

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

September 24, 2015 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Reynald Debroas, Dr. Christopher Sherman (both excused)

Guests: Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Beth Dorsey, Shawnderra Glaspo, Kay Thwe Kyaw, Tina Pencheff, Azzia Thompson, Intern/Student, University of Toledo MPH; Dave Blyth, AFSCME Ohio Council 8

Staff: Mary Frank, Dr. David Grossman, Barbara Gunning, Shannon Lands, Joanne Melamed, Eric Zgodzinski

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

Swearing-in Ceremony

Dr. Donna Woodson announced that Matt Sapara, City of Oregon, was initially going to be appointed as a new Board Member; however, the appointment did not take place. Dr. Grossman noted that Matt Sapara appears to be interested in being a Board member and would likely be appointed at the next Oregon City Council meeting. A brief update of Mr. Sapara's background and experience was provided.

Dr. Grossman also noted that there is a potential Board member from Sylvania Township who is interested in being a Board member. The District Advisory Council will be contacted regarding this individual. Dr. Grossman also mentioned that Barbara Sarantou was recently reappointed to the Board. She represents the City of Toledo and is one of four appointments from Toledo.

Matt Heyrman inquired about the need to have another medical doctor on the Board. Dr. Woodson replied that this was a good idea. She urged Board members to submit the names of any interested doctors.

Introduction of Guests

Dr. David Grossman introduced Nathan Fries, Cindy McLeod, Shannon Lands, Kevin Pituch and Dave Blyth from AFSCME Ohio Council 8. There are also five students from the University of Toledo. The students introduced themselves.

Minutes of August 27, 2015

The minutes of the August 27, 2015 meeting were reviewed.

The following suggestions were made: On page 4 under “Roof”, last line, spell out “CIP – Capital Improvement Projects”. On page 4, line 1 and 6, change “hearing” to “meeting”. On page 5, change title “from “Upgrades of Security Cameras” to “Capital Improvement Projects Request”. Under “Budget for Building Improvements” add sentence: “Upgrades of security cameras was discussed.” On page 11 under “Public Health in the News” line 3, change “unfortunate” to “noted”. On line 4 after “...presenters.” add sentence: “The Mental Health & Recovery Services Board was also a presenter.” There was agreement.

Donald Murray made a motion for approval of the above-noted changes. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson said that the item regarding the swearing in ceremony regarding Matt Sapara was deleted. There were no other changes on the agenda.

Vouchers

Matt Heyrman reported that the Audit/Finance Committee met on September 22, 2015 and reviewed the September vouchers. The committee found the September Bill Schedule to be satisfactory and recommended approval. Board members reviewed the September Bill Schedule.

Mary Duncan made a motion to approve the payment of the September vouchers. Barbara Conover seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Old Business

Follow-Up Items

There were no follow-up items.

Prosecutor’s Update

Roadhouse

Kevin Pituch reported that there was an agreement in place that Eric Zgodzinski had previously negotiated; but it appears that Mr. Kadri is trying to avoid some requirements of the agreement. The court had initially set a hearing date of September 23, 2015; however, something came up. It is anticipated that the hearing will be rescheduled before the next Board meeting.

Federally Qualified Health Center (FOHC)

Barbara Gunning reported that the Health Center Board has been meeting on the second Tuesday of the month. She listed all the Board members on this particular board. So far, the list consists of: Richard Meeker, Mina Aiad, Linda Parra, Al Stevens, Dr. Joseph Dake, Jacky Dale, Elworth Turner, Patricia Chatman and Carol Shull. There is a requirement that the composition of the Board is over 51 percent consumers, and this requirement has been met. Barbara Gunning stated that these Board members are very engaged and have been very

helpful in this new process. The Bylaws require a minimum of nine Board members and our goal is to have eleven.

Also, during the developmental stages of and prior to becoming a FQHC, several staff members became Board members. They include Dr. David Grossman, Larry Vasko, Joanne Melamed and Barbara Gunning. However, around November, these individuals will no longer serve as Board members. The last meeting consisted of the Board orientation. This allowed the Board members to become acquainted with each other and their responsibilities. A slate of officers will be drafted soon; it will include a President, a Vice President and a Secretary/Treasurer.

