

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Lucas County Public Library – Main Branch
February 23, 2023
Meeting Minutes

I. **Swearing in of Board Members**

Kevin Pituch presented the Oath of Allegiance to Cheryl Crowder and Sonia Flunder-McNair as Board Members representing the City of Toledo.

II. **Call to Order and Roll Call**

Paul Komisarek, President, called the meeting to order at 8:52 AM. A Roll Call was taken of Board Members for attendance:

Present: Chery Crowder, Amr Elaskary, Sonia Flunder-McNair, Ted Kaczorowski, David Karmol, Paul Komisarek, Susan Postal, Johnathon Ross, Barbara Sarantou, Michelle Schultz, Donna Woodson

Excused: Richard Munk

III. **Introduction of Guests**

Staff and Others: Eric Zgodzinski, DrPH, Tina Stokes, David Welch, Shannon Jones, Jessica Poupard, Tony Maziarz (AFSCME), Jennifer Gottschalk, Mary Apodaca (ONA), Andrea Binz, Brenda Feasel, Angie Bauman, Kevin Pituch (LC Prosecutor), Heather Burnette, Brandon Palinski, Heather Burnette.

Visitor: Louis Filipak and Paola Pedraza, Medical Students, Thomas Gleba, ONA

IV. **Additions/Deletions to Agenda**

Holding one motion from the Audit/Finance Committee that added the Health Commissioner as an added approver to financial processes; will take back to Committee.

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

(Resolution 25-23) A motion was made by Ted Kaczorowski and seconded by Dr. Woodson to approve the minutes of the January 26, 2023 Board of Health Meeting as presented. Motion carried; 11 Yeas, 0 Nays.

VI. **Legal Update – Kevin Pituch**

Kevin Pituch introduced himself to the new Board Members and gave a brief synopsis of two items of note to them that pertain to Public Office:

- **Public Records Statute**
 - Any document that you create or receive that concerns the business of the Health Department is public record. That means that you will have to save it, store it, and produce it if asked.

- Anyone can make a public records request.
- Kevin's suggestion is to use Lucas County email (if provided). If a records request is made related to your emails, they will be easier to find.
- Kevin also prefers to answer all questions via email so that there is a written record of the question and the answer.
- Open Meeting Statute
 - All meetings are open to the public with the exception of Executive Session.
 - Notice must be given of the meetings and minutes of the meetings have to be produced in a timely fashion.
- City of Toledo Lead Ordinance
 - 4th Version of the Ordinance
 - Amended complaint against the Ordinance has been filed, Court Conference is set for the afternoon of 2/23/23 and a date will be set for both sides to argue their case.

VII. Medical Director's Report – Eric Zgodzinski, DrPH for Daniel Cadigan, MD

- Working on CLIA-waived certificates for our off-site programs and mobile units.
 - CLIA is laboratory certification that ensures that tests are running accurately.

VIII. Committee Reports

A. Personnel Committee – Barbara Sarantou

The Personnel Committee met on Tuesday, February 14, 2023 and discussed the following items:

- Updated Employee Newsletter
 - Looks fantastic, great job by all involved in its creation.
- Perspective Candidate Privacy
 - If there are questions or discussion to be had from non-personnel committee members about a candidate for employment, those questions and discussions are to be held for Executive Session.
- Department Realignment
 - Reviewed proposed Executive Summary Organizational Chart .

(Resolution 26-23) A motion was made by Dr. Ross and seconded by Ted Kaczorowski to approve the Personnel Committee Report. Motion carried; 11 Yeas, 0 Nays.

B. Audit/Finance Committee – Amr Elaskary

The Audit/Finance Committee met on Tuesday, February 14, 2023. The Committee will be presenting information this month as they always have but next month they will move towards a more presenting a year over year comparative report. The following items require Board of Health action:

