

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Toledo Lucas County Main Library**  
**August 24, 2023**  
**Meeting Minutes**

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

Paul Komisarek, President, called the meeting to order at 8:47 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, Dr. Johnathon Ross, and Barbara Sarantou

*Excused:* Susan Postal and Dr. Donna Woodson

*Absent:* Michelle Schultz

II. **Introduction of Guests**

Staff and Others: Shannon Jones, David Welch, Angie Bauman, Heather Burnette, Andrea Binz, Jennifer Gottschalk, Brandon Palinski, Kevin Pituch (LC Prosecutor), Nancy Benedetto (ONA), Alice Dargartz, Kendra Kec, Jodi Sheaves, Tony Maziarz (AFSCME), Ashley DuShane, and Wendy Davis

Visitors: Alex Hasselbach

III. **Additions/Deletions to Agenda**

Discussion on the hiring of the Health Commissioner to be done following the Executive Session.

**(Resolution 214-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve this addition to the agenda. Motion carried; 9 Yeas, 0 Nays.

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

**(Resolution 215-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the minutes of the July 27, 2023 regular Board of Health Meeting as presented. Motion carried; 9 Yeas, 0 Nays.

V. **Executive Session**

**(Resolution 216-23)** 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 8:51 AM. Roll Call vote taken. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 217-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to return to the Regular Session of the Board of Health Meeting at 9:28 AM. Roll call vote taken. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 218-23)** A motion was made by Dr. Munk and seconded by David Karmol to enter into agreement with the Lucas County Commissioners and the City of Toledo, not to exceed \$50,000, for selection of the recruitment/search firm to fulfill the vacancy of Health Commissioner. Motion carried; 9 Yeas, 0 Nays.

## 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 handed out three testing site items to show the board members what was passed out at the Pride Parade. Per Heather Burnette, 43 people scanned the QR code and landed on the STI webpage.

## VIII. Committee Reports

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

Committee did not meet in August.

### B. Personnel Committee –Barbara Sarantou

The Personnel Committee met on Tuesday, August 15, 2023. The following items require Board of Health action:

#### o New Hires

**(Resolution 219-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the hire of Wendy Tscherne to the full-time classified position of Reproductive Health Nurse Practitioner, non-Bargaining Unit, SPL pay rate. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 220-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the hire of Sarah Bennett to the full-time classified positions of Reproductive Health Nurse Practitioner, Non-Bargaining Unit, SPL pay rate. Motion carried; 9 Yeas, 0 Nays.

#### o Position Descriptions

**(Resolution 221-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the updated Director of Finance position description. Position is NBU, Full-Time, Unclassified, and Exempt. It is in the E-6 pay grade. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 222-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the updated Maternal Child Health Supervisor position description. Position is NBU, Full-Time, Classified, and Non-Exempt. It is in the E-5 pay grade. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 223-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the updated Clinical Supervisor position description. Position is NBU, Full-Time, Classified, and Non-Exempt. It is in the E-5 pay grade. Motion carried; 9 Yeas, 0 Nays.

- Policies

**(Resolution 224-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the Progressive Discipline & Dismissal Policy. New. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 225-23)** A motion was made by Ted Kaczorowski and seconded by Sonia Flunder McNair to approve Non-Discrimination Policy. New. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 226-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to approve the Pregnancy Non-Discrimination and Reasonable Accommodations for Pregnant Workers Policy. New. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 227-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve the August Personnel Committee Report. Motion carried; 9 Yeas, 0 Nays.

