Wood County Board of Health Minutes
April 11, 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, Ben Batey, Tracy Henderly, Patty Kolozy, Lana Gloire.

PUBLIC PRESENT: Sally Royston, the new part-time NP introduced herself and is very happy to be joining the health center. Sally has been an RN for over 30 years and an NP for 12 years. She comes from Toledo Lucas County Health Department where she worked in family practice for 7 years. Sally will start working two days a week and add more days as needed.

APPROVAL OF MINUTES: Richard Strow made a motion to approve the March 14, 2019 meeting minutes and Sonja Apple-Chamberlain seconded the motion. Finance minutes from March’s meeting was reviewed and acknowledged. A voice vote was taken. Motion passed.

APPROVAL OF WARRANTS: Betty Woods made a motion to approve the warrants. The motion was seconded by Cathy Nelson. A question on the head phone cost was asked and Ben explained it is for patients in the dental center to allow them to listen to music during treatments. A roll call vote was taken. Motion passed.


PUBLIC INFORMATION: Nothing.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

Resolution #PER-04-01-2019

Motion to Approve Update of Organizational Chart

Cathy Nelson made the motion to approve changes to the organization chart effective April 11th 2019. Changes to job title for: Amy Jones from Director of Health Promotion and Preparedness to Deputy Health Commissioner, Deb Hostottle from Grants and Accounting Manager to Grants and Accounting Coordinator and Tina Cox from Secretary to Administrative Assistant. Nilgun Sezginis seconded the motion. A voice vote was taken. Motion passed.
Resolution #PER-04-02-2019  Motion to Appoint Travis Wansitler to the Full-Time Sanitarian In Training Position

Cathy Nelson made the motion to appoint Travis Wansitler to the Full-Time Sanitarian in Training position. Mr. Wansitler will serve a 180 day probationary period. Mr. Wansitler will be paid $19.75 per hour probationary rate and $19.98 per hour non-probationary rate. His start date will be pending return of a successful background check. Dallas Ziegler seconded the motion. A roll call vote was taken. Motion passed.


Resolution #PER-04-03-2019  Motion to Appoint Janie Rocha to the Full-Time Account Clerk Position

Cathy Nelson made the motion to appoint Janie Rocha to the Full-Time Account Clerk position. Ms. Rocha will serve a 180 day probationary period. Ms. Rocha will be paid $16.44 per hour. Her start date will be pending return of a successful background check. Richard Strow seconded the motion. Janie has been working here as a temp employee through Robert Half performing the Purchasing and Payroll duties. She has experience in payroll and payables in her previous job at Libby Glass. There is a 10% fee of her annual salary to acquire her from Robert Half. She is doing very well handling two jobs. A roll call vote was taken. Motion passed.


Resolution #PER-04-04-2019  Motion to Appoint Sally Royston to the Part-Time Nurse Practitioner Position

Cathy Nelson made the motion to appoint Sally Royston to the Part-Time Nurse Practitioner position. Ms. Royston will serve a 180 day probationary period. Ms. Royston will be paid $50.00 per hour. Her start date will be pending return of a successful background check. DJ Mears seconded the motion. A roll call vote was taken. Motion passed.


FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-04-2019  Motion to Transfer Funds

Nilgun Sezginis made the motion to approve the transfer of $65,000.00 from the Levy Fund. These monies cover the expenditures of programs and services that the Health District Levy supports. Cathy Nelson seconded the motion. A vote was taken. Motion passed.

$50,000.00 – Fund 06 - Nursing
$15,000.00 – Fund 10 – PHEP – Public Health Emergency Preparedness
Resolution #FIN-02-04-2019  

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 (March 11, 2019). Tom Milbrodt seconded the motion.

