

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

**May 26, 2016– 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Perlean Griffin, Matthew Heyrman, Donald Murray, Dr. Vidya Ramanathan, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Donna Woodson

Hans Schmalzried, PhD, attended in a capacity of a Board member and no longer as a Special Assistant to the Health Commissioner.

*Absent:* Reynald Debroas, Matthew Sapara (both excused)

*Guests/New Employee:* Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Meagan Buchler, Jennifer Casertan, Laleh Fathnezhad, MPH Students, UTMC/BG, Ohio Consortium for Public Health; Kari Hepfinger, Public Health Nurse

*Special Guests:* Bob Cole, Attorney, ABLE, and Joe McNamara, Attorney, Law Department, City of Toledo

*Staff:* Rebecca Anderson, Kelly Burkholder-Allen, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, 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. Cindy McLeod introduced Kari Hepfinger, Public Health Nurse. Dr. Grossman noted Bob Cole, Attorney, ABLE, and Joe McNamara, City of Toledo, are present today. Mr. Cole will present on the proposed Lead Ordinance. Joe McNamara will answer any questions relative to the ordinance.

**Minutes of April 28, 2016**

The minutes of the April 28, 2016 meeting were reviewed. Perlean Griffin made a motion to approve the minutes as presented. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Agenda**

Dr. Donna Woodson stated that Bob Cole, Attorney, ABLE, would be added to the agenda. He will report on the proposed Lead Ordinance. This item will be placed under the Environmental Health Issues Committee report. There was agreement.

## **Vouchers**

Matt Heyrman stated that the Audit/Finance Committee had met last Tuesday (May 24). The committee found no major issues with the Bill Schedule. The May vouchers were reviewed and found acceptable. Robert Reinbolt 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 said that there were no items to report.

## **New Business**

### **Confirmation of New Employees/Separations**

Dr. David Grossman reported that there were three newly-hired employees and two separations. Lavelle Clark-Livingston, Community Health Worker, was hired on May 9, 2016 at a rate of \$13.10 per hour. Kari Hepfinger was hired as a Public Health Nurse on May 16, 2016 at a rate of \$23.36. Maria Bibish was hired as a Sanitarian-in-Training on May 16, 2016 at a rate of \$17.51. The Board approved the hiring of these employees at the last Board meeting.

There were two separations. Debora Higgins, Public Health Nurse, resigned on April 29, 2016. An exit interview was held on April 29, 2016.

Faynett Brown, Clerk II, resigned on May 13, 2016. An exit interview was held on May 13, 2016. Mary Duncan participated in the exit interview.

Barbara Conover made a motion to approve the committee report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson announced that Mary Duncan had to resign from the Board of Health as she will become a member of the Waterville City Council. The City of Waterville is contemplating making a new appointment to the Board of Health.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee had met this morning prior to the Board meeting and addressed the following item:

#### **Haupricht Excavating – Variance Request**

This item dealt with training for David Haupricht. The 6 hours of CEU's were completed on February 26, 2016, that is retroactive for 2015. He still had 6 hours to do this year. This is a short window. Also, the Ohio Revised Code has been in place and allows these individuals to catch up. Recommendation from the committee to allow a variance to David Haupricht of Haupricht Excavating.

#### **Motion**

Robert Reinbolt made a motion that the Board grant a variance to David Haupricht of Haupricht Excavating. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray stated that the committee would work to develop a process regarding these types of variances. (Action Item)

### Lead Ordinance

Dr. Donna Woodson stated that Board members had received information about the proposed Lead Ordinance last month. The ordinance would require rental properties built before 1978 to be deemed safe from lead hazards before they can be rented out to tenants.

Bob Cole announced that an agreement was reached between the Toledo Lead Prevention Coalition and the Mayor of the City of Toledo on the proposed Lead Ordinance. The Mayor has approved this item to go forward with the process and now it will be presented to Toledo City Council on June 14. One critical issue that arose during discussions was the need for the Health Department's involvement regarding duties and responsibilities for implementation and compliance regarding the ordinance. A copy of the proposed Lead Ordinance, a summary, and a flowchart was distributed. An explanation was provided regarding the mechanics of the ordinance and how the process would work.

A question was asked about uncollected fines that might rack up to \$10,000 or more. Joe McNamara replied should that occur that the case would be turned over to the City of Toledo prosecutor for legal action.

Bob Cole stated that the Health Department would play an important role including submitting reports to City Council about what was working and or not working and any adjustments that might be necessary.

Mr. Cole stated he would like the Board of Health to fully support the ordinance as it has been proposed by the Mayor of the City of Toledo and the Toledo Lead Prevention Coalition by formal adoption of the ordinance. On an informal level he would like to ensure that the Health Department is actively involved in helping to get City Council to pass the ordinance.

