



## **Board of Health Meeting Minutes May 15, 2025**

The May 15, 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

**Staff Present and Introductions:** Tina Cox, Dan Powell, Rick Nelson, Benjamin Robison, Amy Jones, Pat Snyder, Lexie Jacobs, Kelly Bechstein, Beth Peery, Katie Denison and Rachel Aeschliman. Guests Present: Stephen Meredith – Community Health Center Board President; 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.

**Public Comment:** No public comment

### **Approval of Meeting Minutes**

- I. Cathy Nelson motioned to approve the April 10, 2025, regular Board of Health meeting minutes seconded by Richard Strow. A voice vote was taken. Ayes – 7; Opposed – 0; Abstention – 1: Sonja Apple-Chamberlain. *Motion passed*
- II. DJ Mears motioned to approve the April 10, 2025 Special Joint Board Meeting Minutes seconded by Tom Milbrodt. A voice vote was taken. Ayes – 6; Opposed – 0; Abstention – 2: Sonja Apple-Chamberlain and Bob Midden. *Motion passed*

### **Consent Agenda**

- I. Tom Milbrodt motioned to approve the following consent agenda items, seconded by Kim Hertzfeld.
  - a. Approval of the Warrants
  - b. Approval of the budget and fund report
  - c. Approval to transfer appropriations within the 2025 budget of the District as described in Exhibit A.
  - d. Approval to increase the estimated resources of the District by \$83,915.00 as described in Exhibit B.
  - e. Approval to increase the 2025 appropriations of the District by \$160,848.50 as described in Exhibit C.
  - f. Approval of the appointment of Savannah Kauffman to the full-time, classified, Dental Assistant position and update the organizational chart. Savannah is currently an intermittent Dental Assistant. Savannah Kauffman will be paid at grade 4 step 1 (\$20.02 per hour). Savannah's start date will be 5/18/2025
  - a. Approval of the appointment of Savanna Large to the full-time, classified, Clinical Services Assistant position and update the organizational chart. Savanna Large will be paid at grade 3 step 1 (\$18.67 per hour). Savanna's start date will be 5/21/2025.
  - g. Approval of the appointment of Barbara Brakefield to the full-time, classified, Administrative Assistant - Finance position and update the organizational chart. Barbara Brakefield will be paid at grade 3 step 3 (\$20.53 per hour). Barbara's start date will be 5/27/2025.

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

*Motion passed*

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

**PROGRAM – Interim Chair – DJ Mears**

**PRG-01-05-2025 Motion to grant a Home Sewage Treatment System variance for 10243 South Dixie Hwy, Liberty Township**

DJ Mears motioned to grant a Home Sewage Treatment System variance for 10243 South Dixie Hwy, Liberty 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 trees and lot size at the property. These limitations prevent the length along contour and maximum trench width to be maintained according to code. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**PRG-02-05-2025 Motion to accept MSSP Azara Data Sharing Agreement and Statement of Work, pending prosecutor approval**

DJ Mears motioned to approve a Data Sharing Agreement and Statement of Work with Health Centers of Ohio ACO LLC for the utilization of Azara's Cost & Utilization platform to support Medicare Shared Savings Program (MSSP) work. Wood County Community Health Center (WCCHC) is a participant of Health Centers of Ohio ACO LLC (ACO), through which WCCHC receives shared savings payments for the management, coordination, and improvement of care provided to patients covered by Medicare fee-for-service. The ACO and WCCHC utilize the Azara software platform to monitor MSSP patient data. This data sharing agreement and statement of work facilitates the exchange of Medicare data between the ACO and Azara to support reporting requirements and WCCHC's ability to analyze and act upon data to support clinical quality improvement and case management initiatives. There is no cost associated with this agreement. Tom Milbrodt seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**PRG-03-05-2025 Motion to call a special meeting of the District Advisory Council**

DJ Mears, In accordance with the Ohio Revised Code and the bylaws of the District Advisory Council, motioned to call a special meeting of the District Advisory Council on June 24, 2025 at 6:00 p.m. for the purpose of appointing a member to the Board of Health to complete the remaining term of the seat previously held by Dallas Ziegler. The meeting will be held in the conference room at the Wood County Job and Family Services Building, located at 1928 E. Gypsy Lane Road, Bowling Green, Ohio. Richard Strow seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**PERSONNEL – Interim Chair – Kim Hertzfeld**

