



**Board of Health Meeting Minutes
October 16, 2025**

The October 16, 2025 Board of Health Meeting was held at the Wood County Job and Family Services building located at 1928 E. Gypsy Lane Rd, Bowling Green in the multi-purpose room.

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

Staff Present and Introductions: Katie Denison, Tina Cox, Pat Snyder, Lana Glore, Rick Nelson, Chrissy Downs, Ben Robison, Lindsey Ruivivar, Dan Powell, Lexie Jacobs, Rachel Aeschliman, Kami Wildman, Katlin Medjesky, Ashleigh Konopka, Paul Dobson and Channa Beard. Guests Present: Steve Meredith – CHC Board President; Jan McLaughlin – BG Independent News;

Nilgun Sezginis, president of the Board of Health, called the meeting to order at 6:06 pm, followed by the Pledge of Allegiance.

Public Comment: No Public Comment

Project Firstline Presentation by *Epidemiologist, Ashleigh Konopka*

Approval of Meeting Minutes:

- I. Bob Midden motioned to approve the September 11, 2025, regular Board of Health meeting minutes seconded by Sonja Apple-Chamberlain. A voice vote was taken.
Ayes – 7; Opposed – 0; Abstention – Sue Yoder *Motion passed*

Consent Agenda

Richard Strow motioned to approve the following consent agenda items, seconded by Cathy Nelson

- 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 \$21,305.93 as presented in Exhibit B.
- V. Approval to amend appropriations within the 2025 budget of the District by \$114,555.93 as presented in Exhibit C.
- VI. Approval to transfer funds from the Levy fund to the Sewage fund in the amount of \$103,000.00.
- VII. Authorize recruitment of an Intermittent Community Health Worker position in the Health Promotion and Prevention division; the hourly rate for this position will be \$20.02, \$22.02, or \$23.02 per hour based on experience.
- VIII. Authorize recruitment of a full-time Communications Manager position in the Office of the Health Commissioner at salary range 13: \$67,059.20 - \$93,891.20.
- IX. Authorize appointment of Rebecca Erupe to the Psychiatric Nurse Practitioner position in the Community Health Center division. Rebecca will be paid \$63.96 per hour, grade 22, step 6. Start date is pending successful completion of background check and reference checks. Rebecca will serve the standard probationary period for a full-time position.

A roll call vote was taken.

Motion passed

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

PROGRAM – Interim Chair

PRG-01-10-2025 Motion to grant a Home Sewage Treatment System variance for 25647 McCutcheonville Road, Perrysburg Township

DJ Mears motioned to grant a Home Sewage Treatment System variance for 25647 McCutcheonville 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 the well, large trees and ditch on 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 – 8; Opposed – 0; Abstention – 0 *Motion passed*

PRG-02-10-2025 Motion to grant a Sewage Treatment System variance for 9435 Cygnet Road, Bloom Township

DJ Mears motioned to grant a Sewage Treatment System variance for 9435 Cygnet Road, Bloom Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the property owner due to the large grade differential on this 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 – 8; Opposed – 0; Abstention – 0 *Motion passed*

PRG-03-10-2025 Motion to Grant a Home Sewage Treatment System Variance for 29121 East Broadway, Lake Township

DJ Mears motioned to grant a Home Sewage Treatment System variance for 29121 East Broadway, Lake Township. The variance is permitted by the Ohio Department of Health 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 poor drainage. These limitations prevent the length along contour and space between trenches to be maintained according to code. Tom Milbrodt seconded the motion. A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

PERSONNEL – Interim Chair

PER-01-10-2025 Motion to add a full-time Public Health Nurse position in the Health Promotion and Prevention division, update the organizational chart, and initiate recruitment

Sue Yoder motioned to add a full-time Public Health Nurse in the Health Promotion and Prevention division. The Public Health Nurse position will be salary grade 9: \$26.73 - \$37.42 per hour based on experience. DJ Mears seconded the motion. A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

PER-02-10-2025 Motion to add a full-time Medical Assistant position in the Community Health Center division, update the organizational chart, and initiate recruitment

Sue Yoder motioned to add a full-time Medical Assistant position in the Community Health Center. This position will be salary grade 3: \$18.67 - \$26.14 per hour, based on experience. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

PER-03-10-2025 Motion to authorize an interim list of successive delegates for signature and approval authority

Sue Yoder motioned to authorize an interim list of successive delegates for signature and approval authority to support business operations. In the absence of the Health Commissioner, approval and signature authority may be successively delegated to the following position-holders; this authority shall only last until a more primary delegate or the Health Commissioner is again available. DJ Mears seconded the motion.

