

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Department of Operations Center (DOC) #254**

**January 22, 2015 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Reynald Debroas, Mary Duncan, Perlean Griffin, Matthew Heyrman, Donald Murray, Robert Reinbolt, Hans Schmalzried, Dr. Christopher Sherman, Dr. Donna Woodson

*Absent:* Barbara Conover, Barbara Sarantou (both excused)

*Guests:* Cindy McLeod, ONA Representative; Jennifer Gottschalk, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Tom Farrow, Harding Township Zoning; Jerry Sawicki, Gibraltar Excavating; Rebecca Fugitt, Ohio Department of Health; New Employees: Jill Heine, Health Educator; Deborah Higgins, Public Health Nurse; Kelly Burkholder-Allen, Outreach Supervisor; Celeste Smith, Project Coordinator, Minority Health Commission

*Staff:* Jerry Bingham, Mary Frank, Dr. David Grossman, Barbara Gunning, Shannon Lands, Joanne Melamed, Dave Miller, Larry Vasko, Eric Zgodzinski

Dr. Donna Woodson, President, called the meeting to order.

**Introduction of Guests**

Larry Vasko introduced Cindy McLeod, Jennifer Gottschalk, Kevin Pituch, Jerry Bingham, Dave Miller, and Shannon Lands. He then noted that Rebecca Fugitt will arrive later. Celeste Smith, Deborah Higgins and Kelly Burkholder-Allen each introduced themselves.

**Minutes of December 11, 2014**

The minutes of the December 11, 2014 meeting were reviewed. There was one change on page 11, under Adjournment. Change the name from Donald Murray to Robert Reinbolt. There was agreement. Robert Reinbolt made a motion to accept the minutes as amended. Perlean Griffin seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson announced that there would be no executive session today as that issue (union contracts) was previously addressed. In its place the Environmental Health Issues Committee will present early in the agenda for the convenience of visitors who are present today. Donald Murray also requested that election of officers take place today. Dr. David Grossman noted that the Strategic Committee had met and he requested a separate committee report immediately following Confirmation of Employees report. There was agreement.

### **Nominations Committee**

Dr. Donna Woodson noted that Donald Murray and Perlean Griffin serve on the Nominations Committee and that elections need to be accomplished at the January meeting. Donald Murray announced that there was only one candidate, Dr. Donna Woodson, who submitted her interest for the position of President of the Toledo-Lucas County Board of Health. The floor was opened for any additional nominations. Mr. Murray asked three times if there were any additional nominations from the floor. There were none.

Dr. Christopher Sherman made a motion that nominations be closed. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson was elected as the President of the Toledo-Lucas County Board of Health by affirmation.

Donald Murray announced that there was only one candidate, Robert Reinbolt, who submitted his interest for the position of Vice President of the Toledo-Lucas County Board of Health. The floor was opened for any additional nominations. Mr. Murray asked three times if there were any additional nominations from the floor. There were none.

Dr. Christopher Sherman made a motion that nominations be closed. Hans Schmalzried seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Robert Reinbolt was elected Vice President by affirmation.

### **Vouchers**

Dr. