

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Holy Trinity Greek Orthodox Church
May 25, 2023
Meeting Minutes

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

Paul Komisarek, President, called the meeting to order at 8:57 AM. A Roll Call was taken of Board Members for attendance:

Present: Cheryl Crowder, Amr Elskary (arrived 9:12 am), Sonia Flunder-McNair, Ted Kaczorowski, David Karmol, Paul Komisarek, Dr. Richard Munk, Susan Postal, Dr. Johnathon Ross, Barbara Sarantou, Michelle Schultz, Dr. Donna Woodson

II. **Introduction of Guests**

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

Visitors: None

III. **Additions/Deletions to Agenda**

- No Executive Session needed.
- Add discussion of Birth Certificates under New Business

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

(Resolution 94-23) A motion was made by Dr. Woodson and seconded by Dr. Munk to approve the minutes of the April 27, 2023 Board of Health Meeting as presented. Motion carried; 11 Yeas, 0 Nays.

V. **Legal Update – Kevin Pituch**

- No Report

VI. **Medical Director’s Report – Daniel Cadigan, MD**

- Passed our ODH CLIA lab inspection.

VII. **Staff Presentation**

Sarah Worthington, Academic Public Health Manager, gave a presentation on a Public Health Leadership Development Program that she developed in coordination with the Ohio Department of Health.

Sarah developed the training after being unable to find many other leadership trainings that were specific to public health. This training is designed for employees who aren’t yet in a

leadership role. Sarah structured this training so that it can be configured to the user or group; the modules could be broken down and completed individually or as an entire group, it can be scaled up or down to meet the organization's needs, and it is a hybrid of self and group study with some in-person meetings.

VIII. Committee Reports

A. Succession Planning – Dr. Richard Munk

- There was no Succession Planning Committee meeting in May.

B. Personnel Committee – Barbara Sarantou

The Personnel Committee met on Tuesday, May 16, 2023 and discussed and recommends the following action:

- New Hires:
 - Amanda Saucedo, Clinical & Outreach Supervisor

(Resolution 95-23) A motion was made by Dr. Munk and seconded by Dr. Ross to approve the hire of Amanda Saucedo for the full-time classified Clinical & Outreach Services Supervisor position, Non-Bargaining Unit, rate of pay \$34.62 per hour. Motion carried; 12 Yeas, 0 Nays.

- Position Descriptions:
 - Director of Innovation, Quality, and Informatics (New Position)

(Resolution 96-23) A motion was requested to approve the Director of Innovation, Quality, and Informatics Position Description. There was discussion after the motion was requested but the motion was not made. A voice vote was called; 12 Yeas, 0 Nays. (Discovered upon listening to the recording of the meeting)

- Deputy Health Commissioner (New Position)

(Resolution 97-23) A motion was made by David Karmol and seconded by Dr. Munk to approve the Deputy Health Commissioner Position Description. Motion carried; 12 Yeas, 0 Nays.

- Chief of Staff Position Description Approval (Updated)

(Resolution 98-23) A motion was made by Dr. Ross and seconded by Michelle Schultz to approve the updated Chief of Staff Position Description. Motion carried; 12 Yeas, 0 Nays.

- Office Administrator

(Resolution 99-23) A motion was made by Dr. Ross and seconded by Sonia Flunder-McNair to approve the updated Office Administrator Position Description. Motion carried; 12 Yeas, 0 Nays.

- Reproductive Health & Wellness Nurse

(Resolution 100-23) A motion was made by David Karmol and seconded by Dr. Ross to approve the updated Reproductive Health & Wellness Nurse Position Description. Motion carried; 12 Yeas, 0 Nays.

- New Policies:
 - Family Medical & Military Family Leave Policy

(Resolution 101-23) A motion was made by David Karmol and seconded by Michelle Schultz to approve the FMLA Policy. Motion carried; 12 Yeas, 0 Nays.

- Holiday Policy

(Resolution 102-23) A motion was made by Dr. Ross and seconded by David Karmol to approve the Holiday Policy. Motion carried; 12 Yeas, 0 Nays.

- Leave Donation Policy

(Resolution 103-23) A motion was made by David Karmol and seconded by Ted Kaczorowski to approve the Leave Donation Policy. Motion carried; 12 Yeas, 0 Nays.

- Repeal Policies:
 - Hazard Duty Pay for COVID-19 Policy

(Resolution 104-23) A motion was made by Ted Kaczorowski and seconded by Dr. Ross to repeal the Hazard Duty Pay for COVID-19 Policy. Motion carried; 12 Yeas, 0 Nays.

- COVID-19 Workplace Policy

(Resolution 105-23) A motion was made by Ted Kaczorowski and seconded by David Karmol to repeal the COVID-19 Workplace Policy. Motion carried; 12 yeas, 0 Nays.

