

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Department of Operations Center (DOC) #254**  
**June 27, 2019 – 8:30 A.M.**

**I. Call to Order and Roll Call**

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

A roll call was taken of Board Members for attendance:

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

**II. Introduction of Guests**

- i. Guests: Ryan Dunn, Toledo Blade; Linda Saja, 4<sup>th</sup> year Medical Student, and Emily Martinez, Intern
- ii. Union representatives: Cindy McLeod and Nate Fries
- iii. Staff & Others: Eric Zgodzinski, Kelly Burkholder-Allen, David Welch, Shannon Lands, Barry Gordon, Tina Stokes, Brandon Palinski, Gwendolyn Gregory, Alice Dargartz, Samantha Eitnrear, David Grossman, MD and Legal Counsel: Kevin Pituch.

**III. Additions/Deletions to Agenda**

There were no additions or deletions to the agenda.

**IV. Approval of the May 23, 2019 BOH Minutes**

**(Resolution 2019.06.086)** A motion was made by Perlean Griffin and seconded by Ted Kaczorowski to approve the Mar 23, 2019 Board Meeting Minutes. Motion carried. 9 yeas, 0 nays, 1 Abstain.

**V. Executive Session**

**(Resolution 2019.06.087)** A motion was made to enter into Executive Session for the purpose of considering employment of an employee by Johnathon Ross, MD and seconded by Donald Murray at 8:45am. A roll call vote was taken. Motion carried. 10 yeas, 0 nays.

**(Resolution 2019.06.088)** A motion was made to return to the Regular Session by Ted Kaczorowski and seconded by Donald Murray. A roll call vote was taken. Motion carried. 10 yeas, 0 nays.

**VI. Approval of Payment for May Vouchers**

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, June 24, 2019 to review the bill schedule. There was nothing out of the ordinary in the vouchers for the month of May. Dr. Ross asked for an explanation of the Aprima software maintenance for Mobile Vision in the amount of \$3,316.10. Kelly Burkholder-Allen explained that this is a license to add Donna Baldwin-Mickey, OD, to submit billing in the Aprima software program. She previously was on the Medflow billing system which is a vision only program. This change allows for a smoother alignment for bill and scheduling.

**(Resolution 2019.06.089)** A motion was made Johnathon Ross, MD and seconded by Fritz Byers to approve the May 2019 vouchers. Motion carried. 10 yeas, 0 nays.

**VII. Legal Update**

- A. Kevin Pituch reported that all briefs have been filed concerning the Toledo Lead Safe Ordinance. The next step will be the Oral Arguments. These will be heard in the 2<sup>nd</sup> District Court in Dayton sometime after Labor Day. The decision will be back 3 to 6 months after that.
- B. The Prosecutor's office was involved with the issue of the rabid bat and pit-bull that was exposed. Eric, Dave, Samantha and others did an excellent job handling the situation and everything was done properly to ensure the safety of all involved.

**VIII. New Business/Points for Consideration**

- A. There is no New Business

**IX. Prior Business**

- A. The Lead Coalition is getting back together to talk about lead in the community. More to come on that issue.

**X. Committee Reports**

**A. Audit/Finance Committee Report – Ted Kaczorowski, Chair**

Ted Kaczorowski presented the Audit/Finance Committee report. The Audit/Finance Committee met on Monday, June 24, 2019. The financial packet was provided via email and includes all of the financial data that was reviewed by the Committee. Included in the packet is a list of the contracts which list the new funding sources highlighted.

**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 May 2019 in the ordinary course of business. Total transfer is \$120,517.93 consisting of changes in various expense categories.

**(Resolution 2019.06.090)** A motion was made by Fritz Byers and seconded by Michelle Schultz to approve the Transfers of Appropriations for the month of May 2019 in the amount of \$120,517.93. Motion carried. 10 yeas, 0 nays.

**Revenue Estimates**

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of May 2019 in the amount of (\$90,394.00).

**(Resolution 2019.06.091)** A motion was made by Perlean Griffin and seconded by Susan Postal to approve the changes in Revenue Estimates and Expense Appropriations for the month of May 2019 in the amount of (\$90,394.00). Motion carried. 10 yeas, 0 nays.

