

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
December 20, 2018– 8:30 A.M.

I. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:34 AM.

A roll call was taken of Board Members for attendance.

Present: Fritz Byers, Barbara Conover, Richard Fernandez, DPT, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Susan Postal, Donna Woodson, MD.

Excused: Johnathon Ross, MD & Barbara Sarantou

Absent: Reynald Debroas

II. Introduction of Guests

Eric Zgodzinski introduced other guests: Blade reporter Lauren Lindstrom, AFSCME and ONA representatives: Terri Dalton and Cindy McLeod.

Staff & Others: Eric Zgodzinski, Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Celeste Smith, Michael Jurdin, David Grossman, MD, Brandon Palinski, Alice Dargartz, Legal Counsel: Kevin Pituch.

III. Additions/Deletions to Agenda

Changes to the Agenda as follows: Move Item VI *Approval of Payment for November Vouchers* to item IV. There will be no Executive Session required today. Addition to agenda: Discussion of the Election of Officers to be done prior to Committee Reports.

IV. Approval of Payment for November 2018 Vouchers

The Audit/Finance Committee reviewed the November vouchers. There is an additional sheet which came in after the meeting. The vouchers have been put on the bill schedule. There is nothing from the original list that needs any special attention. We will take a moment now to review the additional sheet of vouchers. All of the vouchers need to be processed and over to the County offices by noon today due to the holiday.

(Matt Heyrman stepped out of meeting)

(Resolution: 2018.12.157) A motion was made by Fritz Byers and seconded by Richard Fernandez, DPT, to approve the November 2018 vouchers. Motion carried. 8 yeas, 0 nays.

V. Approval of the November 15, 2018 BOH Minutes

The November 15, 2018 Board Meeting minutes were sent out prior to the meeting for review.

(Resolution 2018.12.158) A motion was made by Ted Kaczorowski and seconded by Fritz Byers to approve the minutes of the November 15, 2018 Board of Health meeting. Motion carried. 8 yeas, 0 nays.

(Matt Heyrman returned to meeting)

VI. Executive Session

No Executive Session was required.

VII. Legal Update

Kevin Pituch stated that there was nothing to report.

VIII. New Business – Eric Zgodzinski reported

Reproductive Health/STD: As we moved out of the FQHC strategy and focus more on Public Health strategies for the department, we will start looking at new ways to provide services to the community. We are currently reviewing STD clinics while developing a new Reproductive Health Program. The Committee has been looking at how to fund and effective ways to provide these services.

Program Assessment and Equity: As we move forward, all programs will be looked at critically. We will evaluate each and determine what can be done to make them better and if we delivering them appropriately; additionally the department will look to see if new programs will be needed. We will be looking at creating a synergistic approach for delivery of public health programs.

In regards to Equity: are we delivering the programs the same way across the county? PHAB is looking at all of public health and how it is being delivered.

Initial discussions are being held on how the department is/can be involved with gun violence, poverty issues, and social determinates of health to mention a few. Policy development should be a focus for the department.

Dr. Woodson stated these issues are things that the Health Commissioner has discussed in the past. It was the FQHC situation that was holding us back in many ways to be able to get back to making population/public health what it should be for the community. Hopefully we are looking toward some exciting things in the New Year.

IX. Prior Business – Brandon Palinski

1) PHAB Update - Brandon Palinski reported that the action plan for PHAB was submitted and approved. Staff has begun implementation and moving forward. We have up to one year from its date of approval to implement our plan and submit our evidentiary documentation. Deadlines are being set to make sure everything is completed on time. As Eric mentioned with expanding our health equity focus, some of our PHAB objectives are also looking at things through the health equity scope and making sure we include our target audience when we evaluate the Health Promotion programs. We included a manageable equity assessment goal in our action plan with the idea to eventually expand to all of our programs.

Strategic Planning – the Committee met this month and the team is revising the work plan. Many objectives and action steps will see changes. Some have been removed because they cannot realistically be completed, in large part because of their relation to our FQHC, and its separation from the agency. The updated work plan is expected to be finalized at the January meeting and will work forward from there. The new Strategic Plan cycle will likely begin mid to late 2019.