(Resolution 106-23) A motion was made by Dr. Ross and seconded by Ted Kaczorowski to approve the May Personnel Committee Report. Motion carried; 12 Yeas, 0 Nays.

C. Audit/Finance Committee – Amr Elaskary

The Audit/Finance Committee met on Tuesday, May 16, 2023. The following items require Board of Health action:

1. **(Resolution 107-23)** A motion was made by Barb Sarantou and seconded by Dr. Woodson to approve the payment of the May 2023 vouchers. Motion carried; 12 Yeas, 0 Nays.

2. **(Resolution 108-23)** A motion was made by Dr. Ross and seconded by David Karmol to approve the changes in Revenue Estimates and Expense Appropriations for the month of April 2023 in the amount of \$339,609.09. Motion carried; 12 Yeas, 0 Nays.
3. **(Resolution 109-23)** A motion was made by Barb Sarantou and seconded by Dr. Munk to apply for, and accept, if awarded, the Lead Safe Home Fund (DOH51860) Grant through the Ohio Department of Health. Motion carried; 12 Yeas, 0 Nays.
4. **(Resolution 110-23)** A motion was made by Sue Postal and seconded by Dr. Woodson to enter into a contract with the Ohio Department of health for the Asthma School Support Grant Award, revenue \$10,000. Motion carried; 12 Yeas, 0 Nays.
5. **(Resolution 111-23)** A motion was made by Dr. Woodson and seconded by Sonia Flunder-McNair to enter into a Memorandum of Understanding with Brightside Academy for lead screening for Early Head Start Participants and case management, "healthy" homes assessment, and lead investigations in homes of children with elevated lead levels, paid by patient insurance. Motion carried; 12 Yeas, 0 Nays.
6. **(Resolution 112-23)** A motion was made by Dr. Ross and seconded by Sue Postal to invoke the Renewal Clause of the Contract with the University of Toledo Medical Center for the Syringe Access Program, revenue \$173,027.00. Motion carried; 12 Yeas, 0 Nays.
7. **(Resolution 112-23)** A motion was made by Barb Sarantou and seconded by Dr. Munk to enter into a contract with health Partners of Western Ohio for Healthy Start Program Services, disbursement \$250,000. Motion carried; 12 Yeas, 0 Nays.
8. **(Resolution 114-23)** A motion was made by Dr. Ross and seconded by Sue Postal to enter into a contract with the University of Toledo for Qualitative Evaluation Services for Healthy Start Grant, disbursement \$59,000. Motion carried; 12 Yeas, 0 Nays.
9. **(Resolution 115-23)** A motion was made by Dr. Munk and seconded by Dr. Woodson to enter into a contract with Mercy Health – St. Vincent Medical Center for Healthy Start Program Services, disbursement \$120,000. Motion carried; 12 Yeas, 0 Nays.
10. **(Resolution 116-23)** A motion was made by Dr. Munk and seconded by Sue Postal to enter into a contract with Toledo Hospital dba ProMedica Toledo Hospital and ProMedica Center for Health Services for Healthy Start Program Services, disbursement \$44,121. Motion carried; 11 Yeas, 0 Nays, 1 Abstention.
11. **(Resolution 117-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into a contract with Pathways Inc dba Brothers United for Healthy Start Program Services, disbursement \$154,948. Motion carried; 12 Yeas, 0 Nays.
12. **(Resolution 118-23)** A motion was made by Sue Postal and seconded by Dr. Ross to enter into a contract with Terri Parker dba T Parker & Co LLC for Web Design and Social Media Outreach Services for Healthy Start Grant, disbursement \$17,500. Motion carried; 12 Yeas, 0 Nays.
13. **(Resolution 119-23)** A motion was made by Dr. Ross and seconded by Sue Postal to enter into a contract with Forward Consultants for Healthy Start Program Services, disbursement \$47,565. Motion carried; 12 Yeas, 0 Nays.
14. **(Resolution 120-23)** A motion was made by David Karmol and seconded by Sonia Flunder-McNair to approve the write-off of uncollectable amounts that are for dates of service at least 180 days or older. Total amount is \$1,962.91 for Self-Pay for April 2023. Motion carried; 12 Yeas, 0 Nays.

(Resolution 121-23) A motion was made by Michelle Schultz and seconded by Barb Sarantou to approve the Audit/Finance Committee Report. Motion carried; 12 Yeas, 0 Nays.

D. Environmental Health Committee – David Karmol

The Environmental Health Committee met on May 17, 2023. The committee discussed and recommends the following:

- Request for a Septic System Variance for 3837 Brown Rd, Oregon.

