

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

December 15, 2016– 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover Reynald Debroas, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray Robert Reinbolt, and Dr. Donna Woodson. (Barbara Sarantou arrived at 9:10 am)

Absent: Darlene Chaplin, Matthew Sapara (all excused)

Guests/New Employees: Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Demecia Wade-Murdock, Doctoral Student Capella University,

Blade Reporter: Lauren Lindstrom

Staff: Rebecca Anderson, Samantha Brown, Kelly Burkholder-Allen, Samantha Eitniear, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, Dave Miller, Joshua Niese, Celeste Smith, Gloria Smith, and Eric Zgodzinski Jennifer Gottschalk,

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

Introduction of Guests

Eric Zgodzinski introduced Cindy McLeod, Terri Dalton, Kevin Pituch, Jim Walter and Lauren Lindstrom. Eric Zgodzinski then acknowledged the Masters of Public Health students, interns and Medical Students who were present.

Minutes of November 17, 2016

Dr. Woodson stated that the minutes of the November 17, 2016 meeting were sent to Board members ahead of time for review. Perlean Griffin made a motion to approve the minutes. Ted Kaczorowski seconded the motion. Motion carried.

Agenda

Eric suggest that no Executive Session would be needed and it be stricken from the agenda. There were no objections to this change.

Vouchers

Matt Heyrman stated that the Audit/Finance Committee met on Monday, December 12, 2016 and reviewed the material that it had received. The committee found no issues with the Bill Schedule. The December vouchers were reviewed and found acceptable.

Resolution (2016.12.159): Robert Reinbolt made a motion to approve the Payment of the November vouchers. Perlean Griffin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Legal Update

Kevin Pituch reported as follows:

OptiVue Outbreak

In January and February of 2015, two people, husband & wife, after having Lasik procedures developed problems with their eyes. In January it was thought that to be more of a household issue. Later two other people developed similar problems after Lasik surgery. TLCHD became involved and traced it to a problem with a humidifier. There was a meeting in November with our employees and the lawyers. TLCHD will most likely be witnesses in this case.

Ethics Policy and Records Request and Retention Policy were reviewed by the Prosecutors office. Kevin Pituch stated that he reviewed both and they are fine. They will be sent out for a future vote by the Board.

Public Hearing – 2017 Food Fees

There were no representatives from the public in attendance to discuss the 2017 food fees.

Resolution (2016.12.160): A Motion was made by Don Murray to accept the 2017 Food Fees having no input from the public either for or against regarding the food fees. Seconded by Matt Heyrman. Roll Call Vote: 8 Yeas, 0 Nays

Executive Session

There was no Executive Session required.

NEW BUSINESS

Points for Consideration

Applied Research – Eric asked that this be moved to his comments section of the Board Meeting.

COMMITTEE REPORTS

Audit/Finance Committee

Matt Heyrman reported that the committee met on Monday, December 12, 2016. Review of November, 2016 Consolidated Financial Report, December Bill Schedule, and Grant Funded Programs. We received four Notice of Awards: Dental Sealant Program \$59,983, Sexually Transmitted Diseases Grant \$49,568, HIV Prevention Grant \$285,039 and Mosquito Control Grant from OEPA \$47,350. There are seven pending grant applications.

There are nine contracts in the month of December:

1. Mental Health & Recovery Services Board of Lucas County: \$19,287.26; Syringe exchange Program.
2. University of Toledo Medical Center: \$200,000 to fund staffing and supplies for HIV testing with syringe exchange program.
3. Hospital Council of Northwest Ohio: \$35,000 to conduct and publish CHA & CHIP.
4. Triversified, LLC: \$14,400 renewal of rental of off-site storage facility.

5. ProMedica Toledo Hospital maximum 16 hour per week for Certified Nurse Midwife's services at a rate of \$55 per hour.
6. Ohio EPA Mosquito Control: \$47,350 to purchase supplies and contract service.
7. Tiberiu Avram, MD disbursement contract for well woman visits, gynecology and prenatal care – 4 hours per week at a rate of \$90.
8. Thread Marketing Group is a no cost extension to Agreement to provide marketing services and website development – extending contract period to February 28, 2017.
9. Ohio State University College of Public Health Center for Public Health Practice revenue contract for \$2,500 for Health Department peer coaching for PHAB coordinators.

Discussion on the contract with Thread Marketing Group. It is being requested that the contract that was to end on December 31, 2016 be extended until the end of February, 2017. We have spent 75% of the contract and would like to use the 25% balance to work on digital advertising.

Resolution (2016.12.161): Motion made by Robert Reinbolt that we hold on decision to vote on the Thread Marketing Group contract for one month. Barbara Sarantou seconded. (7 yeas, 1 nays) Motion carried.

