Wood County Board of Health Minutes
April 12, 2018

Frank McLaughlin, President, called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance and introductions.


STAFF PRESENT: Diane Krill, Amy Jones, Lexi Jacobs, Jackie Mears, Lana Glore, Julie Kauffman, Tracy Henderly, Patty Kolozy

PUBLIC PRESENT: See sign-in sheet for all visitors. Tyler Briggs, new Epidemiologist introduced himself who started April 2. Tyler was previously an intern at our facility and worked with Connor. Prior to starting with us, Tyler was the Epidemiologist for the 6 Pact.

APPROVAL OF MEETING MINUTES: Betty Woods made a motion to approve the minutes from the March 8, 2018 meeting. Carolyn Rava seconded the motion. One correction under the Presidents’ Information section and one under the Finance section. A voice vote was taken. Motion passed. Finance and Personnel Committee minutes from March reviewed and acknowledged.

APPROVAL OF WARRANTS: Richard Strow made a motion to approve the warrants. The motion was seconded by Thomas Milbrodt. Questions on page 3, MBA Architects which is for design of dental expansion which HRSA grant is paying $8300. A pre-construction meeting is being set up per Diane, with ground breaking happening within the next couple of weeks. A roll call vote was taken. Abstentions: Frank McLaughlin.


Motion passed.

PUBLIC INFORMATION: See sign in sheet for attendees who introduced themselves. No one wished to speak.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

Resolution #PER-01-04-2018

Motion to Accept the Resignation of Janet Monteith

Cathy Nelson made the motion to accept the resignation of Janet Monteith effective March 30th 2018. Ms. Monteith has been a valued employee of the department since 2010. Betty Woods seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-02-04-2018

Motion to Accept the Resignation of Amber Ulrich-Ankney

Cathy Nelson made the motion to accept the resignation of Amber Ulrich-Ankney effective March 30th 2018. Ms. Ulrich-Ankney has been a valued employee of the department since 2014. Dallas Ziegler seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-03-04-2018

Motion to Accept the Resignation of Kimberley Barnett

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Cathy Nelson made the motion to accept the resignation of Kimberley Barnett effective March 30th 2018. Ms. Barnett has been a valued employee of the department since 2016. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER-04-04-2018**

**Motion to Accept the Resignation of Barb Beaver**

Cathy Nelson made the motion to accept the resignation of Barb Beaver effective August 31, 2018. Ms. Beaver has been a valued employee of the department since 1995. DJ Mears seconded the motion. The extra time till Barb retires will allow for a transition period to train the new person. A voice vote was taken. **Motion passed.**

**Resolution #PER-04-05-2018**

**Motion to Appoint Annette Bensman to the Full-time Pharmacy Technician Position**

Cathy Nelson made the motion to appoint Annette Bensman to the Full-Time Pharmacy Technician position. Ms. Bensman will serve a 180 day probationary period. Ms. Bensman will be paid $12.50 per hour probationary rate and $13.00 per hour non-probationary rate. Her start date will be pending return of a successful background check. Carolyn Rava seconded the motion. Annette has previous experience working at the Kroger pharmacy since 2010 and will assist Paul in fulfilling prescription orders. A roll call vote was taken.


**Motion passed.**

**Resolution #PER-04-06-2018**

**Motion to Approve Update of Organizational Chart**

Cathy Nelson made the motion to approve changes to the organization chart effective April 20th 2018. Changes include removal of Connor Rittwage from the Epidemiologist position and appointment of Tyler Briggs to the Epidemiologist under the Health Promotion Preparedness division, adding vacancies to three of the part-time Home Health Aide positions, adding Dr. Steve Dood to Medical Director and adding vacancy to Assistant Medical Director Position. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

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**FINANCE RESOLUTIONS – Nilgun Sezginis, Chair**

