



**Board of Health Meeting Minutes
November 13, 2025**

The November 13, 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: DJ Mears, Bob Midden, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Chris Sorensen, Richard Strow and Sue Yoder.

Staff Present: Tina Cox, Chrissy Downs, Margaret McCann, Benjamin Robison, Amy Jones, Pat Snyder, Lana Glore, Lexie Jacobs, Lindsey Ruivivar, Katie Denison and Rachel Aeschliman. **Guests Present:** Stephen Meredith – Community Health Center Board President; Earl McKinney – Community Health Center board member

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

Introductions: Rebecca Erupe, Psychiatric Nurse Practitioner

Public Comment: No Public Comment

Approval of Meeting Minutes

DJ Mears motioned to approve the October 16, 2025, regular Board of Health meeting minutes seconded by Cathy Nelson. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 1 Chris Sorensen

Motion passed

Consent Agenda

Richard Strow motioned to approve the following consent agenda items, seconded by Bob Midden.

- 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 \$68,269.50 as presented in Exhibit B.
- V. Approval to amend appropriations within the 2025 budget of the District by \$52,183.50 as presented in Exhibit C.
- VI. Approval to transfer funds from the Levy fund to the HPP fund in the amount of \$60,250.00.

A roll call vote was taken.

Motion passed

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

PROGRAM – Interim Chair

PRG-01-11-2025

**Motion to Grant a Home Sewage Treatment System Variance for 19993
Asmus Road, Middleton Township**

DJ Mears motioned to grant a Home Sewage Treatment System variance for 19993 Asmus Road, Middleton 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 compacted soils and pasture. 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-02-11-2025 Motion to designate the Deputy Health Commissioner to serve as the authorized representative of the Wood County Board of Health on the Council of the Public Health Services Council of Ohio (PHSCO)

DJ Mears motioned to designate the Deputy Health Commissioner, the position currently held by Rachel Aeschliman, to serve as the authorized representative of the Wood County Board of Health on the Council of the Public Health Services Council of Ohio (PHSCO). This appointment shall remain in force until the Health Commissioner is again available to serve on the Council. Bob Midden seconded the motion. A voice vote was taken.
Ayes – 9; Opposed – 0; Abstention – 0 *Motion passed*

PERSONNEL – Interim Chair

PER-01-11-2025 Approve an amendment to the health department’s “Public Records” policy

DJ Mears motioned to update the health department’s “Public Records” policy and update the personnel manual accordingly.

Upon approval of the Board of Health, the Health Commissioner is authorized to implement this policy, establish related procedures, and to direct Health Department staff in its implementation. The policy is attached. Cathy Nelson seconded the motion. A voice vote was taken.
Ayes – 9; Opposed – 0; Abstention – 0 *Motion passed*

PER-02-11-2025 Approve the health department’s “Cash Deposits” policy

DJ Mears motioned to approve the health department’s “Cash Deposits” policy and update the personnel manual accordingly.

Upon approval of the Board of Health, the Health Commissioner is authorized to implement this policy, establish related procedures, and to direct Health Department staff in its implementation. The policy is attached. Cathy Nelson seconded the motion. A voice vote was taken.
Ayes – 9; Opposed – 0; Abstention – 0 *Motion passed*

PER-03-11-2025 Motion to create a Health Educator position type and to update the Health Education Specialist position in the Health Promotion and Prevention Division, which is currently vacant, to be filled as either a Health Educator or a Health Education Specialist

DJ Mears motioned to create a Health Educator position type and to update the Health Education Specialist position in the Health Promotion and Prevention Division, which is currently vacant, be filled as either a Health Educator or a Health Education Specialist. This motion is not a request to add additional personnel but to allow for flexibility in filling this existing vacancy. The Health Educator position will be paid at salary grade 7 (\$24.04 - \$33.66 per hour, based on experience), which is one grade lower than the Health Education Specialist position, which is paid at salary grade 8 (\$25.39 - \$35.53 per hour, based on

experience). This lower pay grade reflects the comparatively narrower scope of responsibilities for the Health Educator. Bob Midden seconded the motion. A voice vote was taken.

