



Board of Health Meeting Minutes April 10, 2025

The April 10, 2025, regular Board of Health meeting was held in person at Job & Family Services on Gypsy Lane Road.

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

Staff Present and Introductions: Tina Cox, Dan Powell, Rick Nelson, Benjamin Robison, Amy Jones, Pat Snyder, Lexie Jacobs, Lana Glore, Brittany Fitzpatrick, Katie Denison 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 introduction of BGSU Student Intern, Oluwatoyin "Nicki" Martins.

Public Comment: No public comment

Approval of Meeting Minutes

- I. Cathy Nelson motioned to approve the March 13, 2025, regular Board of Health meeting minutes, seconded by DJ Mears. A voice vote was taken. Ayes – 7; Opposed – 0 *Motion passed*
- II. DJ Mears motioned to approve the March 31, 2025, Special Board of Health meeting minutes, seconded by Kim Hertzfeld. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions – 1: Cathy Nelson *Motion passed*

Consent Agenda

- I. Richard Strow motioned to approve the following consent agenda items, seconded by Cathy Nelson.
 - a. Approval of the Warrants
 - b. Approval of the Budget and Fund Report
 - c. Approval of the budgetary transfers as listed in Exhibit A of the agenda
 - d. Approval to transfer 2025 appropriations within the 2025 District budget as described in Exhibit A.
 - e. Approval to amend the estimated resources of the district by \$34,638.41 as described in Exhibit B.
 - f. Approval to amend 2025 appropriations of the District by \$69,768.41 as described in Exhibit C.

A roll call vote was taken. All in favor with no abstentions.

Motion passed

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

Updates and Reports

I. Health Commissioner Report

a. Building Renovation Update:

- i. Phase I of the health department is complete with WIC being completed moved and seeing clients. Phase 2 is scheduled to end and transition over the Memorial Day weekend. Phase 3 will affect the rest of the building with the biggest impact being the main lobby. This will affect the health center access, vital stats, and the environmental services window, causing us to redirect the public near other building exits.

- b. All Staff Meeting will be on April 23rd at the Veterans' Building
- c. DAC Meeting – May 8th at 6pm at Job & Family Services building.

II. Director Updates

- a. Pat Snyder provided a list of completed projects as well as projects that were planned to be completed and were part of the cuts of the EO23 funding.
- b. Beth Peery provided updates on the CRC and Crim programs and the progress of the youth vaping education program. DJ Mears commended the work on the vaping program.
- c. Amy Jones shared the activities that were held during the Public Health Week.

III. Board of Health questions/comments/discussion

- a. Nilgun commented on the work done at schools through the mobile dental program. Beth added that there is another project regarding the mobile dental services and resources to make information more available while building out for the next school year.

PROGRAM – Interim Chair DJ Mears

PRG-01-04-2025 Motion to grant a Home Sewage Treatment system variance for 24022 Luckey Road, Troy Township

DJ Mears motioned to grant a Home Sewage Treatment System variance for 24022 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, trees and lot size at the property. These limitations prevent the length along contour and maximum trench width to be maintained according to code. Sue Yoder seconded the motion. A voice vote was taken. Ayes – 7; Opposed – 0; Abstentions - 0 *Motion passed*

PRG-02-04-2025 Motion to grant a Home Sewage Treatment system variance for 1305 Orville Court, Lake Township

DJ Mears motioned to grant a Home Sewage Treatment System variance for 1305 Orville Court, Lake 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 accessory building at the property. These limitations prevent the length along contour and distance between trenches to be maintained according to code. Sue Yoder seconded the motion. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0 *Motion passed*

PRG-03-04-2025 Motion to adopt the Wood County Health Department resolution to approve the requirement to cease use or embargo food for Environmental Health Specialists

DJ Mears motioned to approve the updated resolution to reflect staff changes and regulation updates. Cathy Nelson seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0 *Motion passed*

PERSONNEL – Chair Kim Hertzfeld

PER-01-04-2025 Approve the creation of independent contracts for General Dentist positions.

