



**Board of Health Meeting Minutes
January 15, 2026**

The January 15, 2026, 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: Sonja Apple-Chamberlain, DJ Mears, Bob Midden, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis and Kim Hertzfeld.

Staff Present: Tina Cox, Chrissy Downs, Benjamin Robison, Tyler Briggs, Pat Snyder, Lana Glore, Lindsey Ruivivar, Lexie Jacobs, Dan Powell, Mike Ollom, Kami Wildman, Katie Denison, Rachel Huwe, Justin Luoma and Rachel Aeschliman. **Guests Present:** Jan Larson McLaughlin – BG Independent News

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

There were no introductions or public comment.

Approval of Meeting Minutes

- I. Bob Midden motioned to approve the October 16, 2025 Joint meeting minutes seconded by Cathy Nelson. A voice vote was taken.
Ayes – 7; Opposed – 0; Abstention – 0 *Motion passed*

- II. Cathy Nelson motioned to approve the December 11, 2025, Board of Health meeting minutes as corrected seconded by Bob Midden. A voice vote was taken.
Ayes – 6; Opposed – 0; Abstention – 1 Sonja Apple-Chamberlain *Motion passed*

- III. Sonja Apple-Chamberlain motioned to approve the December 31, 2025, Board of Health meeting minutes as corrected seconded by Nilgun Sezginis. A voice vote was taken.
Ayes – 4; Opposed – 0; Abstention – 3 Bob Midden, Tom Milbrodt, Cathy Nelson *Motion passed*

Consent Agenda

Nilgun Sezginis motioned to approve the following consent agenda items, seconded by Kim Hertzfeld.

- I. Approval of the Warrants
- II. Approval of the budget and fund report
- III. Approval to amend appropriations of the 2025 budget for the District as presented in Exhibit A.
- IV. Approval to amend revenues of the 2025 budget of the District as presented in Exhibit B.
- V. Approval to transfer funds from the Levy fund to the HPP fund in the amount of \$15,000, to the Water fund in the amount of \$5,000 and to the Food fund in the amount of \$15,000.
- VI. Approval to amend appropriations of the 2026 budget for the District to bring the Health Center budget down to \$4.6 million as presented in Exhibit C.
- VII. Accept the resignation of Madeline Dyer, Registered Environmental Health Specialist, effective January 9, 2026.
- VIII. Accept the retirement of Kathie Klauber, WIC Clinical Services Assistant, effective 04/01/2026. Kathie's last day worked will be 03/31/2026.
- IX. Accept the retirement of Shari Bockbrader, FQHC Public Health Nurse, effective 04/01/2026. Shari's last day worked will be 03/31/2026.

- X. Approval to appoint Megan Sutherland to the Clinical Services Assistant position in the WIC division pending successful completion of background check. Megan will be paid Grade 3, Step 3 (\$20.53 per hour). Start date to be determined. Megan will serve the standard probationary period for a full-time position.
- XI. Approval to appoint Taylor Hall to the Environmental Health Specialist in Training position in the Environmental Health division. Taylor will be paid \$25.24 per hour, Grade 7, Step 2 with a start date of January 26, 2026. Taylor will serve the standard probationary period for a full-time position.

A roll call vote was taken.

Motion passed

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

The board of health thanks and appreciates Kathy Klauber and Shari Bockbrader for their years of service to Wood County Health Department.

PROGRAM – Kim Hertzfeld - Interim Chair

PRG-01-01-2026 Motion to Grant a Home Sewage Treatment System Variance for 20100 McCutcheonville Road, Webster Township

Kim Hertzfeld motioned to grant a Home Sewage Treatment System variance for 20100 McCutcheonville Road, Webster 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 layout of the property and pasture. These limitations prevent the length along contour to be maintained according to code. Nilgun Sezginis seconded the motion. A voice vote was taken. All were in favor.

Motion passed

PRG-02-01-2026 Motion to approve a Memorandum of Understanding between Toledo Lucas County Regional Health District and Wood County WIC pending prosecutor approval

Kim Hertzfeld motioned to approve a memorandum of understanding between Toledo Lucas County Regional Health District (TLCRHD) and Wood County WIC, pending prosecutor approval. This agreement will allow Wood County WIC to continue to serve as a partner agency for the Cribs for Kids program. Wood County WIC will receive 19 portable cribs, crib sheets and sleepers and trained staff will distribute these items along with safe sleep education to eligible families in order to promote safe sleep habits among infants in Wood County. The term of this agreement shall be from October 1, 2025, through June 30, 2026, and has no cost to the agency. Cathy Nelson seconded the motion.

