



**Board of Health Meeting Minutes
June 11, 2026**

The June 11, 2026, regular Board of Health meeting was held in person at Job and Family Services located at 1928 E. Gypsy Lane Rd., Bowling Green, OH.

Board Members Present: DJ Mears, Tom Milbrodt, Richard Strow, Bob Midden, Rachel Bowlus and Kim Hertzfeld.

Staff and Guests Present: Tina Cox, Chrissy Downs, Tyler Briggs, Pat Snyder, Kelly Bechstein, Lindsey Ruivivar, Joe Miklavic, Chloe Brown, Kaitlin Madjesky, Kami Wildman, Dan Powell and Rachel Aeschliman.

Guests Present: Jan McLaughlin – BG Independent; Clint Corpe – The Morning Show; Amanda Kern – WCDAMHS Executive Director and Marie Thomas Baird – Sentinel Tribune.

There were no public comments.

Call the Meeting to Order

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

I. Introductions

- a. Joseph Miklavic – Public Health Nurse – HPP Division

Presentation

- From Suicide Fatality Review to Community Action: How Epidemiology and Communication Work Together - *Presenters: Amanda Kern, Chloe Brown, Kami Wildman and Kaitlin Medjesky*

Approval of Meeting Minutes

- I. Bob Midden moved to approve the April 16, 2026, Joint Board meeting minutes, seconded by Richard Strow. A voice vote was taken.
Ayes – 6; Opposed – 0; Abstention – 0 *Motion passed*
- II. Bob Midden moved to approve the May 14, 2026, regular Board meeting minutes, seconded by Kim Hertzfeld. A voice vote was taken.
Ayes – 6; Opposed – 0; Abstention – 0 *Motion passed*
- III. Richard Strow motioned to approve the June 4, 2026, Special Board meeting minutes, seconded by Bob Midden. A voice vote was taken.
Ayes – 6; Opposed – 0; Abstention – 0 *Motion passed*

Consent Agenda

Tom Milbrodt motioned to approve the following consent agenda items, seconded by Bob Midden.

- I. Approval of the Warrants
- II. Approval to appoint Jodi Cline to part-time status Registered Environmental Health Specialist position effective 6/29/26, maintaining her current hourly rate of \$34.22/hr., Grade 9, Step 7.
- III. Approval to appoint Madelyn Lands to the Environmental Health Specialist-in-Training position in the Environmental Health division, pending successful completion of a background check.

Madelyn will be paid Grade 7, Step 1 (\$24.04 per hour). Madelyn's start date is to be determined. She will serve the standard probationary period for a full-time position.

- IV. Approval to appoint Hannah Mehno to the Environmental Health Specialist-in-Training position in the Environmental Health division, pending successful completion of a background check. Hannah will be paid Grade 7, Step 1 (\$24.04 per hour). Hannah's start date is to be determined. She will serve the standard probationary period for a full-time position.
- V. Approval to appoint Amanda Wagner to the Registered Nurse position in the Community Health Center division, pending successful completion of a background check. Amanda will be paid Grade 9, Step 9 (\$36.36 per hour). Amanda's start date is to be determined. She will serve the standard probationary period for a full-time position.
- VI. Approval to transfer funds from the Levy fund to the EH Admin fund in the amount of \$50,000, to cover projected deficits through the end of the year in line with 2026 budgeted amounts.
- VII. Approval to transfer appropriations within the 2026 budget of the Health Department as noted in Exhibit A.
- VIII. Approval to amend estimated resources for the 2026 Health Department budget by \$201,992.55 in the FQHC fund as noted in Exhibit B. These amendments are to align estimated APM funds in 2026 with the actual amounts received.
- IX. Approval to amend appropriations of the Health Department's 2026 budget by \$201,992.55 in the FQHC fund as noted in Exhibit C. These increases are to budget for various expenses planned for the FQHC and in line with additional resources noted in consent item VIII above.

A roll call vote was taken.

