



**Board of Health Meeting Minutes  
July 10, 2025**

The July 10, 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, Bob Midden, DJ Mears, Chris Sorensen, Nilgun Sezginis, Richard Strow.

**Staff Present and Introductions:** Tina Cox, Dan Powell, Chrissy Downs, 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; Clint Corpe – Morning Show

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:** Chris Sorensen

**Approval of Meeting Minutes**

- I. Sonja Apple-Chamberlain motioned to approve the June 12, 2025, regular Board of Health meeting minutes as corrected. DJ Mears seconded this motion. A voice vote was taken. Chris Sorensen abstained. Ayes – 5; Opposed – 0; Abstention – 1 *Motion passed*

**Consent Agenda**

Richard Strow motioned to approve the following consent agenda items, seconded by Sonja Apple-Chamberlain:

- I. Approval of the Warrants
- II. Approval of the budget and fund report.
- III. Approval to transfer appropriations within the 2025 budget of the District as presented in Exhibit A.
- IV. Approval to increase estimated resources within the 2025 budget of the District by \$100,407.50 as presented in Exhibit B.
- V. Approval to amend appropriations within the 2025 budget of the District by \$184,907.50 as presented in Exhibit C.
- VI. Approval to transfer funds from the Levy fund to the Nursing fund in the amount of \$109,028.77.

A roll call vote was taken.

*Motion passed*

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y

**PROGRAM – Interim Chair - DJ Mears**

**PRG 01-07-2025**

**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 recommendations from the Ohio Department of Health Food Safety Program survey. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

**PERSONNEL – Interim Chair – DJ Mears**

**PER-01-07-2025      Motion to create a part-time Public Health Nutritionist RD/LD position and update the organizational chart**

DJ Mears motioned to create a part-time Public Health Nutritionist RD/LD and to be posted internally only. This position will report to the Nutrition Director and is Grade 8, \$25.39 - \$35.53. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y   Mears Y   Midden Y   Sezginis Y   Sorensen Y   Strow Y      *Motion passed*

**PER-02-07-2025      Motion to update the compensation grade of the Intermittent Dental Assistant position**

DJ motioned to update the salary grade of the Intermittent Dental Assistant position vacated by Savannah Kauffman, to salary grade INT4, \$19.34, \$21.28, or \$22.24 per hour. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y   Mears Y   Midden Y   Sezginis Y   Sorensen Y   Strow Y      *Motion passed*

**FINANCE – Richard Strow, Chair**

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

**FIN-01-07-2025      Motion to approve the Board's intent to renew the employment contract of Ashley Scheutzow, Dental Hygienist, in the Community Health Center division**

Richard Strow approve to renew the employment contract with Ashley Scheutzow. No later than 120 days prior to the expiration of Ms. Scheutzow's current agreement (12-31-25), the Board of Health shall notify Ms. Scheutzow, in writing, of its intention to renew or not renew her employment as a Dental Hygienist. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y   Mears Y   Midden Y   Sezginis Y   Sorensen Y   Strow Y      *Motion passed*

**FIN 02-07-2025      Motion to approve the Board's intent to renew the employment contract of Dr. John Coates, Physician/Chief Medical Officer, in the Community Health Center division**

Richard Strow motion to approve to renew the employment contract with Dr. Coates. No later than 120 days prior to the expiration of Dr. Coates' current agreement (01-17-26), the Board of Health shall notify Dr. Coates, in writing, of its intention to renew or not renew his employment as the Physician/Chief Medical Officer. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y   Mears Y   Midden Y   Sezginis Y   Sorensen Y   Strow Y      *Motion passed*

**FIN 03-07-2025      Motion to amend the agreement with Henry County for MRC STTRONG grant activities**

Richard Strow motioned to approve to amend the MRC Ststrong Agreement with Henry County. This amendment extends the agreement end date to December 15, 2025, and increases the contract value by \$6,000, bringing the new total to \$23,312.00. This funding, from a regional grant, will enable Henry County to enhance their Medical Reserve Corps (MRC) unit. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y   Mears Y   Midden Y   Sezginis Y   Sorensen Y   Strow Y      *Motion passed*

