Wood County Board of Health Minutes  
October 11, 2018

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


**STAFF PRESENT:** Amy Jones, Jackie Mears, Lexie Jacobs, Lana Glor, Ben Batey, Tracy Henderly, Patty Kolozy, Diane Krill.

**PUBLIC PRESENT:** Paul Dobson, Wood County Prosecutor.

**APPROVAL OF MINUTES:** Betty Woods made a motion to approve the September 13, 2018 meeting minutes and DJ Mears seconded the motion. Finance Committee minutes from September 13 were reviewed and acknowledged. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** DJ Mears made a motion to approve the warrants. The motion was seconded by Dr. Milbrodt. Abstentions: Frank McLaughlin. A roll call vote was taken. **Motion passed.**


**PUBLIC INFORMATION:** Paul Dobson spoke on Issue One and the consequences of it passing, one being the Addiction Response Collaboration (ARC) program that would seize to exist. A press release went out recently and Paul will be interviewed by Jerry Anderson this Sunday “On the Edge”.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution PER# 01-10-2018**

Motion to Accept the Resignation of Karen Jenkins

Cathy Nelson made the motion to accept the resignation of Karen Jenkins effective October 5, 2018. Ms. Jenkins has been a valued employee of the department since 2007. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution PER# 02-10-2018**

Motion to Approve Update of Organizational Chart

Cathy Nelson made the motion to approve changes to the organization chart effective October 9, 2018. Changes include addition of Kendra Wise, Sanitarian in Training position in Environmental
Health, removal of Courtney Jones from Clinical Services Assistant to vacant and removal of Karen Jenkins from the Account Clerk position to vacant. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

**FINANCE RESOLUTIONS – Nilgun Sezginis, Chair**

**Resolution #FIN-01-10-2018** **Motion to Transfer Funds**

Nilgun Sezginis made the motion to approve the transfer of $40,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

$40,000.00 – Fund 06 – Nursing

**Resolution #FIN-02-10-2018** **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 (September 12, 2018):

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>006.</td>
<td>0206.510000 NURSING-SALARIES</td>
<td>($10,000.00)</td>
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<td>021.</td>
<td>0221.569900 PERSONAL CARE - OTHER EXPENSES</td>
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<td>012.</td>
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<td>$1,000.00</td>
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</table>
A motion to amend the 2018 annual appropriations of the District. The following changes in fund appropriations are needed at this time (September 21, 2018):

008. 0208. 520100 LEVY - SUPPLIES $5,000.00
008. 0208. 569900 LEVY - OTHER EXPENSES $15,000.00
TOTAL $20,000.00

Dr. Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-03-10-2018**  
**Motion to Amend 2018 Estimated Resources**

Nilgun Sezginis made the motion to amend the 2018 Certificate of Estimated Resources of the District to a new total amount of $8,693,037.66. This amount includes the following changes of $40,000.00 in fund revenues at this time (September 12, 2018):

009. 0209. 406800 FEES $25,000.00
010.0210.407709 LOCAL GOVERNMENT FUNDS $15,000.00

Cathy Nelson seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-04-10-2018**  
**Motion to Approve the FQHC FY18 Quality Improvement Budget Narrative Justification**

Nilgun Sezginis made the motion to approve the FQHC FY18 Quality Improvement Budget Narrative Justification for $28,737.00. These QI funds were awarded by HRSA and are a one-time supplement to be used within 12 months of receipt. To use the funding in the FY19 budget period, it will require a prior approval request to carry over the funds after the submission of the FFR. Dr. Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-05-10-2018**  
**Motion to approve the revised Claim Billing Policy**

Nilgun Sezginis made the motion to approve the revised Claim Billing Policy for the Wood County Community Health Center. Cathy Nelson seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-06-10-2018**  
**Motion to Approve the Agreement with Delta Physician Placement**

Nilgun Sezginis made the motion to approve the agreement with Delta Physician Placement, pending Prosecutor's approval. This agreement will allow for Delta to provide recruiting services and placement services for the appointment of a full-time Dentist for the Health Center, at a cost that is not to exceed $20,000.00 which will be paid with grant money. This cost does not include interview travel expenses that are to be reimbursed to the preapproved candidate. Dr. Milbrodt seconded the
motion. A roll call was taken. **Motion passed.**


