

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
July 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:

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

II. Introduction of Guests

- i. Guests: Gary Sartain and Kelly Landwehr from Weber-Clark Auditors
- ii. Union representatives: Cindy McLeod and Gillian Wilke
- iii. Staff & Others: Michael Scaroleta, Eric Zgodzinski, Kelly Burkholder-Allen, David Welch, Barry Gordon, Tina Stokes, Brandon Palinski, Beth Williams, Jodi Vaughan, Alice Dargartz, Samantha Eitniewar, 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 June 27, 2019 BOH Minutes

The June 27, 2019 Board of Health Minutes were sent to Board Members prior to the meeting for review.

(Resolution 2019.07.103) A motion was made by Johnathon Ross, MD and seconded by Ted Kaczorowski to approve the June 27, 2019 Board Meeting Minutes. Motion carried. 9 yeas, 0 nays

V. Audit Presentation

The Audit/Finance Committee met with representatives from Weber-Clark to review the financial report on Thursday, July 18, 2019. Gary Sartain from Weber-Clark Auditors presented the 2018 Audit report to the full Board of Health. This report included copies of the Financial Statements and the Management Letter for Year Ending December 31, 2018.

VI. Executive Session

There was no Executive Session held.

VII. Approval of Payment for June 2019 Vouchers

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, July 15, 2019 to review the bill schedule. There was nothing out of the ordinary in the vouchers for the month of June.

(Resolution 2019.07.104) A motion was made Barbara Sarantou and seconded by Perlean Griffin to approve the June 2019 vouchers. Motion carried. 9 yeas, 0 nays.

VIII. Legal Update

A. Kevin Pituch stated that there is nothing to report.

IX. New Business/Points for Consideration

A. Other than that in the committee and division report shown below, there is no New Business to report.

X. Prior Business

A. There is no Prior Business to report.

XI. 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, July 15, 2019. The financial packet was provided via email and includes all of the financial data that was reviewed by the Committee.

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 June 2019 in the ordinary course of business. Total transfer is \$74,104.68 consisting of changes in various expense categories.

(Resolution 2019.07.105) A motion was made by Richard Fernandez, DPT and seconded by Michelle Schultz to approve the Transfers of Appropriations for the month of May 2019 in the amount of \$74,104.68. Motion carried. 9 yeas, 0 nays.

Revenue Estimates

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of June 2019 in the amount of \$24,170.25.

(Resolution 2019.07.106) A motion was made by Susan Postal and seconded by Richard Fernandez, DPT to approve the changes in Revenue Estimates and Expense Appropriations for the month of June 2019 in the amount of \$24,170.25. Motion carried. 9 yeas, 0 nays.

Other Items – Buy Back Program

A Board of Health Resolution is required for the Health Commissioner to establish a “Vacation Buy Back” Program and procedure of vacation hours for Non-Bargaining Unit employees. This program would allow employees with appropriate vacation accrual to sell back vacation hours. A procedure will be developed and brought to the Audit/Finance Committee, Personnel Committees, and the Board of Health for approval.

(Resolution 2019.07.107) A motion was made by Richard Fernandez, DPT and seconded by Susan Postal to give the authority to the Health Commissioner to establish a “Vacation Buy Back Program” as described above. Motion carried. 9 yeas, 0 nays.

Other Items – Approval to Buy Back Vacation Hours

A Board of Health resolution is required to approve the conversion of vacation hours for the following Non-Bargaining Unit employees: Tina Stokes, 250 hours per year for 2019, 2020 and 2021; and Eric Zgodzinski, 80 hours for 2019. This is with the stipulation that the Health Department’s financial stability may require a reduction in the number of hours bought back in

2020 and 2021.

Dr. Ross asked what the amount of payout would be for this year. Tina Stokes pay out would be \$9,847.50 each of the three years and Eric Zgodzinski would be \$5,600.00 for 2019. This will come out of the salaries portion of the budget. There are two other employees who have a large amount of vacation time that may need to be addressed in the future.

(Resolution 2019.07.108) A motion was made by Johnathon Ross, MD and seconded by Barbara Sarantou to approve the conversion of vacation hours for Tina Stokes and Eric Zgodzinski as outlined in the motion above. 9 years, 0 nays

(Resolution 2019.07.109) A motion was made by Susan Postal and seconded by Michelle Schultz to approve the Audit-Finance Committee Report in its entirety. Motion carried. 9 years, 0 nays.

