

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
January 25, 2018– 8:30 A.M.

I. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:35 AM.

A roll call was taken of Board Members for attendance.

Present: Fritz Byers, Barbara Conover, Perlean Griffin, Ted Kaczorowski Donald Murray, Susan Postal, Donna Woodson, MD. Johnathon Ross, MD (8:36), and Matthew Heyrman (8:38)

Absent: Richard Fernandez, DPT, Reynald Debroas, Barbara Sarantou

II. Introduction of Guests

Eric Zgodzinski introduced guests. AFSCME and ONA representatives: Nathan Fries and Cindy McLeod along with Barry Gordon who is our new Human Resources Director.

Staff & Others: Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Barry Gordon, David Grossman, MD, Legal Council: Kevin Pituch, Jim Walter and Lauren Canew .

III. Additions/Deletions to Agenda

There were no additions or deletions to the Agenda.

IV. Approval of the November 16, 2017 Board Minutes

(Resolution 2018.01.001) A motion to approve the minutes of the December 21, 2017 Board of Health meeting as presented was made by Fritz Byers and seconded by Perlean Griffin. Motion carried. 7 yeas, 0 nays

V. Election of President/Vice President

Donald Murray opened the election for the position of President of the Board of Health. Dr. Donna Woodson's name was submitted prior to the meeting. Mr. Murray asked three times if there were any additional nominations for the President of the Board of Health. There were no additional nominations from the floor.

Mr. Murray asked for a motion to close the nominations for President of the Board of Health.

(Resolution 2018.01.002) A motion was made by Fritz Byers and seconded by Matthew Heyrman to close the nominations. 9 Yeas, 0 Nays. Motion carried. Donna Woodson, MD was elected President by acclamation. Motion carried. 9 yeas, 0 nays.

Donald Murray opened the election for the position of Vice-President of the Board of Health. Ted Kaczorowski's name was submitted prior to the meeting. Mr. Murray asked three times if there were any additional nominations for the Vice-President of the Board of Health. There were no additional nominations from the floor.

Mr. Murray asked for a motion to close the nominations for Vice-President of the Board of Health.

(Resolution 2018.01.003) A motion was made by Fritz Byers and seconded by Barbara Conover to close the nominations. 9 Yeas, 0 Nays. Motion carried. Ted Kaczorowski was elected Vice-President by acclamation. Motion carried. 9 yeas, 0 nays.

There was discussion concerning the development of a succession plan for Board of Health leadership. The current Ad Hoc Committee for succession. The current Ad Hoc Committee will be working on succession to include possibly having structure to include a past-president, president and president-elect. This would allow those who serve to learn from each other and have continuity of leadership.

Don Murray and Fritz Byers stated that they would be willing to be on this committee. Mr. Byers stated also, for the record, that this is not a negative comment what-so-ever on our operations.

Dr. Woodson added that this may also be a time to look at the by-laws. There are some standing committees that ORC requires in the by-laws.

(Resolution 2018.01.004) A motion was made by Dr. Johnathon Ross and seconded by Fritz Byers to work within the Ad Hoc Committee to look at the Board of Health by-laws, Governance and Leadership Succession. Motion carried. 9 yeas, 0 nays.

VI. Approval of Payment for December 2017 Vouchers

In Ted Kaczorowski presented the December vouchers for approval. Normally in January the reoccurring monthly bills are put on the schedule for the year. The full amount is put on the January bill schedule but is paid out monthly. This year a list of those vendors will be provided each month so to show the annual amount appropriated and breakdown of the monthly amount.

(Resolution 2018.01.005) A motion was made by Barbara Conover and seconded by Perlean Griffin to approve the December vouchers. Motion carried. 9 yeas, 0 nays

VII. Legal Update

Legal Counsel, Kevin Pituch, reported that the City of Toledo Lead Ordinance is being challenged in the County Court. We are a party along with the City of Toledo. One of the Landlords and a property group is challenging the ordinance. The last brief will be filed February 2. There will be a decision sometime after that, in March. We are continuing as we are with the ordinance unless we are told that it is unconstitutional.

VIII. Executive Session

Eric Zgodzinski asked for a motion to enter into Executive Session for the purpose of reviewing negotiations with the ONA bargaining unit.

