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

**BOH PRESENT:** Cathy Nelson, Richard Strow, Nilgun Sezginis, Dallas Ziegler, DJ Mears, Betty Woods, Thomas Milbrodt, Sonja Apple-Chamberlain, Carolyn Rava, Frank McLaughlin.

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

**PUBLIC PRESENT:** Dr. Dood, Joanne Navin, WCCHC and new employees; Shannon Irick, new CSA, will graduate from UT this Saturday and worked previously with a Promedica family practice and Tammy Twining, Dental Hygienist with 27 years’ experience and previously with Dr. Whitaker, retired BG pediatrician dentist.

**APPROVAL OF MINUTES:** Cathy Nelson made a motion to approve the November 15, 2018 meeting minutes and Richard Strow seconded the motion. Finance and Personnel Committee minutes from November’s meetings were reviewed and acknowledged. Abstentions: Frank McLaughlin. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** Updated version handed out to board members and Tracy gave them the updates that were not listed on the original warrant report; $20,000 to Dotson, Dental Health Products for $109,000 for dental equipment, $13,000 for Germene Solutions for the FQHC consultant, a couple small invoices for Cardinal pharmaceutical supplies. The calendar charge was for roughly 60 office staff calendars and this was shopped (Friends, Office Depot, Staples) to get the best price. The pharmacy book “Drug Loss” was ordered for Paul. Marks Service to the State of Ohio is for Emergency Preparedness radios. The three year AIR test is for the fire suppression testing as part of the required fire testing. Facebook and outreach promotions and informational postings to reach specific demographic outside the normal advertising range. Dallas Ziegler made a motion to approve the warrants. The motion was seconded by Nilgun Sezginis. Abstentions: Frank McLaughlin. A roll call vote was taken. **Motion passed.**


**PUBLIC INFORMATION:** Nothing.

**ACTION ITEMS:**

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**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution #PER-01-12-2018**  
Motion to Accept the Resignation of Lindsey Stoots

Cathy Nelson made the motion to accept the resignation of Lindsey Stoots effective November 21, 2018. Ms. Stoots has been a valued employee of the department since 2015. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**
Resolution #PER-02-12-2018  Motion to Approve Update of Organizational Chart

Cathy Nelson made the motion to approve changes to the organization chart effective November 30th, 2018. Changes include removal of Sarah Hopple from the Account Clerk position to vacant, removal of Paul Hagen from the Registered Sanitarian position to vacant and removal of Chris Ladikos from Sanitarian in Training position to vacant. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PER-03-12-2018  Motion to adopt appointment of Dr. Robert Midden to the Wood County Sewage Treatment Systems Appeals Board

Cathy Nelson made the motion to adopt appointment of Dr. Robert Midden to the Wood County Sewage Treatment Systems Appeals Board. The Ohio Revised Code requires the Appeal board to have appointments by both the Health Department and the Court of Common Pleas. The Appeals Board is in place in case a homeowner would need to appeal a matter. Dr. Midden is retiring this year from BGSU and has filled the position on the board since its inception. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #PER-04-12-2018  Motion to Appoint Jodi Cline to the Full-Time Registered Sanitarian position

Motion to appoint Jodi Cline to the Full-Time Registered Sanitarian position. Ms. Cline will serve a 180 day probationary period. Ms. Cline will be paid $23.60 per hour probationary rate and $24.60 per hour non-probationary rate. Her start date will be pending return of a successful background check. Jodi will work in the private food service industry where she has worked at previously. She then became a registered sanitarian for Lucas County and worked from 2015-2018. She recently worked for Ecolab which is a private entity that does Independent food safety Inspections.


**FINANCE RESOLUTIONS – Nilgun Sezginis, Chair**

Resolution #FIN-01-12-2018  Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of $50,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (month of November) $25,000.00 – Fund 09 – Sewage and $25,000.00 – Fund 10 – PHEP – Public Health Emergency Preparedness and the motion to approve the transfer of $4,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (December 5, 2018) $4,000.00 – Fund 18 – Water. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-02-12-2018  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 (November 16, 2018).
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>006. 0206. 575600</td>
<td>NURSING-EMPLOY INS.</td>
<td>($1,200.00)</td>
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<tr>
<td>006. 0206. 540100</td>
<td>NURSING-CONTR. SVCS.</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>012. 0212. 510000</td>
<td>REGISTRAR-SALARIES</td>
<td>($950.00)</td>
</tr>
<tr>
<td>012. 0212. 569900</td>
<td>REGISTRAR-OTHER EXPENSES</td>
<td>$750.00</td>
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<tr>
<td>012. 0212. 572900</td>
<td>REGISTRAR-REMIT TO STATE</td>
<td>$200.00</td>
</tr>
<tr>
<td>013. 0213. 510000</td>
<td>FQHC-SALARIES</td>
<td>($10,000.00)</td>
</tr>
<tr>
<td>013. 0213. 564100</td>
<td>FQHC-EQUIPMENT</td>
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<tr>
<td>009. 0209. 520100</td>
<td>SEWAGE - SUPPLIES</td>
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<tr>
<td>009. 0209. 550100</td>
<td>SEWAGE - TRAVEL &amp; EXP.</td>
<td>$800.00</td>
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<tr>
<td>010. 0210. 540100</td>
<td>PH INFRAST - CONTR. SVCS.</td>
<td>$8,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$9,150.00</strong></td>
</tr>
</tbody>
</table>

