

**LUCAS COUNTY REGIONAL HEALTH DISTRICT  
Board of Health Meeting  
Department of Operations Center (DOC) #254**

**April 23, 2015 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Duncan, Matthew Heyrman, Donald Murray, Perlean Griffin, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman, Dr. Donna Woodson

*Guests:* Cindy McLeod, ONA Representative; Jennifer Gottschalk, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; and Olivia Brown and Karen Grcyczyk, Students, University of Toledo

*Staff:* Mary Frank, Dr. David Grossman, Barbara Gunning, Shannon Lands, Joanne Melamed, Greg Moore

Dr. Donna Woodson, President, called the meeting to order.

**Introduction of Guests**

Dr. David Grossman introduced Cindy McLeod, Jennifer Gottschalk, Kevin Pituch, staff members Greg Moore, Shannon Lands. The students introduced themselves.

**Minutes of March 26, 2015**

The minutes of the March 26, 2015 meeting were reviewed. On page 8 under “Ad Hoc Executive Compensation Committee” third paragraph, line one, change sentence to read: “student learners from the various university training programs regarding patient care...”

On page 11, third paragraph from the bottom of page, change sentence to read: “Matt Heyrman said that some contractors would likely be at the meeting and it is a good idea to have answers to possible questions ahead of time.”

Robert Reinbolt made a motion to accept the minutes as corrected. Perlean Griffin seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson announced that there are no changes to the agenda.

**Vouchers**

Dr. Christopher Sherman said that the Audit/Finance Committee met on April 21, 2015. Board members reviewed the April Bill Schedule. The committee found the April Bill Schedule to be satisfactory and recommended approval. Robert Reinbolt made a motion to approve the payment of the April vouchers. Barbara Conover seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

## **Old Business**

### **Follow-Up Items**

#### **Home Sewage Disposal (Contractor Education)**

Dr. Woodson made note of a nice flow chart outlining the program process for sewage treatment systems posted inside the main elevator, and she urged everyone to view it. Board members received a copy of the flow chart. Dr. Grossman said that many copies of the posters have been displayed at various locations and they will also be provided at the April 29<sup>th</sup> meeting at Springfield Township.

Dr. Grossman noted that Board members had received an announcement and agenda regarding an on-site demonstration and training for Household Sewage Treatment System Contractors titled “Chambers Installation Field Day. It is sponsored by Infiltrator Systems, Inc. (Helminiak & Sons Excavating). The training will take place on May 5, 2015 from 10 a.m. to 2 p.m. at 11004 Obee Road, Whitehouse, Ohio. Dr. Grossman noted that there are many different designs and ways to install septic systems. Jerry Bingham is in the process of scheduling future trainings.

Dr. Grossman said that the Health Department received two applications—one was approved and the other one was returned. There are some bumps in the road , but it is relatively smooth so far.

Donald Murray asked Dr. Grossman if he had any recent contact with Andy Glenn. Dr. Grossman said no. Mr. Murray said that immediately after the March 11<sup>th</sup> DAC meeting, he and Andy and others had a conversation about reaching out to contractors, or at least accepting questions that are coming in from contractors so that we could have a compilation and answers for them either prior to or at the April 29<sup>th</sup> meeting. Dr. Grossman said that we are still in the process of compiling a FAQ sheet. We did state that Andy said he would send out other questions. However, it seems that only a few were coming in.

#### **Towing of Vehicles**

Joanne Melamed reported that the Board was notified last month that on May 1, 2015 our Health Department parking lot is going to be a patient parking lot. A few modifications were necessary. We also wanted to initiate a towing program as some folks park in our parking lot and walk over to the courthouse. The Chief of Police George Kral was contacted and we received authorization to tow. However, the owner of Thrones Towing said that recent changes in State law have made it very difficult for towing company owners to dispose of abandoned vehicles. He and others are not taking on new clients. It was suggested to post a sign as a deterrent – “Tow Away Zone, Parking for Health Department only”.

