

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Lucas County Public Library – Main Branch**  
**April 27, 2023**  
**Meeting Minutes**

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

Paul Komisarek, President, called the meeting to order at 8:50 AM. A Roll Call was taken of Board Members for attendance:

*Present:* Cheryl Crowder, Ted Kaczorowski, David Karmol, Paul Komisarek, Dr. Richard Munk, Susan Postal, Dr. Johnathon Ross, Barbara Sarantou, Michelle Schultz, Dr. Donna Woodson

*Excused:* Amr Elaskary *Absent:* Sonia Flunder-McNair

II. **Introduction of Guests**

**Staff and Others:** Eric Zgodzinski, DrPH, David Welch, Angie Bauman, Jennifer Gottschalk, Mary Apodaca (ONA), Heather Burnette, Brenda Feasel, Gillian Wilke (AFSCME), Tina Stokes, Brandon Palinski, Kevin Pituch (LC Prosecutor), Jessica Poupard

**Visitors:** Thomas Gleba (ONA), Robert Duns (citizen), Alex Hasselbach (UT College of Medicine) Student

III. **Additions/Deletions to Agenda**

No additions or deletions to the Agenda.

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

**(Resolution 53-23)** A motion was made by Barb Sarantou and seconded by Dr. Ross to approve the minutes of the March 23, 2023 Board of Health Meeting as presented. Motion carried; 10 Yeas, 0 Nays.

V. **Executive Session**

**(Resolution 54-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official... pursuant to (G)(1) of section 121.22 of the Revised Code. Roll Call Vote was taken. Motion carried; 10 Yeas, 0 Nays. Entered Executive Session at 8:53 am.

**(Resolution 55-23)** A motion was made by David Karmol and seconded by Dr. Munk to return to the Regular Session of the Board of Health Meeting. Roll Call Vote was taken. Motion carried; 10 Yeas, 0 Nays. Returned to Regular Session at 10:43 am.

No action was taken during Executive Session.

**(Resolution 56-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the Health Commissioner's Evaluation as revised and viewed during Executive Session. Motion carried; 10 Yeas, 0 Nays.

**(Resolution 57-23)** A motion was made by Dr. Munk to accept the Health Commissioner's retirement as of July 1<sup>st</sup> instead of the stated June 1<sup>st</sup> date. Discussion was held and it was confirmed that the Health Commissioner intended to retire on June 1<sup>st</sup>. Dr. Munk stated that his motion stood as submitted. Dr. Woodson seconded the motion. Motion carried; 10 Yeas, 0 Nays.

## VI. Legal Update – Kevin Pituch

- No Report

## VII. Medical Director's Report – Daniel Cadigan, MD

- No Report

## VIII. Committee Reports

### A. Succession Planning – Dr. Richard Munk

The Succession Planning Committee met on April 11, 2023 and discussed the process to search for a Deputy Health Commissioner. In lieu of what was announced during the Board meeting today, that process can be shifted to Health Commissioner

**(Resolution 58-23)** A motion was made by Sue Postal and seconded by Michelle Schultz to approve the Succession Planning Committee Report. Motion carried; 10 Yeas, 0 Nays.

### B. Personnel Committee – Barbara Sarantou

The Personnel Committee met on Tuesday, April 18, 2023 and discussed and recommends the following action:

- New Hires:
  - Yashika Bhoge, Epidemiologist OEI

**(Resolution 59-23)** A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the hire of Yashika Bhoge for the full-time classified Epidemiologist – OEI position, AFSCME Bargaining Unit, rate of pay \$24.10 per hour. Motion carried; 10 Yeas, 0 Nays.

- Position Descriptions:
  - Deputy Health Commissioner Position Description Approval (New Position)

Discussion and approval of this position description will be tabled until a further time.

- Director of Childhood Wellness Position Description Approval (New Position)

**(Resolution 60-23)** A motion was made by Paul and seconded by Dr. Munk to approve the Director of Childhood Wellness Position Description. Position is in the Non-Bargaining Unit, Full-Time, Unclassified, and Exempt. It is in the E-6 pay grade. Motion carried; 10 Yeas, 0 Nays.

- Chief of Staff Position Description Approval (Updated)

Discussion and approval of this updated position description will be tabled until a further time.

- New Policies:

- Jury Duty and Other Summons Policy

**(Resolution 61-23)** A motion was made by Dr. Munk and seconded by Ted Kaczorowski to approve the Jury Duty and Other Summons Policy. Motion carried; 10 Yeas, 0 Nays.