Other Items – Transfers of Appropriations

To reallocate funds from one cost object to another a Board of Health Resolution is required to approve transfer appropriations. For the month of November, in the ordinary course of business, a total transfer in the amount of \$578,016.66 consisting of changes in various expense categories is requested.

Resolution (2016.12.162) Motion made by Donald Murray and seconded by Robert Reinbolt to approve the transfer of \$578,016.66 (8 yeas, 0 nays). Motion carried.

Board of Health resolution requires to approve changes in Revenue Estimates and Expense Appropriations for the month of November, 2016 in the amount of \$430,967.96. This represents Revenue Estimate and Appropriations for the STD Control program, HIV Prevention program, Medicaid administrative planning and reduction of revenue estimate and expense appropriations in the 2016 Immunization Action Plan and Program.

Resolution (2016.12.163) Motion made by Robert Reinbolt and seconded by Barbara Conover to approve the transfer of Revenue Estimates and Expense Appropriations for the month of November, 2016 of \$430,967.96. (8 yeas, 0 nays). Motion carried.

FQHC Reporting

In November, 2016 our net loss was \$114,209.74. Patient visits were reviewed and patient visits are up. A transfer of \$1.3 million into FQHC will take place. It is expected that in the future there will be less transferred each year. This would be an indication that the FQHC is working.

Budget Report

We have discussed in the past, a Enterprise Fund just for the FQHC and appreciate the Board's support on this. That is something that is going to happen in 2017.

General Fund Budget: This budget will have a transfer into two funds, Environmental Fund and the FQHC Fund. We are staying flat at \$3,229,000 going into 2017. Program income: State subsidy

for the Health Department, for Vital Statistics based on population, the BCMH Program and Sylvania School Contract. Total General Fund Budget is \$5,696,405. Revenue Estimate has to be based on that same amount.

FQHC Budget: As you can see that everything that use to be in the General Fund for the Medical Services including the Administration Department, the IT Department, Medical Coding and Billing Department is shifting into the FQHC. It is becoming an Enterprise Fund. Staffing is at 51 FTE working in the Medical Services under the FQHC. The proposed budgets for the FQHC for 2017 total \$4,511,019.

Environmental Health Budget: The proposed budget for Environmental Health consists of \$2,674,806 as Appropriations and \$4,510,253 as the Revenue Estimate. There will need to be funds moved to unfunded mandated programs such as school facilities inspections that are mandated to be done twice a year.

Resolution (2016.12.164): Motion made by Robert Reinbolt, Seconded by Reynald Debroas to approve the Revised and Final General Fund Budget: \$5,696,205, the Budget for FQHC: \$2,674,806 and the Budget for Environmental Health: \$4,5011,019 in the amounts provided. Roll Call Vote was taken: 9 yeas, 0 nos.

Resolution (2016.12.165): Motion made by Don Donald Murray and seconded by Robert Reinbolt to accept the committee report. Excluding and holding on contract #8 Thread Marketing. A vote was taken: 7 yeas, 0 nays, 2 abstained. Motion carried.

Personnel Committee

Robert Reinbolt reported that there was a resignation by Deidre Potter. An exit interview was held with board member Ted Kaczorowski in attendance. Her resignation was effective on December 9, 2016.

Mr. Reinbolt reported that Monica Thompson was hired as an Account Clerk on November 14, 2016 at a rate of \$14.10 per hour. Kristin Moncrief, Optician started December 14th @ \$20.74 and Dr. David Grossman was rehired @ \$100.00 per hour.

Request to Hire: Ellison Roselle, Program Coordinator in the Ohio Equity Institute (OEI) Program.
Gerri Peters, Community Health Worker, Healthy Start Program
Safa Ibrahim, Health Educator,

Job Description: Supervisor for Community and Minority Health (Reclassification of current employee)
Public Health Nurse – Syringe Program
Social Worker – Syringe Exchange Program
Sr. Clerk – Billing Department (bargaining unit)

Resolution (2016.12.166): A motion was made by Matt Heyrman and seconded by Donald Murray to approve the Confirmation/Separation of Employee Committee Report. A vote was taken: 9 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

There are three unlicensed firms in Maumee. We are working with those places to get them within guidelines and get them licensed. It will be forwarded to the LC Prosecutors office if it proceeds further.

Maumee:

- Dudes N Dolls is offering party service by bringing in food from other facilities. They are unlicensed and not approved to provide this service. This is all part of the party package.
- Days Inn is an unlicensed food service
- Kay's Cake has sanitation issues and clutter. Maumee Fire has been involved.