Starting May 1<sup>st</sup> the parking lot will have 16 additional parking spaces in the back lot. There will be a total of 6 handicap parking spots, 4 of which will be van accessible, and a sign indicating handicap parking in front of building only. Two parking spaces will be allotted for short term parking for 20 minutes as a drop off zone. Signage will be changed from “employee parking” to “patient parking”. The City of Toledo Street Division is scheduled to revamp our parking lot this weekend.

### Credit Card

Joanne Melamed reported that a credit card for the Health Department was previously discussed. The credit card has to be guaranteed personally by an individual. Therefore, Administration decided that it was not advantageous. The credit card would have been used for employees' travel. The Health Department's Purchasing Policy allows a "Then and Now" payment to reimburse employees for travel expenses for travel made outside of the county, travel to conferences, etc. If travel is requested well enough in advance, Accounts Payable is able to pay for travel directly to the vendors for such items as transportation, hotel, and conference registration fees. Our employees do not experience hardship due to work related travel.

### Prosecutor's Update

Kevin Pituch reported on one item. Last month Eric Zgodzinski submitted to Mr. Pituch a list of restaurants within Lucas County that had not yet paid their 2015 food service license fee. Restaurant owners that had not submitted their fee received a certified letter from the Health Department informing them to either pay this fee by the end of April or face legal action.

Don Murray inquired about an update or resolution on the Road House case.

Mr. Pituch replied that there was some discussion between Eric and Mr. Kadri. Dr. Grossman commented that Mr. Kadri had originally agreed to complete certain items; however, Mr. Kadri felt that he could not accomplish them. So far, a compromise was not reached. Only a small amount of progress was made.

### Federally Qualified Health Center (FQHC)

Dr. David Grossman reported there has been some progress made in this area. Joanne Melamed and other employees visited the Erie County Health Department regarding FQHC. Our staff was allowed access to their resource material and we will use "boiler plate" material. We hope to secure the services of Joseph Liszak, Fremont Health Center (FQHC), to conduct a mock-type interview in the near future.

### New Business

#### Confirmation of New Employees

Dr. Grossman reported that there were three newly hired employees and five separated employees this past month.

Matthew Lanier was hired as an Information Technology Tech on April 20, 2015 at a rate of \$13.54 per hour. Melissa Vollmar was hired as a Sanitarian-in-Training on April 20, 2015 at a rate of \$17.00 per hour. Deidre Potter was hired as a Sanitarian-in-Training on April 21, 2015 at a rate of \$17.00 per hour.

Eboni Ensley, Medical Assistant resigned on January 7, 2015. Meghan Lane, Sanitarian-in-Training resigned on March 6, 2015. Nivedita Rao, Public Health Nurse, resigned on April 2, 2015. Vida Ramanathan, M.D., resigned on April 13, 2015 and Sheila Nash, Sanitarian, resigned on April 17, 2015.

Dr. Grossman commented that Dr. Ramanathan might decide to return to the Health Department at a future date. The issue of security has been a topic of discussion in other committees. Also, Sheila Nash has resigned. There will be a report about her resignation under the Personnel Committee report.

Perlean Griffin made a motion to accept the report. Barbara Sarantou seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee had not met this past month; however, there is an agenda item to address:

#### **The King Road Landfill No Well Zone Resolution – Second Reading**

Mr. Murray reported that today's meeting will constitute a second reading of the King Road Landfill No Well Zone Resolution. The King Road Landfill is located at 3535 King Road, Sylvania, Ohio 43617. Initially, there was a question about why the evacuation zone went from 1,000 feet to 2,640 feet. It was determined that the 2,640 foot (one-half mile) evacuation zone was the standard used by the State of Ohio. This standard was applied to the ground water and the samples that are coming from the testing wells.

#### **Motion**

Robert Reinbolt made a motion to approve the second reading of the King Road Landfill No Well Zone Resolution. Hans Schmalzried seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

Dr. Grossman noted that at the next Board meeting there would be a public hearing and a third and final reading of this resolution. Residents who are located around the King Road Landfill area will receive a notice about the public hearing.

