Wood County Board of Health Minutes
March 8, 2018

Frank McLaughlin, President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance and introductions.


STAFF PRESENT: Ben Batey, Diane Krill, Amy Jones, Lexi Jacobs, Pat Snyder, Jackie Mears, Kelly Bechstein, Leslie Madaras, Tracy Henderly, Patty Kolozy

PUBLIC PRESENT: See sign-in sheet.

APPROVAL OF MEETING MINUTES: Betty Woods made a motion to approve the minutes from the February 8, 2018 meeting. Tom Milbrodt seconded the motion. Abstentions - DJ Mears. A voice vote was taken. Motion passed. Finance and Personnel Committee minutes from February reviewed and acknowledged.

APPROVAL OF WARRANTS: Richard Strow made a motion to approve the warrants. The motion was seconded by Cathy Nelson. Carbonite Backup annual subscription for $800 is a data server that protects health information. A roll call vote was taken.


Motion passed.

PUBLIC INFORMATION: Leslie Madaras, COO, of the Community Health & Wellness Center, presented a PowerPoint presentation of the 2017 year end wrap up of staff accomplishments and division achievements. As well, 2018 Projects that are in the works which include the dental expansion, population health, blood pressure monitoring, patient advisory committee, combined logo for entire organization among many others. The PowerPoint presentation may be seen by request of Leslie.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

Resolution #PER-01-03-2018

Motion to approve revision to the Board of Health By-Laws.

Cathy Nelson made the motion to approve the revision to the BOH By-laws to reflect two standing committees; (1) Finance Committee and (2) Personnel Committee and removal of (3) Program Committee which was discussed at last month’s meeting on 2-8-18. Carolyn Rava seconded the motion. A voice vote was taken. Motion passed.
Resolution #PER-02-03-2018  
Motion to Appoint Tyler Briggs to the Full-Time Epidemiologist Position

Cathy Nelson made the motion to appoint Tyler Briggs to the Full-Time Epidemiologist position. Mr. Briggs will serve a 180 day probationary period. Mr. Briggs will be paid $27.11 per hour probationary rate and $27.83 per hour non-probationary rate. His start date will be pending return of a successful background check. Tyler will work with Connor for a couple weeks while Connor is still with us. Betty Woods seconded the motion. A roll call vote was taken.


Motion passed.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-03-2018  
Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of $50,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports; $50,000.00 – Fund 06 Nursing. Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Resolution #FIN-02-03-2018  
Motion to Approve the Revised 2018 Estimated Detail Budget

Nilgun Sezginis made the motion to approve the Revised 2018 Estimated Detailed Budget of the Wood County Health District. Dallas Ziegler seconded the motion. The managers and directors did a thorough job in getting the forecasts together as well as Kelly getting the environmental cost methodology for direct fees and licensing to get the revenue together. The large portion of the expenses are the employee wages and fringe benefits that has each person detailed out allocated costs to their usual program they work under. Also, the FQHC is showing higher revenue numbers and this is good to see. A voice vote was taken. Motion passed.

Resolution #FIN-03-03-2018  
Motion to Approve the 2019 Estimated Detail Budget

Nilgun Sezginis made the motion to approve the 2019 Estimated Detailed Budget of the Wood County Health District. Tom Milbrodt seconded the motion. This budget is created just as the 2018 budget is, keeping in mind of any changes that may occur in the year that could change amounts. A voice vote was taken. Motion passed.

Resolution #FIN-04-03-2018  
Motion to Approve the FY 2016 FQHC Service Area Competition (SAC) Budget

Nilgun Sezginis made the motion to approve the FY 2016 FQHC Service Area Competition (SAC) budget. Cathy Nelson seconded the motion. The first four pages of the document summed up the history of this and gave nice overview of the budget. A voice vote was taken. Motion passed.
Resolution #FIN-05-03-2018

Nilgun Sezginis made the motion to approve the updated Wood County Health District Public Swimming Pools, Spas, and Special Use Pools program fees. DJ Mears seconded the motion. A voice vote was taken.
Motion passed.

