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


**STAFF PRESENT:** Amy Jones, Jackie Mears, Lexie Jacobs, Lana Glore, Ben Batey, Tracy Henderly, Patty Kolozy, Chris Lidakos, Jessica Firsdon.

**PUBLIC PRESENT:** Chris Lidakos, new SIT and Jessica Firsdon, new Dental Health Program Coordinator, both introduced themselves and Gary Cromley, DAC President.

**APPROVAL OF MINUTES:** DJ Mears made a motion to approve the August 9, 2018 meeting minutes and Dallas Ziegler seconded the motion. Finance Committee minutes from August 9th reviewed and acknowledged. Absentions: Frank McLaughlin. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** Richard Strow made a motion to approve the warrants. The motion was seconded by DJ Mears. The NextGen/Quality Systems dental portion is for provider and dental licensing. Unemployment benefits is for the personal care program. I Contracts is the annual renewal for the software program Policy Stat that houses all our policies. Utilities listed are for the agency. Main & Sons payment is for a replacement system through the Home Sewage Replacement Program. A roll call vote was taken.


**Motion passed.**

**PUBLIC INFORMATION:** Tonya Dauterman, Pharmacist and Director of Experimental Education at the University Of Findlay College Of Pharmacy and Debra Parker, Dean at the University Of Findlay both spoke in regards to the initiative and support needed on a bill with legislation that would allow pharmacists to be seen as providers, much like social workers. There will be future conversations at next month’s board meeting as to whether a letter of support will be provided in effort to keep this bill alive.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS**

<table>
<thead>
<tr>
<th>Resolution PER# 01-09-2018</th>
<th>Motion to adopt Wood County Health Department Food Inspection program embargo and cease use policy</th>
</tr>
</thead>
</table>

Betty Woods made the motion to approve the updated resolution to reflect staff changes which is done annually. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**
Resolution PER# 02-09-2018
Betty Woods made the motion to accept the resignation of Courtney Jones effective August 31st 2018. Ms. Jones has been a valued employee of the department since 2016. Dallas Ziegler seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#03-09-2018
Betty Woods made the motion to approve changes to the organization chart effective September 10, 2018. Changes include addition of Jessica Firsdon to the Dental Health Program Coordinator position. Removal of Courtney Jones from the Clinical Services Assistant position to vacant. Removal of Public Health Nutritionist position due to retirement of Barb Beaver. Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#04-09-2018
Betty Woods made the motion to appoint Kendra Wise to the Full-Time Sanitarian in Training position. Ms. Wise will serve a 180 day probationary period. Ms. Wise will be paid $18.98 per hour probationary rate and $19.98 per hour non-probationary rate. Her start date will be pending return of a successful background check. Sonja Apple-Chamberlain seconded the motion. This will now give environmental a full staff. A roll call vote was taken. Motion passed.


FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-09-2018
Nilgun Sezginis 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. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

$30,000.00 – Fund 11 – WIC

Nilgun made the motion to approve the transfer of $7,000.00 from the Levy Fund. These monies are in support of the MOU that was signed for the Prosecutor’s Drug Addiction and Response Program. A small amount was paid out in 2017 when the program began and this payment is for 2018. In 2019, we will receive updates on the program and any new funding requests. Ben is on the steering committee and attends some of the meetings and gave some updates. By choosing to enter into this program, persons can avoid jail time and criminal charges. Success is achieved by completing the program which is the goal. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

$7,000.00 – Fund 77 - Prosecutor’s Drug Addiction Response Program
Resolution #FIN-02-09-2018  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 (August 17, 2018).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>009. 0209. 540100</td>
<td>SEWAGE - CONTR. SVCS.</td>
<td>($2,500.00)</td>
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<tr>
<td>009. 0209. 569900</td>
<td>SEWAGE - OTHER EXPENSES</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>028. 0228. 520100</td>
<td>MCH – SUPPLIES</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>028. 0228. 560800</td>
<td>MCH - ADV. &amp; PRINTING</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>011. 0211. 520100</td>
<td>WIC – SUPPLIES</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Nilgun made the motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations are needed at this time (August 29, 2018).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>028. 0228. 520100</td>
<td>MCH – SUPPLIES</td>
<td>($5,000.00)</td>
</tr>
<tr>
<td>028. 0228. 510000</td>
<td>MCH – SALARIES</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>028. 0228. 569600</td>
<td>MCH – MEDICARE</td>
<td>$60.00</td>
</tr>
<tr>
<td>028. 0228. 571500</td>
<td>MCH - P.E.R.S.</td>
<td>$450.00</td>
</tr>
<tr>
<td>028. 0228. 575600</td>
<td>MCH - EMPLY INS.</td>
<td>$490.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-03-09-2018  Motion to approve the 2017 Financial Audit Report

