



**Board of Health Meeting Minutes  
February 12, 2026**

The February 12, 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:** Tom Milbrodt, Sue Yoder, Chris Sorensen, Richard Strow, Bob Midden, Cathy Nelson, Nilgun Sezginis and Kim Hertzfeld.

**Staff Present:** Tina Cox, Chrissy Downs, Benjamin Robison, Tyler Briggs, Pat Snyder, Kelly Bechstein, Lana Glore, Lindsey Ruivivar, Lexie Jacobs, Dan Powell, Katlin Madjesky and Rachel Aeschliman. **Guests Present:** Steve Meredith – Community Health Center Board President and Jan Larson McLaughlin – BG Independent News

**Call to Order**

Bob Midden, vice- president of the Board of Health, called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

- a. Introductions of Alex Rumph – Health Education Specialist in the HPP Division and Elizabeth Nsiah – BGSU intern thru May
- b. No public present for comments

**Approval of Meeting Minutes**

- I. Tom Milbrodt motioned to approve the January 15, 2026, meeting minutes seconded by Nilgun Zeginis. A voice vote was taken.  
Ayes – 5; Opposed – 0; Abstention – 3 – Sue Yoder, Chris Sorensen, Richard Strow *Motion passed*

**Consent Agenda**

Richard Strow 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 Jessica Firsdon, Operations Manager, Community Health Center division, effective 02/20/2026
- IV. Approval to transfer funds from the Levy fund to the HPP fund in the amount of \$181,873.57, to the Sewage fund in the amount of \$162,682.50, to the Water fund in the amount of \$18,253.15, to the Food fund in the amount of \$64,486.64, and to the Pools fund in the amount of \$2,737.80 to cover the first six months of anticipated support.
- V. Approval to transfer appropriations within the 2026 budget of the Health Department as noted in Exhibit A. These transfers are necessary to align budgeted expenditures with the grant allocation budgets.
- VI. Approval to appoint Brittany Tucker to the Medical Assistant position in the Community Health Center division. Brittany will be paid Grade 3, Step 5 (\$22.41 per hour). Brittany will begin on 3/2/2026 and will serve the standard probationary period for a full-time position.

A roll call vote was taken.

Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y *Motion passed*

**PROGRAM – Sue Yoder, Chair**

**PRG-01-02-2026 Motion to Grant a Sewage Treatment System Variance for Yoder Brothers Lawn and Snow**

Tom Milbrodt motioned to grant a Sewage Treatment System variance for Yoder Brothers Lawn and Snow. 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 Patrick Yoder, owner of Yoder Brothers Lawn and Snow, due to not obtaining required continuing education credits in 2025 for 2026 registration as a sewage treatment system contractor. Cathy Nelson seconded the motion. A voice vote was taken. Sue Yoder abstained. *Motion passed*

**PRG-02-02-2026 Motion to approve Confidentiality and HIPAA Compliance Agreements with Family Connects Ohio Program**

Sue Yoder motioned to approve the execution of a Non-Disclosure, Confidentiality, and Non-Competition Agreement and a Business Associate Agreement with Family Connects International (FCI) in support of the Family Connects Ohio program. These agreements establish requirements for the protection of confidential, proprietary, and protected health information, including compliance with HIPAA Privacy and Security Rules. The agreements will be effective upon execution and remain in force for the term of the underlying program and applicable legal requirements. There is no cost to the agency. Chris Sorensen seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PRG-03-02-2026 Motion to Grant a Home Sewage Treatment System Variance for 19245 Brillhart Road, Washington Township**

Sue Yoder motioned to grant a Home Sewage Treatment System variance for 19245 Brillhart Road, Washington 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 large pond on the property. These limitations prevent the length along contour to be maintained according to code. Chris Sorensen seconded the motion. A voice vote was taken with no abstentions. *Motion passed*

**PERSONNEL – Sue Yoder, Chair**

**PER-01-02-2026 Motion to extend the current employment contract for Dr. John Coates, D.O.**

Sue Yoder motioned to approve the agreement to extend the current employment for Dr. Coates until a new agreement is reached. The employment contract for Dr. Coates expired on January 17, 2026, a month-to-month extension was signed on January 16, 2026.

An updated employment contract is expected to be available for Board consideration at the regular Board of Health meeting on March 12, 2026. Kim Hertzfeld seconded the motion.

A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

**FIN-01-02-2026 Motion to approve the 2026 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 2026 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 3/1/2026. Motion was seconded by Cathy Nelson.

A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

**FIN-02-02-2026 Motion Authorizing the Board President, Board Vice President or the Chair of the Finance Committee to Approve Warrants Between Board Meetings**

The Board of Health (Board) for the Wood County General Health District, pursuant to Ohio Revised Code 3709.31, is charged with approving the payment of expenses for the Health District. The Board recognizes the need for timely payment of already budgeted, routine and necessary expenses incurred by the organization. Board meetings are held monthly and due to varying payment dates, full Board approval of certain obligations sometimes leads to the accrual of late fees. The Board desires to maintain proper oversight and transparency of all financial transactions. Therefore, the Board hereby authorizes the Board President, Board Vice President, or the Chair of the Finance Committee of the Board to approve warrants on behalf of the Board for payment in between regularly scheduled Board meetings, when such payments are necessary, appropriate and within the operating budget of the health department; and all warrants approved by the aforementioned members of the Board and processed between meetings shall be documented and compiled into a complete list and presented to the Board at the next regular Board meeting for review, oversight, and inclusion in the official meeting record.

