Wood County Board of Health Minutes
July 11, 2019

Tom Milbrodt, Vice President, called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance and introductions. He welcomed Bob Midden, new board member.

**BOH PRESENT:** Richard Strow, Dallas Ziegler, Thomas Milbrodt, Carolyn Rava, Bob Midden, DJ Mears, Sonja Apple-Chamberlain, Nilgun Sezginis, Betty Woods, Absent: Cathy Nelson.

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

**PUBLIC PRESENT:** Alex Aspacher, WCHD, Jan McLaughlin, BG Independent News, Marie Thomas, Sentinel-Tribune.

**APPROVAL OF MINUTES:** Richard Strow made a motion to approve the June 13, 2019 meeting minutes and Sonya Apple-Chamberlain seconded the motion. Finance and Personnel minutes from June’s meeting were reviewed and acknowledged. Abstentions: Bob Midden. 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. Abstentions: Bob Midden. A roll call vote was taken. **Motion passed.**


**PUBLIC INFORMATION:** Dr. Dood, Chief Medical Officer and Dr. Singhal, Chief Dental Officer spoke to the Personnel committee prior to the board meeting regarding their employment with the agency. Ben summarized the conversations that reflected changes in their lives and their future plans. Dr. Dood is looking to retire in the couple of years. He recommended a PT Physician position being created to allow him time to train a new physician and eventually take over the Chief Medical Officer spot. Dr. Singhal’s plans to stay here long term have changed with his wife accepting a job in Chicago. This has prompted him to request PT status to allow him time to go home. He suggested we create a PT Dental position to allow him time to train someone and to transition himself out of the agency.

**ACTION ITEMS:**

**PERSONNEL RESOLUTIONS – Betty Woods**

**Resolution #PER-01-07-2019**

Betty Woods made the motion to approve the Records Retention Schedule (RC-2) that was approved June 17, 2019 by the committee. This is generally updated annually. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. **Motion passed.**
Resolution #PER-02-07-2019
Betty Woods made the motion to accept the resignation of Matt Vaillant effective July 11th 2019. Carolyn Rava seconded the motion. One position will be posted to bring in a new SIT or RS. A voice vote was taken. Motion passed.

Resolution #PER-03-07-2019
Betty Woods made the motion to approve changes to the organization chart effective July 22, 2019. Changes to include the addition of Clay Lilly to the Staff Accountant position and removal of Matt Vaillant from the Sanitarian in Training to vacant. DJ Mears seconded the motion. A voice vote was taken. Motion passed.

Resolution #PER-04-07-2019
Betty Woods made the motion to create a part-time physician position. This position will be compensated per grade 27 of the Archer Survey at an hourly range of $69.55 to $104.32 per hour. Richard Strow seconded the motion. A roll call vote was taken. Motion passed.


Resolution#PER-05-07-2019
Betty Woods made the motion to approve Dr. Singhal, Chief Dental Officer from full-time to part-time effective August 5, 2019. Carolyn Rava seconded the motion. A voice vote was taken. Motion passed.

Resolution#PER-06-07-2019
Betty Woods made the motion to create a part-time dentist position. This position will be compensated per grade 25 of the Archer Survey at an hourly range of $56.89 to $79.63 per hour. This position will be less than 30 hours week, and Dr. Singhal will work three days with the new dentist working two days with intent to make full-time. Richard Strow seconded the motion. A roll call vote was taken. Motion passed.


FINANCE RESOLUTIONS – Nilgun Sezginis, Chair

Resolution #FIN-01-07-2019
Nilgun Sezginis made a motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (June 20, 2019) for accounts #029. 0229. 510000 S POOLS – SALARIES for $16,000.00, #029. 0229. 569600 S POOLS – MEDICARE for $250.00 and #29. 0229. 571500 S POOLS - P.E.R.S for $2,100.00 with a total appropriations of $18,350.00.

A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (June 21, 2019) account# 011. 0211. 520100 WIC – SUPPLIES for
$7,000.00. DJ seconded the motion. A voice vote was taken. **Motion passed.**

**Resolution #FIN-02-07-2019**

Motion to approve contract with Seneca County General Health District to provide Public Health Emergency Preparedness (PHEP) planner and epidemiological services from July 1, 2019 to June 30, 2020. These services will be billed monthly, by the Wood County Health District, at a rate of $34.00 per hour and shall not exceed $15,820.00.


**Questions, Comments, Director Updates:**

**HEALTH COMMISSIONER:** In the board packet was a letter from Wood County Family Children First Council and Ben discussed the new membership fee of $15,000 being requested of members. Entities such as JFS, WCHD, Dept of DD, Commissioners, and the hospital are mandated to serve on these committees. Most counties have membership fees for the committee within their county. It is not required under mandate that we pay a membership fee and entities that cannot pay it or the amount that is being asked, can write a letter to the committee. They are looking to hire a Wraparound Employee that The board of DD created a position for will hire. This position will work to help kids with troubles and avoid them being sent out of the county for treatment. They would work along other county agencies. This would save a lot of money and keep kids’ home with their families to get their treatment. Richard would like reports and updates on how many visits to the families were made, etc. to be provided to feel assured that the taxpayers’ dollars are being well spent. Ben shared we would get reports much like the NetPLUS program. The membership fee is to all members who come to the meetings not just the mandated members. Ben shared that this would open up funding opportunities in the FQHC, which JFS is the acting fiscal agent for the council and they would be the ones to apply for grant funding. The Juvenile Court employees the Coordinator of the committee who would follow up on the grant for approval. There would be annual discussions on whether or not we can contribute $15,000 a year which would require board approval. Both the Wraparound employee and Coordinator work other county jobs and only work with the committee part-time.

The next board meeting along with committee meetings held on August 8 will be at JFS in their meeting room due to the United Way backpack to school event taking place here on that night. Generally 300 people show up for the event which was held at Woodland Mall previously. The event will go from 3:00 - 5:30. Vendors will be set up in the board room and guests will be allowed to tour the health and dental center while at the event. The event takes place during Health Center week.

The monthly CE **Policy Development** training for the board to review was completed with no questions. The holiday survey results that got staffs thoughts on whether to trade paid holiday Columbus Day for Christmas Eve was discussed by the board. The board felt that it was best to leave Columbus Day as is based on some of the staffs’ comments as well with it being a National Holiday.
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Committee appointment to Personnel Chair is Dallas Ziegler with Cathy Nelson moving to President Seat. New board member Bob Midden will join the Finance Committee.

BOARD PRESIDENT: No comments.

EXECUTIVE SESSION:
Nilgun Sezginis, Finance Chair, hereby moves that the committee/board go into executive session at 6:43 pm for the purpose of discussing and considering compensation of a public employee and invited Ben and Tracy. DJ Mears seconded the motion. A roll call vote was taken. Motion passed.


Executive session ended at 7:22 pm.

MEETING ADJOURNMENT

Betty Woods made a motion to adjourn the meeting at 7:27 pm and Richard Strow seconded the motion. A voice vote was taken. Motion passed.

Cathy Nelson, Board President
Tom Milbrodt, Vice President

Ben Batey, Health Commissioner
Secretary to the Board