

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

**March 24, 2016– 8:30 A.M.**

**Swearing In Ceremony**

Dr. Donna Woodson announced that Vidya Ramanathan, M.D., is our newest Board of Health member. Dr. Ramanathan replaced Dr. Christopher A. Sherman, who recently resigned. The District Advisory Council held a meeting on March 9, 2016 and approved Dr. Ramanathan's appointment on the Board of Health. Dr. Woodson noted that Dr. Ramanathan had previously worked for the Health Department as a pediatrician. She was well admired by both her patients and the staff.

Kevin Pituch, Prosecutor's Office, conducted the swearing in ceremony for Vidya Ramanathan, M.D., as a new Board of Health member. Dr. Ramanathan's term ends in March 2019. Dr. Ramanathan stated that she was proud to return to the Health Department to serve again.

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Mary Duncan, Perlean Griffin, Matthew Heyrman, Dr. Vidya Ramanathan, Robert Reinbolt, Matthew Sapara, Barbara Sarantou, Dr. Donna Woodson

Hans Schmalzried, PhD, attended as a Special Assistant to the Health Commissioner, not in a capacity of a Board member.

*Absent:* Reynald Debroas, Donald Murray (both excused)

*Guests:* Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Adrienne Boczar, Heather Cholette, Tessa Elliott, Ben Hackworth, Alaina Kramer, Rebecca Meiers, Jessica Schulte, and Emily Stearns, MPH Students, UTMC

*Blade Reporter:* Marlene Harris-Taylor

*Staff:* Kelly Burkholder-Allen, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, Dave Miller, Eric Zgodzinski

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

**Introduction of Guests**

Dr. David Grossman introduced Kevin Pituch, Nathan Fries, and Cindy McLeod. The MPH students from the Ohio Consortium of Public Health introduced themselves.

Dr. David Grossman announced that the Board would review and approve two sets of minutes—one for the regular Board meeting held on February 25, 2016 and one for a special Board meeting held on March 3, 2016.

### **Minutes of February 25, 2016**

The minutes of the February 25, 2016 meeting were reviewed. The following changes were made: On page 2, paragraph 7, line 1, regarding Rebecca Anderson and Kelly Burkholder-Allen's titles, change from "Outreach Supervisors" to "Rebecca Anderson, Supervisor-Clinics" and "Kelly Burkholder-Allen, Interim Director, Health Services".

On page 5, paragraph 5, line 4, change sentence from "It was a Board concern that if we did not hire employees under this grant that they be hired as temporary employees through the Cardinal contract so that it would not encumber the Board through possibly an unsustainable program. Furthermore, that regarding any Community Health workers the Board would take a proportional share of that, those positions would have to be fully funded in partnership." Change sentence to read: "It was a Board suggestion that the employees under this grant be hired as temporary employees through the Cardinal contract so that it would not encumber the Board for an unsustainable program. Furthermore, if the Health Department might be responsible for taking on a proportionate share of the Community Health Workers, based on program's size, the cost of these positions should be fully funded by the grant." On page 9, paragraph 5, line 6, change wording from "hospital setting" to "hospital-based setting".

Perlean Griffin made a motion to approve the minutes as corrected. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Minutes - Special Board Meeting – March 3, 2016**

The Board held a special Board meeting to review the Proposed 2017 General Fund Budget. The minutes of March 3, 2016 meeting were reviewed. Mary Duncan made a motion to approve the minutes as presented. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Agenda**

Dr. Donna Woodson requested an executive session to discuss personnel issues regarding employee retention, hiring, and/or change in status. This item was placed before the Audit/Finance Committee report. It will have a roll call vote. There was agreement.

Dr. Woodson asked if there would be a Facility Committee report today. Barbara Conover replied no, but the committee plans to meet sometime next month. Dr. Woodson noted that there would be an Environmental Health Issues Committee report today.

### **Vouchers**

Matthew Heyrman reported that the Audit/Finance Committee had met last Monday (March 21). The March vouchers were reviewed and found acceptable. Mary Duncan made a motion to approve the Bill Schedule. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

## **Prosecutor's Update**

Kevin Pituch reported as follows

### **The Roadhouse**

This case has come to a conclusion. In 2015, there was a settlement; however, last summer the owner of The Roadhouse tried to back out of it. The Prosecutor's Office had requested that the court intervene and the court agreed. A hearing was held on March 7, 2016, which resulted in a signed settlement agreement by the owner. The agreement is basically the same as in 2015.

