

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
July 22, 2021 – 8:30 AM.

I. Call to Order and Roll Call

Dr. Johnathon Ross, President, called the meeting to order at 8:33 AM.

A roll call was taken of Board Members for attendance:

Present: Amr Elaskary, Richard Fernandez, DPT, Ted Kaczorowski, David Karmol, Paul Komisarek, Donald Murray, Susan Postal, Richard Munk, MD, Johnathon Ross, MD, Barbara Sarantou, Donna Woodson, MD

Excused: Michelle Schultz

II. Introduction of Guests

Nancy Benedetto, ONA, Nate Fries, AFSCME and Kevin Pituch, Legal Counsel

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

III. Additions/Deletions to Agenda

Dr. Woodson asked for an update on employee vaccinations and on the new medical students and public health if there is time. Eric Zgodzinski asked to add COVID Report and Strategic Planning under Prior Business.

IV. Approval of Board Minutes from June 24, 2021

The June 24, 2021 Board Minutes were presented for approval. Dr. Woodson: Item VII, bullet point 7 it refers to the “Medical Advisory Board”. Eric stated the term we are using is “Medical Group”.

Dr. Woodson requested that members and reports of these meeting be shared with the official board.

(Resolution 2021.07.089) A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the June 24, 2021 Board Meeting with the above changes above. Motion carried, 11 Yeas, 0 Nays.

V. Legal Update – Kevin Pituch

Kevin Pituch stated, in regards to the Board, there are no changes. Regarding the use of a consent agenda, if we decide to use a consent agenda we would need to have it reviewed at by Kevin Pituch before moving forward. The main thing that came out of the Ohio Supreme Court is that you cannot vote on a resolution if the content of the resolution is not provided prior to the vote. There was further discussion on consent agenda and how it could benefit our Board.

Dr. Woodson stated whenever there is a roll call vote a copy needs to be attached to the agenda.

VI. Executive Session

No Executive Session required.

VII. Medical Director Report – Dr. Daniel Cadigan

Dr. Cadigan reported COVID has been the main focus this month.

- Policy and Procedures are being updated.
- COVID-19 and TB clinic questions have been discussed with staff.
- The Reproductive Health Clinic staff has been meeting together each morning as a team.

- TB and the Disease Intervention Specialists (DIS) have been very busy. There has been an uptick in syphilis cases in the community. We have been reviewing protocols for these.
- The use of Electronic Medical Records (EMR) are being used by all of the clinics to follow patients within the department.
- Reviewing procedures/processes for all of the clinics and using the Aprima program to make sure it is effective and if it still is important in the community.

VIII. Committee Reports

A) Audit/Finance Committee Report – Ted Kaczorowski

The Audit/Finance Committee met virtually on Monday, July 19, 2021.

1. Payment of the June 2021 Vouchers

There was nothing out of the ordinary with the vouchers this month.

(Resolution 2021.07.090) A motion was made by Dr. Munk and seconded by Dr. Fernandez to approve the payment of the June, 2021 vouchers. Motion carried, 11 Yeas, 0 Nays.

2. 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 May 2021 in the ordinary course of business. Total transfer is \$38,718.00 consisting of changes in various expense categories.

(Resolution 2021.07.091) A motion was made by Dr. Fernandez and seconded by Dr. Munk to approve the Transfer of Appropriations of \$38,718.00. Motion carried, 11 Yeas, 0 Nays.

3. Revenue Estimates and Expense Appropriations:

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of June 2021 in the amount of \$757,648.43 for Revenue Estimates and Expense Appropriations.

(Resolution 2021.07.092) A motion was made by Dr. Woodson seconded by Dr. Munk to approve the Revenue Estimates and Expense Appropriations of \$757,648.43. Motion carried, 11 Yeas, 0 Nays.

4. Uncollectible Accounts Write Off

There is an amount of \$12,426.86 in uncollectible funds which has been reviewed by the Audit/Finance Committee. Most of these are self pays in the clinics and is an accumulation of several months. There is a policy in place to address these uncollectible funds.

(Resolution 2021.07.093) A motion was made by Barbara Sarantou and seconded by Sue Postal to approve the write-off of uncollectible funds in the amount of \$12,426.86. Motion carried, 11 Yeas, 0 Nays.

5. The Audit/Finance committee recommend providing a stipend to the Non-Bargaining Unit employees to off-set their parking since they are no longer able to park in the City of Toledo lot. The amount will be \$22.50 per month for 17 NBU employees. This is prorated for the reset of 2021 from the \$270.00 amount per year that is given to the Union employees.

(Resolution 2021.07.094) A motion was made by Dr. Woodson and seconded by Amr Elaskary to approve the \$22.50 per month stipend for Non-Bargaining Unit employees as outlined above. Motion carried, 11 Yeas, 0 Nays.

