

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Department of Operations Center (DOC) #254**  
**November 21, 2019 – 8:30 A.M.**

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

Dr. Donna Woodson, President, called the meeting to order at 8:33AM.

A roll call was taken of Board Members for attendance:

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

**II. Introduction of Guests**

- i. Union representatives: Nate Fries (AFSCME) and Cindy McLeod (ONA)
- ii. Staff & Others: Eric Zgodzinski, Clark Allen, David Welch, Josie Smith, Tina Stokes, Brandon Palinski, Shannon Lands, Beth Williams, Alice Dargartz, Gwen Gregory, David Grossman, MD, Jessica Poupard, and Legal Counsel: Kevin Pituch.

**III. Additions/Deletions to Agenda**

Eric Zgodzinski stated that there will be an Executive Session for the purpose of union negotiation discussion.

**IV. Approval of the October 24, 2019 BOH Meeting Minutes**

The October 24, 2019 Board of Health Minutes were sent to the Board Members prior to this meeting for review.

**(Resolution 2019.11.165)** A motion was made by Johnathon Ross, MD, and seconded by Richard Fernandez, DPT, to approve the October 24, 2019 Board Meeting Minutes. Motion carried. 8 years, 0 nays.

**V. Approval of Payment for October 2019 Vouchers**

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, November 18, 2019, to review the bill schedule. He commented that there was nothing out of the ordinary in the vouchers for the month of October.

**(Resolution 2019.11.166)** A motion was made by Richard Fernandez, DPT, and seconded by Johnathon Ross, MD, to approve October 2019 vouchers. Motion carried. 8 years, 0 nays.

**VI. Legal Update**

- 1) Kevin Pituch reported that the court of Appeals held the oral argument on the Lead case two weeks ago. Three judges from Dayton drove to Toledo to hear the case. They were asked why the lead ordinance was constitutional and the Health Department had the authority to enforce it. Mr. Pituch stated that he was pleasantly surprised on the reception received from the judges. Their questions and statements gave cause for optimism that they will find as we asked. They have to write their justification, the story of why they are making their decision, before the final ruling will be released sometime in early to mid-2020.

- 2) The City of Toledo repealed the lead ordinance being ruled on and enacted a new one which, in essence, cuts the Health Department out of the process completely. Ordinarily a court of appeals would not bother with an ordinance that no longer exists. The ruling on the previous lead law went forward because in this case it was a taxpayer action. This occurs when a taxpayer gets upset about a law that the city has enacted and writes the City Law Director about it. In the original case, it only did the court find the lead ordinance unconstitutional and unenforceable, it assessed a \$30,000 legal fee against the City of Toledo. That judgement still exists and the City wants it reversed. Even though the original ordinance was repealed, the court still has to look at it to determine whether or not the attorney fees will be awarded. There was extensive discussion as to what will happen next with lead abatement in Toledo.

## **VII. Executive Session:**

Eric Zgodzinski asked for a motion to go into Executive Session for the purpose of union negotiation discussion.

**(Resolution 2019.11.167)** A motion was made by Johnathon Ross, MD, and seconded by Richard Fernandez, DPT, to enter into Executive Session for the purpose of union negotiation discussions at 9:06am. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

**(Resolution 2019.11.168)** A motion was made by Johnathon Ross, MD, and seconded by Richard Fernandez, DPT, to return to the regular session at 9:20am. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

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

- 1) Chronic Diseases – Eric Zgodzinski broached the programmatic subject of pre-conception health to 18 years, the Youth Health and Wellness concept. We need to discuss that more at a retreat that we will schedule for next year. Take a look at what we have been doing over the last 5 to 10 years. We have moved away from talking about the chronic issues that really impact our community (heart disease, stroke, cancer). The things we do tie into those issues but where is our discussion about chronic diseases from the public health side to pursue progress. We need to mull this over and look at concerns that have been raised and where we put our resources. In our community heart disease, strokes, and cancer are the main drivers of death. We are trying to be a preventative-minded organization. Public Health Accreditation (PHAB) does a lot to push us towards that arena.

