



**Board of Health Meeting Minutes
June 12, 2025**

The June 12, 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

Staff Present and Introductions: Tina Cox, Dan Powell, Rick Nelson, Benjamin Robison, Amy Jones, Pat Snyder, Lana Glore, Lindsey Ruivivar, 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

Introductions: Clinical Services Assistant, Savanna Large and Finance Administrative Assistant, Barbara Brakefield were introduced to the board.

Approval of Meeting Minutes

- I. Cathy Nelson motioned to approve the May 15, 2025, regular Board of Health meeting minutes seconded by Richard Strow. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention - 0

Motion passed

Consent Agenda

- I. Bob Midden motioned to approve the following consent agenda items, seconded by DJ Mears.
 - 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 amend appropriations within the 2025 budget of the District by \$4,443,782.32 as described in Exhibit B.
 - e. Approval to reduce the estimated resources within the 2025 budget of the District by \$4,201,913.32 as described in Exhibit C.
 - f. Approve the appointment of Tyler Briggs to the full-time, unclassified, exempt, Assistant Director of Health Promotion and Preparedness position and update the organizational chart. Tyler is currently an Epidemiology Program Specialist. Tyler Briggs will be paid \$84,157 annually. Tyler's start date in the new position will be 8/25/2025. We will be back-filling this position with an Epidemiologist, Grade 11 \$29.41 - \$41.17.

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 Yoder Y

PROGRAM – Interim Chair – DJ Mears

PRG-01-06-2025

**Motion to grant a Home Sewage Treatment System variance for 29456
Bates Road, Perrysburg Township**

DJ Mears motioned to grant a Home Sewage Treatment System variance for 29456 Bates Road, Perrysburg 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 trees on 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. Ayes – 9; Opposed – 0; Abstention - 0
Motion passed

PRG 02-06-2025 **Motion to continue as a designee with the Ohio Department of Health, Smoke-free Workplace program to perform complaint investigations in fiscal years 2025 and 2026.**

DJ Mears motioned to renew the biennial contract with ODH to continue smoke-free workplace investigations on their behalf, seconded by Cathy Nelson. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention - 0
Motion passed

PRG 03-06-2025 **Motion to update the Wood County Sewage Treatment System Operation and Maintenance Program Plan**

DJ Mears motioned to update the Wood County Sewage Treatment System Operation and maintenance program plan to reflect current procedures. Sue Yoder seconded the motion. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention - 0
Motion passed

PRG 04-06-2025 **Motion to enter into an agreement with the Ohio Department of Commerce, Division of Industrial Compliance to perform annual inspections of manufactured home parks in fiscal years 2026 and 2027.**

DJ Mears motioned to renew the agreement with the Department of Commerce to conduct annual inspections of Manufactured home parks in Wood County during FY2026 (July 1, 2025, to June 30, 2026) and FY2027 (July 1, 2026, to June 30, 2027), pending prosecutor approval and subject to the terms and conditions set forth in the agreement renewal. Richard Strow seconded the motion. A roll call vote was taken. All in favor with Sonja Apple-Chamberlain abstaining.
Motion passed

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

PERSONNEL – Interim Chair – Kim Hertzfeld

PER-01-06-2025 **Motion to create Intermittent Certifying Health Professional positions in the WIC Program.**

Kim Hertzfeld motioned to approve the creation of Intermittent Certifying Health Professional positions in the WIC Program and update the organizational chart. Having intermittent positions allows for 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. Positions will be paid depending on credentials and experience. Bob Midden seconded the motion. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention - 0
Motion passed

PER-02-06-2025 **Motion to create a full-time Psychiatric Nurse Practitioner position in the Community Health Center Division.**

Kim Hertzfeld motioned to create a full-time Psychiatric Nurse Practitioner position which will be used to expand our behavioral health services. The salary for this position will be established based on a compensation review and will align with our current practices. DJ Mears seconded the motion. A voice vote was taken. Ayes – 9; Opposed – 0; Abstention - 0
Motion passed

FINANCE – Richard Strow, Chair

First reading by title only for 2025 proposed fees for the Wood County Health Department Private Water System Program was read by Richard Strow.