Barbara Gunning reported that most of the medical providers are now in place. They include: Nurse Practitioners Nancy Pahl and Kristin Spinelli, and Dr. Eugenia Ilo, and Dr. Katherine Boehme. Recruitment efforts continue for a dental provider. One big advantage is that some of these providers are bringing some of their own patients to our clinics. It was noted that Dr. Williams is currently on contract. Every nurse practitioner must have a Standard Care Agreement, so Dr. Williams was hired to oversee and provide consultation to Kristin Spinelli for pediatrics. However, now that we have hired a pediatrician (Dr. Boehme), she will sign the Standard Care Agreement. Consequently, Dr. Williams' contract will terminate.

New Business

Confirmation of New Employees

Dr. David Grossman reported that there were six newly-hired employees and one separation this past month.

Samantha Brown was hired as a Community Health Worker on September 8, 2015 at a rate of \$12.72 per hour. Kelsey Coates was hired as a Clerk 1 on September 14, 2015 at a rate of \$10.65. Kristin Spinelli was hired as a Nurse Practitioner on September 14, 2015 at a rate of \$46.70. Raeschel Walker was hired as a Community Health Worker on September 14, 2015 at a rate of \$12.72. Katherine Boehm, M.D., was hired as a physician on September 15, 2015 at a rate of \$76.92. Nancy Pahl was hired as a Nurse Practitioner on September 15, 2015 at a rate of \$40.28. Charity Duncan, Community Health Worker, resigned effective August 31, 2015.

Donald Murray made a motion to accept the report. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee did not meet this past month; however, today there will be a second reading of the proposed 2016 Food Fees. This item was referred to Eric Zgodzinski.

2016 Food Fees – Second Reading

Eric Zgodzinski stated that the proposed 2016 Food Fees for the second reading were in the Board packets. He noted that some adjustments were made on the fees for the second reading and that there would likely be a final adjustment for the third and final reading. The adjustments are not huge. He explained that regarding vending we could only increase the

amount by our Consumer Price Index (CPI) , which is usually 3 percent. Another issue regarding vending dealt with the number of inspections, which resulted in low fees for vending. Work continues on this item.

Mr. Zgodzinski reported that some research is being done right now regarding bringing down costs for certain Lot Split Reviews. The current fee is \$350.

Motion

Donald Murray made a motion for the second reading of the 2016 Food Fees. Matt Heyrman seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Personnel Committee

Robert Reinbolt stated that there was no formal report today; however, the committee met this morning prior to the regular Board of Health meeting. This item regarding compensation will be discussed during executive session.

Facility Committee

Barbara Conover stated that there is no report today.

Audit/Finance Committee

Matt Heyrman reported that the committee met on September 22, 2015. The committee reviewed the following items: August 2015 Financial Status, September Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: General Discussion

We received 2 notices of award:

1. Women, Infants and Children (WIC) - \$2.3 million
2. Margaret Toth Fund - \$18,000 to continue to expand and enhance our primary care vision program for low income, under insured children and adults.

We have 9 pending grant applications:

1. Immunization Action Plan - \$171,765
2. Dental Sealant Program - \$76,660
3. Sexually Transmitted Diseases - \$49,568
4. HIV Prevention - \$285,039
5. Partnership to Improve Community Health (PICH) Corner Stores Smoke Free Housing - \$98,839
6. Partnership to Improve Community Health (PICH) Smoke Free Housing - \$62,136
7. Creating Healthy Communities - \$125,000
8. Minority Health Month - \$3,000
9. Ohio Chapter 2016 Program – Centering Pregnancy - \$35,000

Contracts

There are 8 contracts in the month of September:

1. Ohio Department of Jobs and Family Services – Refugee Health Screening - \$70,218
2. University of Toledo – Partnership to Improve Community Health Program - \$13,440
3. Toledo Community Foundation – Vision Program - \$18,000
4. Prevent Blindness, Ohio Affiliate - \$2,000

5. Mercy St. Vincent Medical Center – extension of contract term
6. Lucas County Mental Health and Recovery Services Board - \$90,000
7. Centers for Disease Prevention (CDC) – Public Health Associate – No economic impact.
8. Daniel Williams, M.D. - \$500 per month, not to exceed \$6,000 per year.

