

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Lucas County Public Library – Main Branch
December 15, 2022
Meeting Minutes

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

Ted Kaczorowski, President, called the meeting to order at 8:48 AM. A Roll Call was taken of Board Members for attendance:

Present: Amr Elaskary, Ted Kaczorowski, David Karmol, Paul Komisarek, Richard Munk MD, Susan Postal, Barbara Sarantou

Excused: Johnathon Ross, MD, Michelle Schultz, Jared Wilson, Donna Woodson, MD

II. **Introduction of Guests**

Staff and Others: Eric Zgodzinski, DrPH, Tina Stokes, David Welch, Shannon Jones, Alice Dargartz, Jessica Poupard, Gillian Wilke (AFSCME), Nathan Fries, Jennifer Gottschalk, Cathy Nearhood, Andrea Binz, Angie Bauman, Lauren Carpenter (LC Prosecutor), Kevin Pituch (LC Prosecutor), Heather Burnette, Daniel Cadigan, MD, Brandon Palinski.

Visitor: Cynthia S. Hitt, Food Truck owner

III. **Additions/Deletions to Agenda**

- Move the Environmental Committee Report to immediately following the approval of the Board of Health Meeting Minutes.
- Open the Public Hearing for Adoption of Fees immediately following the Environmental Health Committee Meeting.
- Add Executive Session after Public Hearing.

IV. **Approval of Board of Health Meeting Minutes**

(Resolution 2022.12.203) A motion was made by Dr. Munk and seconded by Amr Elaskary to approve the minutes of the November 17, 2022 Board of Health Meeting as presented. Motion carried; 7 Yeas, 0 Nays.

V. **Environmental Health Committee Report**

The Environmental Health Committee met on December 15, 2022.

1. **Third Reading of the Proposed Environmental Health Fees for 2023.**

(Resolution 2022.12.204) Motion was made by David Karmol and seconded by Paul Komisarek to approve the Third Reading of the Proposed Environmental Health Program Fees for 2023. A roll call vote was taken. Motion carried; 7 Yeas, 0 Nays.

2. [Request for Septic System Variance for 6498 Jeffers Rd, Swanton Township.](#)
(Resolution 2022.12.205) Motion was made by David Karmol and seconded by Paul Komisarek to approve the Septic Variance Request for 6498 Jeffers Rd, Swanton Township. Motion carried; 6 Yeas, 0 Nays, 1 Abstention.

(Resolution 2022.12.206) Motion made by Amr Elaskary and seconded by Susan Postal to approve the Environmental Health Committee report. Motion carried; 7 Yeas, 0 Nays.

VI. [Public Hearing on the Proposed Fees for 2023](#)

(Resolution 2022.12.207) A motion was made by Barbara Sarantou and seconded by David Karmol to open the Public Hearing on the Proposed Fees for 2023. Motion carried; 7 Yeas, 0 Nays.

One guest, Cynthia Hitt, was present to listen and observe the process but did not have any comments. Dr. Zgodzinski asked three times if there were any comments regarding the proposed fees. There were no comments.

David Karmol wanted to point out for the record that the fees are going up from 2022 and that this was communicated to our license holders. The fees had been lowered in 2022 due to the pandemic and they are coming back up in 2023.

(Resolution 2022.12.224) A motion was made by Dr. Munk and seconded by David Karmol to close the Public Hearing on the Proposed Fees for 2023. Motion carried; 7 Yeas, 0 Nays.

(Resolution 2022.12.208) A motion was made by Dr. Munk and seconded by David Karmol to adopt the Proposed Environmental Health Program Fees for 2023. A roll call vote was taken. Motion carried; 7 Yeas, 0 Nays.

VII. [Executive Session](#)

Eric Zgodzinski asked for a motion to enter into Executive Session for the purposes of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment pursuant to (G)(4) of section 121.22 of the Ohio Revised Code.

(Resolution 2022.12.209) Motion was made by Susan Postal and seconded by Dr. Munk to enter into Executive Session at 9:02 AM. Roll call vote taken. Motion carried, 7 Yeas, 0 Nays

(Resolution 2022.12.210) Motion was made by Dr. Munk and seconded by David Karmol to return to regular session at 9:15 AM. Roll Call was taken. Motion carried, 7 Yeas, 0 Nays

There was no action taken during Executive Session.