(Resolution 2018.01.006) A motion was made to go into executive session for the purpose of reviewing negotiations with the ONA bargaining unit by Ted Kaczorowski and seconded by Donald Murray. A roll call vote was taken. Motion carried. 9 yeas, 0 nays.

Eric asked that Dave Welch, Shannon Lands, Tina Stokes, Kelly Burkholder-Allen, Barry Gordon and Kevin Pituch remain. All others were excused from the meeting.

(Resolution 2018.01.007) A motion was made by Matthew Heyrman and seconded by Donald Murray to come out of Executive Session. A roll call vote was taken. Motion carried. 9 yeas, 0 nays.

Eric Zgodzinski stated that the Board came out of Executive Session. We followed Executive Regulations. No actions were taken.

(Resolution 2018.01.008) A motion was made by Fritz Byers and seconded by Donald Murray to accept the negotiations and ratify the collective bargaining agreement as negotiated with the ONA bargaining unit. Roll Call vote. Motion carried. 9 yeas, 0 nays.

IX. New Business

A. Board Training – Media Liaison Policy

- a. Shannon Lands provided a copy of the Media Liaison Policy. This was passed by the BOH on 08/25/16. The policy has been shared with all staff to provide a framework and guideline as to what they are to do if media does approach them for comment.
- b. Arranging any contact with our staff and media outlets goes through Shannon Lands. Shannon will be the conduit between the Health Department and the media.
- c. Responsibilities of the Health Commissioner, Public Information, Staff and Board of Health members are all outlined in the policy.
- d. Policy is reviewed on an annual basis.
- e. Back-up PIO's are Brandon Palinski, Alice Dargartz and Samantha Eitnrear.

B. Year Wrap-up

- a. The past year we have been given the task of considering things we may or may not have liked programmatically. There was a lot of reflection, not so much the CEO portion of the Health Commissioner's job, but more the Strategic community health individual. Since the first of the year Eric has been sitting down with staff and reformulating our vision, looking at how we should be doing public health in our community. We need to retool and look at the ways we do our job and some of the policies we have.
- b. Staff has been asked to look at our programs. The Health Commissioners remarks included the following: One program that we really need to put more resources into are our kids. If we look at our health disparities and outcomes being 69th in the state, we can continue working with our adults with chronic disease and issues. If we are going to move forward with public health we will have to start now to change it over the next ten years. Adults are set in their ways; unless we start with the kids at a very early age and get them to understand good behaviors and get them to do what they need to do to be healthy at 18, 30 or 80, we are not going to swing that needle. We need to look at other programs. We have lead and other programs within this department. What are we doing in regards to the bigger picture and sharing resources coming together as a cohesive resource? We need to break down our silos

- C. Eric will get additional information to Donald Murray concerning By-Laws that he has received from NALBOH.

X. Committee Reports

A. Audit/Finance Committee Report

Ted Kaczorowski stated that the Audit/Finance Committee met on Tuesday. There was discussion on the budget along with FQHC discussion with billing. Ted Kaczorowski stated that the Audit/Finance Committee has reviewed the bill schedule

General Revenue Fund

The General Revenue Fund for 2017 Collected 88% \$5,000,131.60; represents \$1,770,765.60 revenue collected from all General Fund programs and subdivision taxes of \$3,229,366.00. Projected General Fund revenue for 2017 is \$5,707,905.67. This represents expected income from all GF programs and \$3,229,366.00 as annual distribution from political subdivisions.

Special Revenue Fund - Fees

The Special Revenue Fund Fees for 2017 Collected 80% \$2,726,367.27 of revenue. Projected revenue in 2017 is \$3,427,632.34

Special Revenue Fund- Grants

The special revenue grants for 2017 Collected 37% \$5,875,408.64. Projected revenue for 2016/2017/2018 is \$16,075,382.22 based on grant awards and contracts.

Special Revenue Fund – FQHC

The special revenue fund FQHC 2017 Collected 79% \$4,392,535.62. Projected revenue in 2017 is \$5,558,043.40, based on FQHC grant awards.

