



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

The February 13th, 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: Kim Hertzfeld, Bob Midden, Tom Milbrodt, Cathy Nelson, Richard Strow and Nilgun Sezginis.

Staff Present and Introductions: Tina Cox, Dan Powell, Rick Nelson, Benjamin Robison, Lindsey Ruivivar, Amy Jones, Pat Snyder, Lexie Jacobs and Rachel Aeschliman.

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

Regular Approvals

- I. Tom Milbrodt motioned to approve the January 16, 2025, regular Board of Health meeting minutes, seconded by Cathy Nelson. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0 *Motion passed*

- II. Bob Midden motioned to approve the January 18, 2025, special, joint Board meeting minutes seconded by Cathy Nelson. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0 *Motion passed*

Consent Agenda

- I. Tom Milbrodt motioned to approve consent agenda items, seconded by Cathy Nelson.
 - a. Approval of the January Warrants
 - b. Approval of the January budget and fund report
 - c. Amend the 2024 annual appropriations of the District, as listed in Attachment A of the agenda.
 - d. Approve the transfer of \$58,575.00 from the Levy Fund and \$128,500.00 from the EH Admin Fund, as described in Attachment B of the agenda.
 - e. Approve an advance of \$25,000.00 from the Levy Fund (08) to the PHEP Fund (10) in anticipation of grant funding that will be received in the first quarter of 2025.
 - f. Approve Cassie Hunt's appointment to the full-time classified Health Education Specialist position and update the organizational chart.
 - i. Cassie will be paid at grade 8, step 4 and serve the standard probationary period. Her start date is pending at this time.
 - g. Approve the promotion of Jessica Firsdon to the Operations Manager within the Community Health Center.
 - i. Jessica will be paid at grade 10, step 1, and will begin in the role on February 23, 2025. She will serve the standard probationary period in the new role.
 - h. Approve and update the organizational chart reflective of the shift in the supervision of the Clinical Services Assistants from the Medical Billing Manager in Finance to the Operations Manager in the Community Health Center, effective March 9, 2025.

- i. Accept the resignation of Ishmael Tagoe, Health Education Specialist, effective 02/7/2025.

A roll call vote was taken.

Motion passed

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

PROGRAM – Dallas Ziegler, Chair

PRG-01-02-2025 Approval of The Ohio State University Government Resource Center Data Use Agreement

Kim Hertzfeld motioned to approve the data-sharing agreement to allow Wood County Community Health Center to participate in a quality improvement project in collaboration with the Ohio Colleges of Medicine Government Resource Center, managed by The Ohio State University Medical Center. The project aims to improve care related to anxiety and depression for women of childbearing age in Ohio and is at no cost to the agency. Tom Milbrodt seconded the motion. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0
Motion passed

PERSONNEL – Dallas Ziegler, Chair

PER-01-02-2025 Motion to approve the creation of Intermittent Pharmacy Technician positions. The Intermittent Pharmacy Technician positions will grade INT 3 with an hourly rate of \$18.04, \$19.84, or \$20.75 based on experience.

Kim Hertzfeld motioned to approve the creation of intermittent pharmacy tech positions for greater flexibility and availability of substitute staff when needing to cover regular staff absences. Intermittent staff are limited to 1000 hours or 120 workdays annually. Intermittent positions also need to be reappointed on an annual basis. Bob Midden seconded the motion. A voice vote was taken. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0
Motion passed

PER-02-02-2025 Motion to create Intermittent Nurse Practitioner positions and update the organizational chart. The Intermittent Nurse Practitioners will be Grade INT-22-1: \$49.83 or \$54.82 or \$57.30.

Kim Hertzfeld motioned to create Intermittent Nurse Practitioner positions and update the organizational chart. Having Intermittent positions allows the Health Center greater scheduling flexibility and availability of substitute staff. Intermittent staff are limited to 1000 hours worked or 120 workdays annually. Intermittent positions also need to be reappointed on an annual basis. Cathy Nelson seconded the motion. A voice vote was taken. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0
Motion passed

PER-03-02-2025 Motion to create Intermittent Deputy Registrar positions and update the organizational chart. The Intermittent Deputy Registrars will be Grade INT-3-1: \$18.04 or \$19.84 or \$20.75.

Kim Hertzfeld motioned to create Intermittent Deputy Registrar positions and update the organizational chart. Having Intermittent positions allows the health department greater scheduling flexibility and availability of substitute staff. Intermittent staff are limited to 1000 hours worked or 120 workdays annually. Intermittent positions also need to be reappointed on an annual basis. Bob Midden seconded the motion. A voice vote was taken. A voice vote was taken. Ayes – 6; Opposed – 0; Abstentions - 0
Motion passed

FINANCE – Richard Strow, Chair

Richard Strow read the following second readings:

- by title only of 2025 proposed fees for Public Swimming Pool/Special Use Pool/Spa Program
- by title only of 2025 proposed fees for Body Art Program
- by title only of 2025 proposed fees for Campground Program
- by title only of 2025 proposed fees for Bathing Beach Program

FIN-01-02-2025 Motion to amend existing GBS contract to include consulting to comply with new UDS requirements and other interoperability standards in our Health Information Technology System.