1. Deputy Health Commissioner;
2. Finance Director;
3. Deputy Health Commissioner Emeritus (the position currently held by Amy Jones);
4. Interim Finance Director (the position currently held by Chrissy Downs);
5. Health Center CEO;
6. Environmental Health Director;
7. Director of HPP;
8. Nutrition Director.

This list of successive delegates shall be used in place of the list currently included in the Employee Handbook. This authorization shall remain in force until revised or rescinded by the Board.

A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0

Motion passed

FINANCE – Richard Strow, Chair

The second reading by title only of the 2026 proposed fees for Food Service Operation/Retail Food Establishments was read by Richard Strow

FIN-01-10-2025 Motion to enter into an agreement with La Conexion to conduct adult tobacco prevention and cessation services

Richard Strow motioned to approve an agreement with La Conexion to conduct adult tobacco prevention and cessation outreach. This partnership aims to work with local food banks and other organizations that serve individuals with higher smoking rates. The initiative will involve two key components: encouraging the adoption of regular "screen and refer" policies and holding tobacco awareness workshops at partner locations. This work is funded by the Tobacco Prevention and Cessation grant. Agreement is pending prosecutor approval. The contract will be effective November 1, 2025, through June 30, 2026. The total contract value will be \$16,000.00. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

The board requests they be updated on a regular basis in terms of the success of this program.

FIN-02-10-2025 Motion to approve agreements with 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 2025 Water Pollution Control Loan Fund. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

Mastin Site Services, Cody Mastin	\$10,154.00 (5327 Orchard Place, Lake Twp.)
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Total for Mastin Site Services \$10,154.00

T.E. Price, Kevin Aurand
Twp.)

\$1800.00 (4965 Alexander Road, Freedom

Total for T.E. Price

\$1800.00

FIN-03-10-2025

Motion to approve an agreement with Carematix to enable remote patient monitoring for the Health Center

Richard Strow motioned to approve the Carematrix Agreement. This contract is to support a remote patient monitoring (RPM) program. The health center will procure blood pressure monitors, equipped with cellular connectivity, from the vendor and will lend the monitors to patients for home use. The monitors will send blood pressure readings to the health center for review and care coordination. Data will be tracked in a HIPAA-compliant portal which will allow the health center to document care coordination services and health outcomes improvement. There is a one-time cost of \$800 to purchase the blood pressure devices (10 devices at \$80/unit). Monthly, the health center will pay a \$2/device technology fee (\$20/month) and \$13 for each active patient enrolled in the portal. Devices will be shared between patients, so the number of patients enrolled each month could exceed the 10 devices. The monthly patient portal fee is estimated to average \$130/month. This is a month-to-month contract until termination. Total contract value for Year 1 is \$2,600. This is a billable service, with Year 1 revenue projected to be \$7,325. Bob Midden seconded the motion. *Lindsey stated the devices for monitoring the patient blood pressure would go home with the patient and the data would transfer to the patient record using cellular data.* A roll call vote was taken. *Motion passed*

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

FIN-04-10-2025

Motion to enter into a contract with Software Solutions, Inc. for Payroll and Accounting Software including an HR Module, pending Prosecutor approval

Richard Strow motioned to approve the contract with Software Solutions, Inc. This contract is to integrate a new accounting, payroll and HR software that will more efficiently and effectively meet the needs of the finance and human resources department by aligning with Wood County Auditors and packaging all of the programs into one system. The initial, one-time setup fee will be \$26,500, a one-time fee of \$2,500 for a full year of a test/playground environment, and the annual fee will be \$41,500. This will replace Authority Finance and Authority Payroll, which are the current accounting and payroll software. Cathy Nelson seconded the motion. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-05-10-2025

Motion to enter into an agreement with CPP (Children's Practicing Pediatricians) group purchase organization, pending prosecutor approval

Richard Strow motioned to approve the CPP Agreement. This agreement will be at no cost to the facility and will authorize CPP to act as our group purchasing agent by providing an opportunity for the health department to receive better pricing on vaccines by joining buying groups. Cathy Nelson seconded the motion. A roll call vote was taken. *Motion passed*

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

Updates and Reports

I. Director Updates

- a. Community Health Center: Accounts Receivable - Cathy Nelson commented Health Center AR is looking better.

