

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

**November 19, 2015 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

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

*Absent:* Darlene Chaplin, Reynald Debroas, Matthew Sapara, Dr. Christopher Sherman (all excused)

*Guests:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Christina Perkins, Kathryn Robaszekiewicz, Lindsey Rodenhauser, MPH Students, UT BGSU; Dorian Mundy, Toledo-Lucas County Health Department/MPH Student; Stephanie Meyer, Medical Student, UTMC

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

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

**Introduction of Guests**

Larry Vasko introduced Kevin Pituch, Dena Nowakowski, Cindy McLeod, Shannon Lands, Stephanie Meyer, Christina Perkins, Dorian Mundy, Lindsey Rodenhauser, and Kathryn Robaszekiewicz. Dr. Woodson announced that Stephanie Meyer would be starting next week in the first of its kind elective from the College of Medicine in Public/Population Health.

**Minutes of October 22, 2015**

The minutes of the October 22, 2015 meeting were reviewed. The following changes were made: On page 9 under 2016 People of Vision Award Dinner, line two, change name from “Dr. Hames Ravin” to “Dr. James Ravin”. On page 11, under Adjournment, change name from “Donald Murray” to “Barbara Sarantou”. There was agreement.

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

**Agenda**

There were no changes on the agenda.

(Matt Heyrman arrived at approximately 8:35 a.m.)

## **Vouchers**

Barbara Conover reported that the Audit/Finance Committee met on November 17, 2015 and reviewed the November vouchers. The committee found the November Bill Schedule to be satisfactory and recommended approval. Board members reviewed the November Bill Schedule.

Robert Reinbolt made a motion to approve the payment of the November vouchers. Hans Schmalzried seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

## **Old Business**

### **Follow-Up Items**

We will hold these items until Dr. Grossman arrives.

### **Prosecutor's Update**

Kevin Pituch reported as follows:

#### **Roadhouse**

We anticipate a hearing date will be scheduled by the end of this year.

#### **House on Bonsels Street**

The Prosecutor's Office obtained a Temporary Restraining Order (TRO) against the owner of the house, which was a California bank. It was reported that an individual had purchased this property under land contract, but the person was evicted from the house pending repair of the property. There was a problem with raw sewage from the house and improper garbage disposal in the yard. It appears that the bank is now becoming more involved and will be working on cleanup efforts on this property. A hearing date has been scheduled for December 11, 2015.

#### **Smoking Issue**

The Health Department issued a smoking citation regarding an aspect of the smoking statute concerning retaliation. In addition to prohibiting smoking in establishments, it also prohibits employers from firing or acting adversely toward employees who report smoking violations. To our knowledge, we are the first in the State of Ohio to file this type of claim. Larry Vasko, Deputy Health Commissioner, will be the hearing officer in this case. Afterwards, this case will be presented to the Board of Health for a decision to affirm, modify or rescind the citation.

Robert Reinbolt asked about progress regarding the collection of fines and compliance rates. Larry Vasko replied that Bill Delaney and a couple of other cases were deemed uncollectable. He noted that the department does not lose money on investigations because it receives compliance/inspection funds for them. Compliance rates are not bad; there are approximately six establishments that are currently periodically non-compliant.

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

Barbara Gunning reported on the following items: nominations, coordinating committee, new QI projects, agreements, staff members, grant award (Community Health Workers), national organization group (health departments), and educational efforts.

We received three nominations for officers for president, vice president and secretary/treasurer for FQHC. Ballots will then be mailed to committee members for voting.

The coordinating committee will consist of three members from the Board of Health, three members from the health centers, officers, the Health Commissioner and the Director of Health Services. A meeting will be scheduled within two months. We have also started three mandatory QI projects; they deal with Dental complete documentation, patient knowledge of their medications and evaluation of our electronic health records and review of other potential EHR's. Jennifer McCloskey was just hired as our new Health Planner / Biostatistician. Also because more health departments are becoming FQHC's, HRSA has started a new organization called a "Group" for health departments from across the country that are currently FQHC's. One reason is because health departments have different needs compared to general FQHC's. Many educational opportunities are offered to ensure success.

