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 Glore, Diane Krill, Lexie Jacobs.

**PUBLIC PRESENT:** Janie Rocha, new Account clerk with WCHD and Travis Wansitler, new SIT with WCHD.

**APPROVAL OF MINUTES:** DJ Mears made a motion to approve the April 11, 2019 meeting minutes and Nilgun Sezginis seconded the motion. Finance and Personnel minutes from April’s meeting were reviewed and acknowledged. A voice vote was taken. **Motion passed.**

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


**PUBLIC INFORMATION:** Janie Rocha grew up in Archbold, Ohio and spoke of her previous education which was in medical office administration, but who acquired payroll and finance positions as her working career led her down that path. Travis Wansitler is an OSU graduate in Food Science who grew up in Portage, Ohio and has worked at Poet in Fostoria for the last 4 years.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Cathy Nelson, Chair**

**Resolution #PER-05-01-2019**
Cathy Nelson made the motion to reclassify the Chief Dental Officer from a part-time position to a full-time position. Dallas Ziegler seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #PER-05-02-2019**
Cathy Nelson made the motion to appoint Dr. Vipul Singhal to the full-time Chief Dental Officer position. Dr. Singhal will be paid at a rate of $102.56 per hour. He will begin full-time hours effective June 3rd 2019. Carolyn Rava seconded the motion. A roll call vote was taken.


**Motion passed.**
Resolution #PER-05-03-2019
Cathy Nelson made the motion to approve changes to the organization chart effective June 3rd 2019. Change to job title for Jenny Mannin from Account Clerk to Medical Billing Specialist, change of the Vipul Singhal from Part-Time Chief Dental Officer to FT, Janie Rocha to the vacant Account Clerk, and Travis Wansitter to the vacant Sanitarian in Training and Sally Royston to the vacant PT Nurse Practitioner Position. Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-05-04-2019
Cathy Nelson made the motion to create a Part-Time IT Support Specialist Position in the Health Promotion and Preparedness Division. This position will expand IT support to the department including Health Center IT Systems and offer coverage when other IT staff are out. We currently have an intermittent employee whose 120 days have expired. Jill has the skill set level as Mike. The pay for this position will begin at step one at $20.86 per hour with 15 hours to start and increasing more as needed. Richard Strow seconded the motion. A roll call vote was taken.

Motion passed.

Resolution #PER-05-05-2019
Cathy Nelson made the motion to create two Unclassified Intermittent Part-Time Nurse Practitioner positions in the Health Center Division. This will be less cost than going through an agency. These positions cannot exceed 1,000 hours annually and must be appointed yearly. Dallas Ziegler seconded the motion. A roll call vote was taken.

Mears – Y
Motion passed.

Resolution #PER-05-06-2019
Cathy Nelson made the motion to appoint Kristen Hogrefe to the Unclassified Intermittent (100 hours max) Part-Time Nurse Practitioner position. Ms. Hogrefe will be paid $50.00 per hour. Her start date will be pending return of a successful background check. There will be one part-time and two intermittent positions. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken.

Mears – Y
Motion passed.

Resolution #PER-05-07-2019
Cathy Nelson made the motion to approve Tracy Henderly, Finance Director & CFO of the Health Center, under meritorious conditions, to accumulate vacation time past the two year maximum allowed, up through December 31, 2019. And a request to approve for Tracy Henderly to receive a vacation cash out in June 2019, even though she did not take the minimum of two weeks’ vacation time in the prior year or in the current year. The documentation of the board approved motion was requested by the auditor’s office and by approving this Tracy will not lose her vacation time. Richard Strow seconded the motion. A roll call was taken.

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Motion passed.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-05-2019

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. At the Budget Hearing meeting, the auditor request fewer transfers which results in larger amounts. Cathy Nelson seconded the motion. A voice vote was taken. Motion passed.

$40,000.00 – Fund 09 - Sewage
$10,000.00 – Fund 18 – Water

Resolution #FIN-02-05-2019

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 (April 19, 2019). DJ Mears seconded the motion. A voice vote was taken. Motion passed.