008. 0208. 575600 LEVY - EMPLY INS. ($100.00)
008. 0208. 540100 LEVY - CONTR. SVCS. $100.00
TOTAL $0.00

A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (March 28, 2019):

008. 0208. 575600 LEVY - EMPLY INS. ($300.00)
008. 0208. 540100 LEVY - CONTR. SVCS. $300.00
013. 0213. 575600 FQHC-EMPLY INS. ($5,000.00)
013. 0213. 564100 FQHC-EQUIPMENT $5,000.00

A voice vote was taken. **Motion passed.**

Resolution #FIN-03-04-2019  

Motion to approve the Agreement with Ottawa County Health Department

Nilgun Sezginis made the motion to approve the agreement with Ottawa County Health Department. This agreement will allow for Ottawa County to be a sub-recipient under the Wood County Health Department for the Get Vaccinated Ohio ODH grant. The grant period is July 1, 2019 through June 30, 2020 & Ottawa County’s budgeted grant total for deliverable objectives is not to exceed $24,883.00. ODH changed the eligibility requirements and this year determined that Ottawa County is too small to get funding on their own. This adds a little more work for Deb and Tracy, however, we are charging an administrative fee. In addition, we are helping Ottawa get the funding they need. Carolyn Rava seconded the motion. A roll call vote was taken. **Motion passed.**


**Questions, Comments, Director Updates:**

Lana was asked to share how inspectors determine when a reinspection is needed for a food service. Lana explained that critical violations are addressed immediately, and reinspection would be sooner than it would for a non-critical violation, the inspector uses code knowledge and professional judgement. Lana was also asked about the article in the Bowling Green Sentinel about an event held at Levis Commons that was suspected to be the cause of foodborne illness. Lana explained that Environmental staff and epidemiologist, Tyler Briggs responded promptly with interviews and investigations. There was no conclusive findings as to what caused the outbreak. Frank asked Lana what abbreviation HSTS means in the environmental highlights section of the report and Lana stated it stands for Home Sewage Treatment Systems. Lana also talked about the success the division has had with pre-administrative hearings in the food program and stated that they are now using the same procedure for the home sewage treatment system program with success. In the past the division used the prosecutor’s office to send letters out. Using the pre-administrative process frees up the prosecutor and allows the office to gain compliance.
Richard asked Amy on the norovirus bug and what can be done to protect ourselves. Amy shared there is no remedy for it, but washing hands frequently is the best precautionary measure. Tracy shared that on April 30 and May 1 Perry Associates will be in the office doing the annual audit, and it is the same person who did it last year. Jackie shared that Ashley Donaldson DTR/CLC and Ashley Rood BF Peer will be recognized at the State WIC meeting in May. They will receive a WIC PRO award for Performance recognized as outstanding. They led a QI project to increase our BF rate and also streamlined our BF process and clinic flow along with the documents and data monitoring that helps monitor our program. Lauren Snyder completed CLC training in late March.

Diane was out of the office so Ben gave a brief update on the health/dental center and shared that May is when the first patient will be seen at the dental center. Dr. Singhal is still in the process of moving here from Chicago and mentioned doing some free screenings out in the community to raise awareness. There is roughly 300 people on the waiting list to be seen at the dental center once Dotson has completed the updates. Some patients will require repeat visits to get their oral health in check. A community health center outreach update was handed out to the board. When Sally Rolston was interviewed, another good NP candidate was interviewed who may be interested in working by contract to offer coverage on vacations and fill in hours as needed for Katie and Sally.

HEALTH COMMISSIONER: All board members received their CE topics outline of the trainings and were given a flash drive to watch at home. Planned discussions as a group will begin in May after the board meetings. Topic #6 is by Pat Snyder on Communication which AOHC reached out to her about after other people in the state spoke highly of her abilities. Ben is having surgery on his knee on May 31 and will be out for 2-3 weeks. Amy will fill in for the June board meeting if needed. The Accreditation annual report for year 3 is in the process of being completed and the goal is to submit by May 31.

A committee to campaign for the 2020 November levy will be formed soon which will include a chair and a treasurer with some experience expected in these capacities. Referrals from the board would be good and DJ mentioned elected officials would be good choice and Ben will check if they are eligible. Nilgun mentioned someone from BGSU may be a good fit. The plan is for a straight levy renewal with no tax increase.

BOARD PRESIDENT: Nothing.

EXECUTIVE SESSION: Nilgun Sezginis, at 6:37 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 and Tracy were invited in. Richard Strow seconded the motion. A roll call vote was taken. Motion passed.


Executive Session ended at 7:12 pm.

MEETING ADJOURNMENT
BOH April 11, 2019

DJ Mears made a motion to adjourn the meeting at 7:13 pm and Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Frank McLaughlin, Board President

Ben Batey, Health Commissioner
Secretary to the Board