## **New Business**

### **Confirmation of New Employees**

Dr. David Grossman reported that there were no new hires and two separations this past month. Dr. Kathryn Boehm, Physician, and Nancy Pahl, Nurse Practitioner, separated on March 11, 2016. Both employees were terminated during their probationary period.

### **Dr. Hans Schmalzried**

Dr. Donna Woodson announced that the District Advisory Council had also reappointed Hans Schmalzried to the Board at their March 9, 2016 DAC annual meeting. Dr. Grossman reported that Dr. Hans Schmalzried was hired on March 21, 2016 as a Special Assistant to the Health Commissioner under an independent contract through Cardinal. Dr. Woodson welcomed Dr. Schmalzried. Dr. Schmalzried will not sit at the table, nor will he be able to vote on Board issues; however, he will be able to provide reports to the Board. Dr. Schmalzried will use his expertise to oversee PHAB and Strategic Planning. He will also assess Health Department operations and make recommendations regarding improvements.

Robert Reinbolt made a motion to approve the report. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

## **Environmental Health Issues Committee**

Dr. Donna Woodson noted that Donald Murray is in Columbus today and that Eric Zgodzinski would provide the committee report.

Eric Zgodzinski reported that there are three items to address—one is a letter to the State of Ohio Environmental Protection Agency regarding support for submission of documentation that unsanitary conditions exist in Curtice, Ohio, and the other two are resolutions regarding environmental fees for the Board's consideration and passage. These documents were distributed.

### **EPA Curtice Letter**

Background information was provided regarding the need for drafting a letter to the Ohio Environmental Protection Agency. A draft copy of the letter was provided. The Curtice letter stems from the mid-1990's. It was well known that there were sewage issues in the Curtice area for many decades. This particular area borders on the counties of both Ottawa and Lucas County.

The letter states that "...in conjunction with Ottawa County Health Department, in and accordance with Section 6117.34 of the Ohio Revised Code, which states in part, "Whenever

the board of health of a general health district makes complaint, in writing to the environmental protection agency that unsanitary conditions exists in any county, the agency's director forthwith shall inquire into and investigate the conditions complained of.”

Matt Heyrman commented that this is basically a joint letter with Ottawa County. This would provide a better chance for this item to get the proper attention it needs from the State. This letter will start the process including an assessment of the area with the EPA. The letter will be signed by Dr. Grossman through Board resolution.

A suggestion was made to copy the Lucas County Commissioners, Jim Shaw, Lucas County Sanitary Engineer, and Ottawa County representatives on the EPA Curtice letter.

#### Motion

Matt Heyrman made a motion that the Lucas County Regional Health District pass a motion to support the submission of documentation to the Environmental Protection Agency that unsanitary conditions exist in the Curtice area as specified. Matthew Sapara seconded the motion. A roll call vote was done. Voting: 10 yeas, 0 nays. Motion carried.

#### Environmental Fees

##### Ohio Campground Rules – Changes in the Ohio Campground Rules (OAC 3701-26)

The Ohio Department of Health is changing the State fee of the Ohio Campground program. Previously the fee for Campgrounds with fewer than 50 sites was \$90 and for those with over 50 sites it was \$130. Beginning April 1, 2016, the State fee for every campground is \$110 (no matter how many sites). This will not affect the fees that are charged by the Toledo-Lucas County Health Department.

#### Motion

Matt Heyrman made a motion that the Board change the current Ohio Campground fees from \$90 (fewer than 90 sites) and \$130 (over 50 sites) to \$110 (no matter how many sites) as an emergency measure. Matthew Sapara seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

##### New Requirements for Food Protection Certification for Class 3 & 4 Food Facilities

Changes in the Food Facility rules of the ORC 3717-1-02.4(A)(2) now require all Class 3 & 4 food facilities to have at least one employee who has supervisory and management responsibility and the authority to direct and control food preparation and service to obtain the level two certification in food protection by March 1, 2017.

Additionally, ServSafe is requiring that there be a proctor for the ServSafe exam in addition to the instructor. This will require an additional staff member to be at the exam during the final two (2) hours. Because of the changes, we are proposing to increase the cost of the class to \$165 per student which includes the book and materials. In addition, we are requesting an increase to \$75 for the ServSafe recertification. This would be a \$15 increase. It was noted that this is not a license fee, it is a class fee.

