Amy Jones, Pat Snyder, Lexie Jacobs, Shauna Lawson, Katlin Medjesky and Rachel Aeschliman. Guests Present: Jan McLaughlin – BG Independent News

Nilgun Sezginis, president of the Board of Health, called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance and introductions of Environmental Health Specialist in Training – Ryan Hartson; Health Education Specialist for the Education and Engagement division – Cassie Hunt.

**Public Comment:** No public comment

**Approval of Meeting Minutes**

- I. Cathy Nelson motioned to approve the February 13, 2025, regular Board of Health meeting minutes, seconded by Bob Midden. A voice vote was taken. Ayes – 8; Opposed – 0; Abstentions – 2– DJ Mears and Sonja Apple-Chamberlain *Motion passed*

**Consent Agenda**

- I. Bob Midden motioned to approve the consent agenda items, seconded by Cathy Nelson.
  - a. Approval of the February Warrants
  - b. Approval of the February budget and fund report
  - c. Approval of 2025 budget appropriation transfers as listed in exhibit A of the agenda.
  - d. Amend the 2025 appropriations by \$99,051.00 as listed in exhibit B of the agenda.
  - e. Amend the estimated resources as listed in exhibit C of the agenda.
  - f. Approve the transfer of \$331,883.85 from the Levy Fund and \$63,991.73 from the EH Admin Fund. These monies are projected to cover the first six months of expenditures for programs or services that Health District Levy supports as described in exhibit D of the agenda.
  - g. Approve the appointment of Gloria Stacy to the Intermittent Staff Pharmacist position and update the organization chart. Gloria will be paid at grade Int-22-2. Start date to be determined.

A roll call vote was taken.

*Motion pass*

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

**PROGRAM – Dallas Ziegler, Chair**

**PRG-01-03-2025**

**Resolution to adopt Amendment 2025-1 to the Bylaws of the  
Wood County Combined General Health District Board of Health: Section 5.  
Quorum**

Proposed Revision:

A majority of the members of the Board, or committee if appropriate, shall constitute a quorum. See R.C. 3709.02(E). As permitted by law, a Board member must be present in person or virtually at a meeting open to the public to vote at the meeting and for purposes of determining whether a quorum exists at the meeting. See R.C. 121.22(C). Except for amending these bylaws and the approval of meeting minutes, all action of the Board must be approved a majority of the Board. Approval of meeting minutes requires approval by a majority of the members present at the meeting for which the minutes were prepared.

Dallas Ziegler motioned to approve seconded by Bob Midden. Following discussion a roll call vote was taken. *Motion passed*

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

**PRG-02-03-2025**      **Home Sewage Treatment System Variance for 10467 Kramer Road, Portage Township**

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 10467 Kramer Road, Portage 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 lot size and trees at the property. These limitations prevent the length along contour to be maintained according to code. Cathy Nelson seconded the motion. A voice vote was taken. Ayes – 10; Opposed – 0; Abstentions *Motion passed*

**PRG-03-03-2025**      **Azara Healthcare Data Sharing and Access Agreement**

Dallas Ziegler motioned to approve a Data Sharing and Access Agreement with Azara Healthcare. Wood County Community Health Center is contracted with Buckeye, a Medicaid Managed Care Plan. The Health Center is also contracted with the Ohio Association of Community Health Centers' Clinically Integrated Network (CIN), and through the CIN the CIN utilizes the Azara software platform. This new data sharing agreement will allow the Health Center's Buckeye data to be pulled into Azara to support clinical quality improvement and case management initiatives. There is no cost associated with this agreement. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

<b><i>PERSONNEL – Dallas Ziegler, Chair</i></b>
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**PER-01-03-2025**      **Creation of Intermittent Public Health Nurse positions. The Intermittent Public Health Nurse positions will be Grade INT-9: \$25.83 or \$28.41, or \$29.70 per hour, depending on experience.**

Dallas Ziegler motioned to approve the creation of Intermittent Public Health Nurse positions and update the organizational chart. Having intermittent positions allows scheduling flexibility and availability of substitute staff. Intermittent staff are limited to 1000 hours worked, or 120 work-days annually. Intermittent positions also need to be reappointed on an annual basis. Tom Milbrodt seconded the motion. A voice vote was taken. Ayes – 10; Opposed – 0; Abstentions *Motion passed*

**PER-02-03-2025**      **Approve the health department's standard schedule policy**

Dallas Ziegler motioned to approve the agency's standard schedule policy and update the personnel manual accordingly:

