Wood County Board of Health Minutes
June 14, 2018

Frank McLaughlin, Board President, called the meeting to order at 6:20 p.m. followed by the Pledge of Allegiance and introductions.


STAFF PRESENT: Diane Krill, Amy Jones, Jackie Mears, Lexi Jacobs, Lana Gloré, Ben Batey, Tracy Henderly, Patty Kolozy.

PUBLIC PRESENT: See sign-in sheet.

APPROVAL OF MINUTES: Richard Strow made a motion to approve the May 10, 2018 meeting minutes and Nilgun Sezginis seconded the motion. Abstentions: DJ Mears and Frank McLaughlin. A voice vote was taken. Motion passed. Finance (tabled till July) and Personnel Committee minutes from May reviewed and acknowledged.

APPROVAL OF WARRANTS: Dallas Ziegler made a motion to approve the warrants. The motion was seconded by Cathy Nelson. A roll call vote was taken. Abstentions - Frank McLaughlin.


Motion passed.

PUBLIC INFORMATION: Francesca Leass – The new Behavioral Health Specialist introduced herself. Fran comes from Children’s Resource Center where she headed the Co-Occurring Program for 6 years. Fran is the president of the Wood County Prevention Coalition, an active member of the Opiate Task Force and the Suicide Prevention Coalition and lives in Findlay with a 7 year old daughter. Annette Bensman is our new Pharmacy Technician and she lives in Sylvania.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

Resolution #PER-01-06-2018

Cathy Nelson made the motion to approve the outlined official resolution approved by the prosecutor’s office and DJ Mears seconded the motion.

In the matter of reorganization of the Wood County Health Department for reasons of lack of funds and lack of work.

WHEREAS, the Wood County Department of Job and Family Services ("JFS") recently notified the Wood County Health District that the Personal Care Program contract for services would not be renewed after its expiration June 30, 2018, with details more fully described in Attachment A; and
WHEREAS, as a result of this loss of funding from JFS, (1) the number of Personal Care clients shall be reduced from an average annual caseload of 101 participants to 0 participants, (2) funding from JFS shall be reduced from $180,771.50 in 2017 to $0 as of July 1, 2018; and

WHEREAS, this loss of funding has led to the necessary elimination of the Personal Care Program and abolishment of the Personal Care Program positions due to reasons of lack of funds and lack of work, as described in Attachment A; and

WHEREAS, these changes shall be incorporated into the organizational chart, Attachment B and C; and

WHEREAS, the Wood County Board of Health, after careful consideration of this matter is in agreement with these recommendations; now therefore be it

RESOLVED, one Part Time Public Health Nurse position and five Part Time Home Health Aide positions within the Personal Care Program shall be abolished resulting in the layoff of two employees effective July 1, 2018, due to lack of work and lack of funds; and be it further

RESOLVED, that all required procedures to abolish the positions shall be in accordance with sections 124.321 – 124.327 of the Ohio Revised Code, including providing proper notification to the two employees subject to layoff; and be it further

RESOLVED, that a new organizational chart for the Wood County Health District shall be effective July 1, 2018, Attachment C; and be it further

RESOLVED, the Wood County Health District shall properly post retention points and follow recall lists if needed. Attachments A, B & C were provided in the board packet.

Richard Strow and the board agreed this was not our decision to end the program. When the contract ended that we were under to provide these services and funding was discontinued, we had no choice but to end the program. A roll call vote was taken.


Motion passed.

Resolution #PER-02-06-2018

Cathy Nelson made the motion to appoint Lauren Snyder to the Full-Time WIC Nutritionist RD/LD position. Ms. Snyder will serve a 180 day probationary period. Ms. Snyder will be paid $25.45 per hour probationary rate and $26.10 per hour non-probationary rate. Her start date will be pending return of a successful background check. Lauren comes from Ottawa County originally, but has worked at Hamilton County WIC office the last 5 years in the same position. She has a wealth of WIC knowledge. Lauren did her internship at OSU and the supervisor from there gave her a high review. Lauren will start around July 30th. Carolyn Rava seconded the motion. Abstentions – DJ Mears. A roll call vote was taken.