FIN-01-06-2025**Out-of-state travel to 2025 NACCHO360 Conference for Leslie Madaras**

Richard Strow motioned to approve Leslie Madaras to attend the NACCHO360 Conference in Anaheim, California on July 13-18, 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. In addition, Leslie will attend a pre-conference workshop on inventory management for public health on July 13. Estimated costs 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) however Leslie has received a scholarship to attend so we anticipate no direct cost for her attendance. 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 Yoder Y

FIN-02-06-2025**Motion to amend the MRC STTRONG agreement with the Defiance County Health Department**

Richard Strow motioned to amend the agreement with Defiance County to extend the contract term to November 30, 2025, to allow them to complete work they were unable to complete during the original timeframe. 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 Yoder Y

FIN-03-06-2025**Motion to enter into an agreement with Abbott Rapid DX of North America, LLC**

Richard Strow motioned to enter into an agreement with Abbott Rapid DX of North America, LLC to supply the mobile health center with a hemoglobin A1C rapid results machine and a cholesterol rapid analyzer for health screening services. The agreement is 36 months and includes the machines at no cost to us with a commitment to purchase a total of \$12,423.24 A1C and cholesterol tests from Abbott over the three-year period. The annual expense is included in the supply line for the mobile health center budget. *Richard noted to the board that Abbott will provide the machine; the sample material and testing equipment will need to be purchased.* 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 Yoder Y

FIN-04-06-2025**Motion to enter into an agreement with the Ohio Department of Health's Adult Immunization Program**

Richard Strow motioned to enter into an agreement with Ohio Department of Health's Adult Immunization Program to access state purchased vaccines for uninsured or underinsured adults. Vaccines are provided at no cost to the health department and the client. This agreement will address gap in access to care for Wood County residents and is at no cost to the health department. 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 Yoder Y

FIN-05-06-2025**Motion to Contract with Larry Herbert for Graphic Design Support**

Richard Strow motioned to approve contracting with Independent Contractor Larry Herbert for Graphic Design Services through Dec. 31, 2025, pending Prosecutor's approval as to form. Projects will include graphic design for materials needed to complete Tobacco Grant deliverables and other agency projects as directed by members of the communications staff. Work will be compensated in the amount of \$50.00 per hour; for a maximum total compensation up to \$15,000.00. 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 Yoder Y

FIN-06-06-2025**Motion to contract with Cross Country Locums to procure locum tenens services from healthcare providers, pending prosecutor approval**

Richard Strow motioned to approve to contract with Cross County Locums to recruit Dentists to fill time-specific coverage needs for Wood County Community Health Center. The Health Center will have the opportunity to screen and interview candidates to select the Dentist(s) who may be the best fit for our patient population and clinical needs. Once a locum candidate is selected, billing does not commence until the Dentist starts working at the Health Center. Cross Country estimates a bill rate of \$160-180/hour, dependent on experience, plus travel and lodging costs if needed. 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 Yoder Y

FIN-07-06-2025 **Resolution to renew the contract with Workspring (formerly The Employer's Association) for onsite/virtual Human Resources support**

Richard Strow motioned to authorize the health department to renew contracted services with The Employer's Association for virtual/onsite Human Resources support on an as-needed basis. These services will be billed at a rate of \$82.50/hour for services with a consultant or coordinator and \$100.00/hour for services required by the HR Director. Travel outside the Toledo metro area is billed at \$75.00/hour and at the current IRS mileage rate. This agreement is effective on the date of execution through 12/31/2025. The total cost of this service is not to exceed \$1,500.00. 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 Yoder Y

FIN-08-06-2025 **Motion to contract with Dental Dynamic Staffing to procure independent dental providers, pending prosecutor approval**