### C. Audit/Finance Committee – Amr Elaskary

The Audit/Finance Committee met on Tuesday, August 15, 2023. The following items require Board of Health action:

**(Resolution 228-23)** A motion was made by David Karmol and seconded by Dr. Munk to approve the payment of the July 2023 vouchers. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 229-23)** A motion was made by Barbara Sarantou and seconded by Dr. Ross to approve the changes in Revenue Estimates and Expense Appropriations for July 2023 in the amount of \$935,281.36. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 230-23)** A motion was made by Dr. Munk and seconded by David Karmol, to apply for and accept, if awarded, the STI Prevention Grant. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 231-23)** A motion was made by Barbara Sarantou and seconded by Dr. Munk to enter into agreement with Unite Corporation to perform to perform simulation for Arrive Alive Tour. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 232-23)** A motion was made by Dr. Ross and seconded by David Karmol to enter into agreement with Rocket Sports Properties. LLC to provide a display area by the Student Section at select UT sporting events. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 233-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into agreement with Equitas Health to comply in all respects with the requirements of HIPAA and set forth each party's responsibilities and obligations with respect to safeguarding PHI. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 234-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to enter into agreement with the University of Toledo, College of Health and Human Services student Program to provide learning experiences which requires supervised access to direct patient/client care. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 235-23)** A motion was made by David Karmol and seconded by Dr. Ross to enter into contract with Tovuti Learning Management System to provide a software platform for training public health professionals throughout Northwest Ohio. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 236-23)** A motion was made by Dr. Munk and seconded by Barbara Sarantou to enter into agreement with Dero to provide bike fix-it station for Toledo Park Project. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 237-23)** A motion was made by Dr. Ross and seconded by Cheryl Crowder to update the authorized users of the Signature Credit Card. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 238-23)** A motion was made by Dr. Ross and seconded by Dr. Munk to approve write-off of uncollectable Funds for July 2023 in the amount of \$254.81. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 239-23)** A motion was made by Dr. Munk and seconded by Sonia Flunder McNair to approve the Audit/Finance Committee Report. Motion carried; 9 Yeas, 0 Nays.

#### D. Environmental Health Committee – Ted Kaczorowski

The Environmental Health Committee met on Wednesday, August 16, 2023. The following items require Board of Health action:

**(Resolution 240-23)** A motion was made by Amr Elaskary and seconded by Dr. Ross to approve a Septic Variance Request for 7537 Annin Road, Springfield Township. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 241-23)** A motion was made by Dr. Ross and seconded by Barbara Sarantou to approve a Septic Variance Request for 1339 Ludwig Road, Providence Township. Motion carried; 9 Yeas, 0 Nays.

**(Resolution 242-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the Environmental Health Committee Report. Motion carried; 9 Yeas, 0 Nays.

#### E. Strategic Planning Committee – Barbara Sarantou

The Strategic Planning Committee met on Tuesday, August 15, 2023. The following items require Board of Health action:

**(Resolution 243-23)** A motion was made by Dr. Munk and seconded by David Karmol to approve the Strategic Planning Committee Report. Motion carried; 9 Yeas, 0 Nays.

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

Committee did not meet in August.

G. Health Services Committee – Dr. Johnathon Ross

The Health Services Committee met on Tuesday, August 15, 2023. The following items require Board of Health action:

**(Resolution 244-23)** A motion was made by Dr. Munk and seconded by Amr Elaskary to approve the Health Service Committee Report. Motion carried; 9 Yeas, 0 Nays.

- Dr. Ross noted Adell Shehab, TLCHD pharmacist, will be retiring in September.

H. Facilities Committee – David Karmol

Committee did not meet in August.

IX. Prior Business

No prior Business

X. New Business/Points for Consideration

- Dr. Munk would like to change the name of the BOH members. Paul Komisarek suggested this could be submitted to the Bylaws Committee.

XI. Interim Health Commissioners Comments:

- Individuals who do not have health insurance can get free COVID vaccinations at the Toledo-Lucas County Health Department when they become available.
- CDC/ASTHO reached out to learn about our Syphilis Prevention Campaign. They are going to use the information learned to help develop a national prevention campaign.
- Health Equity Assessment - only 47% have completed the survey. Please complete the survey so we may create an action plan to improve health equity within our department and in the community. Shannon hopes to have a draft reading by October's Board of Health's meeting.


XII. Public Health in the News

No prior Business

**(Resolution 245-23)** A motion was made by Dr. Munk and seconded by Dr. Ross to adjourn the meeting at 10:32 AM. Motion carried; 9 Yeas, 0 Nays.

Signed By:

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

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

Date: 9-28-23

Date: 9/08/2023