There was a question and answer period. Barbara Gunning noted that we have 19 more days to become fully operational as a FQHC.

### **Follow up Items**

#### **Length of Meeting**

Dr. Donna Woodson mentioned that in the Board packets was a copy of a semi-blank template (agenda) for our meeting / consideration marked "Proposals for Agenda Changes". She urged Board members to review this item, write down some comments and submit them to Mary Frank.

Dr. Grossman stated that almost all items on the agenda are mandatory and/or educational for the Board. Board members commented on division reports, date/time for Board meetings, movement of specific items on the agenda, etc.

#### **Possible dba Name Change**

It has been suggested that there be a name change of the dba Toledo-Lucas County Health Department. Dr. Woodson distributed a "Memo to TLC Board of Health regarding potential name change". She noted that other examples from across the country include the name "population" medicine in their names. One name change suggestion was "Toledo-Lucas County Public Health".

Dr. Grossman requested that this item be tabled until next month. There was agreement.

### **New Business**

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

Larry Vasko reported that there were two newly-hired employees and no separations this past month. Jennifer McCloskey was hired as a Health Planner/Biostatistician at a rate of \$23.26 per hour on November 3, 2015. Janet Hammer was hired as a Public Health Nurse at a rate of \$23.81 on November 11, 2015.

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

### **Environmental Health Issues Committee**

Donald Murray reported that the committee met on November 18, 2015 and reviewed the following items: Nexus Pipeline Compressor Station, Ozzie's Carryout, Private Water Issues, and Rodent Issues (Maumee).

#### **Nexus Greenfield Pipeline Compressor Station**

The committee discussed the proposed Nexus Pipeline Compressor Station. A letter was drafted to send to Nexus stating our concerns.

The Nexus Pipeline will run through Ohio and specifically southwest Lucas County. It is a large line between 36 and 42 inches in diameter. In order to move this gas through this pipeline in a liquidized state, it must be pressurized at 1,440 pounds. In addition there is a compression station that "gasses off" intermittently and potentially releases benzene into the atmosphere. For these reasons the committee agreed that the Board of Health state its position on this important public health issue. The committee had requested Eric Zgodzinski draft a letter to the First Energy Regulatory Commission stating the Board's position on this matter. The letter was distributed to the Board for its consideration and comments. [A map of the proposed pipeline was also provided.]

The letter was then revised to include Board member input. There was agreement on the suggested revisions. This included that: The Board of Health would call for several pre- and post-pipeline and compressor concerns to be addressed; that the pre-nonstructural testing be done for a baseline of environmental pollutants and that the post-construction and compressor station operations have appropriate pollutant monitoring as determined by public health standards and verified by our Health Department.

#### **Motion**

Robert Reinbolt made a motion that the Board of Health accepts the proposed draft letter with the suggested revisions to the Federal Energy Regulatory Commission voicing its unanimous concern regarding the Nexus Greenfield Pipeline installation within Lucas County and any potential adverse public health consequences. Barbara Sarantou seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### **Ozzie's Carryout**

This carryout has not complied with the request to have an engineer provide a flow test to measure the amount going into the septic system from Ozzie's Market. This carryout was claiming that it only has a certain amount of production that goes into their system every day. They were going to install a flow meter on it at the owner's expense. The work has not been completed and it appears that we are going to be in a second 30-day cycle. The Prosecutor's Office is contemplating the issuance of a permit suspension for non-compliance. There will be an update next month.

#### **Private Water Issues**

There was discussion concerning point wells in Lucas County. Our inspectors detected several well points that have been driven in relatively shorter distance than required. There

are also additional requirements due to new regulations. Well points should be 100 feet from the septic tank and/or leach field. Typically we operate under a 50-foot distance between the well and the septic tank and leach field; but when there is a well point which is cased to 25 feet or less, this can lead to lack of filtration of the water.