Ted Kaczorowski, on behalf of the Board of Health, wanted to take a moment to recognize the retirement of longtime employee Alice Dargartz. Alice has done so much for the Board and the Health Department over the years and the Board wanted to give her a token of their appreciation for all of her hard work and dedication to them and the department.

Dr. Zgodzinski also wanted to express his gratitude for all that Alice has done for him over the years and the support she has given him in his many roles. She has been a great resource to him over his career in the Department and has always been willing to pitch in and get the job done, no matter what it was. She will be missed but we are happy for her to enjoy retirement.

(Resolution 2022.12.211) Motion was made by Dr. Munk and seconded by Paul Komisarek to accept the ONA contract for 2023-2025 which provides a 4% general wage increase for each year of the contract with a \$2500 lump sum payment as soon as practical after passage of the agreement by both parties and changes in hours of work from 8:00am-4:00pm including a 30min paid lunch. Other contract provisions are included in the attached summary.

VIII. Legal Update – Kevin Pituch

Mr. Pituch made his comments during the Executive Session.

IX. Audit/Finance Committee Report

The Audit/Finance Committee met on Monday, December 12, 2022. The following items require Board of Health Action:

1. Payment of the November 2022 Vouchers

(Resolution 2022.12.212) A motion was made by Paul Komisarek and seconded by Dr. Munk to approve the payment of the November 2022 vouchers. Motion carried; 7 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 November 2022 in the ordinary course of business. Total transfer is \$9,119.34 consisting of changes in various expense categories.

(Resolution 2022.12.213) A motion was made by Dr. Munk and seconded by Paul Komisarek to approve the Transfer of Appropriations for the month of November 2022 in the amount of \$9,119.34. Motion carried; 7 Yeas, 0 Nays.

3. Changes in Revenue Estimates and Expense Appropriations

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of November 2022 in the amount of \$297,727.09.

(Resolution 2022.12.214) A motion was made by Dr. Munk and seconded by Paul Komisarek to approve the changes in Revenue Estimates and Expense Appropriations for the month of November 2022 in the amount of \$297,727.09. Motion carried; 7 Yeas, 0 Nays.

4. Uncollectable Revenue Write-Offs

(Resolution 2022.12.215) A motion was made by Dr. Munk and seconded by Paul Komisarek to approve the write-offs of uncollectable amounts that are for dates of services at least 180 days or older. Total amount is \$2,949.84 for Self-Pay. Motion carried; 7 Yeas, 0 Nays.

(Resolution 2022.12.216) A motion was made by Dr. Munk and seconded by Barbara Sarantou to approve the Audit Finance Committee Report. Motion carried; 7 Yeas, 0 Nays.

Amr Elaskary left the meeting at 9:40 am

X. Medical Director's Report – Daniel Cadigan, MD

- Attended the National Lung Cancer Roundtable in Washington DC.
 - Networked and passed around the draft of the minority cancer disparity proposal that TLCHD drafted. Looking forward to feedback from several contacts that were made.
 - Made some good contacts, especially with the Chair of the Cancer Network for the LGBT community and got some free educational materials that will be very useful for our clinic patients.
- Signed the final TPS inhaler protocols so that program should be ready to go.
- Worked with Lead program and the Lab to revise the upper lead limit of 3.5 in a blood test to determine further testing. This follows with information that is provided on the CDC website.
- Ted Kaczorowski took the opportunity to commend Dr. Cadigan on the work that he has done at TLCHD over his time as Medical Director and encouraged him to “keep up the good work.”

XI. Committee Reports

A. Personnel Committee – Barbara Sarantou

The Personnel Committee met on Monday, December 12, 2022

1. The Personnel Committee discussed and recommends approval of the following policies:

(Resolution 2022.12.217) A motion was made by Paul Komisarek and seconded by Dr. Munk to approve the Policy & Procedure Development, Implementation, and Maintenance Policy (Policy on Policies). Motion carried; 6 Yeas, 0 Nays

(Resolution 2022.12.218) A motion was made by Paul Komisarek and seconded by Sue Postal to approve to Position Description Policy. Motion carried; 6 Yeas, 0 Nays.

2. The Personnel Committee discussed and recommends approval of the following Position Description:

(Resolution 2022.12.219) A motion was made by Paul Komisarek and seconded by Dr. Munk to approve the Linkage to Care Health Educator AFSCME Unit Full-Time Classified Non-Exempt Position Description. Motion carried; 6 Yeas, 0 Nays.

