

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
May 23, 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:* Fritz Byers, Barbara Conover, Richard Fernandez, DPT, Perlean Griffin, Ted Kaczorowski, Susan Postal, Johnathon Ross, MD, Barbara Sarantou, Michelle Schultz, Donna Woodson, MD
- *Excused:* Matthew Heyrman, Donald Murray
- *Absent:* Reynald Debroas

II. Introduction of Guests

- Guests: Jeremy Mahoney, Maumee Valley Country Day School student
- Union representatives: Cindy McLeod and Tony Maziarz
- Staff & Others: Eric Zgodzinski, Clark Allen, David Welch, Shannon Lands, Barry Gordon, Tina Stokes, Beth Williams, 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 March 28, 2019 and April 25, 2019 BOH Minutes

The March 28, 2019 and April 25, 2019 Board Meeting minutes were sent to Board Members prior to the meeting for review.

Dr. Woodson stated that the draft minutes from March's Board Meeting presented in April were replaced with the original draft to ensure Susan Postal's recommendation regarding how Board Members interact with staff members was included.

Dr. Woodson stated that a request was made by Michelle Schultz to have additional training in how a board conducts business. There is a document in the packet today that gives a commonly used abbreviated list of Robert's Rules of Order for review. Eric has also ordered two books and a laminated sheet (cheat sheet), which is available for use.

(Resolution 2019.05.066) A motion was made by Perlean Griffin and seconded by Susan Postal to approve the March 28, 2019 Board Meeting Minutes. Motion carried. 10 yeas, 0 nays

(Resolution 2019.05.067) A motion was made by Barbara Conover and seconded by Ted Kaczorowski to approve the April 25, 2019 Board Meeting Minutes. Motion carried. 10 yeas, 0 nays

Eric stated that for clarification of tabling minutes in the future some of our grants require us to have signed minutes for our reports. One of our grant reports for March is being submitted late due to the March minutes being approved today.

Dr. Woodson stated that we need to look at the from Robert's Rules documents as a reference as needed for our meetings.

V. Executive Session

There was no Executive Session required.

VI. Approval of Payment for April Vouchers

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, May 13, 2019 to review the bill schedule. There was nothing out of the ordinary in the vouchers for the month of April.

Richard Fernandez, DPT, asked if there was any further action on updating the janitorial staffing as discussed a couple of months ago. Shannon Lands stated that we are in the process of revising the RFP. It is nearly completed and it will be sent out soon for bid.

(Resolution 2019.05.068) A motion was made by Fritz Byers and seconded by Richard Fernandez, DPT, to approve the April 2019 vouchers. Motion carried. 10 yeas, 0 nays.

VII. Legal Update

Kevin Pituch reported that he has sent an email to Eric which was forwarded to the Board Members regarding the Board's obligation to prepare minutes of its meetings. The way we are doing things as a Board are acceptable in regards to meeting minutes.

Eric stated that this month's minutes have been streamlined. They captured everything that was presented. As long as the resolutions and a brief summary of the discussion from the Division Directors' reports is captured, it is acceptable for minutes.

Richard Fernandez, DPT, asked if the recordings are a part of Public Record which could be requested. Kevin Pituch responded that they are public record. Eric responded that the possibility exists to no longer record meetings. Eric spoke with other departments and there is approximately a 50/50 split of those who record and those who do not.

VIII. New Business/Points for Consideration

- a. **Credit Card Use Policy:** Eric Zgodzinski reported that the Ohio Legislature has put in the ORC the ability for Health Department's to utilize a credit card. In the past these were only allowed to be held by County Commissioners. This will allow us to be more frugal with our expenditures because it will allow us to buy items online that are much less expensive.

Brandon Palinski presented the Draft Credit Card Use Policy. The policy is written to mirror ORC 3709.42 which governs Boards of Health in regards to the ability to have a credit card.

Eric stated that Terri Dalton, at this time, will be the person who will be balancing the credit card account. She will not allowed to make purchases with the credit card.