(Resolution 122-23) A motion was made by Dr. Ross and seconded by Dr. Munk to approve the Septic Variance Request for 3837 Brown Rd, Oregon. Motion carried; 12 Yeas, 0 Nays.

(Resolution 123-23) A motion was made by Amr Elaskary and seconded by Sonia Flunder-McNair to approve the Environmental Health Committee Report. Motion carried; 12 Yeas, 0 Nays.

E. Strategic Planning Committee – Dr. Donna Woodson

The Strategic Planning Committee met on May 16th. Brandon Palinski gave a report of the meeting activities. The Committee started the high-level process of determining what the strategic priorities are that we might want to pursue as an agency. This process will be also be conducted with the internal staff committee.

The next step in the process will be a survey prioritizing and determining which of those priorities really are priorities and then conducting a workshop with both the Board Strategic Planning Committee and the internal TLCHD staff committee.

(Resolution 124-23) A motion was made by Dr. Munk and seconded by Ted Kaczorowski to approve Strategic Planning Committee Report. Motion carried; 12 Yeas, 0 Nays.

F. Bylaws and Governance Committee – Ted Kaczorowski

The Bylaws Committee met on May 17, 2023. The committee discussed several proposed changes to the Board of Health Bylaws. Most changes were not recommended by the Committee with others requiring presentation of draft language to the Committee to be considered.

- Proposed changes where no action was recommended:
 - Deputy Health Commissioner selection and responsibilities
 - Personnel committee member to attend exit interviews
 - Board President to form ad-hoc committee for any hiring of Health Commissioner, Deputy Health Commissioner, or Medical Director
 - Committee changes, additions, or deletions
- Proposed changes where draft language is needed:
 - Committee meetings designated as “special meetings”
 - Removal of Pharmacy from *Article X, Section 8. Standing Committees*
 - Changing timelines for amendments/modifications to be submitted for approval in *Article XI: By-Laws Amendments*.

Paul wanted it noted that there were more in-depth discussions about the process and involvement of the Board of Health in the screening, interview, and selection process of the Deputy Health Commissioner than were reflected in the Committee Meeting Report.

(Resolution 125-23) A motion was requested to approve the Bylaws and Governance Committee Report. There was discussion after the motion was requested but the motion was not made. A voice vote was called; 12 Yeas, 0 Nays. (Discovered upon listening to the recording of the meeting)

G. Health Services Committee – Dr. Johnathon Ross

- There was a Health Services Committee meeting in on May 12, 2023. The Committee Meeting Report will be included with the May 15, 2023 Board of Health Meeting Minutes.
- Will have a meeting next month that deals with more clinical functions.

H. Facilities Committee – David Karmol

- There was no Facilities Committee meeting in May.
- David and Paul walked through the building with a realtor

IX. Prior Business

- None

X. New Business/Points for Consideration – Paul Komisarek

- Dr. Ross received a call from a group called the Ohio Unity Coalition asking if we could waive Birth Certificate fees.
 - A state-issued ID or valid Passport are required for voting in Ohio and one of the barriers to getting an ID is a birth certificate.
 - Over half of the fees that TLCHD collects for obtaining a birth certificate are required to be paid to the State of Ohio and we cannot waive those fees.
 - We do have the ability to waive the TLCHD portion of the fees but done it sparingly over the last several years.
 - Historically, we have partnered with other agencies and have billed/invoiced them for birth certificates or they donate money towards a specific group to obtain birth certificates ie Tent City for homeless.
 - We need to look at this and determine how waiving any portion of the fees would affect our budget.
 - Kevin will do more research into this issue and report back at the next meeting.
- Eric wanted to recognize Dr. Cadigan for all of his work at TLCHD. He has really tackled issues that have been a problem in the past for the Department. He has made the staff and the department better and he will be missed.
- Paul wanted to again thank Eric for his service to this department and wish him nothing but the best going forward.

XI. Health Commissioners Comments:

- There have been some trying times in the last 23 years, but they are overshadowed by the great staff that is working here. They are a powerful group and can do great work.
- Eric grateful to the Board for giving him the opportunity to do so many things and have many roles over the years. He learned many things and many lessons from the Board and the staff.
- This is a great community with great resiliency. We need to be there for them when they face challenges.
- Message for the future: Be Innovative.
 - We need vision and foresight to look to where the need for new programs and funding would be.
 - Always look forward and don't stay in your silos. Be visionaries.
- Keep doing the great things that this department does.

(Resolution 126-23) A motion was made by Dr. Munk and seconded by Dr. Woodson to adjourn the meeting at 10:13 AM. Motion carried; 12 Yeas, 0 Nays.

Signed By:



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



Shannon M. Jones, MBA, MPH
Secretary to the Board of Health

Date:

6.22.23

Date:

6/22/2023