Ayes – 9; Opposed – 0; Abstention – 0

Motion passed

FINANCE – Richard Strow, Chair

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

FIN-01-11-2025 Motion to amend an agreement between Wood County Health District and independent contractor Victoria Smith

Richard Strow motioned to amend an agreement with independent contractor Victoria Smith, MPH. The contractor will continue to support the work of the agency undertaken as part of the activities approved under the Influenza A/H5N1 Crisis Response Local Health Department Grant, including but not limited to preparing infectious disease education materials, developing promotional materials, and coordinating distribution of infectious disease prevention resources. This amendment extends the current contract until January 16, 2026. The contractor will be compensated at a rate of \$37.50 per hour. The total value of this contract shall not exceed \$9,000 and will be paid for by the ODH H5N1 grant. 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 Sorensen Y Strow Y Yoder Y

FIN-02-11-2025 Motion to enter into an agreement between Wood County Health District and independent contractor Hunter Fields

Richard Strow motioned to enter into an agreement with independent contractor Hunter Fields. This contractor will support the work of the agency undertaken as part of the activities approved under the Influenza A/H5N1 Crisis Response Local Health Department Grant, including but not limited to creating data modernization and workflows for infectious disease data requests and standardize data access and reports. The contract will begin on November 17, 2025, and continue through January 16, 2026. The contractor will be paid based on deliverable completion. The total value of this contract will not exceed \$4,000 and will be paid for by the ODH H5N1 grant. 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 Sorensen Y Strow Y Yoder Y

FIN-03-11-2025 Motion to enter into an agreement between Wood County Health District and independent contractor Delaney Burkett

Richard Strow motioned to enter into an agreement with independent contractor Delaney Burkett. This contractor will support the work of the agency undertaken as part of the activities approved under the Influenza A/H5N1 Crisis Response Local Health Department Grant, including but not limited to preparing infectious disease education materials, preparing promotional materials, and coordinating distribution of infectious disease prevention materials. The contract will begin on November 17, 2025, and continue through January 16, 2026. The contractor will be paid based on deliverable completion. The total value of this contract will not exceed \$4,000 and will be paid for by the ODH H5N1 grant. 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 Sorensen Y Strow Y Yoder Y

FIN-04-11-2025 Motion to Adopt the 2026 Wood County Health Department Retail Food Establishment and Food Service Operation Program fees

Richard Strow motioned to adopt the 2026 Wood County Health Department Retail Food Establishment and Food Service Operation fee schedule. 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 Sorensen Y Strow Y Yoder Y

FIN-05-11-2025 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. Sonja Apple-Chamberlain seconded the motion.

T.E. Price, Kevin Aurand \$43,850.00 (29121 East Broadway, Lake Twp.)

Total for T.E. Price \$43,850.00

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

FIN-06-11-2025 Motion to approve an agreement with AccuShred to provide shredding services

Richard Strow motioned to approve the agreement with AccuShred which will provide one locked bin and shred the contents once per month at a rate of \$49.75 per visit. This service will eliminate the need for continued purchase of paper shredder appliances. 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 Sorensen Y Strow Y Yoder Y

FIN-07-11-2025 Motion to amend the agreement with Dr. Nancy Carroll to add the responsibility to serve as a collaborating physician

Richard Strow motioned to approve to amend the agreement for Dr. Carroll to serve as the collaborating physician for Rebecca Erupe, Psychiatric Nurse Practitioner. Dr. Carroll will be paid \$300 per month for on-call phone and email access for urgent collaboration needs. She will be compensated at her hourly rate of \$153.84 for monthly in-person collaboration and quarterly chart reviews. 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 Sorensen Y Strow Y Yoder Y

FIN-08-11-2025 Motion to rescind resolution FIN-04-10-2025 and reauthorize the expenditure of funds to implement and train on VIP/SSI accounting and HR software at a reduced cost through a revised contractual relationship

Richard Strow motioned to rescind resolution FIN-04-10-2025 and reauthorize the expenditure of funds to implement and train on VIP/SSI accounting and HR software. This replacement resolution will reduce one-time costs by \$4,000, for a new total of \$22,500, for the installation, setup and training on SSI/VIP accounting and HR software in conjunction with the Wood County Auditor's pre-existing SSI/VIP software

agreement. The setup costs will be paid to Software Solutions, Inc. The annual fees will be based on a percentage split of the Wood County contracted services and billed to WCHD. Until reduced, this resolution authorizes annual fees not to exceed \$41,500, for a total investment not to exceed \$64,000 in the first year. VIP/SSI will replace the current accounting and payroll systems, Authority Finance and Authority Payroll. 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 Sorensen Y Strow Y Yoder Y

FIN-09-11-2025 Motion to enter into a Memorandum of Understanding (MOU) with Wood County Committee on Aging (WCCOA) to be consortium partners to collaborate on services provided through the HRSA Rural Health Outreach grant

Richard Strow motioned to approve the MOU with Wood County Committee on Aging (WCCOA) to serve as a consortium partner to collaborate on mobile health services for the HRSA Rural Health Outreach grant. Under this non-compensated MOU, their role is to advise and guide WCHD's grant activities, including locations schedules and services. WCCOA will also work with consortium members to develop plans for sustaining rural access after funding ends. The MOU is effective upon execution and remains in effect until July 31, 2026. It may be renewed annually by written agreement. Bob Midden seconded the motion. Tom Milbrodt abstained.