Eric spoke with other health departments about their credit card uses. He stated that many have a \$2,000 limit per individual. This is dependent on the size of the department. If someone has to go over the \$2,000 limit they would have to submit a request for prior approval for the overage.

Tina Stokes discussed the limit amounts for purchases. The following will be added to the Policy: The credit limit for the card would be \$30,000 with a maximum purchase of \$5,000 per item. The

cards will have the agency's name listed on them. There would be \$2,000 per Individual (travel, etc.), Administration or Division in a month. There would also be monthly reports to the Board of Health at the monthly meeting through the Audit/Finance Committee. Tina stated that she would like to request three cards.

(Resolution 2019.05.069) A motion was made by Fritz Byers and seconded by Johnathon Ross, MD to approve the Credit Card Use Policy as discussed above. Motion carried. 10 yeas, 0 nays

- b. Fritz Byers introduced his guest, Jeremy Mahoney, sophomore student at Maumee Valley Country Day School. He is involved in the Ohio State Program for Speech and Debate. The students engage in a three week intensive program and because of Jeremy's interest that focuses on government and law, and public policy, he was permitted to put together an independent study. He will be spending the next three weeks with Fritz with some of the activities he is involved with.

IX. Prior Business

- a. No Prior Business

X. Committee Reports – Ted Kaczorowski

A. Audit/Finance Committee Report

Ted Kaczorowski presented the Audit/Finance Committee report. The Audit/Finance Committee met on Monday, May 13, 2019. The financial packet was provided via email and includes all of the financial data that was reviewed by the Committee.

In the section referring to Contracts, there was one contract presented at the meeting for review. Since the Committee met, there were an additional five (5) contracts received. These were all Healthy Start Initiative agreements. Nothing out of the ordinary needs to be addressed with these.

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 April 2019 in the ordinary course of business. Total transfer is \$12,717.69 consisting of changes in various expense categories.

(Resolution 2019.05.070) A motion was made by Susan Postal and seconded by Fritz Byers to approve the Transfers of Appropriations for the month of April 2019 in the amount of \$12,717.69. 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 April 2019 in the amount of \$192,633.48.

(Resolution 2019.05.071) A motion was made by Barbara Conover and seconded by Perlean Griffin to approve the changes in Revenue Estimates and Expense Appropriations for the month of April 2019 in the amount of \$192,633.48. Motion carried. 10 yeas, 0 nays.

Other Items – Credit Card

A Board of Health Resolution is required to authorize the Health Commissioner to apply for and obtain a corporate credit card from Signature Bank. The credit card will have a \$30,000.00 limit and will be used as described in Section VIII(a) of these minutes.

(Resolution 2019.05.072) A motion was made by Barbara Conover and seconded by Susan Postal to authorize the Health Commissioner to apply for and obtain a corporate credit card from Signature Bank. 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. After some discussion it was decided to table this resolution until further study was done on this issue.

A motion was made by Barbara Conover 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.

(Resolution 2019.05.073) After further discussion a motion was made by Fritz Byers and seconded by Ted Kaczorowski to **table** this for further evaluation and information. Motion carried. 10 yeas, 0 nays.

(Resolution 2019.05.074) A motion was made by Susan Postal seconded by Perlean Griffin to accept the entire report of the Audit/Finance Committee. Motion carried. 10 yeas, 0 nays.

B. Personnel Committee Report – Perlean Griffin

Perlean Griffin reported that the Personnel Committee met on Monday, May 20, 2019.

- 1) The Personnel Committee recommended approval of the new position description for the position Brandon Palinski holds. The new Job Title will be *Planning & Quality Improvement Administrator*.

Eric added that the position started out with PHAB and Accreditation, but as we moved toward attaining accreditation, the duties have definitely changed. Once accredited we have to start the process of re-accreditation. Brandon has been doing significant work with policy and quality improvement that has helped our application and pursuit of accreditation. The reasons mentioned are why the updated job description was brought for approval.