1. **(Resolution 27-23)** A motion was made by Dr. Ross and seconded by David Karmol to approve the payment of the January 2023 vouchers. Motion carried; 11 Yeas, 0 Nays.
2. **(Resolution 28-23)** A motion was made by Dr. Ross and seconded by Michelle Schultz to approve the Transfer of Appropriations for the month of January 2023 in the amount of \$350,714.57. Motion carried; 11 Yeas, 0 Nays.
3. **(Resolution 29-23)** A motion was discussed to approve the changes in Revenue Estimates and Expense Appropriations for the month of January 2023 in the amount of \$1,107,602.30. Did not vote on motion.
4. **(Resolution 30-23)** A motion was made by Dr. Ross and seconded by Barb Sarantou to approve the 2022 Revised Official Amended Certificate of Estimated Resources (attached). Motion carried; 11 Yeas, 0 Nays.
5. **(Resolution 31-23)** A motion was made by David Karmol and seconded by Dr. Woodson to apply for, accept, and enter into an agreement for CDBG through the City of Toledo. Motion carried; 11 Yeas, 0 Nays.
6. **(Resolution 32-23)** A motion was made by Dr. Ross and seconded by Sue Postal to authorize the Health Commissioner to approve all contracts and expenditures for the 2022 Household Septic System Repair/Replacement Grant. Motion carried; 11 Yeas, 0 Nays.
7. **(Resolution 33-23)** A motion was made by Dr. Ross and seconded by Barb Sarantou to authorize the Health Commissioner to apply for, accept, and enter into a 2023 Water Pollution Control Loan Fund Agreement for the repair and replacement of Home Sewage Treatment Systems. Motion carried; 11 Yeas, 0 Nays.
8. **(Resolution 34-23)** A motion was made by Dr. Woodson and seconded by Sue Postal to authorize the Health Commissioner to approve all contracts and expenditures for the 2023 Household Septic System Repair/Replacement (HSTS) Grant in the amount of \$50,000. Motion carried, 11 Yeas, 0 Nays.
9. **(Resolution 35-23)** A motion was made by David Karmol and seconded by Sue Postal to approve the 2024 Proposed Budget and Estimated Resources. Motion carried; 11 Yeas, 0 Nays.
10. **(Resolution 36-23)** A motion was made by Sue Postal and seconded by Dr. Woodson to approve the write-off of uncollectable amounts that are for dates of service at least 180 days or older. Total amount is \$2,415.50 for Self-Pay for January 2023. Motion carried; 11 Yeas, 0 Nays.

Amr Elaskary reviewed a new way of presenting financial data to the Board. The new way will focus on year over year comparison and month to month comparison in the three funds that comprise the Health Department budget, General Revenue Fund, Special Revenue Fund – Fees, and Special Revenue Fund – Grants. This will allow us to see trends and how we are performing over time in the funds.

There was discussion about the balances in the three funds and expenses in the Special Revenue Funds that may need to be covered by the General Fund at points during the year. Further discussion was held about potential department expenses that may further decrease the balance in the General Fund.

David Karmol and other Board Members expressed their appreciation for Amr and his willingness to dive into the financials and his ability to understand them and explain them to the Board. Amr thanked the staff that has been willing to work with him on numerous occasions to go over the reports and work with him to develop this new way of presenting the information.

(Resolution 37-23) A motion was made by Sue Postal and seconded by Dr. Ross to approve the Audit/Finance Committee Report. Motion carried; 11 Yeas, 0 Nays.

C. Environmental Health Committee – David Karmol

- There was no Environmental Health Committee meeting in February.

D. Strategic Planning Committee – Dr. Donna Woodson

The Committee met on Tuesday, February 14, 2023. Brandon Palinski gave the following update:

- Board Members and Administration went through many available data sources to inform this round of strategic planning, including the most recent Community Health Assessment (CHA), most recent Community Health Improvement Plan (CHIP), Lucas County Health Rankings data, March of Dimes Report for Pre-Term Births.
- Discussions focused around what areas we really wanted to hone in on when we started to tackle those next priorities.
- Next meeting focus: Continued Data Review and Priorities Discussion.

(Resolution 38-23) Motion was made by Dr. Ross and seconded by Michelle Schultz to approve the Strategic Planning Report. Motion carried; 11 Yeas, 0 Nays.

E. Health Services Committee – Dr. Johnathon Ross

The Health Services Committee met on Tuesday, February 14, 2023. Discussions centered on the following:

- Reproductive Health Clinic
 - Working on scheduling issues to allow for more walk-in visits.
 - Patients are also seen through the RHWC for STI treatment and those visits are up.
- Adult Travel & Immunization Clinic
 - Visits are up due increased travel.
 - Discussed possible additional ways to bill for services related to travel.
- Tuberculosis Clinic
 - Patient numbers are up.
- Shots for Tots & Teens
 - Visits are down, but this program is getting ready to ramp up.
- Reviewed the Infectious Disease Report
- School Asthma Program
 - Started with Washington Local and TPS, and recently applied for a grant to extend it to Springfield Local Schools.
- NOSS has partnered with BGSU on a research project to help to grow medicinally-resistant bacteria. BGSU was looking to pursue additional funding from the National

Institute of Health but it was dependent on the ability to grow bacteria from the syringes that we supply. We dropped our first set of syringes off in January, they were able to get bacteria off of the inside of the needle and there is growth. We do not know what type of growth it is, but there is growth.

- 2nd Childhood Wellness Symposium
 - Has been scheduled for April 26th tentatively in the morning.
 - This will build off of the first symposium by engaging those attendees for further discussion and planning.