6. The Audit/Finance Committee recommends approval of a flexible schedule for the Dr. Daniel Cadigan, Medical Director to be paid for the hours he works. This will be at least five (5) hours a week. He will provide a detailed report of the time worked to Human Resources.

(Resolution 2021.07.095) A motion was made by Dr. Munk and seconded by Paul Komisarek to approve a flexible schedule for Dr. Cadigan as outlined above. Motion carried, 11 Yeas, 0 Nays.

7. Fiscal training for Directors was held last Friday. Training was provided on creating a budget. In the past the budget was created by the fiscal staff. The directors will create their budget which will then go to the Audit/Finance Committee and the Health Commissioner for approval.

The afternoon session included the department supervisors. Came away with a partial idea process on how the budget will be formulated. This will be put through a QI project with Brandon Palinski and will review the process of getting a grant into the department, flow of the grant; and time frames of the reports.

This will also provide us with a sound procedure to satisfy PHAB for re-accreditation. There will be additional conversation with directors and supervisors and we will have a procedure in place by the first of the year.

(Resolution 2021.07.096) A motion was made by Dr. Fernandez and seconded by Dr. Munk to approve the Audit/Finance Committee Report. Motion carried, 11 Yeas, 0 Nays.

B) Personnel Committee Report – Barb Sarantou

The Personnel Committee met on Monday, July 12, 2021.

- 1) Separations for the month of June
 - o Jessica Ford, Clerk II, Environmental Health
 - o Lauren Wagener, Epidemiologist
 - o Eileen Thompson, Community & Disaster Response Planner
 - o All 19 remaining Contract Tracers
 - o Three remaining POD workers
- 2) The Personnel Committee discussed and recommends the appointment of Anthony Dible to the classified full-time permanent position of Opioid Prevention Program Coordinator in the non-bargaining unit, at the rate of pay of \$26.87 per hour.

Dr. Ross brought light to the increase in opioid deaths during the COVID-19 Pandemic. This is a key issue we need to work on in our community. Shannon Lands will have a report at the next Board meeting on the steps TLCHD is taking to combat the opioid epidemic in our community.

(Resolution 2021.07.097) A motion was made by Don Murray and seconded by Paul Komisarek to approve the hiring of Anthony Dible as outlined above. Motion carried, 11 Yeas, 0 Nays.

- 3) The Health Commissioner's goals, which were derived following his evaluation were provided to board members. These goals will be reviewed and discussed at the next Board of Health meeting. This is a learning opportunity for staff to know that even the Health Commissioner is evaluated and accepts constructive criticism and advice to move the department forward.
- 4) The Personnel Committee is recommending the layoff of Victoria Simpson (July 23, 2021) and Joseph Wood (July 9, 2021). These are Project Coordinators hired to work in COVID-19 Response. It was understood upon hire that these were short-term, temporary positions.

(Resolution 2021.07.098) A motion was made by Don Murray and seconded by Dr. Munk to approve the layoff of Victoria Simpson and Joseph Wood as outlined above. Motion carried, 11 Yeas, 0 Nays.

(Resolution 2021.07.099) A motion was made by Don Murray and seconded by Paul Komisarek to approve the Personnel Committee Report. Motion carried, 11 Yeas, 0 Nays.

C) Environmental Health Committee – Donald Murray

The Committee met did not meet in July, 2021.

D) Bylaws and Governance Committee – Donald Murray

The meeting was held on July 12, 2021.

- 1) The committee discussed changes to the Bylaws & Governance document to address midterm elections when a vacancy occurs as presented at the June 24, 2021 meeting. The following changes to the Article X, Section 2 the President and Vice President elections are presented for a vote.

Article X.

Section 2. Board of Health Officers: ~~The~~ Board of Health shall elect a President and a Vice President at the first public meeting of the calendar year. In the event of the resignation of the President before the end of their term, the Board shall elect a President and Vice President in the same manner, at the next regular meeting of the Board.

(Resolution 2021.07.100) Motion was made by Barbara Sarantou and seconded by Paul Komisarek to accept the above change to the Bylaws and Governance document. A roll call vote was taken. Motion carried, 11 Yeas, 0 Nays (see attached roll call votes)

- 2) An updated Bylaws and Governance document was distributed to reflect changes being proposed in the document for it to be consistent in regards to references to the name of the agency

(Resolution 2021.07.101) A motion was made by Dr. Munk and seconded by Susan Postal to approve the changes of the Bylaws and Governance Document to have consistency of the agency's name throughout the document. A roll call vote was taken. Motion carried, 11 Yeas, 0 Nays (see attached roll call votes)

- 3) The following item was discussed and is being presented to the Board of Health to be voted on at the next Board of Health meeting:

It was the unanimous recommendation of this committee that anyone who resigns from the board, a letter of resignation shall be submitted to the President, the Health Commissioner, and to the entity that recommended the appointment to the Board of Health. No reason need be given for the resignation, although a reason could be voluntarily offered.