**Other Items – HIV Testing Fee**

A motion is required by the Board of Health to approve the fee of \$20.00 for HIV Testing for individuals that are assessed to be low-risk for HIV infection. This is based on the Ohio Department of Health requirement that HIV Prevention grantees reduce the testing of people determined to be low risk for HIV infection. Those who are low risk are not eligible for free testing. The purpose of this \$20 fee is for those low risk individuals to have the opportunity to be tested. They are determined to be low risk due to a self-reporting questionnaire they complete.

Dr. Ross asked if other STDs (gonorrhea, syphilis, etc.) patients are charged for testing. Kelly responded there is a \$30 fee for those tests.

**(Resolution 2019.06.092)** A motion was made by Matt Heyrman and seconded by Susan Postal to approve the fee of \$20 for the HIV testing of individuals who are assessed to be low-risk for HIV infection.

#### **NBU Vacation Buy-Back**

Buy-back of vacation time from non-bargaining unit employees was discussed. A process will be developed and brought back to the Board for approval. Eric stated that this is being done to help contain costs and improve the budget. Relative to cost methodology we can use this to pay for overtime. Grants do not have the ability to pay for overtime but can pay for straight time. If we buy-back the time we have the ability to charge back to those grants. The amount of buy-back will be on a graduated scale based on the years of employment.

Another strategic option to look at is our benefits package. This includes the number of hours of vacation time, bonus vacation hours and longevity (3% of annual pay). If we are looking at long term strategic vision relative to finances, we probably will not be able to sustain the current plan. With the changes, new employees who start after January 1, 2020 would be under the new package. This would reduce vacation time given, eliminate longevity and the option to give bonus days. This will result in the ability to better budget and savings that we have might be able to go back into salaries. You will be hearing more about this during the coming months. The plan will be presented to the Audit-Finance Committee and the brought to the Board.

#### **NUB Vacation Cap**

The Audit/Finance Committee requests a motion to give the Health Commissioner the authority to cap vacation time at 320 hours for all non-bargaining unit employees with a procedure to be in place. This would bring the NBUs in line with the two current union contracts.

**(Resolution 2019.06.093)** A motion was made by Matt Heyrman and seconded by Barbara Sarantou for the Health Commissioner to have the authority to cap vacation time at 320 hours at the time of separation. Motion carried. 10 yeas, 0 nays

#### **Wage Increase for Non-Bargaining Unit Employees**

At the beginning of this year, staff who are union members received a 0.5% pay increase. It was decided to revisit the budget in June to see if there is the ability to increase the non-bargaining unit employees pay by the same amount was feasible. The funds are available and this increase would be made retro-active to January 1, 2019.

**(Resolution 2019.06.094)** A motion was made by Johnathon Ross, MD and seconded by Susan Postal to increase the non-bargaining unit employee's hourly rate by 0.5%, retro-active to January 1, 2019. Motion carried. 10 yeas, 0 nays

**(Resolution 2019.06.095)** A motion was made by Perlean Griffin and seconded by Fritz Byers to approve the Audit-Finance Committee Report in its entirety. Motion carried. 10 yeas, 0 nays.

#### **B. Personnel Committee Report – Perlean Griffin, Chair**

Perlean Griffin reported that the Personnel Committee met on Monday, June 14, 2019.

**Filling Vacancy – Sanitarian**

The Personnel Committee would like to recommend the hiring of Mike Scaroleta to the position of Sanitarian-in-Training. Starting wage of \$18.13 per hour.

**(Resolution 2019.06.096)** A motion was made by Johnathon Ross, MD and seconded by Ted Kaczorowski to hire Mike Scaroleta to the position of Sanitarian-in-Training. Motion carried. 10 yeas, 0 nays.

**Resignation – Community Health Worker**

The Personnel Committee reports the resignation of Gail Koonce, Community Health Worker, effective July 12, 2019

**(Resolution 2019.06.097)** A motion was made by Johnathon Ross, MD and seconded by Susan Postal to accept the resignation of Gail Koonce. Motion carried. 10 yeas, 0 nays

**(Resolution 2019.06.098)** A motion was made by Donald Murray and seconded by Susan Postal to accept the entire report of the Personnel Committee. Motion carried. 10 yeas, 0 nays.

**C. Environmental Health Committee Report – Ted Kaczorowski, Acting Chair**

Ted Kaczorowski reported the committee met on Monday, June 19, 2019

**Septic Variance Request #19-07:** A variance request was received for 2349 Gradwohl for the installation of a pergola that is less than 10 feet from the leach field. A section of the existing patio will be removed and the pergola will be installed. There will be one support post close to the leach field which the inspecting sanitarian stated should not pose an issue.