**Resolution #FIN-07-10-2018**  
Motion to approve the Memorandum of Agreement with the Wood County Board of County Commissioners for the Health Center to Perform Employee Assistance Program services for Wood County Employees

Nilgun Sezginis made the motion to approve the MOA with the Wood County Board of County Commissioners for the Health Center to perform up to 5, one hour, EAP counseling and assessment appointments for all Wood County employees effective October 1, 2018 through December 31, 2018. Services are billable at $134.00 per one-hour session. DJ Mears seconded the motion. Abstentions: Frank McLaughlin. A voice vote was taken. **Motion passed.**

**Resolution #FIN-08-10-2018**  
Motion to create a full-time Dental Assistant position under the Community Health Center Division

Nilgun Sezginis made the motion to create a full-time Dental Assistant position under the Community Health Center Division with an anticipated pay scale of $15.00 - $17.00 per hour. This was included in the original budget. Richard Strow seconded the motion. A roll call was taken. **Motion passed.**


**INFORMATIONAL ITEMS:**

**FINANCE:**  
The Vital Stats office is temporary under renovations. Karen Jenkins, who was back up support to Vital Stats office, has been supported by the environmental secretaries who have stepped up to help out and a big thanks to Lana. Sarah is cross training Deb and Tracy and will take on the workload of the A/P temporarily. May look to consolidate job duties of the accounting clerks into one position, but will decide in the next few weeks what is best. Tracy is closing the September quarterly reports and will get them emailed out soon.

Ben made mention that the Vital Stats report had an error in the number of confirmed suicides for September and the actual number is 1 person not 87.

**HEALTH PROMOTION and PREPAREDNESS (HP&P):**  
Staff has been busy attending and coordinating meetings for the Community Health Improvement Plan (CHIP). We had the second meeting today with the Wood County Health Partners, with good involvement and discussion. We now have flu shots and have been offering them during our clinics. At
this time, we have not had any flu activity reported for Wood County. The Regional Emergency Preparedness exercise will be conducted on October 23 and 24. This past week, Alex attended the Skywarn Training coordinated by Wood County EMA, where he promoted the Medical Reserve Corp (MRC) for recruiting volunteers and he got a lot of feedback which should help increase our volunteers. Ben added that the county no longer will be offering flu shots to county employees which was not our decision. The health department will still offer flu shots to their staff and will bill their insurance with no out of pocket to staff. Frank added that Wood Lane counted on the health department providing the flu shots to their staff which is a requirement.

WIC:
Fiscal year 2018 is finished and the fourth quarter report just submitted. Fiscal year 2019 has begun and the NOA has increased by $7332 that will go toward new computers purchase. The QI project to increase patient caseload will be updated on the QI dashboard. The Personnel committee felt the WIC hours would be advantageous to change to better accommodate their clients. Currently, WIC offers two late night a month and Jackie researched to find out numerous WIC offices around the area are working earlier and later hours more regularly which have proven to increase client appointments. The new WIC hours will be 8:00 am to 7:00 pm every Tuesday and half day on Fridays till 1:00 pm, to keep staff at the 37.5 hours a week. In addition, lunch times will be staggered so that we will stay open during the lunch hour to meet clients who may need to run over on their lunch. The early hours and late nights will meet the needs for first, second and third shift working parents. We will check on changing our hours at our satellite offices as well. The operational change to the division does not need a motion, but the board would like updates as to the increase to client appointments with the change in hours. Jackie and her staff will continue to work on improving customer service and their caseload numbers.