A roll call vote was taken.

Motion passed

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

PERSONNEL – Kim Hertzfeld - Interim Chair

PER-01-01-2026 Motion to extend the employment contract for Dr. John Coates, D.O.

Kim Hertzfeld motioned to approve the agreement to extend the current employment contract for Dr. Coates until a new agreement is reached. The employment contract for Dr. Coates is due to expire on January 17, 2026. An updated employment agreement is expected to be agreed upon and presented for consideration at the next Board of Health meeting on February 12, 2026. Cathy Nelson seconded the motion. A roll call vote was taken.

Motion passed

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

PER-02-01-2026

Motion to renew the agreement between Wood County General Combined Health District and Ashley Scheutzow, Registered Dental Hygienist, pending prosecutor approval

Kim Hertzfeld motioned to renew the agreement between Wood County General Combined Health District and Ashley Scheutzow, Registered Dental Hygienist. The renewal of this agreement will allow the continuation of dental hygiene services to patients within Wood County Community Health Center and at a current hourly rate of \$41.40 (subject to Cost-of-Living Allowances (COLAs), payable in 26 biweekly pay periods per year). The renewal term of this agreement shall commence on January 1, 2026, and run through December 31, 2027. Bob Midden seconded the motion.

A roll call vote was taken.

Motion passed

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

FINANCE – Nilgun Sezginis, Interim Chair

FIN-01-01-2026

Motion to enter into an updated agreement with FP Mailing Solutions

Nilgun Sezginis motioned to approve the agreement with FP Mailing Solutions for postage machine rental for 36 months from the date of signing. The total annual agreement amount rate is unchanged for 2026 with a not to exceed amount of \$744.00. This consists of \$186.00 to be paid quarterly and is included in the 2026 board-approved budget. Bob Midden seconded the motion.

A roll call vote was taken.

Motion passed

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

FIN-02-01-2026

Motion to approve a program addendum to the Health Centers of Ohio CIN Participating Provider Agreement for the Amerihealth Caritas Ohio ACO Program pending prosecutor approval

Nilgun Sezginis motioned to approve this addendum which will allow the health center to participate in the Amerihealth Caritas Ohio ACO Program. Wood County Community Health Center is a participating provider with the Health Centers of Ohio Clinically Integrated Network (CIN). Amerihealth’s value-based care program makes the (CIN) eligible to receive financial award for participating providers’ performance tied to addressing patient care opportunities for certain clinical quality metrics. The health center participates in similar agreements for other health insurance plans. There is no cost to participate. Cathy Nelson seconded the motion. *A roll call vote was taken.*

Motion passed

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

FIN-03-01-2026

Motion to approve a program addendum to the Health Centers of Ohio CIN Participating Provider Agreement for the Molina Healthcare Value-Based Program pending prosecutor approval

Nilgun Sezginis motioned to approve the addendum authorizing the health center to participate in the Molina Healthcare Value-Based Program. Wood County Community Health Center is a participating provider with the Health Centers of Ohio Clinically Integrated Network (CIN). Molina’s value-based care program makes the (CIN) eligible to receive financial award for participating providers’ performance tied to addressing patient care opportunities for certain clinical quality metrics. The health center participates in similar agreements for other health insurance plans. There is no cost to participate. Bob Midden seconded the motion. *A roll call vote was taken.*

Motion passed

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

Updates and Reports (30 minutes)

I. Director Updates

1. Immunization update – Rachel Aeschliman spoke on recent changes at the federal level highlighting one of the changes is looking at vaccines at more of a risk-based approach to children instead of age recommendations. Following data analysis, immunization services at Wood County Health Department will remain the same and will continue to provide to the community with meeting our goal to meet those with barriers.
2. Health Center Board – Lindsey Ruivivar highlighted 2 health center board resolutions passed to the board of health specific to cost allocation. These are specific to looking at outside of direct health center costs, are costs being allocated to the health center.
 - A further detailed cost allocation report will be developed and provided to both boards in advance for review prior to each individual board meeting for initial discussion for future collaboration.

