



**Board of Health Meeting Minutes  
September 11, 2025**

The September 11, 2025, regular Board of Health meeting was held in person at Wood County Health Department, 1840 East Gypsy Lane Rd., Bowling Green.

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

**Staff Present and Introductions:** Tina Cox, Dan Powell, Benjamin Robison, Amy Jones, Tyler Briggs, Kelly Bechstein, Lexie Jacobs, Lindsey Ruivivar, Katie Denison, Chrissy Downs and Rachel Aeschliman. Guests Present: Frank McLaughlin, Jan McLaughlin – BG Independent News;

Nilgun Sezginis, president of the Board of Health, called the meeting to order at 6:02 pm, followed by the Pledge of Allegiance.

**Public Comment:** No public comment

**Introductions:**

- a. Chloe Brown – Epidemiologist: Health Prevention and Promotion
- b. Jochebed Boakye Ansah – Certifying Health Professional: Nutrition Division (WIC)

**Approval of Meeting Minutes**

- I. DJ Mears motioned to approve the August 14, 2025, regular Board of Health meeting minutes as corrected. Cathy Nelson seconded this motion. A voice vote was taken. Sonja Apple-Chamberlain abstained.  
Ayes – 7; Opposed – 0; Abstention – 1 *Motion passed*
- I. Richard Strow motioned to approve the August 26, 2025, special Board of Health meeting minutes seconded by Tom Milbrodt. A voice vote was taken. Cathy Nelson abstained.  
Ayes – 7; Opposed – 0; Abstention – 1 *Motion passed*

**Consent Agenda**

Bob Midden 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. Accept the resignation of Cassie Hunt, Health Education Specialist, effective September 24, 2025.
- IV. Approval to transfer appropriations within the 2025 budget of the District as presented in Exhibit A.
- V. Approval to increase estimated resources within the 2025 budget of the District by \$5,449.95 as presented in Exhibit B.
- VI. Approval to amend appropriations within the 2025 budget of the District by \$3,229.23 as presented in Exhibit C.
- VII. Approval to advance funds from the Levy fund to the HPP fund in the amount of \$130,000.00.

A roll call vote was taken.

*Motion passed*

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

**PROGRAM – Interim Chair – DJ Mears**

**PRG-01-09-2025 Motion to grant a Home Sewage Treatment System variance for 3580 Huffman Road, Bloom Township**

DJ Mears motioned to grant a Home Sewage Treatment System variance for 3580 Huffman Road, Bloom 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 large trees and shallow bedrock. 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*

**FINANCE – Richard Strow, Chair**

**First reading by title only of the 2026 proposed fees for Food Service Operation/Retail Food Establishment Program was read by Richard Strow.**

**FIN-01-09-2025 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. Kim Hertzfeld seconded the motion.

Mastin Site Services, Cody Mastin	\$13,991.00 (8536 Potter Road, Liberty Twp.)
	\$16,513.00 (19610 Liberty Hi Road, Middleton Twp.)

<b><u>Total for Mastin Site Services</u></b>	<b><u>\$30,504.00</u></b>
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A roll call vote was taken. *Motion passed*  
Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Hertzfeld Y

**FIN-02-09-2025 Approve Health Space Cloud Agreement with HSGovTech to support environmental health software data management of services including performing inspections in the field, pending prosecutor approval**

Richard Strow motioned to approve Health Space Cloud Agreement with HSGovTech to support environmental health software data management of services, including performing inspections in the field using HS Cloud. The term of this agreement is 5 years from the date of execution. The total cost over the 5-year term is not to exceed \$89,057.32. DJ Mears seconded the motion. Ben highlighted to the board this will give staff to the legacy system needed to become more efficient and the Prosecutor request of changes was accepted.

A roll call vote was taken. *Motion passed*  
Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Hertzfeld Y

**FIN-03-09-2025 Motion to enter into an agreement for nursing support between Wood County Health District and the following independent contractors**

Richard Strow motioned to enter into an agreement with the below-listed independent contractors pending prosecutor approval. These agreements will allow for nursing support with vaccinations, mobile health screenings and other nursing services as needed and within their scope of practice. The contractors will be paid through the vaccine program, the HRSA Rural Health grant, and/or other applicable programs for which they work. Each listed contractor will be paid \$175 per event for up to 30

events for a maximum of \$5,250.00 per contract. The agreements will be effective as of October 1, 2025, and will continue through March 31, 2026. Cathy Nelson seconded the motion.

- Dolores Suarez
- Vanessa Roush
- Debbie Allgire

A roll call vote was taken.

*Motion passed*

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

**FIN-04-09-2025**

**Motion to enter into an agreement for nursing support between Wood County Health District and Darlene Herringshaw**

Cathy Nelson motioned to enter into an agreement with the below-listed independent contractors pending prosecutor approval. These agreements will allow for nursing support with vaccinations, mobile health screenings and other nursing services as needed and within their scope of practice. The contractors will be paid through the vaccine program, the HRSA Rural Health grant, and/or other applicable programs for which they work. Each listed contractor will be paid \$175 per event for up to 30 events for a maximum of \$5,250.00 per contract. The agreements will be effective as of October 1, 2025, and will continue through March 31, 2026. DJ Mears seconded the motion.

- Darlene Herringshaw

A roll call vote was taken.