There will be an update on this item next month.

#### Rodent Issues (Maumee)

Eric Zgodzinski distributed a newspaper article regarding rats. The City of Maumee is experiencing an increase in rodent activity due largely to road construction. Donald Murray said that folks appear to be feeding the deer and other wild animals on their property. This causes a problem, that by leaving food outdoors; it allows the rats to feed on it. Our sanitarians have visited many of the citizens and provided education and baiting of sewers in the area.

Mary Duncan made a motion to accept the committee report. Hans Schmalzried seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### Personnel Committee

Robert Reinbolt said that there is no report this month; however, a committee meeting will be scheduled sometime next month to address the employee survey.

#### Facility Committee

Barbara Conover said that there is no report this month.

#### Audit/Finance Committee

Barbara Conover reported that the committee met on November 17, 2015 and reviewed the following items: October 2015 Financial Status, November Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: FQHC Reporting, New Policies (Grant Financial Management Policy, Personnel/Time Policy, Certification of Fiscal Reports & Grant Related Documents).

We received 3 notices of award:

1. HIV Prevention - \$285,039
2. FY2016 Health Center Outreach and Enrollment Assistance FQHC Supplemental Funding – \$59,000
3. United Way – Centering Pregnancy Program - \$20,000

We have 6 pending grant applications:

1. Immunization Action Plan - \$171,765
2. Dental Sealant Program - \$76,660
3. Sexually Transmitted Diseases - \$49,568
4. Creating Healthy Communities - \$125,000
5. Ohio Chapter 2016 Program – Centering Pregnancy - \$35,000
6. Urban Waters Small Grant (cooperative agreement) through the Environmental Protection Agency (EPA) - \$44,700. \$4,000 required match to be paid by the Environmental Fees Fund.

### Contracts

There are 5 contracts in the month of November:

1. United Way of Greater Toledo - \$20,000
2. Neighborhood Health Association - \$350,530
3. ProMedica Toledo Hospital - \$393,834
4. Mercy St. Vincent Medical Center - \$517,098
5. Pathology Laboratories - \$5,000

### 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 October 2015 in the ordinary course of business. Total transfer is \$441,867 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 October 2015 in the amount of \$296,487.34. This represents revenue estimate and appropriation of new dollars and changes to existing dollars for the Refugee Screenings FY2016, Child and Family Health Services 2015, Minority Health Month 2016, Medicaid Administrative Claiming FY2015, and United Way of Greater Toledo Centering Pregnancy.

Robert Reinbolt made a motion to approve both resolutions. Matt Heyrman seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### FQHC Reporting

Joanne Melamed will report on this item under her report.

### New Policies

Joanne Melamed will report on this item under her report.

Robert Reinbolt made a motion to approve the committee report. Mary Duncan seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

## **DIVISION REPORTS**

### **Administrative Services**

Joanne Melamed reported on the following items:

### FQHC

FQHC clinic activity report for the months of August, September, and October were reported for both locations. We are tracking billable visits, gross charges, payments received, adjustments, and net accounts receivables. These numbers will be revised for 6 months to reflect net accounts receivable.

FQHC's billable visits goal is for 24,800 for the year. Actual numbers of billable visits reported through October is 12,675. This is 51% of the goal.

The committee looked at the Profit/Loss Comparison on a cash basis identifying income from medical services and expenses for staff, supplies, and other materials. Year to date Health Services received \$1,124,685 of Intergovernmental Revenue support.

### New Policies

The federal government in its effort to become more efficient, effective, and transparent, has streamlined the administrative requirements, cost principles, and audit requirements for all federal grant awards. The federal rules for grant administration have been combined into a document called a “super circular”. They are requiring certain policies to be developed based on these requirements.

