

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

**September 25, 2014 – 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, Perlean Griffin, Matthew Heyrman, Donald Murray, Robert Reinbolt, Barbara Sarantou, Dr. Christopher Sherman, Dr. Donna Woodson

*Absent:* Hans Schmalzried (excused)

*Guests:* Cindy McLeod, ONA Representative; Jennifer Gottschalk, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Thelma Asare, Intern; Leann Wood, Intern; Amy Ponziani, Intern; Lauren Liebioh, Epidemiologist; Joshua Niese, Supervisor-Environmental Health; and Sam Schwandner, Information Technologist

*Staff:* Mary Frank, Barbara Gunning, Joanne Melamed, Larry Vasko, Eric Zgodzinski

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

**Introduction of Guests**

Larry Vasko introduced Cindy McLeod, Jennifer Gottschalk, Kevin Pituch, Thelma Asare, Leanne Wood, Amy Ponziani, Lauren Liebioh, Joshua Niese and Sam Schwandner.

**Minutes of August 28, 2014**

The minutes of the August 28, 2014 meeting were reviewed. The following changes were made: On page two, under the heading ABLE – Lead Ordinance, paragraph two, last line, add the word “economic” after “minimal”. In paragraph three, line two, change sentence to read: “Children affected by lead poisoning are known to have behavioral problems such as impulse control issues, lack of being able to focus, and documented loss of IQ.” In the last sentence change the word “growing” to “disproportionately increasing” and strike the word “primarily”. There was agreement.

Robert Reinbolt made a motion to approve the minutes as amended. Barbara Sarantou seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson noted an executive session today. Larry Vasko announced that under the Environmental Health Issues Committee there were plans to present a first reading of the Environmental Health Fees, but this item was not on the agenda. He requested a first reading of the proposed fees. There was agreement.

## **Vouchers**

Dr. Christopher Sherman said that the Audit/Finance committee met on September 23. The committee found the Bill Schedule to be satisfactory and recommended approval. The Board reviewed the Bill Schedule. Darlene Chaplin made a motion to approve the payment of the September vouchers. Robert Reinbolt seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Dr. Donna Woodson announced that Dr. David Grossman could not attend today's meeting as he was recently hospitalized. The Board sends its best wishes to Dr. Grossman.

## **Old Business**

### **Prosecutor's Update**

Dr. Donna Woodson said that the Board would go into executive session to discuss pending litigation.

### **Executive Session**

Barbara Conover made a motion that the Board go into executive session to discuss pending litigation. Donald Murray seconded the motion. A roll call vote was taken: 11 yeas, 0 nays. Motion carried. The following individuals were requested to stay: Larry Vasko, Joanne Melamed, Barbara Gunning, Eric Zgodzinski, Jerry Bingham and Joshua Niese. The Board went into executive session at approximately 8:42 A.M. and returned at approximately 9:05 A.M.

Donald Murray made a motion that the Board go into a second executive session to discuss contract negotiations. Dr. Christopher Sherman seconded the motion. A roll call vote was taken: 11 yeas, 0 nays. Motion carried. The Board went into a second executive session at approximately 9:06 A.M. and returned at approximately 9:50 A.M.

Dr. Donna Woodson requested that Perlean Griffin and Mary Duncan serve on the Negotiation Team. Ms. Griffin and Ms. Duncan both agreed.

### **Ad-Hoc Committee Report (WLCC)**

Robert Reinbolt said that there was no report.

## **New Business**

### **ABLE – Lead Ordinance**

Larry Vasko reported that Attorney Bob Cole from ABLE had presented on the proposed Lead Ordinance last month. He noted that there was an outstanding item that needed attention regarding a \$25 renewal fee/supplemental fee to help form a Compliance Fund. Last month, a decision had been made to place this item in the Environmental Health Committee for further discussion and analysis of the costs.

Matt Heyrman made a motion that the Board on behalf of the Lucas County Health Department supports the Toledo's Lead Safe House Ordinance, with the recommendation that on page 9 of the proposed ordinance that the section dealing with the \$25 renewal fee be

stricken. There was agreement. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. 1 abstained (R. Reinbolt). Motion carried.