Motion passed.
Resolution #PER 03-06-2018

Motion to Approve Update of Organizational Chart

Cathy Nelson made the motion to approve changes to the organization chart effective June 30th 2018. Changes include removal of Tom Rutter from the Registered Sanitarian position to vacant position, addition of vacant Sanitarian/Sanitarian in Training position, change Jennifer Campos from S.I.T. to Registered Sanitarian, removal of five (5) Part-Time Home Health Aide positions and removal of one (1) Part-Time Public Health Nurse position in Health Promotion and Preparedness due to lack of funding. Richard Strow seconded the motion. Motion passed.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-06-2018

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 (May 14, 2018). DJ Mears seconded the motion. A voice vote was taken. Motion passed.

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<th>Description</th>
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<tr>
<td>021. 0221. 569900</td>
<td>PERSONAL CARE - OTHER EXPENSES</td>
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<td>028. 0228. 520100</td>
<td>PREN CFHS – SUPPLIES</td>
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<td>028. 0228. 550100</td>
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<tr>
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Resolution #FIN-02-06-2018

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 2018 Water Pollution Control Loan Fund. Cathy Nelson seconded the motion. Funds used to date are $120,000 of the $200,000. A roll call vote was taken.

Main & Sons, Jeremy Main
$17,804.00 (23020 Dunbridge, Perrysburg Twp.)
$13,655.00 (11824 Jerry City, Portage Twp.)
$ 8,975.00 (4073 Oil Center, Perry Twp.)
$ 1,994.00 (106 W. Gibson, Bloom Twp.)
$14,960.00 (22250 Haskins, Middleton Twp.)
$ 2,323.00 (109 N. Frazier, Bloom Twp.)
$10,450.00 (12867 Mermill, Portage Twp.)

Total for Main & Sons $70,161.00


Motion passed.
Resolution #FIN-03-06-2018  

Motion to Approve Change of Pay and Title for Jennifer Campos

Nilgun Sezginis made the motion to approve change of pay rate and title for Jennifer Campos from Sanitarian-in-Training to a Registered Sanitarian, at the rate of $24.60 an hour, retroactive to June 7, 2018. June 7th is the date that the state approved Jennifer’s application for Registered Sanitarian. Richard Strow seconded the motion. A roll call vote was taken.


Motion passed.

Resolution #FIN-04-06-2018  

Motion to Approve the FQHC Carryover Request

Nilgun Sezginis made the motion to approve the FQHC Carryover Request for $184,545.00 of the unobligated Federal Funds for the Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIMS) Award and the Fiscal Year 2017 Quality Improvement Award for Period Ending 1/31/18 for the Wood County Community Health Center. Cathy Nelson seconded the motion. A roll call vote was taken.


Motion passed.

Resolution #FIN 05-06-2018  

Motion to Create Positions for the Dental Center

Nilgun Sezginis made the motion to create the following full-time positions under the Community Health Center Division - Chief Dental Officer with an anticipated pay scale of $62.00-$81.00 per hour, Dental Program Coordinator with an anticipated pay scale of $17.00-$24.00 per hour, Dental Hygienist with an anticipated pay scale of $27.50-$33.00 per hour, Dental Assistant with an anticipated pay scale of $15.00-$17.00, and a Clinic Services Assistant with an anticipated pay scale of $13.92-$15.00 per hour. Dallas Ziegler seconded the motion. Draft job descriptions are done and will be provided to the Archer Co. A roll call vote was taken.


Motion passed.

Resolution #FIN-06-06-2018  

Motion to Approve the Agreement with Centerprise, Inc.

Nilgun Sezginis made the motion to approve the agreement with Centerprise, Inc. Centerprise, Inc. will provide consulting services in the healthcare field relating to billing, revenue cycle and management, operations, quality improvement and health cost management, medical records coding for reimbursement, coding auditing, and management of health care clinics. The services will begin July 1, 2018 and be completed by December 31, 2018 at a total cost not to exceed $38,100.00. The cost of this agreement will be covered with HRSA carryover funds through the AIMS award. DJ Mears seconded the motion.


Motion passed.
Resolution #FIN-07-06-2018

Motion to Approve the Agreement with Stericycle, Inc.

Nilgun Sezginis made the motion to approve the agreement with Stericycle, Inc. Stericycle, Inc. will be our waste management company. The services will be done at a cost of $10.00 per month which is for two pick-ups a year at an annual cost of $120.00 and will include the dental center waste. Cathy Nelson seconded the motion. We've had a contract with them since 2010 to remove waste, such as syringes, but their price was much higher. With more competition, they lowered their price from $200 - $280 a month to just $10 a month for service. A roll call vote was taken.


Motion passed.

