

## Board of Health Meeting Minutes September 10, 2020

The September 10<sup>th</sup>, 2020 meeting is held both in-person with social distancing and face masks required, a conference calling option was also offered due to the ongoing COVID19 pandemic.

**BOH present:** Bob Midden, Tom Milbrodt, Cathy Nelson, Nilgun Sezginis, Dallas Ziegler, DJ Mears. **BOH present on call:** Betty Woods, Carolyn Rava, Sonja Apple-Chamberlain

**Staff Present:** Amy Jones, Tina Cox, Jackie Mears, Ben Robison, Lana Glore, Jackie Mears, Lexi Jacobs, Tracy Henderly, Diane Krill

**Guests present or noted on virtually:** Frank McLaughlin; Debbie Rogers – Sentinel Tribune; Jan McLaughlin- BG Independent News; Benjamin Batey – BGSU Chief Health Officer; Clint Corpe – WBGU. Ruthann House, CHC board member; Tom Hammett, CHC board member; Deana Couch, CHC board member.

Cathy Nelson, board President, called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance and introductions.

**APPROVAL OF MINUTES:** Tom Milbrodt made a motion to approve the August 13<sup>th</sup>, 2020 minutes. Bob Midden seconded the motion. A voice vote was taken. *Motion passed*

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

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Public Information:** Frank McLaughlin spoke regarding the upcoming Wood County Health Department levy and discussed with the board the need to begin the planning process.

### **PERSONNEL – Dallas Ziegler, Chair**

#### **Resolution PER #01-09-2020**

#### **Motion to approve Update of Organizational Chart Effective September 10<sup>th</sup>, 2020**

Dallas Ziegler made a motion to approve changes to the organizational chart include addition of created Epidemiologist position, addition of Ashleigh Konopka to the vacant Epidemiologist position, addition of Benjamin Robison to the vacant Health Commissioner position, addition of Merrilee Ewing-Beckley to the vacant Dental Assistant position, addition of created IT Coordinator position, addition of Mike Ollom to the IT Coordinator position, removal of Mike Ollom from IT Technical Specialist to vacant and removal of Maria Reyes from the part-time Spanish Speaking Interpreter Clinical Services Assistant to vacant. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed*

#### **Resolution PER #02-09-2020**

#### **Motion to reappoint of Machell Lajti to the Unclassified Intermittent Part-Time Dietetic Technician in the WIC Division**

Dallas Ziegler made a motion to reappoint Machell Lajti to the Unclassified Intermittent Part-Time Dietetic Technician position. Intermittent positions require reappointment annually. Intermittent appointments cannot

exceed 1,000 hours annually. Betty Woods seconded the motion. A voice vote was taken. DJ Mears abstained.  
*Motion passed*

**PROGRAM – Dallas Ziegler, Chair**

**Resolution #PRG-01-09-2020**

**Motion to grant a Private Water System Variance for 9596 Bayer Rd, Perrysburg Township**

Dallas Ziegler made a motion to grant a private water system variance for private water system at 9596 Bayer Road, Perrysburg, Twp. The variance is permitted by the Ohio Department of Health Private water rules, Ohio Administrative Code 3701-28-19. The variance request was made by the homeowner for a reduced isolation distance of the existing, viable well to a proposed addition. Betty Woods seconded the motion. A voice vote was taken. *Motion passed.*

**Resolution #PRG-02-09-2020**

**Motion to grant a home sewage treatment system variance at 14655 Reitz Road, Middleton Twp.**

Dallas Ziegler made a motion to grant a home sewage treatment system variance for the home sewage treatment system at 14655 Reitz Road, Middleton Twp. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules, Ohio Administrative Code 3701-29-22. The variance request was made by the homeowner for a reduced isolation distance of the existing septic tank to a proposed addition. Sonja Apple-Chamberlain seconded the motion. A voice vote was taken. *Motion passed.*

**Resolution #PRG-03-09-2020**

**Motion to approve the Wood County Health Department 2021 – 2024 Strategic Plan**

Dallas Ziegler made a motion to approve the Wood County Health Department Strategic Plan. This plan will direct WCHD towards achieving strategic goals on an annual basis but operates on a three-year strategic planning cycle. This plan will be reviewed, analyzed and updated as needed due to new issues and/or opportunities to better meet the needs of Wood County residents. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed.*

