

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

July 27, 2017– 8:30 A.M.

Dr. Donna Woodson, President, called the meeting to order at 8:36AM.

*NOTE: The plan for the July 27, 2017 TLCHD Board meeting was to start with the swearing in of the three new board members nominated by the District Advisory Council (DAC). According to their bylaws, their selections for nominees for vacant Board positions are to be announced at their annual meeting in March; this was not accomplished. When a Special Meeting was called by the DAC to announce their choices, they did not give the required public notice and another Special Meeting will have to be called. It is hoped that the swearing in ceremony will take place at the next Board of Health meeting in August. Dr. Woodson asked the nominees to stay for the meeting if they so wished, but without a vote.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover, Perlean Griffin, Ted Kaczorowski, Robert Reinbolt, Barbara Sarantou, Dr. Donna Woodson.

Absent: Darlene Chaplin, Donald Murray, Reynald Debroas

Introduction of Guests

Eric Zgodzinski introduced guests. Dr. Johnathon Ross, Fritz Byers, and Matt Heyrman who will be back with us next month as board members. Alex Mester from the Blade was in attendance.

AFSCME and ONA representatives: Nate Fries and Cindy McLeod

Staff & Others: Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Rebecca Anderson, Michael Smith and John Borrell & Kevin Pituch (legal counsel).

Medical Student: Assad Butt is a fourth year medical student who has just completed a four week elective in the Health Department. He related that it had been a great experience and thanked the agency for giving him the opportunity to see our staff working at the Department to help the underserved. Dr. Woodson stated that this opportunity to better understand population health made them feel much more connected to the community, and would probably influence their decision as to whether to stay in the Toledo area to practice medicine. One of the *Ten Essential Public Health Services* is to inform, educate, and empower people about health issues, and another is to ensure a skilled, competent public health workplace.

Approval of Minutes from June 22, 2017

(Resolution 2017.07.093) A motion to approve the minutes of the June 22, 2017 Board of Health meeting was made by Perlean Griffin and seconded by Ted Kaczorowski. Motion carried.

Additions/Deletions to Agenda

There were no additional changes to the Agenda.

Approval of Payment for April Vouchers

Ted Kaczorowski, Chair of the Audit-Finance Committee, stated that the Committee reviewed the reports of the June Vouchers. There was nothing out of the ordinary that they thought needed to be addressed. There were no questions from Board members.

(Resolution 2017.07.094) A motion was made by Robert Reinbolt and seconded by Barbara Sarantou to approve the payment of the June Vouchers. Motion carried.

Legal Update

Kevin Pituch stated that he would present his report during the Executive Session.

Executive Session

(Resolution 2017.07.095) A motion to enter into Executive Session for the purpose of considering employment, investigation of charges and eminent court action was made by Dr, Donna Woodson and seconded by Robert Reinbolt. A roll call vote was taken. 6 yeas, 0 nays. Motion carried.

Executive Session was entered into at 8:47 AM. Eric Zgodzinski asked that the three nominated board members, Shannon Lands, Tina Stokes and David Welch, and legal counsel Kevin Pituch remain. Dr. Woodson excused everyone else from the meeting..

(Resolution 2017.07.096) A motion to return to Regular Session was made by Robert Reinbolt and seconded by Ted Kaczorowski to return to the Regular Session at 10:42 AM. A roll call vote was taken. 6 yeas, 0 nays Motion carried.

Eric Zgodzinski stated that the meeting is out of Executive Session. There was no action and no votes taken during the session.

Prior Business

- A. Ethics Policy and Ohio Ethics Law Sign-off
 - a. Enclosed in the packet is a sheet for acknowledgement of receipt of the Ethics and Ohio Ethics Law and Employee Confidentiality policies sign- off. These need to be signed-off by all staff and BOH members as part of the PHAB accreditation.

New Business

- A. Board of Health Manuals: New manuals have been distributed to each board member. The manuals will be updated periodically with current information.
- B. Policies for review (sent to Board Members prior to meeting):
 - a. Credentialing and Privileging Policy
 - b. Emergency administration of Intranasal Naloxone (Narcan) Policy
 - i. Dispensing of Naloxone (ODH document)
 - ii. Suspected Opioid Overdose Response for TLCHD Staff
 - c. Employee Performance Evaluation Policy
 - i. TLCHD Career Performance Evaluation
 - d. Family Medical and Military Family Leave Policy (FMLA)
 - e. Human Research Protection Policy (IRB)

The above policies have been vetted through our legal team and the Union representatives. ONA representative, Cindy McLeod stated that she was not at the discussion and would like to review the FMLA policy further. These were sent to the staff via email. Eric stated that we have been working with the unions to be sure that everyone is on the same page.

(Resolution 2017.07.097) A motion was made by Robert Reinbolt subject to review of the Family Medical Leave Policy by the ONA representative, seconded by Perlean Griffin. Motion carried.

