



**Board of Health Meeting Minutes  
October 10, 2024**

The October 10, 2024, regular Board of Health meeting was held in person at the Wood County Health Department Board Room.

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

**Staff Present:** Pat Snyder, Katie Denison, Lexie Jacobs, Tina Cox, Ben Robison, Amy Jones, Lindsey Ruivivar, Rachel Aeschliman, Rick Nelson, Dan Powell, Beth Peery and Lana Glore

**Guests:** Stephen Meredith – Community Health Center Board Member

Nilgun Sezginis, the president of the Board of Health, called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

**Public Comment:** There were no public comments.

**Regular Approvals:**

- I. Tom Milbrodt moved to approve the August 15, 2024, regular Board of Health meeting minutes. Bob Midden seconded the motion. A voice vote was taken. All were in favor. *Motion passed*
  
- II. Cathy Nelson moved to approve the September 12, 2024, regular Board of Health meeting minutes. Bob Midden seconded the motion with Tom Milbrodt, Nilgun Sezginis and Sonja Apple-Chamberlain abstaining. Due to not meeting quorum, approval of these minutes will be tabled until the November regular meeting.
  
- III. Tom Milbrodt motioned to approve the September 30, 2024, special Board of Health meeting minutes. Bob Midden seconded the motion. A voice vote was taken. All in favor with Cathy Nelson abstaining. *Motion passed*
  
- IV. Tom Milbrodt moved to approve the October Warrants seconded by Bob Midden. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*  
  
Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Ziegler Y
  
- V. Cathy Nelson motioned to approve the October budget and fund report, seconded by Tom Milbrodt. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*  
  
Apple-Chamberlain Y Mears Y Midden Y Milbrodt Y Nelson Y Sezginis Y Ziegler Y

***PROGRAM – Dallas Ziegler, Chair***

**PRG-01-10-2024 Motion to acknowledge that *Amendment 2024-1 to the Bylaws of the Wood County Combined General Health District Board of Health: Location of Regular Meetings* has been submitted in writing to the Board of Health**

The Bylaws may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of the entire Board, provided that the amendment has been submitted in writing at the previous regular meeting. This motion acknowledges that the amendment process has been initiated for Amendment 2024-1 so that the Board may consider approval of the amendment at the November regular meeting.

Dallas Ziegler motioned to acknowledge the amendment process. DJ Mears seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

***PERSONNEL – Dallas Ziegler, Chair***

**PER-01-10-2024      Motion to create Unclassified, Intermittent Mobile Clinic Operator positions. The Intermittent Mobile Clinic Operator positions will be Grade 3: \$18.04 - \$25.26 per hour.**

Dallas Ziegler motioned to approve having multiple Intermittent Mobile Clinic Operator positions will allow greater flexibility when prepping and transporting the Mobile Clinic to events, detailing, and maintenance appointments. Multiple positions are needed as intermittent staff are limited to 1000 hours or 120 days. Intermittent positions also need to be reappointed on an annual basis. Cathy Nelson seconded the motion. A voice vote was taken. All in favor with no abstentions. *Motion passed*

**PER-02-10-2024      Motion to reappoint Machell Lajti to the Unclassified, Intermittent Dietetic Technician position with WIC**

Dallas Ziegler motioned to reappoint Machell Lajti to the Unclassified, Intermittent Dietetic Technician position with WIC. Intermittent positions require reappointment annually and are not to exceed 1,000 hours worked or 120 days worked annually. Tom Milbrodt seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

**PER-03-10-2024      Motion to accept the resignation of Kristen Razo, Environmental Health Specialist, effective October 18, 2024.**

Dallas Ziegler motioned to accept Kristen Razo's resignation, which Bob Midden seconded. Kristen has been a valued member of the Environmental Health team for the last year. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

***FINANCE – Richard Strow, Chair***

The second reading by title only of 2025 proposed fees for Food Service Operation/Retail Food Establishment was read by Richard Strow.

**FIN-01-10-2024      Motion to adjust the Health Center fee schedule**

Richard Strow motioned to approve a recommendation from the Health Center Board to adjust charges, that are currently below the 50th percentile on the Health Center's fee schedule, up to the 50th percentile as presented in the 2024 Fee Schedule Assessment Model. Cathy Nelson seconded the motion. A roll call vote was taken. All were in favor with no abstentions. *Motion passed*

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

**FIN-02-10-2024**

**Motion to Transfer 2024 Appropriations**

Richard Strow motioned to transfer appropriations within the 2024 budget of the District. The following transfers in fund appropriations are needed at this time (October 10, 2024):