**FINANCE – Nilgun Sezginis, Chair**

**Resolution #FIN-01-09-2020**

**Motion to Transfer Funds**

Nilgun Sezginis made a motion to approve the transfer of \$15.60 from the Levy Fund to the Wood County Landfill. These monies cover the expenditures for the solid waste items that were disposed of at the landfill on July 14, 2020. Tom Milbrodt seconded the motion. No questions voice. A roll call vote was taken. *Motion passed.*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-02-09-2020**

**Motion to Amend 2020 Estimated Resources**

Nilgun Sezginis made a motion to amend the 2020 Certificate of Estimated Resources of the District to a new total amount of \$11,342,373.21. This amount includes the following changes of \$132,648.00 in fund revenues at this time (August 6, 2020):

008. 0208. 404000 STATE FUNDS \$132,648.00

Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-03-09-2020**

**Motion to Amend 2020 Appropriations**

Nilgun Sezginis made a motion to amend the 2020 annual appropriations of the District. The following changes in fund appropriations are needed at this time (August 6, 2020):

008. 0208. 510000	LEVY – SALARIES	\$37,681.28
008. 0208. 540100	LEVY - CONTR. SVCS.	\$24,610.45
008. 0208. 560800	LEVY - ADV. & PRINTING	\$1,910.87
008. 0208. 569600	LEVY – MEDICARE	\$546.38
008. 0208. 569900	LEVY - OTHER EXPENSES	\$2,147.35
008. 0208. 571500	LEVY - P.E.R.S.	\$5,275.38
008. 0208. 575600	LEVY - EMPLOY INS.	\$12,161.69
	TOTAL	\$84,333.40

Betty Woods seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-04-09-2020**

**Motion to Approve the Contract & Business Associate Agreement with the Bowling Green State University for conducting Covid-19 Contract Tracing Activities**

Nilgun Sezginis made a motion to approve, pending Prosecutor's approval, the contract & business associate agreement between Wood County Health District and the Bowling Green State University for the purpose of conducting contract tracing activities to minimize potential spread and adapt to disruptions caused by community spread of Covid-19 for the amount of \$24,000.00. This agreement will allow for Bowling Green State University to assist with case interviews and contact tracing activities required under the ODH Contact Tracing Grant Agreement SFY2020 that the Wood County Health District was awarded.

Dallas Ziegler seconded the motion. A roll call vote was taken. Bob Midden abstained. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden A

**Resolution #FIN-05-09-2020**

**Motion to Approve Agreements with Contractors for the Water Pollution Control Loan Fund**

Nilgun Sezginis made a motion to approve agreements with the following contractors for payment of services for repair/replacement of homeowners' sewage systems under the 2020 Water Pollution Control Loan Fund.

Blevins Excavating, Ron Blevins \$12,000.00 (3569 Middleton Pike, Troy Twp.)  
Total for Blevins Excavating \$12,000.00

Main & Sons Plumbing, Heating, & AC, Jeremy Main \$11,520.00 (23701 Lime City Road, Perrysburg Twp.)

Total for Main & Sons \$11,520.00

Carolyn Rava seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-06-09-2020**

**Motion to Approve the Nursing Student Clinical Education Agreement with The University of Toledo**

DJ Mears made a motion to approve the Nursing Student Clinical Education Agreement with The University of Toledo. This agreement will allow for the Wood County Community Health Center to be a clinical site for UT Nursing students.

Tom Milbrodt seconded the motion. Brief discussion held. A roll call vote was taken. Nilgun Sezginis abstained. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis A Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-07-09-2020**

**Motion to Approve the AAMC Uniform Clinical Training Affiliation Agreement Implementation Letter**

DJ Mears made a motion to approve the AAMC Uniform Clinical Training Affiliation Agreement Implementation Letter. The letter is to provide a record of the clinical training affiliation agreement between The University of Toledo and the Wood County Community Health Center.

Tom Milbrodt seconded the motion. Confirmation this is a new contract with Molina. A roll call vote was taken. Nilgun Sezginis abstained. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis A Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-08-09-2020**

**Motion to Approve Agreement with Cross Country Staffing**

Nilgun Sezginis made a motion to approve the agreement with Cross Country Staffing. This agreement will allow for Registered Nurses, Licensed Practical Nurses, & Medical Assistants to work in the Health Center as temporary staffing, when needed.

