

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
April 25, 2019 – 8:30 A.M.

I. Call to Order and Roll Call

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

A roll call was taken of Board Members for attendance.

- *Present:* Barbara Conover, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Susan Postal, Barbara Sarantou, Michelle Schultz, Donna Woodson, MD
- *Excused:* Richard Fernandez, DPT, Johnathon Ross, MD
- *Absent:* Fritz Byers, Reynald Debroas

II. Introduction of Guests

- *Guests:* Ronald Wells, Jr. ProMedica, Joseph Dake, PhD, UT/Health Partners and Janis Sunderhaus, CEO of Health Partners of Western Ohio
- *New Staff members:* Gwendolyn Gregory, Holley Jackson and Sofia Montarmani
- *Union representatives:* Cindy McLeod and Nathan Fries
- *Staff & Others:* Kelly Burkholder-Allen, David Welch, Shannon Lands, Barry Gordon, Tina Stokes, Beth Williams, Brandon Palinski, Alice Dargartz, Samantha Eitniear, Laura Lindstrom from The Blade and Legal Counsel: Kevin Pituch.

III. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

IV. Approval of the March 25, 2019 BOH Minutes

The March 28, 2019 Board Meeting minutes were sent out prior to the meeting for review.

(Resolution 2019.04.044) A motion was made by Perlean Griffin and seconded by Barbara Conover to approve the March 28, 2019 Board Meeting Minutes.

Discussion: Matt Heyrman brought attention to page 5, Item E and asked “Was there a motion brought forward related to the conversation about interaction with staff?” Eric Zgodzinski stated there was a motion put forward.

Dr. Woodson stated that Susan asked about adding a resolution and there were two comments also that followed which concern the bylaws. Dr. Woodson stated there was not a second but doesn’t remember if there was specifically a request for a second. Matt Heyrman stated “If there is a motion, then by Robert’s Rules of Order there should be a request for a second.” The draft minutes had been reviewed and edited. The minutes for the March meeting were 17 pages long. Dr. Woodson stated her comment was that this be referred to Bylaws.

After a lengthy discussion concerning how the minutes are reviewed, the following motion was presented:

(Resolution 2019.04.045) A motion was made by Matt Heyrman and seconded by Perlean Griffin that the Bylaws Committee review the manner in which minutes are developed and presented by the Secretary to the Board of Health. Motion carried. 9 yeas, 0 nays

Susan Postal stated that once Alice puts in the revised portion that was redacted then we can look at approving the March 28, 2019 minutes.

Call to vote on the original motion (Resolution 2019.04.044) to approve the minutes as presented. Roll call vote. Motion failed. 4 yeas, 5 nays.

Matt Heyrman left at 8:50AM

V. FOHC Update

Joe Dake and Janis Sunderhaus presented a report on the FQHC which is now part of Health Partners of Western Ohio. They opened a clinic in East Toledo on Starr Avenue August in 2018. Additional clinics have been opened at the Western Lucas County facility along with two clinics in Scott and Rogers High Schools. There are currently 20 sites in Northwestern Ohio. The services being provided in addition to medical include: mental health, prescriptions, and dental.

VI. Executive Session

There was no Executive Session required.

VII. Approval of Payment for March Vouchers

Ted Kaczorowski stated that the Audit/Finance Committee met on April 15, 2019 and there was nothing out of the ordinary in the vouchers for the month of March.

(Resolution 2019.04.046) A motion was made by Barbara Sarantou and seconded by Michelle Schultz to approve the March 2019 vouchers. Motion carried. 8 yeas, 0 nays.

VIII. Legal Update

Kevin Pituch reported the Lead Ordinance case continues to make its way through the Court of Appeals. Earlier this month the City of Toledo filed its brief and the brief on behalf of the TLCHD has also been filed. The plaintiff's brief is due again in May. We had two amicus briefs filed on our behalf, which is in support of us. These came from ABLE and the Summit County Health Department. These two agencies are taking the same position that the Common Pleas Court erred in striking down the lead law. Motions have been filed to have their briefs allowed into the court. Holding up whether the motion will be granted is that the plaintiff's attorney is married to one of the judges in our Court of Appeals. All the judges in our court have had to recuse themselves. The Ohio Supreme Court has selected judges from Dayton to hear this case. This is scheduled to be heard in late August.

