Wood County Board of Health Minutes
February 14, 2019

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


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

**PUBLIC PRESENT:** Gary Cromley, DAC President and New employees; Mindy Bowling, Environmental Secretary, Dr. Vipul Singhal, new Dentist, thanked the board for giving him the opportunity to work here and is happy to see the excitement and team attitude at the health department.

**APPROVAL OF MINUTES:** Richard Strow made a motion to approve the January 10, 2019 meeting minutes and Tom Milbrodt seconded the motion. Finance and Personnel minutes from January’s meetings were reviewed and acknowledged. Abstentions: Nilgun Sezginis. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** Richard Strow made a motion to approve the warrants. The motion was seconded by Tom Milbrodt. On page 2, Don Lea Associates is for commercial and radio ads which is paid for through outreach funds. Many of us have seen the commercials on the channel 13, ABC. On page 3, IT Savvy is for internal IT server storage. On page 4, ODJFS is for unemployment pay to Personal Care HHA. Abstentions: Frank McLaughlin. A roll call vote was taken. **Motion passed.**


**PUBLIC INFORMATION:** Gary Cromley informed the board that the Township meeting is at 1:00 pm and the DAC meeting is on Friday, March 29th at 2:00 pm held in the Junior Fair building. Two board members up for reappointment are DJ Mears and Richard Strow.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution #PER-01-02-2019**
MOTION TO APPROVE UPDATE OF ORGANIZATIONAL CHART
Cathy Nelson made the motion to approve changes to the organizational chart effective February 14, 2019. Changes include removal of Stefenn Pargeon from the Sanitarian position to vacant, addition of Matt Vaillant to the vacant Sanitarian in Training position and addition of Mindy Bowling to the vacant Secretary position under Environmental. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER 02-02-2019**
MOTION TO APPROVE REVISION TO EMPLOYEE HANDBOOK AS OUTLINED EFFECTIVE MARCH 1, 2019.
BOH February 14, 2019

Cathy Nelson made the motion to Approve Revision to the Employee Handbook as Outlined and to increase worked hours from 37.5 to 40 hours. Personnel reviewed tonight and agreed with changes. The PERS compilations was reviewed by Finance and there are no concerns from the increased hours. Effective date for revisions will be on March 1st, 2019. Betty Woods seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER 03-02-2019

Motion to approve the updated endorsement of Wood County Health Department Staff Sanitarians to Perform Soil Evaluations in Wood County.

Cathy Nelson made the motion to approve the updated endorsement of Wood County Health Department Staff Sanitarians Sheila Nash and Jen Campos to Perform Soil Evaluations in Wood County. This is a state regulation and must be updated with names when they change. Dallas Ziegler seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER 04-02-2019

Motion to approve the 2019 Health Department Marketing Plan.

Cathy Nelson made the motion to approve the 2019 Marketing Plan, which identifies goals, objectives and strategies for the upcoming year. Alex used a template and the plan will be reviewed annually and updated as needed. Betty Woods seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-05-02-2019

Motion to Approve Health Commissioner Performance Review for 2018.

Cathy Nelson made the motion to Approve Health Commissioner Performance Review for 2018. Cathy thanked the board for completing the performance evaluation with comments overall positive and areas to work on were noted. At this time the personnel committee feels the 6.5% raise that all staff received with the increase in hours is sufficient for Ben at this time, but will relook at this again once the Archer salary survey is completed. Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-06-02-2019

Motion to Increase Pay Range for the Part-time Nurse Practitioner Position

Cathy Nelson made the motion to increase the Pay Range for the Part-time Nurse Practitioner position from $40.00 - $48.00 to $40.00 - $51.44. The PT Nurse Practitioner during her interview requested $51.00 an hour based on her experience, which is about the same as our current Nurse Practitioner makes which is $51.44 an hour. After discussions in the finance meeting, approval was agreed on (see resolution PER-07-02-2019), so the pay range needs to be adjusted. Betty Woods seconded the motion. A roll call vote was taken. Motion passed.