**PER-01-05-2025 Update the Organizational Chart**

Kim Hertzfeld motioned to update the organizational chart to reflect the following changes:

1. The Administrative Assistant position held by Brittany Fitzpatrick will report to the Health Center CEO;
2. The Regional Public Health Coordinator position, held by William Bryant-Bey, will report to the Deputy Health Commissioner;

3. The Health Educator position held by Cassie Hunt will report to the Director of HPP.

These changes will take effect at the start of the next pay period, which begins May 18, 2025. Bob Midden seconded the motion. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention – 0: *Motion passed*

**PER-02-05-2025      Motion to create a new General Dentist position**

Kim Hertzfeld motioned to approve the creation a general dentist position seconded by Bob Midden. This position will be either part-time (averaging 29 hours or less per week) or full-time (40 hours per week). This position will be used to expand dental services. The salary for this position will commensurate with years of experience. CEO confirmed the current dentist is maxed out and back logged with patient wait times of up to 3 months and is confident there is the patient demand for this position.

A voice vote was taken. Ayes – 9; Opposed – 0; Abstention – 0

*Motion passed*

**FINANCE – Richard Strow, Chair**

**FIN-01-05-2025      Motion to enter into an agreement with the Ohio EPA to administer the Mosquito Control Grant award project**

Richard Strow motioned to enter into an agreement, effective 4/28/25, with the OEPA to administer the 2025 Mosquito Control Grant Award for the Grant Project. The award amount is \$20,248.00 and includes monies for surveillance through BGSU along with WCHD education and outreach to promote awareness of mosquito-borne diseases and prevention. Bob Midden seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-02-05-2025      Motion to enter into an agreement with Bowling Green State University for mosquito surveillance activities, pending prosecutor approval**

Richard Strow motioned to approve the agreement between the Wood County Health Department and BGSU for the amount of \$15,000.00 pending prosecutor's approval. The agreement will allow BGSU to complete mosquito surveillance required under the Ohio EPA Mosquito Control Grant Agreement SFY 2025, which the health department was awarded. The final agreement will be effective on or after OEPA MCG agreement SFY 2025 effective date. Cathy Nelson seconded the motion. A roll call vote was taken. Bob Midden abstained. *Motion passed*

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

**FIN-03-05-2025      Motion to approve PMBA Architects' proposal to conduct a feasibility study for a school-based health center at Northwood Local Schools**

Richard Strow motioned to approve the proposal by PMBA Architects who responded to Wood County Community Health Center's (WCCHC) RFQ soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering Services relating to a feasibility assessment and estimated budget to renovate space for a proposed school-based health center. At the May 2025 WCCHC Board meeting, the WCCHC Board passed a resolution recommending the Board of Health approve the agreement with PMBA Architects for professional design services to provide the feasibility study for a school-based health center at Northwood Local Schools. The proposal is not to exceed \$7,500. DJ Mears seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-04-05-2025****Motion to approve acceptance of the Focus on ME stipend and GBS work agreement to create a data feed, pending prosecutor approval**

Bob Midden motioned to approve the GBS work agreement and accept the Focus on ME Stipend. In February 2025, the Board of Health approved a data-sharing agreement to allow Wood County Community Health Center (WCCHC) to participate in a quality improvement project (Focus on ME, Mental Health is Essential Health QI Project) in collaboration with the Ohio Colleges of Medicine Government Resource Center, managed by The Ohio State University Medical Center. The project aims to improve care related to anxiety and depression for women of childbearing age in Ohio. At the May 2025 WCCHC Board meeting, the WCCHC Board passed a resolution to approve the Health Center's participation in the Focus on ME scope of work, and to recommend the Board of Health approve the receipt of an \$8,000 stipend and \$4,000 expenditure of the stipend for data sharing. A data sharing feed is required to be built to facilitate required data tracking for program participation. GBS has provided a work agreement totaling \$4,000 to build the data feed. The remaining \$4,000 of the stipend will support Health Center staff participating in quality improvement related activities for this project during the period of performance: May 1, 2025-April 30, 2026. Bob Midden seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-05-05-2025****Motion to approve Capstone Logistics' pharmacy courier contract, pending prosecutor approval**