- Bereavement Policy

**(Resolution 62-23)** A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the Bereavement Policy. Motion carried; 10 Yeas, 0 Nays.

- Hours of Work Policy

**(Resolution 63-23)** A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the Hours of Work Policy. Motion carried; 10 Yeas, 0 Nays.

**(Resolution 64-23)** A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the April Personnel Committee Report. Motion carried; 10 Yeas, 0 Nays.

### C. Audit/Finance Committee – Dave Welch for Amr Elaskary

The Audit/Finance Committee met on Tuesday, April 18, 2023. The following items require Board of Health action:

1. **(Resolution 65-23)** A motion was made by Ted Kaczorowski and seconded by Dr. Munk to approve the payment of the March 2023 vouchers. Motion carried; 10 Yeas, 0 Nays.
2. **(Resolution 66-23)** A motion was made by Dr. Woodson and seconded by Dr. Munk to approve the changes in Revenue Estimates and Expense Appropriations for the month of March 2023 in the amount of \$1,126,480.71. Motion carried; 10 Yeas, 0 Nays.
3. **(Resolution 67-23)** A motion was made by Ted Kaczorowski and seconded by Dr. Munk to accept the additional funding of \$50,300 for the Creating Healthy Communities Grant. Motion carried; 10 Yeas, 0 Nays.

4. **(Resolution 68-23)** A motion was made by Ted Kaczorowski and seconded by Dr. Munk to apply for, and accept, if awarded, the Overdose to Action – Local (OD2A) Grant through the Centers for Disease Control and Prevention. Motion carried; 10 Yeas, 0 Nays.
5. **(Resolution 69-23)** A motion was made by Sue Postal and seconded by Dr. Munk to exercise the 4<sup>th</sup> 1-year renewal option for an agreement with the Board of Lucas County Commissioners to act as Tuberculosis Control Unit, revenue \$40,000. Motion carried; 10 Yeas, 0 Nays.
6. **(Resolution 70-23)** A motion was made by Ted Kaczorowski and seconded by Dr. Munk to enter into an agreement with Philio, Inc, dba New Concepts as part of State Opioid and Stimulant Response (SOS) Grant award revenue \$100,000. Motion carried; 10 Yeas, 0 Nays.
7. **(Resolution 71-23)** A motion was made by Sue Postal and seconded by Dr. Woodson to enter into an agreement with Go Beyond, LLC for software user licenses to access the Well Family Network, disbursement \$9,100. Motion carried; 10 Yeas, 0 Nays.
8. **(Resolution 72-23)** A motion was made by Dr. Munk and seconded by Sue Postal to enter into an agreement with Toledo Mud Hens Baseball Club, Inc to have on-site display table at eleven (11) home baseball games as well as participate in various events during the “Buckle Up, Batter UP Awareness Night” Event on 5/25/23, disbursement \$7,500. Motion carried; 10 Yeas, 0 Nays.
9. **(Resolution 73-23)** A motion was made by Barb Sarantou and seconded by Sue Postal to amend an agreement with Toole Design to expand the scope of work and add additional funds for Creating Healthy Communities Grant project, disbursement additional \$19,100 (total \$22,600). Motion carried; 10 Yeas, 0 Nays.
10. **(Resolution 74-23)** A motion was made by Dr. Munk and seconded by Barb Sarantou to amend contract #46471 with the Ohio Department of Health, which now requires attendance at a meeting and submission of detailed plan on response to new EBLL requirements. Funding amount is startup funding based on estimated number of cases as a result of new requirements, revenue: \$100,000. Motion carried; 10 Yeas, 0 Nays.
11. **(Resolution 75-23)** A motion was made by Barb Sarantou and seconded by Ted Kaczorowski to approve the write-off of uncollectable amounts that are for dates of service at least 180 days or older. Total amount is \$1,738.01 for Self-Pay for March 2023. Motion carried; 10 Yeas, 0 Nays.

Paul again wanted to acknowledge Amr, Tina, and Dave for all of their work to make the financial reports presented in a way that is easily understandable by the Board.

**(Resolution 76-23)** A motion was made by Dr. Munk and seconded by Ted Kaczorowski to approve the Audit/Finance Committee Report. Motion carried; 10 Yeas, 0 Nays.

#### D. Environmental Health Committee – David Karmol

The Environmental Health Committee met on April 19, 2023. The committee discussed and recommends the following:

- Request for a Septic System Variance for 5137 Janet Rd, Sylvania Township

**(Resolution 77-23)** A motion was made by Dr. Woodson and seconded by Ted Kaczorowski to approve the Septic Variance Request for 5137 Janet Lane, Sylvania Township. Motion carried; 10 Yeas, 0 Nays.