Eric Zgodzinski stated that up until the last year we have really had only sporadic policies and procedures. We are compiling policies and procedures for everything that is appropriate.

Dr. Woodson thanked everyone for their hard work in getting these together.

C. By-Laws

One issue we have with the by-laws is that we only have twelve listed as members and we need to have thirteen. The Village of Whitehouse was inadvertently not added.

A quorum is of a majority of the number that are on the Board. Since we didn't have all of the board seats occupied and only have nine seats currently filled on the board then five would constitute a quorum.

The responsibility of having their seats filled is on the District Advisory Council (DAC), cities, and villages. If there are not enough present then there cannot be a vote. In regards to the vacant positions, those positions are not counted towards the quorum.

Mr. Reinbolt asked Kevin Pituch if it says the majority of the members which are the "active members". He agreed with that statement.

Mr. Reinbolt asked what our official name is. Dr. Woodson responded that it is "Lucas County Regional Health District." Mr. Reinbolt stated that the documents reads under the mission that "The Toledo-Lucas County Health Department is committed..." Is the department defined as something different than the Board of Health?

Dr. Woodson stated that we do business as the Toledo-Lucas County Health Department. The official name is the Lucas County Regional Health District.

Eric Zgodzinski stated that the Board had a discussion about a year ago on changing our name. No decision was made.

(Resolution 2017.07.098) A motion was made by Ted Kaczorowski and seconded by Barbara Sarantou to change Article 5 which states "twelve members" to "thirteen members". Motion passed.

Committee Reports

A. Audit/Finance Committee Report

- a. Ted Kaczorowski stated that the Audit/Finance Committee met on Tuesday and reviewed the financial status. Reviewed the Consolidated Financial Report and found everything to be in order.
- b. The bill schedule was reviewed.
- c. There are 16 grants that have been applied for:
 - i. Dental Sealant Program grant application for \$59,983, grant period from January 1, 2018 through December 31, 2018.
 - ii. Maternal and Child Health Program grant application for \$330,584, grant period from October 1, 2017 through September 30, 2018.
 - iii. Sexually Transmitted Diseases grant application for \$49,568, grant period from January 1, 2018 through December 31, 2018.
 - iv. Women, Infants & Children grant application for \$2,400,326, grant period from October 1, 2017 through September 30, 2018.
 - v. Minority Health Month grant application for \$2,500, grant period from April 1, 2018 through April 30, 2018.
 - vi. HIV Prevention grant application for \$285,039, grant period from January 1, 2018 through December 31, 2018.
 - vii. Creating Healthy Communities grant application for \$135,000, grant period from January 1, 2018 through December 31, 2018.
 - viii. Personal Responsibility Education Program grant application for \$154,800, grant period from August 1, 2017 through July 31, 2019.
 - ix. Accountable Health Communities (AHC) grant application for \$14,113, grant period from April 1, 2017 through March 31, 2022.
 - x. Prevention of Opioid Misuse in Women grant application to U.S. Department of Health and Human Services for \$300,000 (\$100,000 each year), grant period from July 1, 2017 through June 30, 2020.
 - xi. Ohio Injury Prevention Partnership (OIPP) grant application for \$4,000, grant period from July 1, 2017 through June 30, 2018.
 - xii. Healthy Eyes Healthy Children Community Grants grant application for \$4,416.99, grant period from September 1, 2017 through August 31, 2018.
 - xiii. Access Increase in Mental Health and Substance Abuse Services (AIMS) Supplemental Funding grant application for \$150,000, grant period from September 1, 2017 through August 31, 2018.
 - xiv. Empowered Communities for a Healthier Nation Initiative grant application for \$350,000, grant period from September 30, 2017 through October 1, 2018.
 - xv. WK Kellogg Foundation: Eat Fresh Live Well grant application for \$524,000, grant period from December 1, 2017 through November 30, 2021.
 - xvi. Lead Poisoning Awareness Community Mini Grant application for \$5,000, grant period from September 1, 2017 through November 30, 2017.
- d. There are 3 contracts in the month of July 2017:
 - i. Lucas County and Board of County Commissioners is a revenue contract for \$40,000 to continue the Tuberculosis Control Unit in accordance with ORC 339.72. Contract period is from January 1, 2017 through December 31, 2017.
 - ii. Ohio Department of Health is a revenue contract to be completed upon referral from ODH Public Health Lead Investigations. Contract period is from July 1, 2017 through June 30, 2019.

- iii. Jiunn-Jye Sheu is a disbursement contract for \$7,000 to provide all necessary resources to be the REEP Evaluator for the Local Office of Minority Health grant.

Other Items – Transfers of Appropriations/Revenue Estimates and Expense 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 June 2017 in the ordinary course of business. Total transfer is \$150,646.71 consisting of changes in various expense categories.

