Cathy Nelson, Vice-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, Lana Glone, Ben Batey, Tracy Henderly, Patty Kolozy.

**PUBLIC PRESENT:** See sign-in sheet.

**APPROVAL OF MEETING MINUTES:** Richard Strow made a motion to approve the minutes from the April 12, 2018 meeting. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. **Motion passed.** Finance and Personnel Committee minutes from April reviewed and acknowledged.

**APPROVAL OF SPECIAL BOARD MEETING MINUTES:** Dr. Milbrodt made the motion to approve the minutes from the April 19, 2018 meeting. Carolyn Rava seconded the motion. Abstentions: Nilgun Sezginis, Sonja Apple-Chamberlain, Richard Strow. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** Dallas Ziegler made a motion to approve the warrants. The motion was seconded by Dr. Milbrodt. A roll call vote was taken.


Motion passed.

**PUBLIC INFORMATION:** None present.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Richard Strow read resolutions for Cathy Nelson, Chair**

**Resolution #PER-01-05-2018**

Motion to approve the resignation of Thomas Rutter, Sanitarian

Richard Strow made the Motion to approve the resignation of Thomas Rutter, Sanitarian effective May 18, 2018. Mr. Rutter has been a valued employee of the district since 2003. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER 02-05-2018**

Motion to Post and Fill the Position of Registered Sanitarian or Sanitarian-In-Training in the Environmental Division.
Richard Strow made the motion to Post and Fill the position of Registered Sanitarian or Sanitarian-In-Training in the Environmental Division. This individual will work primarily in the Private Home Sewage Program and other program areas as assigned. Dallas Ziegler seconded the motion. A voice vote was taken. **Motion passed.**

**FINANCE RESOLUTIONS – Nilgun Sezginis, Chair**

**Resolution #FIN-01-05-2018**

Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of $20,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports: $20,000.00 – Fund 10 PHEP – Emergency Preparedness. Dr. Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-02-05-2018**

Motion to Amend 2018 Estimated Resources

Nilgun Sezginis made the motion to amend the 2018 Estimated Revenues to a new total amount of $6,809,751.07. This amount includes the following changes of $37,627.73 that the Wood County Auditor entered as budget figures for the Health District.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>008.0208.400100</td>
<td>LEVY GEN REAL ESTATE</td>
<td>$175,378.22</td>
</tr>
<tr>
<td>008.0208.400105</td>
<td>LEVY HOMESTEAD RLBK</td>
<td>($142,707.37)</td>
</tr>
<tr>
<td>008.0208.400200</td>
<td>LEVY TAN PERS PROP</td>
<td>$4,626.00</td>
</tr>
<tr>
<td>008.0208.400300</td>
<td>MANUFACTURED HOME GENERAL</td>
<td>$330.88</td>
</tr>
</tbody>
</table>

Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-03-05-2018**

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 are needed at this time (April 12, 2018):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>010. 0210.  520100</td>
<td>PH INFRASTR – SUPPLIES</td>
<td>($750.00)</td>
</tr>
<tr>
<td>010. 0210.  560800</td>
<td>PH INFRASTR - ADV. &amp; PRINTING</td>
<td>$750.00</td>
</tr>
<tr>
<td>025. 0225.  540100</td>
<td>FOOD SERV - CONTR. SVCS</td>
<td>($276.00)</td>
</tr>
<tr>
<td>025. 0225.  572900</td>
<td>FOOD SERV - REMIT TO STATE</td>
<td>$276.00</td>
</tr>
<tr>
<td>021. 0221.  510000</td>
<td>PERSONAL CARE – SALARIES</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>021. 0221.  520100</td>
<td>PERSONAL CARE – SUPPLIES</td>
<td>$500.00</td>
</tr>
<tr>
<td>021. 0221.  569600</td>
<td>PERSONAL CARE – MEDICARE</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$10,750.00</td>
</tr>
</tbody>
</table>

A motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations are needed at this time (April 23, 2018):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>021. 0221.  571500</td>
<td>PERSONAL CARE - P.E.R.S.</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**
Resolution #FIN-04-05-2018  
Motion to Approve the FQHC Federal Financial Report (FFR) for Period Ending 1/31/2018

Nilgun Sezginis made the motion to approve the Federal Financial Report (FFR) for Period ending 1/31/18 for the Wood County Community Health Center. Dr. Milbrodt seconded the motion. A voice vote was taken. Motion passed.

Resolution #FIN-05-05-2018  
Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund

Nilgun Sezginis made the motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners’ sewage systems under the 2017 Water Pollution Control Loan Fund. Richard Strow seconded the motion. Sonja asked why two of the contractors are not in Wood County in which Lana responded they did not have to be formal bids as they were not over $50,000 and any contractor who is registered to work in Wood County can put it in a proposal. A roll call vote was taken.