Nilgun Sezginis made the motion to approve the 2017 Financial Audit Report, released on August 23, 2018. This has gone through the Federal Audit Clearing House and is certified by them which is the final stage of approval. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-04-09-2018  Motion to approve out of state travel for Katie Barricklow

Nilgun Sezginis made the motion to approve Out of State travel for Katie Barricklow to attend the 2018 Sports Medicine for the Primary Care Physician & Fall Update, October 3rd-5th, in Ann Arbor, Michigan. Travel reimbursement, hotel accommodations, meal reimbursement, and conference fee of $600.00 has all been included and approved in the HRSA AIMS carryover budget request. Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**


Resolution #FIN-05-09-2018  Motion to Approve Contract for Mosquito Control Services with Bowling Green State University

Nilgun Sezginis made the motion to approve contract for services with Bowling Green State University in the amount of $10,000 for completion of mosquito control surveillance activities per the 2018 Mosquito Control Grant award agreement between the Wood County Health District (WCHD) and the Ohio Environmental Protection Agency (OEPA). Betty Woods seconded the motion. Grants and legal documents need to keep district on them.
A roll call vote was taken. **Motion passed.**


**INFORMATIONAL ITEMS:**

**FINANCE:**
Finance Report is in the packet which includes the second payment of levy funds which will increase the cash balance over the next few months.

**HEALTH PROMOTION and PREPAREDNESS (HP&P):**
Wrapping up the month of busy immunization clinics as we had several full clinics due to many individuals coming in for back to school vaccines. Much of August was spent on outreach as you can see from the outreach report and Alex and Kami had a lot of positive interactions and feedback. The physical activity campaign is completed and the assessment report is being put together. More than ½ of the people reported seeing the messages three or more times and more than ½ replied that they thought that they were good messages. This focus group survey on their opinions is a required piece of accreditation which shows us getting feedback from the community on our messages we are sending out. The division is now focusing on emergency preparedness. Staff participated in our internal tabletop exercise this afternoon with the regional exercise planned for in October.

Richard commented on several staff wearing clothing with our new logo on it and asked if the staff were adopting the new apparel proudly. Ben shared the message is getting out there and viewed positively by staff.

**WIC:**
Director finished the site and vendor visits for the FMNP. Jackie thanked the board for approving the hiring of Lauren Snyder and allowing her to work with Barb Beaver before retiring. The orientation process has proved to be effective as Lauren is doing great. WIC received notice of award in the amount of $359,304.00 which is increased $7232.00 from the RFP. The funds will be used to get 7 new complete computer systems for in the office and two laptops for the satellite office and BF Peer staff out on the field. Purchases will be made when directed by state WIC to coincide with the roll out of a new WIC computer certification system.

**HEALTH CENTER:**
The patient visits for August was 418 which is the highest it’s ever been with July being the second highest month at 330 visits. Behavioral Health visits with Fran are driving the numbers up. The Health Center (HC) board actions are found on page H3 of the report. A Provider Utilization Report has been added to the report which is being tweaked a bit. The HC By-Laws are being reviewed by the prosecutor’s office on September 19 and will be brought back in October to review. FY 2019 SAC Application submitted on 8.24.18 with the EBH website screen showing it in review. Vaccines for children site visit 8.16.18 had zero compliance issues. The Change in Scope to add dental services was submitted on 8.16.18 and currently the EHB website is showing review in progress. NextGen is hard to navigate. We received our 2018 Quality Improvement grant money in the amount of $28,737.00. The money is to be used to strengthen quality improvement activities. The dental center walls are painted and the flooring is almost done. The cabinets are being installed along with HVAC unit, Compressor and Vacuum and building completion date could be as early as next month. The landscapers should be in within the next two weeks. The Chief Dental Officer search continues and we are looking to contract a recruiter for $20 - $25K to help us fill this position. OPCWI Comments Preceptors commented Rhonda and Dr. Dood are great staff and fantastic preceptor. Wonderful rotation, great exposure to a variety of patients. Dr. Dood was an excellent mentor, and had a good view of the PCMH Philosophy. The dual board meeting will be on November
8th right before the BOH meeting at 5:30 pm. The health center board has a member resigning as of December. Please let Diane if you have any referrals; Dr. Jeff Noftz was noted. FQHC Germaine site visit took two days to complete with a report coming out soon.