### **Personnel Committee**

Robert Reinbolt reported that Board members had received a committee report (April 21, 2015) in their packet. There are two items on the agenda—Resignation (Sheila Nash) and new Environmental Health Supervisor position.

The Personnel Committee met on April 21, 2015 to discuss a recent resignation by Sheila Nash, Sanitarian. The resignation was effective on April 22, 2015. Dr. Grossman and Dave Miller conducted an exit interview. Prior to the resignation, the employee had an Ohio Civil Rights Complaint (OCRC) charge and a complaint pending. The resignation was accepted with the understanding that there would be follow up and that Sheila Nash would be made aware of the investigation outcome of the complaint.

Eric Zgodzinski requested to add an Environmental Supervisor in his Environmental Health Division. This was due to an increase in the number of programs and administrative requirements. The cost of adding this position would be covered by the environmental revenue and become part of the cost methodology in environmental programs.

Dr. Sherman stated that the Audit/Finance Committee had reviewed and approved this item. It has no effect on the general fund.

Donald Murray made a motion to accept the Personnel Committee report. Barbara Conover seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

**Ad Hoc Committee – (WLCC)**

Robert Reinbolt reported that no meeting was held this past month.

**Facility Committee**

Barbara Conover reported that no meeting was held this past month.

**Audit/Finance Committee**

Dr. Christopher Sherman reported that the committee met on April 21, 2015 and reviewed the following items: March 2015 Financial Status, April Bill Schedule, Purchasing Policy Exceptions, Grant Funded Programs, Contracts, Other Items - Transfers of Appropriations, Environmental Supervisor, Parking Lot (Towing of Vehicles), and Credit Card

**Review – Purchasing Policy Exceptions**

Report identifies purchases over \$5,000 and describes applicable exceptions in accordance with the Purchasing Policy.

**Grant Funded Programs**

Total applications in the amount of \$8,155,524 for 2015 fiscal year and during this same time period we were awarded \$7,613,798 in funding. Total applications in the amount of \$7,039,284 for 2016 fiscal year and during this same time period we have been awarded \$487,564 in funding.

There were three notices of award:

1. Ohio Commission on Minority Health - \$42,500. This requires a General Fund match of \$8,500.
2. Public Health Emergency Preparedness (Ebola Supplemental) - \$412,664 - Community Health Worker Job Development (Prenatal) - \$19,000

There were 10 grant applications:

1. Child & Family Health Services - \$470,241
2. Rodent Nuisance Control - \$57,850. This requires a 100% General Fund match.
3. Public Health Emergency Preparedness - \$334,308. This requires a \$25,742 General Fund match.
4. Medical Reserve Corps - \$3,500.
5. Personal Responsibility Education Program - \$169,600
6. Healthy Start Initiative Round 2 - \$750,000
7. Affordable Care Act New Access Point (FQHC) - \$650,000
8. Women's Health Week - \$499
9. Household Sewage Treatment Repair/Replacement - \$369,726
10. Replacing Evidence-Based Teen Pregnancy Prevention Programs (Tier 1B) - \$3,749,995

## Contracts

There are 3 contracts in the month of April:

1. Stericycle - \$1,400
2. Ohio Department of Health (Smoking Investigations) - \$125 (each investigation)
3. Hospital Council for Northwest Ohio (Community Health Worker for Pathway Program) - \$19,000

## Other Items – Transfers of Appropriations

A transfer reallocates funds from one cost object to another. Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of March 2015 in the ordinary course of business. Total transfer is \$44,448.08 consisting of changes in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of March 2015 in the amount of \$57,633.12, for revenue estimates and expense appropriations. This represents revenue estimate and appropriation for new dollars for the Safety Net, HCNO PICH Corner Stores, HCNO PICH Smoke-Free Housing, Minority Health, and HCNO 2<sup>nd</sup> Tier Healthy Start; a reduction to close 2014 programs, and reduction based on WC refund.