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

- **Fiscal Monthly Topic** – June: Overview of grants (types, requirements, grant years, etc.)
 - Advances vs. transfers

PROGRAM – Tom Milbrodt

PRG-01-06-2026 Motion to Grant a Home Sewage Treatment System Variance for 14423 Hammansburg Road, Henry Township

Tom Milbrodt motioned to grant a Home Sewage Treatment System variance for 14423 Hammansburg Road, Henry Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. This variance is requested by the property owner was due to site limitations such as layout of property, location of well and neighboring well, and road tile. These limitations prevent the length along contour and maximum trench width to be maintained according to code. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-02-06-2026 Motion to Grant a Home Sewage Treatment System Variance for 3015 Sugar Ridge Road, Freedom Township

Tom Milbrodt motioned to grant a Home Sewage Treatment System variance for 3015 Sugar Ridge Road, Freedom Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. This variance is requested by the property owner due to site limitations such as layout of property, location of well and perennial ditch. These limitations prevent the length along contour and maximum trench width to be maintained according to code. Rachel Bowlus seconded the motion. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-03-06-2026 Motion to Grant a Home Sewage Treatment System Variance for 20505 US Rt 6, Weston Township

Tom Milbrodt motioned to grant a Home Sewage Treatment System variance for 20505 US Rt 6, Weston Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. This variance is requested by the property owner due to site limitations such as the layout of the property and the location of the well. These limitations prevent the length along contour to be maintained according to code. Rachel Bowlus seconded the motion. A roll call vote was taken. All in favor with no abstentions.

Motion passed

PRG-04-06-2026 Motion to Grant a Home Sewage Treatment System Variance for 23128 Reigle Road, Jackson Township

Tom Milbrodt motioned to grant a Home Sewage Treatment System variance for 23128 Reigle Road, Jackson Township. The variance is permitted by the Ohio Department of Health Sewage Treatment System Rules, Ohio Administrative Code 3701-29. This variance is requested by the property owner due to site limitations such as layout of property and large pasture. These limitations prevent the length along contour and trench width to be maintained according to code. Kim Hertzfeld seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PRG-05-06-2026 Motion to approve second amendment term of the co-applicant agreement between the Health District Board of Health and the Community Health Center Board

Tom Milbrodt motioned to approve the second amendment to the co-applicant agreement will extend the term of the agreement through August 31, 2026, to allow time for members from both Boards to meet and review the agreement. The Health Center Board passed the amendment at their June meeting. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PERSONNEL – Tom Milbrodt

PER-01-06-2026 Motion to create a new titled "School-Based Health Center Site Coordinator" position (grant-related) for the Northwood location and update the organizational chart

Tom Milbrodt motioned to create a new position titled "School-Based Health Center Site Coordinator" (grant-related) position for the Northwood school-based health center location and update the organizational chart accordingly. This position will be Classified, FLSA Exempt, and full-time. The salary grade for the Site Coordinator position is proposed to be 6: \$22.70 - \$31.78 hour and will report to the health center Chief Executive Officer. We are planning to begin recruitment in June, with a planned start date the beginning of August. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y	Hertzfeld Y	Mears Y	Midden Y	Milbrodt Y	Motion passed Strow Y
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PER-02-06-2026 Motion to create an additional Medical Assistant (grant-related) position for the Northwood location and update the organizational chart

Tom Milbrodt motioned to create an additional Medical Assistant (grant-related) position for the Northwood school-based health center location and update the organizational chart accordingly. This position will be Classified, FLSA Non-exempt, and full-time. The salary grade for the Medical Assistant is 3: \$18.67 - \$26.14 per hour and will report to the health center Clinical Quality Manager. Recruitment will begin in September with a planned start date of late November. Bob Midden seconded the motion.

A roll call vote was taken.
Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

PER-03-06-2026 **Motion to create an additional Family Nurse Practitioner (grant-related) position for the Northwood location and update the organizational chart**

Tom Milbrodt motioned to create an additional Family Medical Practitioner (grant-related) position for the Northwood school-based health center location and update the organizational chart accordingly. This position will be Classified, FLSA Exempt, and full-time. The salary grade for Family Nurse Practitioner is 22: \$51.57 - \$72.20 per hour and will report to the health center Chief Executive Officer. Recruitment will begin in August with a planned start date of late November. Rachel Bowlus seconded the motion.

