

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Virtual Meeting on Zoom website
May 28, 2020 – 8:30 A.M.

I. Call to Order and Roll Call

Dr. Johnathon Ross, President, called the meeting to order at 8:36AM.

A roll call was taken of Board Members for attendance:

Present: Barbara Conover, Richard Fernandez, DPT, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Susan Postal, Johnathon Ross, MD, Michelle Schultz, Donna Woodson, MD

Excused: Fritz Byers, Barbara Sarantou

II. Introduction of Guests

Union Representatives: Nate Fries and Cathy Nearhood

Staff and others: Eric Zgodzinski, DrPH, Jay Smith, MD, Dave Welch, Shannon Lands, Tina Stokes, Josie Smith, Gwendolynn Gregory, Brandon Palinski, Alice Dargartz, Legal Counsel – Kevin Pituch

III. Additions/Deletions to Agenda

Ted Kaczorowski asked that the Audit/Finance report be moved up in the agenda following the Approval of Vouchers. He will need to leave the meeting at 9:30 AM.

IV. Approval of Minutes

April 23, 2020 BOH Minutes

(Resolution 2020.05.066) A motion was made by Susan Postal and seconded by Fritz Byers to approve the February 27, 2020 Board of Health meeting minutes. Motion carried, 10 Yeas, 0 Nays

May 6, 2020 BOH Minutes (Emergency Meeting)

(Resolution 2020.05.067) A motion was made by Susan Postal and seconded by Michelle Schultz to approve the May 6, 2020 Board of Health minutes with corrections. Motion carried, 10 Yeas, 0 Nays

V. Approval of the April 2020 Vouchers

The Audit/Finance Committee met via virtual meeting on May 18, 2020. Ted Kaczorowski stated that there was nothing out of the ordinary to report and no changes to the reports which were emailed to the Board Members.

The vouchers include 1.2 million dollars being returned from the Infant Mortality grant. This was a pass through grant. The work was unable to be completed by a sub-grantee.

Perlean Griffin exited the meeting

Dr. Woodson commented that during the April 23, 2020 Board meeting it was stated that the ending cash balance in the FQHC line item would be distributed to the appropriate accounts and the balance moved to the general fund with a report being brought back to the Board. Ted Kaczorowski stated that this was not discussed at the May Audit/Finance meeting. It will be discussed in committee and reported to the Board at the next meeting.

(Resolution 2020.05.068) A motion was made by Richard Fernandez, DPT and seconded by Matt Heyrman to approve the April, 2020 vouchers for payment. Roll call vote taken. Motion carried, 9 Yeas, 0 Nays

VI. Audit/Finance Report

Eric addressed training that will be provided for the Board regarding the accounting procedures and practices along with federal, state and local grants. There are two types of pathways for grants. Direct grants to our department where we do all the work and subcontracts where we work with other entities. There are specific deliverables for the grants which we oversee. If a sub-grantee is having difficulty completing the deliverables we arrange to meet to determine what the problems might be. If the deliverables are not completed we are asked to return money. With the Infant Mortality grant we worked with the sub-grantee to see what was needed, however, it ended up being more work than they could do so the funds will have to be returned. It is a general concern that future funding could be affected when we have to return funds. Fortunately, with this grant it is not the case. We have been able to be fully funded for 2021. There are checks and balances that we have to do to make sure the money is properly spent.

Matt Heyrman asked for information about sub-grantee monitoring and how that is tracked. When we receive grant money we are monitored and the grant coordinator submits monthly reports on what has been done and what was spent. What are the policies and procedures that we have for both fiscal and programmatic monitoring of the sub-grantee?

Tina Stokes responded that our grant coordinators are required to submit monthly reports. They maintain the expenses and money received. With Sub-grantees, they are required to report to us and send the documents of what they have spent. It was noticed early on with the Infant Mortality that they were not spending money. We kept in contact with them and notified the State that the sub-grantee was not spending money. We were unable to allocate that money to other sub-grantees because of how the budget was written.

Dr. Woodson stated that in the future when selecting a sub-grantee we need to look at past performances from other grants to be sure the work will be completed.

Transfer of Appropriations: A transfer reallocates funds from one cost object to another. A Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of April 2020 in the ordinary course of business. Total transfer is \$4,300.00 consisting of changes in various expense categories.

(Resolution 2020.05.069) A motion was made by Matt Heyrman and seconded by Susan Postal to approve the Transfer of Appropriations for the month of April, 2020 in the amount of \$4,300.00. Roll call vote was taken. Motion carried, 9 Yeas, 0 Nays

Revenue Estimates and Expense Appropriations: A Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of April 2020 in the amount of \$42,796.82.