A roll call vote was taken.

Motion passed

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

FIN-10-11-2025 Motion to enter into a Memorandum of Understanding (MOU) with Wood County Alcohol, Drug Addiction, and Mental Health Services Board (Wood County ADAMHS) to be consortium partners to collaborate on services provided through the HRSA Rural Health Outreach grant

Richard Strow motioned to approve the MOU with Wood County Alcohol, Drug Addiction, and Mental Health Services Board (Wood County ADAMHS) to serve as a consortium partner to collaborate on mobile health services for the HRSA Rural Health Outreach grant. Under this non-compensated MOU, their role is to advise and guide WCHD's grant activities, including locations, schedules and services. Wood County ADAMHS will also work with consortium members to develop plans for sustaining rural access after funding ends. The MOU is effective upon execution and remains in effect until July 31, 2026. It may be renewed annually by written agreement. 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 Sorensen Y Strow Y Yoder Y

FIN-11-11-2025 Motion to enter into a Memorandum of Understanding (MOU) with Wood County Hospital (WCH) to be consortium partners to collaborate on services provided through the HRSA Rural Health Outreach grant, pending prosecutor approval

Richard Strow motioned to approve the MOU with Wood County Hospital (WCH) to serve as a consortium partner to collaborate on mobile health services for the HRSA Rural Health Outreach grant. Under this non-compensated MOU, their role is to advise and guide WCHD's grant activities, including locations, schedules and services. WCH will also work with consortium members to develop plans for sustaining rural access after funding ends. The MOU is effective upon execution and remains in effect until July 31, 2026, pending prosecutor approval. It may be renewed annually by written agreement. 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 Sorensen Y Strow Y Yoder Y

FIN-12-11-2025

Motion to approve an agreement with Javar Jackson, Sr. for school-based health center (SBHC) planning grant activities

Richard Strow motioned to approve an agreement with Javar Jackson, Sr. for school-based planning grant activities. The health center as awarded a SBHC planning grant from the Ohio Department of Health. Javar Jackson, Sr. will complete required grant deliverables and monthly reporting. Primary deliverables include the formation of an Advisory Committee and completion of a business plan. The agreement term is November 1, 2025 through June 30, 2026, and compensation is not-to-exceed \$22,000. 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 Sorensen Y Strow Y Yoder Y

Updates and Reports

I. Director Updates

a. WIC

- i. WIC has been guaranteed full funding through the duration of fiscal year going through September of 2026.
- ii. Board approved an overlap of CSAs for coverage of transitions due to a retirement and an employee medical leave over the course of a month.
- iii. Fortunately, no impact was felt in WIC by the government shut down

b. CHC

- i. Partnership with WCCOA: Interactive session on stress management – good feedback and reviews and now offering 1:1 counseling sessions as committee on aging voiced a need for behavioral health services. This will begin on November 21st - Every other Friday and every other Tuesday, one counselor will show up for a couple hours during the week to the senior center to see if anyone will sign up. This will be a pilot for a couple of months to see if they are able to expand services to this population. The social services department at the senior center will promote this availability as well as a Friday Veterans Group. Board member commended this effort and recognition of this need.

- c. CHC appropriation – The board discussed appropriations of the fiscal projections for the Community Health Center following review of financial and fund balance reports. Following discussion, the CEO reports all encounters have increased across all areas in the center and requests an audit to review all projects and if reimbursement is coming in at the highest it can be and to begin in January.

- i. Board requests financial graphs looking at the past to current. These were already built for review by health center board and will be forwarded to board of health members.
- ii. Board requests the insurance contracts be reviewed and renegotiate reimbursements to the current market and review fee schedules.
- iii. Board will look for details of the audit by the CEO at the December regular meeting
- iv. Board requests the RFP process be immediate

FIN-13-11-2025 Richard Strow motioned to set revenue projections at \$4,243,547.93M and set expense projections at 4.6M appropriation the health center budget for 2026. Richard added this is with the stipulation to revisit following the completion of the audit. DJ Mears seconded the motion.

A roll call vote was taken

Motion passed

Midden N; Milbrodt Y; Mears Y; Nelson Y; Yoder Y; Strow Y; Sorensen Y; Sezginis Y; Apple-Chamberlain Y

d. HPP

- i. A fact sheet will be provided in December on Mental Health
- ii. CHIP is in draft form; the link will be shared with board members for review and feedback.

