Wood County Board of Health Minutes
June 13, 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, Tracy Henderly, Patty Kolozy, Lana Glore, Diane Krill, Lexie Jacobs.

PUBLIC PRESENT: Gary Cromley, DAC President; Stephanie Olman, PH graduate finishing her internship working with Ben; Marie Thomas, Sentinel-Tribune.

APPROVAL OF MINUTES: Richard Strow made a motion to approve the May 9, 2019 meeting minutes and Nilgun Sezginis seconded the motion. Finance and Personnel minutes from May’s meeting were reviewed and acknowledged. A voice vote was taken. Motion passed.

APPROVAL OF WARRANTS: Dr. Milbrodt made a motion to approve the warrants. The motion was seconded by Cathy Nelson. Abstentions: Frank McLaughlin, Sonja Apple-Chamberlain. Questions- page 3, dental supplies of $42,000 is the initial start-up costs with additional nominal costs coming later, $16,000 to Dotson for additional dental work and the final payment, and Don Lee $3000 is for airtime advertising with many stations. The mosquito advertising through the health department Facebook page allows us a better demographic range and is paid for through the mosquito control grant. A roll call vote was taken. Motion passed.


PUBLIC INFORMATION: Nothing.

ACTION ITEMS:

PERSONNEL RESOLUTIONS – Cathy Nelson, Chair

Resolution PER#01-06-2019
Cathy Nelson made the motion to appoint Jill Kohntopp to the part-time IT Support Specialist position. Ms. Kohntopp will be paid at a rate of $20.86 per hour. She will start in this position effective June 17th 2019. Ms. Kohntopp will serve 180 day probationary period. Betty Woods seconded the motion. A voice vote was taken. Motion passed.
Resolution PER#02-06-2019
Cathy Nelson made the motion to approve changes to the organization chart effective June 20th 2019. Change in job title for Jill Kohntopp from part-time intermittent Help Desk Technician to part-time IT Support Specialist and addition to Kristen Hogrefe to the PT intermittent NP position. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#03-06-2019
Cathy Nelson made the motion to approve exempt employee accumulated flex time off policy. Changes include addition of Chief Dental Officer and addition of information to clarify recording of flex time in the Insite time keeping system. Richard Strow seconded the motion. Abstentions: DJ Mears. A voice vote was taken. Motion passed.

Resolution PER#04-06-2019
Cathy Nelson made the motion to appoint Clay Lilly to the full-time Staff Accountant position. Mr. Lilly will serve a 180 day probationary period. Mr. Lilly will be paid $24.00 per hour. His start date will be pending return of a successful background check. This position has been approved for some time, is just now being filled. Dallas Ziegler seconded the motion. A roll call vote was taken. Motion passed.


Resolution PER#05-06-2019
Cathy Nelson made the motion to approve the designation of current Wood County Health Department Staff Sanitarians to perform actions such as cease use or embargo food when deemed necessary during the course of conducting inspections. This is needed whenever new sanitarians become employed. Betty Woods seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#06-06-2019
Cathy Nelson made the motion to accept Frank McLaughlin’s resignation as President of the Wood County Health Board of Health effective July 1, 2019 with regrets. DJ thanked Frank and shared he was a real asset to the board. Carolyn Rava seconded the motion. A voice vote was taken. Motion passed.

Resolution PER#07-06-2019
Cathy Nelson made the motion to accept Tom Milbrodt as the Vice President of the Wood County Board of Health effective July 1, 2019. Frank thanked Tom for his commitment to the board. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-06-2019
Nilgun Sezginis made the motion to approve the transfer of $60,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports; $60,000.00 – Fund 06 – Nursing and the motion to approve the transfer of $10,000.00 from the Levy Fund. These monies are in support of the MOU that was signed for the Drug Addiction and Response Program; $10,000.00 – Fund
77 - Drug Addiction Response Program. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-02-06-2019**
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 (May 24, 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>006. 0206. 540100</td>
<td>NURSING-CONTR. SVCS.</td>
<td>$12,450.00</td>
</tr>
<tr>
<td>029. 0229. 575600</td>
<td>S POOLS - EMPLOY INS.</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$13,950.00</strong></td>
</tr>
</tbody>
</table>

**Resolution #FIN-03-06-2019**
Nilgun Sezginis made the motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners’ sewage systems under the 2019 Water Pollution Control Loan Fund.

- Beaverson Trucking, John Beaverson
  - $11,000.00 (19022 SR 199, Webster Twp.)
  - $10,700.00 (5710 Muir Road, Webster Twp.)
  - $10,500.00 (24985 SR 65, Grand Rapids Twp.)
  - $9,200.00 (15156 Hammansburg Road, Henry Twp.)