06.1843.510000	CMH - salaries	(155.00)
06.1843.520101	CMH - office supplies	155.00
08.1001.510000	Admin - salaries	(1,200.00)
08.1001.564100	Admin - equipment	1,200.00
08.1001.569912	Admin- miscellaneous	2,000.00
08.1001.575600	Admin - insurance	(2,000.00)
08.5941.510000	EO - salaries	(30,500.00)
08.5941.510000	EO - salaries	(25,575.00)
08.5941.520104	EO - medical supplies	30,000.00
08.5941.540105	EO - misc contracts	25,575.00
08.5941.569910	EO - dues/memberships	500.00
09.2212.510000	HSTS - salaries	(100.00)
09.2212.520101	HSTS - office supplies	100.00
11.3023.510000	Peer - salaries	(164.59)
11.3023.520101	Peer - office supplies	164.59
12.1541.510000	Registrar - salaries	(50.00)
12.1541.520101	Registrar - office supplies	50.00
13.2554.510000	Dental - salaries	(5,800.00)
13.2554.520104	Dental - medical supplies	5,300.00
13.2554.569905	Dental - conference	500.00
13.3204.510000	FQHC - salaries	(10,000.00)
13.3204.520106	FQHC - vaccines	10,000.00
13.3294.510000	Pharmacy - salaries	(3,000.00)
13.3294.520105	Pharmacy - pharmaceuticals	3,000.00
18.2312.510000	Water - salaries	(100.00)
18.2312.520101	Water - office supplies	100.00
25.2112.510000	Food Svc - Salary	(200.00)
25.2112.510000	Food - salaries	(100.00)
25.2112.510000	Food - salaries	(200.00)
25.2112.520101	Food - office supplies	100.00
25.2112.560800	Food Svc - Advertising	200.00
25.2112.569905	Food - meetings	890.00
25.2112.569912	Food - other misc	200.00
25.2112.575600	Food - insurance	(890.00)
29.2412.510000	Pools - salaries	(25.00)
29.2412.520101	Pools - office supplies	25.00

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

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

**FIN-03-10-2024      Motion to Amend Estimated Resources**

Richard Strow motioned to increase the district's estimated resources by \$45,000.00 for the Creating Healthy Communities Grant and the Farmworkers Flu Vaccine Grant. These monies are projected to cover expenditures for programs or services that Health District Levy supports (October 10, 2024).

11.6143.405100	CHC - Federal Funds	35,000.00
06.6133.405100	Farm Flu - Federal funds	10,000.00

Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*  
Apple-Chamberlain Y   Mears Y   Midden Y   Milbrodt Y   Nelson Y   Sezginis Y   Strow Y   Ziegler Y

**FIN-04-10-2024      Motion to Amend 2024 Appropriations**

A motion to increase the 2024 appropriations of the District by \$51,800.00. The following increases in fund appropriations are needed at this time (October 10, 2024):

06.6133.510000	Farm Flu - salaries	6,400.00
06.6133.520103	Farm Flu - supplies	1,200.00
06.6133.569600	Farm Flu - Medicare	100.00
06.6133.571500	Farm Flu - OPERS	900.00
06.6133.575600	Farm Flu - insurance	1,400.00
11.6143.510000	CHC - salaries	22,400.00
11.6143.520103	CHC - supplies	3,500.00
11.6143.569600	CHC - Medicare	350.00
11.6143.571500	CHC - OPERS	3,150.00
11.6143.575600	CHC - insurance	4,900.00
11.6143.550100	CHC - travel	700.00
06.1673.520106	Vaccine - vaccines	6,800.00

Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*  
Apple-Chamberlain Y   Mears Y   Midden Y   Milbrodt Y   Nelson Y   Sezginis Y   Strow Y   Ziegler Y

**FIN-05-10-2024      Motion to amend the Health Center budget to allow for mileage reimbursement for Health Center Board members**

Richard Strow motioned to approve the Health Center Board's recommendation to amend the Health Center budget to allow for Health Center Board Member mileage reimbursement, at the IRS rate, for travel to and from Health Center Board meetings. Wood County Community Health Center By-laws (Article VI, Section 9) state: "Members may be reimbursed by the Board of Health for reasonable expenses incurred in carrying out Health Center Board responsibilities." Providing the opportunity for mileage reimbursement will help eliminate barriers to participating on the Health Center Board. \$1,000 will be added to the mileage reimbursement line for the Health Center to account for these costs. Bob Midden seconded the motion. A roll call vote was taken. All in favor with no abstentions. *Motion passed*

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

**FIN-06-10-2024      Motion to approve the Wood County Health Department Procurement/Conflict of Interest Policy for Federal Funds**

Richard Strow motioned to approve the Wood County Health Department Procurement/Conflict of Interest Policy for Federal Funds and align associated policies with it. This policy is required to ensure compliance with all applicable federal and state laws, rules and regulations. These include but are not limited to: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Ohio Revised Code. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-07-10-2024      Motion to initiate termination of support with NextGen**