Kim Hertzfeld motioned to approve the creation of independent contracts for General Dentists. These positions will be used to expand dental services on Fridays and will be used to substitute for our regular dentist as needed. The anticipated hourly rate will be \$84.13 - \$103.37 per hour depending on experience. Sue Yoder seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0 *Motion passed*

PER-02-04-2025**Approve the health department's "Identifying Private Zones within the Wood County Health Department Facilities and Mobile Health Center" policy**

Kim Hertzfeld motioned to approve the agency's "Identifying Private Zones within the Wood County Health Department Facilities and Mobile Health Center" policy and update the personnel manual accordingly. Upon approval of the Board of Health, the Health Commissioner is authorized to implement this policy, establish related procedures, and direct Health Department staff in its implementation. DJ Mears seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0
Motion passed

PER-03-04-2025**Approve the health department's "Recording in Patient/Client Service Areas" policy**

Kim Hertzfeld motioned to approve the agency's "Recording in Patient/Client Service Areas" policy and update the personnel manual accordingly. Upon approval of the Board of Health, the Health Commissioner is authorized to implement this policy, establish related procedures, and direct Health Department staff in its implementation. Tom Milbrodt seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0
Motion passed

PER-04-04-2025**Approve the health department's "Remote Work" policy**

Kim Hertzfeld motioned to approve the agency's "Remote Work" policy and update the personnel manual accordingly. Upon approval of the Board of Health, the Health Commissioner is authorized to implement this policy, establish related procedures, and to direct Health Department staff in its implementation. Sue Yoder seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0
Motion passed

PER-05-04-2025**Motion to acknowledge the resignation of Board Member, Dallas Ziegler**

Kim Hertzfeld motioned to acknowledge the resignation of Dallas Ziegler, board member of the Wood County Board of Health, effective April 2, 2025. Dallas has served as a board member since 2005. Cathy Nelson seconded the motion. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions - 0
Motion passed

FINANCE – Chair Richard Strow**FIN-01-04-2025****Motion to enter into an agreement with PDDS Buyer, LLC for dental imaging software**

Richard Strow motioned to approve to enter into agreement with PDDS Buyer, LLC. Wood County Community Health Center's current dental imaging software is no longer supported and has become obsolete. PDDS' Apteryx Imaging XVWeb is a HIPAA-compliant cloud-based imaging software that integrates well with NextGen. The cloud-based functionality will also work well when providing dental services off-site, such as at schools. The one-time initial start-up and training cost is \$199.00. The first month's subscription cost is \$1,000.00 and then will reduce to \$440 for subsequent months of service, upon cancellation of the AI Essentials features. AI Essentials will not be used but is required to be included in pricing for the first month to secure the ongoing imaging software subscription rate. Section 2.1 of the SAAS Agreement and Section 5 of Exhibit E both have language granting the right to cancel AI Essentials after one month of subscription without any penalty or payment for any months not used. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions.
Motion passed

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

FIN-02-04-2025**Motion to enter into an agreement with IntelliChart to add-on to NextGen EHR, pending prosecutor's review and approval**

Richard Strow motioned to approve the agreement with IntelliChart. Several features of the Health Center's current NextGen configuration are no longer supported and have stopped working, including appointment reminders and broadcast messaging. We have also been notified that support is ending for other features, including NextPen digital intake and online self-scheduling requests. To replace these features, and to improve NextGen functionality for staff and patients, the Health Center will implement patient-engagement features provided by IntelliChart, a NextGen service vendor. IntelliChart features that will be added include the ability for patients to digitally complete forms, appointment reminders and broadcast messaging, targeted digital health campaigns and recall notifications, text messaging (for patient questions and to schedule appointments), and a new patient portal with a self-scheduling request feature. The current annual cost for features that will be replaced is \$5,319.72. The new annual cost will be \$9,984 plus a one-time implementation and training fee of \$10,735. Necessary NextGen enhancements were anticipated and included in the 2025 budget. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

FIN-03-04-2025**Motion to approve the agreement with the National Association of County and City Health Officials (NACCHO) for the 2025 Medical Reserve Corps (MRC) Operational Readiness Award**