**FIN 04-07-2025****Motion to approve an agreement with Great Lakes Community Action Partnership (GLCAP) for a public transit feasibility study, pending Prosecutor approval**

Richard Strow motioned to approved this agreement to allow GLCAP to perform a Needs-Based Transit Resource Assessment and Feasibility Report for North Baltimore and surrounding rural areas of Wood County. The agreement will extend through September 30, 2025, and the contract value will not exceed \$15,000. Funding from the Creating Healthy Communities Grant will cover the expense of the contract. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

**FIN-05-07-2025****Motion to approve Andrea Seiling for out-of-state travel to NACCHO's NACCHO Ancillary Training in Anaheim, California July 13-15**

Richard Strow motioned to approve Andrea Seiling for out-of-state travel to NACCHO's ancillary training "From Sewers to Solutions: Wastewater Monitoring for Public Health Action" in Anaheim, California July 13-15, 2025. The cost of training, flight, hotel, and per diem are covered by NACCHO. There are no anticipated expenses for the agency. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

**FIN-06-07-2025****Motion to approve fund expenditures for the WIC Farmers' Market Nutrition Program**

Richard Strow motioned to approve fund expenditures up to \$1,200.00 for the WIC Farmers' Market Nutrition Program (FMNP). The goal of FMNP is to provide fresh, locally grown fruits and vegetables to WIC participants, and to expand the awareness, use of, and sales at farmers' markets. The requested funds would be used to provide a match in funding received from USDA, allowing us to offer expanded participation in this year's farmers' market program from 40 to 80 Wood County WIC families. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0. Nilgun thanked Katie Denison for the population served through this effort.

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

**FIN-07-07-2025****Motion to approve Ashleigh Konopka for out-of-state travel to NACCHO's Project Firstline End of Project In-Person Meeting**

Richard Strow motioned to approve Ashleigh Konopka for out-of-state travel to NACCHO's Project Firstline End of Project In-Person Meeting in Washington DC August 10 - August 13. The cost of training, flight, hotel, and per diem are covered by NACCHO and Project Firstline grant funds. There are no anticipated expenses for the agency. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

**FIN-07-08-2025****Motion to approve out-of-state travel for Safa Ibrahim to attend the 2025 APHA Annual Meeting**

Richard Strow motioned to approve Safa Ibrahim to travel to the 2025 American Public Health Association (APHA) Annual Meeting in Washington, D.C., November 2-5, 2025. Estimated costs would be \$2,000.00, which includes \$295.00 registration and remainder to cover mileage, airport parking, flights, hotel stay, and per diem costs. Administrative training funds will be used to cover these expenses. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

## Updates and Reports

### I. Director Updates

- a. Environmental: Lana Glore spoke on the Accela software program they are currently trying to onboard noting that although this is a state selected program, it is not required, but one they have chosen.
- b. Finance: Chrissy Downs reviewed the finance report highlighting the decrease in fund balance was the recent vacation cash out on the June payroll, a payment was made to the renovation project as well as half down on the furniture purchases was processed. A brief discussion was also held regarding 2023 Medicaid claims and conversations.
- c. Strategic Planning - Amy Jones added one of the items with Strategic Planning is a software that will enable HR and Finance to talk in an effort to be more efficient. July 1<sup>st</sup> the annual report for accreditation opened and currently under review to be submitted.
- d. Health Promotion and Preparedness: Pat Snyder, in follow-up to her report last month regarding this divisions name change since Emergency Preparedness is moved to another division. This division is also in the process of completing the CHA/CHNA draft and will meeting in a couple of weeks to finalize and ending with an August meeting to pull together community members along with division directors to discuss and implement priorities with the CHIP. The following resolution was made:

**PRG-02-07-2025** DJ Mears motioned to change Health Promotion and Preparedness to *Health Promotion and Prevention* and update the organization's chart. Richard Strow seconded the motion. A voice vote was taken with no abstentions. All were in favor; **Motion passed**

- e. Community Health Center: Lindsey Ruivivar highlighted to the board the HRSA updates and changes coming down while referencing her Director Trends Report regarding encounters/analysis of 2024-2025 reporting and that they are on track and also with unduplicated and unique patients. Note the numbers are down due to staff's anticipated time off in reference to the CHC Report. Lindsey also highlighted from a presentation by the Pharmacist indicating patients utilizing the fee for services discount program for medications shows an estimated \$500,000 out of pocket savings for these patients.