**Resolution #FIN-01-04-2018**

**Motion to Amend 2018 Appropriations**

Nilgun Sezginis made the motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations were requested to be done by the Wood County Auditor’s office on 3/16/2018:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>008.0208.569900</td>
<td>LEVY - OTHER EXPENSES</td>
<td>($1,053.21)</td>
</tr>
<tr>
<td>008.0208.575500</td>
<td>LEVY - WORKERS COMP.</td>
<td>$1,053.21</td>
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<tr>
<td>009.0209.569900</td>
<td>SEWAGE - OTHER EXPENSES</td>
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<tr>
<td>009.0209.575500</td>
<td>SEWAGE - WORKERS COMP.</td>
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</tr>
<tr>
<td>010.0210.569900</td>
<td>PH INFRASTR - OTHER EXPENSES</td>
<td>($87.26)</td>
</tr>
<tr>
<td>010.0210.575500</td>
<td>PH INFRASTR - WORKERS COMP.</td>
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</tr>
<tr>
<td>029.0229.569900</td>
<td>S POOL - OTHER EXPENSES</td>
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</tr>
<tr>
<td>029.0229.575500</td>
<td>S POOL - WORKERS COMP.</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
A motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations were requested to be done by the Wood County Auditor’s office on 3/26/2018:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>021.0221.510000</td>
<td>PERSONAL CARE – SALARIES</td>
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<tr>
<td>021.0221.574100</td>
<td>PERSONAL CARE – BUILDING</td>
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<tr>
<td>025.0225.520100</td>
<td>FOOD SERV – SUPPLIES</td>
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<td>025.0225.564100</td>
<td>FOOD SERV – EQUIPMENT</td>
<td>$500.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

**INFORMATIONAL ITEMS:**

**FINANCE:** Numbers provided by the auditor’s office for the levy fund are $32,000 more than what we budgeted from 2017-2018. Next month will show a resolution to estimated resources for the $32,000. The FQHC had its first finance committee meeting with its treasurer. A financial dashboard will be created to share with everyone. Next month the federal financial report required of the FQHC to submit is due. This will include a carryover request required of the two grants to be completed.

Lexie explained WRAP billing that can be done with Medicaid through the FQHC. As an FQHC, Medicaid pays us a flat rate for all services and HMO’s pay off the Medicaid fee schedule which is less. So Medicaid has a process called WRAP billing that allows us to bill Medicaid the rate difference of what their fee schedule shows and what the HMO pays us. We are able to go back one year to rebill. Jenny is helping Lexie work to get all these claims submitted, which so far $35,000 has been received in additional re-imbursement. Moving forward, it is a normal practice to just add on the WRAP billing. Medicaid has had WRAP billing in place for a while, however, the rules were vague on how to utilize it, but with thorough review and contact with Medicaid, we were able to get this in place.

**HEALTH PROMOTION and PREPAREDNESS (HP&P):** Amy welcomed Tyler to their division who will be getting three weeks of time with Connor, before Connor leaves on April 20.

In the monthly Newsletter Alex sent out recently, was information about the website Alex created. The Maternal Child Health Grant allowed Alex to build this website that highlights parks, trails and community events in Wood County to promote physical activity. Amy complimented Alex on his fine work and encouraged the board to check out the website.

Dallas asked Amy about our focus with STD’s and educating schools. Amy stated that school nurses typically address this and offer education to the students. If we would be asked to come out to any of the schools, we would certainly consider that request.

**WIC:** March was National Nutrition month so we did some presentations and food demonstrations. Our second quarter program report was prepared and submitted to GMIS for our WIC grant. A desk audit will be conducted for the second quarter, and Deb Hostottle is helping prepare for this which is due by April 24. A 5% decrease in the overall funding is reflected in the FY2019 grant continuation solicitation but Jackie doesn’t see too much affect, as with not filling the part-time registered dietician position, those funds are available to be used.