(Resolution 2020.05.070) A motion was made by Matt Heyrman and seconded by Susan Postal to approve the Revenue Estimates and Expense Appropriations for the month of April, 2020 in the amount of \$42,796.82. Roll call vote was taken. Motion carried, 9 Yeas, 0 Nays

(Resolution 2020.05.071) A motion was made by Matt Heyrman and seconded by Susan Postal to approve the Audit/Finance Committee report as given. Motion carried, 9 Yeas, 0 Nays

Ted Kaczorowski left the meeting

VII. Legal Update

Kevin Pituch stated the Board of Health will be asked to approve an agreement with BP/Husky later in this meeting. BP/Husky refinery engaged in certain violations of the Federal Clean Air Statutes and were sued. Part of the resolution of that suit is that money will come our way that is not tied to any other program. The amount is 1.2 million dollars which will be used for lead abatement for homes within an 18 mile radius around the BP/Husky. Dave Welch and his team were able to get this into an understandable document acceptable to BP/Husky and the Prosecutor's office.

VIII. New Business/Points for Consideration

1. Discussion of the Franklin County Board of Health Resolution: Eric Zgodzinski provided a document from the Franklin County Board of Health which addresses racism as a social determinant of health. We would like to plan to have a resolution which is exactly the same as this one for our county. This discussion today is to bring attention to this declaration and to give the Health Commissioner the ability to start addressing the issue. We have always recognized the presence of racism as an issue to better health outcomes. COVID-19 has shed further light on the scope of this issue in the community. Eric would like to move forward with a resolution next month.
2. Dr. Ross remarked that institutional racism is contributing to increased mortality and morbidity in communities of color here in Lucas County and across the State of Ohio. This should be a concern of the Board of Health as with other clear cut social determinants of health. The pandemic has made clear in very stark ways the health effects on communities of color. This should be kept on the agenda as we continue through the pandemic and are more active on this issue.
3. Dr. Woodson asked if Brandon Palinski could give a report on what has been done in terms of our Strategic Plan touching on racism. There have been a lot of efforts and input from staff on this. This could be a way to start our discussion on what we want to do in the future.
4. Eric reported on where we are with COVID-19. The State is getting a lot of pushback from many entities to open things up. There is concern as to if we have opened up too soon or opened too many things. Only time will tell. Internally, many of the staff have been working tirelessly for months now. They have done an amazing job. From the Epi's, Nurses, Sanitarians, and clerical support, we cannot be happier with the understanding that we now have a chance to look at what we have done and improve on processes. Memorializing what we have done will be very important for coming generations of public health officials in the community. If we don't learn from history we will be bound to repeat it. The disease is not gone in our community. We can see that many people are still coming down with COVID-19. A big concern is schools and if they will open. We are working with the superintendents on reopening plans.
5. First responders will soon have the option to receive antibody testing.
6. We have been sampling sewage for COVID-19, which came back negative early on but now are showing positive presence in waste water. Sampling will continue.
7. The EOC is slowly ramping down. There is no plan to totally close down the EOC at this time.

8. Dr. Ross stated that there has been incredible speed and movement on vaccines. It is possible to have a vaccine available by late winter, early 2021. Some of the techniques for getting a vaccine for this particular virus are similar to the Ebola virus. It could be as long as another year before we have a vaccine.
9. Eric stated that the Governor's office is pushing to have nursing homes tested and have Local Health Departments work with the FQHCs to provide testing to the underserved. Eric drafted an email to the State of Ohio stating that our staff has been doing these things for the past 30 days, even before it was being pushed.
10. Dr. Woodson asked that if it is voluntary for the first responders to be tested. How much data can we get to help us? The state of Ohio to beef up nursing home inspections, how will we interface with the state?
 - In response to the first question, Eric answered that we had 8 first responders walk into our building to be tested at 8:00 AM this morning. We have the feeling that many of our first responders will come in for testing.
 - In response to the second question, Dave reported that the National Guard has been going into nursing homes in the state to test. Dave has been working with the long term care facilities. National Guard is also in Toledo testing at the Northwest Ohio Developmental Center (NODC). We have been testing at the nursing homes for a month already.
11. Dr. Fernandez shared that the American PT Association, in collaboration with the Cardio Pulmonary Rehab section, has come out with best practices of acute COVID recovery as we move into this later phase of the crisis where we have more folks getting discharged and successfully recovering from COVID-19. From our perspective, that is the big emphasis. Getting people who are post-event to understand what is a reasonable recovery time is and that it could take up to a year.
12. Michelle asked for an update on the restaurants being opened and the problems and issues. Eric stated that some are abiding by the rules and some are not. The DORA restaurants had a conference call with us. We are working with the restaurants to help them understand what is needed to reopen. Sanitarians have gone out with Liquor Control and they received great accolades from them stating our employees are going out and doing the right things. They went out Friday through Monday and visited about 700 facilities. Ninety percent are trying to comply and do the right thing. The flow of information is ever changing and we are trying to keep up with all of it.
13. Don Murray asked if the distribution system for fresh water is being tested. Eric stated we are testing the effluent and there was no trace coming out. What about the homeowners with wells, is there a provision for them to have the wells tested? Dave stated we do test the well water on occasion as requested. Water is tested at the Toledo Water facility. We test for E.coli and general coliform bacteria. There are many bacteria that can get into the water. This test is a catch all for anything that might get into the water. The next step is to chlorinate the well to take care of any of the problems.