2) Travel Policy – The Travel Policy has been updated 3 or 4 times in the last several years. It is written more like a Standard Operating Procedure (SOP). It is requested if the Board of Health

would consider rescinding this as a policy so that Administration could adopt it as an SOP. There are new situations that arise from time to time that need addressed. This would allow the agency to be more responsive in updating the provisions as situations occur that are not presently covered in the policy.

Fritz Byers stated that he understands the need for flexibility in the SOP so we can be responsive to changes. However, the BOH should have a policy on travel and reimbursement. The structure to have a policy as far as what we expect in terms of documentation and integrity in the process and then delegate to the staff the ability to set forth a process that is in compliance with our policy. Suggest to table and have a committee look at what the policy says and revise that to meet the above goals.

(Resolution 2018.12.159) A motion was made by Perlean Griffin and seconded by Ted Kaczorowski to have the Travel Policy reviewed and structured as outlined above and bring to the next BOH meeting. Motion carried. 9 yeas, 0 nays.

- 3) In regards to Accreditation, Dr. Woodson asked, if we were to get everything done on the Action Plan prior to the year we are allotted, would we be able to be accredited sooner. Brandon stated that once we have completed everything, we can submit for approval. After submission, the site review team will look over what we turned in and if it meets the standards set forth in the action plan it will be sent on to the Accreditation Board for their approval. The Accreditation Board meets quarterly to review accreditation decisions.

X. Board of Health Elections:

Don Murray stated elections for Board of Health President and Vice President will be held at the January 24, 2019 Board of Health meeting according to our bylaws. Contact Don Murray, Perlean Griffin or Eric Zgodzinski with the names of those to be considered for the position(s). Ballots will be handed out at the meeting with the names and nominations will also be accepted from the floor.

XI. Committee Reports

A. Audit/Finance Committee Report

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, December 17, 2018. The packet provided includes all of the financial data that was reviewed by the Audit/Finance Committee. This information was sent to all Board Members via email prior to this meeting for review. The consolidated financial report through November was reviewed. At this point, 92% of this budget year has lapsed.

General Revenue:	Collected 86% and expended 47%
Special Revenue:	Collected 76% and expended 76%
Special Revenue Fund – Grants:	Collected 27% and expended 29%
Special Revenue Fund – FQHC:	Collected 106% and expended 71%

Update - Grant Funded Programs

- 2018: Total applications of \$7,201,287 and awarded \$7,021,502.
- 2019: Total applications of \$11,773,949 and awarded \$6,889,987.
- Two notices of award totaling \$490,353, 4 pending grant applications, and 1 grant application needing Board approval to apply.

- There are 13 contracts needing approval for the month of December 2018.

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 November 2018 in the ordinary course of business. Total transfer is \$77,734.99 consisting of changes in various expense categories.

(Resolution 2018.12.160) A motion was made by Susan Postal and seconded by Fritz Byers to approve the Transfers of Appropriations for the month of November 2018 in the amount of \$77,734.99. 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 November 2018 in the amount of \$885,858.38 for Revenue Estimates and for Appropriations.

(Resolution 2018.12.161) A motion was made by Barbara Conover and seconded by Susan Postal to approve the changes in Revenue Estimates and Expense Appropriations for the month of November 2018 in the amount of \$885,858.38. Motion carried. 9 yeas, 0 nays.

Other Items –

FQHC Reporting

November 2018 receipts were \$46,857.38 and expenses were \$97,325.19, therefore a net loss of \$50,467.81.

Other Items - Earned Revenue

Board of Health Resolution is required to authorize the Fiscal Officer to transfer residual funds from the Special Revenue – Grant Fund in the amount of \$773.78 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted.

(Resolution 2018.12.162) A motion was made by Donald Murray and seconded by Perlean Griffin to approve the Fiscal Officer to Grant Funds in the amount of \$773.78 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted.

Other Items - Earned Revenue

Board of Health Resolution is required to authorize the Health Commissioner to request a budget amendment to reallocate \$14,969.00 in CDBG funding from Activity #1 (rodent abatement at demolition sites) to Activity #2 (proactive rodent control measures – complaints) for salaries and pension.