Betty Woods seconded the motion. A brief explanation was provided to the board by Diane Krill. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-09-09-2020**

**Motion to Approve Healthcare Staffing Agreement, the Addendum to the Healthcare Staffing Agreement, & the Business Associate Agreement with Interim Healthcare.**

Nilgun Sezginis made a motion to approve the Healthcare Staffing Agreement, the Addendum to the Healthcare Staffing Agreement, and the Business Associate Agreement with Interim Healthcare. This agreement will allow

for STNA (Aide), Licensed Practical Nurses, and Registered Nurses to work in the Health Center as supplemental nursing personnel, when needed.

Carolyn Rava seconded the motion. A brief explanation was provided to the board by Diane Krill. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-10-09-2020**

**Motion to Approve 2019 Financial Audit Report**

Nilgun Sezginis made a motion to approve the 2019 Financial Audit Report, approved by the Federal Audit Clearinghouse on September 3, 2020. DJ Mears seconded the motion. Board members commended the finance division on the excellent work and report. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-11-09-2020**

**Motion to Approve the Revised Financial Policies**

Nilgun Sezginis made a motion to approve the revised Financial Policies: Cash Management Policy, Credit Card Policy, Financial Reporting Policy, Procurement Policy, Purchasing Policy, and Revenue Receipts Policy. These policy revisions are needed to continue to keep the Health Department in compliance with State and Federal regulations and requirements. Bob Midden seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Resolution #FIN-12-09-2020**

**Motion to Approve the Revised Financial Policies**

Nilgun Sezginis made a motion to approve the revised Financial Policies: Sliding Fee Discount Policy and scale, the Patient Financial Responsibility Policy, and the 2<sup>nd</sup> revision to the Cash Management Policy. These policy revisions are needed to continue to keep the Health Department in compliance with State and Federal regulations and requirements. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

**Board of Health questions, comments and director updates:**

Diane Krill provided a brief update to board members on how the HRSA virtual onsite visit was going. Diane added this was the first virtual onsite visit held and was going well with the exit meeting tomorrow. Cathy Nelson questioned CEO, Diane Krill about the COVID testing with a brief discussion with the need to increase staffing to increase testing capabilities. Diane verified they are testing with the all kits they have been provided with. Discussion was held regarding the use of Abbott for testing as well as questions to Lana regarding tapping of sewer lines and the increase in critical violations. BGSU Chief Health Officer, Ben Batey, provided an update with discussion regarding testing and cases at BGSU.

Lana added \*\*\*First reading by title only for the proposed Food Service Operation, Retail Food Establishment (FSO/RFE) fee revisions for 2021

 Wood County  
Health Department

Health Commissioner, Ben Robison, provided an update regarding messaging points that will be released next week and asks these be shared with community members. School communication and collaboration updates were also provided to the board highlighting the beginning of COVID vaccine planning adding the importance of receiving flu vaccines this year. Ben did announce the biggest challenge with this vaccine is cooler storage for these vaccines as it recalls for specific temperature control and he is having continued communication with partners and BGSU.

DJ Mears and Cathy Nelson spoke regarding recent intervention and collaboration with the DAC in assisting for a future meeting for the DAC.

Dallas Ziegler made a motion at 7:41pm to go into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, official, licensee or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing. Diane Krill, Tracy Henderly, Ben Robison and Ruthann House were invited. DJ Mears seconded the motion. A roll call vote was taken. *Motion passed.*

Cathy Nelson Y DJ Mears Y Nilgun Sezginis Y Betty Woods Y Dallas Ziegler Y Carolyn Rava Y  
Sonja Apple-Chamberlain Y Tom Milbrodt Y Bob Midden Y

Board returned from executive session at 8:14pm. DJ Mears made a motion to adjourn at 8:15pm. Bob Midden seconded the motion. A voice vote was taken. *Motion passed.*

  
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Cathy Nelson, Board President

10/9/20  
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Date

  
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Benjamin Robison, Health Commissioner  
Secretary to the Board

10/13/20  
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Date