

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

**January 28, 2016– 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, Robert Reinbolt, Matthew Sapara, Barbara Sarantou, Dr. Donna Woodson

*Absent:* Donald Murray, Hans Schmalzried, Dr. Christopher Sherman (all excused)

*Guests:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch and Brenda Meyer, Assistant Prosecutors

*Staff:* Mary Frank, Dr. David Grossman, Barbara Gunning, Shannon Lands, Joanne Melamed, Dave Miller, Larry Vasko, Eric Zgodzinski

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

**Introduction of Guests**

Larry Vasko introduced Kevin Pituch, Brenda Meyer, Dena Nowakowski, Cindy McLeod, and Shannon Lands.

**Minutes of December 17, 2015**

The minutes of the December 17, 2015 meeting were reviewed.

The following changes were made:

On page 3, change name from “Matthew Heyrman” to “Matthew Sapara”. On page 8, last paragraph, line 8, change “receive” to “reached”. On page 8, line 4, change “...resulted in...” to “...resulted from...”. There was agreement.

There was a question on page 7, last paragraph, regarding Dr. Grossman’s statement about being fully staffed. Dr. Grossman explained that the statement was relative to the clinics being full staffed.

Robert Reinbolt made a motion for approval with the above-noted changes. Perlean Griffin seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson noted that this is the first meeting of the year and that our Bylaws require the election of officers. This item will take place today before Old Business. The ballots were distributed. Dr. Woodson also requested an executive session to discuss

personnel issues. This item will take place after Confirmation of New and Separated Employees. There was agreement.

### **Vouchers**

Matthew Heyrman reported the Audit/Finance Committee had met last Monday. Some questions were raised at that time and answered in a reasonable manner. Mr. Heyrman inquired about the vendor Geophyta, Inc. regarding soil and design for household sewage treatments systems for \$4,000. Eric Zgodzinski explained that the Health Department contracted with that company to do soil evaluations for our grant from the Ohio EPA and Ohio Department of Health. These are pass through dollars from the Health Department to the contractor.

Darlene Chaplin made a motion to approve the Bill Schedule. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Prosecutor's Update**

#### **Roadhouse**

A court date was originally scheduled for this case; however, this triggered another set of motions for another court date. The owner is now interested in meeting with members of the Environmental Health Committee.

### **New Business**

#### **Confirmation of New Employees**

Larry Vasko reported that we have four new hires and one separation this past month. Paul Robinson was hired as a Community Health Worker on January 4, 2016 at a rate of \$13.10 per hour. Gail Koonce was hired as a Community Health Worker on January 4, 2016 at a rate of \$13.10. Both positions are new positions in the Minority Health program. Lindsey Rodenhauser was hired as a Health Educator on January 20, 2016 at a rate of \$18.53. She replaced Jill Heine. Shawnterra Glasgow was hired as a Health Educator on January 25, 2016 at a rate of \$18.53. She replaced Zyishia Bailey, who moved into a Coordinator position.

Julie Nye, Sanitarian, resigned effective January 27, 2016. Mrs. Nye took a position at the Wood County Health Department.

Dr. Donna Woodson noted that last month there were four newly-hired employees. She asked if any budgetary problems were detected due to these new hirings and if there was an urgent need for these. Barbara Gunning explained that these positions are grant funded positions. Joanne Melamed noted that the two Community Health Worker positions required a match and the other two Health Educator positions did not require a match. The CHW positions are under the FQHC grant and are budgeted for 2016. The budgeted amount for both positions is approximately \$60,000.

Robert Reinbolt noted that the budget is a challenge this year. Joanne Melamed explained that we were aware of our obligations regarding FQHC requirements, as well as appropriated general fund dollars for these positions. Larry Vasko noted that the CHWs would have the

responsibility of assisting in the Medicaid sign-up process. This could be an opportunity for these patients to receive their health care at our facility.

Robert Reinbolt stated that the Personnel Committee had a concern with not having some type of prior authorization before new employees started work. He stated that the Personnel Committee recommended that a process be put in place that there is some type of authority given to the committee from the Board.

Dr. Woodson said that next month, if the Board is in agreement, she would like to have a report on enrollment numbers as a result of the two additional Community Health Worker positions.

Matthew Sapara inquired about background checks for new employees. Larry Vasko offered an explanation regarding procedure.

Dr. Woodson asked for a motion to accept the committee report. Robert Reinbolt requested an individual vote. There was agreement.

The hirings and terminations were presented for an individual vote as follow:

Newly-hired employees:

Paul Robinson, Community Health Worker, effective January 4, 2016, rate of pay - \$13.10 per hour.

Voting: 8 yeas, 2 nays (P. Griffin, R. Reinbolt). Motion carried.

Gail Koonce, Community Health Worker, effective January 4, 2016, rate of pay - \$13.10 per hour.