(Resolution 2017.07.99) A motion was made by Robert Reinbolt and seconded by Perlean Griffin to approve the Transfer of Appropriations for the month of June in the amount of \$150,646.71. Motion Carried.

A Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of June 2017 in the amount of \$19,987.06. This represents new revenue estimate and appropriation for the SAP Program, General Fund Pharmacy, General Fund Health Services.

(Resolution 2017.07.100) A motion was made by Robert Reinbolt and seconded by Perlean Griffin to approve the Revenue Estimates and Expense Appropriations for the month of June in the amount of \$19,987.06. Motion carried.

Ted Kaczorowski commended Tina Stokes on all the work she did to provide these reports. He asked that Tina would give a report on these new reports.

Tina Stokes reported that the first spreadsheet is a productivity report by employee. The second sheet is the charges from the first week we went on the new system. This is reported to the FQHC Board. Column that shows the payments received for the month is just the payments from insurances and self pays. It does not include federal drawdowns. The breakdown and the payments received total are shown. The very last column is the payments received total of \$51,272.78 divided by the \$404,000 which is the grand total of the charge that shows the percentage of the charges. From when we first started in February was 12% and now in June we are at 40%. The green spreadsheet shows the charges, payments, adjustments and encounters by the department. There is a breakdown of the charges per month then the totals per year. The last page shows the total charges, payments, adjustments and encounters by the month. Ms. Stokes emphasized the improvement in productivity.

Ted Kaczorowski again congratulated Tina for a job well done and commented on the improvement in the financial reports since she took them over; the format is now clear and allows the Directors to follow their individual budget lines. These changes are due to the changes Ms. Stokes and staff made along with the recommendations of the two financial advisors we had to hire temporarily (one of whom is a CPA.).

(Resolution 2017.07.101) A motion was made by Barb Conover and seconded by Barbara Sarantou to approve the Audit/Finance Report. Motion carried.

B. Personnel Committee

- a. Robert Reinbolt reported that the committee did not meet this month. There were no new hires or departures this month.
- b. **(Resolution 2017.07.102)** Robert Reinbolt made a motion to put Kelly Burkholder-Allen in the position of Director of Nursing and Health Services on a permanent basis. This is an E-7 position at a salary of \$47.79. Seconded by Ted Kaczorowski. Motion carried.
- c. Barbara Conover requested a motion to delegate to the Executive Committee the authority to give direction to the Health Commissioner on any action to be taken regarding restructuring within the finance administration position.
- d. **(Resolution 2017.07.103)** A Motion was made by Ted Kaczorowski and seconded by Barbara Sarantou to delegate to the Executive Committee the authority to give direction to the Health Commissioner on any action to be taken regarding restructuring within the finance administration position. Motion carried.
- e. **(Resolution 2017.07.104)** A motion was made by Ted Kaczorowski made a motion to permit the Health Commissioner to enter into negotiations and examination of additional resources for Human Resources and to examine to see what help is available for what we need to do. Seconded by Robert Reinbolt. Motion Carried.

C. Environmental Health Committee Report

The Environmental Health Committee did not meet in the month of July.

- a. **(Resolution 2017.07.105)** Ted Kaczorowski made a motion to authorize the Health Commissioner to approve all contracts and expenditures for the 2017 & 2018 Household Septic System (HSTS) repair and replacement program. (Project H0417 and H0418). Seconded by Barbara Sarantou. Motion carried.

(Resolution 2017.07.106) Robert Reinbolt made a motion to begin the process as we are restructuring within the Finance Department to looking at the process of pushing down the budgets into the Director's level position. Seconded by Perlean Griffin. Motion carried.

D. Facilities Committee

Barb Conover reported that the facilities committee did not meet in the month of July. There are issues with our clinic phones not being answered. Shannon Lands worked with IT to improve our performance in regards to the phone system. It was found that the personnel at the front desk were not logging into the phone. One cannot answer phones unless one is logged in. We have the ability to see how long someone has logged into the system, when they logged in, when they logged out and how many calls they have received. Another issue we had is that when people call it would just keep ringing. Now it will flip over to a recording and will allow the caller to continue to wait or dial "0" for the operator (Mary Frank). When she is off duty the calls are directed to others. The operator can then field the call to the proper extension. This has lessened calls to other departments by the operator giving specific information to the caller. For example if they need to know the cost of a birth certificate, the operator can field that information and not have to transfer it to Vital Statistics.

Dr. Woodson asked what the issue is about logging into the phones. Are they just forgetting to log into the phones? Shannon was unable to answer that question. When the staff goes into their station they are to log into their calls. That is not happening on some occasions. We know that because we can see that data from what the phone system has logged.