Donald Murray made a motion to approve both resolutions as read. Reynald Debroas seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

## Ad Hoc Committee Meeting – March 23, 2015 - Succession Policy for Health Commissioner

Dr. Donna Woodson noted that Board members had received a copy of the minutes of the Ad Hoc Committee – Succession Policy for Health Commissioner in their packet. This was its first meeting and was held on March 23, 2015. The committee consists of: Hans Schmalzried, Perlean Griffin, Robert Reinbolt and Dr. Donna Woodson. [Robert Reinbolt did not attend this meeting due to an urgent out-of-town meeting.]

Dr. Woodson explained that the formation of this committee was recommended by the Board of Health at a prior general Board meeting. This was a general plan that was discussed for the Health Department, not meant to refer to any immediate situation.

The main topic of discussion was a review of a Draft Plan entitled “Health Commissioner Succession Policy”, which was presented by Hans Schmalzried, PhD. There was a discussion of the entire proposal, which had been sent out to committee members prior to the meeting. Mr. Reinbolt had indicated that he thought it was generally a good plan and merited further discussion. Dr. Grossman said that he would make recommendations for changes that would relate to our organization. It was agreed that the position of Health Commissioner should have a succession plan, as a responsibility to the community. The organizational chart was mentioned, although no one brought up any changes at this time; it was discussed that at a time of crisis, in the absence of the Health Commissioner, it would be usual for the Deputy Health Commissioner to assume temporary duties. This will need to be further spelled out.

Dr. Schmalzried recommended that we confirm that we have a solid job description for the Commissioner of Health. It was also noted it is time for the customary performance review

for Dr. Grossman. There should be an annual review. Dr. Grossman will make the changes to the draft so that it is appropriate for our Department of Health. Then there will be another meeting to review the changes before it is presented to the entire Board of Health.

The committee was presented an article published in the *Journal of Community Health* by Drs. Schmalzried and Fleming Fallon entitled “Succession Planning for Local Health Department Top Executives: Reducing Risk to Communities”.

Matt Heyrman made a motion to accept both the Audit/Finance Committee report and the Ad Hoc Committee report. Robert Reinbolt seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

### **Contracts**

There were no additional contracts.

### **Community Health Improvement Plan (CHIP)**

Barbara Gunning presented a Power Point presentation of the draft Lucas County Community Health Improvement Plan (CHIP). She briefly described the 2013/2014 Community Health Assessment which was conducted in 2013 and released to the community in 2014. This was followed by a more detailed description of the process used to draft the health improvement plan. A summary of the discussion follows:

More than 62 individuals, representing 30 area organizations, participated in the development of the CHIP. The individuals selected health priorities based on findings from the Health Assessment. The priorities were ranked based on magnitude, seriousness of consequences, and feasibility of correcting the problem. Then the group looked at existing programs, services, and activities in the community that address the priority areas.

After a careful review of the most significant health issues facing adults, youth and children, five priority issues were agreed to by the work plan group. The final five priority issues which will be addressed in the work plan are: Weight Status, Chronic Diseases, Youth Mental Health & Bullying, School Readiness and Infant Mortality.

Specific action steps were identified for each priority issue and these action steps are best practices and/or proven strategies. One strategy that prompted discussion was “Trauma Informed Care.” Trauma Informed Care is an all-inclusive concept that takes into account emotional, mental and physical wellbeing. However, since the term Trauma Informed Care may be misconstrued, Dr. Woodson suggested including an appropriate descriptor in parentheses next to the words Trauma Informed Care. Barbara Gunning will take this recommendation back to the work plan group.

Matt Heyrman described a program, the November Project, which may be appropriate to include as an action step under Weight Status and or Chronic Diseases areas. Barbara Gunning will search for more information about the November Project and share it with the work plan group.

### **Health Services**

Barbara Gunning reported as follows:

### Healthy Start

April Snelling attended the National Healthy Start Association Spring conference in Washington, D.C. on February 28 to March 3.

