

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

July 28, 2016– 8:30 A.M.

Swearing In Ceremony

Dr. Donna Woodson announced that Thaddeus (Ted) M. Kaczorowski is our newest Board of Health member from the City of Waterville. Mr. Kaczorowski fills the unexpired term of Mary Duncan, who resigned from the Board of Health upon her appointment to the Waterville City Council in April 2016. His term will run until July 2020. Kevin Pituch, Assistant Prosecutor, conducted the swearing in ceremony for Ted Kaczorowski.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Dr. Vidya Ramanathan, Robert Reinbolt, Barbara Sarantou and Dr. Donna Woodson

Absent: Reynald Debroas, Donald Murray, Matthew Sapara and Hans Schmalzried (all excused)

Guests/New Employees: Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch and Brenda Meyer, Assistant Prosecutors; Brianne Freeman and Rebekah March, MPH Students, UTMC/BG, Ohio Consortium for Public Health

Staff: Mike Allison, Rebecca Anderson, Kelly Burkholder-Allen, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed and Eric Zgodzinski

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

Introduction of Guests

Eric Zgodzinski asked staff to introduce themselves. Dr. Donna Woodson acknowledged the Masters of Public Health students who were present today.

Minutes of June 23, 2016

Dr. Woodson stated that the minutes of the June 23, 2016 meeting were sent out ahead of time for review. Darlene Chaplin made a motion to approve the minutes as presented. Perlean Griffin seconded the motion. Motion carried.

Agenda Additions

Dr. Donna Woodson noted that the agenda has a new look. It was changed to improve efficiency, sequencing of items and flow. She asked for additional suggestions and none were offered. Dr. Woodson said that there would be an executive session to consider appointment, employment, promotion or compensation of a public employee or official. It will be held after the Audit/Finance Committee report and before the Personnel Committee report.

New Business

Media Liaison Policy

Shannon Lands, Public Information Officer (PIO), presented a Media Liaison Policy for Board consideration and passage. She explained the policy is for interaction between staff or Board of Health members and members of the media.

A suggestion was made that the Board table this item until next month. This would allow our legal department and Board members to review the document in detail. There was agreement.

Vouchers

Matt Heyrman reported in the absence of Donald Murray. Mr. Heyrman reported that the Audit/Finance Committee had reviewed all of the material. The committee found no major issues with the Bill Schedule. The July vouchers were reviewed and found acceptable.

Resolution (2016.07.087): Robert Reinbolt made a motion to approve the Bill Schedule. Barbara Conover seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Legal Update

Kevin Pituch stated that there have been three different Lead Ordinances introduced to the Toledo City Council. They were submitted by ABLE, Councilman Rob Ludeman and Councilman Larry Sykes. He noted that if an ordinance is adopted, the sanitarians would be required to follow the Ohio Revised Code regulations, rather than the ordinance.

Health Services/FQHC Committee

Eric Zgodzinski reported that last month the Board discussed the possibility of combining a new ad-hoc committee with existing ones [WLCC and Legislative]. Mr. Zgodzinski proposed that a new Health Services/FQHC Committee be formed instead. The following members volunteered to serve: Barbara Conover, Donald Murray, Dr. Vidya Ramanathan, Barbara Sarantou and Matthew Sapara.

Motion – New Committee

Resolution (2016.07.088): Dr. Donna Woodson made a motion that the Board establish a new standing committee titled, Health Services/FQHC Committee. Matt Heyrman seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Infectious Disease Prevention: Syringe Exchange Program (SAP)

Rebecca Anderson stated that Board members had received information about opioid abuse, the Syringe Access Program and blood borne infectious disease prevention programs via email. She provided background information on the SAP program and its benefits. A request to support the program was asked for.

Motion

Resolution (2016.07.089): Matt Heyrman made a motion that the Board supports the Health Department's coordination of a Syringe Access Program (SAP) in which no full-time or part-time employees are brought on and funded by the General Fund to coordinate or run the program. Barbara Sarantou seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Audit/Finance Committee

Matt Heyrman reported that the committee met on July 27, 2016 and addressed the following items: June Financial Status, July 2016 Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations and FQHC Clinic Reports.