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Resolution #PER-07-02-2019  Motion to Appoint Marianne Coppens to the Part-Time Nurse Practitioner Position

Cathy Nelson made the motion to appoint Marianne Coppens to the Part-Time Nurse Practitioner position. Ms. Coppens will serve a 180 day probationary period. Ms. Coppens will be paid $51.00 per hour probationary rate and $51.44 per hour non-probationary rate. Her 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-01-02-2019  Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of $85,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports. Cathy Nelson seconded the motion. A voice vote was taken. Motion passed.

$30,000.00 – Fund 06 - Nursing
$20,000.00 – Fund 09 - Sewage
$30,000.00 – Fund 10 – PHEP – Public Health Emergency Preparedness
$5,000.00 – Fund 18 - Water

Resolution #FIN-02-02-2019  Motion to Approve Continuation of Wood County Board of Commissioners Maintenance Agreement

Nilgun Sezginis made the motion to approve contract with the Wood County Board of County Commissioners for maintenance services. The contract for 2019 is for labor costs of $61,550.94 and additional reimbursements for materials and supplies estimated at $5,000.00. This is a 1% increase over what Ken was paid last year due to Kyle having less experience and being new to the maintenance department. Ken’s last day will be February 19 and there will be a breakfast in the kitchen for him from 8:30 -9:30 am. Dallas Ziegler seconded the motion. Abstentions: Frank McLaughlin. A roll call vote was taken. Motion passed.


Resolution #FIN-03-02-2019  Motion to approve the revised Sliding Fee Policy, including the 2019 Sliding Fee Scales

Nilgun Sezginis made the motion to approve the revised Sliding Fee Policy including the Sliding Fee Scales for the Wood County Community Health Center & the Reproductive Health & Wellness program. The sliding fee
scales have been updated to reflect the 2019 poverty guidelines published in the Federal Register on 2/1/2019 and will be effective 3/1/2019. Tom Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-04-02-2019**  
**Motion to approve the updated agreement with Pioneer Rx**

Nilgun Sezginis made the motion to approve the updated Agreement with Pioneer Rx. Pioneer Rx is the Pharmacy software that is currently used in the FQHC Pharmacy. The Pioneer Rx software has been in place and used in the Pharmacy since 2015. Legal council had some concerns with the new agreement which are outlined in the letter handed out to the board. The business needs outweigh the risks and the accounts payable clerk upon receiving an invoice, will send to pharmacy for them to complete a check system. The check system will require the pharmacist to approve the invoice for accuracy and also check to be sure charges are accurate. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-05-02-2019**  
**Motion to approve the FQHC Consultant Contract with Zaire's Heart**

Nilgun Sezginis made the motion to approve the FQHC consultant contract with Zaire's Heart. The consultant will provide recommendations for best practices, improvements, regulatory compliance, policies and other related services. The contract amount shall not exceed $4,000.00 and will be paid using approved carryover HRSA funds from the AIMS award. The consultant services will commence on February 14th, 2019 and shall expire on April 1st, 2019. This will provide training to the RN's on documentation of chronic health issues that then can be billed. The consultants will help the program get up and running. Cathy Nelson seconded the motion. A roll call vote was taken. **Motion passed.**


**Resolution #FIN-06-02-2019**  
**Motion to Approve the Memorandum of Understanding with the Wood County Prosecutor to support the efforts of the Addiction Response Collaborative ("ARC") program and provide funding in the amount of $10,000.00.**

Nilgun Sezginis made the motion to Approve MOU with the Wood County Prosecutor to support the efforts of the Addiction Response Collaborative ("ARC") program and provide funding in the amount of $10,000.00. Richard added that we will see property tax credits in the amount of roughly $28,000 from the pipeline. This money should come in next month's levy payment. If the ARC program could use more funds then we could offer more financial support. Cathy Nelson seconded the motion. A roll call vote was taken. **Motion passed.**


**Questions, Comments, Director Updates:** Richard asked Tracy about the outstanding encumbered amount which Tracy said is new to the report, and had a few small amounts listed in the months of 2018 from the joint.
agreement with commissioners to do the concrete work. The larger amount this month listed is due to payroll falling on February 1 which would allow it to be processed. Last year this was charged to the monthly expenses, which Tracy stated she was glad to see this go in the encumbered column so it would match up with January’s amounts in the books. Dallas asked about the security on the Dental Center which will be set up through our existing security, Habitec. The initial cost of $2400 includes new hardware as well as the set-up of the sensor monitor cameras and door alarms.