Resolution #FIN-08-06-2018

Motion to Approve Contract with Seneca County General Health District to provide PHEP Planner and EPI Services

Nilgun Sezginis made the motion to approve contract with Seneca County General Health District to provide Public Health Emergency Preparedness (PHEP) planner and epidemiological services from July 1, 2018 to June 30, 2019. These services will be billed monthly, by the Wood County Health District, at a rate of $30.00 per hour and shall not exceed $15,300.00. DJ Mears seconded the motion. Last year's contract was $12,000 and this year it's raised to cover our staffs' time. A roll call vote was taken.


Motion passed.

Resolution #FIN-09-06-2018

Motion to Create a Temp PT Help Desk Tech Position

Nilgun Sezginis made the motion to create a temporary part-time Help Desk Technician position in the Health Promotion and Preparedness Division. This position will assist the IT Support Specialist and will be needed for 4-15 hours/week for an estimated 6 months. The anticipated pay range for this position will be $17.10-19.00. Cathy Nelson seconded the motion. A roll call vote was taken.


Motion passed.

Resolution #FIN-10-06-2018

Motion to Create a Full-Time Staff Accountant Position

Nilgun Sezginis made the motion to create a Full-time Staff Accountant Position in the Health Department and the Community Health Center. This position will support the Finance Director/CFO with current financial job duties as well as the anticipated increase in responsibilities due to the FQHC Dental Expansion. The anticipated pay range for this position will be $21.00-$25.00. Richard Strow seconded the motion. This position will allow Tracy the support needed as new programs and the dental center evolve. A roll call vote was taken.


Motion passed.
Resolution #FIN-11-06-2018

Motion to Approve Applying for FY19 HRSA Service Area Competition Funding

Nilgun Sezginis made the motion to approve applying for the FY19 Health Resources and Services Administration (HRSA) Service Area Competition funding opportunity. This application will allow us to continue our Health Center Services as an FQHC with a funding total of $1,035,248.00. Cathy Nelson seconded the motion. Notice just came out today and the application is due August 30th. Program year ends January 31, 2019 and no indication was made as to how many awards would be given or the term for the award. A voice vote was taken. **Motion passed.**

Resolution #FIN-12-06-2018

Motion to Approve Contract, pending Prosecutor’s approval with Susan Wilson, LLC to assist with the FY19 HRSA Service Area Competition Application

Nilgun Sezginis made the motion to approve contract, pending Prosecutor’s approval, with Susan Wilson, LLC to assist with the FY19 HRSA Service Area Competition Application. Ms. Wilson will assist in the completion and submission of the 2 part application at a rate of $150.00 per hour with the total project cost not to exceed $12,510.00 (83.40 hours). Dallas Ziegler seconded the motion. Shawn Frick with Centerpiece gave list of recommended individuals and the range for service is $12,000 - $25,000. With the notice coming out today we are needing to move on this. The prosecutor’s office has been notified to start working on our contract rather than using Susan’s to be sure all the required language is included in it. Susan was a Chief Operating Officer in Missouri at the Primary Care Association for 8 years and was a Chief Executive Officer for an FQHC for almost 20 years. She has her MBA and Masters in Science. A roll call vote was taken.


**Motion passed.**

**INFORMATIONAL ITEMS:**

**FINANCE:** The Community Health Center Payment report will require another bar added as it keeps increasing as Lexie and staff are staying on top of collections. The Aging and A/R reports reflect a steady balance of $100,000 over the last few months which is good. Lexie is working on collections for the RAP payments and most past claims have been paid with current billings ongoing.

**HEALTH PROMOTION and PREPAREDNESS (HP&P):** Amy is wrapping up the last bit of paperwork and is seeing one last client for the Personal Care program. We were asked to take on and have accepted a request to take on the regional MRC Coordinator (Medical Reserve Corp) role which is to get volunteers together for the region when needed. Prior oversight of this role was through Defiance County with the person in charge retiring. In this role, we will be responsible for attending quarterly coordinator calls and reporting any MRC activities for the region. This is a volunteer position for us and will be added to our regional duties.