HEALTH CENTER:
One respondent received on the Grant application and wanted more information on sliding fee scale, which we base on the federal poverty levels. The Health Center CSA’s are down one, however, Jenny, Lexie and Jeanette are handling things well and deserve acknowledged for their hard work. The Reproductive Health & Wellness (RHWP) Program final report for the FY 18 grant has been submitted. ODH has changed the FY 2019 Grant period to a 7 month program period instead of the typical 12 month period.
Diane offered to give a tour of the dental expansion to the board after the meeting. The Dental Assistant and Hygienist positions are posted and taking applications until the 29th. Work continues with Dori from DentaQuest on scheduling, policy and procedures and a waiting list for individuals calling in is being created.
Jessica, Dental Program Coordinator, has begun some training with the Electronic Dental Record System and a 2 hour demo is scheduled for next Friday. An onsite training visit from NextGen is planned for either the end of October or mid-November. A phone meeting to answer some general questions that Jessica may have been scheduled with Susan Lawson the Oral Health Program Manager at the Ohio Association of Community Health Centers. A kick off meeting with Lisa from Delta is scheduled for Monday.
Leslie and Diane are attending on behalf of the Health Department and Health Center a Strategic
Planning Session at Community Health Services the FQHC in Fremont on October 17th. FQHC Germane Assessment full report is about complete with proposed action steps we need to take should be sent to us in a few weeks. The Health Center has a functional exercise scheduled on October 19th. The capabilities that will be addressed includes internal and external information sharing and internal communication, medical treatment procedures and documentation. The new ESC Superintendent Mark North and Stephanie McGuire Wise the Senior Director of Regional Services at the Zeph Center came for a meet, greet and tour this past month. Kami & Alex’s community connections for the 3rd quarter was 2,400. They have been busy attending local fairs, festivals and farmer markets and most recently attended the BGSU Opiate Teach In (Many topics from education on the opiate epidemic to recovery). They are currently planning for the open house set for December 6th from 4-7. Kami also attended the County Insurance meeting and will be attending all of the upcoming meetings for employees where the 2019 Summary Plan is discussed. Project Connect October 17th, St Marks Church from 9:00 am -3:00 pm. They are still looking for volunteers (You can sign up on their Facebook Page), gently used coats, socks are being requested and can be dropped at the Fringe located at the mall. We are collecting nonperishable food items here. A box is located in the kitchen. This event usually hands out 300 bags filled with these food items. Jackie added that Lauren will be doing nutritional assessments. FY19 SAC Grant Correspondence: Reviewer had questions regarding the process for approving the sliding fee scale. A short narrative was added reflecting the wording from the policy which indicates the sliding fee scale is updated annual based on the new updated registered Federal Poverty Guidelines. The policy wording and sliding fee scale was uploaded and wording reflecting our process was highlighted.

ENVIRONMENTAL HEALTH:
Public Hearing on proposed fees revision for 2019 was tonight and with that comes the second reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2019. There was discussion of cost analysis and the reasoning behind fee fluctuation. Lana highlighted that all sanitarian positions are filled and Chris and Kendra are completing training in addition to by our experienced staff as well as through our state agency partners. Noted also were that 2018 festivals are wrapping up with the Apple Butter and a small festival in Northwood coming up along with and inspections at BGSU for their homecoming. In regards to the food score listings Lana noted that all of the facilities that had a high number of violations have had re-inspections and had taken care of the majority of the violations.

HEALTH COMMISSIONER:
The Quality Improvement dashboard was sent out to the board with updates on all current QI projects. Review of the third quarter 2018 goals in the Performance Management (PM) dashboard was done, which is located on the WCHD website under Reports and Publication. As part of the Accreditation requirement, the board of health is to be made aware of the goals met and not met for every division and the Quality Improvement projects that will be put in place to correct them. A brief overview of all divisions was given by Ben.
Environmental Health- 1) Levy funds for the pool program are on track for the cost savings as in the goal set. 2) Water testing at licensed facilities that we need to test is meeting its goal.

Finance- 1) Revenues in the second quarter show we are $100,000 above the revenue goal set and we are $50,000 less than our goal expense. This reflects our fiscal responsibility to the levy funds and our conservative behavior in preparation for the new dental center and the startup costs it will have.