(Resolution 2018.12.163) A motion was made by Susan Postal and seconded by Donald Murray to approve the reallocation of \$14,969.00 from CDBG funding from Activity #1 (rodent abatement at demolition sites) to Activity #2 (proactive rodent control measures – complaints for salaries and pension.

(Resolution 2018.12.164) A motion was made by Perlean Griffin and seconded by Fritz Byers to approve the Audit/Finance Committee Report in its entirety. Motion carried. 9 yeas, 0 nays

B. Personnel Committee Report

- 1) Perlean Griffin stated the Personnel Committee met on Monday, December 17, 2018. The ONA wage reopener agreement was discussed in detail. She stated that the committee is pleased with the work that was done to reach an agreement on behalf of the ONA employees.

A motion is needed to approve the following items pursuant to Article 26 of the collective bargaining agreement between ONA and the Toledo-Lucas County Health Department to accept the following conditions of a wage reopener effective January 1, 2019:

- i) General wage increase of 0.5% for ONA staff,
- ii) Lump fund payment of \$600.00 to be distributed as follows: \$400.00 on December 14, 2018 (which was approved at the BOH meeting on November 15, 2018) and \$200.00 on June 14, 2019,
- iii) Two (2) Personal Days to be used between February 1, 2019 and November 1, 2019, if Personal Days are not used within the time frame outlined, they will be forfeited and no cash out or carry forward will be allowed.

(Resolution 2018.12.165) A motion was made by Matthew Heyrman and seconded by Fritz Byers to approve the wage reopener of the collective bargaining agreement between ONA and the Toledo-Lucas County Health Department as outlined above.

Matt Heyrman asked how many personal days the ONA staff has per year. Eric stated that these are the only two personal days they will have in 2019.

A roll call vote was taken. Motion carried. 9 yeas, 0 nays.

- 2) Fiscal Director Position: After considerable review the Personnel Committee has developed a new job description that is more consistent with the responsibilities that Tina Stokes has. The Committee and Administrative staff would like to commend Tina for all the hard work she has done. She is taking us in a direction that will improve our fiscal activities and services. Fritz Byers asked if this is the creation of a new, unclassified position. Perlean stated that is correct.

This is a reclassification of what Tina has been doing. Compensation of \$81,500 with a six month review with a potential of 5% increase. Currently Tina has a considerable amount of overtime hours because of the things she has had to do over the past two years. This would amount to a net zero relative to the amount of OT moving into the salary.

(Resolution 2018.12.166) A motion was made by Fritz Byers and seconded by Matt Heyrman to approve the job description reclassification. This will be effective on January 1, 2019. Motion carried. 9 yea, 0 nays

- 3) Health Services Supervisor: We have been short a supervisor in Health Services for over a year. Kelly Burkholder-Allen, as Director of Nursing and Health Services has 28 staff direct reports. Many of those are nurses. Most of her time is taken up with direct supervision issues. The operation should be handled more by a supervisor than the director.

OH. Motion carried. 9 yeas, 0 nays.

(Resolution 2018.12.171) Motion was made by Fritz Byers and seconded by Matt Heyrman to approve the entire Environmental Health report. Motion carried. 9 yeas, 0 nays.

D. Facility Committee – Barb Conover

Barb Conover reported that the Facility Committee met on Monday, December 17, 2018. There was discussion surrounding our current site and opportunities within the city and county as far as potential future sites for our department's location.

E. Legislative Committee – Eric Zgodzinski

Eric mentioned that a Committee meeting will be planned for a date in January. An important topic will be lead.

Matt Heyrman asked if the topic of Lead concerns are being discussed in the Legislative meeting, if Susan Postal be included in those discussions. Dr. Woodson stated that the official committee appointments are set up already. Board Members are welcome to attend committee meetings in which they have an interest, although they do not have a vote. Matt asked that Susan be included as a guest for that topic. Ms. Postal was present at the meeting but made no comment.

Eric stated that this is a review of the Ohio Department of Health Lead program, not the City of Toledo.