(Resolution 39-23) Motion was made by Ted Kaczorowski and seconded by Sonia Flunder-McNair to approve the Health Services Committee Report. Motion carried; 11 Yeas, 0 Nays.

F. Facilities Committee – David Karmol

- There was no Facilities Committee Meeting in February.

IX. Prior Business

- Facility Update (Paul Komisarek)
 - Eric, David Welch, and Paul met with Karen Poore from the City of Toledo on a few issues including the Health Department building.
 - There will be an assessment of the building by the City of Toledo Building Maintenance Supervisor.
 - We are also looking at having an independent group come in and do a more in-depth assessment.
 - It is vital that all parties know the costs associated with maintaining and repairing the systems and issues at the current building.
 - Eric and Paul met with the Bishop and his advisors to continue the dialogue about the possibility of the Diocese building.
 - There was discussion about the timing and potential cost and contract of an independent assessment.
 - The final decision was that everything would be run through the Facilities Committee and they would bring things to the Board of Health that required full Board attention (cost and/or contract).
- D.A.C. (Jessica Poupard)
 - After internal discussions and feedback from Board Members about making sure that our municipal partners know who the Health Department is, how we spend our time in the jurisdictions, and what services we offer, we have decided to survey the municipalities at the upcoming DAC meeting.
 - This survey would gauge what TLCHD programs they would like more information on, what Public Health concerns they are seeing in their specific jurisdictions, and how we can present topics of interest to their constituents (town-hall style or regularly attend council meetings).
 - We hope to get a better understanding of what the DAC members want to hear from us so that we may make our communication to them more meaningful.

- Once we collect the surveys, we will begin to put together a municipality meeting schedule and provide to Board Members.
- Liability Insurance Renewal (Eric Zgodzinski)
 - It is the time of year again to renew our Department Liability Insurance. We are changing carriers this year due to changes in coverage. The cost is slightly more expensive but there is extended coverage.

X. New Business/Points for Consideration – Paul Komisarek

- Paul would like to create an Ad Hoc Committee for Succession Planning. This committee would focus on making sure that we have redundancy in our top positions that if we lose people to retirement or other reasons, we are covered. Members of this committee would be: Dr. Munk, Dr. Ross, Barb Sarantou, Michelle Schultz, and Ted Kaczorowski.

(Resolution 40-23) Motion was made by David Karmol and seconded by Dr. Ross to create the Ad Hoc Succession Planning Committee. Motion carried; 11 Yeas, 0 Nays.

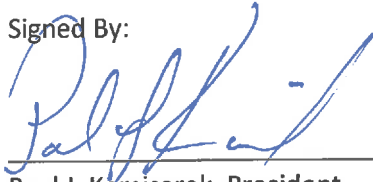
XI. Health Commissioners Comments:

- Department Realignment
 - Eric shared the proposed Executive Summary Organizational Chart as well as the current Executive Summary Organization Chart for comparison.
 - This realignment was developed in several rounds with feedback at multiple points from Directors and Supervisors.
 - We reexamined all of our programs as they stand now and their potential for growth and attempted to group program areas together that work together on same or similar goals or see clients from the same populations. This will increase efficiency and effectiveness in delivering services to the community.
 - We will take this draft to the entire staff and get their feedback, so we may make adjustments as necessary.
 - We will not implement all at one time, this will be a phased approach depending on need and funding.
- Syphilis Billboard Campaign
 - The 2022 Syphilis Billboard Campaign is done and over, all billboards are down.
 - Syphilis cases were down for a combination of different reasons.
- Fatality Review Committees
 - We need to develop some type of media campaign to raise awareness about child fatality in our community, no matter if it's a safe sleep issue or another issue.
 - There is so much money coming into this community for different programs that are available to help people with their infants and any issues they may be having.
 - We were approached by Lucas County Children's Services, the Lucas County Coroner's Office, and the Lucas County Prosecutor's Office to work collaboratively on a media campaign to raise awareness about this issue.

- East Palestine Train Derailment
 - The recent train derailment and significant public health issues that have been raised as a result has caused us to dust off our disaster plans.
 - We will be going back to pre-Covid plans and exercises to ensure that we are ready to respond should a situation like this occur in our community.
 - Dr. Ross stated that there has been significant degradation of oversight of the Rail business since 2016 with several key regulations being rolled back.
 - Should we be contacting our elected representatives and legislators to support legislation that would regulate trains and the potential hazardous materials that they may be hauling through our communities?

(Resolution 41-23) A motion was made by Dr. Woodson and seconded by Sue Postal to adjourn the meeting at 10:42 AM. Motion carried; 11 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: 3-24-23

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