Richard Strow motioned to initiate termination of support with NextGen. Currently, the Health Center contracts with NextGen directly for Electronic Health Record support. This motion will allow the Health Center to begin the process of identifying a new vendor to provide support services to improve our NextGen utilization and operations. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-08-10-2024      Motion to rescind and replace Finance Resolution FIN-06a-09-2024 and to enter into an agreement for nursing support between Wood County Health District and the following independent contractors**

Richard Strow motioned is to rescind last month’s motion and to replace it with this one to enter into an agreement with the below listed independent contractors, replacing any current agreements. This replacement resolution is due to revisions to the agreement template as advised by the Prosecutor’s Office. 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 Bridge Access Program grant, the Wood County Committee on Aging contract, the EO23 grant or other applicable programs for which they work. Each listed contractor will be paid \$175 per event for up to 50 events for a maximum of \$8,750.00 per contract. The term of the agreement shall be retroactive to September 12, 2024, and continue through March 31, 2025.

- Debbie Allgire
- Jackie Mears
- Pam Ramsey
- Vanessa Roush
- Dee Suarez

Tom Milbrodt seconded the motion. A roll call vote was taken with DJ Mears abstaining. *Motion passed*

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

**FIN-09-10-2024      Motion to rescind and replace Finance Resolution FIN-06b-09-2024 and to enter into an agreement for nursing support between Wood County Health District and Darlene Herringshaw**

DJ Mears motioned is to rescind last month’s motion and to replace it with this one to enter into an agreement with Darlene Herringshaw. This replacement resolution is due to revisions to the agreement template as advised by the Prosecutor’s Office. 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 Bridge Access Program grant, the Wood County Committee on Aging contract, the EO23 grant or other applicable programs for which they work. Each listed contractor will be paid \$175 per event for up to 50 events for a maximum of \$8,750.00 per contract. The term of the agreement shall be retroactive to September 12, 2024, and continue through March 31, 2025. Tom Milbrodt seconded the motion. A roll call vote was taken with Richard Strow abstaining.

*Motion passed*

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

**FIN-10-10-2024 Motion to rescind and replace Finance Resolution FIN-12-09-2024 and to enter into an agreement with Lori Bolone to promote and deliver health education materials.**

Richard Strow motioned to rescind last month’s motion and to replace it with this one to enter into an agreement with Lori G. Bolone, MS, to engage stakeholders and promote the adoption of an infectious disease prevention curriculum within school systems and professional development toolkits within community businesses and organizations to reduce the spread of infectious diseases, including COVID-19. This replacement resolution is due to revisions to the agreement template as advised by the Prosecutor’s Office. The work will commence upon execution by both parties and continue through June 31, 2025. The EO23 grant will fund this agreement. The contractor will be paid at a rate of \$37.50 per hour up to a maximum contract value of \$45,000.00. DJ Mears seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

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

**FIN-11-10-2024 Motion to extend the agreement with Education Development Center, Inc. to continue work on infectious disease health education materials, including campaign materials, curriculum and professional development materials**

Richard Strow motioned to extend the existing agreement with Education Development Center, Inc. for a second time to January 31, 2025, to allow the contractor more time to complete the work. No other changes to the agreement are needed. The EO23 grant funds this agreement. Cathy Nelson seconded the motion. A roll call vote was taken with all in favor and no abstentions. *Motion passed*

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

***Updates and Reports***

**I. Director Updates**

- Brief discussions were held regarding a correction to the counts in the vital stats reports from the previous month and the restaurant inspection report.

**II. Health Commissioner Report**


**a. Building Renovation Update**

- i. Following the board's acceptance of SSOE's recommendation, the next step is to execute the contract. Once the contract is executed, an initial meeting will be held with the contractors to obtain a start date, and the board meetings will be shifted to their new location at the Dunbridge Building.
- ii. There will need to be brought to the board the request for contingencies and change requests.
- iii. The building budget approved does not include furniture costs. We are waiting on a final quote from FriendsOffice which does state term pricing.

**b. Joint Board Training**

- i. October 17, 5-7p: this can be seen as the joint board meeting as well with a joint board meeting at 5:30 pm. Concurrence of 3 members is noted to call this special board meeting.
- c. Strategic Planning
  - i. BGSU will be asked for an addendum to the contract adding a joint board retreat to discuss the strategic plan as the final step. Committees are being formed: A Steering Committee and reps at the staff level to represent every program which will lead into the next stage which will involve managerial staff to help shape the theme and strategy.
- d. Narcan Training for first responder affiliated tow truck drivers, volunteers and community members will be occurring the week of 10/17. ADAMHS, EMS and BGSU are involved in this training.

Bob Midden motioned to adjourn at 6:55 pm seconded by Tom Milbrodt. A voice vote was taken. All in favor. Meeting adjourned

  
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Benjamin Robison, Health Commissioner  
Secretary to the Board

  
\_\_\_\_\_  
Date

