

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Zoom Virtual Meeting
September 24, 2020 – 8:30 A.M.

I. Call to Order and Roll Call

Dr. Johnathon Ross, President, called the meeting to order at 8:34AM.

A roll call was taken of Board Members for attendance:

Present: Fritz Byers, Richard Fernandez, DPT, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Johnathon Ross, MD, Michelle Schultz, Donna Woodson, MD

Excused: Perlean Griffin, Susan Postal, Barbara Sarantou

II. Introduction of Guests

Union Representatives: Nancy Benedetto-ONA, Nate Fries-AFSCME, Legal Counsel – Kevin Pituch, Bill Sanford-City of Sylvania

Staff and others: Eric Zgodzinski, DrPH, Daniel Cadigan, MD, Dave Welch, Tina Stokes, Josie Smith, Gwendolynn Gregory, Shannon Lands, Brandon Palinski, Alice Dargartz, Jessica Poupard,

III. Additions/Deletions to Agenda

The Executive Session will be held at the end of the meeting to discuss the Evaluation of the Health Commissioner.

IV. Approval of Board Minutes

August 27, 2020 Board of Health Meeting Minutes

(Resolution 2020.09.135) A motion was made by Richard Fernandez, DPT, and seconded by Susan Postal to approve the July 23, 2020 Board of Health meeting minutes. Motion carried, 8 Yeas, 0 Nays.

September 3, 2020 Board of Health Special Meeting Minutes

(Resolution 2020.09.136) A motion was made by Fritz Byers and seconded by Michelle Schultz to approve the July 30, 2020 Board of Health special meeting minutes. Motion carried, 8 Yeas, 0 Nays.

V. Legal Update

Kevin Pituch stated that any comments he would have will come during the Executive Session.

VI. Medical Director Report – Dr. Daniel Cadigan

Dr. Daniel Cadigan reported on the activities he has been involved with during the past month.

- Worked on the protocol for TPS Epi Pens
- Halloween Guidance was reviewed and Dr. Cadigan stated that Dave and Brandon did a great job.
- The school recommendations which came down from the State of Ohio last week closely mirrored what our staff had developed.
- Brandon developed the guidance for schools on what symptoms should prompt action for students. The easy to follow guidance was distributed to the schools.

- Met with Eric and Dave by phone with Toledo Fire and EMS regarding proposals for quarantine and isolation requirements for fire and EMS staff. Developed the guidance and drafted a letter and got those out to the appropriate people.
- Discussions regarding minority health issues for November as lung cancer awareness month, especially since African-American patients are known to have worse outcomes with cancer. Hoping to be able to promote that and have some sessions with the media, particularly in light of Chadwick Boseman's colon cancer death recently, to bring greater awareness in the African-American community.
- Went through the TB medication protocols with the pharmacist and placed medication orders for the fall.
- Updated the signatures on the Epi Pen protocols for TPS.

VII. Committee Reports

A. Audit/Finance Report

The Audit/Finance Committee met virtually on September 14, 2020. Ted Kaczorowski stated that there was nothing out of the ordinary to report in regards to the August 2020 vouchers.

(Resolution 2020.09.137) A motion was made by Michelle Schultz seconded by Fritz Byers to approve the August 2020 vouchers for payment. Motion carried, 8 Yeas, 0 Nays.

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 July 2020 in the ordinary course of business. Total transfer is \$3,619.00 consisting of changes in various expense categories.

(Resolution 2020.09.138) A motion was made by Don Murray and seconded by Donna Woodson, MD, to approve the Transfer of Appropriations for the month of August, 2020 in the amount of \$3,619.00. Motion carried, 8 Yeas, 0 Nays.

Revenue Estimates and Expense Appropriations: Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of August 2020 in the amount of \$490,585.00.

(Resolution 2020.09.139) A motion was made by Richard Fernandez, DPT, and seconded by Donna Woodson, MD, to approve the Revenue Estimates and Expense Appropriations for the month of August, 2020 in the amount of \$490,585.00. Motion carried, 8 Yeas, 0 Nays.

Eric reported additional money has been received for other tasks regarding COVID. The last amount was about \$400,000. These funds will be used for to address COVID issues related to the minority population, elderly, and the underserved to assist them through provision of items such cleaning products, additional food, and making sure they have the necessary resources which could include rent. We are working on this with Doni Miller from NHA, Area office on Aging, and other agencies in the community to help forward deploy these funds to get them to those most desperately in need. Other ideas are the students needing internet access. We are working with Buckeye for the internet services.

(Resolution 2020.09.140) A motion was made by Donna Woodson, MD, and seconded by Michelle Schultz to approve the Audit/Finance Committee report as given. Motion carried, 8 Yeas, 0 Nays.