### **Federally Qualified Health Center (FQHC)**

Larry Vasko reported that October 7, 2014 is the deadline for submission of the FQHC application. Barbara Gunning and Joanne Melamed are working on this project. Mr. Vasko also reported that he had made a decision to change the name from “Premier Health Center of Northwest Ohio” to “Toledo-Lucas County Health Center (TLCHC)”. Mr. Vasko highlighted several items currently being addressed including: logos, networking with other FQHC’s, co-applicant agreement, FQHC Board membership, and other detailed activities.

### **Confirmation of New Employees**

Larry Vasko reported we have 3 new hires and 3 separations. Lisa Hawthorne-Price was hired as a Public Health Nurse on September 2, 2014 at a rate of \$21.40 per hour. Kristen Sheely was hired as a Health Educator on September 3, 2014 at a rate of \$16.97 per hour. Donna Baldwin-Mickey, OD, was hired as an Optometrist on September 8, 2014 at a rate of \$75.00 per hour.

Stacy Weber, Marketing PIO Coordinator, resigned effective September 9, 2014. Deborah Frogameni, Dentist, resigned effective September 11, 2014. Dorian Mundy, Community Health Worker, had a change in status. She is working with our agency through the University of Toledo Medical College.

Darlene Chaplin made a motion to accept the report. Reynald Debroas seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee met on September 15, 2014 and addressed the following items: Update on the Roadhouse, Lead Program, Cost Methodology (Proposed Fees); and Harmful Algal Boom/CASPER Project.

#### **Roadhouse**

An appeal was filed on this case and the anticipated date for the appeal will be around October 2, 2014. No Board action is necessary. The process will move forward at this point.

#### **Lead Program**

Matt Heyrman has made a motion to move forward with this item.

#### **Cost Methodology – 2015 Proposed Environmental Fees**

There will be a first reading of the 2015 Proposed Environmental Fees. There were several changes to the proposed fees this year. Donald Murray explained each fee in detail. Some fees will increase, some will decrease and some will stay the same. In addition, one or two fees may be eliminated, such as, the “Pink Slip” program. The committee questioned whether a \$1,000 late penalty fee was legal. Kevin Pituch, Prosecutor’s Office, determined that it was a legal fee.

### Sewage Rules

All health departments have been utilizing 1977 rules for sewage throughout the state. In January of 2015, the State will be updating these rules to include the requirement for counties to establish operation and maintenance (O&M) programs which include permits for individual household sewage treatment systems. The State does not mandate how these programs and permits are implemented or funded. Matt Heyrman expressed concern over the Administration's proposal to fund the new O&M program and permit requirements through an "Annual Operational Permit" fee stating it was not clear what service residents would receive for the fee every year. Matt Heyrman said he would like to work with the Administration through the Environmental Health Subcommittee to develop another model for funding the new State required program and permits. As to not cause undue delay, Matt Heyrman suggested accepting everything on the 2015 Proposed Fee Schedule today, with the exception of the annual operational permits and the retention of the mortgage and "pink slips" fees. There was agreement.

### Proposed 2015 Environmental Fees – First Reading

Matt Heyrman made a motion that the Board pass the first reading of the 2015 proposed Environmental Fees. Donald Murray seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### Licensing Council Re-appointment

The Licensing Council met on September 11, 2014 and re-appointed Reynald Debroas to the Board of Health.

Robert Reinbolt made a motion to approve the report. Darlene Chaplin seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### Facility Committee

Robert Reinbolt reported that the committee met on September 18, 2014 and reviewed the following items: Building Lease, Building Maintenance, Parking Lot Expansion, and Building Walk Through.

There was general discussion of the above items, but no formal action taken. The committee discussed the elevators and roof repair. The City of Toledo Fleet management has indicated that bids are out and there should be word about these items within the next few days. The committee went on a building tour that revealed where the roof leaks were located. Mr. Zgodzinski reported that one supervisor in Environmental Health had suffered a fall due to the water leaks. Parking was also discussed. Administration and the committee support the expansion of the existing parking lot at an approximate cost of \$400,000. The present building lease has expired. There will be more discussion on this item.