IX. New Business/Points for Consideration

Michelle Schultz asked if it is possible to have some additional training for the Board Members in the area of Roberts Rules of Order or similar for the Board to have a better understanding on how meetings should run. It was agreed that this is a good idea and will be looked at for future meetings. Eric Zgodzinski and Barry Gordon will look into further training.

X. Prior Business

- a. *Ethics*: Barry Gordon provided documents regarding Ethics Law and Fraud Policies. These will be shared with the Directors, Supervisors and the rest of the staff. A record of the training will be

kept in personnel files. Board Members were asked to sign that they received these documents. There is a 90 minute ethics presentation that will be given to the staff in the Summer Retreat.

- b. *Travel & Reimbursement Policy*: Brandon Palinski presented the revised Travel & Reimbursement Policy. This has been revised into two documents, Policy and Procedure. If the procedure changes, it would not have to be brought back to the Board to approve the full policy again. The A-1 and A-2 forms for submitting for travel reimbursement have been updated to a digital form.

(Resolution 2019.04.047) A motion was made by Ted Kaczorowski and seconded by Susan Postal to approve the revised Travel & Reimbursement Policy. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

- c. PHAB – Brandon Palinski reported that we are moving forward with PHAB. There has been progress in many of the areas. There will be an updated and more detailed report at the next BOH meeting as to where we are with PHAB.

XI. Committee Reports – Ted Kaczorowski

A. Audit/Finance Committee Report

Ted Kaczorowski presented the Audit/Finance Committee report. The Audit/Finance Committee met on Monday, April 15, 2019. 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. There were a couple of adjustments made since the reports were emailed, which are indicated in the packet.

Transfer 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 March 2019 in the ordinary course of business. Total transfer is \$12,698.88 consisting of changes in various expense categories.

(Resolution 2019.03.048) A motion was made by Susan Postal and Seconded by Michelle Schultz to approve the Transfers of Appropriations for the month of March 2019 in the amount of \$12,698.88. Motion carried. 8 yeas, 0 nays.

Revenue Estimates

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of March 2019 in the amount of \$1,075,000.00.

(Resolution 2019.03.049) A motion was made by Barbara Conover and seconded by Barbara Sarantou to approve the changes in Revenue Estimates and Expense Appropriations for the month of March 2019 in the amount of \$1,075,000.00. Motion carried. 8 yeas, 0 nays.

Other Items – 2018 and 2019 Household Septic System Repair/Replacement (HSTS) Grant

A Board Resolution is needed for the 2018-2019 Household Septic System Repair/Replacement (HSTS) Grant. A motion was made to authorize the Health Commissioner to enter into contract with septic installer and soil design and evaluators, to approve invoices, refund bid guaranty, purchase sewage permits, and other expenditures for the 2018 and 2019 Water Pollution Loan Control Fund (WPCLF) agreement for the repair and replacement of Home Sewage Treatment Systems.

(Resolution 2019.04.050) A motion was made by Susan Postal and seconded by Barbara Conover to approve the Authorizing Resolution as stated above. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

(Resolution 2019.04.051) A motion was made by Perlean Griffin and seconded by Barbara Sarantou to accept the entire report of the Audit/Finance Committee. Motion carried. 8 yeas, 0 nays.

B. Personnel Committee Report – Perlean Griffin

Perlean Griffin reported that the Personnel Committee met on Monday, April 15, 2019.

- 1) The W.I.C. program has lost partial funding which will result in a layoff of one staff member. That person is a Clerk II who will be placed in a vacant position in Vital Statistics.

(Resolution 2019.04.052) A motion was made by Donald Murray and Seconded by Ted Kaczorowski to approve the layoff of one W.I.C. Program Clerk II due to decreased funding in that program. Motion Carried. 8 yeas, 0 nays.

- 2) Perlean Griffin asked for a motion to approve the appointments of the four new employees; Sofia Montarmani, Ganessa Ney, Holley Jackson and Gwendolynn Gregory.

(Resolution 2019.04.053) A motion was made by Ted Kaczorowski and seconded by Barbara Conover to approve the appointments of the above listed employees. Motion Carried. 8 yeas, 0 nays.

Barry Gordon explained the vetting process used in the hiring of these staff members. There were several staff members involved on the interview team. The interview was then discussed with the Health Commissioner and presented to the Personnel Committee. Mr. Gordon expressed his appreciation to the union representatives who have been very cooperative and reasonable in dealing with personnel issues.

- 3) There was one resignation of a Health Educator in the Tobacco Cessation Program (Silvia Fofrich). We have been assured that this will not affect the work being done in that program.

