



**Board of Health Meeting Minutes
May 14, 2026**

The May 14, 2026, regular Board of Health meeting was held in person in the multipurpose meeting room at Job & Family Services Building.

Board Members Present: DJ Mears, Tom Milbrodt, Richard Strow, Bob Midden, Rachel Bowlus, Nilgun Sezginis, Sonja Apple-Chamberlain and Kim Hertzfeld.

Staff and Guests Present: Tina Cox, Chrissy Downs, Benjamin Robison, Tyler Briggs, Pat Snyder, Kelly Bechstein, Lindsey Ruivivar, Lexie Jacobs, Dan Powell and Rachel Aeschliman. **Guests Present:** Stephen Meredith – Community Health Center board president, Jerry Griener – Community Health Center board member

There were no public comments.

Call the Meeting to Order

DJ Mears called the meeting to order at 6:00 PM. Richard Strow opened the meeting with the Pledge of Allegiance.

- I. Introductions
 - a. Jerry Griener, CHC board member
 - b. Bailey Joseph – Environmental Health Assistant

Approval of Meeting Minutes

Bob Midden moved to approve the April 16, 2026, regular Board meeting minutes, seconded by Nilgun Sezginis. Tom Milbrodt added the first amendment to the health commissioner contract needed to be added. A voice vote was taken to approve the minutes as amended.

Ayes – 8; Opposed – 0; Abstention – 0

Motion passed

Consent Agenda

Bob Midden motioned to approve the following consent agenda items, seconded by Nilgun Sezginis.

- I. Approval of the Warrants
- II. Accept the resignation of Savanna Large, Clinical Services Assistant, effective 05/29/2026
- III. Accept the resignation of Taylor Hall, Environmental Health Specialist in Training, effective 05/25/2026. Taylor was hired on March 16, 2020, as an Environmental Health Assistant, advanced to Environmental Technician, and then to Environmental Health Specialist in Training.
- IV. Approval to appoint Joseph Maklavic to the Public Health Nurse position in the Health Promotion and Prevention division, pending successful completion of a background check. Joe will be paid Grade 9, Step 4 (\$30.74 per hour). Joe's start date is June 1st, 2026, will serve the standard probationary period for a full-time position.
- V. Approval to appoint Pamela Gebers to the Clinical Services Assistant position in the Community Health Center division pending successful completion of background check. Pam will be paid Grade 3, Step 3 (\$20.53 per hour). Pam will st serve the standard probationary period for a full-time position.
- VI. Approval to appoint Maggie Hannan to the Intermittent Community Health Worker position in the Health Promotion and Prevention division pending successful completion of background check.

Maggie will be paid Grade Int-5, Step 3 (\$23.02 per hour). Maggie will start June 8th and will serve the standard probationary period for a full-time position.

- VII. Approval to transfer appropriations/estimated resources within the 2026 budget of the Health Department as noted in Exhibit A.
- VIII. Approval to increase estimated resources for the 2026 Health Department budget by \$34,935.89 as noted in Exhibit B. These increases are for revenue accounts that had over-collected the budget at the time of entry into the new accounting system.
- IX. Approval of a transfer from the Levy fund (9008) to the HPP fund (9006) in the amount of \$100,000 and from the Levy fund (9008) to the EH Admin fund (9007) in the amount of \$60,180.77. These are needed to cover the delay in receipt of MAC funds as well as REACH grant funding. These transfers are within the 2026 budgeted amounts.
- X. Approval to increase estimated resources and increase appropriations for the award of the June is Fatherhood Grant in the amount of \$3,500 as noted in Exhibit C.

A roll call vote was taken.

Apple-Chamberlain Y
Midden Y

Bowlus Y
Milbrodt Y

Hertzfeld Y
Sezginis Y

Motion passed
Mears Y
Strow Y

- o **Fiscal Monthly Topic** – May: Fee-based programs presented by Interim Finance Director - Chrissy Hagen (Downs) and Environmental Director – Kelly Bechstein
 - What restrictions exist for setting fees? What opportunities exist?

PERSONNEL – Kim Hertzfeld, Interim Chair

PER-01-05-2026 Motion to create a part-time Environmental Health Specialist position and update the organizational chart

Kim Hertzfeld motioned to approve to create a part-time Environmental Health Specialist position, seconded by Tom Milbrot. This position will be posted internally only and will report to the Director of Environmental Health. The Environmental Health Specialist is Grade 9, \$26.73 - \$37.42. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0

Motion passed

PER-02-05-2026 Motion to create a new Full-time, Unclassified, Exempt, Chief Financial Officer position for the Community Health Center division and update the organizational chart

Kim Hertzfeld moved to create a new Full-time, Unclassified, FLSA-exempt Chief Financial Officer (CFO) for the Community Health Center division. The CFO will report to the Chief Executive Officer (CEO) of the health center. The CFO will be paid at Grade 20, \$96,116.80 - \$134,555.20 annually.