### Motion

Matt Heyrman made a motion that the Board accept the above-noted changes and to increase the ServSafe class fee and recertification fee by \$15. Mary Duncan seconded the motion. A roll call vote was done: 10 yeas, 0 nays. Motion carried.

### Personnel Committee

Robert Reinbolt reported that the committee met and reviewed several manpower issues, vacant positions and resumes of candidates.

There is a recommendation to hire for two positions—Social Worker (Healthy Start Initiative Program) and Program Coordinator (Personal Responsibility Education Program). The committee reviewed the resumes that were submitted and the information that was provided. A policy was developed. In the future when resumes are submitted, the committee will be provided background information, for example, that references were checked. There has been a process in place. The committee now receives the number of applicants who applied and the number of persons on the interview team. The committee had received resumes for the above-noted positions; however, the committee approved the hiring of two individuals, subject to reference checks at a later date.

Two other positions (Sanitarian and Clerk) are currently on hold. Recruitment efforts will go forward for a Public Health Nurse and a Community Health Worker position. Recruitment will also go forward to fill the Director of Nursing position. [Kelly Burkholder-Allen is currently filling this position on an interim basis.]

The committee reviewed five resumes for the Deputy Health Commissioner position. Recruitment efforts continue and have expanded to fill this position. Dr. Donna Woodson commented that expanded recruitment efforts for the latter position include reaching out at the regional, state and national levels. They include: *The National Association of County City Health Officials (NACCHO)*, *The Association of Ohio Health Commissioners (AOHC)*, *the MPH newsletter*, etc. The Board will be continually updated on progress.

Robert Reinbolt stated that at the last Board meeting the Board authorized the Chairman of the Personnel Committee to approve recruitment for positions. But what we are presenting today, the issue is once we recruit, then what about the hiring process. In the past, administration hired employees and the Board received this information after the fact. This issue was discussed.

The committee decided that it would recommend to the Board that the process would include that the resumes of candidates selected through the interview process would be e-mailed to all Board members for their review. Board members would have either 48 or 72 hours to respond. If no comments are received, then administration would proceed to make a selection. The name of the candidate would then be submitted to the full Board for final approval. The Board will have an opportunity to ask questions about the candidate and then to either approve or disapprove the hiring of the candidate.

Additionally, if there were any unanswered questions, then the offer of employment would not be extended to the candidate until the full Board meets and a discussion held. The candidate will not be hired until Board members are comfortable with the selection. The committee is

trying to expedite the process, while ensuring that the Board is included in the process and not after the fact.

Robert Reinbolt replied that a conversation was held regarding this position. Recruitment efforts will continue. Hans Schmalzried and Dave Miller are working on the structure going forward. Consideration will be given as to whether this position will remain as Deputy Health Commissioner or changed. We have that process to go through first and then if that is the direction we wish to continue, then an interview team could be formed. Again, everyone would see the resume before any offer of employment is extended.

Dr. Donna Woodson stated that the structure was indeed considered regarding this position.

A question was asked if the Personnel committee would come to the Board with a proposed structure for that process as there is a different process in place for hiring a Program Coordinator for example.

Mary Duncan stated that first the structure has to be addressed and also a decision made regarding any change and/or going forward in a different direction. Robert Reinbolt agreed that a process needs to be in place. This is also time sensitive. More to come on this item.

The committee also addressed a couple of unemployment claims and open charts. Dr. Boehm still has open charts. A process has been established to include documentation into the charts regarding what action was taken. However, it looks like those charts will not be closed out by Dr. Boehm. A notation will be placed in the charts that Dr. Boehm has opened up a clinic or private practice at the Zeph Center for patients that are seen there. The important thing is ensuring continuity of care for the patients.

Dr. Donna Woodson stated that patients were informed almost immediately that Dr. Boehm had moved to the Zeph Center and would continue to see patients there. She asked about the number of calls received from patients so far. Kelly Burkholder-Allen said that she would follow up on this item.

A letter was sent to Dr. Boehm's patients regarding a change in their medical care provider. The letter also informed patients that our Health Department would provide emergency medical care to them for a period of up to 30 days.

Lastly, Robert Reinbolt reported that the committee discussed the Community Health Worker and the Public Health Nurse positions. Recruitment efforts will proceed to fill these grant-funded positions. Mr. Reinbolt circulated an application/resume for the Social Worker position for viewing.

Matthew Sapara made a motion that the Board accept the report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Executive Session**

Robert Reinbolt made a motion that the Board go into executive session to discuss personnel issues regarding employee retention, hiring, and/or change in status. Mary Duncan seconded

the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board went into executive session at approximately 9:37 a.m.