### II. Health Commissioner Report

- a. Building renovation update
  - i. WCHD renovation is on target for completion as well as the offices at the Dunbridge county building; all to be completed within the next couple of weeks. An open house is being discussed to tentatively be held the 2<sup>nd</sup> or 3<sup>rd</sup> week in August.
- b. Legislative update – There is a new state budget adding funding for school-based health centers is approved while there is a slight cut to tobacco funding noting our funding was approved along with overview of other programs that the health department is funded for and the great impacts locally.

### Executive Session

At 6:53 pm Richard Strow moved 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 details relative to the security arrangements and emergency response protocols for Wood County Health Department. Ben Robison, Amy Jones and Dan Powell were invited into the executive session. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

DJ Mears motioned at 7:16 pm to adjourn executive session and return to regular session. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. Ayes – 6; Opposed – 0; Abstention – 0

Apple-Chamberlain Y Mears Y Midden Y Sezginis Y Sorensen Y Strow Y *Motion passed*

**Adjournment:**

With no further business, DJ Mears motioned to adjourn at 7:17 pm, seconded by Richard Strow. 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

8/14/25  
Date

**EXHIBIT A**

13.3204.569907	FQHC - repairs	650.00
13.3204.510000	FQHC - salary	(650.00)
08.1001.540100	Admin - contract	17,595.00
08.1001.574100	Admin- building debt	(17,595.00)
18.2312.520101	Water - office supplies	50.00
18.2312.510000	Water - salaries	(50.00)
11.3013.520103	WIC - supplies	(3,100.00)
11.3013.564100	WIC - equipment	3,100.00
11.3013.569908	WIC - educational materials	(400.00)
11.3013.540102	WIC - maintenance contracts	400.00
11.3013.569912	WIC - other exp	150.00
11.3013.520101	WIC - office supplies	100.00
11.3013.560800	WIC - advertising	(250.00)
08.5951.540103	Workforce - contracts	32,500.00
08.5951.510000	Workforce - salary	(32,500.00)
13.3204.540105	FQHC - contracts	50,000.00
13.3204.510000	FQHC - salary	(50,000.00)
06.6103.540105	WCAOA - contracts	8,000.00
06.6103.510000	WCAOA- salary	(5,000.00)
06.6103.550100	WCAOA - travel	(3,000.00)
06.3103.510000	Nursing - salary	33,500.00
06.3103.540105	Nursing - contracts	10,000.00
06.3103.569912	Nursing - misc expense	9,000.00
06.3123.510000	Health Ed - salary	(40,000.00)
06.6133.510000	Farm flu - salary	(8,500.00)

06.6133.520106	Farm flu - vaccines	(4,000.00)
25.2112.550100	FSO - travel	5,000.00
25.2112.564100	FSO - employee insurance	(5,000.00)
09.2452.550100	HSTS - travel	5,000.00
09.2452.510000	HSTS - salaries	(5,000.00)

## EXHIBIT B

08.5961.404000	Tobacco - state funds	45,407.50
06.3103.407500	Nursing - transfers in	55,000.00

## EXHIBIT C

08.5961.510000	Tobacco - salary	35,000.00
08.5961.569600	Tobacco - medicare	507.50
08.5961.571500	Tobacco - OPERS	4,900.00
08.5961.575600	Tobacco - employee insurance	5,000.00
08.5961.540105	Tobacco - contracts	5,000.00
08.5941.540105	EO - contracts	25,000.00
06.3103.510000	Nursing - salary	54,500.00
08.4001.574200	Levy - transfers out	55,000.00