

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
September 26, 2019 – 8:30 A.M.

I. Swearing In Ceremony

A. Barbara Sarantou was reappointed to the Board of Health by the City of Toledo and sworn in by Kevin Pituch, Legal Counsel.

II. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:32AM.

A roll call was taken of Board Members for attendance:

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

III. Introduction of Guests

- i. Guests: Ronald Wells, Jr. - Promedica
- ii. Union representatives: Tony Maziarz, AFSCME and Laurel Riehm, ONA
- iii. Staff & Others: Eric Zgodzinski, Clark Allen, David Welch, Josie Smith, Tina Stokes, Brandon Palinski, Beth Williams, Josie Smith, Alice Dargartz, Gwen Gregory, David Grossman, MD, and Legal Counsel: Kevin Pituch.

IV. Additions/Deletions to Agenda

There will be an Executive Session held for the purpose of negotiations and employment is being added following the Approval of the August Vouchers.

V. Approval of the August 22, 2019 BOH Minutes

The August 22, 2019 Board of Health Minutes were sent to Board Members prior to the meeting for review.

(Resolution 2019.09.131) A motion was made by Richard Fernandez, DPT and seconded by Perlean Griffin to approve the August 22, 2019 Board Meeting Minutes. Motion carried. 12 yeas, 0 nays

VI. Approval of Payment for August 2019 Vouchers

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, September 16, 2019, to review the bill schedule. He commented that there was nothing out of the ordinary in the vouchers for the month of August.

(Resolution 2019.09.132) A motion was made Barbara Sarantou and seconded by Richard Fernandez, DPT, to approve the August 2019 vouchers. Motion carried. 12 yeas, 0 nays.

VII. Executive Session

(Resolution 2019.09.133) A motion was made by Johnathon Ross and seconded by Ted Kaczorowski to enter into Executive Session for the purpose of preparing for, conducting or reviewing negotiations of bargaining sessions of public employees concerning compensation and other terms and conditions of their employment. Entered at 8:42 am. A roll call vote was taken. Motion carried. 12 yeas, 0 nays

(Resolution 2019.09.0134) A motion was made by Richard Fernandez, DPT, and seconded by Johnathon Ross, MD, to return to Regular Session at 9:21 am. A roll call vote was taken. Motion carried. 12 yeas, 0 nays.

VIII. Legal Update

A. Kevin Pituch – nothing to add.

IX. New Business/Points for Consideration

A. Environmental Health Proposed Fees for 2020 (Second Reading): The Environmental Health Proposed Fee Schedule for 2020 was presented for the second of three readings as required. The proposed changes will be in the Food, Septic, and Well Programs. No changes have been made since the first reading.

B. Ethics Policy Update: Brandon Palinski presented an updated Ethics Policy. Changes were made to bring the policy in line with PHAB requirements.

(Resolution 2019.09.135) A motion was made by Barbara Conover and seconded by Donald Murray to approve the updated Ethics Policy.

X. Prior Business

A. There was discussion concerning the Reproductive Health and Wellness grant. The Board of Health Members requested additional information to be able to make an educated decision on whether to apply for this grant or not. Eric Zgodzinski will send a letter today to ODH to request additional information, including deliverables and any other items available. Once there has been time to look over the information, a Special Meeting will be scheduled for next week to further discuss the grant and present pursuit of the grant for approval..

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, August 19, 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 August 2019 in the ordinary course of business. Total transfer is \$15,665.09 consisting of changes in various expense categories.

(Resolution 2019.09.136) A motion was made by Donald Murray and seconded by Fritz Byers to approve the Transfers of Appropriations for the month of August 2019 in the amount of \$15,665.09. Motion carried. 12 yeas, 0 nays.

Revenue Estimates

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of August 2019 in the amount of \$2,815,861.43 for Revenue Estimates and Appropriations.

(Resolution 2019.09.137) A motion was made by Barb Sarantou and seconded by Richard Fernandez, DPT, to approve the changes in Revenue Estimates and Expense Appropriations for the month of July 2019 in the amount of \$2,815,861.43. Motion carried. 12 years, 0 nays.

Other Items – Lucas County Lead Public Awareness Campaign

In the packets there is a Lucas County Lead Public Awareness Campaign attachment. This is a program that will be initiated by the City of Toledo and Lucas County to put money into educating people about the hazards of lead. Several of our Board Members sit on this committee composed of representatives from many many different agencies. Matt Heyrman, Susan Postal, Eric Zgodzinski, Shannon Lands and Dave Welch are involved with this committee. The TLCHD has a financial commitment of \$10,000 for each of the next three years towards this campaign.

Other Items – Board Resolution – Earned Revenue

Board of Health Resolution is required to authorize the Fiscal Director to transfer residual funds from the Special Revenue – Grant Fund in the amount of \$28,868.63 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted.