The board discussion highlights the need to establish clear benchmarks. Bob Midden seconded the motion. A voice vote was taken.

Ayes – 8; Opposed – 0; Abstention – 0

Motion passed

FINANCE – Richard Strow, Chair

FIN-01-05-2026 Motion to approve out-of-state travel to the Annual APIC Conference for Ashleigh Konopka

Richard Strow motioned to approve Ashleigh Konopka's attendance at the Annual APIC Conference June 14 through June 17, 2026, in Nashville, TN. The conference connects infection prevention experts from across the country and offers opportunities to learn from peers and share best practices to enhance infection prevention efforts. Ashleigh Konopka will also be presenting at the conference. The Northwest Ohio APIC Chapter has provided a scholarship to cover conference travel, lodging, and meals. The health department has no expected expenses. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-02-05-2026 Motion to approve professional development travel time for the Rural Health Innovation Program Summer Session

Richard Strow motioned to approve Leslie Madaras' attendance at the Rural Health Innovation Program Summer Session from June 21, 2026, through June 27, 2026. Participation in this program supports the Wood County Health Department's ongoing rural health initiatives, including the REACH Mobile Health Center and Rural Health Transformation efforts, by strengthening workforce capacity in rural access, service delivery, and sustainable rural health strategies. Knowledge and skills gained through this program will support expansion of outreach models, improve access to services in rural communities, and enhance the department's ability to implement innovative rural health solutions. All costs associated with travel, lodging, and meals will be the responsibility of Leslie Madaras. The Wood County Health Department has no expected expenses. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-03-05-2026 Motion to Approve Out-of-State Travel to NACCHO360 for Tyler Briggs

Richard Strow motioned to approve out-of-state travel for Tyler Briggs to attend the NACCHO360 Conference, July 13 through July 17, 2026. Attendance is supported through a full scholarship awarded as part of the NACCHO FLEXED Ambassadorship, covering travel, lodging, and conference expenses, with no anticipated cost to the health department. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-04-05-2026 Motion to approve a Memorandum of Understanding (MOU), pending prosecutor approval with Wood County Net-Plus Transportation Services

Richard Strow motioned to approve the MOU with Wood County Net-Plus Transportation Services between Wood County Job and Family Services, CRC, ADAMHS, Wood County Health District, and Wood County Board of County Commissioners. Net-Plus Transportation Services will provide non-emergency transportation for Wood County residents for medical appointments. Invoicing will be divided equally (50% to each entity) for any non-emergency medical transportation services deemed ineligible for other funding sources. The Health District's payment shall not exceed \$18,000.00, effective July 1, 2026, through June 30, 2029. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-05-05-2026

Motion to approve an affiliation agreement with the University of Toledo College of Health & Human Services

Richard Strow motioned to approve the UT Affiliation Agreement. Recently, the University merged its College with the College of Nursing, so its portfolio now includes all Nursing programs. Due to this merger, they are updating their affiliation agreements to include not only the original CHHS programs (which include social work) but also all Nursing programs (BSN, APRN, etc.). This agreement will support future student clinical rotations. The term of this agreement is a period of 5 years from the date of signing. No funds are exchanged until the need for services arises. Kim Hertzfeld seconded the motion. A roll call vote was taken. Nilgun Sezginis abstained.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis A	Strow Y

FIN-06-05-2026

Motion to approve an agreement with GBS to perform the NextGen 8 upgrade

Richard Strow motioned to approve the GBS upgrade agreement. This upgrade will fix some known issues and help improve functionality. The upgrade is scheduled for Friday, June 12. There is no cost for the upgrade as it takes place during normal business hours. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-07-05-2026

Motion to approve a program addendum to the Health Centers of Ohio CIN Participating Provider Agreement for Anthem's value-based program

Richard Strow motioned to approve the addendum to HCO CIN Participating Provider Agreement. This addendum allows the health center to participate in Anthem's value-based program. Wood County Community Health Center is a participating provider with the Health Centers of Ohio Clinically Integrated Network (CIN). Anthem's value-based program makes the (CIN) eligible to receive a 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. This addendum is effective July 1, 2026, until terminated. There is no cost to participate. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-08-05-2026

Motion to acknowledge the health center's SB27 Continuation grant award from the Ohio Department of Health will include both Rural Health Transformation Funds and state General Revenue Funds