Other Locations:

- Wendy's at Front and Main Street had an issue with rodents. They voluntarily shut down and have instituted a program to make sure there are no future issues.
- Variance at 14275 River Road, Waterville – Update: Committee wants to have a restriction on the deed for this summer home that if the property was sold that it would not be a 24/7 365 day occupancy property.
- Northpointe School: Has had rodent problems. The school has had two pest control services there. They are working on closing any entry points for the mice.
- City of Oregon has sent us the sanitary sewer tap letters for those homes that have not yet tied into the sewer. We will be sending letters them to the Lucas County Prosecutor to see what the next step will be.
- Campgrounds and gray water letter have been sent to four campgrounds for drawings of how they will manage their gray water.
- Brooklyn North – Construction Demolition and Debris site is being handled by the Ohio EPA. This is the facility that had a fire a few years ago. They are back operating but with monitoring from Ohio EPA.
- Jerusalem Township has a failed or failing system. The owner had applied for funding through the repair program and now he is asking to withdraw from the repair program because the owner cannot secure the 15% that is required for the owner to provide. We are trying to work around it as to not have the owner drop out of the program because of concerns as to where the owner would end up (bottom of the list) if they were to reapply.

Resolution (2016.12.167): A motion was made by Robert Reinbolt and seconded by Ted Kaczorowski to approve the Environmental Health Committee Report. A vote was taken: 9 yeas, 0 nays. Motion carried.

Facility Committee

- Barbara Conover met with TLCHD Facilities staff on Monday, December 12, 2016. The group discussed the front lobby area. The epoxy floor area has some pitting in it. Dale Raczkowski is reaching out to Tri-State Flooring to see if it is the epoxy or if the cleaning of it is creating the pitting.
- The main elevator repair should be done by mid-January, 2017.
- The building survey has been completed. There was a 64% response rate for the survey. Key take-away from the survey are wi-fi, central intake for patients & parking. The staff appreciated taking part in the survey. Discussed pulling a cross-section of staff together to

further discuss the needs for a potential new site. The full survey to the January board meeting.

Resolution (2016.12.168): A motion was made by Donald Murray and seconded by Ted Kaczorowski to approve the Facilities Committee Report. A vote was taken: 9 yeas, 0 nays. Motion carried.

Health Services Committee

Barbara Conover reported that the Health Services Committee did not meet in December.

Prior and Pending Business

Employee of the Year: Employee of the year was discussed at the last meeting. Criteria will be finalized at the first of the year by the Directors and Supervisors. This will be rolled out the first week of January for votes within the department. Every employee will get a vote. The employee of the year will be presented at the retreat in January. The chosen individual will get a parking spot for the year in the administration area. This is a good start to a culture to recognize our employees for the special things they do. We need to continue this through the year to recognize.

Billing: There have been issues over the past couple of months. Morale is better. Addition of new people has created an increase in the work done reflected in the daily numbers. It isn't where it needs to be yet but this is forward movement.

Applied Research: Applied Research is important to our Health Department. It tells the story of what we do and how we do it. It enables our staff to understand that their work is important. It gives us the ability to demonstrate what we do and how we do it. It further adds to our ability receive grants.

FQHC- Update given by Rebecca Anderson

There is work being done on the three year continuation grant. The grant is for \$704,000 annually that includes our base of \$650,000 plus what is received for our outreach and enrollment staff. This is a Two-Tier grant. The first tier went in last Thursday. The next one is due January 10, 2017 with plans to submit it on January 6, 2017. The clinical technical assistant came last Monday and Tuesday. This mostly had to do with chart review, conduct staff meetings, and priorities were gone over. The Technical Assistant said that since the site review in June there has been a lot of progress and congratulated us on that. We need to get more information on credentialing for HRSA and devote more effort to privileging and credentialing.

We have met our "unduplicated patient" number that is over 11,000 for the year.

Dental Sealant had a site review that went very well. Dental showed real improvement over the last sight review. We have not received the official report yet.

Jennifer McCloskey is going to the Uniform Data System (UDS) training. UDS report is due in the middle of February, 2017. This requires a lot of hand tabulation so we have requested some UTMC students to help, as we did last year.

Walk-in flu shots have been added to our schedule. The regularly scheduled flu clinics are complete for the year.

DIVISION REPORTS

Environmental and Community Health

Jennifer Gottschalk reported that there was an ODH audit for private water programs on December 5-6, 2016. We are waiting on the results. According to the reviewer, we did everything well. There were a couple paperwork issues that have been corrected.

Nate Fries will be working with the EPA looking at private wells surrounding the Air Force base to see if any were contaminated when they used chemicals to put out the training fires. We have partnered with EPA to do the sampling.