Dr. Woodson said that the phone answering is the voice of the Toledo-Lucas County Health Department. She asked if Kelly or Rebecca had any comments. Kelly stated that about a year ago she called down to the front desk and it rang for four and a half minutes. She left the phone still ringing and went to the front desk. Front desk was fully staffed. Asked why phones were not answered. The response was that they were orienting people. Tried to figure out what was going on. It is a problem that all our clients in all the disciplines have complained about. This is a significant problem.

Kelly Burkholder-Allen said that many of our clients have phones that are provided by the government. They are very cautious about using their allowed minutes. We have found that when we need to contact our patients, using text does not count against their minutes. If someone calls and can't get through, that is a problem for them. Most are not taking this into consideration. It is really a strain on the clients.

Rebecca Anderson stated that there was a phone training. Several items were put in place. The option to fix the "4209" extension to go to a voice mail. Several others in addition to the front desk staff were involved in the training. Hopefully there will be improvement in the calls. There will be reports generated as to why the person is off their phone. You can compare with what other duties that take them from the phone and why they have to log out.

Shannon mentioned the new "healthy" vending machines are installed in the basement near the main elevator.

She also reported that the railings are being installed along the employee entrance that will assist people. The City of Toledo employees have been quick to respond when we have called with issues.

E. Co-Applicant Committee

Joe Dake, PhD is the chair of the committee. He is the head of the University of Toledo's School for Population Health in the College of Health & Human Services. It should be noted that the FQHC Board has to have 51% of the Board members as patients at our Clinics.

Dr. Dake recently interviewed front line staff and gathered information and reported back to the Co-Applicant Committee. The Vice-Chair of the FQHC Board, Nancy Schott-Brown made an evaluation visit to the Western-Lucas County Clinic. It was agreed that follow-up at that location was necessary.

Although the requirements for meetings of an FQHC-Health Department arrangement are every 6 to 12 months, Dr. Dake requested that monthly meetings be set up. Hence, Eric and Dr. Woodson will meet monthly, along with Barbara Conover, R.N., with Dr. Dake, and their vice president along with Mary Duncan, a member of the FQHC Board and a former member of the Toledo-Lucas County Board of Health.

F. Legislative Committee:

The Committee did not meet this month.

Dr. Woodson mentioned that the members on the committees of the TLCHD Board are appointed. The Pharmacy Committee had been working on an as needed basis. This should be reinstated and would like to appoint Dr. Ross to that committee.

Pending Business

A. FQHC Update

- a. Rebecca Anderson reported that they have put in a \$150,000 grant for mental health and substance abuse access last Friday.
- b. CLIA Inspection response went in in Late June
- c. Attended the Billing and Coding Boot Camp. Several attended this training.
- d. Sealant program report was completed and sent in did the grant.
- e. We have a new MOU with Family Services of Northwest Ohio. We expect to bring their services in for Mental Health for our patients.
- f. Second Quarter MAC was submitted.
- g. Under staffing: our Nurse Practitioner and RN are doing well. We are setting up interviews for Dental Hygienist to have the position filled by the new school year.
- h. Total encounters for June were 1868, includes shot encounters. Total encounters for 2016 was over 32,000. That is over our project of 24,000 for the FQHC Grant.
- i. QI Activities: making modifications to our depression screening, child weight assessment, clinic counseling is improving.
- j. There are regular meeting of the QI to continue expanding our patient center medical homes. This will be submitted for our Accreditation.

B. Division Reports

- a. Environmental and Community Health – Lead Ordinance
 - i. Dave Welch gave an update of the Lead Program. Letters went out to the landlords.
 - ii. Starting the tenant landlord training up again – Phase I areas. They will be at 6:30 PM.
 - iii. Scheduled the Lead Task Force to update them. There is also a focus group with the landlord, tenant, real estate investors and neighborhoods.
 - iv. There are more people interested in the lead inspector course so that will be scheduled for August 29 – 30, 2017.
 - v. The City of Toledo is updated with where we are with the Lead Program.
- b. Health Services
 - i. Kelly Burkholder Allen reported that the Syringe Access Program begins Tuesday, August 1, 2017.

Other Items and Public Health in the News

- A. Eric reported that we had a press release concerning gonorrhea that was sent to the media.
- B. Dr. Woodson reported that the Healthy Lucas County Reports will be. We need to make sure that the topics that are chosen are chosen for a lot of reasons. We need to make sure they cover the sources of diseases and Public Health Issues that we think should be part of it. The health department has had a lot of input for this report. This is the basis for the public health things we mainly concentrate on. Not all of them because we are involved in so many things. There is a community review too.

Adjournment

(Resolution 2017.07.107) A motion to adjourn was made by Perlean Griffin and seconded by Ted Kaczorowski. Motion carried.

Next Meeting Dates: **August 24, 2017**
 September 28, 2017
 October 26, 2017

Signed:



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

Attested By:



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