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

**Resolution #FIN-03-12-2018**

Motion to Approve JB Janitorial Cleaning Contract

Nilgun Sezginis made the motion to approve contract with JB Janitorial for building cleaning services, effective January 1, 2019-December 31, 2019. The total annual contract is not to exceed $20,340.00. This consists of $1,695.00 to be paid monthly for janitorial services plus a one-time floor maintenance charge of $1,525.00. This is the same cleaning company as used last year and their rates did not change and were still lower than other bids including the dental center space. Dallas Ziegler seconded the motion. A roll call vote was taken. **Motion passed.**


**Resolution #FIN-04-12-2018**

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.

Main & Sons, Jeremy Main
- $18,545.00 (20611 North Dixie Hwy, Middleton Twp.)
- $21,870.00 (26801 Lemoyne Road, Lake Twp.)
- $11,500.00 (312 South Mitchell Road, Plain Twp.)
- $26,525.00 (29545 East Broadway, Lake Twp.)

**Total for Main & Sons** $78,440.00

Most the funds have been used up thanks to the hard work of Kelly Bechstein. DJ Mears seconded the motion. A roll call vote was taken. **Motion passed.**


**Resolution #FIN-05-12-2018**

Motion to Approve Part-Time Nurse Practitioner Position
Nilgun Sezginis made the motion to approve a part-time Nurse Practitioner position for the Health Center. The pay range for this position will be $40.00-$48.00 per hour. This position will be flexible and as needed to cover Dr. Dood’s patient load. The cost will be off set with less hours for Dr. Dood. Betty Woods seconded the motion. A roll call vote was taken. **Motion passed.**


**INFORMATIONAL ITEMS:**

**FINANCE:** Last meeting of the year will be to approve any transfers and appropriations to close out the year. Dates to look at are 12/28 or 12/31. The board agreed on 3:00 pm on 12/31 and enough members will be here to have a quorum. Currently, the one temp we have working in finance covering both accounting clerk positions said it is not a good fit for her and will not be applying for the position. It was also determined that one person cannot fill both the A/P and payroll positions, so we will hire one PT and one FT for these positions. We have another temp who started today and is cross training with the first temp who agreed to stay and help train.

**HEALTH PROMOTION and PREPAREDNESS (HP&P):** Amy is in Columbus at the annual Director of Nursing Conference so Ben updated the board. Pat attended the required IT county training that was emailed out to everyone to take and she did find out that the board, being their limited time on agency computers, can disregard any IT trainings they receive. For personal use at home, it is a good idea to take it but not required. There is Public Information Officer training at BGSU lecture hall on 12/17 and statewide registration (was meant to be regional) has already confirmed 64 attending. The immunization market is being swept up by many pharmacies offering easy access for shots, which make it very hard to hold day clinics. We serve kids that their family care physicians don’t offer immunizations and get a little busy around back to school time when shots for kids are needed to start school and parents wait too long to get into their family care physician who are booked out a couple months. We are able to get next day delivery of immunization medicine so we only keep minimal on hand.

**WIC:** The new hours seem to be working well as we have had 50 client appointments on Tuesdays so far this month and walk-in number are increasing. The ability to have more open walk-in hours also seems to be working and staggering lunch periods are helping to meet the need. November was our highest walk-in numbers for the year with 133. Lauren will be going to a training offered in Ohio in March to obtain her certification to become a Certified Lactation Consultant (CLC). There is a good chance WIC will pay at least 50% off the cost and require a special letter of request be written. What they do not cover would be paid with levy funds and would be seen on the Warrant report. WIC will have two CLC’s in the office to support client breastfeeding which is needed with outside clinics. Lauren is registering for the class as seats are filling up.

**HEALTH CENTER:** Diane added on the Immunization program and wants to give a big Kudos to Tina Cox who is up front checking patients in during immunization clinics, does the billing for it, is the secretary for the Health Center Board, and does billing for the CMH Program.