The committee was presented with 3 policies, which are used on the exact language from the super circular. Having a written policy insures compliance for grant administration as required by federal law. A detailed explanation of the 3 policies was provided:

- Grant financial Management – states that the Health Department shall adopt a financial system, keep records and documents relating to each grant to execute the specific program requirements and conditions as stated in each grant.
- Personnel Time & Effort Policy – states that the grant will be charged for employee(s) work performed on the grant and assures that the reporting is accurate, allowable, and properly allocated.
- Certification of Fiscal Reports & Grant-Related Documents – states that only certain employees will certify fiscal reports and grant applications. These employees are: the CFO, Health Commissioner, and Deputy Health Commissioner.

The Health Department is already compliant with the grant administration rules. We are creating policies to spell out what we are doing.

### Motion

Matt Heyrman made a motion that the Board accept the 3 policies as presented. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### 2016 General Fund Budget

Work on the 2016 General Fund Budget is ongoing and there will likely be a budget meeting in December. In prior years there were two budget meetings in December. An update was provided on current standings. We are looking at our consolidated financial report. Projections are at \$9.1 million as the ending cash balance in 2015. With the \$3.2 million from the subdivision dollars and anticipated clinic revenue (including 35% enhanced reimbursement) we are going to be around \$8 million. Our budget for this year (2015) was \$10 million. Our budget for next year (2016) will be \$8 million. This item will be a discussion item at the next Audit/Finance Committee meeting, and the Board will receive a final product next month.

Dr. David Grossman stated that he hopes that the following efforts will help our financial situation: becoming an FQHC, getting some of the grants, and advertising will increase our per capita and our numbers.

Barbara Gunning stated that FQHC would also help to pay for providers, allow for the hiring of additional staff, and make us eligible to receive enhanced reimbursements. Joanne

Melamed said that it would also make us eligible for additional grant dollars. Barbara Gunning requested patience, support and help for our new providers during their time of transition and training. She stressed her confidence in projected increases, dedicated staff and better patient outcomes.

Matthew Heyrman pointed out that it appears we are reaping the negative side of not having an adequate number of providers last year.

There was a discussion about a gap in the 2016 budget. Joanne Melamed explained that the gap is growing. The \$540,000 for the FQHC was to help close the gap and to provide additional services. She noted that there might be a need to dip into the emergency fund. There is \$1 million set aside, but it is not possible to operate with less than \$8 million.

Dr. Donna Woodson recognized that Robert Reinbolt serves Chairman of the special committee that has been keeping an eye on the Western Lucas County Clinic. Reports regarding the number of encounters will provide a better overview of current activities.

### **Community & Environmental Health Services**

Erie Zgodzinski reported as follows:

After returning from an American Public Health meeting we became more energized about our research arm that we have been trying to get off the ground. We have taken things that we learned during the past year and have taken them on the road and/or made publications. Projects include excellent investigative reports, annual community report, "Tick Talk" publication, microcystin event, CASPER report, staff presentations/publications, and many others. People are taking notice and regard us as subject matter experts especially in the area of epidemiology and in events. As stated a year ago, our department is doing applied research.

Dr. Grossman noted that during the microcystin event last year, the County Commissioners provided much transparency to the general public and this proved very helpful during the crisis event.

### **Public Information Officer**

Shannon Lands reported as follows:

#### Tent City

We raised \$575 for Tent City. These funds allowed homeless folks to have access to Vital Statistics such as birth certificates. The Health Department staff also donated winter clothes and held fund-raising events. With the support of Matthew Sapara and Labor Fest, Inc., (part of the Northwest Ohio Labor Unit), we were able to capture that extra \$2,000 to provide 121 birth certificates and an additional 30 for out of state. HIV tests and Flu vaccinations were also provided.

#### 2016 People of Vision Award Dinner

We are planning the next award dinner to be held on March 24, 2016. William Rudolph of Rudolph Libbey group and Dr. James Ravin will be honorees. The chairman will be Dr.

Imran Andrabi with Mercy Health Partners. The Health Department is proud to be a Corporate Table Sponsor. Board members were invited to attend.

#### Moms Everyday Update

November's commercial included the theme "Great American Smokeout". DaShe Frieson did the interview on Channel 13 ABC news. The interview may be viewed on our Health Department website and the Channel 13 website. The newest ad (called banner ads) was shown. One can view them on their iPad, tablet or desk top.