### Motion

Donald Murray made a motion that the Board fully supports the proposed Lead Safe Residential Rental Units Ordinance for the City of Toledo recommendation to support. Dr. Vidya Ramanathan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

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

### Personnel Committee

Robert Reinbolt reported that the committee met on May 12, 2016 to review the applications received for the Deputy Health Commissioner position based on recruitment efforts. The committee reviewed the resumes and decided to make a recommendation to the Board to hold on further recruitment efforts regarding this position. The committee also decided to appoint an Interim Deputy Health Commissioner while the committee reviews the direction of our strategic plan, potential restructure, how this ties into FQHC, and other factors. A Board of Health Retreat is planned for next month where this item (Deputy Health Commissioner position) will be addressed. The committee made a recommendation that Eric Zgodzinski be

appointed as an Interim Deputy Health Commissioner. Eric Zgodzinski is currently the Director of Environmental and Community Health Services. He would serve in a dual role at this time. Board members received a copy of Mr. Zgodzinski's resume and letters of recommendation. Mr. Reinbolt stated that Mr. Zgodzinski had accepted this position on an interim basis.

Matt Heyrman inquired about the rate of pay for Mr. Zgodzinski. Mr. Reinbolt stated that the agreed upon rate was 10 percent above his current rate.

#### Motion

Donald Murray made a motion that the Board approve Eric Zgodzinski as Interim Deputy Health Commissioner at a rate of 10 percent increase, effective immediately. Hans Schmalzried seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray made a motion to approve the committee report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson thanked Hans Schmalzried for his role as a consultant to the Board on an interim basis. The recommendations he made were important contributions.

(Dr. V. Ramanathan left at approximately 10:00 a.m.)

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

Matthew Heyrman reported that the committee met on May 24, 2016 and reviewed the following items: April Financial Status, May Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations and other items-FQHC Clinic Reports and Business Plan (Draft)

#### Update – Grant Funded Programs

There were nine notices of award and ten pending grant applications. The committee discussed one pending grant application—Toledo Lucas County Getting to 1 in the amount of \$200,000. This grant is in partnership with the Hospital Council of NW Ohio. The grant provides for two Community Health Workers and one Coordinator. There would be a new match for this grant. There is a potential financial impact to the general fund later on.

#### Contracts

There are ten contracts in the month of May 2016. Most of them are contract extensions and not many of them had much financial impact.

#### 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 April 2016 in the ordinary course of business. Total transfer is \$68,416.04 consisting of changes in various expense categories.

Donald Murray made a motion to approve the resolution. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of April 2016 in the amount of \$63,777.67. This represents revenue estimate and appropriation of additional and new dollars to the Healthy Start Initiative Year 3 and Medicaid Administrative Claiming 2016, and reduction in appropriations for Healthy Start Initiative Year 1 and WIC 2015.

Donald Murray made a motion to approve the resolution. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### FQHC Reporting

Joanne Melamed distributed the following reports/graphs: Total FQHC Expenditures, Profit/Loss Comparison, and 2016 Number of Patients Seen Trend.

Joanne Melamed noted that while FQHC expenses are at a steady rate, total FQHC revenue is doing well. Figures indicate that revenue increased during the first quarter of 2016.

FQHC is tracking billable visits. The goal is to reach 24,800 for the year. Billable visits from January through April total 5,332, reaching 22% of the goal.

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. April 2016 receipts were \$264,893.49, which included \$110,164.89 drawdown of the federal FQHC grant funds. April 2016 expenses were \$289,427.22.

### Business Plan

A Business Plan has been developed to address a potential shortfall in the General Fund for 2016 and to develop a strategy to achieve a prudent cash balance by the end of the fiscal year and beyond. The strategy is twofold—to increase revenue and reduce expenses. Since January 2016, we started to implement cost savings and we will maximize revenue potential from different sources which are available to the Health Department.

Joanne Melamed went over the cost saving strategies and revenue enhancement strategies in detail. She noted an important item under the revenue enhancement strategies report, item 7. This item deals with political subdivision settlement increase based on annual Consumer Price Increase, 1% estimated for 2018. Justification was provided. We have been flat for 7 years and our Health Department took an 8% cut several years ago. This has been very difficult for our department. The Health Department had made a promise to the District Advisory Council (DAC) to stay flat, but that promise expires in 2017. We plan to start discussions with the DAC, townships, villages and cities about the need for increased contributions.

Donald Murray made a motion to accept the committee report. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Facility Committee

Barbara Conover said that the committee did not meet this month. No report.

### Old Business

## **Follow-Up Items**

No follow-up items.

## **FQHC Update**

Rebecca Anderson reported a FQHC meeting was held on May 10, 2016. Randy Runyon, President and CEO of the Ohio Association of Community Health Centers, gave a presentation titled *Health Center Board Training*. A copy of the PowerPoint presentation was provided. Dr. Donna Woodson, Robert Reinbolt and Mary Duncan, members of the Board of Health, attended the meeting.

A copy of the *Board of Health and FQHC Board Authority and Responsibility* summary was distributed to Board members for review. This is the HRSA Governance Policy Information Notice – Basis for Co-Applicant Agreement and FQHC Bylaws.