Richard Strow motioned to approve the courier agreement with Capstone Logistics who responded to Wood County Community Health Center's (WCCHC) RFP to provide pharmacy courier services. They will employ a driver to pick up medications from the Health Center Pharmacy and use a provided device with a route to deliver medications to patients' homes and collect signatures. WCCHC plans to start the service at two half-days per week, with the option to increase days as the program grows. Based on the rates and planned first-year operations, the cost of this agreement is not to exceed \$20,000. At the May 2025 WCCHC Board meeting, the WCCHC Board passed a resolution recommending the Board of Health approve the agreement with Capstone Logistics for pharmacy courier services. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-06-05-2025****Motion to approve a revised agreement with Victoria Smith to create and develop infectious disease prevention materials, pending prosecutor approval**

Richard Strow motioned to approve a revised agreement, pending prosecutor approval, with Victoria Smith, MPH to develop and provide infectious disease prevention and health education materials like handouts, infographics, and data visuals to use across various healthcare settings, non-healthcare settings, and for the public with the aim to reduce the spread of infectious diseases. The agreement will use Project Firstline and/or H5N1 Crisis Response funds as approved in the grant budgets for the amount of \$37.50 per hour up to a maximum amount of \$45,000.00. Bob Midden seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-07-05-2025****Motion to approve the Health District Maintenance Contract**

Richard Strow motioned to approve a contract with the Wood County Board of County Commissioners for maintenance services. The contract for 2025 is for personnel costs of \$6,218.70 per month not exceeding \$74,624.39, and additional reimbursements for materials and supplies, not exceeding and additional reimbursements for materials and supplies not to exceed \$4,000.00. This is a total increase over last year's cost of \$7,463.28. DJ Mears seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-08-05-2025**

**Motion to Contract with Ashley Vetter Design for Website Support**

Richard Strow motioned to contract with Ashley Vetter Design to provide support in 2025 for website design changes and improvements for a total not to exceed \$6500. Monies from each program's communication and outreach budget will support this project activity. The term of this agreement will be May 15, 2025, through December 31, 2025. Bob Midden seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-09-05-2025**

**Motion to amend agreements with the following health departments for the MRC STTRONG grant**

Richard Strow motioned to amend the following agreements to extend the contract term and increase the funding to maximize the utilization of funds within the region. All agreements will be extended to May 31, 2025.

- Hancock Public Health, \$12,500.00 additional, new agreement total is \$29,812.00
- Paulding County Health Department, \$25,988.95 additional, new agreement total is \$43,300.95
- Toledo-Lucas County Health Department, \$33,000.00 additional, new agreement total is \$50,312.00
- Van Wert County General Health District, \$4,000.00 additional, new agreement total is \$15,312.00

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

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

***Updates and Reports***

**I. Director Updates**

- a. MHC (*Mobile Health Clinic*) Program Report presented by Tyler Briggs, Epidemiologist. Board members commended the data and work in the presentation and commended this mobile community service. Brief discussion was held to utilize this service to further efforts in referral sources to the community health center.
- b. Health Promotion and Preparedness Director, Pat Snyder, spoke to the board about the CHA (*Community Health Assessment*) that has been released and encouraged board members to complete the survey located on the Health Department website and to share amongst the community.
- c. Beth provided a tobacco grant activity update highlighting the good connection with students and teachers with video creativity/activity day reinforcing what they've learned. She hopes to share the video at the June meeting.