**(Resolution 2019.06.099)** A motion was made by Johnathon Ross, MD and seconded by Barbara Sarantou to approve variance #19-07 for the installation of a pergola at 2349 Gradwohl. Motion carried. 10 yeas, 0 nays.

**Septic Variance Request #19-08:** A variance request was received for 8441 Garden Road for the ability to use a temporary holding tank until the leach field could be installed. The ground is currently saturated due to the recent heavy rains. The tank will have an alarm system and will be pumped as needed until installation is complete. Recommended time for the installation is by September 30, 2019.

**(Resolution 2019.06.100)** A motion was made by Fritz Byers and seconded by Susan Postal to approve the variance #19-08 for the installation of a temporary holding tank as outlined above. Motion carried. 10 yeas, 0 nays.

**Harmful Algal Bloom Update:** The committee shared an update of the projected HAB for Lake Erie for this summer. An update from NOAA was provided to show the projection. It looks to be an active algal bloom season. No information on whether the microcystin toxin will be an issue this year.

**Rabies Case:** There was discussion concerning the recent case of rabies in a bat to which a puppy was exposed. The family consists of the mother, 2 children and the dog. The family had post-exposure vaccinations. After providing all of the information to the family, the puppy was surrendered for quarantine for a 4 month period.

There was another case of a dog that had interaction with a raccoon. The raccoon was sent to Canine Care and Control for testing. The results came back as “unsatisfactory”. This result is considered to be positive and the dog has been surrendered to Canine Care and Control. It was unvaccinated and is being quarantined. We are waiting for confirmation if the dog will be euthanized. Another dog had an altercation with a coyote. The coyote was shot by the dog owner but it ran away and could not be found. That dog is also currently under quarantine.

**Cease and Desist Order:** The City Grill at 421 N. Huron Street was inspected on June 17 and was found to have 41 violations. The facility closed voluntarily on June 17 and reopened on June 18. A cease and desist order was issued on June 19 and the facility is now closed until the cleaning and repairs are made and an inspection is completed.

**(Resolution 2019.06.101)** A motion was made by Perlean Griffin and seconded by Michelle Schultz to approve the Environmental Health report in its entirety. Motion carried. 10 yeas, 0 nays.

**D. Facility Committee – Barbara Conover**

There was no meeting held.

**E. Legislative Committee – Eric Zgodzinski**

Eric Zgodzinski state that he and Don Murray had a brief conversation. The committee is waiting for the Budget Bill to become law.

**F. Bylaws Committee – Donald Murray**

The Bylaws Committee did not meet.

**XI. Pending Business: Division Reports**

**A. Administrative Services – Tina Stokes**

- i. Tina Stokes reported that there will be some changes in the budget information being given to the directors. They will have more information to keep them informed as to where their divisions stand in their budgets. This will be by line item, month and year. This will include data from 2016 to the present day.

Lucas County is changing to the new Oracle File software. TLCHD is currently accounting on a cash basis. When the new system is up we can start accounting on an accrual and cash basis. Cash basis is current and accrual accounts for performed services for which payment will be received the following year as a receivable.

Overtime has not been reported previously for each of the departments. This will be changed in the budget to show how much overtime is reported. Each division will be allotted an amount for overtime and if they go over that amount there will have to be justification why and where the money is coming from.

For grants we are going to try to change how budgets area determined. There is an expected 10 – 15% increase in insurance which has not been budgeted previously. This and any other economic increase that has not been previously budgeted will be worked into the grant.

support. The Getting to 1 Coalition website is up and running at [www.gettingto1.org](http://www.gettingto1.org). The Coalition has adopted the Woodruff Village Apartment Complex and will be providing services to those of child bearing years.

- iv. Shots 4 Tots 'n Teens participated in the Pre-K and Kindergarten Readiness event at the South Toledo Library on June 8.
- v. Mobile Vision provided exams at the National Youth Sports programs and the LaPosada Emergency Family Shelter.
- vi. Connecting Kids to Meals Program presented information to TLCHD about participating in their program. TLCHD we will be participating in a trial to see what the need is in our programs. Food is placed in a refrigerator in the WIC department. The participants who have food insecurities can be provided with these snack packs. A large number of our staff participated at the United Way to help pack these meals. There is the opportunity to become a feeding site here at the Health Department next year. There was also an opportunity to be an after school program but it is too intensive for us.