Update – Grant Funded Programs

There were 12 pending grant applications.

Contracts

There are 10 contracts in the month of July 2016. Mr. Heyrman stated that currently TLCHD provides five public health nurses to the Sylvania school district. The Health Department has requested Sylvania Schools to contact the Health Commissioner by February 2017 regarding their intent to continue their services with our agency at full cost, which would be \$257,728 for the 2017-2018 school year.

Other Items – Transfers of Appropriations

There is a need for a Transfer of Appropriations for June 2016.

Resolution (2016.07.090): Robert Reinbolt made a motion to approve the transfer of \$127,224.03. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

There is a need to change the Revenue Estimates and Expense Appropriations for the month of June 2016 in the amount of \$88,515. This represents new revenue estimate and appropriation for Minority Health Grant for fiscal year 2017 and additional revenue estimate and appropriation for Child and Family Health Services Council fiscal year 2016.

Resolution (2016.07.091): Robert Reinbolt made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of \$88,515 for June 2016. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

FQHC Reporting

Joanne Melamed will report on this item later in the meeting.

Motion

Resolution (2016.07.092): Darlene Chaplin made a motion to accept the committee report, with the understanding that the Board will discuss the FQHC and its financial impact later on in today's meeting. Barbara Sarantou seconded the motion. A vote was taken 9 yeas, 0 nays. Motion carried.

Executive Session

Resolution (2016.07.093): Darlene Chaplin made a motion that the Board go into executive session to consider the appointment, employment, promotion or compensation of a public employee or official. Barbara Sarantou seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

Dr. Donna Woodson excused everyone from the meeting except Board members, legal counsel (Kevin Pituch and Brenda Meyer) and Health Commissioner (Eric Zgodzinski). The Board went into executive session at approximately 9:40 a.m.

(Dr. Vidya Ramanathan left at 10:15 a.m.)

Resolution (2016.07.094): Matt Heyrman made a motion that the Board return to regular session. Robert Reinbolt seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

The Board returned to regular session at approximately 11:15 a.m.

Personnel Committee

Robert Reinbolt stated that the committee met more than once this past month, most recently on July 26, 2016.

Motion – Job Description for Health Commissioner

Resolution (2016.07.095): Robert Reinbolt made a motion to accept the job description for Health Commissioner on a full-time basis. Darlene Chaplin seconded the motion. A roll call vote was taken:

Darlene Chaplin – Yea
Barbara Conover – Yea
Reynald Debroas – Not available
Perlean Griffin – Yea
Matthew Heyrman – Yea
Ted Kaczorowski – Abstained
Donald Murray – Not available
Dr. Vidya Ramanathan – Not available
Robert Reinbolt – Yea
Matthew Sapara – Not available
Barbara Sarantou – Yea
Hans Schmalzried – Not available
Dr. Donna Woodson – Yea

Voting: 7 yeas, 0 nays, 1 abstained, 5 not available. Motion carried.

Motion – New Job Description – Medical Director

Resolution (2016.07.096): Robert Reinbolt made a motion that the Board accept a new job description for Medical Director on a part-time basis, anticipating working 10 hours per week, with a flex schedule per the Health Commissioner's approval. The effective date is June 23, 2016 (date of last Board meeting). Matt Heyrman seconded the motion. A roll call vote was taken:

Darlene Chaplin – Yea
Barbara Conover – Yea
Reynald Debroas – Not available
Perlean Griffin – Yea

Matthew Heyrman – Yea
Ted Kaczorowski – Abstained
Donald Murray – Not available
Dr. Vidya Ramanathan – Not available
Robert Reinbolt – Yea
Matthew Sapara – Not available
Barbara Sarantou – Yea
Hans Schmalzried – Not available
Dr. Donna Woodson – Yea

Voting: 7 yeas, 0 nays, 1 abstained, 5 not available. Motion carried.