Expenditures

| | | |
|---------------------------------|------|----------------|
| ▪ General Revenue Fund; | 59% | \$4,971,965.33 |
| ▪ Special Revenue Fund – Fees | 100% | \$2,304,254.04 |
| ▪ Special Revenue Fund – Grants | 47% | \$5,787,502.31 |
| ▪ Special Revenue Fund – FQHC | 89% | \$4,084,256.41 |

Grant Funded Programs

- Total applications in the amount of \$9,620,010 for 2017 fiscal year and for the same time period we have been awarded \$9,501,936 in funding.
- Total applications in the amount of \$12,244,574 for 2018 fiscal year and for the same time period we have been awarded \$6,935,447 in funding.
- Total applications in the amount of \$1,356,028 for 2019 fiscal year and for the same time period we have been awarded \$200,000 in funding.

Pending Grant Applications (2 Notice of Award and 12 grant applications)

There are 2 notice of **award**:

1. Household Sewage Treatment Repair/Replacement grant award for \$200,000, grant period until November 30, 2019.
2. HIV Prevention grant award for \$285,039, grant period from January 1, 2018 through December 31, 2018.

There are 12 **pending grant applications**:

1. Rodent/Nuisance Control grant application for \$68,229, grant period from July 1, 2018 through June 30, 2019.
2. Local Office of Minority Health grant application for \$52,500, grant period from July 1, 2018 through June 30, 2019.
3. Public Health Emergency Preparedness grant application for \$267,399, grant period from July 1, 2018 through June 30, 2019.
4. Healthy Homes Awareness Month 2018 grant application for \$10,000, grant period from April 1, 2018 through June 30, 2018.

5. Project DAWN Program Expansion, FY18-FY19 grant application for \$14,250, grant period from February 1, 2018 through June 14, 2019.
6. DEEP Classes (60+ Clinic Extension) grant application for \$5,832, grant period from January 1, 2018 through December 31, 2018.
7. Toledo Lucas County Getting to 1, Northwest Ohio – Pathways HUB grant application for \$243,248, grant period from January 1, 2018 through July 5, 2018.
8. State Funding to Target Disparity in African American Infant Mortality Rate grant application for \$3,293,700, grant period from January 1, 2018 through June 30, 2019.
9. Affordable Care Act New Access Point Grants – Continuation Grant HRSA 17-055 grant application for \$767,900, grant period from June 1, 2018 through May 31, 2019.
10. Community Level Response to the Opioid Crisis grant application for \$94,503, grant period from April 1, 2018 through October 31, 2019.
11. Public Health Associate Program (PHAP) grant application to provide host site for PHAP Associates that are paid by CDC as employees, grant period from October 1, 2018 through September 30, 2020.
12. Infant Vitality Community Intensive Pilot Project grant application for \$100,000, grant period from April 1, 2018 through June 30, 2019.

Contracts – Review (There are 10 contracts in the month of December, 2017)

1. AHS Revenue Cycle Management, LLC is a non-disclosure agreement to examine the FQHC Revenue Cycle and provide feedback. No budget impact. Contract period bound by the terms for 5 years.
2. Area Office on Aging of Northwestern Ohio has an amended revenue contract due to changes in deliverables. Contract period from January 1, 2017 through December 31, 2017.
3. Pathology Laboratories is a disbursement contract for \$16,000 to provide outpatient laboratory services. Contract period from January 1, 2018 through December 31, 2018.
4. Pathology Laboratories is a disbursement contract for \$5,000 to provide laboratory consultation and technical assistance from Brenda Goszkowski for CLIA. Contract period from January 1, 2018 through December 31, 2018.
5. Thread Marketing Group is a disbursement contract for \$35,000 to provide marketing services for strategic priorities. Contract period from January 1, 2018 through December 31, 2018.
6. Water Pollution Control Loan Fund is a letter of intent to authorize the Health Commissioner to apply and accept Water Pollution Control Loan Fund agreement with OEPA for the repair and/or replacement of failing home sewage treatment systems on behalf of Lucas County. Contract period until November 30, 2019.
7. Lucas County Board of Commissioners is a disbursement contract for a full time on-site services of Senior Personnel Officer at \$26.69/hour, not to exceed \$55,952. Contract period from December 11, 2017 through December 31, 2018.
8. Hospital Council of Northwest Ohio is a Memorandum of Agreement for ODH's Infant Vitality Grant. Contract period from April 1, 2018 through June 30, 2019.
9. Eighteen Health Districts of Northwest Ohio Region is a Mutual Aid Agreement for reciprocal emergency management assistance during formally declared emergencies or in disaster related exercises, testing, or other training activities. Contract period from October 10, 2017 until terminated.
10. Hospital Council of Northwest Ohio is revenue contract for the Infant Mortality Project in the amount of \$243,250. Contract period from January 1, 2018 through July 5, 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 December 2017 in the ordinary course of business. The total transfer is \$41,269.41, consisting of changes in various expense categories.