Richard Strow motioned seconded by Nilgun Sezginis. A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

**FIN-03-02-2026 Motion to amend the agreement with AOHC for Preparedness Consultant Services**

Richard Strow motioned to amend the agreement with the Association of Ohio Health Commissioners (AOHC) for Preparedness Consultant Services. These services are billed to all regional Public Health Emergency Preparedness (PHEP) grant recipients, and WCHD is the recipient in the NW Region. Regional funds are available to support these activities. This amendment extends the agreement from March 30, 2026 to June 30, 2026 and increases total compensation for AOHC from \$3,800 to \$5,278, an increase of \$1,478. All other terms are unchanged. Motion was seconded by Cathy Nelson.

A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

**Updates and Reports**

**I. Director Updates**

**a. Deputy Health Commissioner – Rachel Aeschliman**

- i. Communications and Marketing Report – Shared reasoning behind the new comms and marketing report highlighting this is leading to the 2026**

marketing/comms strategy perspective to the community. Idea is looking at how information is gathered and shared back out to the community. March board meeting>>update board pictures>>

**b. Interim Finance Director – Chrissy Downs**

- i. Budgeting for indirect costs presented to board members highlighting this is the same presentation shared with the community health center board. Brief discussion held regarding direct and indirect costs and whether these were to be allocated by division or usage by general funds. Boards will discuss the methodology presented.

**II. Health Commissioner Report**

- a. DAC Meeting – Scheduled for March 19, 2026: 6:30 pm at Job and Family Services. 2 seats will be open with terms to begin April 1, 2026. Rod Lucas requests all board members attend. County commissioners will send notice soon from the DAC general email account.
- b. Rural Health Transformation Program – No movement on solicitation opportunities. Tyler spoke on data prep to provide information to the potential eligible population.
- c. Fiscal monthly topics presented to full board for review highlighting this would meet the continuing education for board of health members. This would occur approx. 30 min following the consent agenda approval.

**III. Board of Health questions/comments/discussion**

- a. Updates provided to the board regarding health space cloud in the Environmental Program and the youth lead group activities and task force to identify multi-year plans in the Health Promotion and Prevention programs. Also highlighted and discussed were the Flu and COVID19 outbreaks reported in the 2025 HPP Infectious disease 4<sup>th</sup> quarter report.
- b. Committee to review the Co-Applicant Agreement with the CHC executive board: This committee will be comprised of chairs of each committee – President, VP, Finance Chair and Personnel Chair.
  - i. Cathy Nelson moved to form an Ad hoc committee comprised of DJ Mears, Bob Midden, Sue Yoder and Richard Strow. Motion was seconded by Chris Sorensen. This co-applicant expires the end of March highlighting the full quorum need not be present.

A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

**Executive Session**

At 7:12 pm, Richard Strow motioned that the Board go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official and discuss specialized details of security arrangements where disclosure could be expected to jeopardize the security of the public body or public office. I hereby invite Ben Robison and Rachel Aeschliman to the executive session. Motion was seconded by Chris Sorensen.

A roll call vote was taken. *Motion passed*  
Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Sorensen Y Strow Y Yoder Y

At 8:01 pm, Chris Sorensen motioned to end executive session and return to public session seconded by Nilgun Sezginis. A voice vote was taken with all in favor.

**PER-02-02-2026 Reinstatement Employee Steps**

Richard Strow motioned to approve employee step increases for all eligible employees. Step increases will be effective for hours worked on or after February 22<sup>nd</sup>. Step Increases for eligible health center staff will be covered by Fund 8, the general revenue fund. Cathy Nelson seconded the motion.

A roll call vote was taken.

Hertzfeld Y    Midden Y    Milbrodt Y    Nelson Y    Sezginis Y    Sorensen Y    Strow Y    Yoder Y    *Motion passed*

**Adjournment:**

Being no further business by the board, Chris Sorensen motioned to adjourn at 8:03 pm seconded by Sue Yoder. A voice vote was taken with motion passing. Meeting adjourned.

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Benjamin Robison, Health Commissioner  
Secretary to the Board of Health

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Date

## EXHIBIT A

08.5961.569905	Tobacco - training	100.00
08.5961.520103	Tobacco - misc supplies	(100.00)
10.1951.574201	MRC Strong - Advances Out	(71,000.00)
10.1951.571500	MRC Strong - OPERS	1,613.71
10.1951.520103	MRC Strong - Supplies	36,559.78
06.6173.520103	H5N1 - supplies	20,952.05
06.6173.540105	H5N1 - contracts	9,331.26
06.6173.510000	H5N1 - salary	2,543.20