XII. Pending Business

A. Division Reports

a. Administrative Services – Tina Stokes

i. Tina thanked the BOH for approving her new position. She stated that there are new things in store for the 2019 year to get the Directors more involved in the budget and provide a 101 Training on Budgets. This will allow the Directors to be more involved in the planning of the budget. Ted Kaczorowski asked that this be offered to the Finance Committee too.

b. Health Promotion and Policy Integration – Shannon Lands

- i. Tobacco Cessation Grant staff are on the second year of the grant and working diligently towards the goal of 5185 intakes this year. They have an emphasis on reaching specific disparate populations including African American, Latinos, pregnant women and those of low social-economic status. The team is working on recruiting new providers and referral partners.
- ii. The Great American Smoke out was on November 15, 2018. The team received 7 new referrals and completed 7 intakes from the booth set up in our lobby. Eric gave an interview with local media on the Great American Smoke Out and the health benefits of quitting smoking and the support available through the CCI program.
- iii. On December 10th, the Aprima Electronic Health Records went live. Registration and billing is working well. There are multiple weekly follow-up calls scheduled with Aprima to discuss any outstanding issues. We are using work-arounds for interfaces with Medflow and Pathlabs until those have their final programming completed. The IT staff have been working diligently to get staff where they need to be and the Health Service Staff trained.

- iv. In regards to the CCI program, Perlean Griffin asked if the team had spoken with the Fredrick Douglas Center to get them interested and to pull that community into the program. Shannon stated that she believes the team is working with the Center and have signed a referral or provider agreement. Staff members are being trained in CPR over the past couple of months. This training is being provided by Lucas County EMS. This was mandated by our Health Commissioner. The clinical staff all received the BLS certification (4 hour class) through the American Heart Association. They rest of the staff received the Friends and Family course (2 hour class).
 - v. We have a newly formed Anti-Tobacco and Nicotine Alliance (ATNA) Steering Coalition. This is something that was created to engage stakeholders in our community and promote buy-in in regards to smoking and prevention issues. Brandon Palinski linked the ATNA Steering Committee with the Mobilizing for Action through Planning and Partnerships (MAPP) tool to help form the foundation for the Committee. Using the MAPP, ATNA will be able to prioritize public health issues and potentially improve efficiency, effectiveness, and performance of local public health systems that address the coalition's tobacco/nicotine objectives.
 - vi. The December newsletter is in the packet
 - vii. February 8, 2019 is our all-staff employee retreat from 8:00 AM – 4:00 PM at Owen Community College Veteran's Hall. Shannon has emailed All About You questions to Board Members for the retreat. If you are able to attend the retreat please complete the meal selection form that has been provided. A copy of the Draft Agenda will be forwarded.
- c. Environmental Health – Dave Welch
- i. The Ohio Department of Health (ODH) performed a survey of our Swimming Pool Inspection program a couple of months ago. We received the survey outcome. We passed the requirements and are in the high 80's, a good survey overall.
 - ii. The ODH Lead Review (AOC 3701) is coming up. There was a conference call yesterday with ODH. Previously Eric brought up the idea that any child with lead poisoning should be able to be investigated. The State of Ohio and our Prosecutor stated that we were not able to do that due to the wording in the legislation. This is one of the items we will be asking to amend the wording to "shall at minimum do the questionnaire" which will give us the leeway to do the assessment work. Dr. Woodson brought up a report that the White House has pronounced that they will now pay particular attention to the lead situation across the country. This would be a good time to watch if there are more grants being made available. Dave stated that we budget about \$240,000 for lead and we only get reimbursed about \$20,000 to \$30,000. Dave Welch stated that our staff will be looking into any grants that might be out there.
 - iii. In regards to the City of Toledo Lead-Safe Ordinance that was proposed has been deemed unconstitutional, the City of Toledo has a meeting with a Policy Committee as well as an Outreach Committee for education. There will be a report from the Policy Committee within a month or so as to how to go beyond where we are today. The Outreach Committee is just beginning to meet. The education part of it will be reported out later in January.
- d. Health Services – Kelly Burkholder-Allen
- i. In November there was cross-training for all of the nursing staff. Information on their programs and working together to develop synergies between programs and division. When we need to pull a staff member to help in another area, they will be trained. The Shots-4-Tots program and Gloria Smith (Lead Nurse) worked out a schedule to locate lead

screenings with Shots-4-Tots clinics. There was focus on packing and unpacking vaccine products due to the delicate balance to ensure that the data loggers are in there and the product is not stressed. This was a very successful day. Each nurse provided presentations on their specific duties.