Joanne Melamed reported on items 7 and 8 above. She said on Tuesday, she did not have these two contracts to present to the Audit/Finance Committee. They were subsequently presented and added to the A/F committee minutes.

She also reported on the Ohio Chapter 2016 Program, Centering Pregnancy from the March of Dimes. The application is for \$35,000.

Barbara Gunning added that the Health Department had submitted two grants for centering. We received a note to submit a full application, which was done. This is the United Way grant for centering. We believe that our chances for getting this grant look very favorable.

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 2015 in the ordinary course of business. Total transfer is \$56,926.03 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 August 2015 in the amount of \$2,823.60 for Medical Reserve Corps (MRC).

Donald Murray made a motion to approve both resolutions. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Other Items

The committee discussed performance based, one-time, lump sum awards for members of the non-bargaining team (NBU). The Personnel committee is scheduled to meet on Thursday, September 24 to discuss this item. The committee also discussed the FQHC budget, and the personnel assigned to the (new) Health Center. FQHC grant is for \$541,667.

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

DIVISION REPORTS

Community & Environmental Health Services

Eric Zgodzinski reported on the following items:

Job & Family Services Building (J&FS) - Update

At the last Board meeting we reported that there was no correlation regarding Legionella between the building and the employees. Shortly afterwards, CDC reported that there was in fact a correlation between J&FS, the cooling tower and legionella. The linkage involved only

one patient with Legionella 5—which is extremely unique. There has been no definable outbreak of Legionella 5 in a cooling tower in the United States until now. We are in the process of drafting a report on this case. Mr. Zgodzinski stated that he felt something needs to be done next year. He said that he would like the Board of Health to ultimately support an effort legislatively at the state level asking for guidance/regulations that would help our commercial industries who have cooling towers. Mr. Zgodzinski stated he would prepare a white paper for next month on this issue. The Environmental Health Committee will also be involved in this process.

Dr. Donna Woodson requested that this item is sent to Board members prior to the meeting. Mr. Zgodzinski stated that he would send it out.

Public Health Accreditation Board (PHAB) Accreditation – Board of Health

Board members will soon receive training regarding PHAB accreditation. There was a powerpoint presentation on the topic of “PHAB and Public Health”. Mr. Zgodzinski stated that PHAB is relative to all health departments. They must continuously look at their operations regarding how they are doing things to improve the quality and performance of their programs. PHAB wants improved health outcomes. The Health Department is looking at all 12 Domains. It is our goal to follow the Domains subsequently leading to improved health outcomes.

Board members were presented three documents: Boards of Health and Public Health Accreditation; Domain 12: Maintain Capacity to Engage the Public Health Governing Entity; and Domain 12 (12.1, 12.2 and 12.3).

Board members will be asked about the Health Department in general, but mainly about Domain 12. The main areas covered will include: roles authority and responsibilities of the Health Department and the Board of Health; knowledge on the Health Department’s overall legal authority, obligations, responsibilities and the Board’s supporting role; and engagement in the Department’s overall obligations and responsibilities.

Board members will participate in a mock site review prior to the actual site review. The presenter will be an individual who is either involved in participating and/or conducting site reviews for PHAB. It is anticipated that the timeline for the site visit would be either one year to one and one-half years. Board members will be notified at least two months before the site visit.

Health Services

Barbara Gunning reported as follows:

Healthy Start

Our Healthy Start grant is to help prevent low birth rate babies. We have a “reproductive life plan” that helps women think about their goals regarding having children and planned pregnancies. The plan is being adopted by the ProMedica System and the Mercy System. Also, the Buckeye System would like to use it across the state. We are also presenting this plan at a statewide convention in Columbus on November 30 and December 1.

The United Healthcare Community Plan of Ohio generously donated \$5,000 in gift cards to the Healthy Start Program.

Community Health Improvement Plan (CHIP)

The Community Health Improvement Plan was released on September 15th and over 150 people were in attendance. The report is on our website. Dr. Woodson said everyone who worked on the CHIP plan did a good job. Many varied programs were involved.

Drug Take Back Day

Our pharmacy is sponsoring a Drug Take Back Day on Saturday, September 26 at the Health Department. Additional services including blood pressures will be provided.