II. Health Commissioner Report

a. POD MOAs

PRG-03-11-2025 Cathy Nelson motioned to grant signatory authority to the Health Commissioner to POD MOAs provided there are no financial items listed in the terms. Bob Midden seconded the motion. A voice vote was taken.

Ayes – 9; Opposed – 0; Abstention – 0

Motion passed

- b.** Public Health Thank You Day is on November 24 starting at 3:30 and will be at the Health Department. The 2025 Public Health Hero Award will be presented to the North Baltimore Garden Club. Tours will also be available following the presentation.
- c.** Building project

PRG-04-11-2025 Richard Strow motioned to name the back conference room by HPP after long term employee, Amy Jones. The communications team will arrange and order the plaque for the conference room name. Chris Sorensen seconded the motion. A voice vote was taken.

Ayes – 9; Opposed – 0; Abstention – 0

Motion passed

III. Board of Health questions/comments/discussion

- a.** Nominating Committee: 1 Vice-President candidate has been chosen and will be announced at the December meeting.
- b.** OABH membership offered to the board for 150/year or individual at 25.00 per person. Information will be emailed to board members for consideration.
- c.** Committees and Chairs: Personnel and Program will continue under 1 committee. Starting in January Sue Yoder will be chair.
- d.** Bob Midden thanked the EPI team in HPP for the Suicide Report. Brief discussion held about a Child Fatality Review board recently developed.

1st Executive Session:

At 8:00 pm Cathy Nelson motioned to go into executive session for the purpose of discussing and considering the appointment, employment, dismissal 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. I hereby invite Rachel Aeschliman, Amy Jones, Ben Robison and Chrissy Downs to the executive session. DJ Mears seconded the motion.

A roll call vote was taken

Motion passed

Midden N; Milbrodt Y; Mears Y; Nelson Y; Yoder Y; Strow Y; Sorensen Y; Sezginis Y; Apple-Chamberlain Y

Return to regular session:

At 8:28 pm DJ Mears motioned to end executive session and return to public session. Chris Sorensen seconded the motion. A voice vote was taken. All were in favor.

Motion passed

2nd Executive Session:

At 8:29 Cathy Nelson motioned to go back into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. I hereby invite Rachel Aeschliman, Amy Jones and Chrissy Downs to the executive session. DJ Mears seconded the motion.


A roll call vote was taken *Motion passed*
Midden Y; Milbrodt Y; Mears Y; Nelson Y; Yoder Y; Strow Y; Sorensen Y; Sezginis Y; Apple-Chamberlain Y

Return to regular session:

At 8:52 pm DJ Mears motioned to end executive session and return to public session. Cathy Nelson seconded the motion. A voice vote was taken. All were in favor. *Motion passed*

Adjourn:

Being no further business to conduct, Richard Strow motioned at 8:53 pm to adjourn. Chris Sorensen seconded the motion. A voice vote was taken. All were in favor. *Motion passed; Meeting adjourned*



Benjamin Robison, Health Commissioner
Secretary to the Board of Health

12/11/25
Date

EXHIBIT A

13.1784.520106	RHW - vaccines	2,000.00
13.1784.520103	RHW - supplies	(2,000.00)
06.6183.520104	HRSA Rural - Medical supplies	1,000.00
06.6183.569917	HRSA Rural - Repair/Maint	500.00
06.6183.520103	HRSA Rural - supplies	(1,500.00)
25.2112.560800	Food - advertising	100.00
25.2112.510000	Food - salaries	(100.00)
11.3013.564100	WIC - equipment	2,000.00
11.3013.510000	WIC - salary	(2,000.00)

EXHIBIT B

13.6194.405100	SBHC - federal funds	13,883.50
06.3103.407500	Nursing - transfers in	5,250.00

10.1941.407500	PHEP - transfers in	8,000.00
09.2542.405100	WPCLF - Federal funds	41,136.00

EXHIBIT C

13.6194.510000	SBHC - wages	3,000.00
13.6194.569600	SBHC - medicare	43.50
13.6194.571500	SBHC - OPERS	420.00
13.6194.575600	SBHC - health insurance	420.00
13.6194.540103	SBHC - contract consultants	10,000.00
13.3294.564100	Pharmacy - equipment	36,000.00
13.3304.564100	BH - equipment	1,300.00
13.3294.520103	Pharmacy - misc supplies	1,000.00
08.4001.574200	Levy - transfers out	13,250.00
09.2542.540105	WPCLF - contracts	41,136.00