A roll call vote was taken.
Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

PER-04-06-2026 **Motion to create a new "Social Worker/Behavioral Health Specialist" (grant-related) position for the Community Health Center and update the organizational chart**

Tom Milbrodt motioned to create a new grant-related Social Worker/Behavioral Health Specialist (grant-related) position for the Community Health Center and update the organizational chart accordingly. This position will be Classified, FLSA non-exempt, and full-time. The salary grade for the Social Worker/Behavioral Health Specialist position is proposed to be 8: \$25.39 - \$35.53 per hour. This position will report to the Behavioral Health Manager. Recruitment date and hire date to be determined. Kim Hertzfeld seconded the motion.

A roll call vote was taken.
Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

PER-05-06-2026 **Motion to change the Medical Billing team from reporting through the Finance division to reporting through the Community Health Center division and update the organizational chart**

Tom Milbrodt motioned to approve the resolution that the medical billing process will be a responsibility of the Chief Financial Officer upon their hire. As such, this motion is to change the reporting line of the Medical Billing department from Finance to the Community Health Center and update the organizational chart accordingly. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

PER-06-06-2026 **Motion to change the reporting line of the Pharmacist-In-Charge from the Chief Executive Officer of the Community Health Center to the new Chief Financial Officer position for the Community Health Center and update the organizational chart**

Tom Milbrodt motioned to change the reporting of the Pharmacist-In-Charge from the Chief Executive Officer of the Community Health Center division to the new Chief Financial Officer for the Community Health Center division upon their hire and update the organizational chart accordingly. Bob Midden seconded the motion. A voice vote was taken. All were in favor with no abstentions. *Motion passed*

FINANCE – Richard Strow, Chair

FIN-01-06-2026 **Motion to approve a statement of work with OACHC to support bi-directional payer integration in Azara DRVS**

Richard Strow motioned to approve the SOW with OACHC in support of the payor integration. Wood County Community Health Center is a member of the Ohio Association of Community Health Centers (OACHC) and a participant in their related Clinically Integrated Network and Accountable Care Organization. OACHC is the facilitator of data agreements with Azara, a population health management software utilized for quality improvement efforts. This statement of work will enable bi-directional payer integration in Azara. This integration will support the work the health center performs to improve clinical quality outcomes amongst patients who have insurance coverage through CareSource and Buckeye. OACHC is covering the health center's cost for payer integration in Azara. Bob Midden seconded the motion. A roll call vote was taken.

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

FIN-02-06-2026 **Resolution to approve the Pharmacy Services Agreement between the Wood County Board of Commissioners and Wood County Health District**

Richard Strow motioned to approve the Pharmacy Services Agreement between Wood County Board of Commissioners and Wood County Health District. This agreement allows Wood County Health Department to continue providing pharmacy services and dispensing covered drugs to eligible County employees at an agreed pricing schedule and submit claims for such covered drugs to the County's designated pharmacy claims administrator. This agreement will be effective July 1, 2026 and shall expire on June 30, 2027. This agreement may be renewed for two (2) additional one-year periods. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

FIN-03-06-2026 **Resolution to approve the PHEP Agreement with PHSCO, pending prosecutor approval**

Richard Strow motioned to approve the PHEP (*Public Health Emergency Preparedness*) Agreement with PHSCO (*Public Health Services Council of Ohio*) to complete grant deliverables outlined in Exhibit B, totaling \$14,570.41, and funded through a PHEP grant. The term of this agreement is July 1, 2026, through June 30, 2027. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

FIN-04-06-2026 **Resolution to approve the Public Health Professional Services Agreement with Ohio Public Health Association (OPHA), pending prosecutor approval**

Richard Strow motioned to approve the Public Health Professional Services Agreement with OPHA to provide up to 10 hours per week of supervisory support and program delivery support to the Office of the Health Commissioner staff during an Interim Health Commissioner period. An hourly rate of \$50.00 is included in the agreement and is not to exceed \$16,500.00 throughout the duration of the contract. The terms of this agreement will be effective May 27, 2026, through December 31, 2026. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Motion passed
Strow Y

FIN-05-06-2026 **Motion to approve a contract with Community Link Consulting, Inc. to perform AR clean-up, Medicare Advantage wrap application and implementation, and health record chart coding audits and training.**