Motion – Retirement of Dr. David Grossman

Resolution (2016.07.097): Robert Reinbolt made a motion to set the pending retirement of Dr. David Grossman subject to his discussions with the Ohio PERS pension system. The anticipated timeframe is September 2016. The Board will offer Dr. Grossman the position of Medical Director on a part-time basis. Darlene Chaplin seconded the motion. A roll call vote was taken:

Darlene Chaplin – Yea
Barbara Conover – No
Reynald Debroas – Not available
Perlean Griffin – Yea
Matthew Heyrman – No
Ted Kaczorowski – Abstained
Donald Murray – Not available
Dr. Vidya Ramanathan – Not available
Robert Reinbolt – Yea
Matthew Sapara – Not available
Barbara Sarantou – No
Hans Schmalzried – Not available
Dr. Donna Woodson – Yea

Voting: 4 yeas, 3 nos, 1 abstained, 5 not available. Motion carried.

H.R. Directions and Instructions

Robert Reinbolt reported that the Personnel Committee reviewed the document titled “H.R. Directions and Instructions.” This item deals with Human Resources functions, actions, and responsibilities.

Eric Zgodzinski explained that this document was previously discussed last February. One issue that requires a board motion is that the Health Commissioner would be given the ability to terminate a probationary employee without approval by the Board. Brenda Meyer said that she had discussions with several Board members, as well as Mr. Zgodzinski, regarding this issue. This is both a statutory and contractual issue. It also involves a timing issue that does not always fit within the Board’s regularly scheduled monthly meeting; this explains why this issue was put forward.

Mr. Reinbolt reported that the Personnel Committee had reviewed and recommended the following personnel actions:

Dr. Bushra Aouthmany will be hired to replace Dr. Frogameni in the Dental clinic. Angelica Espino will be hired as a Clerk 1. All references were checked and found to be positive. She is bilingual and would be a good addition in Vital Statistics. Susan A. Koogan will be hired as a Clerk 1. She had a great reference check. The Personnel Committee recommends approval of these appointments.

Mr. Reinbolt provided the Confirmation of New/Separated Employees report. There were no new hires this month. There were four separations: Andrea Ramon, Clerk 1, retired effective June 30, 2016. Jakob Collins, Health Educator, resigned effective June 30, 2016. Julie McCarthy, Sanitarian-in-Training, resigned effective July 8, 2016. All three employees received exit interviews. Board member Perlean Griffin participated in the exit interviews.

Cassandra Grant, Social Worker, had a voluntary resignation, effective July 20, 2016. Ms. Grant's probationary period had been extended. No exit interview was held.

Motion

Resolution (2016.07.098): Perlean Griffin made a motion to approve the entire Personnel committee report. Darlene Chaplin seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Brenda Meyer stated a concern with part of the report, which dealt with delegating the ability for the Health Commissioner to terminate employees during their probationary period. A suggestion was made to have a roll call vote on this as a separate item. The reason is that the Board is delegating a specific authority and thereby giving up its authority to take a specific action. There was agreement.

Motion – Delegation of Authority

Resolution (2016.07.099): Robert Reinbolt made a motion that the Board approves and delegates to the Health Commissioner the right to terminate employees during their probationary period. Barbara Sarantou seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

(Barbara Conover and Barbara Sarantou left at approximately 11:45 a.m.)

Environmental Health Issues Committee

Eric Zgodzinski reported for Donald Murray. The committee met on July 25, 2016 and addressed the following items:

McCarver's Mobile Food Facility

Sherry McCarver, owner of McCarver's BBQ, was summoned for a hearing with the committee. She agreed to be in full compliance with the requirements that were necessary. However, an inspection conducted on July 26, 2016 revealed that she was not compliant.

Unpaid Food Licenses

Two facilities have not paid for their food license. These two cases will be forwarded to the Prosecutor's Office for further action.

Ozzie's Carryout

The owner is moving forward in the process to replace the septic system.

Lead Ordinance

There are now three proposals before the Toledo City Council regarding a new Lead Ordinance. City Council is in the process of reviewing each proposal.

(Note: There was no quorum to approve the committee report. The Board will approve this committee report next month.)

Facility Committee

Eric Zgodzinski reported for Barbara Conover. We want to look at whether this building is the most efficient way to do business and whether this location is the best location. Administration will ask the Facility Committee to conduct a feasibility study to determine what items can be fixed or whether it makes more fiscal sense to replace the building. Mr. Zgodzinski stated that the Health Department does not have the funds to conduct a study by a consultant and will begin an informal study. Mrs. Conover has agreed to take on this issue.