  **Total for Beaverson Trucking $41,400.00**

Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**


**Resolution #FIN-04-06-2019**
Nilgun Sezginis made the motion to approve agreement between Wood County Health District and BGSU for the amount of $10,000.00. This renewal agreement will allow for BGSU to complete the mosquito control activities required under OEP A Mosquito Control Grant Agreement SFY 2019 that the Health District was awarded. DJ Mears seconded the motion. A roll call vote was taken. **Motion passed.**


**Resolution #FIN-05-06-2019**
Nilgun Sezginis made the motion to approve the revised Sliding Fee Scale Policy. This revision is needed to correct a typo in the dental nominal fee from $15.00 to $25.00 under Category 2-Preventative Services. DJ Mears seconded the motion. A roll call vote was taken. **Motion passed.**

Resolution #FIN-06-06-2019
Nilgun Sezginis made the motion to approve the HRSA Integrated Behavioral Health Service Grant Budget Narrative. The purpose of this funding is to increase access to high quality integrated behavioral health services, including prevention or treatment of mental health conditions and or Substance Use Disorder, including opioid use disorder. Dr. Milbrodt seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-07-06-2019
Nilgun Sezginis made the motion to approve the HRSA Oral Health Infrastructure Grant Budget Narrative. The purpose of this one time funding in the amount of $189,000 is to support infrastructure enhancements that will enable health centers to provide new or enhance existing high quality, integrated oral health services. Richard Strow seconded the motion. A voice vote was taken. **Motion passed.**

Resolution #FIN-08-06-2019
Nilgun Sezginis made the motion to approve the use of general funds to hold a Wood County Health Department employee recognition and retention event. The event is to be held on July 10 between 12:00 pm and 2:00 pm and the approved amount is not to exceed $150.00. Richard Strow seconded the motion. A roll call vote was taken. **Motion passed.**


**Questions, Comments, Director Updates:**
Cathy asked Tracy about the Medicaid HMO adjustments and Lexi responded this has to do with the Medicaid Rap payments and once they are received they need to decrease the amount of adjustment already taken off the Medicaid HMO. Payments come in regularly and this is a normal process.
Diane gave an update on the Dental Center and shared they are seeing private pay and straight Medicaid patients. HMO contracts, including Delta Dental are being worked on and reviewed by Carrie at the prosecutor’s office. Medicare does not cover dental so these patients are considered self-pay. The Dental Center hours are 8:30 am – 6:00 pm Mondays, 8:30 am – 4:30 pm Tuesday through Thursday and 8:30 am to 2:00 pm Fridays for FT staff. Patients are being called off the waiting list and patients with high priority dental needs take hours when being seen. Additionally, while patients are in for medical appointments they are sent over to the Dental Center if there is a need.

Frank commented that he appreciates the additional information in the Vital Statistics report.

The property in Pemberville that had a narrative in this month’s Environmental Report is currently being discussed with Paul Dobson and Carrie on how to proceed. The owner was ordered to replace the back wall that was deemed unstable but has taken no action and may have filed bankruptcy. The property back wall is roped off for the time being. The structural engineer said the building is stable and can be repaired. Rumor that a transaction of ownership on the property may be taking place, which would be the best scenario. The $500 tax lien reimbursement to the health department needs to be addressed by Carrie.

Nuisance complaints listed under Programs in The Environmental Report are up a bit and may be caused by the Bowling Green Housing Program which is survey driven over complaints being made. The full staff we have now allow us to survey more regularly which could be the reason for increased complaints, however, Lana will look into the specifics of this.
HEALTH COMMISSIONER:
Amy spoke on the continuing education course that the board read over for this month “10 Essential Public Health Services” and there were no questions.
There is a new ODH Medical Director, Dr. Mark Hurst, who previously held a position of Medical Director with the Ohio Department of Mental Health & Addiction.
Amy thanked Frank for his service and dedicated work on the board.

BOARD PRESIDENT:
Frank mentioned the Authority Retreat coming up which will be his last health department board function and is happy that most the board members, three health center members and Ben, Amy and Diane will be attending. He feels it is worthwhile and a valuable training. Frank commented on how well the health center board is doing and the positive direction they are moving in which is bringing stability and putting the health department in a much better place. Frank commended the board and staff for the hard work and improvements over the last 7 years that has served on the board as a member and as president of the board. Frank was proud to be a part of the progress.

EXECUTIVE SESSION:
None

MEETING ADJOURNMENT
Richard Strow made a motion to adjourn the meeting at 6:40 pm and DJ Mears seconded the motion. A voice vote was taken. Motion passed.

Cathy Nelson, Board President

Ben Batey, Health Commissioner
Secretary to the Board