007. 0207. 550100 ENVIRONMENTAL-TRAVEL & EXP. $630.00
008. 0208. 540100 LEVY - CONTR. SVCS. $6,500.00
008. 0208. 550100 LEVY - TRAVEL & EXP. $350.00
008. 0208. 564100 LEVY – EQUIPMENT $500.00
008. 0208. 569900 LEVY - OTHER EXPENSES $1,000.00
009. 0209. 550100 SEWAGE - TRAVEL & EXP. $875.00
009. 0209. 572900 SEWAGE - REMIT TO STATE $778.00
010. 0210. 520100 PH INFRASTR - SUPPLIES $350.00
010. 0210. 540100 PH INFRASTR - CONTR. SVCS. $9,000.00
010. 0210. 550100 PH INFRASTR - TRAVEL & EXP. $425.00
011. 0211. 540100 WIC - CONTR. SVCS. $300.00
011. 0211. 550100 WIC - TRAVEL & EXP. $880.00
012. 0212. 520100 REGISTRAR – SUPPLIES $475.00
013. 0213. 540100 FQHC-CONTRACT SERVICES $30,000.00
013. 0213. 560800 FQHC-ADV. & PRINTING $11,275.00
013. 0213. 562800 FQHC-CAPITAL PROJECTS $18,110.00
018. 0218. 520100 WATER – SUPPLIES $75.00
018. 0218. 540100 WATER - CONTR. SVCS $275.00
018. 0218. 550100 WATER - TRAVEL & EXP. $175.00
018. 0218. 572900 WATER - REMIT TO STATE $2,038.00
025. 0225. 540100 FOOD SERV - CONTR. SVCS $950.00
025. 0225. 550100 FOOD SERV - TRAVEL & EXP. $300.00
025. 0225. 572900 FOOD SERV - REMIT TO STATE $1,102.00
028. 0228. 510000 MCH – SALARIES $250.00
Resolution #FIN-03-05-2019
Nilgun Sezginis made the motion to approve the S.A. Comunale Proposal & Contract for Inspection. This proposal will allow for S.A. Comunale to inspect the sprinkler system including the backflow devices and to inspect the fire extinguishers located in the building. We own the building and the county owns the land and they use this company so we went with them as well. Richard Strow seconded the motion. A roll call vote was taken.
Motion passed

Resolution #FIN-04-05-2019
Nilgun Sezginis made the motion to approve the Federal Financial Report (FFR) for Period ending 1/31/19 for the Wood County Community Health Center. Cathy Nelson seconded the motion. A voice vote was taken.
Motion passed.

Questions, Comments, Director Updates:
DJ commented on the Health Center board meeting that he attended this month and how efficiently it was conducted. He is very impressed with the board and very proud of them as well.
The Vital Statistics report lists the number of suicides; overdoses and Cathy would like to see 2018 numbers in addition to 2019, so there is context in the reporting.
Richard spoke of the restaurant report and commented on Jed’s and in particular the Northwood restaurant. Lana explained they are not a franchise and there are different owners of the establishments. The Northwood Jed’s is being watched as they were doing better but have slipped back again.
DJ mentioned the Governors H2 Housing project and Ben added it is being discussed often at the Association of Health Commissioners (AOHC) meetings. Ben also stated that funding should be coming soon for the Septic Sewer program. The governors are mixed on what to do with the funding and if it will have an effect on the Lake Erie problem. They are not sure of their position on this as they only hold one AOHC seat at a table of about 20.
Ben met the new Ohio Department of Health Director at the last AOHC meeting and was very impressed with her public health knowledge. Her assessment is solid of the issues at ODH. She is aware that the director position at ODH is historically about two years and her goal is to open doors to fixing some of the big issues affecting health departments. The governor of Ohio looks to her for guidance as she has sit in on every department’s budget meeting, which has never been done before. Ben will look into having her come to a board meeting as she is already planning to attend the next NW Ohio AOHC meeting that is held here. Richard feels there are many things we can talk to her about such as the Council of Government (COG), the prosecutors program along with the Health and Dental centers and the substance abuse problem in our county.
Frank asked Amy about the measles and Amy said there are no positive cases at this time in the state of Ohio. All the surrounding states do have positive cases though, however. Ohio is a philosophical state which allows parents to sign a form stating their reasons for not getting their children immunized. The form permits these children to attend public schools. Many times student athletes are getting physicals that are through the
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physicians that only provide the physical needed for sports and does not provide or even look at vaccines that the student may need. CDC is recommending that anyone born between the years 1963-1968, to contact their health care provider to see if they need to be vaccinated as during that time, the measles vaccine was a killed virus instead of the live virus used now. Even one MMR vaccine is to give a person approximately a 93% protection rate from the measles and 2 MMRs will provide approximately a 97% protection rate against measles. Jackie shared that Ashley Donaldson DTR/CLC and Ashley Rood BF Peer were 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 data monitoring that helps monitor the program. Jackie commended her staff and read a letter to the board what the state had to say about the WIC BF team. Some of the highlights mentioned were the 16 month quality improvement project that was completed along with a BF Process Flowchart that was developed, tried and adapted. This Flowchart was revised and is now being used in wood county clinics. See the WIC report for more information on the BF rates that have improved since the Flowchart has been put in place.