Flu Clinics

A flu clinic schedule was distributed. The flu vaccine is \$30 this year.

Healthy Corner Stores

On September 11 our staff hosted a Healthy Corner Store program kick-off at the Madison Market downtown.

Health Center New Providers

Three new Health Center providers were added to our staff: Kathryn Boehm, M.D., Nancy Pahl, CNP and Kristen Spinelli, CNP.

Vision Program

We received \$18,000 from the Margaret Toth Fund to expand the hours of the Vision program. We offer vision services during the summer both at the downtown and Western Lucas County Clinic locations and some holidays at the downtown location when schools are not in session. These dollars will allow the optician to work on Fridays from 1:00 to 4:45 pm.

Naloxone Training

This type of training continues. So far, Naloxone training has been provided to six different agencies in Lucas County including the Sheriff's Department.

Administrative Services

Joanne Melamed reported as follows:

Joanne Melamed presented the FQHC budget and went over the budget in detail. The budget consisted of the federal grant request and the non-federal grant request information. Also distributed was a budget justification report regarding the FQHC budget. Certain documents, such as, a balance sheet and an income statement would now be required documents to be submitted monthly to HRSA. The FQHC grant is for \$541,667. It is estimated that 20,000 patient visits will yield \$2,182,000 in program income and \$605,916 will be contributed from the General Fund in total, the FQHC budget is \$3,329,583 for expense appropriations and revenue estimates. The personnel assigned to the Health Center were also discussed.

PIO/Marketing Update

Shannon Lands, PIO, reported on the following items:

Lead Issues

There was a local media interview on Lead issues earlier this month. Lissa Guyton, Channel 13, interviewed Gloria Smith, Public Health Nurse/Lead Case Manager, regarding the Lead issues that Lucas County is facing. At that point we also identified a family where four out of five children had higher blood levels in their blood. A news clip regarding this particular family and Lead issues involved was shown. Gloria Smith was also in the news clip. At the end of the clip, Lissa Guyton said that individuals could go to www.13ABC.com to learn more about free testing at the Health Department. Ms. Guyton also announced our “Drive the Lead Out Golf Outing” event on September 12 at Ottawa Park.

Shannon Lands said that Mayor Paula Hicks Hudson had attended the Golf Outing. She offered a welcoming to all the golfers, provided background about the Lead program, and how important this issue is to the City of Toledo and Lucas County. Robert Reinbolt, Dr. Grossman, Larry Vasko and several staff members also participated.

Moms Everyday Update

Advertising analytics were presented for the month of August, which looked pretty good. We have a presentation on Disaster Preparedness for September, and Eric Zgodzinski will be the presenter. It will be broadcast a couple of times a month and it will also appear on the Channel 13 website. Board members viewed the ad. In October, Mary Sheehy, Public Health Nurse, will present on our flu clinics, adult vaccinations, and travel vaccinations.

Thread Marketing

Thread Marketing has provided some new collateral pieces, literature, and templates. Health marketing materials were viewed. These materials are uniform and can be used by all staff members for sending out the same message in a single voice. There will also be one uniform powerpoint presentation that all staff members can use on behalf of the Health Department.

Drug Take Back Day

There will be a press release about the Drug Take Back Day which is Saturday, September 26, 2015 at the Health Department. The information has been posted on our social media and our website.

Executive Session

Dr. Donna Woodson announced that there would be an executive session to discuss compensation of a public employee or official. Dr. Woodson requested only the presence of all Board members for the executive session. Perlean Griffin made a motion that the Board go into executive session to discuss compensation of a public employee or official. Barbara Conover seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. The Board went into executive session at approximately 10:35 a.m. and returned to regular session at approximately 11:15 a.m.

(Matt Heyrman and Hans Schmalzried left at approximately 11:10 a.m.)

Robert Reinbolt reported that the Personnel Committee took no formal action at their meeting earlier today, but there was discussion pertaining to the authority given to the Health Commissioner pertaining to pay adjustments. Mr. Reinbolt said that he would like a motion regarding pay adjustments.