Dallas commented that WIC kept appointments appear to be up from last month. Nationally and state wide, WIC numbers have gone down and even in Wood County. It is a trend that may have to do with economics,
staple items such as milk and eggs are down for example which are easier for clients to just go buy then keeping their appointments with WIC that require the education component. The higher number count of kept appointments may be from the automated state text that goes out within one to two weeks before an appointment, but also could be from recent efforts the WIC office has taken to call and text within the week of appointments. This also allows the opportunity to reschedule appointments if they can’t come in.
Comment was made by Dallas about breastfeeding visits in March going down, which Jackie stated there was a whole week in March that no babies were born in Wood County Hospital. Jackie, Ashley Donaldson and Ashley Rood did meet with the hospital staff recently about goals for the breastfeeding program for next year.

HEALTH & WELLNESS: Dr. Dood, Chief Medical Officer and Medical Director for the Health Department spoke on how the health center is moving forward and in a blossoming stage. The dental clinic will be a huge enhancement. Tomorrow is the last interview to select our new Behavioral Health Specialist and Chemical Dependency Specialist and we hope to have this person on staff soon to start supporting the Opiate problem. Our new pharmacy technician starts soon to support Paul who is doing an awesome job and who brought in $120k in revenue over the $15k expected. Our name will change to the Community Health Center from the Health & Wellness Center for promotional reasons and which is easier to recognize. With Dr. Dood here at the Health Center more, it made sense to name him the Chief Medical Officer. Dr. Dood is always available for questions.
Diane spoke on the Health Center (HC) board activity report that was included in the board packet. Along with the Finance committee meeting, the Quality Improvement committee also met and gave a first quarter report to the HC board on the performance measures. The goal is to keep the committees meeting and improve the HC board moving forward. The reproductive health & wellness grant from ODH was received and extended to August 31. We are still waiting to get our new notice of award which comes with additional money and also additional visits. In the board report there are new dashboards that offer a snapshot of visit volume.
We have had a second patient advisory committee meeting, which has 3 patients on it and they are working on improving the current new patient orientation process and what information is offered in the welcome packet. They will meet again in June thanks to our intern Brooke who organized all of this.
Thank you to Cathy Nelson for bringing Dr. Jeff Schwartz, new Medical Director for the Falcon Health Center, to the Health Center for a meet and greet. The HC board was very happy with the new logo changes.
The dental center agreement should be signed soon, then the pre-construction will be set up with ground breaking as early as next week. Open date potentially is late October 2018. An open house ground breaking ceremony will be happening soon to promote the new dental expansion.

ENVIRONMENTAL: Lana gave an update regarding the Property Improvement Program (PIP): she stated that Trustees were invited to the health department in February to learn more about the program and on March 30, Lana spoke at the DAC meeting. After questions have been answered the program has been widely accepted and understood that this is the direction the state sewage regulations are guiding the HSTS program.
Lana stated that she, Kelly and Julie Nye met with the city of BG regarding food trucks and to help explain ODH rules on food safety regarding licensing of mobile units.
Application was submitted to the Ohio EPA for the 2018 mosquito grant in the amount of $18,500. If received $10,000 will go to BGSU for surveillance activity. The funds are less than last year, and 2017 monies that remain with BGSU will be left to begin surveillance this mosquito season.
The division has worked with the EPA and Tracy to get things finalized for the 2018 septic replacement program through the EPA. Kelly has done a great job of working with the EPA to use all funds provided. We are nearly complete with 2017 funds. Lana gave kudos to Kelly and the program staff for doing a great job with the program.

On April 26, the EH division is hosting the annual swimming pool operator training to give basic operation information along with regulation information that the inspectors follow.

One pre-administrative hearing for food service was held last month, and Lana expressed that the facility seemed willing to continue improvements.

DJ Mears inquired about the western basin declaration of impairment and if it has affected the environmental division of the health department at this point. Lana explained that regulations are in place now to support locating the failed septic systems and is hopeful the designation may mean more money for staffing to do more active O&M. DJ also asked about the EH partnership with the engineers, and stated that he attends meetings with them and understands that we are behind on data entry. Lana agreed and stated that she agrees, and that GIS entry has had to take a back seat to field inspections. Lana stated that an intern that will be starting in May should be able to assist, but that realistically more staff is needed. DJ stated he received some information on inspection tracking from Carroll County and asked Lana about what the EH division uses. Lana briefly explained that we use HDIS and HealthSpace, and that ODH has announced they will have a new software company late summer.