Brandon Palinski addressed the Board stating that it has been his privileged to work here and grow with the position. It has its challenges but has been interesting work.

(Resolution 2019.05.075) A motion was made by Ted Kaczorowski and seconded by Barbara Sarantou to approve the revised job description for Planning & Quality Improvement Administrator. Motion carried. 10 yeas, 0 nays

Perlean Griffin offered, on behalf of the Board, thanks to Brandon for all of the hard work and dedication he has put in to this process and to congratulate him.

- 2) The Personnel Committee requested a Board Resolution related to Non-Bargaining Unit (NBU) Vacation Policy to state: "Upon retirement, Non-Bargaining Unit Employees will be allowed a maximum payout not to exceed 320 hours."

Barry Gordon stated that we are trying to create equity with the NBUs. Both unions have negotiated the same language in their contracts. There are 40 NBUs in this agency. There are only 7 with more than 320 hours vacation. This should encourage people to use their vacation time.

A motion was made by Fritz Byers and seconded by Ted Kaczorowski to change the vacation payout for retiring, non-bargaining unit employees to a maximum of 320 hours.

Discussion: Fritz Byers asked if a person is terminated for cause, are they still legally entitled to take that time. Barry Gordon stated that that has never been addressed or been an issue at this agency. It goes along the same lines as Lucas County which pay out the time. Fritz Byers said that under Ohio Law it is permissible to not pay out accumulative time in the event someone has been terminated for cause.

(Resolution 2019.05.076) Fritz Byers moved to **table** the motion until further evaluation and information concerning the payout of accumulated pay for an employee who was terminated for cause. This was seconded by Barbara Conover.

Barbara Conover asked if there is a policy that you can cash a certain number of vacation hours per year. Eric stated that this was something that had been discussed but with no decision at this time. He will look further vacation buy back to see how it could be implemented.

Call for motion: Motion carried. 10 yeas, nays 0

- 3) There are currently two (2) vacancies for Sanitarians for which interviews will be scheduled beginning the week of Tuesday, May 28, 2019.
- 4) There was one (1) resignation effective April 29, 2019 for Aaron Smith, Sanitarian-in-Training.

(Resolution 2019.05.077) A motion was made by Johnathon Ross, MD and seconded by Richard Fernandez, DPT to accept the entire report of the Personnel Committee. Motion carried. 10 yeas, 0 nays.

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

- 1) A variance request #19-05 was received from Keith Marksch, Marksch Excavating, requesting that the 6 hours of continuing education (CEs) units that he obtained in 2019 be used for the 2019 licensing period. CEs are to be obtained in the year prior to the licensing year they are being used. Mr. Marksch is aware that he will still need to obtain six units to be for 2019.

(Resolution 2019.05.078) A motion was made by Susan Postal and seconded by Michelle Schultz to approve variance #19-05 for Marksch Excavating. Motion carried. 10 yeas, 0 nays.

- 2) A variance request #19-06 was received for 17 S. King Road, Springfield Township for the installation of two 1000 gallon plastic tanks, which required the leach field to be installed 6" deeper than designed. The change in tanks is due to an overhang on the building causing an inability to get the 2000 gallon tank into the designated area.

(Resolution 2019.05.079) A motion was made by Fritz Byers and seconded by Johnathan Ross, MD to approve the changes as outlined above. Motion carried. 10 yeas, 0 nays.

- 3) Rules Review of Ohio Administrative Code (OAC) 3701, Lead Hazard Abatement was received. Our department sent the comments concerning the rules review. Our comments did not relate to changes in the rules, but instead were largely geared towards the testing of children with lead levels of 5-9 ug/dl.
- 4) HSTS Operation & Maintenance (O&M) Program Update: there have been two community meetings have been scheduled for the O&M Program. A PowerPoint presentation and handouts were provided to the homeowners.
- 5) Tick Surveillance Program: Staff are working with the Metroparks regarding tick education and control. There are tick sweeps planned to be done with the Metroparks staff. Getting word out about ticks is an ongoing process we are accomplishing through press releases and social media.
- 6) A Maternity Ward Inspection for Flower 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 2019.05.080) A motion was made by Johnathon Ross, MD and seconded by Richard Fernandez, DPT 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

There was no meeting held.

