

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

October 26, 2017– 8:30 A.M.

I. Swearing in of new Board Members

Fritz Byers and Richard Fernandez were sworn in as Board of Health Members by Kevin Pituch, Legal Counsel.

II. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:30AM.

A roll call was taken of Board members for attendance.

Present: Fritz Byers, Matthew Heyrman, Richard Fernandez, Ted Kaczorowski, Donald Murray, Johnathon Ross, MD, Barbara Sarantou, Donna Woodson, MD.

Absent: Barbara Conover, Reynald Debroas, Perlean Griffin

III. Introduction of Guests

Eric Zgodzinski introduced guests. AFSCME and ONA representatives: Terri Dalton and Cindy McLeod.

Staff & Others: Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Rebecca Anderson, Lauren Lindstrom (Toledo Blade), Mary Duncan (FQHC Board), Karen Johnson-Webb, Clarence Coleman, Dr. David Grossman, Gloria Smith, John Bibish, Tracy Jahns, Kevin Pituch (legal counsel)

Dr. Woodson welcomed our two newest Board of Health members, Fritz Byers and Richard Fernandez. Mr. Byers has been through orientation and Mr. Fernandez will be going through it in the near future.

Richard Fernandez received a Doctorate in Physical Therapy from the University of Illinois in Chicago. He was raised in Toledo and attended the University of Michigan studying cellular and molecular biology.

IV. Additions/Deletions to Agenda

There were no additions or deletions to the Agenda.

V. Approval of the September 28, 2017 Board Minutes

(Resolution 2017.10.142) A motion to approve the minutes of the September 28, 2017 Board of Health meeting as presented was made by Barbara Sarantou and seconded by Ted Kaczorowski. 6 yeas, 2 abstain, 0 nays. Motion carried. The two abstentions were from the two new members of the Board who had not yet been sworn in to board membership.

VI. Approval of Payment for September Vouchers

Ted Kaczorowski, Chair of the Audit-Finance Committee, stated the September vouchers were reviewed by the committee and there is nothing out of the ordinary. There were items regarding the WIC Grant that needed to be assessed in order to meet their deadline. This is a granted funded program.

(Resolution 2017.10.143) A motion was made by Matt Heyrman and seconded by Barbara Sarantou to approve the payment of the September Vouchers. 8 yeas, 0 nays. Motion carried.

VII. Legal Update

Kevin Pituch stated he will report during Executive Session.

VIII. Executive Session

Dr. Woodson asked for a motion to enter into Executive Session for issues regarding negotiation, contract, hiring and potential legal action. .

(Resolution 2017.10.144) A roll call vote was taken. 8 Yeas, 0 Nays. Motion carried

Executive Session was entered into at 8:48AM. Dr. Woodson asked Board Members, Gloria Smith, Dave Welch, Shannon Lands, Clarence Coleman, John Bibish, Tina Stokes, Brandon Palinski and legal counsel Kevin Pituch to remain. Dr. Woodson excused everyone else from the meeting.

(Resolution 2017.10.145) A motion was made by Donald Murray and seconded by Barbara Sarantou to come out of Executive Session at 10:59 AM. A roll call vote was taken. 8 yeas, 0 nays. Motion carried.

IX. Prior Business

- a. Training – future training opportunities for the Board Members was discussed
- b. Board of Health Members Retreat – November 18, 2017 (location TBD)

X. New Business/Points for Consideration

- a. Coffee with the Commissioner
 1. Discussed several of the suggestions.
 2. Update will be given once the final product is completed.

XI. Committee Reports

A. Personnel Committee

Perlean Griffin wanted to make sure that things moved forward especially looking at Human Resources and other issues related to the Personnel Committee. The positions of Human Resource Director, temporary CFO, Fiscal Assurance Officer and Nurse were discussed.

1. Dave Miller resigned as Human Resource Director effective October 20, 2017. Over 100 resumes have been received for the position and are being reviewed. Interviews will be held once the resumes have been vetted.