B. Personnel Report – Michelle Schultz

The Personnel Committee met on September 14, 2020 and provided a report to the Board of Health. The following are items which need Board action:

1. There were two resignations during the month of August: Safa Ibrahim, Tobacco Prevention Program Coordinator, and Caitlin Mutti, Contract Tracer
2. Of the new hires requested at the Board meeting in August 2020, Human Resources withdrew the conditional offer of one candidate, Darcy Rossi, who had been recommended as the Public Health Nurse in NOSS.
3. The Personnel Committee recommends the emergency hire of Natalie Deeb to the full-time, permanent position of Program Coordinator in the Tobacco Prevention Program at the rate of \$26.35.

(Resolution 2020.09.141) A motion was made by Ted Kaczorowski and seconded by Richard Fernandez, DPT, to approve the hiring of Natalie Deeb to the full-time, permanent position of Program Coordinator in the Tobacco Prevention Program. Motion carried, 8 Yeas, 0 Nays.

Dr. Woodson asked if an exit interview was done with Safa. Josie Smith stated that at the time Safa resigned she was not in the country. She emailed the resignation letter that she is pursuing a Graduate Assistant position at the University of Toledo. Dr. Woodson stated that we don't want to miss the opportunity to reach out to these employees and look at the positives and negatives to try to improve our staff in a cooperative nature. Dr. Ross stated that as a rule we should have a conversation with the employee as they may have suggestions in the program to benefit the department.

4. The Personnel Committee recommends hiring Aniya Murrell to the full-time Clerk II, Temporary position through December 31, 2020 at the rate of \$14.72 for COVID. This person will also help with filling in other areas where needed.

(Resolution 2020.09.142) A motion was made Ted Kaczorowski and seconded by Matthew Heyrman to hiring Aniya Murrell to the full-time Clerk II, Temporary position through December 31, 2020. Motion carried, 8 Yeas, 0 Nays.

5. Eric Zgodzinski asked that the Board approve a half day off on New Year's Eve to add to the half day staff already receive in the paid holiday schedule. This was discussed with Personnel and Audit Finance as a small token of appreciation for the staff who have worked so hard in the response of COVID-19.

(Resolution 2020.09.143) A motion was made by Don Murray and seconded by Donna Woodson, MD, to approve the additional half day off on New Year's Eve for 2020. This would not change the holiday schedule for bargaining or non-bargaining unit agreements, but will allow for an additional four hours' time off on that day. This includes ONA, AFSCME and Non-Bargaining unit staff. Motion carried, 8 Yeas, 0 Nays.

(Resolution 2020.09.144) A motion was made by Donald Murray and seconded by Ted Kaczorowski to approve the Personnel Committee Report. Motion carried, 8 Yeas, 0 Nays.

C. Environmental Health Committee Report – Don Murray

The Environmental Health Committee met on September 16, 2020 via Zoom.

1. A variance request from the owners of 6060 Navarre Avenue for the alteration of their septic system. The initial proposal was to shorten the leach field runs. There is an alternative system that can be put in. It is the recommendation of the Environmental Health Committee that we do not approve the request for the variance. They can put in a system that flows out to a storm sewer which is an option.

(Resolution 2020.09.145) A motion was made by Ted Kaczorowski and seconded by Fritz Byers to deny the variance for the septic system at 6060 Navarre Avenue, Oregon to accommodate an additional bedroom. Motion carried, 8 Yeas, 0 Nays.

2. A variance request for Immaculate Conception Church, 1750 Raab Road, Swanton, OH. Requesting a variance of the required flow test due to the limited use of the church and convent consisting of a 4 bedroom home and current 3 residents. The Environmental Health Committee recommends the approval of this variance because of the limited use of the system.

(Resolution 2020.09.146) Motion was made by Donna Woodson, MD and seconded by Ted Kaczorowski to approve the variance. Motion carried, 8 Yeas, 0 Nays.

3. The *First Reading of the Environmental Health fees for 2021 the Food, Campgrounds, Swimming Pools and Body Art Programs*. This is the first of three required readings. The fees are formulated by the methodology put out by Ohio Department of Health. The food and pool fees will be increased due to the number of inspections completed in 2019 which is reflected in these fees. The third meeting will be a public meeting. Ohio Department of Health will be shifting the reporting software for the programs. We do not have the cost of that software but have the ability to change the fees if needed.

(Resolution 2020.09.147) A motion was made by Donald Murray and seconded by Ted Kaczorowski to approve the *First Reading of the Environmental Health Fees for 2021 for the Food, Campgrounds, Swimming Pools and Body Art Programs*.