(Resolution 2019.04.054) A motion was made by Ted Kaczorowski and seconded by Susan Postal to accept the entire report of the Personnel Committee. Motion carried. 8 yeas, 0 nays.

C. Environmental Health Committee Report – Donald Murray

- 1) A variance request was received for 2824 Davidson for a replacement system on a small lot. Due to the lack of space, the owner is requesting the variance for the isolation distance from the leach field to a small existing raised deck. The committee recommends approval of this request.

(Resolution 2019.04.055) A motion was made by Barbara Conover and seconded by Susan Postal to approve the variance request for 2824 Davidson. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

- 2) A variance request was received for 4255 Holt in Sylvania Township. The request is for isolation distance for the installation of a replacement system. The proposed system would be approximately five (5) feet from the existing septic tank. The homeowner plans to add a bedroom which would require a larger septic tank to be installed. The committee is recommending to deny this request and to work with the homeowners to discuss other options for the placement of the septic tank as the property is large enough to accommodate the system with a change in the design of the system.

(Resolution 2019.04.056) A motion was made by Barbara Sarantou and seconded by Michelle Schultz to deny the variance request for 4255 Holt in Sylvania Township. Roll call vote was taken. Roll call vote. Motion carried. 8 yeas, 0 nays.

- 3) The Maternity Ward Inspection for Mercy-St. Charles Hospital was presented. The inspection was performed and there were no issues needing to be addressed at this time. This is an annual inspection that takes place prior to the State of Ohio's inspection.

(Resolution 2019.04.057) A motion was made by Susan Postal and seconded by Barbara Conover to approve the Maternity Ward inspection for Mercy-St. Charles Hospital. Roll call vote. Motion carried. 8 yeas, 0 nays.

- 4) Summons for the Sandpiper Apartments pool, 5121 Ryan Road (License #: NFRY-9LY3E5): There have been several ongoing critical violations at the Sandpiper Apartments pool. A representative from the facility attended the summons with a plan for the repairs to be made. It was recommended to the facility to submit payment for the pool permit which is due on April 30, 2019. The Environmental Health Committee recommends the suspension of the Sandpiper Apartment's pool license until all of the violations have been corrected and inspections have been performed.

(Resolution 2019.04.058) A motion was made by Susan Postal and seconded by Barbara Sarantou to approve the suspension of the pool license for Sandpiper Apartments until the violation have been corrected and inspections have been performed. Roll call vote. Motion carried. 8 yeas, 0 nays.

- 5) Summons for Hawthorn Suites, 6101 Trust Drive, pool and spa (License #: TDAN-ATRME4 and TDAN-ATRMFG). There have been several ongoing critical violations at the pool and spa at Hawthorne Suites. A representative from the facility attended the summons with a plan for the repairs to be made. It was recommended to the facility to submit payment for the pool and spa permits which are due on April 30, 2019. The Environmental Health Committee recommends the suspension of the Hawthorne Suites pool and spa licenses until all of the violation have been corrected and inspections have been performed.

(Resolution 2019.04.059) A motion was made by Susan Postal and seconded by Barbara Conover to suspend the Pool license (License #TDAN-ATRME4) until all of the violations have been corrected and inspections have been performed. Roll call vote. Motion carried. 8

yeas, 0 nays

(Resolution 2019.04.060) A motion was made by Susan Postal and seconded by Michelle Schultz to suspend the Spa license (License # TDAN-ATRMFG) until all of the violations have been corrected and inspections have been performed. Roll call vote. Motion carried. 8 yeas, 0 nays

- 6) The Environmental Health Committee requests an Authorizing Resolution for the Health Commissioner to issue an emergency closure of a licensed public swimming pool, spa, or special use pool, in Lucas County due to an imminent health hazard. When an event occurs where a pool/spa is closed, the Environmental Health Committee and Board of Health President/Vice President will be notified of closure(s).

(Resolution 2019.04.061) A motion was made by Barbara Conover and seconded to approve an Authorizing Resolution for the Health Commissioner to issue an emergency closure of a licensed public swimming pool, spa, or special use pool, in Lucas County due to an imminent health hazard. Motion carried. 8 yeas, 0 nays.

(Resolution 2019.04.062) A motion was made by Perlean Griffin and seconded by Michelle Schultz to approve the Environmental Health report in its entirety. Motion carried. 8 yeas, 0 nays.