**HEALTH COMMISSIONER:** Amy Jones, Acting Health Commissioner, reviewed the new logo change with the board that has a slight change in the font to make it better looking and easier to read with consistent Microsoft colors. The board approved of the logo. The Health Center board also agreed on the new style.

Patty will send email out to all board members a link for the CE training courses. Nilgun mentioned that CD’s are outdated and many newer computers lack the CD drive. A flash drive is a better option for those who need that and will be used for next year. The board chose to do a couple courses at a time, as all 10 courses will be too much at once. For next month the board will watch courses 1 & 2 to review after the board meeting. A reminder will be sent to the board one week before the May board meeting.

We received two salary survey quotes from companies; Archer and Pay Scale. Archer is out of Columbus, does a 6 month survey to include in person interviews and review of classifications and compensation. They have worked with other county offices and the cost is $18,500. They complete a classification report at the end of the survey that lays out positions, wages and bumping rights. Pay Scale is an internet based system out of Seattle, WA and requests we send job descriptions to them to review with regional rates. You can enter in certifications and licensing requirements to be considered in the rates. Pay Scale is more focused in the healthcare industry rather than health departments. They do offer real time viewing in a three year contract, so when hiring new staff, we can get the most accurate wage scale. Their cost is similar to Archer, with an upfront cost of $1,320 and then $5500 per year for three years. The board discussed the two options and chose to move forward with the Archer Company due to the fact they are local and are experienced in the state of Ohio and have worked with other county offices.

The PHSCO has moved forward in offering an Executive Director position to a lady out of Cincinnati who was wanting to relocate to this area as she has family in Defiance. Her background is in business banking with a skill set that was a good fit. The focus of this position it to seek out grants and other sources of financial assistance. She was chosen after a phone interview led to an in person interview.

Ben received a letter from the Hospital Council of Northwest Ohio (HCNO) that he feels was driven by being a part of the COG, which was information on a mini regional alliance by HCNO and funded by ODH for Opiate
Capacity Building. The seven counties in the COG are meeting on May 10, to discuss Opiate Coalition and Strategic Planning to address prevention, harm reduction, referrals and treatment. Ben was asked to start attending the Addiction Response Collaborative, which we support financially, to provide input and to gain information to share with the board about this position and the overall program.

BOARD PRESIDENT: Frank mentioned the media attention with JFS deciding to discontinue some of their senior services and asked if we had heard anything on this. Amy has taken a few phone calls that were mainly on the homemaker services.

With streamlining the committee meetings for the new year, recent discussion was had on whether making formal motions in these meetings was appropriate. Committee meetings are for discussion purposes and motions are to be brought to the board if the committee agrees to do so. The health rankings report for the 88 counties in Ohio revealed that Wood is rated 7 in health factors and 17 in health outcomes. The report is based on numerous things when making this determination with many not being things we can change. The things we are working toward improving are the activities with WIC and breastfeeding, prenatal care and the health center services being made available at a reasonable cost. Frank feels we are on the right track and feels that next year our ratings will improve.

EXECUTIVE SESSION:

Cathy Nelson made the motion to go into executive session at 7:06 pm for the purpose of discussing and considering the discipline of a public employee. Tracy, Amy and Julie were invited in. Richard Strow seconded the motion. A roll call vote was taken.


Motion passed.

Sonja Apple-Chamberlain made the motion to return from executive session at 7:17 pm and Betty Woods seconded the motion.

Resolution #PER-04-07-2018

Cathy Nelson made the motion to approve a 1 day, 7.5 hour, unpaid suspension to Karen Jenkins on April 17, 2018.

Motion to approve a 1 day, 7.5 hour, unpaid suspension to Karen Jenkins on April 17, 2018.

Motion passed.

MEETING ADJOURNMENT:

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

Frank McLaughlin, Board President

Cathleen Nelson

Secretary to the Board