F. Bylaws Committee – Ted Kaczorowski, Acting Chair

The Bylaws Committee met on May 13, 2019. We are moving forward with a couple of issues.

- 1) Discussion of term limits for board members. Ideas discussed were 3 or 4 – four year terms for board members. The jurisdictions that elect members are currently on four year terms. This is still open for further discussion and additional feedback from the board members is appreciated. When the terms would begin was also discussed.
- 2) Having an Executive Committee was discussed. The questions of should we have one, what its role would be, etc. were discussed. Fritz Byers will be gathering addition information to help with this going forward. Eric will be talking with other health commissioners to see if they have an Executive Committee and how it works for their department. Dr. Woodson stated that we do have a designated Executive Committee consisting of the President and Vice-President of the board.

Eric reminded the board that as we work through term limits or no term limits, the Board can recommend what goes into the merger, but the Board doesn't have control over the term limits of the Board Members. The Board does have control over the term limits of the Executive Committee members (President/Vice-President).

Kevin Pituch stated that Jim Walter will be working on the Merger agreement, which is up next year, where term limits will be discussed.

- 3) Ted stated that in regards to the Executive Committee it was discussed to have a President-Elect, a President and a Past-President for 2 – 4 year limit. The committee is also looking for feedback on this issue.
- 4) There was discussion about how the board members interact with the staff. It was a consensus that the board members should not interact with staff directly. Requests or concerns should go through Eric. Any business or issues of importance should go through Eric.
- 5) Ethics Training and Sunshine Law discussion: There was information provided that Ethics Training needs to be held every 4 years. Eric contacted the Ethics Commission and they stated that it should be done every 2 years. Both Ethics and Sunshine Law Training will be added to future retreats.

(Resolution 2019.05.081) A motion was made Richard Fernandez, DPT, and seconded by Susan Postal approve the Bylaw Committee report in its entirety. Motion carried. 10 yeas, 0 nays.

XI. Pending Business

A. Division Reports

a. Administrative Services – Tina Stokes

Eric stated that we are critically reviewing how we submit grants, reporting grants and who has accountability.

b. Health Promotion and Policy Integration – Shannon Lands

- i. **Minority Health Pastor's Appreciation luncheon.** Over 50 faith based participants. Ben Snyder the Lead Pastor from Cedar Creek Church was the keynote speaker and spoke on burn-out and how to prevent it. The evaluations for this were exceptional. TLCHD staff set up tables with information on our programs.
- ii. **Tobacco Prevention:** Safa Ibrahim has completed 35 tobacco compliance checks with the Toledo Police Department-Vice Unit. There were 2 stores that sold tobacco products to youth leading to 2 violations issued and 2 arrests. The Notice of Award for 2019 – 2020 grant year has been received for \$60,000.
- iii. **Creating Health Communities:** On May 8 there was a Bike to School Day. Over 30 schools participated. Harvard Elementary School was chosen to be highlighted. There were 3 walking routes, 2 biking routes a photo booth, incentive table, and a visit from Muddy Mudhen and the City of Toledo Mayor.
- iv. **Vaccination Awareness Day:** TLCHD partnered with 13abc to host Vaccination Awareness Day on Monday, May 20. There was a phone bank set up with our nursing staff answering questions from the public. There were subject matter experts who gave live interviews during the newscasts. There were 379 phone calls received between 6 AM to 7 PM. Everyone did a phenomenal job. Facebook live interviews were done by several of our nurses. Dr. Fran Rogalski did an interview which will be aired on Sunday morning on 1370 WSPD on "Discussions". It was a 20 minute discussion on vaccinations, debunking some of the myths. This will be at 8:00 AM Sunday Morning.

