

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Toledo Lucas County Main Library**  
**June 22, 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:

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

*Excused:* Amr Elaskary, Sonia Flunder-McNair, Barbara Sarantou

**II. Introduction of Guests**

**Staff and Others:** Shannon Jones, David Welch, Angie Bauman, Mary Apodaca (ONA), Heather Burnette, Andrea Binz, Gillian Wilke (AFSCME), Tina Stokes, Brandon Palinski, Kevin Pituch (LC Prosecutor), Alice Dargartz, Kendra Kec, Dr. Megan Lutz, Nathaniel Osborne, Alex Hasselbach

**Visitors:** None

**III. Additions/Deletions to Agenda**

- Discussion during Prior Business regarding changes to the Bylaws.
- Discussion during Personnel Committee on making Kendra Kec and Andrea Binz Interim Directors.

**(Resolution 127-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the changes to the Agenda.

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

**(Resolution 128-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the May 3, 2023 Emergency Board Meeting as presented. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 129-23)** A motion was made by Dr. Munk and seconded by Susan Postal to approve the minutes of the May 4, 2023 Emergency Board Meeting as presented. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 130-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the minutes of the May 15, 2023 Emergency Board Meeting as presented. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 131-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the May 25, 2023 regular Board Meeting as presented. Motion carried; 9 Yeas, 0 Nays.

## V. Executive Session

**(Resolution 132-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into an 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 at 8:55 AM. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 133.23)** A motion was made by Michelle Schultz and seconded by Dr. Munk to return to the Regular Session of the Board of Health Meeting at 9:10 AM. Motion carried; 9 Yeas, 0 Nays.

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There were no decisions made during the Executive Committee Meeting

## VI. Legal Update – Kevin Pituch

- Report was provided to the Board Members during the Executive Session

## VII. Medical Director’s Report – Megan Lutz, MD

- In the process of going through emails, etc.
- Spoke with Dr. Cadigan to ask what his mission and priorities were for the department.
- Working on meeting with the lab, pharmacy and other staff and see where she will fit in with the department.

## VIII. Committee Reports

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

- There was no Succession Planning Committee meeting in June.

B. Personnel Committee –Dr. Richard Munk will report. The Personnel Committee met on Tuesday, June 13, 2023 and discussed and recommends the following action:

#### ○ New Hires

**(Resolution 134-23)** A motion was made by David Karmol and seconded by Ted Kaczorowski to approve the hire of April Hille for the full-time classified Maternal Child Health Supervisor position, Non-Bargaining Unit, rate of pay \$37.00 per hour. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 135-23)** A motion was made by Dr. Ross and seconded by Michelle Schultz to approve the hire of Brandon Tester for the full-time classified Environmental Health Specialist position, AFSCME Bargaining Unit, rate of pay \$30.75 per hour. Motion carried; 9 Yeas, 0 Nays.

#### ○ Position Descriptions

**(Resolution 136-23)** A motion was made by Ted Kaczorowski and seconded by Susan Postal to approve the Director of IT & Operations Position Description, full-time, unclassified, Non-Bargaining Unit, Pay Grade E6. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 137-23)** A motion was made by Susan Postal and seconded by David Karmol to approve the Pharmacist Position Description, part-time, classified, Non-Bargaining Unit, Pay Grade SPL. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 138-23)** A motion was made by Dr. Ross and seconded by Susan Postal to approve the Senior Clerk Position Description, full-time, classified AFSCME Bargaining Unit, Pay Grade AFSCME. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 139-23)** A motion was made by Dr. Woodson and seconded by Ted Kaczorowski to approve the updated Health Commissioner Position Description, full-time, Unclassified, Exempt, Pay Grade SPL. Motion carried; 9 Yeas, 0 Nays.

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**(Resolution 140-23)** A motion was made by Susan Postal and seconded by Ted Kaczorowski to approve the Registered Dietitian Office Position Description, full-time, classified AFSCME Bargaining Unit, Pay Grade AFSCME. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 141-23)** A motion was made by Michelle Schultz and seconded by Dr. Ross to approve the updated Senior Dietitian Position Description full-time, classified AFSCME Bargaining Unit, Pay Grade AFSCME. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 142-23)** A motion was made by Susan Postal and seconded by Michelle Schultz to approve the WIC Supervisor Position Description, full-time, classified non-exempt, Pay Grade E-5. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 143-23)** A motion was made by Dr. Woodson and seconded by Susan Postal to approve the Laboratory Technician Position Description, full-time, classified AFSCME Bargaining Unit, Pay Grade AFSCME. Motion carried; 9 Yeas, 0 Nays.