**(Resolution 78-23)** A motion was made by Dr. Woodson and seconded by Dr. Munk to approve the Environmental Health Committee Report. Motion carried; 10 Yeas, 0 Nays.

#### E. Strategic Planning Committee – Dr. Donna Woodson

The Strategic Planning Committee met on April 18<sup>th</sup>. It consisted of primarily a review of the data that both the staff and the Board had pointed out during their respective meetings as things that we may want to focus on or have further discussion on. There should be more actionable items at the next meeting.

**(Resolution 79-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve Strategic Planning Committee Report. Motion carried; 10 Yeas, 0 Nays.

#### F. Bylaws and Governance Committee – Ted Kaczorowski

- There was no Bylaws Committee meeting in April.

#### G. Health Services Committee – Dr. Johnathon Ross

- There was no Health Services Committee meeting in April.

#### H. Facilities Committee – David Karmol

The Facilities Committee met on April 19<sup>th</sup> and discussed the following:

- Baseline review of current building condition and needed improvements.
  - Private company has done an initial walk-through and is completing an assessment and will present findings to the City of Toledo.
- Draft Merger Agreement Discussion
  - Draft agreement was distributed to the jurisdictions at the DAC meeting on 4/12.

**(Resolution 80-23)** A motion was made by Dr. Munk and seconded by Barb Sarantou to approve the Facilities Committee Report. Motion carried; 10 Yeas, 0 Nays.

### IX. Prior Business

- D.A.C. (Eric Zgodzinski, DrPH)
  - Had quorum, which was nice.
  - Talked to Chairman Glenn, he was very happy with how the meeting went.
  - Looking at per capita funding for inter-jurisdictional funding.
  - David Karmol reported that he reached out multiple times to his jurisdictional representative from Ottawa Hills to pass along the DAC report and has not heard back.

### X. New Business/Points for Consideration – Paul Komisarek

- No new business from the Health Commissioner.

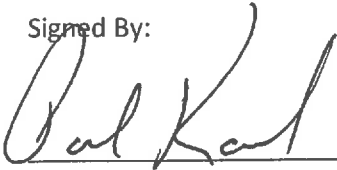
- Paul wanted to say “Thank You” to Eric for his time as Health Commissioner. The job was well done through some difficult circumstances and he wishes him nothing but the best moving forward.
- David Karmol wanted to add that Eric has done an exceptional job as Health Commissioner in very difficult circumstances. He did a remarkable job as a spokesman for Public Health in our community and for the activities of the Board of Health not only throughout the pandemic but for the regular activities as well. He wanted to thank him for his great work and wish him well.

## XI. Health Commissioners Comments:

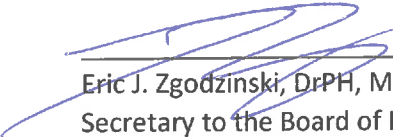
- Childhood Wellness Symposium on Wednesday 4/26
  - We held our second Childhood Wellness Symposium on Wednesday 4/26.
  - Eric also attended the State Public Health Conference this week.
  - Having attended both, he can definitively say that we are in line with what the State and Federal governments are trying to do with Childhood Wellness and ACES.
- Data Modernization
  - This has also been discussed at the state level.
  - Fits with the idea that we’ve been trying to implement of a data warehouse.
- Workforce Development
  - We have set ourselves up pretty well.
  - There is a trend on the national level for education of the workforce.
- Ohio Environmental Health Association (OEHA) Conference
  - Well represented at the conference.
  - Mahj Steffin and Tony Dible from the Harm Reduction Division presented.
    - Their session was very well received. Lots of good comments about their presentation and our program.
- Leadership Training
  - We have been set up to well at the state for Leadership Training.
  - 10 Modules of training for everyone at every level from new employees all the way up to Health Commissioner.
  - This will be available through a website that the State is providing funding for.
  - Sarah Worthington has been instrumental in the design, development, and implementation of this training.
- Legionella
  - Possible case originating at a facility in our County. Several variables at play, we are going through the investigative process and all necessary steps.

**(Resolution 81-23)** A motion was made by Sue Postal and seconded by David Karmol to adjourn the meeting at 11:19 AM. Motion carried; 10 Yeas, 0 Nays.

Signed By:



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



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

Date: 5-25-23

Date: 05-30-23