II. Health Commissioner Report

- a. Rural Health Transformation Program Grant is a total approximately 200M dollars for State of Ohio. Although Wood County is not in the running, there are 2 RFP’s out currently which will provide a single award to one statewide vendor. There are 9 more initiatives to be released that we will be watching for further information on as 73 counties are eligible with Wood County included by definition of rural.
- b. Long-term financial planning discussion was held as follow-up from the December 31, 2025 meeting in light of the potential threat to property tax. Following discussion, the boards discission to revisit the pause to the agency’s COLA and step increases while WCHD will review strategies to cut some expenses and bring data back to the board.

III. Board of Health questions/comments/discussion

Executive Session

Bob Midden motioned at 6:46 moved that the Board go into executive session to discuss specialized details of security arrangements where disclosure could be expected to jeopardize the security of the public body or public office. Ben Robison, Chrissy Downs, Rachel Aeschliman and Mike Ollom were invited to the executive session. Sonja Apple-Chamberlain seconded the motion.

A roll call vote was taken. Motion passed

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

At 7:00 pm Nilgun Sezginis motioned to end executive session and return to open session seconded by Bob Midden. A voice vote was taken with no abstentions. Motion passed

FIN 04-01-2026 Motion to accept the quote from IT Solutions and execute a contract with this vendor consistent with the terms in the quote, pending Prosecutor approval

Nilgun Sezginis motioned to accept the network vendor quote with IT Solutions and execute a contract. The term of this agreement shall be three years and shall be at the cost provided in the quote with the selected vendor. Cathy Nelson seconded the motion.

A roll call vote was taken. Motion passed

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

Adjournment:

Being no further business by the board, Bob Midden motioned to adjourn at 7:02 pm seconded by Nilgun Sezginis. A voice vote was taken with motion passing. Meeting adjourned.

Benjamin Robison, Health Commissioner
Secretary to the Board of Health

Date

EXHIBIT A

06.1673.510000	Vaccine - salaries	5,580.37
06.1673.520106	Vaccine - supplies	(5,580.37)
06.3103.540105	Nursing - contracts	(6,057.73)
06.3103.575600	Nursing - emp insurance	6,057.73
06.6153.510000	Naccho - salaries	3,614.90
06.6153.540105	Naccho - contracts	(1,683.75)
06.6153.569905	Naccho - meetings	(1,931.15)
06.6173.540105	H5N1 - contracts	(30,000.00)
06.6173.540105	H5N1 - contracts	19,308.88
07.1012.574200	EH admin - transfers out	(190,000.00)
07.1172.575600	Schools - insurance	2,250.75
07.1202.510000	Mfg Housing - salary	(2,250.75)
07.2002.510000	EH Admin - salary	(1,245.59)
07.2002.575600	EH Admin - insurance	1,245.59
08.1001.510000	Admin - salary	133,269.63
08.1001.520101	Admin - office supplies	(9,800.00)
08.1001.540102	Admin - contracts	(38.50)
08.1001.540103	Admin - contract consultants	(8,000.00)
08.1001.540105	Admin - contracts	(12,000.00)
08.1001.550100	Admin - travel	(6,600.00)
08.1001.569700	Admin - Fica	100.00
08.1001.569912	Admin - other exp	(20,500.00)
08.1001.574100	Admin - building debt	38.50
08.6111.562800	Construction - capital outlay	(76,469.63)
09.2452.510000	Sewage - salaries	12,000.00
09.2452.550100	Sewage - travel	(4,000.00)
09.2452.575600	sewage - emp insurance	(8,000.00)
09.2542.540105	WPCLF - contracts	(45,000.00)
10.1921.510000	PHEP - salaries	5,000.00