(Resolution 2018.01.009) A motion was made by Fritz Byers and Seconded by Johnathon Ross, MD to approve the Transfers of Appropriations in the amount of \$41,269.41 for the month of October. 9 yeas, 0 nays. Motion carried. 9 yeas, 0 nays.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of December 2017 in the amount of (\$6,422,909.04 for Revenue Estimates and (\$2,936,349.39) for Appropriations. This represents new revenue estimate and appropriation for LC TB Case Reporting and an increase in revenue estimate and appropriations for HIV Prevention and 2013 MAC and a decrease revenue estimate and appropriation for Personal Responsibility Education Program, CDBG 2017, and IPP Prescription Drug.

(Resolution 2018.01.010) A motion was made by Fritz Byers and seconded by Johnathon Ross, MD approve the changes in Revenue Estimates (\$6,422,909.04) and Expense Appropriations (\$2,936,349.39) in the amount of (\$57,002.69) for the month of October. Motion carried. 9 yeas, 0 nays.

Other Items – Advance from Lucas County Auditor

Board of Health Resolution is required to approve the case advance of \$384,176.20 from the General Fund to the Special Revenue Fund – Grants as part of the December 31, 2017 year end closing. The advance is a temporary reallocation of funds to provide the necessary resources to cover grant expenses for those grants on a cost reimbursement basis. The Special Revenue Fund – Grants will pay back the General Fund \$384,176.20 by January 31, 2018.

(Resolution 2018.01.011) A motion was made by Johnathon Ross, MD and seconded by Fritz Byers to approve the request for advance from the General Fund to the Special Revenue Fund – Grants the amount of \$384,176.20. Motion carried. 9 yeas, 0 nays.

Kelly Burkholder-Allen stated that in regards to the Project DAWN Program Expansion grant, we have received an email from ODH stating that we did receive this grant for \$14,250, we are still waiting on the official notification. We are working with the Area Office on Aging of the DEEP Classes. This is not a grant but is a contract.

Board of Health Resolution is required to approve transfer of funds of \$2,576,049 from the General Fund to within the General Fund, Special Revenue Fund – Fees, and the Special Revenue Fund – FQHC as part of the December 31, 2017 year end closing. Transfer is a permanent reallocation of cash from the General Fund to other Funds.

(Resolution 2018.01.012) A motion was made by Donald Murray and seconded by Fritz Byers to approve the transfer of funds of \$2,576,049 from the General Fund to within the General Fund, Special Revenue Fund – Fees, and the Special Revenue Fund – FQHC as part of the December 31, 2017 year end closing.

(Resolution 2018.01.013) A motion was made by Johnathon Ross, MD and seconded by Fritz Byers to approve the Audit/Finance Committee Report. Motion carried. 9 yeas, 0 nays.

B. Personnel Committee – Perlean Griffin

1. Job Descriptions

- i. CEO/CFO – FQHC -A Job Description for the CEO/CFO of the Toledo-Lucas County Health Center was developed. This is a requirement of HRSA for the FQHC. Kelly Burkholder-Allen is currently performing the day to day operations for the FQHC.
- ii. Project Director – FQHC - A Job Description for the FQHC Project Director was developed. The Project Director for HRSA is to demonstrate continuity of operations from the FQHC being a sub-set of the Health Department with co-applicant. They need to have this in place and a name to go with the position. This is the position that is currently held by Jennifer McCloskey who has been doing a fantastic job in the position, according to the Personnel Committee Chair.
- iii. CFO – TLCHD - At the December 2017 BOH meeting it was requested to update the Chief Financial Officer Job Description to a full-time position. The job description was updated and presented to the BOH for approval. Barry Gordon, HR Director stated that he would be looking for someone who has government background for this position. Matthew Heyrman suggested advertising in Government Finance Officers Association (GFOA).