## **XII. Health Commissioner's Comments – Eric Zgodzinski**

- A. Eric announced that Barry Gordon is retiring. Barry will be leaving at the beginning of August. In the past two years Barry has brought a lot to the table. Barry has given assurance that he will help with the selection of his replacement. It is planned to bring in a new hire before Barry retires to allow an overlapping period of transition. Barry will surely be missed.

Barry Gordon remarked that there are a lot of people who can do what he does. A big part of it is establishing a relationship with the unions and working side by side. Working with this board has been phenomenal. He wished he could have been involved with this staff 10 years ago and had the ability to stay. Barry's wife retired a year ago. He will be spending time with his family and appreciates everyone and thanks everyone.

- B. We often forget the significance of pools and what a liability they are. When they are running appropriately and the disinfectant is present, they are great places. As soon as we start having issues with disinfectant and pH, we do have concerns. It is pool season, Dave has been asked to make sure we do not run into similar issues as the past where things were overlooked or maybe chlorine levels were not properly documented by the pool operator. That cannot be allowed. We need to make sure when kids go in splash pads or pools, it is safe as possible. Dave's crew is outstanding and I'm impressed with what they have been able to do with the pools where we have had issues. You might hear through media where we have to close a pool, understand that when we do things here, there is a reason for it. The public doesn't understand that there is a huge liability on those owners.
- C. Eric stated that many of the board members know that he is pursuing his Doctorate in Public Health. Several years ago he came to the board and stated that he would be utilizing the department as the basis for his dissertation and the Board agreed. The efforts of Eric's pursuit of research for his doctorate was really to help this department out. We have found the way we do Strategic planning and the barriers and facilitators that make it run. Staff will be used to get their input on what works and what doesn't. Hopefully we will have a better strategic plan process in our next round. The issue this research hopes to resolve is that nobody has really strategic planning in the public health field. There is almost no literature out there about what makes it tick, why does it run, how does it work, why does it fail. What we want to do in this department is to create the ability to have other individuals perform research to showcase what we are doing. The more we can do that, the better off we are for grants, the more we put our name out there to say we know

what we are doing and that we are able to document it. There will be a final report that will allow you to comment. Eric is also working on getting the department to be an Academic Health Department. More to come on this.

**XIII. Other Items and Public Health in the News – Dr. Donna Woodson**

- A. On behalf of the board, Dr. Woodson thanked Barry Gordon for his service to the department.
- B. In today's Blade there was an article, "Health Officials Warn about Noxious Weeds". These are due to the heavy rains. Several years ago an article was put out called Tick Borne News that was presented to the medical students at UTMC.
- C. Michelle Schultz had asked at a prior board meeting about additional training for new members on the board. Eric and Dr. Woodson will have some ideas for consideration next month. One thing that could be of interest is a restaurant inspection. Bring any suggestions of issues you would like to be discussed.
- D. Dr. Woodson reported on the Annual AMA meeting which was held in Chicago. Dr. Woodson represents Ohio in that delegation. There were 600 physicians from across the country. The delegates were supportive of the board of trustees' policy and report. One was on development of sustainable solutions for chronically homeless patients and measures that criminalize homelessness. The council on public health had two reports on low nicotine product standards and vector borne diseases. The group passed policies on gun violence and the use of smart technology to prevent accidental discharge of a fire arm. The medical students discussed the reduced consumption of processed meat. There was significant discussion on non-medical exemptions for immunizations. With many diseases coming down from Michigan we are fortunate that measles has not gotten here yet, but we are ready when it does. A policy was developed about the dangers of vaping nicotine. A need to repeal legislation that criminalizes the non-disclosure of HIV status for those people living with HIV so ongoing treatment can occur was discussed.

**XIV. Adjourn**

**(Resolution. 2019.06.102)** A motion to adjourn was made by Donald Murray and seconded by Matt Heyrman to adjourn. Motion carried. 10 yeas, 0 nays Meeting ended at 10:34am.

**Signed:**



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

7-25-19

\_\_\_\_\_  
**Date**

**Attested By:**



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

7-25-19  
\_\_\_\_\_  
**Date**