HEALTH COMMISSIONER: Ben gave an Archer update on the salary survey which a draft was received. Jim from Archer will be in on Tuesday to make changes based on the 40 hour work week and address any concerns directors may have on his recommendations. There will be months of discussion taking place in order to get a clear idea of salary ranges and what we are basing them on; years of service, education, etc., as well to discuss how we want to create the step system and how many steps we want, for example the county has 5 steps and other agencies have 10 steps. Jim will assist in the implantation of this.

The 2018 Performance Management Dashboard overview was given to the board. Whether the goals remained in place for 2019 was at the discretion of the directors. The Environmental division met their goals for 2018, with the pool program using less levy funds with the goal exceeding expectations, along with the licensed facilities and bacteria water testing. Lana will look to have new goals which will be seen and reviewed after the first quarter. The Finance division was short $100K on the revenue goal of $6,700,000 but is acceptable as the expense goal was far less than anticipated and this is on top of the already planned projected surplus which was strategically planned in anticipation of the new dental center opening. There will be clients coming in with no insurance on the sliding fee scale which the surplus will help support this cost and other additional costs associated with the dental center. Per the recommendation of our new dentist Dr. Singhal, who is working hard to get the center in a good place and allowing us to serve as many patients as possible, he foresees adding another dentist in the future. There is a Budget Commissioner meeting in the Auditors office on March 19, time TBD and all board members are welcome to attend. An update will be sent out to the board when a time is known. The Health Center have separate goals for HRSA in addition to what is seen on the performance management dashboard. The health center visits goal in the fourth quarter exceeded its goal of 871 with a total visit count of 1093, which paid off with seeing the fluctuation occurring throughout the previous quarters. The goal to lower the cost per patient is a tough one to predict with things like the dental center adding their costs per patient into the mix. The community connections outreach goal is exceeding expectations with Kami and Alex working diligently out in the community. The Health Promotion and Preparedness goal to lower inactive CMH cases is below the goal line which indicates the goal is being met. The social media posts is above the goal with the hard work of Pat, Kami and Alex on the marketing plan and getting our name out in the community. Outreach for immunizations is above the goal and rate assessments are right on target. The Medical Reserve Core (MRC) goal fell short in part from the changes in staff at the health department with less nurses on site who are available to go out into the community. This will be a main focus for 2019 along with the Emergency Response Rate goal that is still falling short of its goal and will remain a QI project until it can reach its goal for two consecutive quarters. The Vital Statistics goals to lower paper voids and receipt errors fluctuated some over 2018. These goals are time consuming and can affect clients and overall service, so this will remain goals for 2019 and watched closely as to measure where they are occurring. The WIC goal to increase participant caseload has seen schedule changes and outreach efforts has made an impact. The WIC office has seen more walk-ins with their schedule changes than ever before. Statistically however, WIC services are underutilized statewide. When the economy is good and unemployment is low the new caseload numbers
go down, and with current low birth rates it's tough to reaching the goal. The new caseload goal of 1340 was short at 1192, however, our WIC office is doing better than many other agencies in the state which does support our continued state funding where many other offices have seen drastic cuts. The next update will be in April to go over the 2019 first quarter goals. Ben reminded the board that the dashboard is always available for them to view, as well as staff and the public, at the WCHD website under the reports and publications tab. The board CE two hours needed for this year was discussed with the board. The board felt doing on their own as they did last year and then taking time after the board meeting to discuss was the best option. Trainings will be emailed out monthly or provided on a flash drive. We will plan to have Paul Dobson come to the board meeting in November to give an update on the ARC program which will count toward CE hours. All other state positions have been filled, however, the Director of the Ohio Department of Health (ODH) has not been filled yet and finding a good fit has been challenging. A possible candidate is the previous Fiscal Director of ODH. The Association of Ohio Health Commissioners (AOHC) was asked to make recommendations.

BOARD PRESIDENT: Nothing.

EXECUTIVE SESSION: none

MEETING ADJOURNMENT

Betty Woods made a motion to adjourn the meeting at 6:56 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