B. Personnel Committee Report – Perlean Griffin, Chair

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

Filling Vacancy – Sanitarian

The Personnel Committee would like to recommend the hiring of Marissa Petroff to the bargaining unit position of Sanitarian-in-Training. Starting wage of \$18.13 per hour or \$37,710.40. The anticipated start date will be Monday, August 5, 2019.

(Resolution 2019.07.110) A motion was made by Ted Kaczorowski and seconded by Johnathon Ross, MD to hire Marissa Petroff to the position of Sanitarian-in-Training. Motion carried. 9 years, 0 nays.

The Personnel Committee would like to recommend the hiring of Josie Smith to the non-bargaining position of Human Resources Director to be compensated at \$39.27 per hour or \$81,681.60 annually. Ms. Smith's anticipated start date will be Monday, August 5, 2019.

There were several resumes received for the HR Director position. One resume was for an internal candidate, Terri Frank, who was interviewed. She is relatively new in her current job and we felt she needed more seasoning in HR. She is an asset in the department and it is felt that she will work very well with Josie. We are looking at changing Terri's title and enhancing her position description to better reflect her current duties. The title will be Human Resources/Payroll Officer. This will be brought to the Board of Health for approval.

Perlean Griffin responded that she appreciates what Barry has done in the position. The hours spent addressing personnel issues have been great. Barry has always been upfront with the information he has provided. She thanked him for representing the health department in a very organized way.

Barry Gordon reported that there was one outstanding Civil Rights complaint that had been filed against the department. An email was received from Brenda Meyer last night that she had received an email from Kevin Greenfield indicating the case has been dropped.

(Resolution 2019.07.111) A motion was made by Don Murray and seconded by Ted Kaczorowski to hire Josie Smith to the position of Human Resources Director. Roll Call vote was taken. Motion carried. 9 years, 0 nays.

(Resolution 2019.07.112) A motion was made by Ted Kaczorowski and seconded by Susan Postal to accept the entire report of the Personnel Committee. Motion carried. 9 yeas, 0 nays.

C. Environmental Health Committee Report – Don Murray, Chair

Don Murray reported the committee met on Wednesday, July 17, 2019. The following items were discussed:

Lead Update: There was discussion on the Lead Ordinance.

Sandpiper Apartment Complex Pool Update: The pool has been filled in and is now a volleyball court. The extensive repairs were too costly for the pool to remain in operation.

Maternity Ward Inspection The annual Maternity Ward Inspection for Mercy/St. Vincent Hospital was presented. There were no outstanding issues at the time of inspection. The committee approved the inspection as provided.

(Resolution 2019.07.113) A motion was made by Johnathon Ross, MD, and seconded by Barbara Sarantou to approve the Maternity Ward inspection for Mercy/St. Vincent Hospital. Roll call vote was taken. Motion passed. 9 yeas, 0 nays

Steak ‘n Shake closures: Two Steak ‘n Shake locations were closed on Tuesday, July 9, 2019. They have since been reopened following deep cleaning and resolution of maintenance issues. The facilities were instructed that failure to maintain the facility after reopening may result in further legal action including revocation of the food service license.

City of Toledo Pools: The committee was made aware of the conditions of the City of Toledo swimming pools.

Septic Variance - Request #19-09 – 1440 S North Curtice Road:

Richard Fernandez, DPT, addressed the Septic Variance Request as Don Murray recused himself due to a working relationship with the person requesting the variance.

A variance request was received 1440 S. North Curtice Road to use manufactured sand for the leach field. This was brought to the committee members and discussed after the regular meeting. The committee recommends approval of this request.

(Resolution 2019.07.114) A motion was made by Johnathon Ross, MD and seconded by Susan Postal to approve variance #19-09 for the use of manufactured sand. Roll call vote was taken. Motion carried. 8 yeas, 1 abstain

(Resolution 2019.07.115) A motion was made by Barbara Sarantou and seconded by Michelle Schultz to approve the Environmental Health report in its entirety. Motion carried. 9 yeas, 0 nays.

D. Facility Committee – Barbara Conover

Eric Zgodzinski stated the City of Toledo and Lucas County have met about relocating our facility. 701 Adams is still a consideration. Nothing definitive yet. There will be more to come on this issue.