Dr. Woodson asked everyone to leave the meeting with the exception of all Board members, Dr. David Grossman, Hans Schmalzried, Dave Miller, Joanne Melamed, and legal counsel (Kevin Pituch).

Robert Reinbolt made a motion that the Board return from executive session to regular Board meeting. Mary Duncan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board returned to regular session at approximately 10:55 a.m.

#### Motion

Matthew Sapara stated that there were no decisions made in executive session.

Matthew Sapara made a motion that due to the lack of funds the Board will eliminate the following positions in a manner consistent with the Health Department's policy on position eliminations:

1. Quality Assurance Coordinator
2. Clean Air Program Inspector / tobacco inspector
3. Clerk 1 in the PHEP program
4. Disaster Prep Planner

The Board will encourage the administration continue its process of seeking cost reduction items in the ordinary course of business. Mary Duncan seconded the motion. A roll call vote was taken: 8 yeas, 0 nays, 2 abstained (B. Conover, V. Ramanathan). Motion carried.

#### **Audit/Finance Committee**

Matthew Heyrman reported that the committee met on March 21, 2016 and reviewed the following items: February Financial Status, March Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations and 2016 General Fund Budget Deappropriation, Other Items: FQHC Clinic Reports and Environmental Fees.

#### Update – Grant Funded Programs

There was one notice of award and ten pending grant applications.

General Fund Match and Leverage for Federal, State, and Local Grants report summarizes the General Fund impact in 2015 and 2016 commitments. In 2015, the General Fund paid \$1,358,879 to leverage \$9,124,872 grant dollars. In 2016, the General Fund has committed \$2,565,884 to leverage \$9,477,991. The difference between 2015 and 2016 is the GF support for clinics before the FQHC status.

#### Contracts

There are five contracts in the month of March 2016.

#### Other Items – Transfers of Appropriations and 2016 General Fund Deappropriation

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 February 2016 in

the ordinary course of business. Total transfer is \$65,653 consisting of changes in various expense categories.

Matthew Sapara made a motion to approve the resolution. Darlene Chaplin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of February 2016 in the amount of \$-12,423.01. This represents revenue estimate and appropriation of dollars not spent on 2015 STD Control Program and 2015 60+ Program.

Board of Health Resolution is required to approve deappropriation of the 2016 General Fund Budget for Expense Appropriations and Revenue Estimates in the amount of \$-968,137.

Matthew Sapara made a motion to approve the resolutions. Darlene Chaplin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

#### FQHC Reporting

Joanne Melamed reported as follows: FQHC is tracking billable visits. The goal is to reach 24,800 for the year. Actual number of billable visits reported from January through February 2016 is 2,287. This is 9% of the goal.

The FQHC Board was presented with Profit/Loss Comparison on a cash basis identifying income from medical services and expenses for staff, supplies, and other materials. February receipts were \$175,855.92, which included a \$70,703.19 drawdown of the federal FQHC grant funds. February 2016 expenses were \$293,215.17.

In total, we are supporting the clinics from the General Fund to the amount of \$265,147.67.

#### Environmental Fees

This item was previously addressed under the Environmental Health Issues Committee report.

Perlean Griffin made a motion to accept the committee report. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### Facility Committee

Barbara Conover said that the committee did not meet this past month.

#### Old Business

#### Follow Up Items

#### Length of Meeting

No further update.

#### FQHC Coordinating Committee

Dr. David Grossman reminded everyone of the need to meet one of the mandates of the Co-Applicant Agreement regarding the selection of three Board members to serve on the FQHC

Coordinating Committee and meet with members of the FQHC Board before June 2016. Dr. Donna Woodson noted that this is necessary as HRSA is planning to visit our Health Department sometime in June. Dr. Woodson stated she had spoken to Robert Reinbolt about this issue. Both Dr. Woodson and Mr. Reinbolt volunteered to serve as part of this new committee. Dr. Woodson asked for a third volunteer preferably from the Audit/Finance Committee. Mary Duncan volunteered. There was agreement.

Dr. Woodson stated that she would contact Kathy Vasquez, President, FQHC Board, and Dr. Joseph Dake, Acting Chairman, about the committee selection and to schedule a meeting.

#### FQHC Update

Dr. David Grossman reported that things are moving along well particularly with clinic visits. Dr. Woodson requested that a specific FQHC report be provided next month.