IX. Personnel Report

Michelle Schultz reported that the Personnel Committee met on May 18, 2020

1. Melissa Regalado, Medical Assistant, was called back to the WIC program.
2. Terminations/Retirements
 - Teresa Betts-Cobau, CNP in the Reproductive Health & Wellness Center (RHWC), contract termination effective April 3, 2020.
 - Jenny Bert, PHN in Adult Travel & Immunization, resignation effective 4/17/20.
 - Laurel Riehm, PHN in BCMH, retirement effective April 30, 2020.
 - Dennis Hicks, Program Coordinator for the 60+ program, retirement effective April 30, 2020.

3. One transfer was reported for the month of April.
 - Melissa Regalado, following her recall to the full-time Medical Assistant in WIC at Western bid on and accepted the part-time Medical Assistant in WIC at Western on April 29, 2020. Said transfer is being held, until the full-time position is filled, but not later than June 11, 2020.
4. Action is required on the following requests for hire.
 - **Kyasha Russell** to the full-time position of Clerk II in the Reproductive Health & Wellness Center, at the rate of \$16.69 per hour. Hiring is subject to the successful completion of a drug and alcohol screening.
 - **Sara Becker** to the full-time position of Sanitarian in Food/Environmental Health, at the rate of \$27.00 per hour. Hiring is subject to the successful completion of a drug and alcohol screening.

(Resolution 2020.05.072) A motion was made by Richard Fernandez, DPT, and seconded by Susan Postal to approve the hiring of Keysha Russell and Sara Becker. A roll call vote was taken. Motion carried 8 Yeas, 0 Nays

5. Recruitment is on-going for a number of other positions. For the Reproductive Health & Wellness Center we are actively looking to fill a part-time Certified Nurse Practitioner under contract, a full-time Medical Assistant and a full-time Public Health Nurse. For WIC, we are actively looking to fill a full-time Medical Assistant. In Maternal Child Health, there are three (3) vacancies for Community Health Worker, and we have to-date advertised two (2) of those vacancies. Additional recommendations will be forthcoming.

6. **Emergency Work Assignment & Payroll Policy**

The purpose of policy is to set guidelines and guidance in need of emergency pandemic. The policy allows us to cover staffing during a time of pandemic and be able to charge time back to different grants. The policy will be reviewed and revised biennially.

(Resolution 2020.05.073) A motion was made by Barb Conover and seconded by Richard Fernandez, DPT, to approve the Emergency Work Assignment & Payroll Policy. Roll call vote taken. Motion carried, 8 Yeas, 0 Nays

(Resolution 2020.05.074) A motion was made by Don Murray and seconded by Donna Woodson, MD to approve the Personnel Committee report. 8 Yeas, 0 Nays

IX. Environmental Health Committee

The Environmental Health Committee met on Wednesday, May 20, 2020

- 1) Variance and waiver request for a replacement septic system at 3020 Villa Drive, Sylvania Twp. The waiver is for performing a soil evaluation and trench length modification due to the small lot size. The variance will allow for the runs to be 30 feet and the trenches to be only 2 feet apart instead of the required 4 feet. They will be using the existing tank. A motion was made by Ted Kaczorowski and seconded by Richard Fernandez, DPT to approve the waiver and variance and to present to the full Board of Health at the next meeting for approval.

(Resolution 2020.05.075) A motion was made by Donna Woodson, MD and seconded by Susan Postal to approve the variance request for the property at 3020 Villa Drive, Sylvania, OH as outlined above. A roll call vote was taken. Motion carried, 8 Yeas, 0 Nays

2) BP/Husky Lead Program Agreement

The following disclaimer is to read into any public meeting when talking about the project
"This project was undertaken in connection with a settlement of an enforcement action. The United States and the State of Ohio v. BP Products North America Inc. and BP-Husky Refinery, LLC taken on behalf of the US Environmental Protection Agency and Ohio EPA under the Clean Air Act EPCRA, and CERCLA."