Richard Strow motioned to amend the existing contract with GBS for additional services including a diagnostic code documentation feature in NextGen electronic health records, and 155 hours of consulting to provide training and technical assistance to health center staff overseeing data management/security, quality improvement, and aligning or upgrading Health Information Technology systems with national interoperability standards. \$27,871.00 of the invoice will be supported by the health center's FY24 Quality Improvement grant funds included in the H80 HRSA grant. Not to exceed \$ 28,005.00. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

FIN-02-02-2025 Motion to approve the 2025 Sliding Fee Scales

Richard Strow motioned to approve the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee scales have been updated to reflect the 2025 poverty guidelines by the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) and will be effective 3/1/2025. Kim Hertzfeld seconded the motion. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

FIN-03-02-2025 Motion to enter into a new contract with Language Line for interpretation services

Richard Strow motioned to approve the new contract with Language Line to provide phone interpretation services. The new contract reduces phone interpretation rates from an average \$1.21/minute to \$0.64/minute for Spanish and \$0.69/minute for all other languages. April-December 2024, the Health Center used 859 minutes of phone interpretation services for a total cost of \$1,043.75; 75% of the calls were for Spanish interpretation. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

FIN-04-02-2025 Motion to enter into a contract with Jacob Daving, Consultant, to develop a provider recruitment program

Richard Strow motioned to approve the independent contractor agreement with Mr. Daving to provide Health Department staff with templates and training to develop a provider recruitment program. He will provide up to 35 consulting hours, not exceeding the amount of \$2,975.00. The term of this agreement will be from the date of execution through December 31, 2025. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

Updates and Reports (30 minutes)

I. Director Updates

- a. QI Update – *Deputy Health Commissioner, Amy Jones*
 - i. Quality Improvement Activities:
 - 1. Reaccredited in 2023: Item highlighted by PHAB—The Quality Improvement committee revamped their work in 2024. Amy commented while QI projects were being done, documenting the areas for improvement and sharing the results. 2021: 1 Project; 2022: 2 Projects; 2023: 0 Projects; 2024: 10 Projects. Bob Midden commended the committee's work.
- b. Suicide Review Board – *Assistant Director, Health Promotion and Preparedness, Rachel Aeschliman*
 - i. A suicide fatality review board is being established. This community group will include experts from different areas, such as a physician, the ADAMHS board, and a representative from Law Enforcement. This board will function as the Child Fatality Review Board functions but will instead review suicide deaths and cases, looking for trends and inform prevention actions. The Health Commissioner will present this to the County Commissioners for resolution for approval. Bob Midden commends this—this would be in addition to the Wood County Prevention Coalition and the Addiction Recovery Committee.
 - ii. ODH Press Release—Mercer County: The first human case of bird flu H5N1 has been reported. Pat Snyder added that we are the regional public health coordination for NW Ohio and have been providing support to Mercer County.

Board Member Bob Midden commended the health and dental center for its hard work and support. A brief discussion was held regarding childhood immunization status and HIV linkage to care, as both are reported to be low—0%.

II. Health Commissioner Report

- a. Building Renovation Update
 - i. Construction will begin Monday, February 17th. The 5-month timeline to project completion is the end of July, and WIC will move into their new space here at the health department on the second Monday in April.
- b. Strategic Planning
 - i. Target to adopt the Strategic Planning with BGSU is March.
- c. Funding update
 - i. We have received no word yet from ODH on the federal front; on the Public Health front, Ben shared the governor's introduced budget and additional services being provided.

Richard Strow motioned to go into executive session at 6:41 pm to discuss 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 legal action. Ben Robison, Lindsey Ruivivar, Dan Powell, Amy Jones, and Rick Nelson were invited into the executive session. Tom Milbrodt seconded the motion. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

Cathy Nelson motioned to return to regular session at 6:58 pm seconded by Kim Hertzfeld. The following action was taken following return to regular session.