#### New Letterhead

A sample of our new letterhead was provided. We are working with Thread Marketing as the Health Department is branding itself in a new way.

#### TLCHD in the Media

Seven interviews were conducted throughout the last month. Dennis Hicks appeared in THE BLADE regarding Tai Chi classes. Dr. David Grossman was interviewed by Channel 24 on Hand Washing Sanitizer Dangers. Dr. Grossman and Scott Sylak were interviewed on Naloxone, which is now available at the Health Department. It seems that 99% of these are positive articles. There was good coverage by the news media.

#### Health Services

Barbara Gunning announced that Shannon Lands also assisted her with a new brochure. Two brochures were presented—International Travel and Adult Immunizations.

#### Naloxone

A press conference providing information on naloxone distribution was held on November 9.

#### Minority Health

Celeste Smith was part of the Logistics Committee for the March of Dimes Signature Chef's Auction. This event was held on November 2 at the Stranahan Theater. She was also interviewed by Channel 13 regarding poor birth outcomes in Ohio and Lucas County and local efforts to improve our public's health.

#### Children's Dental Clinic

Our Dental Clinic now offers nitrous oxide for anxious patients. Dr. Kevin Knierim was the first dentist to use it. Staff members are glad that they now have this available for our patients.

#### Safety Day

Dr. Ilo and Lindsey Rodenhauer participated in the fourth annual Safety Day at the Spencer Township Community Center. They provided blood pressure readings and education and generated agency and clinic awareness.

#### Tai Chi

Dennis Hicks is working with 17 newly trained Tai Chi instructors to help them develop and teach classes. Moving for Better Balance is an evidence-based program for anyone over the age of 60.

### Sexual Health

On November 12 Kerry Stanley presented to Owens Community College Nursing students on Sexual Health issues.

### Shots 4 Tots and Teens

Donna Fox has been representing Shots 4 Tots and Teens at High School College information fairs.

### Health Commissioner's Comments

Dr. David Grossman acknowledged and thanked Matthew Sapara for his arranging a very kind contribution of \$2,000 for the recent Tent City event.

There will be Budget Commission meeting on December 9 at 2 p.m. at the Government Center. This will be for final ratification of our 2016 general fund tax support.

Paul Bauman, former Health Department employee, was hired at the Toledo Area Sanitary District and will receive a promotion to General Manager.

### Other Items

The annual Health Department Christmas party will be held on Friday, December 18 starting at 6 p.m. at Capers's Restaurant. Board members were invited to attend.

### Public Health in the News

Dr. Donna Woodson commented on Public Health in the news:

Dr. Woodson just returned from an American Medical Association meeting in Atlanta. She made sure that our Health Department was showcased regarding our naloxone training. She showed the press release to a Michigan representative, who serves on the larger council on Public Health for the AMA. He commented that our Health Department is ahead of the times.

There was a resolution from the medical student section nationally that the AMA continued to study and look into the use of naloxone, both intra nasal and the injectable. That was passed with the proviso that strengthened it to encourage the FDA to look at these things across the country and in trying to make over-the-counter naloxone available to those in need. Our press release with our logo on it helped to promote our Health Department.

In the Pacific Northwest it was announced that Chipotle had 43 restaurants closed due to a public health food situation. Eric Zgodzinski reported on the original assumption regarding lettuce and E.coli. However, it had been pulled back. There has been no further update.

Dr. David Grossman gave a wonderful presentation and an overview of the Health Department to medical students. They received four full hours of public health. Eric Zgodzinski provided a broader view and a history of public health, which was well received.

Board members were urged to attend the upcoming Budget hearing on December 9.

Dr. Woodson thanked all staff members for the things they do, and she wished everyone a Happy Thanksgiving.

**Next Meeting**

The next regular Board of Health meeting will be held on Thursday, December 17, 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 approximately 11:07 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**