The Personnel Committee discussed hiring a part-time HR Director on a month to month basis. After much discussion, it was decided to hire a full-time HR Director subject to the availability of funding.

Eric Zgodzinski stated that there is the option of going month to month with the County HR department.

Fritz Byers stated that before moving forward with a temporary hire or an outside contract, he would be in favor of approaching the County and see if we could have them in place as quickly as possible. We could have a contract in place for HR services either interim or on a permanent basis.

The question of how quickly they can provide HR services is important. If they can be up and running in 3 months is one thing but if they can be ready to go next Monday that is a different matter. Before we take any action, we need to know what they can do.

Dr. Ross stated that, if we can, we can make this temporary until we have a feel for what they can do. They can bring a lot of things, but we need to see how this works. We could sign an interim contract and still have the option to hire a full time director.

Dr. Woodson stated that this should be reviewed every 30 days. We still need to know what the cost would be, if any. Eric will look into this with the County and let the board know.

Matt Heyrman asked Kevin Pituch if we are allowed to vote electronically if Eric is able to get this in place before the next meeting. The answer to that is no. The members have to be present to vote. A special meeting could be called to be able to enter into the contract.

Dr. Ross asked if we could vote to give Eric the authority to enter into a temporary contract. This was affirmed.

(Resolution 2017.10.146) A motion was made by Dr. Johnathon Ross to give Eric Zgodzinski the authority to proceed with a temporary contract with Lucas County for Human Resources services to be in place within two weeks. This would include review every 30 days. Mr. Byers stated that a permanent contract would be subject to Board of Health approval.

Fritz Byers seconded the motion with the amendment to enter into a contract with County HR subject to Board approval. Roll call vote was taken. 7 yeas, 1 abstain. Motion carried.

2. Position for a part-time CFO was reviewed by the Personnel Committee. The job description was discussed and some changes were made. This will be reviewed further with our Classification consultant before consideration at the next Board of Health meeting.

Eric stated that this was done at the direction of the Board from last month to look at a part-time CFO. We are looking at job classifications and working with our consultants to be sure that everything is in line. We had an issue with our classification plan for a number of years so we are going to make sure that we are prepared with the proper job descriptions and classifications.

3. The Personnel Committee was presented with the new job description for the full-time Fiscal Assurance Officer. This job was posted last month, as directed by the Board. It was posted internally and we have a candidate who is Tina Stokes. The recommendation of the Personnel Committee is to place Tina Stokes in that position with a 10% raise to \$32.10 per hour.
A motion to accept this appointment was made by Don Murray and seconded by Ted Kaczorowski. 8 yeas, 0 nays. Motion carried.
4. It was posed to the Personnel Committee to hire a nurse for the FQHC clinic. That recommendation from the Personnel Committee was brought to the Audit/Finance Committee that afternoon. Audit/Finance looked at it and with the issues we are having with our budget, it was discussed thoroughly and was decided that it is not a good option at this time. The decision was to bring this to the Board and discuss. Don Murray suggested that we move this to the next meeting. The question was asked as to what precipitated this. Eric stated that the nursing unit was looking to ask to hire two nurses. They have asked for one nurse. Dr. Grossman stated that there is one nurse who is going on maternity leave and another who is looking to leave. If all positions are filled, and a nurse calls off there would not be coverage for the clinics. There should be a 32 hour nurse instead of a 40 hour Medical Assistant (MA). This would cost a little more per hour. It was not going to be a big problem on the budget but would hurt the budget if we didn't have someone in the position because it could result in having to close the clinic for a day or a week. Based on the information provided, we are unable to make a decision on this at this time. Dr. Ross asked if we need to use temporary staff.

Dr. Grossman said that we had one person off and we had to rearrange staff and had to pull an MA from elsewhere resulting in a grievance from the nurses about using an MA. Having a 32 hour RN would mitigate the chance of moving an MA to cover clinics and get a grievance.