Richard Strow motioned to approve contracting with Dental Dynamic Staffing to recruit Dentists to fill time-specific coverage needs for Wood County Community Health Center. The Health Center will have the opportunity to screen and interview candidates to select the Dentist(s) who may be the best fit for our patient population and clinical needs. Once a candidate is selected, billing does not commence until the Dentist starts working at the Health Center. Dental Dynamic Staffing estimates a bill rate of \$190-218/hour, dependent on experience, plus travel and lodging costs if needed. 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 Yoder Y

I. Director Updates

- a. Grant Application for School Based Health Center – Lindsey Ruivivar, Health Center CEO explained she been working with Northwood Local School pursuing this grant for about a year adding they were hoping to apply for start-up funding. This required an MOU. She referenced a letter that was provided to board members, by Northwood Schools stating could not obligate moving forward at this time due to what is going on in the State Legislature and the funding cuts. They continue to voice they are still very committed to this project adding they potentially could be funded next summer by changing this project to a planning grant. This grant will be submitted this month with an expected answer by October if this is funded. Lindsey noted if we are awarded the year 1 funding then in year 2 we would automatically be able to apply for the start-up funding that she was hoping to do this year adding this is a highly competitive grant.
- b. Pat Snyder – Director of Health Promotion and Preparedness: Pat informed the board due to a shift of staff in her division with preparedness being moved. Following staff meetings, the division will be presenting the name change at the July board meeting.
- c. Rick Nelson – Finance Director: Rick updated the board finance wrapped up the Medicare submission and will be wrapping up with the Auditor for the states single audit by the end of the month and the Medicaid Cost Report should be wrapped up next week.
- d. Lana Glore highlighted the Clean Plate Awards that were presented to 35 facilities tonight. Richard commented 35 people proved it is possible to achieve these awards and should be highlighted by the media. It was noted that 13 ABC News and WTOL did cover this evenings awards.

II. Health Commissioner Report

- a. Building renovation update: Renovation is in the final stages with completion targeted for the end of July which includes all furniture installations and staff in their permanent work areas which includes the renovation of the office space at the county offices being utilized at Dunbridge Rd. and highlighted we are looking at the end of August for an open house.
- b. Water testing in Luckey: Still awaiting the results.
- c. DAC Meeting continues to be planned for June 24th at the Job and Family Services building at 6:00 p.m.
- d. Legislative update: Conference Committee will be meeting next week to approve the final budget. Ben reviewed a few significant issues and resolves.
- e. Ohio Association of Boards of Health membership: Opportunity for board members to have a free membership for educational and strategy resources to fulfill roles effectively. This is the Ohio Chapter of NALBOA.

III. Board of Health questions/comments/discussion

Executive Session:

At 6:56 pm Sue Yoder 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. Rick Nelson, Dan Powell, Ben Robison and Amy Jones were invited into the executive session. Prosecuting Attorney, Paul Dobson will be available over phone for consult. 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 Yoder Y

Resume Regular Session:

At 7:55 pm Richard Strow motioned to resume regular session seconded by DJ Mears.

FIN-09-06-2025

Approval of amended contract for Benjamin Robison and reappoint as Health Commissioner for equal amount of time

Richard Strow motioned to approve the amended employment contract for Benjamin Robison and reappoint as Health Commissioner for the equal amount of time. 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 Yoder Y

Adjournment:

With no further business, DJ Mears motioned to adjourn at 7:56 pm, seconded by Cathy Nelson. 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