Voting: 9 yeas, 1 nay (R. Reinbolt). Motion carried.

Lindsay Rodenhauser, Health Educator

Voting: 10 yeas, 0 nays. Motion carried.

Shawnterra Glasgow, Health Educator

Voting: 10 yeas, 0 nays. Motion carried.

Separation

Julie Nye, Sanitarian

Voting: 10 yeas, 0 nays. Motion carried.

**Executive Session #1**

Mary Duncan made a motion that the Board go into executive session to discuss employment, dismissal, discipline, demotion or compensation of public employees. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board went into executive session at approximately 8:58 a.m.

Dr. Woodson asked everyone to leave the meeting with the exception of all Board members and legal counsel (Kevin Pituch and Brenda Meyer).

(Reynald Debroas left at approximately 11:00 a.m.)

Robert Reinbolt made a motion that the Board return from executive session to regular Board meeting. Perlean Griffin seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried. The Board returned to regular session at approximately 11:57 a.m.

Dr. Donna Woodson stated that after many hours, days and discussions of meetings including today's meeting, the Board would vote today on a very serious matter regarding the employment of Larry Vasko as Deputy Health Commissioner of the Toledo-Lucas County Regional Health District. The Board has offered Larry Vasko the option of resigning today before this vote is taken that would be for his termination effective today of employment with the Toledo-Lucas County Regional Health District. He has turned that down. Dr. Woodson asked for a motion for the termination, effective today, of the employment of Larry Vasko by the Toledo-Lucas County Health Department.

#### Motion

Perlean Griffin made a motion for the termination of the employment of Larry Vasko by the Toledo-Lucas County Health Department, effective today. Robert Reinbolt seconded the motion. A roll call vote was taken. Voting: 9 yeas. 0 nays. Motion carried.

Dr. Woodson stated that this was a difficult situation. Mr. Vasko was dismissed from the table. Mr. Vasko stated that he would like to stay for the remainder of the meeting because this was an open meeting.

asked if Mr. Vasko would leave. Mr. Vasko made a request and it was granted that he stay for the remainder of the meeting.

#### **Environmental Health Issues Committee**

Donald Murray, chairman, was not present. There was no report

#### **Facility Committee**

Barbara Conover said there was no committee report today.

(Perlean Griffin and Barbara Sarantou left at approximately 12 noon)

#### **Personnel Committee**

Robert Reinbolt distributed the Personnel Committee meeting minutes of January 8, 2016.

The committee discussed several issues to include the following:

Retire/Rehire policy to be revised by Dr. Grossman to include yearly evaluations, as conducted for all executive staff members and yearly review/approval by the Board. Will be presented to Mr. Reinbolt for review and comment before presenting to the Board.

Interim Director Discussion-Memo to be sent out appointing one when needed.

Succession Policy comments from Dr. Grossman distributed to Board members present. Concern expressed over some changes suggested. More discussion needed. Dr. Woodson will ask the Ad hoc committee to meet on this issue.

Follow up discussion on the employee survey and recent staff changes. After some discussion on issues of concern, it was suggested, and Dr. Grossman agreed, for a few Board members to meet with employees interested in sharing their thoughts. Dr. Woodson will set up for the week of January 11.

Mr. Reinbolt stated that the committee is making a recommendation that the Board seek an outside consultant to review the operation of our clinics and organizational structure. The consultant will make any necessary recommendations and/or suggested changes that could be made to the Board, as well as to the Health Commissioner.

Mr. Reinbolt asked if there were any questions. There were none. Mr. Reinbolt stated that for clarification there were one or two names that were mentioned to him. The person could be brought in to help the administration as well as the Board, to review the options that we have and any potential changes. This item warrants further discussion.

Matthew Sapara made a motion to accept the committee report. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Motion

Matthew Sapara made a motion that the Board seek an outside consultant to review the operation of our clinics and organizational structure. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### **Election of Officers**

Dr. Woodson asked for a volunteer to collect and count the ballots for the position of President and Vice President of the Board of Health. Matthew Sapara volunteered.

Matthew Sapara asked if there were any other nominations from the floor other than Dr. Donna Woodson for the position of President. There were none.

Matthew Sapara then asked if there were any other nominations from the floor besides Robert Reinbolt and Matthew Heyrman for the position of Vice President. There were none.

Matthew Sapara announced that he had counted all the votes for the positions of President and Vice President of the Lucas County Regional Health District. He reported as follows:

#### President

Dr. Donna Woodson was elected President by unanimous vote (9 votes total).

### Vice President

Robert Reinbolt received 6 votes. Matthew Heyrman received 3 votes.

Robert Reinbolt was elected Vice President.

### Audit/Finance Committee

Matthew Heyrman reported that the committee met on January 25, 2016 and reviewed the following items: December 2015 Financial Status, January Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Advance; Other Items: FQHC Clinic Reports and General Discussion of the 2016 General Fund Budget.