Donald Murray made a motion to approve the report. Barbara Conover seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### Personnel Committee

No report.

### Audit/Finance Committee

Dr. Christopher Sherman reported that the committee met on September 23, 2014 and reviewed the following items: August 2014 Financial Status, September Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations and other items – FQHC Co-Applicant Agreement..

### Grant Funded Programs

Total applications in the amount of \$4,597,653 for 2014 fiscal years and during this same time period we were awarded \$4,381,721 in funding. Total applications in the amount of \$8,551,584 for 2015 fiscal years and during this same time period we have been awarded \$6,513,021 in funding.

We received one notice of award:

1. Healthy Start Initiative - \$562,500.

We have 5 pending grant applications:

1. Immunization Action Plan Application - \$161,165
2. Dental Sealant Program - \$75,000
3. Creating Healthy Communities - \$125,000
4. Partnership to Improve Community Health - \$47,970
5. Affordable Care Act New Access Point for an FQHC Application - \$650,000

### Review – Contracts

There are 4 contracts in the months of August/September:

1. TParker & Co. - \$4,500 (branding, design and public relations services for the Health Center and Health Services)
2. City of Toledo (Rodent/Abatement) - \$93,550
3. Board of Regents of the University of Nebraska – (Ohio Equity Institute) - \$40,000
4. Bowling Green State University – (Reducing the Risk – Pregnancy Prevention) - \$48,555

### 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 August 2014 in the ordinary course of business. Total of transfers was for \$232,769.73, consisting of changes in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations in the month of August 2014 revenue estimates and expense appropriations are \$2,840,812.40, representing new program dollars for Healthy Start Initiative and WIC grants, and additional dollars for CFHS FY2015 grant.

Donald Murray made a motion to approve the resolutions as read. Barbara Conover seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Bob Reinbolt inquired about the TParker & Co. qualifications. Barbara Gunning explained that the TParker & Co. representative made a presentation to our department and was highly recommended. She can do our web layout and emergency communications.

#### Other Items – FQHC Co-Applicant Agreement

Co-Application Agreement for the FQHC is due to the grant writer by Friday, September 26, 2014. The committee discussed the duties and responsibilities of each party to the agreement.

Dr. Sherman said administration presented the committee with a “Final Draft” as it has not yet been approved by our legal department. However, this document needs to accompany the grant application, which will be submitted sometime next week. The committee indicated that this was something it could support and, according to administration if there is no down side, to include it in the packet as changes could be made at any time.

Donald Murray made a motion to accept the “Final Draft” pending legal approval. Robert Reinbolt seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Donald Murray made a motion to approve the report. Robert Reinbolt seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

#### Contracts

There were no additional contracts.

### DIVISION REPORTS

#### Administrative Services

Joanne Melamed reported as follows: Dr. Woodson has reviewed a total of 13 policies and procedures. However, these policies are not yet incorporated into the actual policies. The cash handling policy and the breastfeeding policy are being reviewed. A report will be forthcoming. Board members were urged to review all policies and procedures for their input and consideration.

We are also developing reporting methods for FQHC billing reporting. A new module for specific FQHC HRSA is being added.

Kevin Halligan will again be involved with Tent City, which will be held on Saturday, October 25, 2014. Vital Statistics will open that day to issue birth certificates. Kevin Halligan instructed the ICS 300 and 400 courses. The cost for the courses is covered by FEMA.

#### Community and Environmental Health Services

Eric Zgodzinski reported as follows: The programs in Environmental Health are going to change in the near future. A powerpoint was presented. He reported on future cell phone usage, education, policy development, PHAB, staff training, social media and other items. Mr. Zgodzinski noted that grants continue to shrink and Environmental Health needs to explore other ways to fund itself.

## Health Services

Barbara Gunning reported on the following items: Office of Minority Health, Personal Responsibility Education, Electronic Records, Employee Success Story, Flu Clinics, HIV Prevention, Healthy Start Grant, Creating Healthy communities, Advocacy, Breastfeeding Support, and WGTE PSA Spots.

### Office of Minority Health

On September 10, the Commission on Minority Health hosted a presentation by Jason Reece from OSU. He spoke about the importance of place as a social determinant of health.