- v. **Sexual Health Survey:** This survey was emailed to the Board Members. The public version is not live and will be running through June 20 to collect responses. There are about 125 so far from the public. We have received 80 or 90 from stakeholders from different meetings our staff have attended. Eric stated the vaccination rate for Human Papilloma Virus (HPV) is going down. Eric spoke with Dr. Rogalski and Shannon to plan a Vaccination Awareness day for HPV. They will be approaching the County Commissioners and the mayor to write a proclamation for HPV Awareness Day. Getting information out about why it is important to get vaccinated and what it protects, who can get it and the benefit of the vaccination.
- b. Environmental Health – Dave Welch
- i. The Operation and Maintenance Program for Household Sewage Treatment System community meetings are being held. There will be a meeting on June 11 at the Oregon Branch library.
 - ii. Three sessions of Public Swimming Pool Recordkeeping training have been held for operators. There will be more sessions held throughout the season.
 - iii. On May 16 Jason Aherens of the Ohio Department of Agriculture provided training to the food safety staff on inspection report writing, variances and process review.
- c. Health Services – Clark Allen
- i. BCMH: Caseload is 654 families. BCMH nurses provide assistance to patients undergoing diagnostic testing and may not qualify for the program.
 - ii. A Clinical Laboratory Improvement Amendments (CLIA) inspection was held on May 20. The ODH inspector was very complimentary of the organization and ease of locating documentation within the lab. Final report is expected within a few weeks.
 - iii. Mobile Vision Program: During 2018-2019 academic year the program conducted clinics in 41 schools/summer programs. Examined 1,203 students and dispensed 683 pairs of glasses. When we started this program 75 – 85% of those tested needed glasses.
 - iv. Shots 4 Tots 'n Teens: The Vaccine for Children (VFC) Program had a successful ODH site visit on May 1. The ODH Inspector was impressed with the documentation, organization and knowledge of the staff. No citations were issued.
 - v. Take it Off Toledo: Health Services staff have participated in numerous events throughout the city within the past month. Health Educators and Dieticians have gone out to meet one-on-one with those in the weight loss contest.
 - vi. W.I.C. Grant is being submitted this week. The caseload has gone up over 200 from last month. Credit goes to the staff for the increase. ODH is providing funding for all new computers in the WIC department. There is a new certification system and a new breastfeeding data base coming. We will be ordering laptops to make the staff more mobile where they can go out to community events, including the Farmers' Market to increase the caseload. We are part of a Federal Farmers' Market Audit in June. They choose 1 county from the state and we are the one. The Feds will come and go to one of the Farmers' Markets during the audit. We pass out about \$100,000 worth of market coupons in Lucas County every year.

With the new budget we were cut about \$55,000. This resulted in a clerical position being eliminated. The staff member who was affected was able to be moved into another position within the department to avoid lay-off. With this and other cuts we were able to cover the loss. We were able to meet with representatives of Senator Sherrod Brown's

office to talk about funding. There was great conversation about where WIC needs to go. WIC is being revamped on the Federal level.