**WIC:** Jackie is happy to have Lauren Snyder starting to replace Barb once she retires. Lauren has done a lot of outreach along with her duties in the office and will be an asset to the WIC office. Alex and Pat are helping get some news print and notices on Facebook for the Farmers Market Nutrition Program. One more farmer was added to the program and another provider with another provider possible. June 25 is when our first date to
hand our coupons. The State of Ohio brought in $336,000 to farmers through the farmers market. Jackie congratulated Nilgun on her abstract that was approved for the American Public Health APH annual meeting. The abstract is on breastfeeding promotion on low income families in Ohio. The Cooking matters class has started with a good response.
Jackie asked the board if WIC money that she has available and needs to spend could be used for her to purchase shirts for WIC staff with the WIC logo on them. The board agreed that this is ok to do as it includes the Health Department name and will allow Jackie to promote WIC day at events such as the Farmers Market.

HEALTH CENTER: The ground breaking ceremony was a success with the hard work of Kami, Alex and Pat who coordinated the event. Diane is happy to have new staff Fran and Annette. The Health Center board report is included in the packet with action items listed. A Strategic Plan Progress report was given to them and the Board of Health. Financial information shows less levy funds being used, although with the dental expansion, may take a while to see the true picture. The Health Center board created a one page self-evaluation tool to use for evaluation annually. The board continues to work on revisions to their By-Laws with approval planned for next month. Diane did receive an email from their project officer, Mary, who informed Diane that the legislation states that the CEO has to be employed by the health center board. However, the Bureau of Primary Healthcare is working towards obtaining a waiver for public entities providing justification across the board for all public entities to this rule. Currently, with the co-app agreement between the Health Center and Health Department, Diane is employed by the Health Department. She will continue to update board as more information is available.

ENVIRONMENTAL HEALTH: Lana made reference to thank you letters regarding work completed by EH staff members Sheila Nash and Stefen Pargeon. Lana noted that one of the letters was encouraging as it is from a property owner that received our services stemming from the newly implemented Property Improvement Program (PIP). The property owner had been told by his trustee that since the building was exempted for agriculture reasons however contacted us to be sure. It was discovered that the barn was set to be constructed over his existing septic system. The homeowner was thankful that Sheila’s recommendations were made saving him from likely issues in the future. Lana announced that she would be attending a mandatory meeting for recipients of the Ohio EPA mosquito Control Grant in Columbus. Also mentioned were that the open sanitary position postings have been extended through June to allow for a bigger selection of candidates. Lana also discussed that the EH intern, Jacob Ziegler has been getting data entered into the engineer’s database and is also working with a CAD design software that could be helpful for the sewage program. Jacob is hoping to be able to graduate early in the hopes to apply for the openings. Board members asked questions about poor food service inspections. Lana stated that there were two restaurants in particular that avoided pre administrative hearings by making improvements at their re-inspections. Lana was questioned about Jed’s Northwood and continued bad inspections and Lana explained that the Northwood location is working on some issues, but that not all of the Jeds are owned by the same company, and that problems in previous years at other locations were not under same ownership at this location.

HEALTH COMMISSIONER: Ben discussed with the board CE trainings; 3) Board of Health Employment Status and 4) Ethical Decision Making trainings. Both courses were mainly refresher as board members have been on the board a while now. Ethics training is annually given to the staff as well. The loss of the Personal Care Program is bittersweet and we are working to adapt to his change and move in the direction the community needs are taking us. The Board of PHSCO appointed Margaret Nashu to be the Director of the COG. She is now touring the seven member health departments (HD) to get acquainted with them. Ben met with her here to give a tour and discuss what WCHD would like to get out of being a member. She is looking into opportunities for grants and coordinating with partners like the University of Toledo, Ohio University and Kent
State. The universities view for their students is to get them more regularly working in real world scenarios than waiting for a one time internship.

PHAB annual report I is due by June 30 and ready to submit. Patty is almost done with report II and then review of the draft with Ben will take place. Report II is due 30 days after report I is submitted. Ben was impressed at how efficient the meeting tonight went with so much on the agenda. He thanked the staff and board for their open discussion on the matters that allowed for a very productive meeting.

BOARD PRESIDENT: The ground breaking event for the new Dental Center was exciting to attend and gratification was felt for Betty and Carolyn who were there and who have pushed the need for dental in our community for 20 years. Frank mentioned the letter that all wood county employees received on the partnership between the Health Center and the County for insurance savings. It was nice to see this partnership which looks like a good deal.

EXECUTIVE SESSION: None

MEETING ADJOURNMENT:

Cathy Nelson made a motion to adjourn the meeting at 7:10 pm and Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Frank McLaughlin, Board President

Ben Batey, Health Commissioner
Secretary to the Board