Prior and Pending Business

FQHC Update

Rebecca Anderson reported on the following items: grants, site visit report, Board training, pilot project (extended hours WLCC) and laboratory services.

Two grants were submitted to HRSA—Patient-Centered Medical Home grant for \$35,000 and an IT grant for over \$54,000.

We received our FQHC site visit report from HRSA. Our FQHC site passed 11 out of 19 requirements, and we are currently working on the remaining 8 requirements. Our action plan will be submitted to our Project Officer by the end of next week. Both the Board of Health and the FQHC Board will receive training sometime in January. The Project Officer will set up the training.

We are currently conducting a pilot project to provide extended hours at the Western Lucas County Clinic. Dr. Ilo and a nurse have volunteered to work on the first Saturday of the next three months in the morning. A schedule was set for the months of August, September and October.

Robert Reinbolt agreed that this was a good idea. He urged that items such as this be brought before the Board in the future, due to cost ramifications and other issues.

Rebecca Anderson also reported that Dr. Ilo had suggested the use of Path Labs. This would allow our patients to receive complete laboratory services at WLCC. This issue was discussed as to feasibilities.

Continuation of Audit/Finance Committee Report

FQHC Clinic Reports

Joanne Melamed distributed various clinic data reports to Board members including Total FQHC Expenditures, Billed Visits by Month, and 2016 Number of Patients Seen Trend. The recent FQHC site visit recommended the establishment of a separate fund for all FQHC activities—revenue and expenses. It made a recommendation to conduct all financial activity in the FQHC fund with an allocation of tax dollars as a permanent transfer of funds from the General Fund to support Health Center programs.

Follow-Up Items

Eric Zgodzinski stated that the Board had asked him to review the Co-applicant Agreement. The legal department has reviewed the document. It was concluded that our Co-applicant Agreement followed the same format as the Erie County contract, which is a very solid contract. The FQHC Coordinator is in the process of securing comments and/or concerns regarding the agreement; this is due today.

DIVISION REPORTS

Community and Environmental Health Services

Samantha Eitniear, Acting Director, reported as follows. The Environmental Health Unit is involved with the City of Toledo in regard to the Land Bank program, which involves renovations and demolitions. This will require “as-needed” rat baiting by the Health Department. This past month there were over 5,500 shares on social media regarding a restaurant complaint. Our inspection of the facility found no violations. Plans include follow up at the restaurant.

PIO/Marketing

Shannon Lands reported on the following items: New TLCHD newsletter, Naloxone Advertising Campaign, Drive the Lead Out Golf Outing, and Local Promotion of the New Health Commissioner. Board members were invited to attend a special event to “Welcome our new Health Commissioner” on Thursday, August 4, 2016 from 5:00-7:00 p.m. at the Toledo Museum of Art – Glass Pavilion.

Health Services

Kelly Burkholder-Allen reported that the Health Department will hold its second Annual Back-to-School Blast event on Friday, August 12, 2016, from 8:30 a.m. to 3:00 p.m. on the front lawn of the Health Department. Many services will be available for everyone including vaccinations for children and dental and vision exams to those who need them.

Health Commissioner’s Comments

Eric Zgodzinski reported that on Thursday, August 25th at 7:45 a.m. Administration will serve breakfast for staff and Board of Health members. This will give everyone a chance to network. This event will take place prior to the regularly scheduled Board meeting.

Other Items and Public Health in the News

Dr. Donna Woodson noted a recent BLADE editorial (7-8-16) titled, "We need a plan for health". The countyhealthrankings.org recently reported that Lucas County is not a healthy place to live and placed it at No. 73 out of 88 counties. The Health Department is in the process of drafting a Strategic Plan to address this issue; it will involve the entire community.

Next Meeting Date

The next regular Board of Health meeting will be held on Thursday, August 25, 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, Robert Reinbolt made a motion to adjourn the meeting. Quorum was not met. The meeting ended at approximately 12:25 p.m.

Signed:

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

Attested By:

**Eric J. Zgodzinski, MPH, RS, CPH
Secretary to the Board**