We applied for PHAB over 3 years ago. After our site visit in April 2018, our site visitors came back with some identified areas for improvement and we were put on an Action Plan. More than 40% of all agencies who apply for PHAB must complete an action plan because of things that may not have been in the original application, or not demonstrated sufficiently. Of the 100 measures throughout PHAB's 12 Domains, TLCHD only had to address 15 of them. We have been addressing these areas over the past year. Staff have worked diligently to prepare everything we needed to submit to meet our Action Plan, including a handful of 100-plus page documents. The way we formatted our documentation and our action plan should make it as easy as possible for our site visitors to look through and assess the measures. Some measures may only take 15 minutes to fully assess conformity. There should be adequate time for our site visitors to review everything before the next PHAB Board meeting. In talking with our assigned Accreditation Specialist, we expect to hear an Accreditation Decision from the PHAB Board near the end of the first quarter next year. The staff did a lot of exceptional work in the past year to accomplish this.

There are a couple of new directions we are moving into due to our accreditation efforts. One of those is better understanding where GAPS in access to service might exist. Lauren Wagener, epidemiologist, and Brandon Palinski, Planning & Quality Improvement Administrator, worked on a Gap Analysis where we mapped every health care provider in Lucas county. We also mapped areas where known disparities exist, and even mapped TARTA routes to look at possible transportation barriers. We are utilizing a recently purchased software called Tableau that allows us to do a better job with this. Moving into the future, we will strive to be the coordinating agency that works with community partners to say "there might be a problem here." We may not be able to address all issues identified, but we can go to our community partners to leverage resources at the community level. One important potential gap we identified regarded the zip codes with the highest rates of infant mortality. When that map was overlaid with the locations of women's health services, OB/GYNs, and hospitals, at least 5 of the zip codes had no services located within them, and many of those services would require multiple bus-line transfers for at-risk individuals to get from their homes in the affected zip codes to the nearest service. If any of these individuals have transportation concerns, they are not going to have ready or easy access to their appointments. We are trying to become more culturally competent and move our focus into those areas.

There are between 30 and 36 accredited departments in Ohio. The State mandate required all departments be accredited by July 2020. Any department which applied in 2018 and end up completing action plans will not be done by the mandate. What the State will probably do is allow any department in the process to continue. There are three departments in the state that have said they are not going to pursue accreditation at all.

Accreditation will help us go back to our funders and demonstrate areas and reasons why we need more money. Development of PHAB's Standards and Measures was overseen by the CDC, Robert Wood-Johnson Foundation, and many other organizations and national collaborations were involved in establishing the initial measures. PHAB will be releasing an updated set of standards & measures (2.0) in the next year and a half. When we go for reaccreditation we will have to upgrade to version 2.0.

## **IX. Prior Business**

- 1) **Chronic Diseases:** Eric reported that we are working to get through the first two deliverables of the Reproductive Health and Wellness Grant: setting up the clinic and hiring on staff along with the marketing of the grant.

Gwen Gregory stated that she had an informal interview with a potential nurse practitioner candidate. This person is currently at Neighborhood Health Association. She is very well versed in gynecological practices and procedures. She will be brought in for a formal interview with Human Resources. The clinic will be moved into the old Dental Clinic area on the first floor. It has its own waiting area and restroom for patients to use. There are separate work areas for the nurse and nurse practitioner and three large exam areas.

Dr. Woodson stated that this position is amazingly critical. Gwen stated that this person is a Family Nurse Practitioner (FNP). She works at the ZEPF Center and comes with three years of recent experience in gynecological services.

Dr. Woodson said that an FMP is not a Women's Health Nurse Practitioner. That would be the closest that we could probably come. She is certified as a Family Medicine Nurse Practitioner.

Gwen stated that she has certification in insertion and removal of IUD and implants for contraceptives and has an extensive amount of experience with PAP/pelvic examinations.

Dr. Woodson suggested that Johnathon Ross, MD and Barb Conover, RN be considered in looking at the CV, and of course Human Resources. She suggested to have an AdHoc committee to get some more medical input. That goes into interviews too. The medical people on the board may have some other questions to ask. Also, that the head of the Personnel Committee be heavily involved.

## **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, November 18, 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 October, 2019 in the ordinary course of business. Total transfer is \$91,575.92 consisting of changes in various expense categories.

**(Resolution 2019.11.169)** A motion was made by Richard Fernandez, DPT, and seconded by Michelle Schultz to approve the Transfers of Appropriations for the month of October 2019 in the amount of \$91,575.92. 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 October 2019 in the amount of \$447,236.98 for Revenue Estimates and (\$73,797.14) for Appropriations.