Policy Statement

*Consistent and reliable attendance is an essential function of every position within the Wood County Health Department. Employees shall report to work on time and begin work promptly.*

*The Division Director and/or Supervisor shall assign standard work schedules, in writing, for each employee and may alter such schedules, with reasonable notice, based on the operational needs of the division (e.g., shift times, days off, etc.) All work schedules must be beneficial to the mission of the Health Department and must not create an undue hardship to the Health Department or those we serve.*

*The Division Directors and/or Supervisors may require employees to work overtime or to otherwise work outside their standard schedules to meet the needs of the public.*

*Employees shall not begin work prior to their scheduled start time, nor sign-out or stop work after their scheduled end time except with prior, written supervisory approval or in emergency situations.*

*The Health Commissioner is authorized to implement this policy, establish related procedures, and to direct Health Department staff in its implementation.*

Cathy Nelson seconded the motion. A voice vote was taken. Ayes – 10; Opposed – 0; Abstentions *Motion passed*

#### **FINANCE – Richard Strow, Chair**

Richard Strow read the following third readings:

**\*\*\* Third reading by title only of 2025 proposed fees for Public Swimming Pool/Special Use Pool/Spa Program.**

**\*\*\* Third reading by title only of 2025 proposed fees for Body Art Program.**

**\*\*\* Third reading by title only of 2025 proposed fees for Campground Program.**

**\*\*\* Third reading by title only of 2025 proposed fees for Bathing Beach Program.**

#### **FIN-01-03-2025 Authorize the Wood County Health Commissioner and designee to apply for, accept, and enter into the 2025 Water Pollution Control Loan Fund Agreement**

Richard Strow motioned to authorize the Wood County Health Commissioner, and designee to apply for, accept, and enter into the Water Pollution Control Loan Fund agreement on behalf of the Wood County Combined Health District for the repair and replacement of failed home sewage treatment systems. A portion of these funds can be used for tapping homes with failed systems into available sanitary sewer lines. Funding in the amount of \$150,000.00 is available to qualified homeowners for a period that extends from the date of agreement until December 31, 2026. The Wood County Health Department has applied for and received funding for this program since 2016. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

#### **FIN-02-03-2025 Revised Rental Agreement with Perry ProTech**

Richard Strow motioned to approve the revised Monthly Rental Agreement with Perry ProTech for MFD printers during the 5-year term of the agreement. The cost of this agreement will be \$545.00/month, not to exceed \$6,540.00 annually. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-03a-03-2025****Amended agreement for nursing support between Wood County Health District and the following independent contractors**

Richard Strow motioned to amend an agreement with the below-listed independent contractors, replacing any current agreements, if applicable. These agreements will allow nursing support with vaccinations, mobile health screenings and other nursing services as needed and within their scope of practice. The contractors will be paid through the EO23 grant, the Wood County Committee on Aging contract, or other applicable programs for which they work. Each listed contractor will be paid \$175 per 4-hour shift, and the term of the agreement shall extend from April 1, 2025, through September 30, 2025. The maximum for each contract is \$8,750.00. 00.

- Debbie Allgire
- Jackie Mears
- Pam Ramsey
- Vanessa Roush
- Dee Suarez

Tom Milbrodt seconded the motion. A roll call vote was taken, DJ Mears abstained. *Motion passed*

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

**FIN-03b-03-2025****Amended agreement for nursing support between Wood County Health District and the following independent contractors**

DJ Mears motioned to amend an agreement with the below-listed independent contractor, replacing any current agreements, if applicable. This agreement will allow nursing support with vaccinations, mobile health screenings and other nursing services as needed and within their scope of practice. The contractor will be paid through the EO23 grant, the Wood County Committee on Aging contract, or other applicable programs for which they work. The contractor will be paid \$175 per 4-hour shift, and the term of the agreement shall extend from April 1, 2025, through September 30, 2025. The maximum for each contract is \$8,750.00. 00. Bob Midden seconded the motion. A roll call vote was taken. Richard Strow abstained.