D. Facility Committee – Barbara Conover

The Facility Committee provided a summary of the TLCHD building survey. Four Hundred Fifty-seven (457) individuals responded to the survey. The survey was provided to those visiting both of the downtown location and WLCC as well as attendees at outreach activities such as health fairs and through social media. The data includes zip codes throughout the county of those who responded. Seventy-five percent (72%) of those who responded had no issues visiting the downtown location. Of the 25% of respondents who did have issues visiting our Downtown location, 78% cited parking as the largest barrier with 17% rating construction & traffic as the second largest barrier. When asked what is the most important when visiting the Health Department, free parking and accessibility were rated highest for those visiting the department to attend classes, obtain plan review, permits, birth & death certificates, WIC and immunizations. The majority of those responding feel the department should remain downtown, however West Toledo was the second highest response for location.

(Resolution 2019.04.063) A motion was made Ted Kaczorowski and seconded by Barbara Sarantou to approve the Facility Committee report in its entirety. Motion carried. 8 yeas, 0 nays.

E. Legislative Committee – Don Murray

There was no meeting this month.

F. Bylaws Committee – Don Murray

The Bylaws Committee met on April 15, 2019. Enclosed in the packet are possible changes to the Bylaws at the next BOH meeting. The sections to be affected are highlighted in red. Sections concerning Ethics Training, Board Member attendance, recording of BOH minutes were addressed in addition to revising the list of standing committees. These items will be voted on at the May 23, 2019 BOH meeting. Further discussion will be had concerning Term Limits and Succession Planning will be had at the next Bylaws Committee.

Dr. Donna Woodson stated that she wants it on record that she reported at the Bylaw Committee meeting that she is not planning to run for President or Vice-President at next January's meeting.

(Resolution 2019.04.064) A motion was made Susan Postal and seconded by Michelle Schultz to approve the Bylaw Committee report in its entirety. Motion carried. 8 yeas, 0 nays.

XII. Pending Business

A. Division Reports

a. Health Promotion and Policy Integration – Shannon Lands

i. Minority Health

- Minority Health Month Kickoff was held on Saturday, April 13 with 25 vendors in attendance along with local media coverage. There were 111 individuals that were served. There were many screenings provided at the event, and it was broadcasted live. A baby shower was provided with many giveaways.
- There was a Youth Forum talking about vaping and E-cig use and the dangers of nicotine. The radio station 107.3: The Juice radio station provided food and drink.
- A representative from the Ohio Minority Health Commission came to the event to do a site visit. She was very impressed with the presentation and how it was designed and with the vendors and services at the kick-off.

ii. Creating Health Communities

- Staff is working on planning and implementing two pop-up farmer's market events to increase WIC coupon redemption. The markets will be set up here at the health department at the end of July and in September.
- There is a 2019 Active Transportation workshop on June 6.
- Staff is partnering with Lucas County WIC Lactation consultants to provide a lactation policy and to furnish a lactation room with Toledo Hospital.

iii. Community Cessation Initiative (CCI)

- A phone bank was set up with WTVG Channel 13 which netted 150 calls from residents wanting to quit smoking. Interviews were done by our Tobacco Treatment Specialists, Mahj Steffin and Silva Fofrich. This event resulted in 40 new enrollments in the program.

iv. Tobacco Prevention

- Our Tobacco Prevention Coordinator presented to over 50 Clay High School students on E-cigs. The purpose was to increase youth knowledge on the history, effects, nicotine addiction and the unknowns of e-cigarettes.

v. Code 3 Trailer was at the TLCHD this week. This trailer is set up to simulate the bedroom of a late-teen/early adult to show people how to recognize the signs of drug use. It showed areas where drug paraphernalia can be hidden. There was a press conference with local partners in attendance.

vi. Food Safety Page Update – the website page was updated as part of an ongoing QI project to make the page more informational and user-friendly.

vii. April Newsletter was included in the packet.

b. Health Services – Kelly Burkholder-Allen

- i. Kelly Burkholder-Allen introduced Courtney Stewart, Social Worker, who was accepted into the graduate program in social work. She has been with us since the beginning of the syringe access program (NOSS). She has been working with the Mental Health and Recovery Board. Funding has been received for a Community Collective Impact Grant.

This funding has allowed us to purchase some Naloxone for Mental Health and Recovery agencies. This grant is a way for us to address the opiate epidemic collectively instead of working in our silos with an isolated impact. There have been two cohorts which have gone through this in the past few years. Lucas County is part of the second cohort. The first one had 2 years, we have had 2 months to do the same amount of work. Courtney distributed books with information concerning this program.