- ii. Health Start and Maternal Child Programs completed the competitive application for the Healthy Start Program. This is a multi-year grant to HHS. This took a lot of work from multiple groups within our department including the grants management and budgeting areas.
- iii. Celeste Smith provided an update on the video that was completed on the OEI program and the *Getting to 1 Coalition*. The documentary is called, "Black and White - Infant Mortality in Lucas County". Because of the disparity gap between black and white infant mortality rates, what we have found is that we have not done well historically is to get information out into the community. Everyone is aware we have an opiate issue but we are not aware, as a community, that we have an infant mortality issue. The documentary includes families from Toledo and Lucas County who were courageous enough to share their personal stories. The documentary run time is about 69 minutes. There have been many requests for the documentary.

Yesterday there was a celebration for all of our staff completing the *Dialogue for Change* with a staff luncheon. The emails and comments from staff have been very positive. Suggestions for increasing employee involvement in our retreat came out of some of those sessions. Thanked the Health Commissioner for keeping his word to the staff saying, "This is about you, we want to change, we value your input" and really allowing that input to be valued. In regards to the video, it is being formatted for use in different media. It will be available online and YouTube, Doni Miller's show "Bridges" will show the documentary in its entirety.

Kelly Burkholder-Allen offered her admiration to those who worked to get the Aprima system up and running. A special not of thanks to Sam Schwandner, Dena Nowakowski and Nancy Benedetto.

XIII. Health Commissioner's Comments – Eric Zgodzinski

- A. Eric reported on an interview that was given on the Pandemic flu of 1918 (100th anniversary). We were able to review some articles on how Toledoans handled the pandemic. There was no vaccination back then. During H1N1 in 2008-2009 we were doing the same things as in 1918: social distancing, staying home, etc. It was interesting talking about it in a historical perspective and to fast-forward it into a more modern day and how we handled it here. Toledoans handled it the same way both times, outstandingly! The community did a good job getting vaccinations and social distancing during H1N1.
- B. Looking back a year, it is that time again where everyone gets to critique themselves. We need to critique ourselves too as to where we have been and where we are going. Last year at this time staff were asked if they think things were changing or if the culture is getting better. Responses were not real forthcoming, however over the past month or two the comments are positive towards change. The directors and staff have given us the opportunity to change the culture. More importantly the congratulations has to go to staff. They are the ones who have to change the culture, do things the right way and accept a new way of operating. They have! We are not where we should be but feel that we are making small changes in how we do things which will eventually make big changes in the delivery of public health.

XIV. Other Items and Public Health in the News – Dr. Woodson

Dr. Woodson asked if anyone had contacted WGTE concerning the documentary. Celeste stated that there have been some brief conversations with WGTE. We want to make sure that it is formatted so that they will be able to air it as well. Dr. Woodson stated that any of our members who have seen the documentary who are members of WGTE might want to send a letter of support for this documentary to be shown.

E-Cigarettes: The Surgeon General advisory has warned of the health risk to teens. This is something public health should have seen coming.

Marijuana regulations in Michigan: With the changes in regulations for marijuana in Michigan and relating to any employees who live there, the concern for them coming to work and any marijuana testing that might be required needs to be addressed.

The FDA advisory panel has suggested that naloxone be prescribed with opioids. The concern is that associated costs for this would be extremely high. That is not the way to go. Our TLCHD was one of the first in the country to offer naloxone free of charge with instruction on the use of the product.

Dr. Woodson thanked the staff for inviting the BOH members to the Christmas party at Poco Loco. There were several awards presented to the staff which were voted for by employees in many different categories.

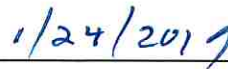
XV. Adjourn

(Resolution 2018.12.172) A motion to adjourn was made by Donald Murray and seconded by Richard Fernandez, DTP to adjourn. Motion carried. 9 yeas, 0 nays Meeting ended at 10:00 AM.

Signed:



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

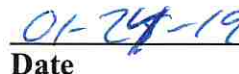


Date

Attested By:



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



Date