Cathy Nelson, Vice President, called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.


**STAFF PRESENT:** Diane Krill, Amy Jones, Jackie Mears, Lexie Jacobs, Lana Glore, Ben Batey, Tracy Henderly, Patty Kolozy, Paul Bogner, Lauren Snyder.

**PUBLIC PRESENT:** Lauren Snyder introduced herself as the new WIC Nutritionist. Gary Cromley, DAC President.

**APPROVAL OF MINUTES:** Richard Strow made a motion to approve the July 12, 2018 meeting minutes and Betty Woods seconded the motion. A voice vote was taken. **Motion passed.** Finance Committee minutes from July 12 reviewed and acknowledged.

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


Motion passed.

**PUBLIC INFORMATION:** Gary Cromley spoke on the Property Improvement Plan permit (PIP) fee and the push back and confusion from trustees. Lana mentioned that building inspectors are a bit confused as well, which is understandable being the program is relatively new. Lana explained that the PIP program protects the homeowners from building a structure over their existing well or septic tank. The idea is to have building inspectors contact us about getting the permit before any work is started. Lana will work on getting messaging out on social media and send out information to the fiscal officers to bring to the trustees at their local meetings.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution #PER 01-08-2018**

**Motion to Approve Update of Organizational Chart**

Cathy made the motion to approve changes to the organization chart effective August 20th 2018. Changes include addition of Chris Ladikos to the vacant Sanitarian in Training position. Betty Woods seconded the motion. Voice vote was taken. Motion passed.

**Resolution #PER 02-08-2018**

**Motion to Appoint Jessica Firsdon to the Full-Time Dental**
Health Program Coordinator

Cathy made the motion to appoint Jessica Firsdon to the Full-Time Dental Health Program Coordinator position. Ms. Firsdon will serve a 180 day probationary period. Ms. Firsdon will be paid $21.50 per hour probationary rate and $22.00 per hour non-probationary rate. Jessica comes from JFS where she worked for since 2015 and has previous experience at Corner Dental which gives her administrative and dental experience. Her start date will be pending return of a successful background check. Dr. Milbrodt seconded the motion. A roll call vote was taken.


Motion passed.

Resolution #PER 03-08-2018  Motion to Appoint Sam Schwandner to the Temporary Part-Time Help Desk Technician

Cathy made the motion to appoint Sam Schwandner to the Temporary Part-Time Help Desk Technician position. Mr. Schwandner will serve a 180 day probationary period. Mr. Schwandner will be paid $18.00 per hour. His start date will be pending return of a successful background check. Richard Strow seconded the motion. A roll call vote was taken.


Motion passed.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-08-2018  Motion to Transfer Funds

Nilgun made the motion to approve the transfer of $30,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports, $30,000.00 – Fund 11 – WIC.

Nilgun made the motion to approve the transfer of $7,404.80 from the FQHC Capital Improvement Award to the Wood County Auditor. These monies cover the required 8% retainer from the 3rd payment for The Dotson Company for the Dental Expansion work. Dr. Milbrodt seconded the motion. A voice vote was taken. Motion passed.

Resolution #FIN-02-08-2018  Motion to Amend 2018 Appropriations

Nilgun made the motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations are needed at this time (July 27, 2018). Richard Strow seconded the motion.

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<tr>
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<tr>
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<tr>
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<td>SEWAGE - OTHER EXPENSES</td>
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A voice vote was taken. **Motion passed.**

**Resolution #FIN-03-08-2018**

Motion to approve the agreement with FQHC Germaine

Nilgun made the motion to recommend the Board of Health approve the agreement with FQHC Germaine who 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 August 15th, 2018 and be completed by December 31, 2018 at a total cost not to exceed $14,200. The cost of this agreement will be covered with HRSA carryover funds through the AIMS award. Richard Strow seconded the motion. A roll call vote was taken.


Motion passed.

**Resolution #FIN-04-08-2018**

Motion to Approve Pharmacy Policies

Nilgun made the motion to approve the following New Pharmacy Policies. Carolyn Rava seconded the motion. Paul Bogner, Pharmacist created the policies from HRSA templates and was available at the meeting for questions. A voice vote was taken. **Motion passed.**

1. Covered Entity Eligibility
2. 340B Program Enrollment, Recertification, and Change Requests
3. 340B Compliance Monitoring and Reporting
4. 340B Noncompliance/Material Breach
5. 340B Program Roles and Responsibilities
Resolution #FIN-05-08-2018  Motion to Approve the Dental Federal Financial Report (FFR) for Period Ending 4/30/18