Eric stated that the grievance was settled. In the grievance it was stated that if there is a lack of a nurse, the nurse practitioner can do that work. Eric also stated that the reason the STD clinic was closed is to give Norma Lake flex time that was due her. We close the clinic when we have a huge issue with STDs. Kelly was working on this when Rebecca was off. Kelly said that while Rebecca was on vacation the clinic was closed and she reopened it at the request of the Nurse Practitioner. Her concern was that she would be on vacation and not sure there was coverage. Kelly opened the clinic on Monday and found out later that it had been cancelled.

Dr. Woodson stated that this is an important issue and since we are having our next board meeting in three weeks instead of four, we need more specific details to be brought back and be considered at that time.

Dr. Ross asked what the annual difference is with a 32 hour nurse and a 40 hour MA.

Dr. Grossman said that the Nurse Practitioner can do the job but now we are asking her to put them in the room, be the clerk, take vitals, get their complaint and then do the work-up on the patient. This would only allow them to see one or two an hour. This would affect the flow of the clinic when we are trying to increase the numbers.

Matt Heyrman asked if the FQHC could provide a report to the Board on the staffing plan so that when we meet again we could have more information to make sure we have what we need to make a decision.

Dr. Grossman said that the Personnel Committee did have additional information in writing and approved the need but it comes down to how you see the dollars.

Dr. Woodson said that with the questions being asked, we have a member of the FQHC Board here. We are having more frequent meetings with the FQHC board. We should be able to get additional information together with that board to bring back. Mary Duncan stated that this should not be a problem. With the staff member who left on October 18, this a critical situation. The longer we wait, trying to cover that position constantly will be a problem.

Dr. Woodson said that we will gather information and share with the FQHC Board.

(Resolution 2017.10.147) A motion was made by Barb Sarantou and seconded by Dr. Ross to approve the Personnel Committee Report. 8 yeas, 0 nays Motion carried.

B. Audit/Finance Committee Report

Ted Kaczorowski stated that the Audit/Finance Committee met on Tuesday, October 24, 2017 and reviewed the bill schedule. There is nothing out of the ordinary that needs to be brought to our attention.

Grant Funded Programs

- Total applications in the amount of \$9,215,198 for 2016 fiscal year and during this same time period we have been awarded \$8,930,513 in funding.
- Total applications in the amount of \$6,712,346 for 2017 fiscal year and for the same time period we have been awarded \$6,591,304 in funding.
- Total applications in the amount of \$8,562,569 for 2018 fiscal year and for the same time period we have been awarded \$6,026,523 in funding.

No additional notices of **awards** were received since last meeting.

Pending Grant Applications

1. Household Sewage Treatment Repair/Replacement grant application for \$200,000.
2. Dental Sealant Program grant application for \$59,983, grant period from January 1, 2018 through December 31, 2018.
3. Sexually Transmitted Diseases grant application for \$49,568, grant period from January 1, 2018 through December 31, 2018.
4. Tuberculosis Case Reporting grant application for \$22,968, grant period from July 1, 2017 through December 31, 2017.
5. Healthy Homes Awareness Month 2018 grant application for \$10,000, grant period from April 1, 2018 through June 30, 2018.
6. HIV Prevention grant application for \$285,039, grant period from January 1, 2018 through December 31, 2018.
7. Empowered Communities for a Healthier Nation Initiative grant application for \$350,000, grant period from September 30, 2017 through October 1, 2018.
8. Testing Initiative for People Who Inject Drugs (PWID) grant application for \$1,907, grant period from October 1, 2017 through September 30, 2018.
9. Community Cessation Initiative grant application for \$320,951, grant period from November 1, 2017 through October 31, 2018.
10. Supportive Pregnancy Care grant application for \$5,000, grant period from May 1, 2017 through June 30, 2018.
11. Community Health Improvement Plan Project grant application for \$12,500 from November 15, 2017 through May 31, 2018.
12. Developing Healthy Places grant application for \$524,000 from January 1, 2018 through December 31, 2019.