- Precision Plumbing, Garrett Vetter $3,168.00 (4362 Hanley Road, Lake Twp.)
- Bill Belkofer Excavating, Bill Belkofer $17,311.00 (9161 Greensburg Pike, Portage Twp.)
  $16,000.00 (29135 North Fostoria Road, Lake Twp.)
  $17,400.00 (29151 Fostoria Road, Lake Twp.)
  Total for Bill Belkofer $50,711.00
- Main & Sons, Jeremy Main $15,850.00 (25040 Tracy Road, Lake Twp.)
  $13,100.00 (10274 Pemberville Rd, Montgomery Twp.)
  Total for Main & Sons $28,950.00
- A&D Excavating, Adam Faeth $15,000.00 (2919 Brandeberry Road, Perry Twp.)


Motion passed.

Resolution #FIN-06-05-2018  
Motion to Approve Agreement with Archer Company

Nilgun Sezginis made the motion to approve the agreement with Archer Company. Archer Company will provide consulting services and provide an employee classification and compensation system for the entire Health Department. The services will be completed by November 30, 2018 at a total cost of $18,500.00. Dallas Ziegler seconded the motion. A roll call vote was taken.


Motion passed.
Resolution #FIN-07-05-2018

Resolution #FIN-07-05-2018

Motion to Approve Contract Addendum with Seneca County

Nilgun Sezginis made the motion to approve the contract addendum with Seneca County General Health District. The addendum is to increase the original contract amount by $4,320.00. The contract amount will increase from $12,000.00 to $16,320.00. Carolyn Rava seconded the motion. The original contract amount has been used up and more funds are needed to finish off the contact period. A voice vote was taken. Motion passed.

INFORMATIONAL ITEMS:

FINANCE: The quarterly reports were emailed out, any questions about them please ask Tracy. The 2018 FQHC Federal Financial report was approved and next month the carryover request that will be submitted for HRSA approval of unspent funds through January 31, 2018 will be provided. A contract template will be used moving forward to present sewage contracts to the board with a listing of all contractors’ agreement fees and address where work will be done on the agenda as in resolution #FIN-05-05-2018.

HEALTH PROMOTION and PREPAREDNESS (HP&P): As mentioned in the monthly newsletter, the program Blessings in a Backpack partnering with BG Schools will be discontinued as the grant priorities through ODH have changed. The program will officially end in the fall with last distributions this summer to the STARS after school summer program. A letter of disappointment went out to ODH about their decision to end the program just two years after it began and ended the great collaboration and partnerships that had been established through the program. Amy acknowledged the tremendous amount of time and effort that Pat, Alex, Kami and college intern Zach put into the new logo which looks awesome.

WIC: Levy money will not need to be used to cover the salary for the transition period time that the new Nutritionist will be working to get trained while Barb Beaver is still working here. WIC has agreed to pay for both salaries. Filling this position is an important part of WIC’s future as this individual will be a key player in the success of the WIC program.

HEALTH CENTER: The dental expansion is underway. The health center board met and discussed the Federal Financial Report (FFR) that Tracy submitted for program period ending 1/31/19. With our program period ending we will need to re-apply to HRSA for continued Health Center funds, which is for our third service area competition award. We are looking to get a consultant to do the application which will be for the next three year grant period. The board is currently revising their by-laws and are looking to approve in June. The dual meetings of the boards are usually in October, however, health center board president, Joann Navin, is not able to make this so we are hoping to move meeting to November. We provided the health center board a breakdown of finance and clinical measures from 2014-2017 of where we were and were we are going along with goals for the future along with the UDS report that we submit to HRSA.

Shawn Frick, from Centerprise, former BGSU graduate, past president of the Ohio Association of Community Health Centers and who also worked with the National Association of Health Centers, came in to our office and spoke with the board recently. He plans to come back next month to provide an overview of his services to the finance committee. We looked at a few companies to partner with to help us evaluate performance in the health center to assure we are in line with the new compliance manual. Centerprise is who we would like to move forward with after reviewing other companies. The mental health grant will pay for this service and Shawn will be doing a risk assessment and be reviewing our policies and procedures to identify any concerns and create a plan for improvement. Shawn will be helping us in our care coordination efforts that will enable us to bill for the chronic care management piece as currently we are not as it is very complex.

Patient numbers are improving with an average of 50 new patients a month. The morning huddles are revealing our new patients are of all ages, with and without insurance.
ENVIROMENTAL HEALTH: Lana announced that Tom Rutter, who worked as a sanitarian with the department has taken a job at BGSU. Lana noted that Tom had been with Wood County Health Department for over 15 years, and that the EH division did have lunch together to wish him well in his new career. Lana stated that the coming months are the busiest for the division, and that she plans on doing inspections to keep up the workload until positions are filled. Lana thanked the board for allowing for another position to help with the septic O&M program. Lana announced that Ben had presented the clean plate awards, and mentioned that the recipients work hard for the award that only 4% of the licensed facility receive. Lana talked about how they continually look at criteria for receiving the award. Lana announced the department received notice that we have once again been awarded the EPA mosquito control grant in the amount of $18,500.00. BGSU will continue with surveillance, and Pat, Kami and Alex will continue with education and outreach.