(Resolution 2021.07.102) A motion was made by Susan Postal and seconded by Dr. Fernandez to approve the Bylaws and Governance Committee Report. Motion carried, 11 Yeas, 0 Nays

E) Health Services Committee Meeting

The Health Service Committee did not meet in July.

- Eric Zgodzinski stated we passed our Clinical Laboratory Improvement Amendments (CLIA) survey. This survey involves procedures in our lab to ensure things are done according to the regulations.
- We are looking at reviewing all of the clinical policies and procedures to be sure we are doing the best we can to provide the best care we possible can for our community.
- Syphilis and gonorrhea cases are up significantly in the community.
- There was discussion on the number of WIC participants who are not returning for benefits. Much of that may be due to the increase in SNAP benefits. This will be looked into further and reported on at a later meeting.

IX. New Business/Points for Consideration – Eric Zgodzinski

No new Business

X. Prior Business – Brandon Palinski

1. Public Health Accreditation Board (PHAB)

- The first annual report for accreditation was submitted. We received the award of national Public Health Accreditation in late March 2020 at the beginning of COVID-19. Due to COVID-19 an extension was given to submit the report until June 30th. PHAB will give comments on conformity and where they feel we need to focus. The next annual report will be due in March of 2022.

2. Strategic Planning

Ten Strengths/Weaknesses/Opportunities/Threats (SWOT) sessions have been held with 87 employees. This represents 70-76 percent of all employees. This is a requirement for strategic planning under PHAB Accreditation. We look at the internal Strengths and Weaknesses within our power to control that may help or hinder our ability to provide services. We look at external Opportunities and Threats that may impact service delivery such as grants we can pursue or changing laws that change the way we must do something. Everything discussed across all SWOT sessions will be provided to staff to rank the top factors for each category. These top ranked factors will be taken to the Strategic Planning Committee and be used, along with the Community Health Assessment and other data, to help set the strategic priorities for the next three years. Eric shared that our last plan was good, however, it was very in-depth, too complex and took a lot into consideration. We found where our weaknesses were with the creation of that plan. We will narrow the complexity and be precise in how we create the Strategic Plan and how it will be addressed. There are 100 deliverables within the current plan which is way too many. Communication of the plan will be key so employees know that, even though a program is not in

the plan, doesn't mean it is not important. There will be a virtual community partners SWOT and also one with our Board of Health members.

XI. Health Commissioner's Comments – Eric Zgodzinski

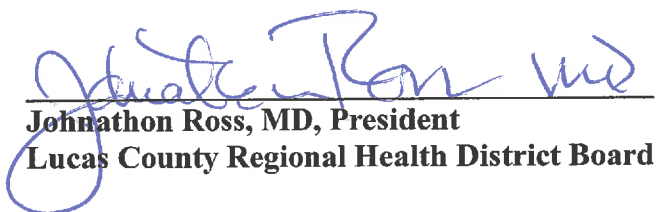
Building Update: Eric reported that plans are moving forward on the relocation of the health department. It appears we need to vacate this building by 2023. The City of Toledo and Lucas County are looking at possible sites. The new jail may be built on our current property. Our needs such as parking for staff and clientele, being on a bus line, current workforce and space for the future are being considered.

COVID Update: Eric provided a presentation of current COVID-19 data including vaccination rates and vaccine PODs.

- The Delta variant is present in Lucas County with 2 confirmed cases so far. The vaccination rate is 47.8% with the older age group up in the 70% area. The younger population have a much lower percentage of those vaccinated.
- School and school sports will be starting up again soon. The CDC guidance was given to the schools and they will make individual decisions on the use of masks in their schools. If the schools request vaccine clinics, we will make those available.
- American Association of Pediatrics are urging all students over 2 years of age to wear masks.
- Discussion was had on the possibility of booster shots and how those would be done.
- Clinics are still being held in the community with the TARTA bus and the ODH trailer. This allows us to get into specific areas of the community. There will possibly be incentives given for first time vaccinations.
- We had the opportunity to vaccinate 165 foreign sailors on 12 ships in our port so far.
- Media releases are still being put out and they are being more specific with the information provided. Dr. Fernandez shared that a person making health behavior changes doesn't always respond to statistics, logic and authority. Narrative stories about individuals is more effective.

(Resolution 2021. 07.103) A motion was made by Don Murray and seconded by Dr. Woodson to adjourn at 10:37 AM. Motion carried, 11 Yeas, 0 Nays.

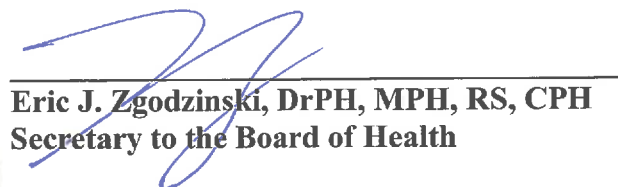
Signed By:



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

8/26/2021
Date

Attested By:



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

08-26/2021
Date