XII. Health Commissioner's Comments – Eric Zgodzinski

- Eric gave a big thank you to the Board in working through all of the issues of today's meeting. The discussions we had were excellent and there are things that we can bring back to make things better. As a leadership staff we are trying to make the department run more efficiently and continue to improve morale.
- Eric also thanked Shannon and others for the Vaccine Awareness Day. Shannon put a lot of time in setting the day up including many meetings with Channel 13 to make sure this went off the way it did. It was a huge success for this community relative to vaccination and knowledge of the vaccination process. Also a big thank you to Cindy and the nurses who were excellent on the phone. It is a big commitment when we do something like this, but it is something that we must do.
- In regards to measles, Eric gave a summary of what occurred from the start of the event: This was a large undertaking for our staff, and multiple staff were involved. This wasn't taken lightly and was a very unique case. There were 2 children in the family, an 8 year old and a 3 year old who presented with a rash. There were many things that had been going on with the children. The decision was made to follow the procedure from ODH and Ohio Code. Notification of the school and exclusion of those who were not vaccinated. There were 16 total (1 medical condition and 15 non-medical). Dr. Grossman was contacted and the decision was made to move forward and notify the school. If the student did have measles they would have traveled through the school to restrooms, cafeteria and hallways. The children were taken to their primary care physician who said that this was not measles and that it was a reaction to antibiotics. We erred on the side of caution because the two physicians had different diagnoses. The father called and was very irate insisting the child did not have measles. Eric spoke with the father to try to calm him down. Channel 13 received a visit from an irate parent also. On Tuesday we received a report that there was no measles. We are putting together an after-action report. This went well for us because it shows the process we have does work and we would do the same thing if it happened again. Our staff spent time handling this plus their other work. Can't say enough about Sam and what she did in spearheading the epidemiology issues. The leadership staff and epidemiologists were fantastic. We will always err on the side of caution, it is our duty to make sure it is done.
- Dr. Ross stated that he has done testing for measles in the past and results were received in a day. Is there a way, if it happens again can we push to get it done quicker? Samantha stated that if you are ordering an IGG to determine immunity, it comes back the next day. However, when ordering IGM most lab systems send it out to ARAP or a send-out lab which takes longer. All the labs have a backlog because of all of the cases throughout the nation. There are not a lot of labs that do this testing. Richard Fernandez, DPT, asked if there is any standardized algorithm as far as thinking and examining, and is there measured sensitivity for that?
- Dr. Woodson remarked that epidemiologically this should go down as a case report because of all the confounding factors. The ER physician had to say that it was possibly a case of measles. At that time they did not have the sibling's records to find out about immunization. The unbelievable infectivity and rate of contagiousness of this disease is dramatic. Kids and adults can die from it.
- Dr. Ross asked how the school system reacted to this. Eric stated that two years ago, our nurses went in and checked all of the school's immunization records. If this was an actual case those 16 students would have been out of school for 21 days.
- Dr. Woodson contacted former Toledo Blade reporter, Lauren Lindstrom to express our appreciation for the job she did for public health. Their sister station, Channel 13 is and will continue working with us. In regards to other school immunizations, Sylvania schools looks to be

ok but this would be a great springboard for those other schools. Eric stated that what we found out from Ann Cipriani that they do not have any exemptions except for medical. They do not offer other exemptions.

- Eric stated that many of the anti-vaxxers will not change their minds on vaccinations.

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

- Dr. Woodson reported that she attended the Opiate Coalition Meeting conducted by our TLCHD. This coalition brings many community groups together. She stated that the event was well done and provided a significant opportunity for networking to encourage new ideas and decrease duplicative efforts.
- Yesterday’s paper contained a story titled “Councilmen decry \$150 Food Truck Fee”. This looked like it was a health department issue. It was actually the City of Toledo’s fee. Eric stated that for years it was the health department’s responsibility to go in and make sure everything was ok. The City fee is about fire inspections which makes the vendor get another license. Our staff is trained to look for fire hazards too. We have worked for years with the food trucks that come downtown. We were not notified about this.

XIII. Adjourn

(Resolution. 2019.05-085) A motion to adjourn was made by Ted Kaczorowski and seconded by Barbara Conover to adjourn. Motion carried. 10 yeas, 0 nays Meeting ended at 11:02am.

Signed:

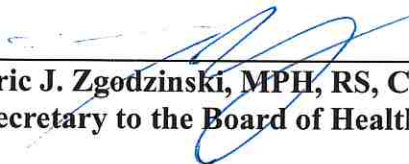


Dr. Donna A. Woodson, President
Lucas County Regional Health District Board

6/27/2019

Date

Attested By:



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

06-27-19

Date