10.1921.540105	PHEP - contracts	(5,000.00)
10.1951.520103	MRC Strong - supplies	(70,000.00)
11.3013.510000	WIC - salary	26,054.02
11.3013.520103	WIC - supplies	(4,140.87)
11.3013.540105	WIC - contracts	(7,382.89)
11.3013.550100	WIC - travel	(614.82)
11.3013.560800	WIC - advertising	(580.24)
11.3013.564100	WIC - equipment	(59.00)
11.3013.569600	WIC - Medicare	291.74
11.3013.569910	WIC - subscriptions	(185.41)
11.3013.569918	WIC - utilities	(995.65)
11.3013.571500	WIC - OPERS	2,278.93
11.3013.575600	WIC - insurance	(14,665.81)
11.6143.510000	CHC - salary	(2,000.00)
11.6143.510000	CHC - salary	12,490.25
11.6143.520103	CHC - misc supplies	2,000.00
11.6143.569600	CHC - Medicare	164.84
11.6143.571500	CHC - OPERS	1,724.12
12.1541.510000	Vitals - salary	5,000.00
12.1541.571500	Vitals - OPERS	300.00
12.1541.572900	Vitals- remit to state	(5,300.00)
13.3204.510000	FQHC - Salaries	(7,250.00)
13.3204.520104	FQHC - medical supplies	250.00
13.3204.540105	FQHC - Misc Contracts	7,000.00
18.2312.510000	Water - salary	(400.00)
18.2312.550100	Water - travel	(1,560.00)
18.2312.569906	Water - refunds	(225.00)
18.2312.569915	Water - lab fees	(1,600.00)
18.2312.571500	Water - opers	(600.00)
18.2312.575600	Water - emp insurance	(1,350.00)
18.2322.510000	Water - salary	100.00
18.2322.520101	Water - office supplies	(100.00)
18.2342.510000	Water Sample - salary	(1,500.00)
18.2342.550100	Water sample - travel	(930.00)
18.2342.569906	Water sample - refunds	(75.00)
18.2342.569915	Water sample -lab fees	(3,100.00)
18.2342.571500	Water sample - opers	(200.00)
18.2342.575600	Water sample -emp insurance	(1,350.00)
25.2112.569905	Food Risk - meetings	(640.00)
25.2112.571500	Food - OPERS	640.17
25.2112.572900	Food - remit to state	(640.17)
25.2112.572900	Food Risk - remit to state	(4,388.00)

25.2112.575600	Food Risk - emp insurance	(800.00)
25.2122.510000	Vending - salary	(3,700.00)
25.2122.572900	Vending - - remit to state	(122.00)
25.2122.575600	Vending - emp insurance	(1,500.00)
25.2142.510000	FSO/RFE - salary	(2,000.00)
25.2142.572900	FSO/RFE - remit to state	(50.00)
25.2142.575600	FSO/RFE - emp insurance	(200.00)
29.2412.510000	Pools - salary	(9,700.00)
29.2412.571500	Pools - OPERS	(1,000.00)
29.2412.572900	Pools - remit to state	(1,375.00)
29.2422.510000	Bathing - salary	(300.00)

EXHIBIT B

07.1032.407500	County Housing - transfers in	(45,000.00)
07.1142.407500	Rabies - transfers in	(30,000.00)
07.1172.407500	Schools - transfers in	(9,000.00)
07.1202.407500	Mfg Housing - transfers in	(8,000.00)
07.1512.407500	Body art - transfers in	(8,000.00)
07.2002.407500	EH Admin - transfers in	(50,000.00)
25.2112.406800	Food - fees	42,000.00
25.2112.407500	Food - transfers in	(30,000.00)
29.2412.407500	Pools - transfers in	(10,000.00)
06.6173.520103	<i>H5N1 - supplies</i>	<i>0.50</i>
18.2322.520101	<i>Water - office supplies</i>	<i>(50.00)</i>
18.2312.540109	<i>Water - contract leased equip</i>	<i>50.00</i>
12.1541.510000	<i>Vitals - salary</i>	<i>4,200.00</i>
12.1541.575600	<i>Vitals - emp insurance</i>	<i>(4,200.00)</i>

EXHIBIT C

13.1784.569912	RHW - Misc Expense	1,716.00
13.2554.569912	Dental - Misc Expense	114.00
13.3204.510000	Medical - salaries	(156,893.31)
13.3204.540104	Medical - professional contracts	99,000.00
13.3204.569600	Medical - Medicare	(601.35)
13.3204.569912	Medical - Misc expense	(42,204.00)
13.3204.571500	Medical - OPERS	(5,806.10)
13.3204.575600	Medical - Emp Insurance	(16,427.84)
13.3294.569912	Pharmacy - Misc Expense	(9,150.00)
13.3304.569912	BH - Misc Expense	16,175.00