**(Resolution 2019.11.170)** A motion was made by Matthew Heyrman and seconded by Richard Fernandez, DPT, to approve the changes in Revenue Estimates and Expense Appropriations for the month of October 2019 in the amount of \$447,236.98 for Revenue Estimates and (\$73,797.14) for Appropriations. Motion carried. 8 yeas, 0 nays.

#### **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 \$30,581.52 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted.

**(Resolution 2019.11.171)** A motion was made by Johnathon Ross, MD, and seconded by Michelle Schultz, to authorize the Fiscal Director to transfer residual funds from the Special Revenue – Grant Fund in the amount of \$30,581.52 to the Administration Department of the General Fund, and to classify the transferred funds as unrestricted. Motion carried. 8 yeas, 0 nays

#### **Other Items – Settlement Agreement**

A Settlement Agreement has been reached to terminate the contract with Allscripts. The total outstanding amount owed to Allscripts is \$290,363.42 and they have agreed to waive \$217,044.58

with the remaining amount totaling \$73,318.84. Board of Health Resolution is required to approve the settlement agreement with Allscripts in the amount of \$73,318.84.

**(Resolution 2019.11.172)** A motion was made by Richard Fernandez, DPT, and seconded by Susan Postal to terminate the contract with Allscripts as outlined above. Motion carried. 8 years, 0 nays.

**Other Items – De-conversion Services**

De-conversion of all billing and related practice management data maintained by Allscripts currently contained in their Professional PM Hosted Clinic/Clinical database is being discussed. The data will be converted into a format that is usable by our agency. Board of Health Resolution is required to approve entering into a contract with Allscripts for the de-conversion services at a cost of \$3,500.00.

**(Resolution 2019.11.173)** A motion was made by Richard Fernandez, DPT, and seconded by Johnathon Ross, MD, to enter into a contract with Allscripts for the de-conversion services as outlined above. Motion carried. 8 years, 0 nays.

**(Resolution 2019.11.174)** A motion was made by Susan Postal and seconded by Michelle Schultz to approve the entire Audit Finance Committee Report as presented. Motion carries. 8 years, 0 nays.

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

The Personnel Committee met on Monday, November 18, 2019.

1. Termination/Resignation

- i. Donna Baldwin-Mickey, OD resignation effective 11/12/19
- ii. Sanitarian-in-Training, Richard Addo, resignation Effective 11/19/19

2. The Personnel Committee recommended that Kimberly Toles be changed position of Program Coordinator in Minority Health. This is a lateral move.

**(Resolution 2019.11.175)** A motion was made by Ted Kaczorowski and seconded by Johnathon Ross, MD, to award the position of Minority Health Coordinator to Kimberly Toles. Motion carried. 8 years, 0 nays.

3. The Personnel Committee recommended the creation of a Clerk II position to work in the Reproductive Health and Wellness Grant. With the Reproductive Health Grant, the Clerk II at the front desk will not be able to handle all of the additional work. This allows us to get people registered quickly and add to customer service. This will also help with the billing issues and collection of money.

**(Resolution 2019.11.176)** A motion was made by Johnathon Ross, MD, and seconded by Ted Kaczorowski to approve the creation of a Clerk II position to work in the Reproductive Health and Wellness Grant. Motion Carried. 8 years, 0 nays.

4. Gwen Gregory has been placed in the interim position of Acting Director of Health Services.

This position will allow Gwen to assess the structure and processes of the current clinic and health services setup. We may possibly need to move to another type of structure or change processes. After 90 days Gwen's performance in the position will be reviewed and decided on. It is very important that the Personnel Committee and staff give her this position the support needed for its success. The Board recognizes how important this position is and doesn't want to minimize the necessity of supporting everyone involved the Director of Health Services' position. Perlean Griffin asked that she have an opportunity to sit down with Ms. Gregory.

Ted Kaczorowski asked if Ms. Gregory would oversee the new Reproductive Health and Wellness clinic when it is up and running. Eric Zgodzinski stated that this is something that we will have to decide.