*Motion passed*

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

**FIN-05-09-25**

**Motion to enter into an agreement with Bluffton University's Master of Nutrition & Dietetics Program to serve a dietetic internship preceptor pending prosecutor approval**

Richard Strow motioned to approve an agreement with Bluffton University's Master of Nutrition & Dietetics (MND) Program and Wood County Health Department, pending prosecutor approval. This agreement will allow the WIC program to serve as a dietetic internship preceptor for students in Bluffton's MND Program to help satisfy supervised practice internship requirements. This agreement will be at no cost to WCHD. Bob Midden seconded the motion. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0

*Motion passed*

***Updates and Reports***

**I. Health Commissioner Report**

- a. Cybersecurity reporting requirements – Ben discussed a cybersecurity policy with board; highlighting designation of reporting in the event of attacks and response period. Following discussion, the following was brought before the board.

**PRG 02-09-2025**

**Adopt Cybersecurity Incident Reporting and Ransomware Response Policy**

Dj Mears motioned to approve to adopt the Cybersecurity Incident Reporting and Ransomware Response Policy as presented. Tom Milbrodt seconded the motion. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0

*Motion passed*

- b. Lobby signage - As part of the post renovation, lobby signage is being researched with an approximate cost of \$4,000.00

- II. Ben highlighted to the board tonight was the soft-open house to tour the newly renovated areas and there would also be a special presentation being given to thank long time board member, Dallas Ziegler, for his years of service on the Board of Health. Dallas resigned from the board in April 2025.

**Executive Session:**

At 6:45 p.m. Richard Strow motioned that the Board 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 Amy Jones were invited into the executive session. DJ Mears 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 Hertzfeld Y

At 7:02 p.m. DJ Mears motioned to end executive session and return to public session seconded by Cathy Nelson. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

Following return to public session, the following resolution came before the board:

**PER-01-09-2025 Resolution to accept Rick Nelson’s resignation, effective 10/31/2025**

DJ Mears motioned to accept Rick Nelson’s resignation, effective 10/31/2025. Rick has faithfully and effectively served the agency since he began in August of 2022. Richard Strow seconded the motion. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0 *Motion passed*

**PER-02-09-2025 Resolution to appoint Chrissy Downs to serve as the Interim Finance Director and Health Center CFO and approve a temporary wage level (TWL)**

Richard Strow motioned to appoint Chrissy Downs to serve as the Interim Finance Director and Health Center CFO and approve a temporary wage level (TWL), both of which will begin on 9/14/2025 and continue until a new, permanent Finance Director begins their employment with the health department. The TWL will be grade 20, step 7. This will support Rick Nelson’s transition to retirement and ensure continuity of services for the residents of Wood County. Kim Hertzfeld 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 Hertzfeld Y

**EXHIBIT A**

25.2112.520101	Food Service - office supplies	300.00
25.2112.520103	Food Service - misc supplies	(300.00)
08.1001.569917	Admin - building repairs	5,000.00
08.1001.540103	Admin - contract consultants	(5,000.00)
08.1001.510000	Admin - salaries	10,000.00

08.1001.575600	Admin - emp insurance	(10,000.00)
13.2554.540104	Dental - contracts	24,565.00
13.2554.510000	Dental - salaries	(24,565.00)
11.3013.520103	WIC - misc supplies	5,000.00
11.3013.520104	WIC - medical supplies	(2,450.00)
11.3013.550100	WIC - travel	(2,550.00)
13.3304.569905	Behavioural Health - trainings	2,500.00
13.3304.560800	Behavioural Health - advertising	(2,500.00)
06.6183.569912	Rural HRSA - misc	1,200.00
06.6183.520101	Rural HRSA - office supplies	(1,200.00)
06.1673.569912	Vaccine - other misc	300.00
06.1673.520106	Vaccine- vaccines	(300.00)
10.1921.564100	PHEP - Equipment	110.00
10.1921.569905	PHEP - meetings	(110.00)
13.3294.520103	Pharmacy - Misc supplies	1,000.00
13.3294.510000	Pharmacy - salaries	7,000.00
13.3294.540105	Pharmacy - contract misc	(8,000.00)
13.3204.520104	FQHC - medical supplies	3,000.00
13.3204.520103	FQHC - misc supplies	(3,000.00)
11.6143.510000	CHC - salary	(1,840.18)
11.6143.520101	CHC - office supplies	30.05
11.6143.520102	CHC - postage	(400.00)
11.6143.520103	CHC - misc supplies	(3,806.26)
11.6143.540103	CHC - contract consultants	2,800.00
11.6143.550100	CHC - travel	(122.00)
11.6143.560800	CHC - advertising	(500.00)
11.6143.564100	CHC - equipment	16,113.57
11.6143.569600	CHC - Medicare	(71.30)
11.6143.569901	CHC - phone	(347.97)
11.6143.569905	CHC - meetings	702.00
11.6143.569912	CHC - other exp	(18.00)
11.6143.571500	CHC - opers	(688.48)
11.6143.575600	CHC - emp insurance	(11,851.43)
08.1001.569905	Admin - meetings	4,000.00
08.1001.569910	Admin - subscriptions	(4,000.00)
13.3204.520106	FQHC - vaccines	4,000.00
13.3204.510000	FQHC - salaries	(4,000.00)
06.1843.520101	CMH - office supplies	275.00
06.1843.510000	CMH - salaries	(275.00)
06.3103.520101	HPP - office supplies	100.00
06.3103.569912	HPP - misc expense	(100.00)