*Motion passed*

- Darlene Herringshaw

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

**FIN-04-03-2025****2025 Wood County Health Department Public Bathing Area Program fees**

Richard Strow motioned to adopt the 2025 Wood County Health Department Public Bathing Area fee schedule. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-05-03-2025****2025 Wood County Health Department Body Art Program fees**

Richard Strow motioned to adopt the 2025 Wood County Health Department Body Art fee schedule. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-06-03-2025****2025 Wood County Health Department Recreational Vehicle Park, Combined Park-Camp, Temporary Camp Program fees**

Richard Strow motioned to adopt the 2025 Wood County Health Department Recreational Vehicle Park, Combined Park-Camp, Temporary Camp fee schedule. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-07-03-2025 2025 Wood County Health Department Public Swimming Pool, Spa, Special Use Pool Program fees**

Richard Strow motioned to adopt the 2025 Wood County Health Department Public Swimming Pool, Spa, Special Use Pool fee schedule. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-08-03-2025****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. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

The Soil Guy, LLC, Richard Scharf \$1578.00 (29121 East Broadway, Lake Twp.)

**Total for The Soil Guy, LLC**

**\$1578.00**

**FIN-09-03-2025****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. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Mastin Site Services, Cody Mastin \$30,484.00 (5635 Wagoner Road, Lake Twp.)  
\$32,778.00 (24060 Luckey Road, Troy Twp.)

**Total for Mastin Site Services**

**\$63,262.00**

**FIN-10-03-2025****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. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

Main & Sons, Jeremy Main

\$33,491.00 (18192 Brim Road, Plain Twp.)

\$34,737.93 (14445 Hammansburg Road, Henry Twp.)

**Total for Main & Sons**

**\$68,228.93**

**FIN-11-03-2025**

**JobElephant, Inc. Agreement**

Richard Strow motioned to approve agreement with JobElephant, Inc. for recruitment services. These services include creating and placing job advertisements, negotiating rates with advertising vendors such as newspapers and posting of positions to various internet job boards. The cost of this agreement is not to exceed \$15,000 annually. Services will begin upon execution of the agreement and continue until the Wood County Health Department determines to discontinue services. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-12-03-2025**

**Gallup Access Engagement Agreement**

Richard Strow motioned to approve the renewal of the Gallup Access Engagement Agreement, pending prosecutor approval, to continue the Q12 survey services and analytic tools pending prosecutor approval. This is a 3-year term agreement at a cost of \$5,666.40 annually, not to exceed \$16,999.20 over the term of the agreement. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-13-03-2025**

**Out-of-state travel to 2025 NACCHO360 Conference for Rachel Aeschliman, Leslie Madaras, Tyler Briggs, Ashleigh Konopka, Ghassan Tafla, Katie Denison, Kaitlin Shuherk, Madeline Dyer, pending grant revision approval.**

Richard Strow motioned to approve listed staff to attend the NACCHO360 Conference in Anaheim, California on July 14-18, 2025. NACCHO360 is the largest convening of local health department leaders and public health professionals in the United States, offering the opportunity to learn, network, and share experiences and best practices across local health departments. This request is pending ODH approval of the EO grant revision. If the request is not approved, staff will not attend. Estimated costs per person total \$3,149 (Air: \$500, Hotel: \$1,098, Registration: \$725, Airport parking: \$140, Roundtrip transportation from destination airport to hotel: \$100, Mileage to airport: \$100, and Meals: \$486). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-14-03-2025**

**MediGroup Participation Agreement**

Richard Strow motioned to approve the McKesson MediGroup Participation Agreement. In December 2024, Board approved signing a participation agreement with Commonwealth Purchasing, a group purchasing organization (GPO). One of the vendors who participates under the GPO is McKesson. This agreement will allow the Health Center to access discounts on McKesson supplies as part of the Commonwealth GPO. There is no cost to participate. Seconded by Sonja Apple-Chamberlain. A roll call vote was taken. *Motion passed*

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

**FIN-15-03-2025**      **Out-of-state travel to NYU College of Dentistry for inclusive dentistry training for Dr. Bushra Aouthmany, Ashley Scheutzow, Merrilee Ewing-Beckley, Yaima Castillo, Rachel Geiser, Danica Erdman, and Savannah Kauffman.**

Richard Strow motioned to approve out-of-state travel to NYU College of Dentistry. In December 2024, the Health Center Board approved Wood County Community Health Center to apply for a grant from the Delta Dental Foundation to receive training in treating dental patients who have disabilities. This grant was awarded, which will allow for the Health Center's dental staff to receive training that will result in the Health Center being designated as a Center for Inclusive Dentistry. One goal of this innovative training program is to create a national model that can be implemented at other clinics. In addition to a \$10,000 stipend for our involvement, the grant covers training costs and travel, meal, and hotel expenses. The estimated travel, meal, and hotel expenses to attend training in New York, May 12-14, 2025, is \$1,815.00 per person. Delta Dental Foundation approved the Health Center's entire dental team to participate in the training, and will reimburse their travel, meal, and hotel expenses. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-16-03-2025**      **Preliminary 2026 Budget**