Josh Niese reported on the Lead Ordinance training. We have conducted 6 classes for 146 people to be lead clearance technician. Of those, 36 people have registered for their state license with ODH. There have been 3 of those who have taken the test and are now registered with the TLCHD. There are 10 people who can conduct these inspections. There have been 2 properties that have registered as lead safe. Although 2 is far short of our goal, it shows that we have the process that is workable. There will be a listing available in the future of the properties that have been registered.

Health Services

Kelly Burkholder-Allen reported that on December 3, 2017--TLCHD Staff conducted a Naloxone training and distribution at St. Paul's United Methodist Church approximately 20 people attended. The St. Paul's venue will also be used for the Syringe Access Program. Toledo Public School Resource Officers will also undergo the Naloxone training on Friday, December 16, 2016.

With regards to the recall of the Project Dawn Kit atomizers; TLCHD ordered back-up supplies and had the Narcan NS units delivered to many local law enforcement agencies within hours. Defective atomizers were collected from law enforcement agencies throughout the next few weeks and replacements were distributed.

On the day of the recall (Friday, November 4, 2016), TLCHD comprised a list of all individuals who had received the Project Dawn Kits and submitted it to ODH. Calls were placed to the individuals and they were instructed to return their defective atomizers to TLCHD Pharmacy for replacement. On Monday several individuals reported that they had received the call from ODH and were instructed to bring their recalled atomizers in for replacement.

There is one year remaining in the current grant from the Area Office on Aging of NWO, LLC. The current grant has a 1:1 match and mid-grant cycle, there were regulatory changes imposed by the Federal gov. that negatively impacted our ability to be reimbursed for activities stipulated in the grant. We informed the AOoA that these newly imposed regulations in conjunction with the 1:1 match made our continuation financially impossible and that TLCHD would not be able to fulfill the final year of the grant. The 60+ Nurse retired in July, 2016 after having met her quota of 1000 health assessments and the position was not replaced. The Tai Chi Program would not meet the new guidelines without extensive training that there was no budget for. Per request of the Area Office on Aging, a new NOA was negotiated that decreased units of Tai Chi

or Health Education required and increased the rate of pay for delivery, additionally; the rate of delivery for 1000 health assessments to be delivered by a nurse was increased, essentially making the 60+ Program nearly budget neutral. The Area Office on Aging of NWO, LLC. Board approved.

Administrative Services

Joanne Melamed reported that the Ethics Policy is in the packet to be presented at next month's meeting for consideration. Another required policy is one for Personal Identifiable Information. This will be sent out to the Board before the January meeting for review.

An award was presented in 2016 (2015 fiscal year) We received an award from the Auditor of the State for "Exemplary financial reporting in accordance with generally accepted accounting principles for the year 2015". This means that we had a clean audit for 2015.

PIO

Newsletter was distributed.

2017 Marketing Plan – in alignment with our Strategic Plan a lot of our objectives fall under what we are looking to identify and implement in 2017.

- Increased patient volume and awareness of both FQHC locations (downtown and WLCC). Mobile advertising in zip codes that are within our reach. Google advertisements using Google Ads and keywords. Additional social media ads targeting specific groups: parents, adults, pregnant women, etc.
- City of Toledo Lead Ordinance – educate the public, speaking engagements, legal panel to target landlords afterhours, media relations and public affair shows.
- Promoting Adult Travel Immunizations and new requirements for 7th & 12th grade students. This will be done through Pandora and Facebook advertising. Letters to parishes, area businesses, etc.
- Education of new requirements for Food Establishments and operators. Promotion certification classes through the TLCHD. This is the Level I and II Food Safety Classes that is effective March 1, 2017 that they have to have their staff educated.
- Campaigns for decreasing Infant Mortality, Obesity and Overdose/Opiate use.

Annual Holiday Party is tomorrow, Friday December 16, 2016. The Agency Annual Retreat is Friday, January 27, 2017 at St. Luke's Hospital starting at 8:00 AM.

Health Commissioner's Comments

Both the Health Services Director and Environmental Health Director positions have been posted internally and it has been posted externally both locally and statewide.

Public Health in the News

Every January the Board of Health must set up a nomination process and have it voted on by the January board meeting. We have had people offering to serve in that roll in the past. Don Murray, Perlean Griffin and Ted Kaczorowski volunteered to serve.

Next Meeting Date

The next regular Board of Health meeting will be held on Thursday, January 26, 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, Donald Murray made a motion to adjourn the meeting. Perlean Griffin seconded the motion. Motion carried.


Signed:



Dr. Donna A. Woodson, President

Lucas County Regional Health District

Attested By:



Erie J. Zgodzinski, MPH, RS, CPH
Secretary to the Board