Richard Strow motioned to approve and acknowledge the CHC SB27 grant award, including both RHT and State revenue funds. The health center applied for \$500,000 in Year 2 continuation funding from the Ohio Department of Health (ODH) to support implementation of a school-based health center at Northwood Local Schools. To fund our request in full, ODH plans to use \$200,000 in Rural Health Transformation (RHT) funds and \$300,000 in state General Revenue Funds (GRF). ODH has requested an acknowledgment that the SB27 grant award will include both RHT federal funds and GRF state funds, and our agency will be able to meet the RHT requirements regarding location of the SBHC, unallowable costs

and administrative cost limitations. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-09-05-2026 Motion to approve a contract with Children’s Resource Center for a Psychiatric Nurse Practitioner pending prosecutor approval

Richard Strow motioned to approve the contract with CRC for a Psychiatric NP. Children’s Resource Center employs a Psychiatric Nurse Practitioner who will be scheduled to work at the health center twenty-four hours per week. The Psychiatric Nurse Practitioner will provide psychiatric evaluations and follow-up appointments, including prescribing, for health center patients. Appointments will be scheduled by the health center, documented in its electronic health record and billed. Children’s Resource Center will be paid \$7,982.25 per month. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

FIN-10-05-2026 Motion to approve Medicaid Administrative Claiming (MAC) Local Health Department IAA contract for SFY26-27

Richard Strow motioned to approve the MAC contract for fiscal year 26-27. This is a standard contract with the Ohio Department of Health that allows the Wood County Health Department to participate in the MAC program. Nilgun Sezginis seconded the motion. A roll call vote was taken.

Motion passed

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

Updates and Reports (30 minutes)

I. Director Updates

- a. Revenue Cycle Project Proposal: Lindsey Ruivivar
- b. Tyler Briggs:
 - i. The Family Connects Ohio home visiting program has begun and is going well.
 - ii. Fatherhood Grant – Approved in the HPP division. This is a short-lived grant running in June only to provide support to fathers, provide education on resources available across the county to strengthen fatherhood engagement.
 - iii. Discussion around the melanoma report by HPP – Expanding screening services through the mobile health clinic, including UV bracelets and outreach sunscreen handouts

II. Health Commissioner Report

- a. The July fiscal training will switch with August. July will be on Financial KPI’s, and August will be the property tax response plan.
- b. WCHD is one of 11 other health departments to be part of an emergency preparedness study in an effort to help Emergency Response dollars go farther and increase efficiency.

III. Board of Health questions/comments/discussion

Executive Session #1

At 7:03 PM, Richard Strow moved 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. Richard invited Ben Robison and Rachel Aeschliman to the executive session. Rachel Bowlus seconded the motion. A roll call vote was taken.

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

Motion passed

At 7:09 PM, Bob Midden moved to return to public session seconded by Nilgun Sezginis. A voice vote was taken. All in favor with no abstentions. *Motion passed*

Executive Session #2

At 7:10 PM, Richard Strow moved 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 invited Paul Dobson and Jennifer McHugh to the executive session. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken.

Apple-Chamberlain Y	Bowlus Y	Hertzfeld Y	Mears Y
Midden Y	Milbrodt Y	Sezginis Y	Strow Y

Motion passed

At 8:43 PM, Sonja Apple-Chamberlain moved to return to public session, seconded by Kim Hertzfeld. A voice vote was taken. All were in favor. *Motion passed*

At 8:43 PM, Rachel Bowlus moved to adjourn, seconded by Tom Milbrodt. A voice vote was taken. All were in favor. Motion passed, and the meeting adjourned.

Rachel Aeschliman
 Rachel Aeschliman, Interim Health Commissioner
 Secretary to the Board of Health

6-12-26
 Date

EXHIBIT A

9008-40-701-504050	Admin phone	500.00
9008-40-701-501500	Admin - workers comp	(500.00)
9006-40-719-504055	RHW - misc	7,000.00
9006-40-719-501200	RHW - salary	(7,000.00)
9018-40-804-501200	Water - salaries	140.00
9018-40-804-501700	Water - medicare	2.23
9018-40-804-501600	Water - OPERS	15.00
9018-40-804-501000	Water - insurance	15.00