Richard Strow motioned to approve the Community Link Consulting Agreement. These services support projects in the first phase of the Revenue Cycle Project Plan presented at the May 2026 Board of Health meeting. Community Link Consulting, Inc. works with federally qualified health centers and employs billing personnel who have experience with NextGen electronic health records. Their billing staff will begin

working down old AR (accounts receivable), which is estimated to take 9-11 weeks (180-220 hours of billed time), not to exceed \$15,400. Their finance consultants will provide technical assistance to set up Medicare Advantage wraps and implement the related new claim submission process; set up and implementation is estimated to require 20-50 consulting hours, not to exceed \$10,750. Community Link Consulting will also perform chart audits for each health center provider to identify coding opportunities and to provide relevant trainings, not to exceed \$6,400. The total for these services is \$32,550. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y	Hertzfeld Y	Mears Y	Midden Y	Milbrodt Y	Motion passed Strow Y
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FIN-06-06-2026 Motion to approve the Ventegra Participation Agreement, pending prosecutor approval

Richard Strow motioned to approve. This agreement allows the Wood County Community Health Center Pharmacy to participate in Ventegra's Medical Benefits Model (MBM) and formally establishes the contractual relationship between the two parties. Ventegra is a Pharmacy Services Administrator that administers prescription benefits for Wood County employees. This agreement is necessary to enable Ventegra to adjudicate prescription claims in accordance with the reimbursement methodologies and terms previously established between the Wood County Health Department and the Wood County Commissioners. Bob Midden seconded the motion.

A roll call vote was taken.

Bowlus Y	Hertzfeld Y	Mears Y	Midden Y	Milbrodt Y	Motion passed Strow Y
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Updates and Reports (30 minutes)

I. Director Updates

- a. Health Promotion and Prevention
 - o June Fatherhood Month update by Tyler Briggs
 - o Tobacco Grant activity update provided by Pat Snyder
- b. Nutrition update - Katie Denison
 - o WIC is gearing up for summer programming, including farmers' market and Breastfeeding Awareness Month activities.
 - o Creating Health Communities is working on implementing a new community garden at Crim Elementary.
 - o WIC staff are working on an outreach plan for the Breastfeeding in the Workplace grant to help employers
- c. Environmental Health – Kelly Bechstein
 - o Presented clean plate awards this evening;
 - o Pool sewage and water activities gearing up for summer
 - o WPLF for 26-27 approved for 150k
- d. Health Center – Lindsey Ruivivar
 - o Northwood School Based Health Center target to open is January 2027.

II. Interim Health Commissioner Report

- I. Property Tax Ballot Initiative – not moving forward this fall.

III. Board of Health questions/comments/discussion

Executive Session:

Richard Strow moved at 7:15 pm that the Board go into executive session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official and pursuant to ORC 121.22 (G)(6) to discuss details relative to the security arrangements and emergency response protocols for a public body or public office, if disclosure of the

matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Rachel Aeschliman, Dan Powell, and Lindsey Ruivivar were invited into the executive session. Bob Midden seconded the motion. A roll call vote was taken.

Motion passed

Bowlus Y Hertzfeld Y Mears Y Midden Y Milbrodt Y Strow Y

7:15 pm. – 7:56 pm.: ORC 121.22 (G)(1) To consider 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 public employee, official, licensee, or regulated individual requests a public hearing.

7:57 pm – 8:02 pm.: ORC 121.22 (G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

8:02 pm: Lindsey Ruivivar left the executive session

8:02 pm – 8:14 pm: ORC 121.22 (G)(1) To consider 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 public employee, official, licensee, or regulated individual requests a public hearing.

8:14 pm: Rachel Aeschliman left the meeting

Richard Strow moved to return to open session at 8:15 pm, seconded by Bob Midden. A voice vote was taken. All were in favor. *Motion passed*

- a. Bob Midden distributed for review and discussion potential changes to the health commissioner's job description.

Being no further business of the board, Bob Midden motioned to adjourn at 8:34 pm, seconded by Kim Hertzfeld. A voice vote was taken. Motion passed, and the meeting adjourned.