(Resolution 2018.01.014) A motion was made by Matthew Heyrman and seconded by Ted Kaczorowski to approve the three positions: CEO/CFO-FQHC and Project Director-FQHC, CFO-TLCHD, Motion carried. 9 yeas, 0 nays.

2. Perlean Griffin stated that there are two things that the Personnel Committee will be focusing on in the next two months.
 - i. The Committee will be looking at Job Descriptions to insure there are lines of progression for staff to assured in the Health Department that they can move up given they have the qualifications in respect to the positions. A part of that is to bring in Aaron Lowery to work with us to see what we can do to better train our employees once they are in their positions. Training is a very critical part of the department and we want to make sure that happens.
 - ii. The committee will be looking at the Job Descriptions on a regular basis to be sure they are current. We don't want to wait until we are in the situation where we have to develop a job description which gives the appearance that we are developing job descriptions for certain individuals. Among other items discussed were the following:

Fritz Byers commented that these are both extremely important for morale and credibility of the agency. Also, as a public agency, to be accountable to the entire community, will be part of the focus fo the HR director

Tuition reimbursement was discussed. Reimbursement is available for both NBU and Union employees. This allows staff to advance their credentials and have some

reimbursement. There is also money available for Education and CEU's for their profession.

The Personnel Committee will be meeting with Human Resources and staff to eliminate the number of concerns that we have from employees who feel they have to go to the Civil Rights Commission to have their concerns heard. .

Dr. Ross asked that our HR Director give his view on where we are now and where we need to go. Barry Gordon said that in the short time he has been here there is a slow-down in minutia but there are things that can be done positively that will impact staff performance. There are some items that the Board has access to that they might be able to relinquish to the staff. One thing is that the BOH has to approve the job description where they should be more involved in the hiring of the individual. This would speed up the process. One priority is to work on the Classification Plan. Dr. Ross asked if there is something the board can do to move the process forward. One cultural issue that has been noticed is accessibility. Mr. Gordon stated that he will make every attempt to be available to anyone that needs to come to him with any issues. He wants to be totally transparent and accessible to everyone.

Matt Heyrman stated that in the past couple of months he went through the Dialogue for Change program and heard feedback from some employees. Two things that have been very well received by employees: Number one is Ted Kaczorowski. His presence in the building and ease of talking with people. The second thing, if anyone can attend the Dialogue for Change would be great. Seeing board members there was very significant for the staff.

(Resolution 2018.01.015) A motion was made by Matthew Heyrman and seconded by Ted Kaczorowski to approve the position descriptions as presented of CEO/CFO-FQHC and Project Director-FQHC, and the full-time CFO-TLCHD, Motion carried. 9 yeas, 0 nays.

- iii. There was discussion of allowing the Health Commissioner approve Job Descriptions. The Committee will discuss and bring a recommendation to the next board meeting.

(Resolution 2018.01.016) A motion was made by Matthew Heyrman and seconded by Fritz Byers to have the Personnel Committee review Human Resource-related decisions and recommend to the Board of Health streamline to the extent possible, consistent to what the Ohio Revised Code requires. It was also suggested that we look into any prior motions as it was discussed in-depth in the past. Motion carried. 9 yeas, 0 nays.

(Resolution 2018.01.017) A motion was made by Barbara Conover and seconded by Fritz Byers to approve the entire Personnel Committee Report. Motion carried. 9 yeas, 0 Nays

C. Facility Committee

Barbara Conover stated that the committee did not formally meet, but that Shannon Lands has an update for the board to be aware of issues with the contracted cleaning service. Shannon reported that we have had the same company here in the downtown facility for quite a few years. We are in the process of developing a new RFP for our cleaning services for our janitorial needs. The current cost is around \$9000 a month. It will also be discussed with the county if they would provide some type of custodial services if it is appropriate.

The City of Toledo is painting the basement hallways, Kuhlman Auditorium and the restrooms.