**II. Health Commissioner Report**

- a. Temporary Policy - Policy for Notice of Public Meetings

This update will remove the need of posting in the board in the lobby in PH 3. Location of documents currently in the lobby glass enclosure will be moved to the entrances until the phase 3 renovation is complete. DJ Mears motioned to approve seconded by Cathy Nelson. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

- b. Building Renovation Update
  - i. Phase 2 on schedule, ending next week which will be the start of relocation. Tuesday following Memorial Day at which time phase 3 will begin and will be when front lobby and entrance will be inaccessible which includes vital stats, WIC and environmental with alternate entrances being utilized during the remainder of the renovation.
    - 1. Proposal of an open house in August which will be open to senators and also to honor Dallas. Further details to follow, August 14<sup>th</sup> meeting to be held in the new conference room as trial.
    - 2. Recent change order approved which will increase the size of the back-conference room. This change orders approximate cost is \$16,000.
- c. Strategic Planning—Review Action Plan
  - i. Ben walked through the Strategic Plan Action Plan handout with board members.
- d. Update on the water testing in Luckey.
- e. Review of the updated Budget to reflect the termination of the EO23 Grant. Board members appreciated and commended the report.
- f. Potential offering and covering of certain adult employee vaccines.
- g. Psychiatry Services Discussion: The health center's current Psychologist is at capacity – average 7 patients per day.
  - i. Not accepting new patients; has a waiting list. MCD is the best payor mix than commercial insurance as it doesn't reimburse. Board comments to bring options to advertise for one for BOTH part-time and full-time and see what develops or a contractual employee. 1 day/week is not working

#### Executive Session:

At 7:58 pm Cathy Nelson 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. Bob Midden seconded the motion. Rick Nelson, Dan Powell, Ben Robison and Amy Jones were invited into the executive session. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

#### Resume Regular Session:

At 8:28 pm DJ Mears motioned to resume regular session seconded by Cathy Nelson.

**FIN-10-05-2025** Richard Strow motioned to approve Benjamin Robison, Health Commissioner, contract as amended pending prosecutor approval and reappoint him to the position immediately. Cathy Nelson seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

## EXHIBIT A

The following transfers in fund appropriations are needed at this time (May 15, 2025):

11.6143.520103	CHC - supplies	2,200.00
11.6143.510000	CHC - salaries	(2,200.00)
06.6103.510000	Health Ed - SALARY	(12,000.00)

06.6103.540105	Health Ed - CONTRACT - MISCELLANEOUS	14,000.00
06.6133.571500	Health Ed - O.P.E.R.S.	(1,000.00)
06.6133.575600	Health Ed - EMPLOYEE INSURANCE	(1,000.00)
06.6153.510000	Health Ed - SALARY	(2,200.00)
06.6153.575600	Health Ed - EMPLOYEE INSURANCE	2,200.00
08.5951.510000	Workforce - SALARY	(500.00)
08.5951.520101	Workforce - SUPPLIES - OFFICE	500.00
08.5961.560800	Tobacco - ADVERTISING & PRINTING	(950.00)
08.5961.569912	Tobacco - OTHER EXPENSE - MISCELLANEOUS	350.00
08.5961.550100	Tobacco - travel	600.00
11.3013.510000	WIC - SALARY	(2,610.50)
11.3013.540100	WIC - CONTRACTS	3,910.50
11.3013.540102	WIC - CONTRACT - MAINTENANCE	200.00
11.3013.569917	WIC - OTHER EXPENSE-BLDG REPAIR/MNT	(1,500.00)
11.3023.510000	WIC - SALARY	(100.00)
11.3023.520101	WIC - SUPPLIES - OFFICE	60.00
11.3023.540102	WIC - CONTRACT - MAINTENANCE	25.00
11.3023.550100	WIC - TRAVEL	5.00
11.3023.569912	WIC - OTHER EXPENSE - MISCELLANEOUS	10.00
18.2312.510000	Water - SALARY	(1,500.00)
18.2312.569600	Water - MEDICARE	(25.00)
18.2312.571500	Water - O.P.E.R.S.	(250.00)
18.2312.575600	Water - EMPLOYEE INSURANCE	(25.00)
18.2372.510000	Water - SALARY	1,500.00
18.2372.569600	Water - MEDICARE	25.00
18.2372.571500	Water - O.P.E.R.S.	250.00
18.2372.575600	Water - EMPLOYEE INSURANCE	25.00
07.2002.510000	EH Admin - SALARY	12,000.00
07.2002.569600	EH Admin - MEDICARE	174.00
07.2002.571500	EH Admin - O.P.E.R.S.	1,680.00
07.2002.575600	EH Admin - EMPLOYEE INSURANCE	1,680.00
07.1512.510000	Body Art - SALARY	(6,000.00)
07.1512.569600	Body Art - MEDICARE	(87.00)
07.1512.571500	Body Art - OPERS	(840.00)
07.1512.575600	Body Art - EMPLOYEE INSURANCE	(840.00)
09.2182.510000	Sewage - SALARY	(6,000.00)
09.2182.569600	Sewage - MEDICARE	(87.00)
09.2182.571500	Sewage - OPERS	(840.00)
09.2182.575600	Sewage - EMPLOYEE INSURANCE	(840.00)
09.2452.520103	Sewage - Supplies - misc	198.00
09.2452.520101	Sewage - Supplies - office	(198.00)