Health Center- 1) Patient visits revealed that we are 120 visits higher in quarter three from quarter two. 2) Cost per patient is up and the goal is to come down to meet HRSA measures, which looks at total patients (both dental and health center). With the new dental center, it is somewhat expected that the cost per patient will go up, but only until we have an increase in overall patient visits. Tracking will be separate for the centers under their program codes. 3) Adult patients with A1C under 8% is off track and will be looked at closely in the next quarter. 4) Days in Accounts Receivable is way under the goal which is from the hard work of Jennie and Lexie. 5) Adult blood pressure within control limits is right on track, and this comes after two QI projects helped get it there. 6) Community Outreach is way above the goal with the Kami out in the community getting the word out about our services.

Health Promotion & Preparedness-1) Children’s with Medical Handicap cases that are inactive is at 4% and the goal is to reach 5%, which is better. 2) Immunization Rate Assessments is right on track. 3) Medical Reserve Core volunteers is below the goal and we have initiated a push to recruit more volunteers from the community to assist in an emergency. 4) Immunization Outreach is off the chart with 12 outreach activities with the goal at 1. 5) Emergency Response rate is tracked by an email communication drill that is sent to community partners to get them to respond. We have begun tracking responses by person and agency which proved more people respond then agencies with a goal of 75%, that we are still shy of meeting. We will keep sending drills and looking for better ways to engage our partners. This goal is a current QI project and will remain open till two email responses are at 75% or above. 6) Social media posts have been off the charts with Alex and Kami working hard with 335 posts and a goal of 40 posts.

Vital Statistics- 1) Receipt corrections is to make less mistakes and to be more efficient with a goal of less than 14 corrections a quarter. There was only 8 in the third quarter, so we are reducing the errors. We had trouble meeting the goal for reduced paper voids in the first quarter and now in the third quarter we are much closer to meeting that goal. Much of this is from the numerous people filling in this position who do not do this work on a daily basis.

WIC- 1) Participant caseload is still low and WIC offices in the region and state are also struggling with meeting caseload numbers. Jackie is working hard with getting Wood County numbers to higher level. The new hours to meet clients’ needs are a good move in trying to do this.

The board had no questions on the PM dashboard overview.

Tonya from the University of Findlay presented last month to the board and a letter of support for a bill that would allow pharmacists to be viewed as providers was left for board signatures. Ben has looked at information about this and found there is no opposition to the bill nor the consequences, if any, of the bill passing. Even if the letter is signed, the Insurance companies would still need to accept this. The board agreed that more information was needed on the bill before signing the letter.

Employee drug testing does not currently get done on county employees and the health department has followed their practice. After further discussion the board feels that following the county practice is best
at this time to not require drug testing as employment requirement, but continue the practice of testing an employee if suspicion of drug use is seen.

Holiday parades are coming up in the area; BG, Pemberville, Perrysburg and Wayne which offer some excellent community outreach. They all are over weekends and the theme is to promote the dental center. A banner will be held, costumes and emoji masks with the big smiles will be worn. Several employees will be needed as the more people the bigger impact we could have. The board is welcome to attend also. Flex time is not a good option for many of the staff, so overtime may need to be offered for the event time and travel time, about 4 hours. The parade dates will be sent out to the board once confirmed.

Christmas Eve falls on a Monday and Tuesday is Christmas Day that is a paid holiday to staff. Monday is typically very slow for business with a light staff present. The board approved to grant staff a half day off (4 hours) on Christmas Eve.

**Resolution #FIN-09-10-2018**

Motion to allow staff 4 hours paid time off on Christmas Eve, December 24, 2018

Nilgun Sezginis made the motion to allow staff 4 hours paid time off on Christmas Eve, December 24, 2018. Dallas Ziegler seconded the motion. Abstentions: DJ Mears. A roll call was taken. **Motion passed.**

(Sonja and Dr. Milbrodt left meeting early so could not vote on this).

**BOARD PRESIDENT:** The next board meeting on November 8th is when the joint board meeting will take place with the Health Center board meeting at 5:00 pm the Joint board meeting at 5:30 and the Health Department board meeting at 6:00 pm.

**EXECUTIVE SESSION:** None

**MEETING ADJOURNMENT**

Betty Woods made a motion to adjourn the meeting at 8:00 pm and Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

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Frank McLaughlin, Board President

Cathleen Nelson

Ben Batey, Health Commissioner

Secretary to the Board