Wood County Board of Health Minutes
January 10, 2019

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


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

PUBLIC PRESENT: New employees; Brittany Schumaker, CSA and Jodi Cline, RS, Paul Dobson, Wood County Prosecutor.

APPROVAL OF MINUTES: Richard Strow made a motion to approve the December 13, 2018 meeting minutes and Cathy Nelson seconded the motion. Finance minutes from December’s meetings were reviewed and acknowledged. A voice vote was taken. Motion passed.

APPROVAL OF SPECIAL MINUTES: DJ Mears made a motion to approve the December 31, 2018 special meeting minutes and Tom Milbrodt seconded the motion. A voice vote was taken. Motion passed.

APPROVAL OF WARRANTS: DJ Mears made a motion to approve the warrants. The motion was seconded by Cathy Nelson. Main & Sons is grant money for the sewer replacement program. A roll call vote was taken. Motion passed.


PUBLIC INFORMATION: Paul Dobson spoke on the ARC Program that is a Quick Response Team made up of a Coordinator and Sheriff Deputy. Paul thanked the board for their support and financial funding toward the program which took effect in October 2017. The 2018 data was provided to the board in their packets. Paul went over the report in detail with the board and was happy to share that many people currently in treatment have surpassed the year mark. Paul stated they are working toward the next stage in the ARC program which is the Prosecutors Pretrial Diversion Program that allows a person to go into a treatment plan with no conviction pending. This is a step above the current Intervention in Lieu of Conviction program that allows a person convicted of a felony to enter into a treatment plan and once completed the judge can then dismiss their conviction charge. Belinda Brooks, the coordinator for the ARC program went to Athens County to learn what the prosecutor’s role is in the Pretrial Diversion Program to implement it into the ARC program. The attorney generals grant funding will run out in June 2019 and Paul is planning to apply for additional funds once the new governor and the attorney general are in position. Paul is hopeful that community partners can help with funding, which the ADAMHS board has been a great partner with their support. Richard Strow asked about the 60 minute news story on the lawsuits being filed, particularly in Ohio, against drug manufacturers and distributors and wanted to know if Wood County has gotten involved in the lawsuits process. Paul said his office has not gotten involved but that it will take a lot of work hours to do, so a cost benefit ratio will need done to figure this out.
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Introductions of new hires: Brittany Schumaker, CSA in the Health Center, previous worked as a medical assistant for the last 7 years in a clinical setting. Jodi Cline, Registered Sanitarian, past employment with Lucas County Health Department, and did some third part consulting with a background in food management and microbiology labs.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution #PER-01-01-2019**

Cathy Nelson made the Motion to approve changes to the organizational chart effective January 17, 2019. Addition of Brittany Schumaker to the vacant Clinical Services Assistant position, addition Jodi Cline to the vacant Registered Sanitarian position, and addition to Vipul Singhal to the vacant Part-Time Dental Chief Officer position. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER 02-01-2019**

Cathy Nelson made the Motion to accept the resignation of Stefene Pargeon effective January 25, 2019. Ms. Pargeon has been a valued employee of the department since 2002. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

**FINANCE RESOLUTIONS – Nilgun Sezginic, Chair – Tom Milbrodt**

**Resolution #FIN-01-01-2019**

Tom Milbrodt 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; $20,000.00 – Fund 10 – PHEP – Public Health Emergency Preparedness and $10,000.00 – Fund 18 – Water. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN 02-01-2019**

Tom Milbrodt made the Motion to authorize Ben Batey to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement. Kelly Bechstein works in this program and is doing a great job helping homeowners and with utilizing the funds. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN 03-01-2019**

Motion to approve an increase in the number of work hours for active Wood County Health Department hourly full-time employees from 37.50 hours to 40.00 hours per week.
Tom Milbrodt made the Motion to approve an increase in the number of work hours for active Wood County Health Department hourly full-time employees from 37.50 hours to 40.00 hours per week. This change will also increase salaried full-time employees hours to 40 hours per week and their annual earnings will be adjusted accordingly. With increasing the hour lunch from a half hour to give employees 40 hours a week, we will be more competitive in the industry when hiring new staff. The county saw a 3% raise and with increase to the health department hours, staff will see a 6.5 -7% raise. The Employee Handbook will be update with the changes and a new lunch policy implemented. This increase is effective January 7, 2019. Betty Woods seconded the motion. Abstentions: DJ Mears. A roll call vote was taken. Motion passed.


