

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

**February 25, 2016– 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

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

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

*Guests:* Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch and Brenda Meyer, Assistant Prosecutors; Dionsha James, Intern; Joyee Lau, Intern; Elizabeth Robb, MPH Student, UTMC; Alex Fronk, MPH Student, UTMC

*Blade Reporter:* Marlene Harris-Taylor

*Staff:* Amy Abodeely, Clark Allen, Rebecca Anderson, Kelly Burkholder-Allen, Mary Frank, Dr. David Grossman, Melissa Hollenbeck, Shannon Lands, Joanne Melamed, Dave Miller, Eric Zgodzinski

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

**Introduction of Guests**

Dr. David Grossman introduced Kevin Pituch, Brenda Meyer, Nathan Fries, Cindy McLeod, and Shannon Lands. Dr. Grossman also introduced the interns/students: Dionsha James, Joyee Lau, Elizabeth Robb and Alex Fronk. Marlene Harris-Taylor is also here from THE BLADE.

**Minutes of January 28, 2016**

The minutes of the January 28, 2016 meeting were reviewed. Robert Reinbolt made a motion for approval. Perlean Griffin seconded the motion. A vote was taken of those present. Donald Murray abstained. Motion carried.

Board members noticed a correction on page 4, paragraph 6, of the minutes. Change sentence from "...asked if Mr. Vasko would leave, which he did." to "...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." There was agreement.

Donald Murray made a motion to approve the minutes as changed. Reynald Debroas seconded the motion. A vote was taken: Yeas, 10 yeas, 0 nays. Motion carried.

## **Agenda**

Dr. Donna Woodson announced that she has one item under Old Business to include the Succession Policy for Health Commissioner. She also requested an executive session to discuss a personnel issue. That will be after item 8, concerning is a situation in Curtice, Ohio. Donald Murray will provide an explanation on this item. There was agreement.

## **Vouchers**

Matthew Heyrman reported that the Audit/Finance Committee had met last Monday. The February vouchers were reviewed and found acceptable.

Barbara Conover made a motion to approve the Bill Schedule. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

## **Prosecutor's Update**

Kevin Pituch reported as follows

### **Roadhouse**

At one time we thought that this case was settled and dismissed. Later the owner had changed his mind. We filed a motion in essence to enforce that settlement. A hearing is set for March 7, 2016 on that settlement. We expect to have a resolution before the next regular Board meeting in March. Dr. Woodson asked if the owner had a meeting with members of the Environmental Health Committee. Mr. Pituch answered that the owner had been instructed to contact Eric Zgodzinski directly. Mr. Zgodzinski stated that the owner had not contacted him. The owner did not contact Mr. Zgodzinski.

## **New Business**

### **Confirmation of New Employees**

Dr. David Grossman reported that we had no new hires and three separations this past month. Dorian Mundy, Program Coordinator, resigned effective February 16, 2016. Paul Robinson, Community Health Worker, resigned effective February 5, 2016. Larry Vasko was terminated effective January 28, 2016. Dr. Grossman noted that Dorian Mundy had relocated to Cincinnati, Ohio to be closer to her family. She participated in an exit interview and had no complaints.

Dr. Donna Woodson introduced Rebecca Anderson, Supervisor-Clinics, and Kelly Burkholder-Allen, Interim Director, Health Services. She thanked Rebecca Anderson for her work in the clinics and also for taking on the additional responsibility of FQHC duties. Rebecca Anderson stated that she was open to suggestions and/or questions.

### **Environmental Health Issues Committee**

Donald Murray said that the committee met on February 10, 2016 and reviewed the following items: EPA Curtice letter, Roadhouse, Ozzie's Carryout, The Stables, Point Wells, School Regulations, Sewage Variance and Sewage Contractor's Training.

### EPA Curtice Letter

The committee discussed the area in eastern Lucas County near Ottawa County and the possibility of running sewer lines to that area. A meeting will be set up with the EPA and all others concerned to discuss future plans for this area.