Matthew Heyrman asked if there is any obligation to the City or County facilities departments for cleaning per any contract that was signed. Eric stated that with the merger agreement, the City of Toledo does supply us with the building but nothing involving cleaning. There will be additional discussions in the next couple months about this building as to if it will be where we will stay or another facility that is more conducive for everyone with parking.

D. Environmental Health Committee Report

The Environmental Health Committee met on January 17, 2018. Ted Kaczorowski, Richard Fernandez, DPT and Don Murray were present along with 9 staff members. There was also representation from The Village Inn, which will be discussed later in the report.

- 1) Septic System Variance Request for 8310 Bancroft: Due to the size and shape of the lot, the owner has requested a variance. The change will meet ODH requirements. It is recommended by the committee to approve this variance.

(Resolution 2018.01.018) A motion was made by Fritz Byers and seconded by Barbara Conover to approve the variance for the septic system at 8310 Bancroft. Motion carried. 9 years, 0 days.

- 2) The Ohio EPA Project Year 2018 HSTS Grant in the amount of \$200,000 which was part of the Audit Finance Report. A motion is needed to accept the funds from the Ohio EPA.

(Resolution 2018.01.019) A motion was made by Susan Postal and seconded by Dr. Johnathon Ross to accept the funds from the Ohio EPA for the Project Year 2018 HSTS Grant. Motion carried. 9 years, 0 days.

- 3) Board Authorizing Resolutions for HSTS Repair and Replacement Grant.
 - A. The Environmental Health Committee recommendation is to to authorize a resolution for the Health Commissioner to approve all contracts and expenditures for the fiscal year 2018 for the Ohio EPA HSTS Grant.

(Resolution 2018.01.020) A motion was made by Fritz Byers and seconded by Susan Postal to authorize the Health Commissioner to approve all contracts and expenditures for the fiscal year 2018 for the Ohio EPA HSTS Grant. Motion carried. 9 years, 0 days.

- B. The recommendation of the Environmental Health Committee to authorize a resolution for the Health Commissioner to accept and enter into agreements for the Fiscal Year 2018 for the Ohio EPA HSTS Grant.

(Resolution 2018.01.021) A motion was made by Matthew Heyrman and seconded by Fritz Byers to authorize the Health Commissioner to accept and enter into agreements for Project Year 2018 for the Ohio EPA HSTS Grant. Motion carried. 9 years, 0 days.

- 4) Representatives from the Village Inn at 4984 N Holland-Sylvania Road were present for a hearing on January 17, 2018 regarding the 112 violations at the facility since April 27, 2017. A facts and finding report was provided. Both the Health Department and representatives from

the Village Inn (Sara Garlo-Tokles, Jamie Armstrong and Vince Perna) made their presentations. The Village Inn provided some limited documentation and asked for time to send in some additional information. All documents were entered into evidence for the hearing. The Village Inn estimates that the repairs in the kitchen will take three weeks to complete. There is an option for either a suspension or revocation of the food service license. It is the recommendation of the committee to suspend the food license for thirty (30) days. If work is completed sooner, there is the possibility of reducing the length of the suspension. This suspension is in effect at the open of business on Friday, January 26, 2018.

Recommendation reads as follows:

Resolution to suspend or revoke** the food service license according to the ORC 3717.49 for the Village Inn located at 4984 N Holland Sylvania Road, Sylvania, OH. Whereas, the Environmental Health Committee head a hearing regarding the suspension/revocation of the food service license for the Village Inn, Nick Tokles: dba The Village Inn on January 17, 2018.

Whereas, both parties provided testimony and submitted evidence in support of their case, and whereas the facts and findings was presented to both the Environmental Health Committee and the Board of Health on January 25, 2018. Be it resolved by the Board Member of the Lucas County Regional Health District.

- a. The Board of Health, by a majority vote of the members of the board present at the meeting, in which there was a quorum, as authorized under 3717.49 of the ORC, Hereby the Lucas County Regional Health District has determined to suspend the food services license NFRY-9LXNSL for a period of thirty days. The suspension will begin at the start of business on January 26, 2018 for thirty (30) days.
- b. However, the facility may open prior if the Director of Health Commissioner so deems fit that they have complied with, been inspected and they have done what they need to do.

