

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Toledo Lucas County Main Library
July 27, 2023
Meeting Minutes

I. **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: Cheryl Crowder, Amr Elaskary, 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: Shannon Jones, David Welch, Angie Bauman, Nancy Benedetto (ONA), Michael Judin (AFSCME) Heather Burnette, Andrea Binz, Jennifer Gottschalk, Tina Stokes, Brandon Palinski, Kevin Pituch (LC Prosecutor), Alice Dargartz, Kendra Kec,

Visitors: Alex Hasselbach, Sarine Choksey- Communication Intern

III. **Additions/Deletions to Agenda**

Discussion on the hiring of the Human Resources Director to be done following the Executive Session.

(Resolution 179-23) Motion made by Dr. Munk and seconded by David Karmol to approve this addition to the agenda. Motion carried; 12 Yeas, 0 Nays.

Walk on of a contract for Julian Grubb for \$2500 to be discussed under Audit Finance.

(Resolution 180-23) A motion was made by Dr. Ross and seconded by Dr. Munk to approve this addition to the Agenda.

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

(Resolution 181-23) A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the June 22, 2023 regular Board of Health Meeting as presented. Motion carried; 12 Yeas, 0 Nays.

(Resolution 182-23) A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the July 11, 2023 Special Board Meeting as presented. Motion carried; 12 Yeas, 0 Nays.

(Resolution 183-23) A motion was made by David Karmol and seconded by Dr. Munk to approve the minutes of the July 19, 2023 Special Board Meeting as presented. Motion carried; 12 Yeas, 0 Nays.

V. Executive Session

(Resolution 184-23) A motion was made by Dr. Munk and seconded by Ted Kaczorowski 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 8:52 AM. Roll Call vote was taken. Motion carried; 12 Yeas, 0 Nays.

(Resolution 185.23) A motion was made by Dr. Munk and seconded by Dr. Woodson to return to the Regular Session of the Board of Health Meeting at 10:32 AM. Roll call vote taken. Motion carried; 12 Yeas, 0 Nays.

(Resolution 186.23) A motion was made by Dr. Woodson and seconded by Michelle Schultz to approve the hiring of Wendy Davis to the full-time, exempt, classified, NBU, rate of \$49.00 per hour in the position of Director of Human Resources. Motion carried; 12 Yeas, 0 Nays.

Andrea Binz was thanked for all of the work that she has done during her time as Interim Human Resources Director and are happy to have her continue as Human Resource Officer.

VI. Legal Update – Kevin Pituch

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

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

- Dr. Lutz was not in attendance at the meeting. Angie Bauman stated that Dr. Lutz was on vacation and did not have a report for this month.

VIII. Committee Reports

A. Succession Planning – Dr. Richard Munk

- There was no Succession Planning Committee meeting in July.

B. Personnel Committee –Barbara Sarantou, the Committee met on Tuesday, July 18, 2023 and discussed and recommends the following action:

- New Hires – There were no new hires during the month of June

(Resolution 187-23) A motion was made by Dr. Munk and seconded by David Karmol to approve the hire of Ashley DuShane for the full-time classified Office Administrator position, Non-Bargaining Unit, rate of \$24.01 per hour. Motion carried; 12 Yeas, 0 Nays.

(Resolution 188-23) A motion was made by Dr. Munk and seconded by Michelle Schultz to approve the hire of Octavia Syeh, Registered Nurse position, ONA Bargaining Unit, rate of pay \$32.71 per hour. Motion carried; 12 Yeas, 0 Nays.

(Resolution 189-23) A motion was made by Dr. Munk and seconded by Sonia Flunder-McNair to approve the hire of Melissa Ward, Registered Nurse position, ONA Bargaining Unit, rate of pay \$30.99 per hour. This hire would be approved only if Octavia Syeh refuses the position. Motion carried; 12 Yeas, 0 Nays.

- Position Descriptions

(Resolution 190-23) A motion was made by Dr. Ross and seconded by Dr. Munk to approve the IT System Analyst Position Description, full-time, non-exempt, classified, Non-Bargaining Unit, Pay Grade E-4. Motion carried; 12 Yeas, 0 Nays.

(Resolution 191-23) A motion was made by Dr. Munk and seconded by Dr. Ross to approve the IT Technician Position Description, full-time, Non-Exempt, classified AFSCME Bargaining Unit, Pay Grade AFSCME. Motion carried; 12 Yeas, 0 Nays.

(Resolution 192-23) A motion was made by Dr. Ross and seconded by Dr. Munk to approve the Fiscal/Grant Assistant Position Description, Full-time, Classified, Non-Bargaining Unit, Pay Grade E-4. Motion carried; 12 Yeas, 0 Nays.

- Policy

(Resolution 193-23) A motion was made by Dr. Munk and seconded by Dr. Ross to approve the Code of Conduct Policy, New; Replacing Standards of Conduct Form. Motion carried; 12 Yeas, 0 Nays.

(Resolution 194-23) A motion was made by Dr. Munk and seconded by Dr. Ross to approve the July Personnel Committee Report. Motion carried; 12 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 195-23) A motion was made by David Karmol and seconded by Dr. Ross to approve the payment of the June 2023 vouchers. Motion carried; 12 Yeas, 0 Nays.

(Resolution 196-23) A motion was made by Barbara Sarantou and seconded by David Karmol to approve the changes in Revenue Estimates and Expense Appropriations for June 2023 in the amount of \$538,684.00. Motion carried; 12 Yeas, 0 Nays.