ENVIRONMENTAL HEALTH:

Lana began with the First Reading by Title only of the 2019 proposed fees for the Wood County Health Department Food Establishment and Food Service Operation Program and noted to board members that a breakdown is in the board packet. Lana explained that Resolution PER 01-09-2018 is simply to include new staff member Chris Ladikos for embargo of food if necessary and went on to note that Chris is working out well and we are glad to have him on board, and that he is working primarily in the home septic program. Lana gave thanks to Julie Kauffman for her assistance in interviewing for the final open sanitary position and getting the resolution to board so that we will have this position filled, pending background check. Lana noted that Information on the Property Improvement Program (PIP) was sent out to trustees as requested at the August board meeting. Lana stated that the division has not received any feedback regarding the mailing. A new ODH food inspection form was introduced statewide and the division is adjusting to it. The Environmental Division is hosting a regional training conducted by ODH next week which will be helpful. Lana mentioned the new paint in environmental area which reflects the divisional color and offered thanks to Ken and Kyle.

HEALTH COMMISSIONER:

The PHAB Annual Report II, second year reporting, was received back from PHAB with positive comments of what the agency has done over the last year. The levy campaign conversations should begin to take place with the levy due to be on the ballot in 2020. It is better to be proactive and the ADAMHS board has hired a consultant that will offer guidance and assurance so they are prepared by looking at the political environment and finance situation. The consultant can also help determine if you should run early, in case turned down, you can run again. The board was asked if we should consider a consultant as well, or just do this on our own. Betty Woods reminded the board that the last levy was during a recession that did not affect the levy passing. Richard Strow mentioned how well our financial statements look and asked when we will present to the commissioners our intentions for the levy. There is a cost associated with being on the ballot, which is determined on how many items are on the ballot to vote on. The primary election has many items, where the general has less items typically. Determining the millage rate is something the consultant can help us determine. It is our duty to be responsible to the citizens of the community and having a consultant help us determine the appropriate levy amount would be beneficial. Dr. Milbrodt spoke on the Dental Center and that it needs to be considered when selecting a levy amount as we will barely break even and will need subsidized. Finding a dentist who accepts Medicaid is a challenge also. By 2020 though, the hope is that the Dental Center will be established and financially stable. The board discussed the levy and it was decided that Ben will get proposals on consultants so that we can move forward on hiring one. An email was sent out on the Community Health Improvement Plan CHIP and the four upcoming meetings; 9/20 12:30-4:30, with three others following. The data will be reviewed and plans with partners on what we are going to do. Ben has accepted the AOHC board position and will be out of the office tomorrow in Columbus and also out 9/26-9/28 for the Fall Conference.

DJ brought up the topic of drug testing which the agency does not test employees for. Most positions are professional positions at the health department and at this time it is not required. County offices other than the County Garage do not do drug testing on new hires. If an employee is suspected to be on drugs, they would be sent for testing and then treatment if they are positive. At this time, it has not been a concern and recently the county has reviewed the procedure to follow if you suspect an employee is on drugs or alcohol while at work.

BOARD PRESIDENT:
State Issue I, which pertains to criminal sentencing and limiting the time a judge can set for certain drug offenses, is a topic of conversation throughout the state. Judges and some law enforcement have begun a NO campaign. Frank recommends getting educated on the issue, but as board members remaining neutral. With the well-known issue of drug abuse and overdoses in Ohio, this is an important issue to follow. The issue presents moving incarceration money toward treatment. A concern is the lack of designation between marijuana and potentially lethal drugs like Fentanyl. There appears to be no difference between someone found with Marijuana which is illegal, and Fentanyl that is deadly. Ben will look into getting someone to come explain the issue better to the board.

In regards to pharmacists being seen as providers, Nilgun mentioned that Medicare Part B will not reimburse for pharmaceutical counseling. Ben added that the letter of support would be the first step to help Ohio pharmacists be seen as providers and then would allow the process to begin of working on insurance companies to reimburse them.

**EXECUTIVE SESSION:** None

**MEETING ADJOURNMENT**

Betty Woods made a motion to adjourn the meeting at 7:44 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