HEALTH COMMISSIONER:
Ben spoke on the continuing education course that the board read over for this month "Six Governing Functions" and there were no questions. Cathy mentioned after reviewing course, she feels the board is doing pretty well.

The Performance Management Dashboard was revamped as the software program we were using shut down. The report is now a Word document that was included in the board packet for review. It is set up per division and lists their goals and progress for the quarters just as it was in the dashboard without the bar graphs. We did come to realize this document is much easier to interpret than the dashboard. Review of the PM goals for the first quarter 2019 was done by Ben Batey and the board of health.

Health Center – all goals met, except to reduce cost per patient with target $1208 and result $1292. This is a requirement under HRSA, so will be watched closely in the next quarter. To create or share 300 posts fell short at 216 with a goal of 300. The health center action steps on performance measures; Diabetes and Blood Pressure were both met. The Blood Pressure performance measure is ongoing in the OACHC/OSU/Ohio Medicaid Hypertension QI Project.

Environmental Health – reduce mobile food service program costs by 5% was met however, time spent in FSO/RFE plan review was not met with a result of 111.75 hours and a target of 61.75 hours.

Finance – The goals for Revenue and Expenses are both on target and holding strong with no concerns of meeting the quarterly goals and not surpassing the annual budgeted amounts.

Health Promotion & Preparedness – goal were met in both immunizations and Children with Medical Handicaps. The Emergency Partner participation rate goal continues to remain a QI project with falling short again at 59% response from organizations and 60% response of participants. The goal is 75% and will be satisfied once either reach this.

Vital Statistics – the goal for accuracy when receipting payments in HDIS was met with target of less than 14 and result 11. The goal to reduce voids on birth and death certificate audit paper target of 49 voids or less was not met with a result of 75. The increased voids is from birth certificates that are printed and clients stating they are incorrect as they have not ever received one prior and the error originates with the initial data entry at the Ohio Department of Health Bureau of Vital Statistics. A monitor is being looked into that will allow the client to review the certificate before we print it should eliminate these voids. Also, errors from printing on the wrong paper was addressed and we added another tray to distinguish between death, birth and regular paper. Next quarter will also have high voids as two funeral homes would print double certificates and this was a glitch at the state level. This has been fixed.
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WIC – the goal to maintain 90% participation of the state WIC assigned caseload was not met with 1073 met and a goal of 1076. It is extremely close to being met and with new marketing strategies of social media posts, videos and graphics in their messaging, it is felt that the 2nd quarter will be met. A donation of $3000 to use toward dental care was received by a gentleman was moved by the new dental center. We will look into if we can accept the money and use toward kids cost of dental who have no insurance and low income. A thank you letter with our intentions of the money will be sent out to the donator. Ben out at the Spring Conference next week through Wednesday. Ben is having surgery on May 31 and will be out for 2-3 weeks but can still be contacted through email, phone or text. Amy will fill in for the June board meeting.

BOARD PRESIDENT: Frank spoke on the Appointing Authorities Retreat/Training that Paul Dobson, Prosecutors’ staff will be presenting on June 27 from 2:30 pm – 7:30 pm. Governing law, contracts and ethics are some of the topics that will be discussed along with dinner to be served at the end of the presentation. Frank would like to see as many board members attend, along with Ben, Amy and Patty. Frank will be stepping down from the board as he has accepted appointment to the ADAMHS board effective July 1. Cathy Nelson would assume the president role, so discussion will occur on who will fill the vice president role. The Personnel committee will determine who they deem as the best candidate.

EXECUTIVE SESSION: Nilgun Sezginas, at 6:54 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. Richard Strow seconded the motion. A roll call vote was taken. Motion passed.


Executive Session ended at 7:17 pm.

MEETING ADJOURNMENT

Cathy Nelson made a motion to adjourn the meeting at 7:18 pm and Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. Motion passed.

Frank McLaughlin, Board President

Ben Batey, Health Commissioner
Secretary to the Board