****Based on the information from the Village Inn that a contractor had been secured and would have the work done in three weeks the recommendation was changed to request the suspension of the food license for thirty (30) days.**

(Resolution 2018.01.022) A motion was made by Matthew Heyrman and seconded by Susan Postal to approve the recommendation to suspend the license at the Village Inn, 4984 N. Holland Sylvania Road, Sylvania, Ohio for thirty (30) day, (January 26, 2018 through the start of business on February 25, 2018). Only to be shortened by the authority of the Health Commissioner upon his approval and grant the authority to make that decision. Motion carried. 9 years, 0 nays.

- 5) Information was presented to the Environmental Health Committee by Eric Zgodzinski during the Committee meeting concerning the Lead Ordinance as to where it stands at this time.

(Resolution 2018.01.023) A motion was made by Fritz Byers and seconded by Perlean Griffin and to accept the Environmental Health Committee Report. Motion carried. 9 years, 0 nays.

E. Legislative Committee – No report

- 1) The previous discussion of spending money on training comes in here. We would like to look at getting our staff more involved in associations this year. With that involvement the staff will bring back legislative concerns that are discussed. In the past we have had staff on boards, such as OEHA, who would be driving policy for the state and bringing information back. We currently do not have that.

XI. Pending Business

A. FQHC Update – Kelly Burkholder-Allen

1. Kelly Burkholder-Allen and Clark Allen have been meeting with the FQHC staff every other week on Fridays. The group has been looking at efficiencies, staffing issues, overall operations and how to improve on efficiencies and working with our clients. The staff members have been extraordinary in their ideas and suggestions for problem solving, according to Kelly.
2. Staffing issues: One nurse who is in the immunization program was sick a couple weeks ago. The concern that it is flu season and requests for travel immunizations. An agency nurse who worked here previously has been hired temporarily to fill the position.
3. Cross-training is being done within the staff to better serve our clients when there are vacancies due to illness or vacation.
4. Dr. Woodson thanked Kelly for the multiple roles she has taken on during the past few of months.

B. Division Reports

1. Health Promotion/Policy Integration (Shannon Lands)
 - i. Shannon Lands showed a video clip as part of the Tobacco Prevention Grant. There are two parts to this grant: Smoke-free Housing and Youth Prevention. The T-21 initiative to pass the law that allows tobacco purchases to only those 21 and older. The Tobacco Prevention staff have paired up with “before the movie” advertisements and put together this video clip that will play at movie theaters. This is funded by the Tobacco grant.
 - ii. The Tobacco Prevention staff performed compliance checks with the Toledo Police Department Vice Unit over the past weekend. Two teenagers, under the age of 18, attempted to purchase tobacco products. Of the 16 stores visited, 5 stores sold tobacco to the youth, resulting in 5 violations and 5 arrests. Compliance checks are done twice a year.
 - iii. Toledo Public Schools met this month regarding their tobacco-free campus policy. It is 100% tobacco free for their students and by the end of July, will be for all visitors and staff at TPS. This includes vaping and smoke-free products.
 - iv. Social media campaigns have been on-going: flu shots, handwashing and overall winter health have been featured. Toledo made national media regarding the pediatric death of the child who died from flu.
 - v. The mock site visit for PHAB is scheduled for March 14th. Board packets include a sheet outlining the PHAB Site Visit Preparation for Board Members. The site visit is scheduled for April 19 & 20, 2018. Brandon Palinski has been working closely with the Accreditation Specialist to prepare the Board for the site visit. Those Board Members chosen for the PHAB site visit are Dr. Woodson, Dr. Ross, Perlean Griffin, Barb Conover and Ted Kaczorowski.
 - vi. Friday, February 16, 2018 will be our All Staff Retreat. The agenda will be sent out to those planning to attend.
2. Health Services (Kelly Burkholder-Allen)