Donald Murray provided background information on this item. He explained that this is a pretty big undertaking, and it involves other counties. He noted that the Ottawa County Commissioners had held a meeting where residents received interest letters relative to a “buy in” into the sewer project in Allen Township. The discussion we had at the last meeting led to a consensus to approach the Lucas County Commissioners about this issue. This would help facilitate items that need attention as well as management of the grant. Eric Zgodzinski stated that an attempt was made to schedule a meeting with the Engineers Office and County Commissioners on this issue last month but was unsuccessful. We plan to schedule this meeting before the next Board of Health meeting in March.

### Roadhouse

It is up to the owner whether he wants to file anything else in court. We will provide an update on this item.

### Ozzie’s Carryout

We required the owner to have an engineer conduct a flow study to make sure that their system was more than capable of handling their discharge. Some information was provided to us. Eric Zgodzinski stated that the owner has not yet fully complied with the full requirement. There was a gap between the 10” and the 25”. The evaluation has not been finalized.

### The Stables

The EPA is involved with the situation with the well at The Stables. They have pulled all permits that we required.

### Point Wells

There was discussion on the permitting of point wells. Eric Zgodzinski stated that although funding is tight, there might be a way of funding this project. We have started to look at a previous study regarding sampling of point wells (to see if there is a problem) in Lucas County.

### School Regulations

We are in the process of updating the regulations pertaining to school inspections. This is an unfunded mandate, but we will streamline as much as possible. We still have an obligation to conduct these inspections.

### Sewage Variance

A variance was permitted to a property at 1360 Wentworth, Swanton, Ohio due to the size of the lot.

### Sewage Contractor’s Training

We provided training for the Sewage Contractors for them to receive the proper number of CE hours required to operate. The training went well.

### **Executive Session**

Mary Duncan made a motion that the Board go into executive session to discuss: 1) imminent and pending legal issues and 2) for information and discussion for employment, dismissal, and compensation of public employees. Barbara Conover 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, Dr. David Grossman and legal counsel (Kevin Pituch and Brenda Meyer).

Robert Reinbolt made a motion that the Board return from executive session to regular Board meeting. Mary Duncan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board returned to regular session at approximately 10:17 a.m.

### **Personnel Committee**

Robert Reinbolt reported that the committee held a combined meeting with the Audit/Finance Committee on February 22, 2016. He stated that he would make a motion on several different items today affecting some Health Department employees:

#### **Motion**

Reynald Debroas made a motion to accept the recommendation of administration to accept the resignation of Barbara Gunning, Director, Health Services, effective April 4, 2016. Matt Heyrman seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### **Motion**

Reynald Debroas made a motion to accept administration's recommendation to release Kathryn Boehm, M.D., Physician, during her probationary period, effective March 11, 2016. Matt Heyrman seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

#### **Motion**

Reynald Debroas made a motion to accept administration's recommendation to release Nancy Pahl, CNP, during her probationary period, effective March 11, 2016. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

#### **Motion**

Donald Murray made a motion to provide a 30-day layoff notice to Janet Hammer, Public Health Nurse, due to lack of funds and lack of work. Mary Duncan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

#### **Motion**

Hans Schmalzried made a motion that the Board grant a salary adjustment to both Rebecca Anderson and Kelly Burkholder-Allen in the amount of 10 percent while they are in their interim and/or temporary positions. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Lastly, Robert Reinbolt explained that as associated with and as we have vacancies, transfers, and promotions, the Board desires to be made aware of all those personnel actions. But in order not to delay the process and continue the operation efficiently, we had some conversation

where the Board would delegate some responsibility to the Chairman of the Personnel Committee to approve such actions, subject to coming back to the full Board for approval as each of those positions come along.