### Safe Sleep

Zyishia Bailey worked with Judge Cubbon at the Juvenile Court to set up a safe sleep display in this lobby. She also had a resource table and safe sleep demo at Kids in the Kitchen at St. John Jesuit School. The Healthy Start team attended a SIDS Training on March 26 at Mercy St. Vincent's Hospital. Nancy Benedetto was one of the speakers. April and Zyishia met with the Lucas County Fire Chiefs to ask for help in disseminating safe sleep cards to families.

### Mental Health

On March 25, Gloria Smith, DaShe Frieson and Zyishia Bailey attended a Mental Health First Aid Certification course offered by the Mental Health and Recovery Services Board. It was conducted by Celeste Smith.

### Minority Health

Celeste Smith reviewed grants for the Department of Neighborhoods. She is the new Chair of the local March of Dimes Program Selection Committee.

### Ohio Equity Institute

The OEI team participated in a Family Radio interview discussing infant mortality in Toledo/Lucas County.

### Immunization Registry

Cindy McLeod completed the registration process to access the Michigan Immunization Registry.

### Networking

On April 21, Phyllis Autry discussed the services and programs offered at the Health Department during a Brown Bag Lunch at the Salvation Army.

### Bureau for Children with Medical Handicaps (BCMh)

Mary Apodaca was interviewed by Channel 11 on March 24 about the benefits of BCMh.

### Women's Health

On March 28, Carol Haddix and Zyishia attended the University of Toledo's Resource Fair about women's health. Carol Haddix has submitted a letter of retirement. Her retirement will be effective in the fall.

### School Health

Hans Schmalzried, PhD, Barbara Gunning, PhD and Todd Platzer, MPH, had an article published in the *Journal of School Health*. This deals with creating a school-based eye care program. We will also continue a research project with TPS.



### Colorectal Cancer Coalition

Carol Haddix is a participant on the Colorectal Cancer Coalition. The Health Department was one of the founders of this coalition. Recently, there was a gigantic display colon at a Walleye game where people could walk through it.

### Smoking Cessation

DaShe and Zyishia have partnered with the Cherry Street Mission and Volunteers of America to provide tobacco cessation to residents, employees and volunteers.

### Stand Program

DaShe and Zyishia collaborated with Bowling Green State University's Upward Bound Program and Rogers High School Health class Stand Program. It entails young voices to lead and carry the anti-tobacco messaging.

Dr. Grossman announced that LMHA is slated to become a non-smoking facility. A second person was just hired to work in the smoking cessation program.

### Administrative Services

Joanne Melamed reported as follows: On April 21, we met with the staff from Weber Obrian Ltd. for an initial audit engagement interview. This year, WIC and HIV grants will be the focus of their review of federal awards. The auditors will conduct an exit interview and present their audit report on May 26 to the Audit/Finance Committee.

Rebecca Anderson, Kristen Sheely and Joanne Melamed visited the Erie County Health Department to learn more about their FQHC look-alike status. The visit was extremely helpful. Joe Palmuchi, Erie County Health Department CFO, shared many useful documents.

Kristen Sheely will become the "go to" person in the Allscripts systems.

Dr. Eugenia Ilo has been hired as our new Family Practice provider. Kathy Fuhr is conducting the credentialing process for Dr. Ilo.

After entertaining live presentations from five marketing firms, Shannon Lands and Scott Francis prepared the final RFP for marketing and web development services. The bidders conference is on April 24 and RFP responses are due on May 15. A selection will be made immediately thereafter.

Donald Murray said there have been recent advertisements on television regarding "Ohio Checkbook" where all Bill Schedules will now be posted on line.

### Community and Environmental Health Services

Greg Moore reported for Eric Zgodzinski and provided the following highlights:

The Epidemiologist rolled out the beginning phase of our Environmental Health Assessment. We are expecting feedback on this item very soon.