(Resolution 2019.09.138) A motion was made by Susan Postal and seconded by Fritz Byers to authorize the Fiscal Director to transfer residual funds from the Special Revenue-Grant Fund in the amount of \$28,868.63 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted. Motion carried. 12 years, 0 nays.

The next three meetings of the Audit/Finance Committee will be October 21, 2019, November 18, 2019 and December 16, 2019 due to holidays.

(Resolution 2019.09.139) A motion was made by Barbara Conover and seconded by Matthew Heyrman to approve the entire Audit /Finance Report as presented. Motion carried. 12 years, 0 nays.

B. Personnel Committee Report – Perlean Griffin, Chair

The Personnel Committee met on Monday, September 16, 2019.

1. A recommendation from the Personnel Committee was made to hire Jessica Poupard as Executive Administrative Assistant. The position is a Salary level E-4 with a salary of \$26.86 per hour.

(Resolution 2019.09.140) A motion was made by Susan Postal and seconded by Fritz Byers to hire Jessica Poupard as Executive Administrative Assistant as outlined above. Motion Carried. 12 years, 0 nays

2. A recommendation from the Personnel Committee was made to hire Diamond Crumby to the position of Community Health Worker. The position is a Salary Level EE-11 with a salary of \$13.56 per hour.

(Resolution 2019.09.141) A motion was made by Johnathon Ross, MD and seconded by Ted Kaczorowski to hire Diamond Crumby as a Community Health Worker as outlined above.

3. The Personnel Committee recommended to revise the Media Liaison Policy. Shannon Lands stated that the Media Liaison Policy was originally presented to the Board in August of 2016. There has been one revisions in January 2018 to list the call-down order of PIO backups in the Appendices. The policy is also being amended to reflect our response time to both routine and emergency notifications in section (V)(C) Media Contact. This indicates that routine communications must be responded to within four hours and emergency inquiries must be responded to within an hour. We have developed a Media Manual which will be housed in the PIO office and available electronically. This will be available for any of the PIO backup designees to pick up and follow step by step notification and contact protocols. These changes are required for PHAB. Section (V)(F) Issues Management states that all staff will report emerging issues of public health significance to their Director and the PIO. The PIO will consult the manual and work with the Health Commissioner and staff to develop a response that is consistent with our Mission, Vision and Values.

(Resolution 2019.09.142) A motion was made by Susan Postal and seconded by Donald Murray to approve the Media Liaison Policy changes. Motion carried. 12 yeas, 0 nays.

Confirmation of Separated Employees

Samantha Eitniear, Assistant Director of Environmental Health – 9/13/19

Dan Baker, Community Response Coordinator – 9/20/19

Alia Kadri, PREP Coordinator – 9/27/19

(Resolution 2019.09.143) A motion was made by Ted Kaczorowski and seconded by Fritz Byers to accept the entire Personnel Committee report. Motion carried. 12 yeas, 0 nays.

C. Environmental Health Committee Report – Don Murray, Chair

Don Murray reported the committee met on Wednesday, September 18, 2019. The following items were discussed:

- 1) Rabies Update on the two dogs currently under quarantine for exposure to rabid bats:
 - i. Dobby will be released on 9/20/19 from quarantine.
 - ii. Pinkie Pie is in quarantine until 10/12/19.
- 2) An MOU for the Ohio EPA Semi-Public Sanitary Disposal System Inspection and Enforcement Program (House Bill 110) has been received. The inspection forms are being updated to reflect those changes.
- 3) Septic Smart Week was September 16 – 20. Information has been put on our website, Facebook and Twitter. There were different topics each day dealing with care and maintenance of septic systems.
- 4) Chambered Septic Systems have been available to be installed in the county since the beginning of 2015 when the rules changed. There are several that have been approved in Lucas County. A couple have failed within 18 months of being installed. Nate and Jennifer are working with the homeowners to try to determine what the issue is. They are placed in clay soil which is not very permeable. ODH approved this type of system to be used. A survey has been sent to other counties and contractor's to see if they have experienced any issues with them. We are considering not allowing these systems in areas where there is clay until we have a better idea of

what is going on. By law we have to allow these systems but will inform the owners of the issues we are seeing.

- 5) The State of Ohio Well Survey was conducted this month. From all indications, we did very well. We are proactively sending out the Ohio Department of Health Private Water Systems Piping Guidance Document to our installers which will be included in the packet with the newly proposed fees for 2020. This guidance discusses the allowable length of water service pipe (outside use) that may be extended through the foundation wall in a private water system.
- 6) OEPA conducted their Solid Waste and Infectious Waste Program Audits on September 11, 2019 and September 13, 2019, respectively. The final reports will be sent in a few months, however they indicated we did well.
- 7) Positions
 - i. Assistant Environmental Health Director, Samantha Eitniear's last day was Friday, 9/13. Duties have been divided between several people until the position is filled.
 - ii. Disaster Planner, Dan Baker's last day was on Friday, 9/20. Several department staff have voiced interest in bidding on the job.
- 8) Other:
 - i. Recommendation to abolish the Licensing Committee.