(Resolution 197-23) A motion was made by David Karmol and seconded by Sonia Flunder-McNair, to apply for and accept, if awarded, the Minority Health Month 2024 grant. Motion carried; 12 Yeas, 0 Nays.

(Resolution 198-23) A motion was made by Dr. Munk and seconded by Dr. Ross to apply for and accept, if awarded, the Creating Healthy Communities grant. Motion carried; 12 Yeas, 0 Nays.

(Resolution 199-23) A motion was made by Dr. Munk and seconded by Sonia Flunder-McNair to apply for and accept, if awarded the Cribs for Kids and Safe Sleep Program grant. Motion carried; 12 Yeas, 0 Nays.

(Resolution 200-23) A motion was made by Dr. Ross and seconded by Dr. Munk to enter into a contract with Julian & Grube for our Annual Financial Statement. Motion carried; 12 Yeas, 0 Nays.

(Resolution 201-23) A motion was made by Dr. Ross and seconded by Barbara Sarantou to enter into a contract with Ohio Department of health to receive \$175.00 per smoking complaint investigation completed. Motion carried; 12 Yeas, 0 Nays.

(Resolution 202-23) A motion was made by Dr. Munk and seconded by David Karmol to enter into an agreement with Equitas Health Inc. for education, testing, and referral for treatment of high-risk populations. Motion carried; 12 Yeas, 0 Nays.

(Resolution 203-23) A motion was made by Dr. Munk and seconded by Dr. Ross to enter into a contract with Hue-Shys Chen, RN, PhD, MSN, MCHES, FAAN to be the REEP Evaluator for the Local Office of Minority Health Grant. Motion carried; 12 Yeas, 0 Nays.

(Resolution 204-23) A motion was made by Dr. Munk and seconded by Dr. Ross to enter into contract with the Mental Health & Recovery Services Board of Lucas County to purchase office supplies, medical supplies and mileage reimbursement for the syringe service program. Motion carried; 12 Yeas, 0 Nays.

(Resolution 205-23) A motion was made by David Karmol and seconded by Dr. Woodson to enter into contract with Wynhouse Software, LLC to develop a data strategy and provide a platform for data visualization. Motion carried; 12 Yeas, 0 Nays.

(Resolution 206-23) A motion was made by Dr. Ross and seconded by Dr. Munk to enter into contract with Lamar for billboards to promote awareness regarding Harm Reduction topics. Motion carried; 12 Yeas, 0 Nays.

(Resolution 207-23) A motion was made by Dr. Woodson and seconded by Dr. Ross to enter into contract with Hospital Council of Northwest Ohio to allow TLCHD sublicense user access to Pathways Community HUB Institute (PCHI) system. Motion carried; 12 Yeas, 0 Nays.

(Resolution 208-23) A motion was made by Dr. Munk and seconded by Dr. Ross to enter into contract with Neighborhood Health Association and decreasing the contract due to continuous underspending. Motion carried; 12 Yeas, 0 Nays.

(Resolution 209-23) A motion was made by Dr. Munk and seconded by Dr. Ross to enter into contract with Lamar for billboards to promote WIC Enrollment. Motion carried; 12 Yeas, 0 Nays.

(Resolution 210-23) A motion was made by Dr. Munk and seconded by Susan Postal to enter into contract with Lourdes University for room rental for Child Youth and Wellness Symposium. Motion carried; 12 Yeas, 0 Nays.

(Resolution 211-23) A motion was made by Dr. Ross and seconded by Dr. Munk to approve write-off of uncollectable Funds for June, 2023 in the amount of \$1,074.75. Motion carried; 12 Yeas, 0 Nays.

(Resolution 212-23) A motion was made by Dr. Munk and seconded by Dr. Woodson to approve the Audit/Finance Committee Report. Motion carried; 12 Yeas, 0 Nays.

D. Environmental Health Committee – David Karmol

Committee did not meet in June

E. Strategic Planning Committee – Dr. Donna Woodson

Committee did not meet in June

F. Bylaws and Governance Committee – Ted Kaczorowski

Committee did not meet in June

G. Health Services Committee – Dr. Johnathon Ross

Committee did not meet in June

H. Facilities Committee – David Karmol

Committee did not meet in June

IX. Prior Business

No prior Business

X. New Business/Points for Consideration

- An email was sent out to BOH members and elected officials regarding our Speakers Bureau on Public Health topics. We have launched a webpage where individuals can go and request people to speak on food safety or NOSS/Naloxone. One goal this year is to get out into the jurisdictions and provide information on the Health Department.. This will be a nice way to start that process and get out to the community.

- Dr. Woodson stated that she will be giving a lecture to the 170 first day new medical students. This will be about Public Health. Alex will be representing the Medical Student Council.

XI. Interim Health Commissioners Comments:

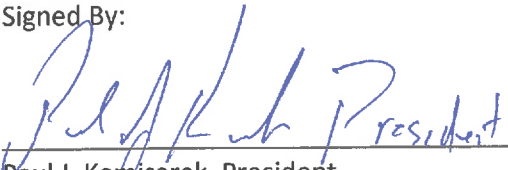
- No other comments

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


- Dr. Ross encouraged everyone to look through the Divisional Reports that were provided in the Board Packet to see the great work our staff is doing in the community.
- This is our first full year coming out of COVID, and want to commend the staff for all the great work. We appreciate what you do.

(Resolution 213-23) A motion was made by Dr. Woodson and seconded by Dr. Munk to adjourn the meeting at 11:04 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: 8/24/23

Date: 8/24/2023