Motion

Barbara Conover made a motion that we would clarify the previous action taken by the Board that would allow the Health Commissioner to make pay adjustments as appropriate as long as they are within the range of the pay group that was established by the Board. Darlene Chaplin seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Compensation Committee

Dr. Donna Woodson stated that another issue to discuss dealt with the Compensation Committee, which refers to Health Commissioner Dr. David Grossman's compensation. The committee had met immediately following the last Board meeting. The Compensation Committee consisted of: Mary Duncan, Perlean Griffin, Hans Schmalzried and Dr. Donna Woodson. Robert Reinbolt, chair of the Personnel Committee, was unable to attend the meeting due to a City emergency. Dr. Woodson stated that she had a conversation with Mr. Reinbolt the day before, and he was in agreement with the committee's recommendation. Donald Murray also attended, although he was not an official member of the committee.

The committee recommended changing the salary range for the Health Commissioner from a minimum of \$68 to a maximum amount of \$130 per hour. The Compensation committee had voted unanimously and recommended that the Health Commissioner's salary be adjusted within that range. This action would be retroactive to January 1, 2015.

Motion

Perlean Griffin made a motion to approve the above-noted plan, that the Board change the salary range for the Health Commissioner from a minimum of \$68 to a maximum of \$130 per hour, with a retroactive date to January 1, 2015. Mary Duncan seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Robert Reinbolt said he wants the Personnel Committee to be involved in updating employee evaluation form. Dr. Woodson agreed. Dr. Woodson added that the Personnel Committee should review the results of employee survey.

Health Commissioner's Comments

Dr. David Grossman thanked the members of the Compensation Committee and chair of the Personnel Committee for the above-mentioned action.

Regarding Job & Family Services and Legionnaire's Disease; it was Legionella Type 1 sub group 5. It is anticipated that this particular case would eventually be published. Also, several months ago, there was discussion about an outbreak of a rare micro-bacterial infection from a local eye doctor. The initial article has been written and peer reviewed. It will appear in the *Morbidity and Mortality Weekly Report* (MMR) publication.

Sometime ago a Health Department employee had filed an Ohio Civil Rights Commission claim regarding unlawful discriminatory practices. We recently received notification that OCRC has discharged the claim, based on "no probable cause".

Board members are now considered Health Department employees. Board members received a United Way Employee Contribution form. Dr. Grossman noted that donations could now be made to our 501c(3) agency, directly to health funding. Board members were asked to submit the form to Mary Frank, who is working on the United Way Campaign.

Other Items

Barbara Gunning announced that Board members could receive a flu shot either today or at the next Board of Health meeting in October.

Dr. Donna Woodson asked if Board members wish to hold the next Board meeting at the Western Lucas County Clinic site. She noted that sometimes the November and December Board meetings were combined. Barbara Gunning stated that currently WLCC is undergoing a fair amount of remodeling at this time. Dr. Grossman added that there was also an issue with furniture. The Board decided to hold the next Board meeting at the downtown location due to a certain amount of remodeling work at the WLCC site.

Public Health in the News

Dr. Donna Woodson noted a recent newspaper article regarding Wood County where a Rossford man allegedly pointed a shot gun at a Wood County Health Department inspector. She requested a report of any similar incidents here in Lucas County involving our staff. We need to ensure that our employees have the needed protection they need and that they are safe. Eric Zgodzinski stated that there is a protocol in place for these types of situations. He cited a recent case where the Maumee police were called. The situation dealt with an individual who became combatant (verbal) with one of our staff members. Four policemen showed up at the scene. Our employees have received prior training and more training is being scheduled for self-protection.

Kudos was given to our Health Department staff for handling the recent Legionella Disease outbreak at the Job & Family Services Building.

The Centers for Disease Control (CDC) recently reported on the decline of smoking. Findings indicate that only one in seven adults—age 18 and older—smoke cigarettes. In the 1950's, the figure was close to one in two adults. The figures are pretty dramatic. Kudos was given to Dr. Grossman, this Board, and the City of Toledo for the role they played regarding passage of the Clean Indoor Air Act.

Next Meeting

The next regular Board of Health meeting will be held on Thursday, October 22, 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. Perlean Griffin seconded the motion. The motion passed unanimously. The meeting adjourned at 11:30 A.M.

Signed:

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

Attested By:

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