- Drug-Free Workplace Policy

**(Resolution 144-23)** A motion was made by David Karmol and seconded by Dr. Ross to approve the updated Drug-Free Workplace Policy. Motion carried; 9 Yeas, 0 Nays.

Shannon Jones announced the following staff moves: Andrea Binz as Interim Human Resources Director and Kendra Kec as interim Director of Childhood Wellness. Motion carried, 9 Yeas, 0 Nays.

**(Resolution 146-23)** A motion was made by Dr. Ross and seconded by Ted Kaczorowski to approve the June Personnel Committee Report. Motion carried; 9 Yeas, 0 Nays.

### C. Audit/Finance Committee – Ted Kaczorowski

The Audit/Finance Committee met on Tuesday, June 13, 2023. The following items require Board of Health action:

**(Resolution 147-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the payment of the June 2023 vouchers. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 148-23)** A motion was made by Dr. Ross and seconded by Michelle Schultz to apply for and Accept, if awarded, Adolescent Health Resiliency (AH24) Grant through the Ohio Department of Health. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 149-23)** A motion was made by Dr. Ross and seconded by Susan Postal to Apply for and Accept, if Awarded, Infant and Child Safety Item Grant from the CareSource Foundation.

**(Resolution 150-23)** A motion was made by Dr. Ross and seconded by Susan Postal to enter into an agreement with Lucas County data Processing Board to detail scope of services provided to LCRHD. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 151-23)** A motion was made by Susan Postal and seconded by Dr. Ross to enter into a Memorandum of Understanding with the City of Toledo for rodent abatement at properties designated for demolition by the City of Toledo, revenue \$85 per property. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 152-23)** A motion was made by David Karmol and seconded by Susan Postal to enter into a Memorandum of Understanding with Springfield Local Schools to assist with their implementation of the Asthma School Support Plan as part of the ODH Asthma School Support Grant, budget neutral. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 153-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into a Memorandum of Understanding/Internship Agreement with the Ohio State University, Department of Human Sciences, College of Education and Human Ecology to provide for a Dietetic Intern in the WIC Program, budget neutral. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 154-23)** A motion was made by Susan Postal and seconded by Dr. Ross to enter into an agreement with Michigan Public Health Institute to serve as a mentor site for FIMR personnel from other sites, revenue \$2,000. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 155-23)** A motion was made by Dr. Ross and seconded by Sue Postal to enter into a Limited Use Agreement with New York City Department of Health and Mental Hygiene for the non-exclusive right to reprint/reuse images on TLCHD materials, budget neutral. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 156-23)** A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the changes in Revenue Estimates and Expense Appropriations for the month of May in the amount of \$245,775.25. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 157-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the write-off of uncollectable amounts that are for dates of service at least 180 days or older. Total amount is \$1,031.90 for Self-Pay for May 2023. Motion carried; 9 Yeas, 0 Nays

**(Resolution 158-23)** A motion was made by Dr. Munk and seconded by Susan Postal to approve the Audit/Finance Committee Report. Motion carried; 9 Yeas, 0 Nays.

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

The Environmental Health Committee met on June 14, 2023. The committee discussed and recommends the following:

- Request for a Septic System Variance for 11013 Airport Highway, Swanton, 43558.

**(Resolution 159-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the Septic Variance Request for 11013 Airport Highway, Swanton, 43558. Motion carried; 9 Yeas, 0 Nays.

- Request for a Septic System Variance for 4312 Gilhouse Road, Sylvania Township, 43623.

**(Resolution 160-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the Septic Variance Request for 4312 Gilhouse Road, Sylvania Township, 43623. Motion carried; 9 Yeas, 0 Nays.

There were updates on the HSTS grant. Properties on the list to receive septic replacement systems and qualify for assistance, deadline is at 2:00 PM today.

**(Resolution 161-23)** A motion was made by Dr. Munk and seconded by Susan Postal to approve the Environmental Health Committee Report. Motion carried; 9 Yeas, 0 Nays.

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

No Report this month

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

No meeting this month

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

- There was a Health Services Committee meeting on June 13, 2023 with Angie Bauman and Kendra Kec.
- Discussed the on-boarding of Dr. Lutz.
- Discussion on the birth certificate issue.
- Childhood Health and wellness: looked at the numbers and discussed billing.
- Vaccine clinics and PrEP.
- Next meeting is August 15, 2023.