- i. The Tai Chi program, taught by Dennis Hicks, had 4523 participants last year. The Tia Chi program and the Diabetic Education Empowerment Program (DEEP) are funded by the Area Office on Aging.
- ii. The 60+ Program nurse performed about 1300 patient assessments last year. The AOOA approached the agency concerning DEEP. This will include six sessions being held at the Zablocki Center. This center was chosen because of the highest need and the large number of low income clients who are diabetic. The AOOA will be advertising to local physicians so that they can refer to the DEEP. This will help clients make better food choices.
- iii. Shots 4 Tots and Teens: In addition to a new site was added for 2018, another focus will be on the Arabic speaking population. We can't always get a good link with interpretive services. We will work with the Arabic Charity and Trust Foundation bring in people to help with the interpretation.
- iv. Our temporary nurse, Cathy Noble, is working in the Adult Immunization program for at least three days a week in the absence of our Adult Travel Immunization nurse.
- v. Hannah's Socks contacted us last week and they have 30,000 pair of small socks that they needed help with distribution. We took 10,000 pair to distribute within the agency programs that minister to young families.
- vi. Opiate Coordinator, Kim Toles, has performed Recognition Opiate and Response Training and the administration of Narcan to 367 TARTA bus drivers. The entire TARTA bus system will has naloxone on board with trained TARTA staff.
- vii. Tomorrow, Congresswoman Kaptur is have a session in Sandusky at one of the rehab sites. We will be having staff from our agency there to talk about some of the opioid issues in our county.
- viii. The Opioid staff will be will be working on the preventive aspect of opioid use. The focus will be on getting to those individuals before they start using. One of the deliverables in the opioid grant from ODH is providing education to schools. Kim Toles, Opioid Coordinator has presented to multiple schools in TPS. TPS plans to video tape to make it available to all students. There was a program called Generation Rx which is a multi-age range program that was developed by ODH, OSU School of Public Health and the Ohio Pharmacy Board which is an evidence-based program.

3. Environmental and Community Health (Dave Welch)

- i. In the generalist programs, we have passed significant compliance in our Solid Waste Program and CD&D and Infectious Waste.
- ii. Dave Welch commended Jen Gottschalk for stepping up in regards to the issue with Village Inn. The staff is always willing to step up, even if it is not their program. Vaughn Jackson is in food now but has been willing to help in the Lead Program
- iii. There will be an exercise on February 6th for Disaster Preparedness.
- iv. Lead program is continuing outreach. Staff met with the new Mayor's staff to update them on what is being done in the program. There was a meeting with Toledo Together and ABLE to put a group together to help support Childhood Lead Poisoning. The goal is to help bring houses up to lead-safe standards where they can't afford to fix their properties.
- v. We are now focusing on children, which is a big part of lead. There are now 2 lead sanitarians who have been through the Lead Assessor Training.
- vi. The ODH Lead Program has significantly more power which has allowed us to take some landlords to court. There are items in the two Lead programs that can be used to offset the other.

4. Administrative Services (Tina Stokes)

- i. The staff is close to completing the review of the 2018 budget with changes that need to be made. We may need a special meeting to approve the 2019 budget.

XII. Health Commissioner's Comments (Eric Zgodzinski)

1. One thing that helps change our culture is to get down to our staff and understanding their ideas and concepts on how to run their programs. The Coffee with the Commissioner kicked that off. Sitting down with staff and asking their opinions on how to approve programs. We will be getting the spreadsheet back to them as to where we are with the idea. The final documentation went up yesterday for staff. This will be updated each month. There will be quarterly Coffee with the Commissioner for the next year.

XIII. Other Items and Public Health in the News (Dr. Woodson)

1. Public Health in the News has mostly been Eric and other staff. Thanks to Shannon for making the arrangements to get the word out.
2. One of the duties of the Board of Health is the annual assessment of the Health Commissioner. Eric's last assessment was done in April, 2017. This is planned now to be done at the first of the year. Any of the board members who would like to make comments are welcome to send them to Dr. Woodson. The evaluation forms that are being used will be forwarded to the board members for review.
3. Matt Heyrman asked that the Personnel Chairman be involved in this process. Dr. Woodson stated that Perlean has a copy and will be a part of this process.

XIV. Next Meeting Dates:

February 22, 2018

March 22, 2018

April 26, 2018

XV. Adjournment:

(Resolution 2018.01.024) A motion to adjourn was made at by Donald Murray and seconded by Dr. Johnathon Ross at 11:35AM. Motion carried. 9 yeas, 0 nays

Signed:



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

22 February 2018
Date

Attested By:



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

02-26-18
Date