#### Motion

Barbara Conover made a motion that the Board is notified of vacancies, transfers, and promotions. The Board will delegate some responsibility to the chairman of the Personnel Committee to approve such personnel actions, subject to full Board approval. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Barbara Conover made a motion to accept the committee report. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### Audit/Finance Committee

Matthew Heyrman reported that the committee met on February 22, 2016 and reviewed the following items: January Financial Status, February Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: FQHC Clinic Reports and 2017 Proposed General Fund Budget and Proposed 2017 Governmental Shares. The committee held a joint meeting with the Personnel Committee.

#### Update – Grant Funded Programs

There were a total of 10 pending grant applications. One grant was discussed more in depth. The Health Department partnered with Hospital Council of NW Ohio appealed to Ohio Medicaid for Toledo Lucas County Getting to 1, Northwest Ohio – Pathway HUB to apply for a \$200,000, grant period to start sometime in 2016. Details are ongoing. It was a Board suggestion that the employees under this grant be hired as temporary employees through the Cardinal contract so that it would not encumber the Board for an unsustainable program. Furthermore, if the Health Department might be responsible for taking on a proportionate share of the Community Health Workers, based on program's size, the cost of these positions should be fully funded by the grant.

#### Contracts

There are 7 contracts in the month of February 2016.

#### 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 January 2016 in the ordinary course of business. Total transfer is \$76,196 consisting of changes in various expense categories.

Reynald Debroas made a motion to approve the resolution. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of January 2016 in the amount of \$21,245. This represents revenue estimate and appropriation of new dollars and addition to existing dollars for Ohio March of Dimes Centering Pregnancy and 2016 Minority Health programs, respectively.

Donald Murray made a motion to approve the resolution. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### FQHC Reporting

Joanne Melamed will report on this item under her report.

#### 2017 Proposed General Fund Budget and Proposed 2017 Governmental Shares

There was much discussion about the 2017 proposed General Fund budgets. At this time with many challenges we are facing with our 2016 budget, it is recommended that the Board hold a Special Board meeting in the next week to further discuss the 2017 Proposed General Fund Budget and Proposed 2017 Governmental Shares. The District Advisory Council meeting is scheduled for March 9, 2016. The allocation of governmental shares from 2011 to 2016 has been \$3,229,366.08. The Board needs to propose an amount for 2017 Governmental Shares at the DAC meeting.

Dr. Donna Woodson asked if Board members were in agreement to select a date for a Special Board meeting. The Board agreed to hold a Special Board meeting to review the 2017 Proposed General Fund Budget on Thursday, March 3, 2016 at 5:00 p.m. at this same location.

A suggestion was made to post a notice of the Special Board meeting at the front door of the Health Department building and to notify the news media (The Blade).

Matt Heyrman urged Board members to attend the District Advisory Council meeting on March 9, 2016 at 7:00 p.m. at the Springfield Township Administration Building, 7616 Angola Road, Holland, Ohio.

#### Fees for Services

Administration has proposed a revision of our fees related to the Mobile Vision program and pharmacy.

#### Motion

Perlean Griffin made a motion Board of Health Resolution is required to institute \$40 fee for Eye Examinations and a \$10 plus cost fee for the Epinephrine Auto Injector Kits, effective immediately. Barbara Conover seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### Personnel Matters

The Personnel Committee reviewed manpower needs of the agency at the joint meeting. Robert Reinbolt covered all the personnel matters.

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

#### Facility Committee

Barbara Conover said that the committee did not meet this past month.

#### Old Business

## **Follow Up Items**

### **Possible dba Name Change**

Dr. David Grossman stated that there had been much discussion about a potential agency name change. A suggestion was made to retain the current agency dba name “Toledo-Lucas County Health Department”. Dr. Woodson agreed and said that as we looked at the budget that this was not perhaps the proper time to address this issue. Last month a report (Projected Cost with an Agency Name Change) was provided to the Board. The report had provided projected costs of approximately \$6,621.00.