Contracts – Review There are 15 contracts in the month of October 2017:

1. City of Toledo is a revenue contract for \$57,850 to conduct rodent abatement, housing code enforcement, and proactive rodent control measures. Contract period is from July 1, 2017 through June 30, 2018.
2. Fulton County Health Department is a disbursement contract to facilitate identification and treatment of potential syphilis and HIV exposed citizens in Fulton County. Contract period is from April 28, 2017 until terminated.
3. Neighborhood Health Association is a disbursement contract for \$365,789.12 to provide nutrition education to at-risk women, infants, and children through the WIC program. Contract period is from October 1, 2017 through September 30, 2018.
4. ProMedica Toledo Hospital is a disbursement contract for \$396,957.61 to provide nutrition education to at-risk women, infants, and children through the WIC program. Contract period is from October 1, 2017 through September 30, 2018.
5. Mercy St. Vincent Medical Center is a disbursement contract for \$498,207.62 to provide nutrition education to at-risk women, infants, and children through the WIC program. Contract period is from October 1, 2017 through September 30, 2018.
6. Ann G. Roach is a disbursement contract for \$379.28 to cover speaker fees, mileage and tolls for WIC Symposium. Contract period is from October 1, 2017 through November 1, 2017.
7. Jeanne Matthews is a disbursement contract for \$60 to cover speaker fees for WIC Symposium. Contract period is from October 1, 2017 through November 1, 2017.

8. The University of Toledo is a disbursement contract for \$28,890.20 to consult for evaluation services under the fourth year of Healthy Start Initiative Program. Contract period from April 1, 2017 through March 31, 2018.
9. Hospital Council of Northwest Ohio is a disbursement contract for \$94,352.80 to provide social services und the fourth year of Healthy Start Initiative Program. Contract period from April 1, 2017 through March 31, 2018.
10. Eisel Construction is a disbursement contract for \$70,462 based on competitive bid to replace or repair Household Sewage Disposal System. Contract period from October 2, 2017 through April 30, 2018.
11. Eisel Construction is a disbursement contract for \$91,377 based on competitive bid to replace or repair Household Sewage Disposal System. Contract period from October 2, 2017 through December 31, 2017.
12. Eisel Construction is a disbursement contract for \$58,147 based on competitive bid to replace or repair Household Sewage Disposal System. Contract period from October 2, 2017 through November 30, 2017.
13. University of Pittsburgh – of the Commonwealth System of Higher Education is a disbursement contract to extend the Data Use and Services Agreement for the National Retail Data Monitor (NRDM). Contract period from July 1, 2008 through June 30, 2018.
14. Hospital Council of Northwest Ohio is a revenue contract that varies by deliverables. Northwest Ohio Pathways HUB will pay TLCHD when Community Health Workers provide care coordination service deliverables. Contract period from October 1, 2017 until terminated.
15. Sylvania Board of Education is a revenue contract. To compensate for additional one hour of nurse coverage daily for a student. Contract period from August 15, 2017 through June 15, 2018.

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 September 2017 in the ordinary course of business. The total transfer is \$27,646.42, consisting of changes in various expense categories.

(Resolution 2017.10.148) A motion was made by Matt Heyrman and seconded by Fritz Byers to approve the Transfers of Appropriations for the month of September, 2017. 7 yeas, 0 nays. Motion carried

A Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriation for the month of September 2017 in the amount of \$2,470,702.31. This represents new revenue estimate and appropriation for CDBG 2017-2018, MHRSB Syringe Access Program, IM HOT SPOT Yr 2, WIC 2018, an increase of revenue estimate and appropriation for 2013 MAC and a decrease in revenue estimate and appropriation for HCNO PICH Smoke Fr Yr 3 and PHEP 2017.

(Resolution 2017.10.149) A motion was made by Matt Heyrman and seconded by Fritz Byers to approve the changes in Revenue Estimates and Expense Appropriations for the month of September. 7 yeas, 0 nays. Motion carried.