Eric stated that it is ok to meet with Ms. Gregory but what he doesn't want to see happen is Board Members reaching out and talking to staff about things that probably influence decisions and are more appropriate to discuss with the Health Commissioner level. It is very hard for staff to say no talking with Board Members when they engage staff directly. Eric will set this process up with Ms. Gregory. He further stressed that when board members communicate with staff, staff then have a very hard time with whose direction they follow. Mrs. Griffin stated that she does not want anyone to feel that the board and she as Personnel Committee Chair are interfering in any way with the activities of the staff.

**(Resolution 2019.11.177)** A motion was made by Johnathon Ross, MD, and seconded by Ted Kaczorowski to accept the entire Personnel Committee report as presented. Motion carried. 8 yeas, 0 nays.

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

Ted Kaczorowski reported the committee met on Wednesday, November 13, 2019. The following items were discussed:

- 1) Eileen Thompson, Community & Disaster Response Planner was introduced to the committee members at the meeting. We are very fortunate to have her on our team. This position will hopefully evolve into more in the future.
- 2) Indian Road Sewer Line Extension – There is a plan to extend the sewer lines on Indian Road. This affects four properties, three of which are currently on septic systems, the fourth is a vacant lot. The LC Engineers are working on what the cost would be for this project and the impact on the owners. Typically when a sewer line is available the homeowners have a period of time to tie into the system. We would give a two year time frame for this. The cost to property owners would be approximately \$30,000 each.
- 3) Curtice Road Sewer Update: There is a four block area in Curtice that is in Lucas County. The EPA will issue findings and orders for Lucas County and Ottawa County to look at extending sewers to Curtice, OH. The majority of the properties are in Ottawa County. This has been an ongoing project with the EPA, Lucas, and Ottawa Counties. The estimated cost of the program is \$15,235,513.
- 4) Variance Request #19-15 for 4928 Arbor Way, Sylvania Township. Due to the small lot size and lack of space for the replacement leach field to be within the 10' isolation distance to the garage (approx. 8') request to allow the replacement leach field to be installed. The Environmental Health committee recommends this request for variance.

**(Resolution 2019.11.178)** A motion was made by Johnathon Ross, MD, and seconded by Perlean Griffin to approve variance request for 4928 Arbor Way as outlined above. Motion carried. 8 yeas, 0 nays.

- 5) Variance request for 7801 Seaman Road, Jerusalem Township #19-17. This house is 2 years old and the original septic system has failed. This is a replacement system will need to use manufactured sand to stabilize the walls of the leaching trenches.

**(Resolution 2019.11.179)** A motion was made by Susan Postal and seconded by Johnathon Ross, MD, to approve the variance request as outlined above. Motion carried. 8 yeas, 0 nays.

- 6) Variance Request for 8123 Seaman. This property was given a variance a couple months ago and it was determined that a new design was needed. The variance requests to use a solid bed type septic system. The homeowner is also requesting an extension on the use of a holding tank for an additional three months until the system can be installed.

**(Resolution 2019.11.180)** A motion was made by Johnathon Ross, MD, and seconded by Susan Postal to approve the variance as outlined above. Motion Carried. 8 yeas, 0 nays.

**(Resolution 2019.11.181)** A motion was made by Perlean Griffin and seconded by Susan Postal to approve the entire Environmental Health Committee report as presented.

**D. Facility Committee – Eric Zgodzinski**

No report

**E. Legislative Committee – Eric Zgodzinski**

No report

**F. Bylaws Committee – Ted Kaczorowski, Acting Chair**

The following three recommendations were presented to the Board of Health at the September 26, 2019 meeting to be voted on at the November 21, 2019 meeting:

- 1) The Bylaws Committee is recommending to change the name of the Bylaws Committee to *Bylaws and Governance Committee*. (pg. 2)

**(Resolution 2019.11.182)** A motion was made by Johnathon Ross, MD, and seconded by Richard Fernandez, DPT, to change the name of the Bylaws Committee to Bylaws and Governance Committee. A roll call vote was taken. Motion carried. 8 yeas, 0 nays

- 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.*

**(Resolution 2019.11.183)** A motion was made by Matthew Heyrman and seconded by Johnathon Ross, MD, to change the number of Board Members to 12. A roll call vote was taken. Motion carried. 8 yeas, 0 nays.