INFORMATIONAL ITEMS:

FINANCE: Lexie and staff are doing a great job on collections of fees and insurance and the A/R ending balance is much lower. The last month has been very busy with UDS and getting our final 2018 numbers in order to the auditor. The ODH internal questionnaire is completed and submitted. Tracy will reach out again to the new auditor once budgeting is all complete on a timeframe for completing the audit. The county budget hearing is Monday at 10:00 am in the auditor’s office. All board members are welcome to attend.

HEALTH PROMOTION and PREPAREDNESS (HP&P): Pat along with Marketing Outreach team, Kami and Alex and Zach, BGSU intern were all in attendance and Pat went over the new logo. Zach helped the team with the design of the new logo and Pat is looking for the board’s approval to move forward. The current logo was created in 2010 and is old and outdated with much progress taking place like a new health commissioner, accreditation and the Health Center becoming a PCMH. We are again using the name Health Department, which was the name used from 1920 - 2010, and then District was tried because it is our official name. However, it never really caught on and is not recognized by the community. Copies of the new colorful logo were hung for the board to look out with two styles presented. The four BGSU students in the team came up with many different logos based on our services and history of the health department. Four main divisions under one roof was the concept, with a different color for each division. Of the many revisions on font, color and layout that occurred, Zach and the outreach team, came up to the final two presented. A survey was sent to staff to get an idea of what they liked best also. Logo A was preferred over Logo B. Once the board gives some direction on the logo they like best, the health center board will then be presented the logo at their next board meeting. The timing is good for a new logo that will be a clearer message and provide understanding that the health center is part of the health department and that we are all one. The board finalized logo A after much discussion and concerns were discussed with colors and designs. The cost primarily will be in the sign out front that is estimated around $1000, and for employee badges, printed material and other items for a total cost of less than $5000. The team will start working on letterhead, envelope and business card design and then updates to the Style Guide on the standards and colors used will be added. Once both boards are in agreement of the final design, we will bring back to the board to talk about signs and billboards.
Amy thanked the board for approving Tyler to start as the new epidemiologist. Tyler is familiar with WCHD as he worked as an intern under Connor a year and half ago and then recently worked as the epidemiologist for the “6 pack” counties plus Van Wert county health department. He will surely be a great addition to our division.

Amy thanked Pat and Alex for all their hard work on the annual report.
Previously in the Personnel committee meeting, a discussion on the homemaker program took place and it was revealed that more clients than expected were eligible for passport services. This left us to dissolve the
programs. Currently, JFS is transitioning these clients to passport and we will continue to see the 12 clients left on the roster until the contract ends in June 2018.

WIC: We are busy with our BF efforts, which is a big initiative with state WIC. The BF numbers in fiscal 2017 went down so we were looking at ways to improve with continued hospital visits as well as our BF Peer and Coordinator went to Lucas County to network with their BF peer and coordinator. They see around 1000 clients a month and gave our staff some great ideas. We have an ongoing QI project to work to continue improving our clinic flow as well as our procedure on contacting moms. A text is being used rather than post cards, which offers BF tips and other pregnancy tips. They nice thing is we get responses to know clients are getting them. Good results were seen at the end of 2017, into 2018 with a BF rate of 37% increasing to 44%, which is one of the highest rates since the BF Peer program started. Clients’ needs and communication between staff to support one another is improving with some new notebooks, paperwork and processes put in place in our office. Jackie has offered to go to the International student services to help students with language barriers or other financial constraints to offer assistance in filling out paperwork and explain the services offered by WIC, which many are eligible for. In a recent survey, over 50% of students have one dependent at home, and the great thing is this connection we are making will strongly impact and support the changing community and the food scarcity concern.

HEALTH & WELLNESS: Leslie did a nice job with the PowerPoint presentation that gave a snap shot into the health center 2017 accomplishments, progress, and 2018 goals. The health center board activity report is included in the packet which shows approval of new officers for the period 2018-2019. The same people are serving, with the exception of Ruthann House who is new to the board and will act as the treasurer. She will have more involvement in the finance committee. The board approved the Missed Appointment policy which will help with our no shows. Great job to the entire team getting this policy in place. To date we have 84 no shows which this this new policy will help educate patients on the importance of making their appointment and help them invest in their own health.