HEALTH COMMISSIONER: Ben reviewed with the board the monthly continued education (CE) courses Board of Health Responsibilities I & II. No questions or concern on the courses from the board. Ben did share that the DVD with 10 courses are provided by OABH and is free to us with our membership with them. If the board would prefer though, we can get a speaker in to talk to them or look at other sources for the required CE. The board has two hours of CE per year they are required to complete.

The Strategic Plan (SP) goals and objectives for the year were updated and reviewed with the board that they received in their board packet and is also available on the WHCD website. The SP is in its second year (2017-2019) and in reviewing, you can see if we are on task or have fallen short. One area we fell short on is the community outreach section in regards to the logo and branding changes which is now in its completion stage. It is good we took our time, rather than having to change later. The goal of fee based programs being sustainable by December 2018 shows in the update that we are already on pace which minimizes the need to use levy funds. Ben is enthusiastic of our financial position which over the last four years has brought us not to depend so much on levy money and grants to run our programs. We are truly expanding public health to where it should be. Richard asked how much the backpack program cost that we are dropping due to lack of funds from ODH. Amy shared it costs around $40,000 and it was reviewed whether we should try and continue with the program and use our own funds. With obesity and lack of physical exercise prevalent in our community, it was felt this should be the focus. The Physical Activity website Alex created provides information and encourages you to get out and do something, whether taking a hike or visiting a community event going on. The website outlines all the county parks and their locations and shares what community events that are happenings locally. It can be found on the WCHD website under Health Promotion and Preparedness Physical Activity link or by this direct link http://www.woodcountyhealth.org/activity/. Nilgun asked if the Obesity Task Force meetings will continue and Amy shared they will start back up. The name of the meeting will be changed to Nutrition and Physical Activity. Ben shared that the SP goal outlines having the Obesity Task Force meetings four times a year, which was not met last year, but the group will begin meeting going forward. The name change to the task force to include nutrition and physical activity will allow us to evolve partnerships with the parks and involve WIC for nutrition and other local agencies. Outreach efforts will be targeting 130,000 people, everyone in the community. Richard feels we have reached the goal of sustaining ourselves financially and have moved away from relying so much on the levy. We are now in a position to add programs as needed to serve the community.

The logo updates were included in the packet. The signs by the road will be changed to say Wood County Health Department and Community Health Center. The sign by the building will be new. A public parking sign will be next to it to let people know to park up front. A spot on the bottom of the sign will be left blank and if WIC moves back over, we will place their division there. Lettering on the building will also be new, and one small tree will be removed. The lettering will be big enough to see from the road. The cost is minimal with the sign out front costing $375 and the lettering on the building $1025. The health center board inquired as to whether we should have a sign for the
Community Health Center and if not, whether people will know they are part of the Health Department. Pat is looking into this to provide information at their next board meeting. The Dental Center signage is also be looked into and if we want to segregate programs or try to keep under the main Health Department name. Most of the branding we are implementing has been done in house with little or no cost. The other item to consider with continued branding is clothing apparel for staff. It is felt that this is a better approach to marketing than billboards. As staff are out in the community they will be wearing the new logo and health department name. Previously new employees would get a polo and/or a button down shirt was provided, but many staff did not wear them. It is felt that allowing a stipend to staff to pick out what they want and will wear is a better option. Black, white, navy or gray will be choices to emphasize the logo. There are currently 50 employees and the board felt a stipend of $75 was reasonable with the condition that the staff will wear what they get, whether a hat, jacket, shirt, etc. The standard health department logo will be on all apparel to establish a clear message. This would be a total cost of $3750- $4000 roughly. We need to feel proud of where we work and wear the shirts to promote the agency and be willing to talk about the programs we offer to the community.

Ben recently attended the NWo Opiate Task Force, that is comprised of us and the other six counties that make up the council of government or PHSCO. The task force partnership is a pilot program by the Hospital Council of NWo. They were able to obtain grant funding to battle the opiate addiction in our seven counties. The council will be advocates in getting further funds to support this alliance to tackle this issue. The ADAMHS board, law enforcement, hospital staff, health department and health center personnel such as Dr. Dood were in attendance. The next meeting will be held here in June and the board is welcome to attend.

Next week on Monday and Tuesday, Ben will be at the Public Health Conference in Columbus. Ben thanked Amy for her stepping in for him while Ben was out last month spending time with his family.

BOARD PRESIDENT: Nothing.

EXECUTIVE SESSION: None

MEETING ADJOURNMENT:

Richard Strow made a motion to adjourn the meeting at 6:46 pm and Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. Motion passed.

Cathy Nelson, Board Vice-President

Ben Batey, Health Commissioner
Secretary to the Board