Courtney invited the BOH members to attend the Opiate Coalition Meeting on May 8th at 1:30PM at the Kent Branch Library at Collingwood and Central. She also commented that social problems are Wicked Problems-a wicked problem is a problem that is difficult or impossible to solve because of incomplete, contradictory, and changing requirements that are often difficult to recognize. There is really no one cause. There is no clear solution. We end up solving the same problem over and over. Addiction has always been a problem in our community. The model is formed to address just that. It is a great opportunity for our health department because it is so transferable. We have a lot of wicked problems within the health department. Infant mortality, unplanned pregnancy and increasing STDs are just some. They are all symptomatic of each other and if you address one, you are likely to impact others. The Health Department was written in as a supporting agency to the Mental Health Board. We are the backbone agency for these projects. We are engaging the entire community to work collectively with in-kind services to impact more. A reminder will be sent to the BOH members for the Opiate Coalition meeting.

- ii. Kelly Burkholder-Allen brought attention to the printed report with information on immunizations with all the activities that have been taking place within the building and outside. It includes clinics and media interviews, and social media.
 - iii. Don Murray brought to the board's attention that Kelly Burkholder-Allen spoke at the Lucas County Fire Chief's Association last night. She spoke about the grant that provides first responders with Naloxone, training and education and did a fine job.
 - iv. There was discussion regarding measles and the importance of getting information out to private practice physicians, pediatrics, etc. Any information we can provide to them concerning precautions if a patient presents with symptoms would be helpful including information on the use of masks, isolation or other procedures. Samantha Eitniear stated that we regularly have communication between our epidemiologists and the Infection Control Practitioners at the hospitals. The State of Ohio sent a Health Alert to all Health Departments and all Hospitals which was shared with others in the medical community. Dr. Woodson suggested getting a fact sheet out to the various physician groups concerning measles.
- c. Environmental Health – Dave Welch
- i. Staff presented education on bed bugs and childhood lead poisoning prevention to the Lucas County Children Services Agency.
 - ii. Generalists will be providing training on Swimming Pools for recordkeeping requirements, maintaining records, explanation of forms, water chemistry, and facility requirements.
 - iii. HSTS Operation and Maintenance Program and Water Quality Program are holding two public meetings in May and June which will introduce the rules regarding the O&M program for household sewage treatment systems.
 - iv. Eric, Dave and Jodi Vaughan presented to the Ohio Restaurant Association on "Partnering with your Local Health Department. This has been one of our better relationships with an

outside association. The Association has included us in many of their meetings. Education is the best way to get compliance in public health issues

XIII. Health Commissioner's Comments – Eric Zgodzinski

- We have been working on how to change the thought and culture here at TLCHD. We have been remiss in years past to have the ability to have our staff attend trainings and be a part of associations. It is important to take part in conferences with their peers so they can glean information, new ideas and how others are conducting work in Ohio and beyond.

Front line staff need to be more involved in their own associations and training opportunities in order to bring new ideas back to the department. It has been discussed in Audit/Finance meetings to set money aside for association dues and additional conferences. In the last six months of the year you will be seeing more attention paid to those conferences and associations in getting staff involved.

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

- Dr. Woodson brought attention to the editorial in the Blade yesterday "Better Infant Health". The article mentions TLCHD with quotes from Shynell Jones.
- Don Murray reminded the Board that we are heading into the tornado season. Tornado siren test in Lucas County will be Friday, May 3rd at 12:00PM. Have a plan in place for you and your family to have a safe place of shelter. Lucas County is 51 miles wide so that is a lot of area for bad weather to strike.
- Lauren Lindstrum, reporter for The Blade announced that this will be her last meeting with us. She will be joining the Charlotte Observer and wanted to thank the Board for making her feel welcome. Dr. Woodson stated that we have been very fortunate to have Lauren working to get the public health message out to the community. Public Health is everyone's business and needs to be reported in the way Lauren has. Best wishes were voiced to Lauren by all.

XV. Adjourn

(Resolution. 2019.04.065) A motion to adjourn was made by Donald Murray and seconded by Ted Kaczorowski, to adjourn. Motion carried. 8 yeas, 0 nays Meeting ended at 11:05am.

Signed:



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

Date

23 May 2019

Attested By:

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

Date

05-27-19