Nilgun made the motion to approve the Dental Federal Financial Report (FFR) for Period ending 4/30/18 for the Wood County Community Health Center. Dallas Ziegler seconded the motion. The Dental Center drywall is going up and sprinklers being installed and everything is on schedule. A voice vote was taken. **Motion passed.**

Resolution #FIN-06-08-2018  Motion to Approve revised funding amount in the application for the FY19 HRSA Service Area Competition

Nilgun made the motion to approve the revised funding amount in the application for the FY19 HRSA Service Area Competition from $1,019,719.28 to $1,014,543.04. The requested 2.0% decrease in funding will also decrease our submitted patient target number from 2,912-3,093 down to 2,730-2,911 in the SAC Application. Richard Strow seconded the motion. A roll call vote was taken.


**Motion passed.**

Resolution #FIN-07-08-2018  Motion to Approve the FY19 HRSA Service Area Competition Budget Narrative

Nilgun made the motion to approve the FY19 HRSA Service Area Competition Budget Narrative. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-08-08-2018  Motion to Approve the FP Mailing Solutions Customer Agreement and the Addendum to the Agreement

Nilgun made the motion to approve the Agreement and Addendum to the Agreement with FP Mailing Solutions. This agreement will allow for the Health Department to lease a postage machine at the cost of $52.00 per month for 52 months. DJ Mears seconded the motion. The new machine will be leased and maintenance and software updates are a part of the agreement. Monthly payment is less than the old unit. A roll call vote was taken.


**Motion passed.**

Resolution #FIN-09-08-2018  Motion to Approve an Agreement with the Hospital Council of Northwest Ohio

Nilgun made the motion to approve an agreement with the Hospital Council of Northwest Ohio to conduct the 2018 Wood County Community Improvement Plan (CHIP). The Wood County Health Department is partnering and splitting the cost with the Wood County Hospital in this agreement. The Wood County Health
Department's cost in the agreement is $4,750.00, total cost of the agreement is $9,500.00. Betty Woods seconded the motion. Next year we will split cost three ways when Mercy Hospital comes to Perrysburg. A roll call vote was taken.


Motion passed.

INFORMATIONAL ITEMS:

FINANCE:
Quarterly reports were emailed out to board. The audit report has been approved by the state that Perry & Associates completed which is in the process of being uploaded to the Federal Audit Clearing House. After that time is should be available for public viewing and Tracy will get that out as soon as possible. Tracy sat in on a conference call a couple weeks ago in regards to the ODH annual financial report that is getting an overhaul to the report. One change is they are looking to spread costs more on an FTE calculation which will look at an employee's actual hours working on a job to calculate expenses. We are currently doing a good job of this with our time management system and level of detail that we keep in the numerous programs that we work in. Another change will be to the due date from February 1 to April 1, which will be helpful to allow more time for year-end processing and the other numerous deadlines around this time. ODH also sent out notice that our grant reporting system was changing from GMIS (Grants Management Information System) to OhioGEM (Ohio Grants Enterprise Management) system with effective date of 2019. However, this update was recently placed on hold till further notice and Tracy will keep the board updated on this.

HEALTH PROMOTION and PREPAREDNESS (HP&P):
This has been a very successful summer outreach season so far. We've connected with more than 1,000 people, including and an estimated 600 people at the Wood County Fair last week. We handed out items like mosquito repellent, hand sanitizer and sunscreen that serves as starters for conversations about health behaviors. We will visit the Pemberville fair next week, followed by the farmers markets around the county and a few other outreach events. Alex is at the United Way and Salvation Army's school supply distribution event tonight at Woodland Mall, sharing information about topics like immunizations, the health center and planned dental services. Approximately 300 backpacks with school supplies were handed out at this event.
The physical activity campaign has reached more than 25,000 people on Facebook. The campaign builds up to the Pemberville 5 miler which we are helping to sponsor this year by providing water and fruit for runners and walkers which will be the conclusion of this campaign. More than 100 people actually clicked on our recent ad encouraging them to get information and register for this event which is on Friday, August 17. The increase in immunization billing this past month was due to a timing issues as our agency shares tax ID#’s with other county offices and our payments sometimes going to the nursing home which is what happened. The checks have been received since the report was ran.