PER-04-02-2025

Appoint Dr. Jeff Swartz and Dr. Clint Koenig to the interim Medical Director position

Kim Hertzfeld motioned to appoint Dr. Jeff Swartz and Dr. Clint Koenig to the interim Medical Director position at a rate of \$150.00/hr. As intermittent, they are limited to 1000 hours worked or 120 workdays annually, and positions will be reappointed annually. A roll call vote was taken. *Motion passed*

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y

With no further business to discuss, Richard Strow motioned to adjourn at 7:02 p.m., seconded by Cathy Nelson. A voice vote was taken. All were in favor. *Meeting adjourned*



Benjamin Robson, Health Commissioner
Secretary to the Board of Health

3/13/25
Date

ATTACHMENT A

The following transfers and reductions in fund appropriations are needed at year end to properly reflect final budgetary measures (December 31, 2024): *(roll call vote)*

06.1673.510000	VACCINE -SALARY	2,220.36
06.1673.520106	VACCINE - VACCINES	(2,220.36)
06.6103.510000	AREA AGENCY ON AGING -SALARY	17,263.00
06.6103.571500	AREA AGENCY ON AGING -O.P.E.R.S.	2,690.88
06.6103.575600	AREA AGENCY ON AGING -EMPLOYEE INSURANCE	3,762.72
06.6103.540105	AREA AGENCY ON AGING -CONTRACT MISC	(23,716.60)
07.1022.510000	CITY HOUSING - SALARY	8,273.36
07.1022.571500	CITY HOUSING - O.P.E.R.S.	1,150.10
07.1022.575600	CITY HOUSING - EMPLOYEE INSURANCE	1,030.21
07.1202.510000	MFG HOUSING - SALARY	1,463.19
07.2002.510000	EH ADMIN - SALARY	8,184.16
07.2002.571500	EH ADMIN -O.P.E.R.S.	1,051.71
07.2002.575600	EH ADMIN -EMPLOYEE INSURANCE	1,421.55
07.1032.510000	COUNTY HOUSING -SALARY	(4,713.00)
07.1142.510000	RABIES - SALARY	(3,455.00)
07.1032.575600	COUNTY HOUSING - EMPLOYEE INSURANCE	(3,138.00)
07.1082.560800	MOSQUITO -ADVERTISING & PRINTING	(1,740.00)
07.2522.510000	CAMPGROUNDS -SALARY	(1,651.00)
07.2522.575600	CAMPGROUNDS -EMPLOYEE INSURANCE	(1,040.00)
07.1032.550100	COUNTY HOUSING -TRAVEL	(997.00)
07.1512.510000	BODY ART -SALARY	(903.00)
07.1172.510000	SCHOOLS - SALARY	(873.86)
07.1102.550100	INSTITUTIONS - TRAVEL	(846.40)
07.1512.550100	BODY ART - TRAVEL	(829.35)
07.2002.520101	EH ADMIN -SUPPLIES - OFFICE	(715.80)
07.1022.550100	CITY HOUSING -TRAVEL	(714.68)
07.2522.550100	CAMPGROUNDS -TRAVEL	(707.29)
07.1512.575600	BODY ART - EMPLOYEE INSURANCE	(363.87)
07.2002.569600	EH ADMIN -MEDICARE	113.97
07.1012.562800	SUBDIVISIONS -CAPITAL PROJECTS	(277,000.00)
08.1001.569600	GENERAL ADMIN - MEDICARE	1,463.16
08.1001.571500	GENERAL ADMIN -O.P.E.R.S.	4,150.43
08.1001.510000	GENERAL ADMIN -SALARY	(20,006.31)
08.4001.569912	Levy - Misc	14,392.72
08.5941.510000	EO -SALARY	11,765.95
08.5941.520101	EO -SUPPLIES - OFFICE	(11,765.95)