Greg Moore participated in a Continuity of Operation Planning (COOP) Tabletop exercise for the Health Department on April 8th. This involves the 18 county area and includes

hospitals and other agencies. There will be an after action report. Dr. Grossman said that Cheryl Locher was very instrumental in this project.

Brandon Palinski and Kalia have been working very hard on the Accreditation/QI project. Mr. Palinski was responsible for drafting the Performance Management Dashboard report. Many agencies are now requesting this report. We continue to collect documentation for PHAB Accreditation. This has increased from 59.48% to 60.63%. A Strategic Planning meeting was held on April 16 and another one is scheduled for May.

Dr. Grossman emphasized that our FQHC application has been submitted. We hope to be accredited within the next year and a half.

The PIO is in the process of setting up the planning committee for the “Drive the Lead Out Golfing” event, which is scheduled for September 12<sup>th</sup> at the Ottawa Park Golf Course. This is something new this year.

Shannon Lands reported that she has been working closely with Gloria Smith and others that work with lead in the hopes of giving back to the community. This is “driven” for the Childhood Lead Poisoning Prevention Program. Sponsorships and donations are being solicited for this event. Plans include going into schools and providing education on lead. So far, about \$1,000 of full sponsorships has been received and a large amount of other donations.

Dr. Grossman said the City of Toledo may or not pass an ordinance regarding lead. The above-noted funds will prove very useful for this program in the way of awareness.

Dr. Woodson thanked the Environmental Health staff for their efforts.

Greg Moore said that Jennifer Gottschalk was instrumental in putting together a very successful Spring Forum at St. Luke’s Hospital. Over 60 people were in attendance. Dr. Grossman commented that there was discussion about combining the Spring Forum with the Ned Baker event next year.

### **Health Commissioner’s Comments**

Dr. David Grossman commented as follows: Recently, there was a suspected case of Ebola in Toledo; however, the case turned out to be a malaria case. We did well as a community. UTMC was the initial hospital that was going to be used. After talking to the Ohio Department of Health, it was determined that in the case of an Ebola case, a patient would be transferred to the Cleveland Clinic.

Dr. Grossman noted that there was an issue with transportation and the malaria case. This issue was solved by the use of the Fire Department. The Police Department felt that it was ill prepared in this type of situation. Dr. Grossman noted a fault in the current system, which eventually needs addressing.

Dr. Grossman said there may be a need to assemble our Legislative Committee and perhaps meet with Representative Barbara Sears.

A reminder was given to everyone of the upcoming April 29 meeting with members of the DAC regarding septic systems.

Robert Reinbolt inquired about the status of the 501c(3).

Dr. Grossman replied that an FQHC Board has been set up and has already met. Another meeting is scheduled for next month.

### **Public Health in the News**

Dr. Donna Woodson reported that in today's paper there was a *Toledo Blade* article regarding Smoking Bans have finally hit New Orleans. The Harrah's Casino is suing over the ban.

CDC has presented its latest survey of teenage smoking. There is a sharp drop in teen rates from 12.7% in 2013 and to 9.2% in 2014. She noted that the FDA does not exercise control over e-cigarettes. It appears that some young people who did not smoke are starting to take up smoking because they started using e-cigarettes.

Also, in Ohio, botulism [which is associated with cancer] appeared in Fairfield County / Lancaster. A question was asked if the incident was related to the large Amish population in that region.

Dr. Grossman replied that we do not know yet. This item was discussed at yesterday's conference call with the Ohio Department of Health. Apparently, there were a fair amount of cases and two people died. It was reported that the anti-toxin was administered to individuals in that area.

### **Next Meeting**

The next regular Board of Health meeting will be held on Thursday, May 28, 2015 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

### **Adjournment**

With there being no further business, Donald Murray made a motion to adjourn the meeting. Reynald Debroas seconded the motion. The motion passed unanimously. The meeting adjourned at 10:42 A.M.

**Signed:**

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**Dr. Donna A. Woodson, President  
Lucas County Regional Health District**

**Attested By:**

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**David Grossman, M.D.  
Secretary to the Board**