WIC:
Jackie attended the Child Find event collaboration with, United Way, Salvation Army and the Early Childhood Task Force, which Jackie participates in their meetings with the group focusing on families with children prenatal up to age 5. The event was well organized and people came through the event in waves which made it easier to share information. Developmental screenings were done on children up to age 5 from Early Interventions and CRC was assisting and Jackie was getting heights and weights and providing nutrition education. Jackie also attended a similar event in Rossford where it was more focused on developmental
assessments. Cooking Matters class has ended and responses from attendees can be found in the packet. Family, Farm & Home donated a lot of seeds that we are able to hand out at the office and Alex & Kami also will get a supply to promote the healthy eating. Jackie is often at the farmers markets and does site visits for the farmers’ stands while at the markets and also checks their farm stands in other Wood County areas or the farmers’ home. WIC is very busy with outreach as Jackie has a page and half already of things done in August. Jackie shared that Lauren will be a presenter at the Health Center for the obesity forum on Tuesday and Barb Beaver’s last day is August 31. The breastfeeding booth at the fair allowed for some good outreach that meets many grant requirements. Jackie gives out breastfeeding supplies along with educational material and has a raffle to share nursing and baby supplies. WIC allows funds to be spent on items that the breastfeeding peers can use to promote breastfeeding. Jackie showed the board a couple of the items which are baby t-shirts. One says “breastmilk, the original fast food” and the other says “breastfed is best fed”. Breastfeeding has a lot of medical background to support its health benefits and also can help lower the chance of obesity later in life.

HEALTH CENTER:
Diane shared the SAC application is being worked on and the first part of the grant was submitted through grants.gov, which opened up the whole application to the HRSA electronic handbook (EHB) System. All the forms and attachments are uploaded and we are just tweaking some clinical and financial performance measures and our project narrative. Susan is doing a review to make sure we are capturing all the services we offer. Currently, we have 28 letters of support from patients and community partners like Project Connect, Cocoon Shelter, BCCP, which will be included in our application. Once submitted and is under review, there will be an external correspondence management module where a non HRSA reviewer has a 4 day window to communicate with the health center on any areas they deem a potential compliant issue (Health Center Program Compliance Manual) which will allow the health center time to provide additional documentation. The expectation from the webinar is 100% compliancy. A change in scope to update Form 5B was submitted and approved by our Project Officer. These changes allow us to include 12 additional zip codes to truly reflect where patients come from, as currently only two zip codes come up in our system and one was for BGSU. Rhonda is attending the BGSU International Student Orientation 2018 Resource Fair on August 16th from 6-8. Info on the Health Center is part of the 200 Welcome packets that will be given out. In the information it informs families of students that we provide health access here, for those who have no insurance or are low income.

Dental Brochures and toothbrushes were handed out tonight during the Wood County Back to School Distribution event held at the Mall. Typically there is a dental screening which we were not able to provide at this time, however, we will in the future. Diane is hopeful that once Jessica is onboard, she can attend one of the Wood County Early Childhood Task Force meetings in October or November. Diane shared the Dental Expansion Project report, per the request last month from the board. Richard thanked Diane for the report and asked if any calculations have been figured up on how many patients are on Medicare, self-pay, and what percent may be on a sliding fee scale. Diane shared the target market is the Medicaid population as currently, there is nowhere for these clients to go. The current internal patient numbers can be used for these categories though and Diane has current internal client numbers of; 43 Medicaid, 32 private, 15 uninsured and Medicare is about 11, but Medicare has no dental so these clients will be on a sliding fee scale. Richard asked Diane about scheduling and the sample template that shows 14 patients a day and asked if this be enough to pay the bills. Diane explained there is only so many slots you can fill with one dentist and our office hours do limit how many patients we can see in 37.5 hours per week. Diane added that realistically we will only be able to see about 7 patients a day as the Dental Hygienist is scheduled in one hour increments. As the need grows, we would expand in personnel and add another Dental Hygienist.
The national benchmark is 1.7 visits per hour and is with one, possibly two hygienists. The Medicaid reimbursement rate is estimated around the $140 mark, but not to quote, as this will be relooked at in the Medicaid Cost report after the first year. HRSA is having us apply for $1.14 million with a budget that includes medical things and in the budget revision to come later after the change of scope, personnel will be included as part of the dental services. We cannot request this in the budget until we start seeing the patients. Once, Jessica starts, we will gain a better idea on scheduling. A budget revision will most likely take place after we start seeing patients. Ben added that HRSA is not subsidizing but rather the benefit is to get the enhanced Medicaid reimbursement rate, so the goal is to get enough Medicaid patients to offset the sliding fee scale patients and what it costs us to provide the service. Once the Medicaid rate is set, it cannot be changed. We will lose money in the first year, but will make money in other programs running in the Health Center to offset the cost. Dental services are not a money maker, but rather a much needed service that is meeting the needs of our community. The Dental Center dry wall is getting prepped for paint and the sprinkler system is in. We are waiting for final plans for the south side door concrete which needs to be handicapped accessible. Once the concrete is in and the other side has the asphalt laid, Dotson Company can start getting the mechanical room ready for the installation of the equipment for that room. The new openings are all ready and temporarily secured shut with the visqueen plastic film.