Questions, comments, updates:
The director packets will include monthly division updates and any last minute items can be shared in this section to have meetings run more efficiently and allow the board to ask questions if needed.
Jackie Mears, WIC Director, commented that she received an email approving funding through January. WIC agreed to pay $750 toward the CLC training that Lauren Snyder will be taking in the Spring, which leaves a little over half to be covered by levy funds.
Diane Krill, CEO of the Health Center, shared that 2017 & 2018 pharmacy funds are supporting the program.
Frank McLaughlin commented on the quality improvement projects summary spreadsheets for 2018 which he appreciated. Ben explained the spreadsheet shows who the team lead is and the members as well as the status of the project. Ben will answer any questions next month on the quality improvement projects when he updates the board on the annual performance management dashboard.
Richard Strow commented on the Vital Statistics Report and how informational it is and thanked Donna for her hard work. Richard also commented on the great work Alex is doing in outreach.
Amy Jones, Director of Nursing said flu cases are up with 14 cases around Christmas with a steady increase along with state numbers.
Dallas Commented on the collections efforts with the increase from this year to last year. Diane said the 340B Pharmacy program really has helped our collections with 43% of our clients utilizing the pharmacy.

HEALTH COMMISSIONER: Ben provided a quote from a levy consultant for the board to review. The consultant previously worked with the ADAMHS board, and was asked to provide us a quote to help us with preparing for the 2020 levy which was for $11,000. The levy amount we will request is going be a straight renewal, with no increase. After discussion, it was determined we would do our own fundraising to earn some funds to help support WCHD literature as the quote is more than we can spend. Ben is reaching out to the Board of Elections next week to find out who else is on the ballot and fees involved and will update board at the February board meeting. Neil Munger with the Park District told Ben they ran their own levy campaign and offered Ben support and as well as Dave Wigent with JFS and Denise with WC Committee on Aging.
Lois is a volunteer who has come into our office roughly 10 years and has donated 89 hours of her time offering office support. Ben and the board signed a card to give to Lois to show her how much we appreciate her help. After discussion of the ARC program and what prosecutor Paul Dobson spoke on, the board agreed to fund the program $10,000, over the $7,000 last year, as this is a well needed program and is gaining success with people completing the treatment plan.
With the governor new to position, a Director has not been appointed to the Department of Health at this time. Once Ben gets an update from the AOHC, he will inform the board.
Ben's Evaluation is due and Patty and Julie will get this sent out next week for board to complete and return to Julie to allow her to put results together which will be gone over in the Personnel committee meeting in February.
The board agreed on the 2019 Incentive Reward program for staff to earn items for doing things over and above their normal duties. A handout was given to the board of a list of ways staff can earn tickets which can be used to purchase WCHD apparel.
Dr. Singhal will be here next Thursday to tour the facility and will be at the February Health Center and Board of Health meetings to introduce himself.
Ben thanked Amy Jones for sitting in as Acting Health Commissioner while he was on vacation, as she handled things very well and Ben had no concerns. Ben also thanked the Directors for their ongoing hard work.

**BOARD PRESIDENT:** Frank brought up the DAC meeting and Ben will touch base with Gary Cromley about the upcoming DAC meeting that will probably be after the Trustee meeting on March 27 in the Junior Fair Building.

**EXECUTIVE SESSION:** none

**MEETING ADJOURNMENT**

Betty Woods made a motion to adjourn the meeting at 7:00pm and Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**