- 3) 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 2019.11.184)** A motion was made by Johnathon Ross, MD, and seconded by Perlean Griffin to change from 30 days to 28 days prior to any Board action. Motion carried. 8 yeas, 0 nays.

- 4) Fritz Byers will be looking into the issue of term limits in regards to the President and Vice President. He should have something to present at the December meeting. Kevin Pituch stated that in terms of Bylaws and term limits regarding Board Members, in order to be enforceable, they have to be part of your Merger Agreement. This does not include term limits for President and Vice President. We are in the process of writing a new Merger Agreement at the present time.

**(Resolution 2019.11.185)** A motion was made by Matthew Heyrman and seconded by Johnathon Ross, MD, to approve the entire report of the Bylaws Committee. Motion carried. 8 yeas, 0 nays.

**XI. Pending Business: Division Reports**

- 1) Safa Ibrahim, Tobacco Prevention Coordinator presented on e-cigarette and vaping with the Tobacco Policy.

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

- 1) Eric stated that was nothing else he needed to report on.

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

- 1) Dr. Woodson spoke about which public health topics were considered at the AMA meeting held earlier this month.  
2) The Holiday Party will be held on December 19<sup>th</sup> at Poco Loco.  
3) Staff Luncheon for Thanksgiving will be held on Monday, Nov. 25<sup>th</sup>.

**XIV. Adjourn**

**(Resolution 2019.11.186)** A motion to adjourn was made by Susan Postal and seconded by Johnathon Ross, MD. Motion carried. 9 yeas, 0 nays Meeting ended at 10:12am.

**Signed:**



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

12.19.2019

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

**Attested By:**



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

12-19-19  
\_\_\_\_\_  
**Date**



Motion:

*A motion to change ARTICLE V: APPOINTMENT OF BOARD MEMBERS: (g. 4).*

*With the abolishment of the District Licensing Council, the number of members needs to be changed to 12 from 13.*

Made By:	Seconded by:		
	YES	NO	ABSTAIN
<b>Fritz Byers</b>			Absent
<b>Barbara Conover</b>			Absent
<b>Perlean Griffin</b>	X		
<b>Richard Fernandez</b>	X		
<b>Matthew Heyrman</b>	X		
<b>Ted Kaczorowski</b>	X		
<b>Donald Murray</b>			Absent
<b>Susan Postal</b>	X		
<b>Johnathon Ross, MD</b>	X		
<b>Barbara Sarantou</b>			Absent
<b>Michelle Schultz</b>	X		
<b>Donna Woodson, MD</b>	X		
<b>Totals</b>			

Passed

Failed

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

12-19-19  
 Date

Motion:

Motion to change the names of the Bylaws Committee to *Bylaws and Governance Committee*.

Made By:	Seconded by:		
	YES	NO	ABSTAIN
<b>Fritz Byers</b>			Absent
<b>Barbara Conover</b>			Absent
<b>Perlean Griffin</b>	X		
<b>Richard Fernandez</b>	X		
<b>Matthew Heyrman</b>	X		
<b>Ted Kaczorowski</b>	X		
<b>Donald Murray</b>			Absent
<b>Susan Postal</b>	X		
<b>Johnathon Ross, MD</b>	X		
<b>Barbara Sarantou</b>			Absent
<b>Michelle Schultz</b>	X		
<b>Donna Woodson, MD</b>	X		
<b>Totals</b>			

Passed

Failed

  
Eric J. Zgodzinski, MPH, RS, CPH

12-19-19  
Date

Motion:

A motion to make the following change to Article XI: BYLAWS AMENDMENTS:  
Change 30 days to 28 days prior to Board action

Made By:	Seconded by:		
	YES	NO	ABSTAIN
<b>Fritz Byers</b>			Absent
<b>Barbara Conover</b>			Absent
<b>Perlean Griffin</b>	X		
<b>Richard Fernandez</b>	X		
<b>Matthew Heyrman</b>	X		
<b>Ted Kaczorowski</b>	X		
<b>Donald Murray</b>			Absent
<b>Susan Postal</b>	X		
<b>Johnathon Ross, MD</b>	X		
<b>Barbara Sarantou</b>			Absent
<b>Michelle Schultz</b>	X		
<b>Donna Woodson, MD</b>	X		
<b>Totals</b>			

Passed

Failed

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

12-19-19  
Date