(Resolution 2020.09.148) A motion was made by Donna Woodson, MD and seconded by Ted Kaczorowski to approve the Environmental Health Committee Report. Motion carried, 8 Yeas, 0 Nays.

VIII. New Business/Points for Consideration

No new business/Points for Consideration.

IX. Prior Business

A. Emergency Quarantine and Isolation

Eric Zgodzinski discussed the Emergency Quarantine and Isolation document that was updated by Kevin Pituch from the Lucas County Prosecutor's Office. This document was updated and broadened from the 2004 version which was more for bioterrorism in response to September 11, 2001 and anthrax. This allows the board to transfer the authority to the Health Commissioner. This

agreement will need to be approved by the Board of Health and the District Advisory Council (DAC). There was discussion to add that the Health Commissioner will contact the President or the Vice President to ensure the leadership of the Board is aware when this authority is exercised.

(Resolution 2020.09.149) A motion was made by Don Murray and seconded by Donna Woodson, MD, to approve this Emergency Quarantine and Isolation document with the addition that the Health Commissioner will contact the President or Vice President of the Board of Health when this authority is exercised. Roll Call vote was taken. Motion carried, 8 Yeas, 0 Nays.

Eric will get with the DAC to get a meeting together to discuss this document and take care of the other items that we were unable to complete at the March meeting. We will talk about the Merger.

Dr. Woodson asked if someone will be contacting the DAC members to insure that there will be a quorum. Eric stated that there will be phone calls made to ensure the quorum.

B. COVID-19 Update – Eric Zgodzinski

1. Currently we are in the Orange level. The main culprit of being in Red was the over 100 cases for a 14 day period for 100,000. We have been around 74 for the past several days. We are relatively stable at the current time. Concerns are flu and cold season coming upon us. We have had a lot of media coverage pushing getting the flu vaccination.

2. School Recommendations

We currently have the recommendation of October 1st for the schools regarding virtual learning in place. The recommendation is to not change that date at this time for the schools to go from virtual to hybrid/in person. Any further recommendations would come if we see issues within the community with regards to COVID-19 numbers. If that happens we would ask the Executive Committee of the Board to hold a special meeting to proceed with any additional school recommendations.

Dr. Ross stated the numbers are trending down at this time and would be hard to justify extending the October 1st date. They need to make sure the K-6 grade kids get more attention. We need to warn the schools that we don't know what will be happening and if things do take off they need to be prepared to go back into virtual learning

3. Halloween (Trick or Treat)

A guidance document has been prepared and will be shared with local communities recommending Halloween Trick-or-Treat activities be held on the same date and time throughout the county. This will be discussed with the cities, township and villages. This stops the increase of families going to multiple communities. We have taken the best steps for communities to help lessen the spread of COVID-19 with our recommendations. We are not recommending to cancel Trick-or-Treating for Lucas County. We can go ahead and hold Trick-or-Treat as long as done appropriately and people adhere to what they are asked to do.

(Resolution 2020.09.150) A motion was made by Matt Heyrman and seconded by Donna Woodson, MD, to have the Health Commissioner communicate with the Lucas County jurisdictions to encourage them to have Halloween Trick-or-Treat celebrated on the same date and time to help in the prevention of the transmission of COVID-19 from jurisdiction to jurisdiction. Motion Carried. 8 yes, 0 Nays.

C. Racism as a Public Health Crisis

A Declaration on Racism as a Public Health Crisis was sent to the Board Members for review. There was discussion concerning the wording in the THEREFORE section regarding “Black and Brown”. Suggestion to change to People of Color was made.

Richard Fernandez, DPT, stated that the resolution is in response to clear evidence that there are inequities of health outcomes in our community for black residents. It was changed for that specific issue, not all issues. Matt Heyrman commented this is a long term impact for a specific section of our population and recommends using “People of Color.”

Gwen Gregory stated as part of the minority population the least offensive language for the minority population as a whole and takes the emphasis off of the Black and Brown population should be used.

Richard suggested the wording “we will address minority needs affected by racism as long as those inequities exists.”

Eric said that several Health Departments have taken this up and we utilized work they have done. This is for a specific need of inequality and the aspect of racism. He suggested if we want to replace Black and Brown with People of Color that would be fine with the understanding this is specifically for racism and as we know the African American population and those of different skin colors really are disproportionately affected by racism. That is really the crux of this. The Board asked Eric to have the document vetted by others. Chief of Staff Katy Crosby at the City of Toledo, Deloris Williams the director of Health Equities at the Board of Mental Health and Angie Dawson from Minority Health were sent the document. Both Katie and Dolores responded that they liked it.