We currently follow all OAC and ORC regulations in regards to cost methodology. There are three readings of the proposed fees, the proposed fees are posted in the newspaper and on our website and there is the required Public Hearing which are the things that a Licensing Committee oversees.

ORC 3709.41 (A) states: "*The board of health of each city and of each general health district may establish a health district licensing council, to be appointed by the entity that has responsibility for appointing the board of health in the health district.*"

It is the recommendation of the Environmental Health Committee to abolish the Licensing Committee due to the fact that we currently follow all of the OAC/ORC rules for cost methodology.

(Resolution 2019.09.144) A motion was made by Fritz Byers and seconded by Ted Kaczorowski to abolish the Licensing Counsel as outlined above. A roll call vote was taken. 12 yeas, 0 nays.

(Resolution 2019.09.145) A motion was made by Matthew Heyrman and seconded by Perlean Griffin to approve the Environmental Health report in its entirety. Motion carried. 12 yeas, 0 nays.

D. Facility Committee – Barbara Conover

Barbara Conover stated that CBRE came in to survey this building. This company looks at special needs, furniture and other items that need to be moved to the new facility. They look at what is most cost effective to either move items or purchase new. We have not yet received the report. Dr. Woodson asked about the parking study that was to be done. We have not yet received the parking availability report. The City of Toledo knows that we need parking to be available, especially for our patients and clients. We are looking at 18 – 24 months before we would be in the position to move.

E. Legislative Committee – Eric Zgodzinski

Eric stated that he would like to have a Legislative Breakfast or Luncheon sometime in the beginning of next year.

F. Bylaws Committee – Donald Murray

- 1) The Bylaws Committee presented a recommendation to consider ethics training for Board Members at the July 25, 2019 meeting. The Bylaws state that there must be thirty (30) day notice before a change to by Bylaws can be voted on by the Board of Health. There have only been 28 days between meetings, so the issue will be voted on at the September 26, 2019 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.

(Resolution 2019.09.146) A motion was made by Matthew Heyrman and seconded by Michelle Schultz to approve the change to the Bylaws to require ethics training for Board of Health members as outlined above. Motion carried. 12 yeas, 0 nays.

Don Murray noted that if you receive Ohio Ethics Commission training certification through your other line of work that would be acceptable.

Recommendations from the Bylaws Committee:

- 1) The Bylaws Committee is recommending to change the name of the Bylaws Committee to *Bylaws and Governance Committee*. (pg. 2)
- 2) The Bylaws Committee is recommending the following change to ARTICLE V: APPOINTMENT OF BOARD MEMBERS: (pg. 4)

With the abolishment of the District Licensing Council, the number of members needs to be changed to 12.

- 3) The Bylaws Committee is recommending the following changes to Article X-Section 2 (Board of Health Officers) (pg 5)

Remove: *the Board of Health shall elect a President and a Vice President at the first public meeting of the calendar year.*

Add: *“The Board of Health shall elect a Vice-President for a two year term. Elections will be held at the first public meeting of an election year. Elections will be held every two (2) years. At this meeting the incumbent Vice-President will assume the President’s role and the President will become the Past-President. The Past President must wait at least one nomination cycle sitting (two years) before being considered for reelection to the Vice-President’s position.”*

- 4) The Bylaws committee is recommending the following change to Article XI: BYLAWS AMENDMENTS: (pg. 9)

Change 30 days to 28 days prior to Board action.

(Resolution 2019.09.147) A motion was made by Matthew Heyrman and seconded by Perlean Griffin to approve the Bylaws Committee report in its entirety. Motion carried. 12 yeas, 0 nays.

Barbara Sarantou left the meeting at 11:19 am

XII. Pending Business: Division Report

Due to the length of this meeting we will have a report from the W.I.C. Breastfeeding at another time.

XIII. Health Commissioner's Comments – Eric Zgodzinski

We are trying to make this meeting and others more efficient. Starting with this meeting, we have sent out all of the materials prior to the meeting. This gives the Board information prior to the meeting what we will be discussed. Hard copies will be available at the Board meeting

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

- A. An Ohio man has died of West Nile Virus. This was a 68 year old man who had underlying health issues. This is our first case in Lucas County. With Eastern Equine Encephalitis being in Michigan, we are taking the same precautions. This is transmitted by mosquitos.
- B. Farmer's Markets add was in the Blade.
- C. Worldwide news has some alarming information: cases of polio in other countries that may come into our country and infect those who are unvaccinated. Ebola is also an issue.

XV. Adjourn

(Resolution. 2019.07.148) A motion to adjourn was made by Donald Murray and seconded by Fritz Byers. Motion carried. 11 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