We are so happy to have Tammy onboard and Shannon for the front. I’m sure Lexie is excited too. It will be great to get some help for Jeanette. Jeanette has done awesome being the only one up front.

The Health Center Board held their annual meeting on the 5th where there was reappointments to the board as well as voting a new board member in. Last month we added Cora Zickel who’s a BGSU Social worker student to replace Monica who had to resign.
We had a successful Open house on the 6th. A big Thank you goes out to Kami, Alex and Pat for making it happen. We had approximately 70 folks through and had great conversations with many. Answered many questions regarding all the comprehensive services we already provide.
EDR Training has started and all the equipment for the Dental Center is in.
I would like to share a compliment that was recently shared: “Rhonda, Lisa and all of the staff are really easy to talk to and they were eager to make my visit the best it could be”
FQHC GERMANE report has been published and sent to us. The report has been sent out to the staff requesting feedback and the leadership will review and priorities at our Leadership meeting tomorrow. The report along with a draft plan will be sent out to both boards to get feedback.
The OACHC and the Ohio Association of Community Health Commissioners have decided to get all of the FQHC Public Entity’s together (6-7) for general discussions and these may continue over telephone for 2019.

ENVIRONMENTAL HEALTH:
Lana shared they are conducting interviews to fill the vacant clerical position. Also noted that the public swimming pool, spa and special use pool program survey was completed by the Ohio Department of Health at the end of November. The survey includes a review of all required paperwork as well as a review of program sanitarians abilities in the inspection process. Julie Nye and Jillan Bodey did an amazing job according to the program surveyor. The exit interview also indicated that paperwork is in good shape. An update on Kendra Wise, SIT, who was recently hired is doing quite well as assessed through inspections with fellow sanitarians as well as the supervisors.

HEALTH COMMISSIONER: End of year board meeting is scheduled for Monday, December 31 at 3:00 pm. Amy Jones will fill in for Ben while is out of the office. The Archer survey is delayed completion till mid-January 2019 so we will have discussion on the findings at the February board meeting. Paul Dobson will be at the January board meeting to discuss the ARC program which has brought many people through the program successfully in the last year. He is looking for us to match $7000 as we did last year into the program. The grant funding was only for the first year, so other sources of funding can be shared on by Paul when he comes in to speak. Opiate deaths in Wood County are lower than the average statewide and other counties have seen an increase which we have not.
The Ohio Department of Health is in a transitional state with the new governor taking office. The new Governor’s office reached out to ask opinions to the AOHC on who should be appointed as Director of ODH. The AOHC will strongly recommend that the Director position continue to be an administrative role and that ODH continues to have a separate medical director to handle the clinical side. This matches the structure of most health departments across the state.
The holiday party was yesterday and the staff was appreciative of the time off granted by the board. The COG is meeting regularly and two health departments are potentially interested in joining. The goal is to have one health department join every year to help offset costs while assuring they align with the structure. The director of the COG is attending a national training on strategic planning with the intent of having her become an expert. The hope is that this will offer savings to members with not having to hire an outside consultant individually. We could also sell this service to non-member health departments. The COG is getting state attention with a 7 county drug alliance forming through the HCNO that was driven by the COG. Ben was appointed to the 12 member executive committee of that group. The state would like to see us be role models for other counties which will allow us to continue receiving funding. For example, obtaining a credit card for the COG took 3 months, but now has a process in place for future counties to follow. As progress moves forward, the goal is to obtain the resources to conduct our own health assessments and improvement plans.
BOARD PRESIDENT: The board meetings for 2019 will remain on the 2nd Thursday of every month with Finance committee meeting at 5:00 pm, Personnel committee meeting at 5:30 pm as needed and the Board meeting at 6:00 pm. Happy Holidays to everyone.

EXECUTIVE SESSION:

Cathy Nelson made the motion to go into executive session at 7:00 pm.

I hereby move that the board go into executive session for the purpose of discussing and considering the appointment, employment or compensation for a public employee and Ben, Tracy, Diane, Joanne Navin, and Dr. Dood are invited to attend. DJ Mears seconded the motion. A roll call vote was taken.


Motion passed.

The board returned from executive session at 7:32 pm.

DJ Mears made the motion to adjust the Chief Dental Officer Pay range up to $102.56 an hour. Richard Strow seconded the motion. A roll call vote was taken.


Motion passed.

MEETING ADJOURNMENT

DJ Mears made a motion to adjourn the meeting at 7:39pm and Betty Woods seconded the motion. A voice vote was taken. Motion passed.

Frank McLaughlin, Board President

Ben Batey, Health Commissioner
Secretary to the Board