### Update – Grant Funded Programs

Per the will of the Board at the last meeting, it was decided not to go over each item line by line; however, per some discussion which occurred in December, as well as at the A/F committee meeting last Monday, the Administration agreed to provide a monthly report to the Board. The report will contain projected matching funds for grants and the matches that have gone out throughout the year so we can more accurately control matching incomes to ensure that the appropriate funds are in place. We also have a pending application for the Affordable Care Act continuation grant, which is from HRSA. This relates to FQHC in the amount of \$681,500 for period June 1, 2016 through June 1, 2017. That is the next phase of FQHC funding.

### Contracts

There are 18 contracts in the month of January 2016. Board members may review the contracts. Some of them are fiscal and some are user agreements.

Mr. Heyrman noted that item 10 regarding Water Pollution Control Loan Fund requires the Health Commissioner's authorization for a grant application.

### Motion

Barbara Conover made a motion that the Board gives the Health Commissioner (Dr. David Grossman) the ability to apply and accept Water Pollution Control Loan fund agreement with OEPA for the repair and/or replacement of failing home sewage treatment systems on behalf of Lucas County. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

### 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 December 2015 in the ordinary course of business. Total transfer is \$179,868.80 consisting of changes in various expense categories.

Matthew Sapara made a motion to approve the resolution. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of December 2015 in the amount of \$124,746.72. This represents revenue estimate and appropriation of new dollars and changes to existing dollars for 2016 Dental Sealant Program, 2016 60+ Program, and Disproportion Toll of Tobacco FY2011.

Robert Reinbolt made a motion to approve the resolution. Barbara Conover seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Mr. Heyrman said that another Board action is necessary today. We have done this for a couple of years now in January. This action would allow us to appropriately balance our books between our special revenue grant fund and our general fund.

He read the following resolution:

Inter-fund cash advance of \$221,407.94 was made from General Fund to Special Revenue Grant Fund as part of December 31, 2015 year end closing. The advance was a temporary reallocation of funds to provide the necessary resources to cover grant expenses for grants on cost reimbursement basis. Grant Fund will pay back to the General Fund \$221,407.94 by January 31, 2016. Resolution of the Board of Health is required to advance the dollars and to pay them back.

Mary Duncan made a motion to approve the resolution. Matthew Sapara seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### FQHC Reporting

The committee discussed FQHC and some of the implications on the clinic and that discussion while elaborate will be forthcoming more at our February 17 discussion of clinics and the Ad Hoc Committee. This item was deferred.

#### 2016 General Fund Budget

In consideration of the current proposed projected challenges in 2016, the discussion on February 17 will have an impact on that as well.

Darlene Chaplin made a motion to accept the committee report. Mary Duncan seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Old Business

#### Follow Up Items

##### Possible dba Name Change

Dr. Woodson stated that the issue regarding a name change had come up for some time and Mr. Sapara had asked that the Board look at any costs associated with a name change. The cost would include cost for stationery, signage, and other items. She noted that Mr. Vasko had provided a report (Projected Cost with an Agency Name Change) to the Board. The

report provided projected costs of approximately \$6,621.00 (less than \$10,000). It did not include costs for the Western Lucas County Clinic.

Robert Reinbolt made a suggestion to defer this item to a future meeting. There was agreement.

The Board decided to defer the FQHC Coordinating Committee Report, FQHC Update and division reports due to time constraints.

Barbara Gunning requested Board approval to submit a new grant for Reproductive Health Services to the Ohio Department of Health. Joanne Melamed said that the grant would help the general fund regarding current employees.

#### Motion

Robert Reihbolt made a motion that the Board approve the submittal of the Reproductive Health Services grant for \$350,000 to the Ohio Department of Health. Matthew Sapara seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### **Public Health in the News**

Dr. Donna Woodson noted that there were a number of items regarding the Health Department in the last few weeks that were all positive.

#### **Executive Session #2**

Barbara Conover made a motion that the Board go into executive session to discuss personnel issues. Matthew Sapara seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried. The Board went into executive session at approximately 12:00 p.m.

Dr. Woodson asked everyone to leave the meeting with the exception of Board members.

Barbara Conover made a motion that the Board return from executive session to regular Board meeting. Matthew Sapara seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried. The Board returned to regular session at approximately 12:15 p.m.

#### Motion

Matthew Heyrman made a motion that all employee hirings and separations are approved by the Chairman, or designee, of the Personnel Committee in the interim of the creation of a new policy. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Motion

Matthew Heyrman made a motion that the Board refer the creation of a new policy related to employee hirings and separations to the Personnel Committee. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### **Next Meeting**

The next regular Board of Health meeting will be held on Thursday, February 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, Matthew Sapara made a motion to adjourn the meeting. Darlene Chaplin seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 12:35 p.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**