**(Resolution 162-23)** A motion was made by Ted Kaczorowski and seconded by Dr. Woodson to approve the Health Services Committee Report. Motion carried; 9 Yeas, 0 Nays

#### H. Facilities Committee – David Karmol

- There was no Facilities Committee meeting in May.
- We have been invited to view the Bitwise building as a possible site to move to. Nothing concrete at this time.

#### IX. Prior Business

- Motion to Approve the Director of Innovation, Quality, and Informatics Position Description was discussed at the May Board meeting but was not acted upon at that time.

**(Resolution 163-23)** Motion was made by Dr. Woodson and seconded by Ted Kaczorowski to approve the Director of Innovation, Quality, & Informatics Position Description. Motion carried; 9 Yeas, 0 Nays.

- Motion to Approve the May Bylaws and Governance Committee Report resolution. Some changes were made to the bylaws which need to be approved by the board. In the document where it refers to the Emergency Meeting or Special Meetings this needed to be clarified. Renames Emergency Meetings as Special Meetings. A Special meeting requires a 24 hour notification. An Emergency Meeting does not require notification. Anything that is not a “Regular” meeting, is a “Special” meeting.

Article 9: compensation is for Committee meetings, Special meetings and Emergency Meetings.

Article 11: put into effect that we can discuss changes at board meetings instead of waiting the 28 days. Re-wording of the first paragraph.

**(Resolution 164-23)** A Motion was made by Dr. Ross and seconded by Dr. Munk to approve the changes to the Bylaws as presented. A Roll call vote was taken. Motion carried; 9 Yeas, 0 Nays

**(Resolution 165-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the May 25, 2023 Bylaws Committee Report. Motion carried; 9 Yeas, 0 Nays

A Motion to apply for the American Rescue Plan Act Funding from the City of Toledo for the Healthy Corner Stores initiative.

**(Resolution 166-23)** A motion was made by Dr. Munk and seconded by David Karmol to Apply for American Rescue Plan Act Funding from the City of Toledo. Motion carried; 9 Yeas, 0 Nays

## X. New Business/Points for Consideration

- None

## XI. Interim Health Commissioners Comments:

- Alice Dargartz has returned to work about 20 hours a week to help with Administrative Clerical duties until positions can be filled.
- Tuition Reimbursement program from the Association of Ohio Health Commissioners. It is a tuition reimbursement for 2023. This will be available for all staff who have taken classes from July 1, 2021 through December 31, 2023. They can apply for up to \$5,000. This will cover new certification costs as well. We have put together an operating procedure that outlines the process of who to go to and what to expect in the future. This will be rolled out to staff in the next couple of days. Requirement is a 2 year commitment to work in a Health Department in the State of Ohio.
- Harm Reduction received an award in Columbus. The award was for the Ohio Urban Syringe Access Program of the Year. They are doing a fantastic job. Dr. Woodson asked if we could indicate this on the NOSS Van.

- Jen Gottschalk gave an update on what staff has been involved in the response to the Point Place tornado. Staff worked with a healthcare facility in the area to get residents relocated. Staff has been working with the restaurants to make sure their food products were safe. We had facebook posting what you should do in regards to food safety and proper disposal of old foods.
- Important to set stage for Leadership Staff. Accountability, responsibilities, and expectations. Feel staff was very receptive. Nothing unreasonable common courtesies, respect, etc. Administration has had two full staff meetings within the last month. Communicated that she will be forthcoming with what is going on. There is a lot of change with regards to Health Commissioner, Medical Director and other staff coming and going. It was important to know that they were at ease with the changes and free to come to her office and have candid conversations. Don't want people to feel they can't approach Administration. Wanted to set a foundation of where we are going with staff and to ease a bit of the fears we are going through at this uncertain time. Confident that we will lead this department. We are very resilient and made it through COVID. Very proud of the staff and the individuals we have put into interim positions to support frontline staff who are out there in the field.

## XII. Public Health in the News – Johnathon Ross, MD

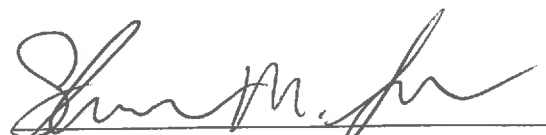
COVID shots will be coming out for the fall. It will be a new vaccine against Omicron. It may turn out that this will be done every year in the fall.

Brandon Palinski reported that the Strategic Planning Framework Workshop will be next Wednesday with internal staff and board members being involved in this meeting. From that meeting we will determine how many additional meetings will be needed.

**(Resolution 167-23)** A motion was made by Dr. Woodson and seconded by Dr. Munkmamil to adjourn the meeting at 10:43 AM. Motion carried; 9 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:

7/27/23

Date:

7/27/2023