### **DIVISION REPORTS**

#### **Health Services**

Kelly Burkholder-Allen reported that there was an Ohio Department of Health site visit recently regarding our HIV grant. ODH staff was exceptionally complimentary toward our staff. Kelly Burkholder-Allen introduced Kathy Holmes and Mary Apodaca, BCMH nurses, who will present today on the Bureau of Children with Medical Handicaps (BCMh).

A powerpoint presentation titled “Children with Medical Handicaps Program” was presented. An explanation was provided regarding the importance of this program to families and children in Lucas County as well as the duties of the public health nurses. BCMH is a health care program in the Ohio Department of Health. The program links families of children with special health care needs to a network of quality providers and helps families obtain payment for the services their child needs. Three handouts were provided—BCMh Program, BCMh Public Health Nurse Services, and ODH, BCMh Local Health Department Yearly Statistical Report for 2015. The powerpoint presentation covered: Overview, Public Health Nurse Services, Barriers to Care, Caseload and Trends.

Dr. David Grossman noted that this program generates a significant amount of billing helping to maintain the program. Also, sometime ago there was a push from the Ohio Department of Health to move this program away from local health departments. The status of this endeavor is not known at this time. Dr. Grossman stated that he does not support this move. Dr. Ramanathan stated that the services BCMh provides is invaluable to physicians. The BCMh nurses perform many valuable functions, not just coordinating duties for families, but they take care of the entire family. Kelly Burkholder-Allen added that the BCMh nurses serve in many different areas, i.e., help families deal with bed bug issues, housing issues and link them with physicians who might otherwise be out of reach, e.g., Cleveland Clinic.

Dr. Woodson urged administration to contact the Ohio Department of Health, regarding the potential to move the BCMh program away from health departments. Dr. Grossman stated that he plans to attend the Health Commissioner’s Conference in Columbus in May and that he would follow up on this item. Mr. Reinbolt noted that another opportunity to pursue this item was at the upcoming 2016 Legislative & Educational Breakfast meeting on May 2, 2016 sponsored by the Area Office on Aging.

### **Administrative Services**

Joanne Melamed stated that she had previously reported under the Audit/Finance Committee report on the topic of FQHC Reporting.

### **Community and Environmental Health Services**

Eric Zgodzinski stated that work continues regarding PHAB accreditation, Board Member training, and Ohio Revised Code issues. He requested postponement of his report until next month. There was agreement.

### **PIO Report**

Shannon Lands reported as follows: Board members received a copy of the newest Health Department brochure. The brochures were distributed to all our agency, community partners and individuals that we promote, educate and market to. The brochure also follows our brand standard.

Shannon Lands presented our new and updated Health Department website that was launched on Tuesday, March 22, 2016. Ms. Lands highlighted different areas of the website including: easy navigation, appointments, forms (e.g., private practices, rights & responsibilities), Health Center (community outreach), restaurant inspections, news and events, and an A to Z tab for search results. There are also Human Resource documents available for new employees. Board members will also have their picture posted alongside their Board member information.

Dr. Woodson suggested reviewing the following items: health portal, disclaimers, and verbiage (e.g., patient lab results). Joanne Melamed suggested that a presentation could be provided about how the health portal works at the next Board meeting. There was agreement.

### **Other Items and Public Health in the News**

Matthew Sapara commented on an advocacy issue. Sometime ago, legislation passed in the House State legislature that allowed for an excise tax to be placed on tobacco products. There was an amendment to the Budget Bill that allowed certain cities and counties to tap into that. Other cities and counties like Cleveland, Cincinnati and Cuyahoga County have done it, and they have raised a lot of funds. Currently, there are discussions in the community whereby elected officials will decide how to place this item on the ballot and how the money would be spent. This body should be involved in those discussions. Mr. Sapara stated that Mercy would support the Health Department getting funds for that purpose, and he volunteered to pursue this item. There was agreement. Dr. Woodson commented that this issue is very timely.

Dr. Donna Woodson announced that there has been an increase in influenza problems and hospitalizations from influenza and much news about the Zika virus. Dr. Grossman was recently in the news and spoke about influenza and the Zika virus. Also, Eric Zgodzinski spoke about the situation in Curtice, Ohio, and the compressor station.

### **Next Meeting Date**

The next regular Board of Health meeting will be held on Thursday, April 28, 2016 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, Darlene Chaplin made a motion to adjourn the meeting. Perlean Griffin seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:50 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**