Richard Strow motioned to approve the 2026 preliminary budget (revenue and appropriations) of the Health Department. The preliminary budget by program with detail is provided in the supporting documentation. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Fund	2026 BEGINNING BALANCE	SUMMARY			ENDING BALANCE
		REVENUE	EXPENSE	FUNDING +/-	
6	12,637.73	388,186.80	383,206.72	4,980.08	17,617.81
7	145,572.16	392,583.75	380,103.82	12,479.93	158,052.09
8	2,272,789.01	2,161,578.14	2,596,958.45	(435,380.31)	1,837,408.70
9	5,682.10	735,193.77	726,707.58	8,486.20	14,168.30
10	0.00	163,900.69	163,900.68	0.01	0.01
11	37,265.93	531,020.00	530,872.52	147.48	37,413.41
12	272,050.25	222,905.00	180,692.81	42,212.19	314,262.44
13	2,551,500.10	4,733,203.67	5,223,254.61	(490,050.94)	2,061,449.16
18	5,636.01	87,990.52	87,984.71	5.81	5,641.82
25	7,138.11	557,104.53	562,234.35	(5,129.82)	2,008.29
28	19,584.25	-	-	-	19,584.25
29	1,341.57	64,080.22	64,825.17	(744.95)	596.62
	5,331,197.22	10,037,747.09	10,900,741.42	(862,994.33)	4,468,202.89

**FIN-17-03-2025****Out-of-state travel to 2025 Council of State and Territorial Epidemiologists (CSTE) Conference for Jodi Cline and Tyler Briggs pending grant revision approval.**

Richard Strow motioned to approve listed staff to attend the CSTE Conference in Grand Rapids Michigan on June 8-12, 2025. The conference provides networking and professional growth opportunity to our disease investigation and prevention staff. This request is pending ODH approval of the EO grant revision. If the request is not approved, staff will not attend. Estimated costs per person are \$2,620 (Hotel: \$1,350, Registration: \$745, Meals: \$375, Mileage: \$150). Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-18-03-2025****Out-of-state travel to the 2025 Association for Professionals in Infection Control and Epidemiology (APIC) Conference for Ashleigh Konopka, Shauna Lawson, and Kathy Teeple pending grant revision approval.**

Richard Strow motioned to approve listed staff to attend the APIC Conference in Phoenix, Arizona on June 16-18, 2025. The conference provides opportunities for growth, education and up to date research and developments. This request is pending ODH approval of the EO grant revision. If the request is not approved, staff will not attend. Estimated costs per person total: \$2,382 (Air: \$329, Hotel: \$600, Registration: \$920, Airport parking: \$90, Roundtrip transportation from destination airport to hotel: \$100, Mileage to airport: \$100 and Meals: \$243). Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-19-03-2025****Out-of-state travel to the NACCHO Preparedness Summit for Courtney Riches.**

Richard Strow motioned to approve Courtney Riches to attend NACCHO's Preparedness Summit in San Antonio, Texas April 29 – May 2, 2025. This conference provides professional development for public health preparedness, response and recovery. The theme of the 2025 Preparedness Summit is ***Pathways to Recovery in the Aftermath of Disasters***. Estimated costs total \$2,977 (Air: \$450, Hotel: \$820, Registration: \$1,050, Airport parking: \$132, Roundtrip transportation from destination airport to hotel: \$100, Mileage to airport: \$100 and Meals: \$325) This conference will be paid for with Workforce Development funds. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

**FIN-20-03-2025****Contract for Specialized Legal Support**

Richard Strow motioned to authorize the Health Commissioner to contract for specialized legal support, as described below, pending Prosecutor's approval:

- Brennan, Manna & Diamond, LLC for FQHC expertise, for an amount not to exceed \$60,000;
  - Services will be billed:
    - From \$120/hour to \$650/hour for lawyers and
    - From \$85/hour to \$265/hour for paralegals, legal assistants, and law clerks.
- Eastman & Smith, Ltd for Public Health expertise, for an amount not to exceed \$40,000.
  - Services will be billed at \$370 per hour.



The agreements will take effect upon execution and will remain in effect for one (1) year. These law firms will be engaged upon mutual consent of WCHD leadership and the Prosecutor's Office. Bob Midden seconded the motion.