### **Motion**

Matt Heyrman made a motion to retain the current dba name of the Toledo-Lucas County Health Department. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

(Barbara Conover left at approximately 10:00 a.m.)

## **FQHC Update**

Dr. Grossman reported that the first FQHC inspection will be held sometime in June 2016. We are expecting not to fulfill 100% of the criteria, but this is understandable. The intent is mostly to ensure that all our procedures, booklets, and other material are in order. We expect these items to be reviewed and ready to go.

There is a need maybe in a couple of months for the coordinating committee and some members of this Board of Health to meet with members from the FQHC Board, as these are two separate boards. The intent is to ensure that rules and responsibilities are being met on both sides. Currently, Kathy Vasquez is President of the FQHC Board and Dr. Joseph Dake is Acting Chairman. Dr. Grossman indicated that he had agreed to solicit this Board regarding membership on the coordinating committee. Our Coordination Agreement has already been signed and resubmitted. We are awaiting a response. We continue to work on many issues through committee that we are trying to set up as a new board.

## **Succession Policy for Health Commissioner**

Dr. Donna Woodson stated that the Succession Policy for Health Commissioner had initially been brought up last year. An ad hoc committee was formed and had met at that time. Board members and the Health Commissioner had provided input and some suggestions were incorporated into the document. Dr. Woodson stated that the document could be changed in the future if necessary, but there is a need to have something in place. All members of the the ad hoc committee have reviewed and approved this document.

### **Motion**

Perlean Griffin made a motion that the Board approve the Succession Policy for Health Commissioner. Mary Duncan seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

## **DIVISION REPORTS**

## **Health Services**

Dr. Donna Woodson thanked Kelly Burkholder-Allen for taking on additional responsibilities. She noted that Mrs. Burkholder-Allen also serves as secretary of the Community Health Commission and represents the Department well.

Clark Allen introduced himself as the WIC Program Director and also supervises a couple of outreach programs. One of those programs is the Creating Healthy Communities program. Today, Tony Maziarz and Amy Abodeely and Melissa Hollenbeck will be presenters. A powerpoint presentation titled "Creating Healthy Communities Program Update" was provided. Amy Abodeely reported on one project called "Client Choice Pantry". There are currently 21 healthy corner stores in Lucas County, and the stores will expand to 23 in March. Anthony Maziarz reported on snapshots of current activities, pictures of current store locations and program updates. The entire project has been pretty successful. For the most up-to-date store listing go to: <http://www.healthylucascounty.org/initiatives/healthy-eating/corner-stores/>

Robert Reinbolt asked about more stores, working with current Stop and Go stores, support, and Dan Ridi. He also inquired about areas that currently lack stores and other potential areas.

Amy said we have been working with independent stores as well, and we will be able to convert some of these. One area that is difficult to get into is the east side as it is hard to find stores. Also, the grants seem to focus on specific zip codes.

Robert Reinbolt suggested contacting Congresswoman Marcy Kaptur due to the federal funding involved or perhaps making a presentation to her. Matt Heyrman suggested contacting Councilman Peter Ujvagi, who represents the east side.

(Donald Murray and Barbara Sarantou left at approximately 10:30 a.m.)

Dr. Donna Woodson stated that she had one more issue to address. She received an e-mail from Mayor Richard Carr, City of Maumee, regarding a proposed change in the Maumee Municipal Code. Mayor Carr is putting forth legislation to prohibit selling and/or providing tobacco products to persons under the age of 21. He is proposing raising the age limit from age 18 to 21.

## **Motion**

Matt Heyrman made a motion that the Board supports the City of Maumee regarding raising the age of persons from 18 to 21 years regarding the selling and/or providing of tobacco products. Hans Schmalzried seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Dr. Woodson thanked the Board members for their support and vote on this matter.