Eric asked to discuss the issue of percentages spent on administration and supervision. What we found is that our Administration cost is 22.67%. Our Direct Administration cost is 8.93%, which is the supervision of general staff members. The percentage cost of the general staff is 68.4%. The Administration cost of 22.6%, is in direct contrast to the 40% noted in the Task Force report.

(Resolution 2017.10.150) A motion was made by Barb Sarantou and seconded by Fritz Byers to approve the Audit/Finance Committee report. 7 yeas, 0 nays. Motion carried.

C. Faculties Committee – no report

D. Co-Applicant Committee – no report

E. Legislative Committee – no report

F. Environmental Health Committee Report

2018 Proposed Fee Schedule – Second Reading

The 2018 proposed fee schedule was provided. There were no changes to the previous fees. The fees being presented are only those that are changing for 2018.

(Resolution 2017.10.150) A motion was made by Barb Sarantou and seconded by Fritz Byers to approve the second reading of the 2018 proposed fee schedule for Environmental Health. 7 yeas, 0 nays. Motion carried.

There was no regular meeting of the Environmental Health Committee this month.

XII. Pending Business

A. FQHC Update

1. Rebecca Anderson's report included a reference as to why health departments need to maintain clinics.
2. Key Accomplishments
 - i. LISW from Family Services of NW Ohio began seeing patients
 - ii. Billing staff is shadowing Mobile Vision in the schools to improve billing for the clinic.
 - iii. Training completed for closing charts. Nurse Practitioner closed 70 charts one day after training.
 - iv. Western Nurse Practitioner participated in Trunk or Treat to promote clinic.
 - v. Flu clinics are in full swing
 - vi. Tent City Flu clinic – 117 vaccinations given on 10/21/17
3. Current Challenges:
 - i. Increasing income through billing and QI.
4. Staffing
 - i. Medical Assistant – Shelbi Ivester resigned
 - ii. Karen Willard, RPh, and Adell Shehab, RPh need to be credentialed for FTCA application.
 - iii. Mental Health and Substance abuse LISW to be hired as a billable provider.

- iv. Health Center Positions on hold: Medical Asst., part-time phlebotomist; proposal to reinstate Western nurse position.

2. Division Reports

1. Health Services (Kelly Burkholder-Allen)

- i. The syringe access program staff is working at a flu clinic today along with Mary Sheehy. The staff will provide a PowerPoint presentation next month.

2. Environmental and Community Health (Dave Welch)

- i. Update of programs was distributed.
- ii. Toledo City Council meeting this afternoon will include an update on the lead program. Information being provided at the meeting was distributed to the Board Members-four pages of statistics and information that was developed by our staff. The Task Force told us that we did not do any outreach, the information in the handouts shows what we have been doing.

3. Health Promotion/Policy Integration (Shannon Lands)

- i. Our website is now capable to be translated into over 95 languages. This is very nice for our clientele.
- ii. Maternal Child Transportation guide was launched on October 12th. This is available in multiple languages. This is one of our Strategic Plan priorities. The staff running this program work very hard on this. It has been spread out far and wide and is available on the Website. They will be contacting the hospitals, social workers, discharge planners and the care coordinators because a lot of times they are looking for ways to get patients to doctors appointments and could potentially decrease infant mortality. We are very proud of this initiative.
- iii. There was a medical education meeting sponsored by the TLCHD, in conjunction with the Academy of Medicine of Toledo, held on Wednesday, October 18, 2017 for local health care professionals. Dr. Ross and Dr. Woodson attended along with about 50 others. It was very well received. The information provided was very useful, the presenters were outstanding, and Gloria Smith gave a very good presentation which detailed some of the work being done on the lead problem on a local level. Out of town speakers were included in this very worthwhile program put together by Shannon Lands. The Mayor of Toledo and a Toledo City Councilman were also in attendance.
- iv. This coming Sunday morning on Channel 13 there will be a story at 9:24 AM where Dennis Hicks will highlight our Tai Chi Program for our 60+ community. This is fully funded by the Area Office on Aging and Tony Geftos was very excited to do this piece. Shannon will send out a link to the program.
- v. A few weeks ago, Eric was a panelist on the Opiate Epidemic working together with community leaders. He talked about our role as public health professionals. Our Syringe Access staff was there providing Naloxone training, educational materials, safe sex materials, etc.
- vi. Brandon Palinski has submitted our completeness review back to the Public Health Accreditation Board (PHAB). There were a few outstanding items that needed updated. We will be preparing for our mock site visit. Documentation will be reviewed by our site visitors. We will be having a site review at the beginning of 2018. In the mean time we will be preparing our staff and board members for the site review.