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

8/13/26

Date

EXHIBIT A

9006-40-718-504052	REACH - meetings	750.00
9006-40-718-501200	REACH - salaries	(750.00)
9013-40-790-504053	Dental - refunds	298.00
9013-40-790-501200	Dental - salaries	(298.00)
9006-40-719-502055	RHW - vaccines	1,000.00
9006-40-719-501200	RHW - salaries	(1,000.00)
9006-40-720-506000	FCO - equipment	1,600.00
9006-40-720-501200	FCO - salaries	(1,600.00)
9008-40-701-501500	Admin - workers comp	0.01
9008-40-701-501200	Admin - salaries	(0.01)
9008-40-705-501600	PHAB - OPERS	26.00

9008-40-701-501000	Admin - Insurance	(26.00)
9009-40-755-501200	Sewage Haul - Salaries	100.00
9009-40-755-501600	Sewage Haul - OPERS	15.00
9009-40-755-501700	Sewage Haul - Medicare	2.00
9009-40-755-501000	Sewage Haul - Insurance	15.00
9009-40-751-501200	Sewage - salaries	(132.00)
9018-40-804-501600	Water Mfn - OPERS	6.00
9018-40-806-501200	Water SSLG - Salaries	50.00
9018-40-806-501600	Water SSLG - OPERS	8.00
9018-40-806-501700	Water SSLG - Medicare	1.00
9018-40-806-501000	Water SSLG - insurance	6.00
9018-40-800-501200	Water New - salaries	(71.00)
9011-40-781-502053	WIC - medical supplies	1,000.00
9011-40-781-502052	WIC - misc supplies	(1,000.00)
9025-40-817-504053	Food - refunds	100.00
9025-40-817-501000	Food - emp insurance	(100.00)
9006-40-718-502052	REACH - misc supplies	1,400.00
9006-40-718-501200	REACH - salaries	(1,400.00)
9006-40-719-504050	RHW - phone	90.00
9006-40-719-501200	RHW - salary	(90.00)
9013-40-790-504050	Dental - phone	480.00
9013-40-790-501200	Dental - salary	(480.00)
9013-40-791-504050	Medical - phone	240.00
9013-40-791-501200	Medical - salary	(240.00)
9006-40-718-502050	REACH - supplies	1,400.00
9006-40-718-506000	REACH - equipment	1,600.00
9006-40-718-501200	REACH - salary	(3,000.00)
9006-40-720-502050	FCO - supplies	1,400.00
9006-40-720-501200	FCO - salary	(1,400.00)
9006-40-721-502050	Tobacco - supplies	256.00
9006-40-721-501200	Tobacco - salary	(256.00)
9006-40-718-501800	REACH - travel	50.00
9006-40-718-501200	REACH - salary	(50.00)
9007-40-741-501800	EH - travel	300.00
9007-40-731-501000	EH - insurance	(300.00)
9006-40-718-502050	REACH - supplies	740.00
9006-40-718-501200	REACH - salary	(740.00)
9006-40-720-502050	FCO - supplies	740.00
9006-40-720-501200	FCO - salary	(740.00)
9006-40-719-504050	RHW - phone	400.00
9006-40-719-501200	RHW - salary	(400.00)

9006-40-721-504050	Tobacco - phone	400.00
9006-40-721-501200	Tobacco - salary	(400.00)

EXHIBIT B

9013-09-790-409800	Dental - state revenue	299,975.69
9013-09-791-409800	Medical - state revenue	(68,182.58)
9013-09-793-409800	BH - state revenue	(29,800.56)

EXHIBIT C

9013-40-791-501200	Medical - salaries	128,535.95
9013-40-791-501700	Medical - medicare	870.00
9013-40-791-501600	Medical - OPERS	8,400.00
9013-40-791-501000	Medical - insurance	12,500.00
9013-40-793-501800	BH - travel	62.09
9013-40-791-501800	Medical - travel	74.51
9013-40-791-503053	Medical - contract professionals	15,400.00
9013-40-791-504052	Medical - training	6,400.00
9013-40-791-503052	Medical - contract consultant	10,750.00
9013-40-790-504055	Dental - other misc	4,976.70
9013-40-791-504055	Medical - other misc	8,075.10
9013-40-793-504055	BH - Other misc	5,948.20