Date

EXHIBIT A

13.3204.574100	FQHC - debt payment	40.00
13.3204.510000	FQHC - salary	(40.00)
08.5941.562800	EO - CAPITAL PROJECTS	(149,999.99)
08.6111.562800	Renovation - Capital Projects	149,999.99
11.6143.564100	CHC - Equipment	40.00
11.6143.520103	CHC - supplies	(40.00)
06.1843.569918	CMH - utilities	100.00
06.1843.540102	CMH - contracts	(100.00)
06.6153.550100	Firstline - travel	2,500.00
06.6153.520103	Firstline - supplies	1,300.00
06.6153.569905	Firstline - meetings	5,500.00
06.6153.510000	Firstline - salary	(9,300.00)
08.1001.569918	Admin - utilities	1,800.00
08.1001.510000	Admin - salary	(1,800.00)
10.4941.520101	Reg PHEP -postage	20.00
10.4941.550100	Reg PHEP - travel	70.00
10.4941.569918	Reg PHEP - utilities	100.00
10.4941.510000	Reg PHEP - salaries	(190.00)
11.3013.540102	WIC - maint contracts	500.00
11.3013.510000	WIC - salary	(500.00)
11.3023.540102	Peer - maint contracts	25.00
11.3023.569918	Peer - utilities	175.00
11.3023.510000	Peer - salary	(200.00)
13.3204.540109	FQHC - contracts	300.00
13.3204.510000	FQHC - salaries	(300.00)
13.3304.569918	BH - utilities	400.00
13.3304.569904	BH - insurance	895.00
13.3304.569910	BH - subscriptions/dues	300.00
13.3304.510000	BH - salaries	(1,595.00)

EXHIBIT B

08.5941.510000	EO -Salary	(113,695.52)
08.5941.520101	EO - SUPPLIES - OFFICE	(67,500.93)
08.5941.520103	EO - SUPPLIES - MISCELLANEOUS	(154,747.18)
08.5941.520104	EO - SUPPLIES - MEDICAL	2,947.54
08.5941.540102	EO - CONTRACT - MAINTENANCE	(12,610.00)
08.5941.540105	EO - CONTRACT - MISCELLANEOUS	(3,080,823.58)
08.5941.540109	EO - CONTRACT - LEASED EQUIP	(462.71)
08.5941.550100	EO - TRAVEL	(280.76)
08.5941.560800	EO - ADVERTISING & PRINTING	(700,714.85)

08.5941.564100	EO - EQUIPMENT	(339,635.98)
08.5941.569600	EO - MEDICARE	(1,740.66)
08.5941.569901	EO - OTHER EXPENSE - PHONE	(8,273.16)
08.5941.569905	EO - OTHER EXPENSE - MEETINGS	(48,528.00)
08.5941.569910	EO - OTHER EXPENSE - SUBSC/DUES/MEM	(16,883.17)
08.5941.569912	EO - OTHER EXPENSE - MISCELLANEOUS	547.93
08.5941.569917	EO - OTHER EXPENSE-BLDG REPAIR/MNT	2,986.00
08.5941.571500	EO - O.P.E.R.S.	(15,724.01)
08.5941.575600	EO - EMPLOYEE INSURANCE	(17,540.77)
08.6161.510000	MHC - salary	38,597.52
08.6161.520103	MHC - Misc supplies	300.00
08.6161.520104	MHC - Medical supplies	13,500.00
08.6161.540109	MHC - Leased Equip	300.00
08.6161.569901	MHC - Phone	945.00
08.6161.569907	MHC - Maint/Repairs	2,250.00
08.6161.569912	MHC - Miscellaneous	3,400.00
08.6161.571500	MHC - OPERS	5,403.65
08.6161.575600	MHC - Employee insurance	9,616.66
08.6161.569600	MHC - medicare	559.66
08.6161.540105	MHC - Misc Contracts	4,025.00
06.6173.510000	H5N1 - salary	37,500.00
06.6173.569600	H5N1 - Medicare	543.75
06.6173.571500	H5N1 - OPERS	5,250.00
06.6173.575600	H5N1 - Insurance	5,250.00
06.6173.520103	H5N1 - Misc supplies	1,456.25

EXHIBIT C

08.5941.405100	EO - Federal Funds	(4,251,913.32)
06.6173.404000	H5N1 - state funds	50,000.00