## **Administrative Services**

Joanne Melamed stated that Board members had in their packets information that was given to the FQHC Board regarding billable productivity and the profit and loss comparison statement. Current procedures include the monthly drawing of FQHC federal dollars to help meet the gap between the revenue and the expenses. The report shows the activities of the finance department this past month. The Annual Financial Report was prepared and submitted, which



is a requirement of the Ohio Revised Code. This allows health departments to receive State Subsidy. Dr. David Grossman, Health Commissioner, will also attend the semi-annual Health Commissioners' meeting, which is also a requirement to receive State Subsidy. We are also working with the account firm Julian and group to convert our cash financial statement to the Gap accounting statement.

The Ohio Department of Health has notified our office that some of the IT programs, which it previously supported, would no longer be supported. These programs include WIC, Vital Statistics and HIV/STD programs. The cost would now be transferred to local health departments.

Robert Reinbolt asked what this would mean to us as a health department, particularly our staff. He felt that a conversation was needed. Joanne Melamed said she would provide more information on this, but for now our staff will be taking on this additional responsibility.

Joanne Melamed reported a situation that blew out an old server in our building. It seems that the county will not cover the cost and the Health Department might be responsible for a huge cost. The estimated cost is about \$12,000.

### **Community and Environmental Health Services**

Eric Zgodzinski stated that he had recently attended a meeting in Wood County where Director Richard Hodges, Ohio Department of Health, and representatives from other health departments attended. There are interesting things that will occur over the next 12 months involving various programs. There could be some changes to our programs, moving away from clinical programs, such as, BCMH, Ryan White, Breast and Cervical Cancer. It appears that things might be moving more towards a hospital-based setting. If that happens, it would involve an Ohio Revised Code change. Mr. Zgodzinski will contact ODH to secure accurate information.

The big thing is change relative to PHAB accreditation. In the Ohio Revised Code and when this item was first set up, health departments had to be accredited by the year 2020. The ORC stated that the director may withhold grants, finances, subsidies, etc. It now appears that the wording has changed to the director shall withhold funding. There is no longer that wiggle room. In June, we will probably submit a letter of intent for a match survey and to move PHAB along. We expect to be PHAB accredited, or close to it, sometime next year.

Several issues that need addressing were noted including getting PHAB accreditation information to staff, working with Board members regarding preparation for site visit, leadership, Quality Improvement, and Strategic Planning.

Mr. Zgodzinski played a short video for Board members regarding PHAB and leadership. The film dealt with how we need to start treating employees, our programs, and how to better increase our efficiencies and in our operations.

Everyone agreed about the need to develop a strategy. Eric Zgodzinski stated that he would send out some material to Board members.

### **PIO Report**

Shannon Lands provided an update on the following items: Thread Marketing (Branding the Health Department), Advertisements, Web Analytics/Social Media Posts, and Community Outreach. Shannon reported that the Health Department website has a fresh new look. We also have new Health Department brochures that are being printed next week.

Also, February is Pediatric Dental Awareness Month. Dr. Michael Stubblefield did an interview with Rebecca Rainier about the common cause of tooth decay for the Moms Everyday program (Channel 13). Board members viewed the interview. Shannon Lands reported on other interviews conducted in February.

### **Health Commissioner's Comments**

Board members received information about the 2016 Spring Forum on Environmental Health scheduled on Friday, March 11, 2016 from 8:30 a.m. to 4:30 p.m. at St. Luke's Hospital Auditorium. This event is sponsored by the Toledo-Lucas County Health Department.

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

Dr. Donna Woodson announced that she had received a letter from Congressman Latta thanking our Board for expressing our concern about the new Nexus pipeline. Congressman Latta offered his assistance to us regarding any matter pertaining to the federal government. Dr. Woodson offered to provide a copy of the letter to interested Board members.

### **Next Meeting Dates**

There will be a Special Board meeting on Thursday, March 3, 2016 t 5:00 p.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

The next regular Board of Health meeting will be held on Thursday, March 24, 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, Reynald Debroas made a motion to adjourn the meeting. Hans Schmalzried seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:38 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**