08.5941.540105	EO -CONTRACT MISC	(1,130,000.00)
08.5941.560800	EO -ADVERTISING & PRINTING	(250,000.00)
08.5941.562800	EO -CAPITAL PROJECTS	(149,999.99)
08.5941.564100	EO -EQUIPMENT	(340,000.00)
08.5951.510000	WORKFORCE - SALARY	10,317.15
08.5951.571500	WORKFORCE - O.P.E.R.S.	1,128.01
08.5951.569905	WORKFORCE - OTHER EXP - MEETINGS	(6,094.00)
08.6071.510000	NO WRONG DOOR - SALARY	1,478.45
08.6071.569905	NO WRONG DOOR - OTHER EXP - MEETINGS	(1,478.45)
08.6111.562800	RENOVATION - CAPITAL PROJECTS	(1,900,000.00)
09.2212.510000	HSTS NEW - SALARY	1,475.92
09.2212.572900	HSTS NEW -REMITTANCE TO STATE	(1,475.92)
09.2472.510000	SEWAGE CONTRACTOR - SALARY	1,975.98
09.2452.575600	HSTS OP - EMPLOYEE INSURANCE	(2,375.69)
09.2472.569905	SEWAGE CONTRACTOR - SOTHER EXP - MEETINGS	399.71
11.3033.520103	HEAL - SUPPLIES - MISCLLANEOUS	3,272.27
11.3013.575600	WIC - EMPLOYEE INSURANCE	(3,272.27)
12.1541.510000	REGISTRAR -SALARY	1,350.78
12.1541.575600	REGISTRAR -EMPLOYEE INSURANCE	2,262.49
12.1541.569600	REGISTRAR -MEDICARE	18.00
12.1541.571500	REGISTRAR -OPERS	465.00
12.1541.572900	REGISTRAR -REMITTANCE TO STATE	(3,613.27)
12.1541.562800	REGISTRAR -CAPITAL PROJECTS	(140,000.00)
13.1784.510000	RHW - SALARY	8,409.18
13.1784.571500	RHW - O.P.E.R.S.	2,554.64
13.1784.575600	RHW - EMPLOYEE INSURANCE	8,348.15
13.1784.520104	RHW - SUPPLIES- MEDICAL	(9,132.67)
13.1784.560800	RHW - ADVERTISING & PRINTING	(1,668.88)
13.1784.564100	RHW - EQUIPMENT	(1,518.44)
13.2554.510000	DENTAL - SALARY	(20,000.00)
13.2554.571500	DENTAL -O.P.E.R.S.	2,484.18
13.3294.520103	PHARMACY -SUPPLIES - MISCLLANEOUS	3,882.53
13.3304.510000	BHS - SALARY	36,571.00
13.3304.571500	BHS - O.P.E.R.S.	5,669.54
13.3304.575600	BHS - EMPLOYEE INSURANCE	4,738.87
13.6034.575600	DENTAL SEALANT - EMPLOYEE INSURANCE	1,998.27
13.6094.510000	DENTAL SEALANT -SALARY	2,413.83
13.3204.562800	FQHC -CAPITAL PROJECTS	(50,000.00)
13.3204.569905	FQHC -OTHER EXP - TRAINING	(35,000.00)
18.2312.510000	WATER - SALARY	7,074.45
18.2312.569600	WATER -MEDICARE	88.22
18.2312.571500	WATER -OPERS	969.18
18.2372.510000	WATER SPND - SALARY	(943.98)

18.2312.575600	WATER -EMPLOYEE INSURANCE	(942.17)
18.2322.569915	WATER SFA - OTHER EXPENSE - LAB FEES N.C.	(800.00)
18.2332.510000	WATER INSP - SALARY	(685.14)
18.2392.510000	WATER SSLG - SALARY	(674.89)
18.2342.550100	WATER SAMPLES -TRAVEL	(670.82)
18.2312.540102	WATER -CONTRACT - MAINTENANCE	(628.95)
18.2352.510000	WATER MFN -SALARY	(601.09)
18.2312.569915	WATER -OTHER EXPENSE - LAB FEES N.C.	(595.95)
18.2312.540105	WATER -CONTRACT - MISCELLANEOUS	(450.00)
18.2312.569918	WATER -OTHER EXPENSE-BLDG UTILITIES	(430.93)
18.2312.560800	WATER -ADVERTISING & PRINTING	(400.00)
18.2312.569906	WATER -OTHER EXPENSE - REFUNDS	(307.93)
25.2112.510000	FOOD SVC OP - SALARY	5,975.96
25.2112.571500	FOOD SVC OP -O.P.E.R.S.	1,272.18
25.2112.540102	FOOD SVC OP -CONTRACT - MAINTENANCE	(3,326.10)
25.2112.540105	FOOD SVC OP -CONTRACT - MISCELLANEOUS	(2,964.34)
25.2112.550100	FOOD SVC OP -TRAVEL	(957.70)
25.2122.510000	VENDING - SALARY	2,131.96
25.2142.575600	FSO MOBILE -EMPLOYEE INSURANCE	(2,131.96)
29.2412.571500	POOLS - O.P.E.R.S.	222.31
29.2412.569600	POOLS - MEDICARE	4.52
29.2412.510000	POOLS - SALARY	(226.83)
25.2112.575600	FOOD – EMPLOYEE INSURANCE	(260.00)
25.2122.571500	FOOD – OPERS	260.00
07.1172.575600	SCHOOLS - EMPLOYEE INSURANCE	(590.00)
07.2532.510000	CAMP TEMP - SALARIES	239.00
07.1092.510000	DEMO -SALARIES	216.00
07.1102.510000	INSTITUTIONS - SALARIES	116.00
07.1132.510000	SMOKE FREE - SALARIES	19.00

ATTACHMENT B

These monies are projected to cover the final 2024 expenditures for programs or services that Health District Levy and EH Admin supports.

Transfer from	Transfer to	Amount
Levy Fund 08	Nursing Fund 06	\$ 8,575.00
Levy Fund 08	PHEP Fund 10	\$ 50,000.00
EH Admin Fund 07	Sewage Fund 09	\$ 55,000.00
EH Admin Fund 07	Water Fund 18	\$ 14,500.00
EH Admin Fund 07	Food Service Fund 25	\$ 59,000.00