(Resolution 2022.12.220) A motion was made by David Karmol and seconded by Dr. Munk to approve the Personnel Committee Report. Motion carried; 6 Yeas, 0 Nays.

B. Strategic Planning Committee – Barbara Sarantou

The Committee met on December 8, 2022. Brandon Palinski gave the following update:

- Reviewed the Mission Statement options and examined if existing Core Values were still representative of the Agency.
 - The results of Board Committee discussion was taken to the internal committee and they had some productive discussion and feedback. Is the possibility that values may be rolled into
- There will be homework for each group to complete in order to reconcile feedback received from both groups.
- Next meeting focus: SWOT comparison (staff, Board, and Community) and initial data dive to help determine priorities for plan.

(Resolution 2022.12.221) Motion was made by Paul Komisarek and seconded by Sue Postal to approve the Strategic Planning Report. Motion carried, 6 Yeas, 0 Nays.

C. Bylaws and Governance Committee – David Karmol

- There was no Bylaws and Governance Committee Meeting in November.

D. Health Services Committee – Dr. Johnathon Ross

- There was no Health Services Committee Meeting in November.

E. Facilities Committee – Paul Komisarek

- The Facilities Committee met on December 12, 2022.
- It appears as though we will be staying put, at least for the time being, in our current location.
- Eric, Paul, and David K met with Matt Heyrman and we were told that the County was most likely looking at another parcel for their jail project.
- Paul would like to apologize to the TLCHD staff for the way that information was released. We had asked to be notified before it was made public so that we could inform our staff and Board members and that was not done. Eric drafted a letter/email that went out with as much notice as we had, but that was not the way that we intended for our staff to find out.
- Paul and the Facilities Committee are committed to continuing to work on this issue.

(Resolution 2022.12.222) A motion was made by Barb Sarantou and seconded by Dr. Munk to approve the Facilities Committee report. Motion carried; 6 Yeas, 0 Nays.

XII. Prior Business

- Hosted a Legislative Breakfast December 9, 2022 at Glass City MetroPark.
 - 15-16 Elected Officials attended, not as many as we would have liked but we will continue to have these meetings and strengthen our relationships with these Officials.
 - Talked about Public Health and why it's important. Many of the Elected Officials found out how much we do in the community.

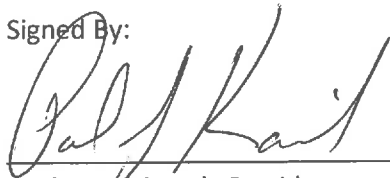
- Dr. Munk thought the Legislative Breakfast was well worth the time, Eric's presentation was timely and effective. He also shared in the disappointment that it was not better attended by the Elected Officials.
- David Karmol wanted to make sure that it was communicated to the MetroParks that the acoustics in the Glass City Pavilion Facility were not good and made it very difficult to hear. Content of the program was great, but building made it difficult.
 - We should also be highlighting the areas where we are leading or exceeding others in the state. We have several areas where we are seeing a decline where the rest of the State is seeing an increase or vice versa and if we're not showcasing those areas, they can get lost in the shuffle.
- Ted also echoed the sentiments that Eric's presentation was great and wished that more had attended. Hopefully those who did attend will carry the information to their communities.
- Paul suggested that Board members should attend the Township, Villages, City Council etc. meetings so that there is an increased presence in the communities that we serve and they can see us and get to know the HD better.
- Board Assessment
 - Have been working on getting program together for us.
 - Will use self-assessment, other partners to assess, figure out what we know and don't know, and then developing a training based on those results (i.e. ethics, board procedure, public health).
 - Will use 2023 to complete the assessment and training and maybe be more streamlined or efficient in 2024.

XIII. New Business:

- Elections
 - Ted will create and Ad Hoc Nomination Committee of David, himself, and one more member.
 - If anyone is interested in running for President or Vice President, send an email to David with that information.
 - David will collect and it will be presented at the January meeting.

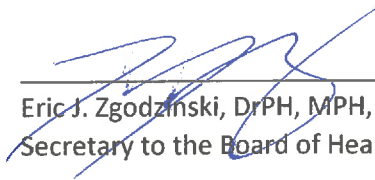
(Resolution 2022.12.223) A motion was made by Dr. Munk and seconded by Paul Komisarek to adjourn the meeting at 10:02 AM. Motion carried; 6 Yeas, 0 Nays.

Signed By:



Paul J. Komisarek, President
Lucas County Regional Board of Health

Date: 1-30-23



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

Date: 1-31-23