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

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

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

**PUBLIC PRESENT:** Margaret Nashu, PHSCO Director, Matt Vaillant, new employee, SIT, spoke of his previous years (17) as a middle school teacher.

**APPROVAL OF MINUTES:** Betty Woods made a motion to approve the February 14, 2019 meeting minutes and Cathy Nelson seconded the motion. Finance minutes from February’s meeting was reviewed and acknowledged. Abstentions: DJ Mears, Sonja Apple-Chamberlain. A voice vote was taken. **Motion passed.**

**APPROVAL OF WARRANTS:** Richard Strow made a motion to approve the warrants. The motion was seconded by Carolyn Rava. A roll call vote was taken. **Motion passed.**


**PUBLIC INFORMATION:** Kami Wildman, WCHD employee, presented a year end update for the health center. The presentation highlighted numerous things done in the health center and goals they have moving forward. A copy of the PowerPoint presentation will be emailed to the board.

Margaret Nashu, Public Health Service Council of Ohio (PHSCO) Director, thanked the board for their support with PHSCO and shared plans for 2019. With the much learned information and recognition PHSCO has gained, Margaret would like to see all the support received moved outward to help other counties to come together for the main purpose which is to improve the health of their communities. Grant funding has supported the PHSCO, but Margaret would like to see it support itself. Sharing of the resources is valuable to each of the counties and with membership fees and services offered at a fee to non-members, the growth potential is unlimited. Recent training offered Margaret skills in which she will utilize to help Putman County facilitate their meetings. This is important not only for health departments but other public entities as well. Ben added that in 2019, we will need to update our strategic plan and rather than hiring an outside consultant, we can utilize Margaret to do this. In the grant funding for PHSCO, The Ohio Department of Health (ODH) requests that we share the PHSCO model so that it can be duplicated in other counties. Margaret is in conversations with the office and noted that Rick Hodges, formerly with ODH, wants to mirror this concept. Clint, the Medical Director of ODH will be attending next month’s board meeting and is eager to talk more about this and the plans for the urban and rural projects they will fund. Cleveland was picked as the urban project and the counties that make up the PHSCO was picked for the rural project.
ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

No resolutions.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-03-2019  Motion to Amend 2019 Estimated Resources
Nilgun Sezginis made the following motion to amend the 2019 Certificate of Estimated Resources of the District to a new total amount of $9,336,518.41. This amount includes the following changes of $280,640.00 in fund revenues at this time (February 27, 2019). Cathy Nelson seconded the motion. A voice vote was taken.

Motion passed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>009.0209.405100</td>
<td>FEDERAL FUNDS</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>013.0213.405100</td>
<td>FEDERAL FUNDS</td>
<td>$180,640.00</td>
</tr>
</tbody>
</table>

Resolution #FIN-02-03-2019  Motion to Amend 2019 Appropriations
Nilgun Sezginis made the motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (February 27, 2019):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>008. 0208. 575600</td>
<td>LEVY - EMPLY INS.</td>
<td>($1,000.00)</td>
</tr>
<tr>
<td>008. 0208. 564100</td>
<td>LEVY - EQUIPMENT</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>009. 0209. 540100</td>
<td>SEWAGE - CONTR. SVCS.</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>013. 0213. 562800</td>
<td>FQHC-CAPITAL PROJECTS</td>
<td>$180,640.00</td>
</tr>
<tr>
<td>021. 0221. 569900</td>
<td>PERSONAL CARE - OTHER EXPENSES</td>
<td>$1,001.00 - Unemployment from HHA program</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$281,641.00</td>
</tr>
</tbody>
</table>

A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (March 5, 2019):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>010. 0210. 575600</td>
<td>PH INFRAST - EMPLY INS.</td>
<td>($15,000.00)</td>
</tr>
<tr>
<td>010. 0210. 540100</td>
<td>PH INFRAST - CONTR. SVCS.</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>029. 0229. 575600</td>
<td>S POOLS - EMPLY INS.</td>
<td>($1,000.00)</td>
</tr>
<tr>
<td>029. 0229. 540100</td>
<td>S POOLS - CONTR. SVCS</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (March 11, 2019):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>008. 0208. 575600</td>
<td>LEVY - EMPLY INS.</td>
<td>($100.00)</td>
</tr>
<tr>
<td>008. 0208. 550100</td>
<td>LEVY - TRAVEL &amp; EXP.</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Cathy Nelson seconded the motion. A voice vote was taken. Motion passed.
Resolution #FIN-03-03-2019  Motion to Approve the Revised 2019 Estimated Detail Budget
Nilgun Sezginis made the motion to approve the Revised 2019 Estimated Detailed Budget of the Wood County Health District. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-04-03-2019  Motion to Approve the 2020 Estimated Detail Budget
Nilgun Sezginis made the motion to approve the 2020 Estimated Detailed Budget of the Wood County Health District. Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-05-03-2019  Motion to Approve Agreement with the Institute of Health Innovation
Nilgun Sezginis made the motion to enter into an agreement with the Ohio Hospital Association (OHA) d/b/a the Institute of Health Innovation for compensation for Epidemiologist Tyler Briggs’ registration to participate in the statewide functional exercise offered by the Emerging Pathogen Coalition. The total agreement amount is for $3,750.00 which is federally funded through ODH and paid to OHA. Betty Woods seconded the motion. A roll call vote was taken. **Motion passed.**