Nominating Committee:

- Nilgun Sezginis states its time to form a nominating committee for election of Vice-President. DJ Mears motioned to form a nominating committee formed of Cathy Nelson, Richard Strow and Nilgun Sezginis. Sue Yoder seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

Standing Committees: Board discussed revising bylaws to add a standing program committee or remain combining the program in with the personnel committee. Ending the decision to continue with combining the program resolutions with the personnel.

Executive Session:

At 7:09 pm, Sue Yoder motioned to go into executive session for the purpose of discussing and considering the appointment, employment or compensation of a public employee unless the employee requests a public hearing and to discuss specialized details of security arrangements where disclosure of the information to be discussed in executive session might reveal information that could be used to commit a violation of the law. Rick Nelson, Ben Robison, Dan Powell, Rachel Aeschliman and Chrissy Downs were invited into the executive session. Richard Strow seconded the motion. A roll call vote was taken. *Motion passed*

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

DJ Mears motioned to end the executive session and return to the regular session at 7:42 pm. Cathy Nelson seconded the motion. A voice vote was taken with all in favor. *Motion passed*

2nd Executive Session:

At 7:42 pm, DJ Mears motioned to return to executive session for the purpose of discussing personnel matters and considering the investigation of complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. Richard Strow seconded the motion. Roll call was taken. *Motion passed*

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

Tom Milbrodt motioned to end the executive session and return to the regular session at 8:07 pm. Cathy Nelson seconded the motion. A voice vote was taken with all in favor. *Motion passed*

Adjourn:

With no further business to conduct, DJ Mears motioned at 8:07 pm to adjourn the meeting seconded by Richard Strow. A voice vote was taken and all in favor. *Motion passed*


Benjamin Robison, Health Commissioner
Secretary to the Board of Health


Date

- b. Environmental Health: Software update – The old health space legacy is being updated. The environmental division voiced appreciation of the board approval to bring this platform back.
- c. Vaccine Clinics: being offered at senior center and health center on weekends. Refer to websites for schedules.
- d. Health Center – CEO spoke on resolutions discussed at the joint board meeting which would reduce patient barriers to care.

FIN – 06-10-2025

Recommendation to create and add an Intermittent Pharmacy Courier position in the Community Health Center division, update the organizational chart, and initiate recruitment

DJ Mears motioned to create and add an Intermittent Pharmacy Courier position in the Community Health Center division. This position will be paid an hourly rate of \$18.04, or \$19.84, or \$20.75 based on experience. Intermittent positions are limited to 1000 hours worked or 120 work days per calendar year and must be reappointed on an annual basis. Bob Midden seconded the motion. A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

FIN-07-10-2025

Recommendation to purchase a vehicle, a cooler, and a trailer to be used for pharmacy deliveries and to transport dental equipment

DJ Mears motioned to spend up to \$30,000 to purchase a vehicle to be used for health center activities including pharmacy deliveries and transporting dental equipment; to spend up to \$1,000 to purchase a pharmaceutical-grade cooler; and to spend up to \$5,000 to purchase a trailer for transporting dental equipment to serve patients in community-based settings. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

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

FIN-08-10-2025

Recommendation for a joint resolution to document the Boards' ongoing commitment to utilize Health Center 340B program savings to address patient barriers to care

DJ Mears motioned, seconded by Bob Midden. The 340B program is intended to enable covered entities "to stretch scarce Federal resources as far as possible, reaching more eligible patients and providing more comprehensive services." The Health Center Board and the Board of Health are jointly committed to continue good stewardship of the Health Center's 340B program savings to address patient barriers to care, including the use of 340B program savings to support pharmacy delivery and school-based health services. A voice vote was taken. Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

II. Health Commissioner Report

- a. Update on property tax: HB309
 - i. Property Tax levy – when this goes to the county commissioners using the word "shall" to push this to the ballot. New proposal changes this to "may". Approximately \$1/7 million of the agency's funds are from the property tax levy.
- b. Federal shutdown
 - i. Largest impact to us would be to WIC funding; currently we are doing good.
- c. Intoxicating hemp executive order
 - i. Governor issued and made this illegal to sell which was to take effect Tuesday October 14th. Temporary halt and to be reviewed on 28th. Should this pass, this responsibility would fall under environmental health division.