06.3103.569905	Health Ed - Meetings	1,200.00
06.3103.574900	Health Ed - Unemployment	(1,200.00)
25.2112.564100	Food - equipment	(500.00)
25.2112.520101	Food - supplies	500.00
08.1001.540103	Admin - contracts	(16,666.00)
08.5951.540103	Workforce - contracts	16,666.00

## EXHIBIT B

Amending the estimated resources of the District by \$83,915.00 is necessary for the Tobacco grant, Delta Dental reimbursement for training and transfers in revenue. These monies are projected to cover expenditures for programs or services that Health District Levy supports (May 15, 2025).

08.5961.404000	Tobacco - Federal Funds	5,415.00
06.3123.407500	Health Ed - transfers in	60,000.00
13.2254.407000	Dental - other receipts	18,500.00

## EXHIBIT C


The following increases in fund appropriations are needed at this time (May 15, 2025):

06.1553.550100	Health Ed - TRAVEL	500.00
06.1553.575600	Health Ed - EMPLOYEE INSURANCE	300.00
06.1673.569901	Health Ed - - OTHER EXPENSE - PHONE	60.00
06.3123.510000	Health Ed - SALARY	55,000.00
06.3123.550100	Health Ed - TRAVEL	250.00
06.3123.569600	Health Ed - MEDICARE	797.50
06.3123.571500	Health Ed - O.P.E.R.S.	7,700.00
07.1022.540109	EH Admin - CONTRACT - LEASED EQUIP	340.00
07.1142.540102	EH Admin - CONTRACT - MAINTENANCE	156.00
07.1142.540109	EH Admin - CONTRACT - LEASED EQUIP	15.00
07.2002.540105	EH Admin - CONTRACT - MISCELLANEOUS	100.00
08.4001.569912	Levy - OTHER EXPENSE - MISCELLANEOUS	1,200.00
09.2452.540102	Sewage - CONTRACT - MAINTENANCE	700.00
09.2472.540109	Sewage - CONTRACT - LEASED EQUIP	35.00
09.2472.569906	Sewage - OTHER EXPENSE - REFUNDS	50.00
10.1921.569912	PHEP - OTHER EXPENSE - MISCELLANEOUS	1,425.00
10.4941.540102	PHEP - CONTRACT - MAINTENANCE	300.00
13.1784.540105	FQHC - CONTRACT - MISCELLANEOUS	415.00
13.1784.569912	FQHC -OTHER EXPENSE - MISCELLANEOUS	1,000.00
13.2554.560800	FQHC -ADVERTISING & PRINTING	100.00



13.3204.540109	FQHC -CONTRACT - LEASED EQUIP	500.00
13.3304.540105	FQHC -CONTRACT - MISCELLANEOUS	1,790.00
08.4001.574200	Levy - transfers out	60,000.00
13.2554.569905	Dental - travel	18,500.00
13.2554.540105	Dental - contracts	4,200.00
08.5961.520103	Tobacco - Supplies	1,065.00
08.5961.550100	Tobacco - travel	100.00
08.5961.560800	Tobacco - Advertising	4,000.00
08.5961.569905	Tobacco - meetings	250.00

With no further business, Cathy Nelson motioned to adjourn at 8:30 pm, seconded by Bob Midden. A voice vote was taken, all were in favor. Ayes – 9; Opposed – 0; Abstentions      *Motion passed*

  
 Benjamin Robison, Health Commissioner  
 Secretary to the Board of Health

6/12/25  
 Date