4. Administrative Services (Tina Stokes) – nothing more to report

XIII. Health Commissioner's Comments

- a. In trying to change the culture and empowering staff to take their job as their own and be that change agent, we instituted the Coffee with the Commissioner. The first three meetings were to get with the staff and ask them what ideas they have for their program to make it more efficient. We found that often times, staff have ideas that don't filter up. We are trying to empower the staff to help us make changes and make us better.
- b. There have been between 7 and 15 at the last two meeting. There is one more planned the week after next. These are open to anybody.
- c. Some ideas coming from staff from these sessions have been:
 1. Expand hours at the department one or several days a month to capture those who work 8 – 5.
 2. Better screening of potential interns. We have a lot of interns who come through out department. What we need to get better at is being a better teaching health department.
 3. Employee of the month award for doing an outstanding job and going above and beyond. FEBE – our morale improvement committee made up of staff members has been working on this.
 4. Increase of security. At the Western Lucas County office some of our staff has not felt as secure as possible. Additional cameras and/or a buzzer for the door were suggested to see who is coming through the door.

We are sharing these suggestions with the staff through our website and our common drive on our computer system. More importantly, this setup allows tracking so that staff who made a suggestion can see what it is being done. It will show what progress has been made, or an explanation for why progress is not being made or not possible at this time. This gives all employees the sense that we are doing something about the suggestions.

Dr. Woodson asked if there were any other items for discussion. Matt Heyrman asked if under Section IX – Board Members Retreat if the date has been set. Eric stated that it will be November 18, 2017. The place will be determined and notification will be sent to the Board Members. Matt also asked if we are in need of a facilitator for the retreat. Matt Heyrman was at a conference last week and met a woman whose husband is on a national board that deals with impacts on public health. There might someone local who would be available.

XIV. Other Items and Public Health in the News

- a. Community Collaboration Presentation with Jerry Kerr will be put off until next month.
- b. Holiday Party will be at Capers on December 15, 2017. This is for all staff
- c. Lead Conference was very well received. This was in collaboration with the Health Department and the Academy of Medicine of Lucas County. It was established as a Continuing Medical Education. Shannon worked with Mercy for the CMEs. There were politicians who wanted to have their voices heard. Everyone at the Academy of Medicine praised Shannon and the work that was done for this meeting. There were speakers from ODH in Columbus and Dr. Rogalski. Shannon was able to arrange this so that there was no cost to the participants or the health department.
- d. Next week we will be kicking off a part of the new curriculum at the Medical College for second year medical students. There will be 4 hours to promote public health. Eric Zgodzinski – Health Commissioner, Shannon Lands, Brad Sherrick - Supervisor and Kelly Burkholder-Allen – Health Services will be involved in the sessions to showcase what TLCHD provides for our community.


XV. Next Meeting Dates:

October 26, 2017
November 16, 2017
December 21, 2017

XVI. Adjournment:

(Resolution 201710.151) A motion to adjourn was made at by Ted Kaczorowski and seconded by Perlean Griffin 12:02PM. Motion carried.

Signed:



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

11-16-17
Date

Attested By:



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

11-16-17
Date