EXHIBIT A

13.2554.569907	Dental - repairs	1,200.00
13.2554.564100	Dental - equipment	(1,200.00)
06.3123.575600	Health Ed - Emp Insurance	3,000.00
06.3123.571500	Health Ed - OPERS	(3,000.00)
06.6153.510000	Firstline - Salary	4,995.20
06.6153.520101	Firstline - SUPPLIES - OFFICE	1,372.68
06.6153.520103	Firstline - SUPPLIES - MISCLLANEOUS	1,053.92
06.6153.575600	Firstline - EMPLOYEE INSURANCE	1,893.07
06.6153.540105	Firstline - Contracts	(7,000.00)
06.6153.550100	Firstline - Travel	(2,314.87)
07.1022.540105	BG City Housing - contracts	1,499.39
07.1022.510000	BG City Housing - salaries	(1,499.39)
07.1032.540105	County Housing - contracts	1,843.51
07.1032.510000	County Housing - salaries	(1,843.51)
07.1142.540105	Rabies - contracts	1,511.68
07.1142.510000	Rabies - salaries	(2,261.37)
07.1172.540105	Schools - contracts	503.89
07.1512.540105	BA - contracts	245.80
07.2522.540105	Camps - contracts	98.32
07.2522.510000	Camps - salaries	(98.32)
08.1001.540102	Admin - contract maintenance	2,378.15
08.1001.540105	Admin - contract misc	-2,378.15
09.2212.540105	Sewer - contracts	9,205.24
09.2212.510000	Sewer - salaries	(6,205.24)
09.2212.575600	Sewer - emp insurance	(2,000.00)
09.2212.571500	Sewer - opers	(1,000.00)
10.1921.569912	PHEP - misc expense	1000
10.1921.520101	PHEP - office supplies	500
10.1921.550100	PHEP - travel	-1500
10.4941.540105	Reg PHEP - contracts	5,000.00
10.4941.510000	Reg PHEP - salaries	-5,000.00
13.3204.540102	FQHC - maintenance contract	2,500.00
13.3204.569910	FQHC - subscriptions	3,000.00
13.3204.510000	FQHC - salaries	-5,500.00
18.2312.540105	Water - contracts	2,642.36
18.2312.510000	Water - salaries	(2,642.36)
25.2112.540105	Food - contracts	11,478.90
25.2112.550100	Food - travel	(5,000.00)
25.2112.564100	Food - equipment	(2,000.00)
25.2112.569906	Food - refunds	(1,500.00)
25.2112.510000	Food - salaries	(2,978.90)
29.2412.540105	Pools - contracts	970.91

29.2412.510000	Pools - salaries	(970.91)
13.3204.520106	FQHC - vaccines	6,000.00
13.3204.510000	FQHC - salaries	(6,000.00)
12.1541.571500	Vitals - OPERS	2,750.00
12.1541.569600	Vitals - Medicare	275.00
12.1541.510000	Vitals - salary	12,500.00
12.1541.575600	Vitals - emp insurance	3,500.00
06.6183.540105	HRSA - contracts	6,000.00
06.6183.569901	HRSA - phone	300.00
06.6183.569912	HRSA - miscellaneous	2,000.00
06.6183.510000	HRSA - salaries	(8,300.00)
13.3294.520103	Pharmacy - misc supplies	2,500.00
13.3294.510000	Pharmacy - salaries	(2,500.00)
13.3204.540105	FQHC - misc contracts	2,000.00
13.3204.510000	FQHC - salaries	(2,000.00)
09.2212.569907	Sewage - Repairs	500.00
09.2212.564100	Sewage - equipment	(500.00)
07.2002.520101	EH - office supplies	1,000.00
07.2002.540102	EH - maintenance contracts	600.00
07.2002.575600	EH - employee insurance	3,200.00
07.2002.510000	EH - salaries	(4,800.00)

EXHIBIT B

11.3013.405100	WIC - federal funds	10,600.00
11.3033.405100	BF Workplace - federal funds	1,875.00
09.2542.405100	WPCLF - federal funds	8,830.93

EXHIBIT C

10.1921.540105	PHEP - Misc Contracts	8,000.00
06.1673.540105	Vaccine - contracts	5,250.00
13.3294.520105	Pharmacy - pharmaceuticals	80,000.00
11.3033.510000	BF Workplace - salaries	1,000.00
11.3033.569600	BF Workplace - medicare	14.50
11.3033.571500	BF Workplace - OPERS	140.00
11.3033.575600	BF Workplace - emp insurance	150.00
11.3033.520103	BF Workplace - misc supplies	570.50
09.2542.540105	WPCLF - contracts	8,830.93
11.3013.520104	WIC - SUPPLIES - MEDICAL	1,600.00
11.3013.540103	WIC - CONTRACT - CONSULTANTS	8,000.00
11.3013.540102	WIC - CONTRACT - MAINTENANCE	500.00
11.3013.569912	WIC - OTHER EXPENSE - MISCELLANEOUS	500.00