E. Legislative Committee – Eric Zgodzinski

Nothing to report

F. Bylaws Committee – Donald Murray

The Bylaws Committee presented a recommendation to consider regarding Board Members ethics training for Board Members. This will be presented today for a vote at the next Board of Health meeting.

Article IV, paragraph 5: Within 30 days of appointment all new board members must complete an approved ethics training course from the Ohio Ethics Commission. Further, all board members must complete retraining on Ohio Ethics through the Ohio Ethics Commission every two years.

This will be voted on at the next Board of Health Meeting. If you have Ethics training certification from another governmental agency and can provide proof that would be acceptable. The State of Ohio requires that governmental boards have Ethics training. Beth Williams added that for all of our Annual Subsidy applications we have to certify that all of members have training. This is due on March 1st of each year.

(Resolution 2019.07.116) A motion was made by Richard Fernandez, DPT and seconded by Susan Postal to approve the Bylaws Committee report in its entirety. Motion carried. 9 yeas, 0 nays.

XII. Pending Business: Division Report

A. Steak ‘n Shake Report

Jodi Vaughan, Food Division Supervisor, along with sanitarians Keianna Wimberly and Kelly Cipiti provided a report on the recent suspension of the licenses of two Steak ‘n Shake locations at 5395 Monroe Street and 2141 S. Reynolds Road due to an immediate danger to public health. The presentation included the inspection results and photos of the facilities which lead up to the suspensions. The Steak ‘n Shake management were summoned in to the Health Department in April of this year. They developed a plan to get the facilities back in acceptable condition. They were told at the time that if they did not comply and clean the facilities it could lead to a license suspension. On July 9, both facilities were closed after failing to comply with their previous plans and it was recommended that they hire a professional cleaning company. It took approximately one week before the facilities had resolved the violations and could reopen. There will be a follow-up inspection done in 30 days. The facilities have been instructed that failure to maintain the facility after reopening may result in further legal action including revocation of their food service license.

Eric thanked the staff and Jodi Vaughan for the work that was done on this investigation.

Don Murray suggested that the fire department be notified in a situation like this and asked if the fire department notify us if there is a fire. Dave Welch answered, in the event of a fire, TLCHD is called and a facility cannot open until one of our sanitarians approves the facility to reopen.

There were many hours put into these inspections. The annual license fee is not enough to cover all of these hours.

XIII. Health Commissioner's Comments – Eric Zgodzinski

A. The Mission, Vision and Values statement was presented to the Board for review. In the next Strategic Plan we will be reviewing these statements to see if we need to change or adjust them. Dr. Woodson stated that the mission statement is also in the Bylaws and will need to be changed when it is time to review.

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

A. Dr. Woodson asked if there was any changes in the cases of measles in Ohio. Eric responded that the only case was in Stark County.

B. The Governor signed the Ohio FY20-21 Budget into law on July 18, 2019. The budget included changes to the legal age to buy or sell tobacco products to 21 years of age across all of Ohio- this includes e-devices. Additionally, there will be no grandfather clause for individuals who were older than 18 but younger than 21 at the time the law was signed. The Health Department has been working on T21 initiatives prior to the change in state law. Compliance checks will continue to be performed by the Ohio Investigative Unit and local police departments upon complaint and by priority when a retailer has been reported or is suspected to be selling tobacco products to underage individuals. This department was instrumental with the Clean Air act several years ago.


C. Dr. Woodson distributed a sheet to the Board Members requesting them to indicate topics they would like to know more about. This was brought up previously by Michelle Schultz, particularly for new Board of Health Members. The list of possible topics include the following: Vital Statistics, WIC, Travel Immunizations, Infant Mortality, Tai Chi, Restaurant Inspection, Shots 4 Tots N Teens, Generalist Inspection, and Opiates Overview. Board Members were given an opportunity to write in other topics of interest or value. Those requests can be given to Alice Dargartz.

D. Next meeting is August 22, 2019.

XV. Adjourn

(Resolution. 2019.07.117) A motion to adjourn was made by Donald Murray and seconded by Ted Kaczorowski to adjourn. Motion carried. 9 yeas, 0 nays Meeting ended at 10:15am.

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 of Health



Date