Richard Strow motioned to approve the agreement with NACCHO for receipt of a \$5,000 grant to continue to build the capacity of MRC to help during emergency and non-emergency public health events. The funding will be used to increase volunteer training. The term of this contract ends September 29, 2025. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

FIN-04-04-2025**Out-of-state travel to 2025 NACCHO360 Conference for Tyler Briggs and Ashleigh Konopka.**

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. 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) Ashleigh has received a scholarship to attend (we anticipate no direct cost for her to attend), and Tyler is presenting. Kim Hertzfeld seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

Executive Session:

At 6:59 p.m., Tom Milbrodt motioned to go into executive session to discuss and consider 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 and invited Amy Jones, Rick Nelson and Dan Powell. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

Cathy Nelson motioned to return to regular session at 7:20 p.m., seconded by DJ Mears. A voice vote was taken. All in favor. Ayes – 7; Opposed – 0; Abstentions – 0 *Motion passed*

Regular Session:

PER-06-04-2025 Approve the appointment of Rachel Aeschliman to the Deputy Health Commissioner position effective 09/21/2025.

Cathy Nelson motioned to approve the appointment of Rachel Aeschliman to the Deputy Health Commissioner position effective 09/21/2025 and update the organizational chart. The Deputy Health Commissioner position is full-time, FLSA Exempt, and will have an annual salary of \$123,032.00. Richard Strow 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 Yoder Y

Exhibit A

Transfer appropriations within the 2025 budget of the District. The following transfers in fund appropriations are needed at this time (April 10, 2025):

13.1784.520101	RHW - Office Supplies	100.00
13.1784.520103	RHW - Misc supplies	(100.00)

Exhibit B

Increase the district's estimated resources by \$34,638.41 to cover the projected costs of the programs listed below. These monies are projected to cover expenditures for programs or services that Health District Levy supports (April 10, 2025).

25.2112.407500	FSO - transfers in	30,000.00
29.2412.407500	Pools- transfers in	4,638.41

Exhibit C

Increase the 2025 appropriations of the District by \$69,768.41. These increases are to align the 2025 budget with updated programmatic splits of the agency-wide utility bills, increase transfers out to cover costs in the Food Service and Pools funds, and reallocate storage costs. The following increases in fund appropriations are needed at this time (April 10, 2025):

06.1843.520101	CMH - Office Supplies	300.00
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06.1843.569918	CMH - Utilities	500.00
06.3103.569918	Nursing - Utilities	300.00
07.1142.520101	Rabies - Office supplies	10.00
07.1142.569918	Rabies - Utilities	425.00
08.1001.540102	Levy - Maintenance Contract	3,000.00
09.2452.520101	HSTS Op - Office Supplies	1,000.00
09.2452.569918	HSTS Op - Utilities	1,850.00
10.1921.520101	PHEP - office supplies	650.00
13.1784.520101	RHW - Office Supplies	100.00
13.1784.520103	RHW - Misc supplies	(100.00)
13.3204.520106	FQHC - Vaccines	10,000.00
10.1921.540105	PHEP -contracts	1,425.00
08.5941.569912	EO - miscellaneous	2,000.00
06.3103.550100	Nursing - travel	800.00
08.4001.574200	Levy - transfers out	34,638.41
08.1001.550100	Admin - travel	7,000.00
06.1653.569901	Get Vacc - phone	50.00
06.3103.569901	Nursing - phone	150.00
06.6103.569901	AAA Vac - phone	50.00
07.1022.569901	City Housing - phone	10.00
08.1001.569901	Admin - phone	1,500.00
09.2452.569901	Sewage - phone	100.00
10.1921.569901	PHEP - phone	300.00
11.3023.569901	Peer - phone	600.00
13.1784.569901	RHW - phone	10.00
13.2554.569901	Dental - phone	600.00
13.3204.569901	FQHC - phone	2,500.00

With no further business, Cathy Nelson motioned to adjourn at 7:22 pm, seconded by DJ Mears. A voice vote was taken, all were in favor. Ayes – 7; Opposed – 0; Abstentions *Motion passed*


 Benjamin Robison, Health Commissioner
 Secretary to the Board of Health

5/15/15
 Date