This 1.2 million dollar settlement was modeled after the HUD Lead-Safe Grant for lead remediation of homes. Some of the stipulations have been relaxed for those applying for the funds. This will be for owner occupied properties and rental properties as long as the renter meets the Health and Human Services income guidelines of 2020. This will provide funding for 40 to 60 homes to be remediated. The homes have already been identified through lead assessments and have had orders issued on them. Ten percent of the grant funds can be used for Administrative costs. Contractors must be certified with the State of Ohio.

(Resolution 2020.05.076) A motion was made by Susan Postal and seconded by Michelle Schultz to approve the agreement with BP/Husky for lead abatement in the amount of 1.2 Million dollars. Roll call vote was taken. Motion carried, 8 Yeas, 0 Nays.

3) COVID-19 Update: Eric Zgodzinski

- We have a grant from ODH through the Federal Government to fund staff for contact tracing. We have been using staff including epis, surge epis, nurses, and sanitarians. As we get back to doing our regular jobs we will not have the ability to continue with the current system. We have been using UT students to help with contact tracing. We will be looking at positions to be filled to help with the response. These positions will be paid from the grant and possibly general fund. There are job descriptions currently that can be tweaked to fit the need without having to write entirely new ones. We are on a time constraint because the grant is due on June 8, 2020. If needed, we would hold a special meeting of the Committee.

Matt Heyrman asked what the total grant amount was. Eric responded that it is \$473,000. Talking with Joe Dake, we are looking to get a contract together to utilize the students for contact tracers as we have been. UT would also be doing some data analysis. The amount would be between \$50,000 – \$75,000. We are looking at two specific contractors to work with the Latino and African American as Community Outreach to look at specific needs in these communities.

Internally we are looking at having a data person to take care of the spread sheets and getting them into the proper programs (ODRS, TEAMS). This would be someone who has oversight on everything that is going on at the testing sites and getting all the numbers to understanding what is happening in the community. We would also see if we need to hire on some contact tracers. UT will have a module for training contact tracers.

What would be the difference between these and the contact tracers from the UT? They would be working on the outbreaks in nursing homes, etc. They may come out of the MRC members who have medical backgrounds.

Dr. Woodson asked Dave Welch how many sanitarians he predicted he would need with the restaurants reopening to handle an upswing of complaints and people wanting investigations. Dave responded that sanitarians have been pulled up to work on the COVID-19 as surge Epis to do contact tracing and have not been able to transition back to their regular positions. They have also been following up with all the complaints and requests for help with the reopening of businesses. We could have used 3 or 4 more sanitarians. However, after the COVID-19 is over we would not have enough work for them.

Matt Heyrman asked if a flow chart or mini organization chart could be provided to the Board showing what would be needed for additional contact tracing. This would include sanitarians and epis along with the UT contact tracers. We need to find a pathway for hiring temporary staff as this could go on for up to 2 years. If we then had to lay off staff it would be a large strain on the finances. Matt said he would support the Personnel Committee going ahead with the job descriptions. Eric will provide a flow chart for the Board. The Personnel Committee will meet next week in a special meeting

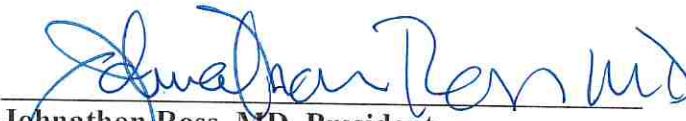
(Resolution 2020.05.077) A motion was made by Richard Fernandez, DTP and seconded by Donna Woodson, MD to approve Environmental Committee report. Motion carried. 8 Yeas, 0 Nays

X. Health Commissioner Comments

Eric remarked that the staff has been amazing through this pandemic response; from our nurses, sanitarians, clerical, on through to leadership. Matt Heyrman has worked side by side through the event. He has had to juggle so many things; political, hospitals/medical and has never lost sight of the public health aspect. He has learned a lot about public health that he never would have gotten without this pandemic. Kudos to him for his diligence to public health.

(Resolution 2020.05.078) A motion was made by Donna Woodson, MD and seconded by Don Murray to adjourn. Motion carried, 9 Yeas, 0 Nays

Signed By:



Johnathon Ross, MD, President
Lucas County Regional Health District Board

6/25/2020

Date

Attested By:



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

06-25-2020

Date