ENVIRONMENTAL HEALTH:
The staff have been extremely busy with fair just wrapping up and tractor pulls starting soon. Lana spoke briefly of the fair and that there was one particular food operator that had issues, and this Wood County operator has been notified that before any future licenses are issued, she will need to come in and talk with us. When we have these repeat violations with a vendor, we monitor them closely to work on improving the conditions.
We will again be applying for the EPA septic replacement monies, and this year we can apply for $150k, which is $50k less than last year. Lana stated that the monies have helped many people with septic replacement systems which is so valuable, and Tracy and Kelly have worked very hard on the program.
We have not yet received 2018-2019 Ohio EPA mosquito control grant monies. BGSU has indicated that they are fine getting through this season, and the monies will be set for the 2019 mosquito season.
Lana included and highlighted the ODH mosquito surveillance report and mentioned that West Nile has been found in mosquitoes throughout Wood County, with no human cases in Wood as of this date.
Lana let the board know that our intern completed his hours on July 27, and that he was able to get a lot of records scanned and put into the Wood County Engineers system. Also, we are looking forward to our new Sanitarian coming on board on August 20.

HEALTH COMMISSIONER:
Ben reviewed CE training courses 8. Public Health and Hospital Planning Alignment & 10. Role of LHD in Opioid Epidemic. This completes the CE training for this year. Richard made comment on the second training course that he outlines concern that the health department is just a support to the ADAMHS board who has all the decision making and authority. When the health department became involved in the Opiate epidemic, Ben had many discussions with Amy about this and they were surprised to see no funding was granted toward prevention, but rather the health department was used as a middle man to hand out Narcan to law enforcement officers. Ben attended a meeting today in Defiance as part of the seven counties "PHSCO" who because of this council was granted funds to initiate the NW Ohio Opiate Alliance. A strategic plan is being drafted with the Hospital Council currently. The council recently requested funds from the state to support a full-time person to be the Opiate Coordinator for this alliance and work in the seven counties under a three year grant.
A survey sent out from the Ohio Associations of Health Commissioners (AOHC) is being used to create topics for the 2019 CE trainings DVD. AOHC would like board members to complete the survey which takes only 10 minutes. Patty will email this out tomorrow for any board members who have time to give their input. Pictures of the board members for their new badge ID’s, will be taken from 5:30-6:00 pm at the next board meeting on September 13.

A support letter created by Tonya Dauterman, Pharmacist from the University of Findlay and works for the state pharmacy association, is to support the work with legislation to pass a bill to have pharmacists be considered providers. Paul Bogner, Pharmacist at the Health Center, does educate and counsel our patients when he fills their medications, but we cannot bill for this service. The Finance committee discussed this earlier and it was felt that having Tonya come in and explain this better to offer more details would be a good idea. The board agrees to have Tonya as well as Paul speak next month to better explain this bill and would like to know if any other states currently have this set up.

A decision was made in the Community Health Assessment draft meeting last month, to release the CHA and CHIP together publicly. This would allow us to present to the public the data and what problems were found and what we are planning to do about it. The public would be asked for input and help in the planning. The draft CHA is on the WCHD website and was emailed out to the board. Ben would like the boards’ feedback if they have time to review before the final version is done. No CHIP meetings have been set up yet, but the board will be emailed the dates as soon as they are confirmed. There will be four meetings.

Ben was approached recently by leadership of AOHC to run for election to become a member of their board beginning this Fall. Ben was asked a while back, but was just getting acquainted with his new role as the Health Commissioner (HC), so turned them down. But now, he is more educated and feels it would be a worthwhile opportunity. If nominated the position would require Ben to be in Columbus 2-3 days a month working on business with politicians and AOHC leaders. This position would allow Ben to get an upfront look at bills that are being proposed and offer AOHC input on them. The board agrees this is a good position for Ben if nominated and that it will give us a better voice representing Wood County.

**BOARD PRESIDENT:** Nothing by Vice President, Cathy Nelson.

**EXECUTIVE SESSION:** None

**MEETING ADJOURNMENT**

Betty Woods made a motion to adjourn the meeting at 7:13 pm and DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

\[Signature: Frank McLaughlin, Board President\]

\[Signature: Cathy Nelson, Vice President\]

\[Signature: Ben Batey, Health Commissioner\]

\[Signature: Secretary to the Board\]

9/13/2018