After much discussion it was decided to table this discussion to have those from other organizations vet it to assure we have the proper language in place.

Matthew Heyrman left the meeting at 10:42 AM

D. Strategic Planning – Brandon Palinski

Dr. Ross stated that with Strategic Planning we will need to include any action steps we will be taking in regards to the Racism Resolution once it is improved.

Brandon reported that plans were to get data from the Hospital Council for the Community Health Assessment sometime in mid-October with the full release of the CHA in November or December. A PHAB requirement is to make sure our Community Health Assessment Plan (CHA), Community Health Improvement Plan (CHIP), and agency specific Strategic Plans align with one another. The State also wants any CHIP to align with the State Improvement Plan. They just released a new one which we will have to align with. There is a packet that outlines the high-level components we have to consider when going through our data including: community conditions, chronic disease, access to care, mental health, and maternal/infant health. We need to make sure we are also striving to meet the state level goals. Their vision is making Ohio the model of health, well-being and economic vitality.

In terms of Strategic Planning, would recommend meeting after getting the information in October which gives us time to collate information we have at the Health Department already. The first component is to dive in to the information we have and performing a SWOT analysis of staff and community partners.

The State of Ohio wants CHIP and Strategic Plans to align with at least one or two of their priorities. We can pursue our own county's priorities but also need to have tie-ins to that higher plan.

Ted Kaczorowski asked how this will impact our accreditation going forward. Eric replied, if we don't do it the right way it can affect accreditation. This is changing the way we do business. It is not just a Board of Health that makes decisions. What PHAB wants is that we reach out into the community to see what they think, feel and want. We need to do things with surveys and focus groups to get what we need to improve the health of the community. Re-accreditation will be coming up and we need to show that we are holding to the concepts and ideals of PHAB.

Dr. Woodson stated the Board has discussed previously that the Strategic Plan is over all people. She asked about all the other chronic illness and other things we have not focused on previously. Our community is still going through those and making people more susceptible to COVID-19 complications. Will that be handled just in Board Meetings and Committee Meetings? Are we following those things in our community that don't yet fit into the current Strategic Plan which needs to include thing other than just COVID-19.

Richard Fernandez, DPT, stated he would hope that we do an assessment and assess our capacity in regards to the needs of the community and decide what we can do. That is a strong Strategic Plan moving into the future. We are not just writing goals down because we have to for accreditation. We are assessing a capacity and we are meeting our community's needs the best we can.

Eric responded that we have not had the opportunity for a Board retreat this year. At the board retreat we usually begin to discuss the goals and objectives for that year. The board is there to have oversight. If chronic disease is a true concern of the board and that is something you want us to work on, you make that recommendation and we go forward with that. That is the way the plan is supposed to work. It doesn't cover everything but gives us a 30,000 foot view. It is the rudder of the department. It is the way you want to move the department. When we talked about obesity it was not quite done right. It was more internal than external. Those chronic issues are important and should be in the pillars of the Strategic Plan. We need to have a training for the Board on what roles the Board plays in the Strategic Plan, how it gets developed, where does it go, and come back when we have the surveys done and bring back to the board. We, as a Board and department, may think something is an issue but there is something totally different that the community thinks is important. We won't know that until we go out there and survey.

Fritz Byers stated that we need to articulate what the role of the Board is in the Strategic Planning process is. There is no more fundamental function for a Board then to define the Vision, the Mission, and the Strategic Plan of the agency. These are the essence of the Board's function. He suggest that the people on the Board who are most familiar with governance principles and the proper allocation of responsibility between the board and senior executive staff pay very close attention and articulate the principle of the interaction between the agency and the board and clearly define the function of the board in the Strategic Planning process.

Dr. Ross stated that we need to pick some action items for the Strategic Plan and that it feeds back the Racism as a Public Health Crisis within our strategic plan. It is time to get back to the Strategic plan and schedule a meeting. Eric and Brandon will work on this.

Matthew Heyrman left the meeting

Health Commissioner Comments - Eric Zgodzinski

Dr. Ross had asked Eric to start the process of evaluating the Board with staff. This has begun with staff.

Board of Health President Comments - Dr. Ross

At this time we were going to continue the meeting with an Executive Session. It was decided by the board to have a Special Meeting in the next couple of weeks so more members of the Board members could be in attendance.

(Resolution 2020.09.151) A motion was made by Donald Murray and seconded by Donna Woodson, MD, to adjourn. Motion carried, 7 Yeas, 0 Nays at 11:15 AM.

Signed By:



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

 10/29/2020

Date

Attested By:



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

10-29-2020

Date