Ben informed the board this is to support the Health Center and Public Health support primarily for specialized support and with periodic support. All with oversight of the prosecutor's office who is in full support. These companies provide support to other FQHC's as well. A roll call vote was taken. Sonja Apple-Chamberlain abstained. *Motion passed*

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

## **Updates and Reports**

### **I. Director Updates**

- a. Pat Snyder informed board members they have received 50 k from ODH for H1N1 support/support with ag support; Board member asks to be sure to involve the back yard farmers.
- b. Rachel Aeschliman provided updates to the board on:
  - i. A proposal for a full-time public health nurse to support in a more diverse/vaccine, in-school support, and mobile health clinic events, who can work as a scheduling and Mobile unit driver versus contractors.
  - ii. Chronic disease screenings, imm/vaccine assistants was most listed on a survey that went out. Propose a FT public health nurse, 1/3 mobile health, senior center work and vaccine program in the community. 1/3 with each group; EO grant funding to be used. 30 - 70% of the general fund may be needed to support this position following the end of EO, depending on insurance coverage, highlighting the importance of accepting or declining to receive the vaccine as a right of choice.
- c. Katlin Shuherk: Presentation: Audit of Wood County Nicotine Retailers

### **II. Health Commissioner Report**

- a. Building Renovation Update:
  - i. Construction is on schedule. Invite to come tour the area was extended to everyone that wishes to see. Completion target is April 3<sup>rd</sup> for Phase 1 which is the new WIC space, staff break area and Environmental Sanitarians. Phase 2 is to begin April 7<sup>th</sup>. During the time between will be movement of furniture and staff.
- b. Strategic Planning
  - i. Underway and will be presented at the Joint Board Meeting on April 10<sup>th</sup> and will begin at 4:30, ending at 5:30. The regular BOH committee meetings and regular BOH meeting will resume as normal.
- c. Annual District Advisory Council – Thursday, March 20 at 6 PM at Job and Family Services building.

At 7:32 pm Bob Midden motioned to go into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing or to discuss legal action. Amy Jones and Ben Robison were invited to the executive session. Cathy Nelson seconded the motion. A roll call vote was taken all were in favor.

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

At 8:54 pm, DJ Mears motioned to return to regular session. Cathy Nelson seconded the motion.

With no further business to conduct, Richard Strow motioned to adjourn at 8:55 pm, seconded by Cathy Nelson. A voice vote was taken, all were in favor. Ayes – 10; Opposed – 0; Abstentions *Motion passed*

Meeting adjourned

  
\_\_\_\_\_  
Benjamin Robinson, Health Commissioner  
Secretary to the Board of Health

9/10/25  
\_\_\_\_\_  
Date

# Exhibit A

## Budgetary Transfers

11.3013.574100	WIC - Lease	(5,865.75)
11.3013.540100	WIC - Contracts	5,865.75

# Exhibit B

The following amendment will increase the 2025 appropriations by \$99,051.00 which is needed for the district. These increases will cover costs the board approved in connection with the CHIP/CHA contract with Moxley, FCFC donation, Medical Director contract, GBS contract and BGSU Strategic Planning contract. We are also increasing the TB expenses that will be reimbursed by the County. The following increases in fund appropriations are needed at this time (March 13, 2025):

08.1001.540103	Admin - Contract Consultant	16,666.00
08.1001.569912	Admin - Other Expense	20,000.00
13.3204.540104	FQHC - Contract Professional	15,000.00
25.2112.564100	FSO - Equipment	1,200.00
07.2522.564100	Campgrounds - Equipment	400.00
29.2422.564100	Bathing areas - Equipment	400.00
06.1553.569912	TB - Other Expense	10,000.00
07.2002.540103	EH Admin - Consultants	3,690.00
12.1541.540103	Vitals - Consultants	3,690.00
13.3204.540105	FQHC – Contracts	28,005.00

# Exhibit C

The following increase to the estimated resources is needed by the District of \$10,000.00 for the TB reimbursement revenue. These monies are projected to cover expenditures for programs or services that the Health District Levy supports (March 13, 2025).

06.1553.407000

TB – Other Revenue

10,000.00

## Exhibit D

Transfer of \$331,883.85 from the Levy Fund and \$63,991.73 from the EH Admin Fund. These monies are projected to cover the first six months of expenditures for programs or services that the Health District Levy supports (March 13, 2025).

From the Levy Fund:

Nursing – Fund 06 - \$49,024.92

Sewage – Fund 09 - \$185,310.25

PHEP – Fund 10 - \$65,752.74

Water – Fund 18 – 31,795.94

From the EH Admin Fund:

Food Service – Fund 25 - \$56,131.14

Pools – Fund 29 - \$7,860.59