Resolution #FIN-06-03-2019  Motion to Approve Change Order with the Dotson Company for additional work to be completed on the Dental Expansion
Nilgun Sezginis made the motion to approve the Change Order with The Dotson Company for additional work to be completed on the Dental Expansion for a total of $16,667.00. These changes are on the recommendation of Dr. Singhal and how he will work best to be most effective. This expense will come out of the HRSA grant awarded for the project. No architect fees are included in this amount. Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**


Resolution #FIN-07-03-2019  Motion to Approve 2018 Annual Financial Report to the Ohio Auditor of State
Nilgun Sezginis made the motion to approve the 2018 Annual Financial Report to the Ohio Auditor of State. DJ Mears seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-08-03-2019  Motion to Approve Dental Fee Schedule Policy
Nilgun Sezginis made the motion to approve Dental Fee Schedule Policy. The policy will allow for the Health Center to maintain an up-to-date schedule of fees for all dental services based on the usual and customary rate in the National Dental Advisory Service (NDAS). Betty Woods seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-09-03-2019  Motion to Approve Revised Sliding Fee Scale Policy
Nilgun Sezginis made the motion to approve the revision to the Sliding Fee Scale Policy. The revision is updating the nominal fees for dental services. Carolyn Rava seconded the motion. A voice vote was taken. **Motion passed.**
Resolution #FIN-10-03-2019  Motion to approve the Contract with BKD, LLP
Nilgun Sezginis made the motion to approve the contract with BKD, LLP. CPA’s & Advisors. The contract will allow for BKD to provide services for a fees assessment, 340b audit for pharmacy, and a coding audit for the Health Center. The contract amount shall not exceed $28,400.00 and will be paid using approved carryover HRSA funds from the AIMS award. Currently, only internal audits are being done and this will allow for external audits as growth takes place in the health center. Diane thanked Carri at the prosecutor’s office for her hard work on this contract. Dallas Ziegler seconded the motion. A roll call vote was taken. Motion passed.


Resolution #FIN-11-03-2019  Motion to renew appointment of Amy Jones as Acting Health Commissioner
Nilgun Sezginis made the motion to renew appointment of Amy Jones as Acting Health Commissioner. This renewal of appointment will allow for Amy Jones to perform routine administrative duties, in the absence of the Health Commissioner. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

Questions, Comments, Director Updates:
Amy made note of the nice job Alex did on the annual report. Richard complimented the environmental division on the weekly restaurant articles in the newspaper that bring light to some of the concerns in our community food establishments. Frank suggested that we should put this information on the WCHD website to draw more business to the website and make people aware. Pat is planning to update the WCHD website to be more user friendly and this would allow for the food scores to be easier to find. Kelly pointed out that current changes to their inspection forms from the Department of Health have 66 - 68 points to be considered which has brought increased violations. Much of the concern is making sure employees are healthy and trained properly and seeing that the managers are understanding the requirements. Kelly also shared that educating the public of the information on our websites would be helpful. Dallas asked about the small flow onsite sewage treatment systems which Kelly informed that the systems are used for county churches and retail businesses like Dollar Generals that are continuing to show up more so. These systems are not on sanitary sewers. Sheila and Matt in our environmental division are in charge of these systems as well as enforcing them. Tracy mentioned the commissioners are working on getting the remaining funds from Huntington which will allow the full retainage for Dobson to be paid. The payment application was just received yesterday which caused the add-in last minute. Cathy questioned the changes to the A/R balance totals for non-commercial, and after review, Lexi confirmed there was a typo. Frank spoke of the NET Plus program which is being utilized and that the one-way rides have increased.

HEALTH COMMISSIONER: Results of the Archer Salary survey are done and we will go into Executive Session to discuss. The Budget Commission meeting has been moved to April 1 at 10:00 am. Board CE trainings will be put on flash drives and handed out at the next board meeting.

BOARD PRESIDENT: Frank shared that he was at the last Health Center Board meeting which was very organized. The well-educated board has the knowledge and understating of the operations of the health center. Discussion was had on the need for a strategic plan and this may be able to fit into the health departments strategic plan.
EXECUTIVE SESSION: Nilgun Sezginis, at 7:00 pm, made motion for the board to go into executive session for the purpose of discussing and considering the appointment, promotion and compensation of a public employee. Ben, Tracy and Diane were invited in. Richard Strow seconded the motion. A roll call vote was taken. Motion passed.


Frank made the motion to return from Executive Session and DJ seconded the motion. Roll call vote was taken and all approved. Motion passed.

Resolution #FIN-12-03-2019 Motion to approve the adoption and implementation of the Classification and Compensation Study conducted by the Archer Company.

Nilgun made the motion to approve the adoption and implementation of the Classification and Compensation Study conducted by the Archer Company with a proposed modification for the Finance Director and Deputy Health Commissioner positions to be moved to Grade: 20. This includes the adoption of the recommended pay grade list along with the implementation of the Health Department installation schedule. The total annual cost adjustment will be $25,499 to be effective 3/18/2019. Richard Strow seconded the motion. Abstentions: DJ Mears and Sonja Apple-Chamberlain. A roll call vote was taken. Motion passed.


MEETING ADJOURNMENT

Richard Strow made a motion to adjourn the meeting at 7:50pm and DJ Mears seconded the motion. A voice vote was taken. Motion passed.

Frank McLaughlin, Board President

Ben Batey, Health Commissioner
Secretary to the Board