9018-40-800-501500	Water - workers comp	(172.23)
9011-40-783-502051	CHC - postage	(300.00)
9011-40-783-503055	CHC - contracts leased equip	300.00
9006-40-720-502053	FCO - medical supplies	1,000.00
9006-40-720-501200	FCO - salaries	(1,000.00)
9006-40-721-501800	Tobacco - travel	300.00
9006-40-721-501500	Tobacco - workers comp	(300.00)
9006-40-715-501800	HPP - travel	300.00
9006-40-715-501500	HPP - workers comp	(300.00)
9013-40-790-504053	Dental - refunds	24.25
9013-40-790-501500	Dental - workers comp	(24.25)
9009-40-761-504058	Sewage - repair/maint	20.00
9009-40-761-501500	Sewage - workers comp	(20.00)
9025-40-817-504058	Food - repair/maint	20.00
9025-40-817-501500	Food - workers comp	(20.00)
9013-40-791-503055	Medical - printing	3,000.00
9013-40-791-501500	Medical - workers comp	(3,000.00)
9013-40-792-503055	Pharmacy - printing	200.00
9013-40-792-501500	Pharmacy - workers comp	(200.00)
9006-40-720-506000	FCO - equipment	84.25
9006-40-720-501500	FCO - workers comp	(84.25)
9013-09-794-409800	SBHC Grant - State Funds	45,883.50
9013-09-794-409810	SBHC - Federal Funds	(45,883.50)
9006-40-721-504055	Tobacco - Misc Expense	1,500.00
9006-40-721-501200	Tobacco - salaries	(1,500.00)
9008-40-703-504055	No Wrong Door - misc	36.00
9008-40-701-501200	Admin - salaries	(36.00)
9009-40-763-501000	Sewage - Insurance	10.00
9009-40-763-501600	Sewage - OPERS	10.00
9009-40-763-501500	Sewage - Workers Comp	(20.00)
9006-40-712-501000	Get Vacc - insurance	10.00
9006-40-712-501500	Get Vacc - workers comp	(10.00)
9007-40-733-501800	City Housing - travel	200.00
9007-40-733-501500	City Housing - workers comp	(200.00)
9011-40-781-504055	WIC - misc	35.00
9011-40-781-501500	WIC - workers comp	(35.00)
9013-40-794-501600	SBHC - OPERS	30.00

9013-40-794-501500	SBHC - workers comp	(21.40)
9013-40-794-501200	SBHC - salaries	(8.60)
9029-40-825-502051	Pools - postage	25.00
9029-40-825-501500	Pools - workers comp	(25.00)
9006-40-715-501500	HPP - workers comp	633.76
9006-40-715-501200	HPP - salaries	(633.76)
9007-40-731-501500	EH - workers comp	175.60
9007-40-731-501200	EH - salaries	(175.60)
9008-40-701-501500	Admin - workers comp	284.18
9008-40-701-501200	Admin - salaries	(284.18)
9009-40-761-501500	Sewage - workers comp	8.57
9009-40-761-501200	Sewage - salaries	(8.57)
9011-40-781-501500	WIC - workers comp	36.73
9011-40-781-501200	WIC - salaries	(36.73)
9013-40-791-501500	Medical -workers comp	1,724.74
9013-40-791-501200	Medical - salaries	(1,724.74)
9018-40-800-501500	Water - workers comp	169.76
9018-40-800-501200	Water - salaries	(169.76)
9025-40-817-501500	Food - workers comp	177.96
9025-40-817-501200	Food - salaries	(177.96)
9029-40-825-501500	Pools - workers comp	21.95
9029-40-825-501200	Pools - salaries	(21.95)
9008-40-701-508100	Admin - debt payment	15.00
9008-40-701-504055	Admin - miscellaneous	(15.00)
9013-40-791-508100	Medical - debt payment	15.00
9013-40-791-501200	Medical - salaries	(15.00)
9006-40-718-504052	REACH - meetings	600.00
9006-40-718-501200	REACH - salaries	(600.00)

EXHIBIT B

13.3204.407000	Medical - other receipts	9,733.32
25.2112.406800	FSO - Fees	6,484.95
12.1541.406806	Vitals - Burial permits	5,220.00
25.2112.406801	FSO - late fees	4,696.52
10.1951.405100	MRC - federal funds	4,196.97
09.2242.406800	Sewage Hauler- Fees	1,700.00
12.1541.404000	Vitals - State funds	808.54

13.3304.402900	BH - contracts	722.5
25.2112.407000	FSO - other revenue	575.37
18.2352.406800	Water - fees	444
13.3294.407000	Pharmacy - other receipts	158.94
18.2402.406800	Water - fees	125
25.2122.406800	Vending - fees	69.78

EXHIBIT C

9006-40-723-501200	Fatherhood - salaries	1,150.00
9006-40-723-501000	Fatherhood - insurance	172.32
9006-40-723-501600	Fatherhood - OPERS	161.00
9006-40-723-501700	Fatherhood - Medicare	16.68
9006-40-723-503055	Fatherhood - leased equipment	400.00
9006-40-723-520052	Fatherhood - Misc supplies	1,000.00
9006-40-723-503100	Fatherhood - advertising	100.00
9006-40-723-504055	Fatherhood - misc expense	500.00
9006-09-723-409800	Fatherhood - state funds	3,500.00