A special thanks to Tracy for her hard work on the budget which kept her busy but not to the point she wasn’t able to help when needed.

Opening bids of the dental expansion are on March 21.

ENVIRONMENTAL: Kelly in for Lana and explained they are busy with food licensing that was due March 1 with 12 left of the 900 to renew. A sewage & water meeting with 12 trustees to discuss the Property Improvement Program (PIP) to help move the O & M program for sewage systems forward. If a property owner wants to add on to their house or wants to put a building on their property, we will be notified by the building department so we can make sure there sewage system is functioning and that it is not in place of where they are building. The state does not have an end date in which everyone must have an O & M program in place, but a plan in place is expected. The WPCLF grant money for 2018 and 2019 is in place and letters have gone to 7 homeowners for this.

The food trucks wanting to come into Bowling Green are being talked about pretty heavily lately with city council. At this time, there is a Bowling Green City ordinance that restricts mobile food units within Bowling Green city limits. Kelly explained that food trucks are mobile units. They license in the county their business is run out of. Once mobiles are licensed, they are permitted to go anywhere in the state of Ohio for that year. When we do an inspection for an out-of-county food truck doing business in Wood County, we do not get paid but are serving are community by making sure it is safe. These out-of-county mobile units are not included in the cost methodology either. The big events such as the fair and tractor pulls we are always at
doing inspections. The state food regulations do not permit us to charge out-of-county mobile units for inspections. Kelly explained that they can shut down an out-of-county mobile unit if they are a risk to the community. All reports go to the county were the mobile unit is licensed at. Bringing concerns to the city of Bowling Green may be a good idea.

HEALTH COMMISSIONER: The Public Health Services Council of Ohio (PHSCO) has posted an executive director position. We received 10 applicants and are beginning with phone interviews next Monday and will bring in the best few for in-person interviews. The ODH funding is secured along with the $5000 membership fee from each county giving us a starting fund balance of $240,000. Completion of our strategic planning sessions will be in April which focuses on the goals of each health department and what they want to get out of this agency. Once, the director is selected and the strategic plan is complete, the director will come in to each health department and give a presentation to the board and go over their goals in this position. Teams of interns will be utilized to work on larger scale projects on behalf of the COG and the executive director will oversee this. The salary will begin at $60,000-$75,000, with room for growth potential. Much of the headaches that come with a director position will be minimal as there may just be one employee, a grant writer and then just interns to oversee. This will be a salaried full-time position at 37.5 hours a week with working from home mostly in the first year and travel to the 7 health departments for meetings and networking.

The annual report which was driven by Alex, was done very well and will be released soon. We have an exceptional group of staff working here and I’m very proud of them all.

The District Advisory Committee meeting is Friday, March 30 at 2:00 pm at the Wood County Junior Fair building directly following the Township Trustee meeting.

The Health Center for Lucas County Health Department will be dissolving as both boards agreed to absolve their co-applicant agreement. HRSA awarded funding under this agreement which could be revoked. They can apply as a new entity which the Toledo Blade article referenced they may do. Neighborhood Health is also in Lucas County to service clients.

BOARD PRESIDENT: The BGSU Public Health Symposium is on April 12, with Key Note address speaker Dr. Shannon Manning from Michigan State University at 8:30 am on “Super Bug – Antibiotic Resistance Matters”. Other speakers that will be there are, Amanda Smith, Director of Antibiotic Stewardship from ODH, and Dr. Hans Wildschutte who will share research results at 10:30 am. This is a free event done every year and Frank will forward the email invite to any board members interested in attending. WCHD will have a booth displaying careers in public health and other career options.

EXECUTIVE SESSION: None

MEETING ADJOURNMENT:

Betty Woods made a motion to adjourn the meeting at 7:19 pm and Carolyn Rava seconded the motion. A voice vote was taken. Motion passed.