### Personal Responsibility Education Program

Carol Haddix is conducting PREP Facilitator Training for the Department of Youth Services.

### Electronic Records

The Dental Clinic will be implementing electronic records and digital radiography the week of October 6.

### Employee Success Story

Clark Allen, WIC Supervisor, was highlighted in the September edition of Wise and Well regarding good health and well-being.

### Flu Clinics

A Flu clinic calendar for the month of October was distributed to many individuals and organizations.

### HIV Prevention

HIV Prevention staff walked in the Toledo Pride parade and helped ARC Ohio test 69 people.

### Healthy Start Grant

The Health Department was awarded a HRSA Healthy Start grant. The grant award totals \$3.5 million over 5 years. April Snelling led the grant writing team.

### Creating Healthy Communities

On September 11, CHC program staff presented at “Paths to a Healthier Pinellas” conference in Largo, Florida.

### Advocacy

On September 4, Barbara Gunning with others from OPHA, met with Dr. Frieden, CDC Director, and Senator Brown to discuss Infant Mortality, poor health rankings, the opiate epidemic, the low level of Federal funding, and the concept of a Public Health Institute. We are requesting additional funding to Ohio for public health and through a Public Health Institute.

### Breastfeeding Support

Gloria Shortridge, Breastfeeding Support Coordinator, received a gift from a CDC physician for special services that were provided. Barbara Gunning read a thank you letter to Nancy Benedetto also for services provided.

### WGTE PSA Spots

Fostering Healthy Communities donated three PSA spots on WGTE to the Lucas County Ohio Equity Institute.

The new 2013-2014 Health Assessment data is now released. Now we will be involved in developing our Strategic Plan using the data from this report. It has information about both infant health and adult health. Dr. Woodson said this is the basis upon which the health department bases many of its programs. She suggested a plan to report on specific items in the near future. Two items include the fact that smoking has decreased from 25% to 19% in Lucas County and the incidence of depression in adolescents and suicides in teenagers has risen.

### Health Commissioner's Comments

Larry Vasko, Deputy Health Commissioner, commented as follows: Congratulations to Dr. Donna Woodson for her reappointment to the Board of Health. She represents the City of Maumee. The re-appointment is for a four-year term.

### Fall Health Commissioners' Conference

Mr. Vasko attended the Fall Health Commissioners' Conference in Columbus, Ohio. He learned that our health department is being recognized in different areas. Columbus wants to benchmark on our activities with the Ohio Equity Institute and some others as well. Also, Eric Zgodzinski is being recognized for his leadership and involvement with the Ohio Environmental Health Association.

### 24/7 Drug Take Back

We need to get the word out more. This Saturday, September 25, will be our Drug Take Back event at the Health Department.

### Flu shots for staff

We can now require our staff to be vaccinated against the flu. There will be some medical exemptions.

### Naloxone

We have 50 doses of Naloxone in our building. We hope to provide Naloxone training for law enforcement personnel in Lucas County soon.

### House Bill 92 – Syringe Exchange Program

It does not look like the Senate will pass this Bill this year.

### ONA / AFSCME Negotiations

Union negotiations will soon begin involving both unions. Our teams have been established.

### Board of Health Training

The board of health is required to have two hours of training on detailed topics. It includes Board governance, structure, etc. We will provide copies to Board members of the Board member training.



### National Preparedness Month

September is National Preparedness Month. We recently held our CASPER event.

### New Director of Health

Rick Hodges is the new Director of Health. He is from Archbold, Ohio. He was previously a State legislator and Director of the Ohio Turnpike Commission.

### Public Health in the News

Dr. Donna Woodson commented on public health in the news items. The front page of today's newspaper featured Mary Sheehy, Public Health Nurse, administering flu shots in our clinic.

### Next Meeting

The next regular Board of Health meeting will be held on Thursday, October 23, 2014 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

There was a suggestion to combine the November and December Board meetings. The date chosen was December 11, 2014 due to financial reporting deadlines. There was agreement.

### Adjournment

Donald Murray made a motion to adjourn the meeting. Barbara Conover seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:55 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**