Rebecca Anderson reported that Kathy Vasquez, President of the FQHC Board, had submitted her resignation. Dr. Joseph Dake, Vice President, has stepped in and has been holding meetings this past month. Also, Mary Duncan has recently resigned from the Board of Health due to her appointment to the Waterville City Council and certain specifications in their charter. She has agreed to serve on the FQHC Board. The FQHC Board plans to hold a special meeting on May 31, 2016 to work on policies and to prepare for the upcoming site review, which is scheduled for June 14-16. It is our understanding that the site reviewers will hold discussions with members of the FQHC Board. Currently, there is much work to be done. We have many documents to submit to the site reviewers by next Friday, June 3. More documents will be provided to them by June 14. Rebecca noted that Joanne Melamed, Jennifer McCloskey, Kathy Fuhr and herself would provide the required documents. Future plans include the submission of a \$35,000 grant (no match) for training.

Dr. David Grossman gave kudos to Rebecca. He said of health departments and FQHC combinations there are only four in Ohio, and three of them are in Northwest Ohio.

## **Division Reports**

### **Health Services**

Kelly Burkholder-Allen reported that work began on preparing a Back to School Event, which will be held on Friday, August 12. We are also working with the Salvation Army and they are contemplating doing a back pack give-away on the same day.

Jerry Kerr, AIDS Program Coordinator, gave a PowerPoint presentation on “*TLCHD Naloxone Programs*”. Topics covered: Pharmacy education and distribution clinic for the public, Outreach distribution mobile events, Training first responders and providing naloxone, Training social service agencies and Sheriff’s Dept. DART team naloxone distribution.

Our pharmacy has provided over 100 naloxone kits to members of the public. We hope that two advertising campaigns, one from the Ohio Department of Health, and one from the Lucas County Mental Health Board, will increase our business. Scott Sylak, CEO, Lucas County Mental Health Board, has offered funds to produce our own naloxone training video that we can use in our naloxone dispensing clinic.

### **Administrative Services**

Joanne Melamed stated that she had previously reported under the Audit/Finance Committee report on FQHC Reporting and Business Plan. She also reported that we are undergoing a regular audit. Because we are converting from cash to a different accounting procedure, there is a need to report on two and one-half years of information. Also, the financial report was submitted to the Weber O'Brien auditors. They will return in June for additional testing. The auditor suggested that we take an extension to the end of August to get our final report to the Auditor of State.

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

Eric Zgodzinski reported that the newly-formed Efficiency Committee has been meeting this past month. It is comprised of a group of individuals from the department whose task is to review cost cutting measures and revenue enhancement. The group includes Alice Dargartz, Eric Zgodzinski, Kelly Burkholder-Allen, Rebecca Anderson and ten other individuals. This group will also look at other issues, such as, making improvements, morale issues, employee recognition, etc. Next Friday, there will be an Employee Appreciation Day relative to PHAB.

### **PIO Report**

Shannon Lands reported on the following items: Zika Forum, Free Advertising, MomsEveryday Minute, and Drive the Lead Out Golf Outing.

#### **Zika Forum**

On May 24 we hosted a Zika Forum for public health, healthcare professionals, first responders, physicians and nurses at Toledo Hospital. Dr. David Grossman gave the welcoming speech. There were 109 individuals in attendance, and we received news coverage from all media outlets.

#### **Moms Everyday Minute**

Eric Zgodzinski presented on an Overview of Zika. Board members viewed the interview. Our interviews will start airing in 60 markets across the nation starting June 2.

#### **Drive the Lead Out Golf Outing**

This year our Drive the Lead Out Golf Outing will take place on Saturday, September 10, starting at 8 a.m. The event will be held at the Heatherdowns Country Club. Last year, we raised over \$5,000. Sponsorships are available for this year's event.

### **Health Commissioner's Comments**

Dr. David Grossman stated that the lead issue was covered today. The Health Department will definitely be involved and we will house the program here.

There was a recent BLADE editorial, "We can move the needle on Public Health". The tone of the article seemed to indicate that we are not doing what other big cities are doing. The article mentioned several items including food deserts. Our Health Department has been involved in corner stores for a number of years. ProMedica has announced that it will open the Ebeid Institute's Market on Madison Avenue to sell fresh fruit and educate customers about healthy eating. Also, Toledo has many bike paths already. Dr. Grossman is working on a response to the editorial.

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

Dr. Donna Woodson noted the following items in the news:

The Toledo Bar Association will hold its annual meeting tonight at St. Luke's Hospital. The topic will be *Marijuana Legalization and Medical Implications*. The target audience will be for doctors and lawyers. Dr. David Grossman is one of the speakers.

There were two big items in the news. The adult smoking rate has dropped, it is the most significant decline in 20 years. Also, CDC reported a significant drop and all time low for teen birth rates, especially in the Hispanic population.

A Board of Health Retreat is planned for Saturday, June 18, 2016 from 8:30 a.m. to 12 noon at the UTMC Simulation Center. There will be a tour of the facility after the retreat.

### **Next Meeting Date**

The next regular Board of Health meeting will be held on Thursday, June 23, 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, Donald Murray made a motion to adjourn the meeting. Robert Reinbolt seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:15 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**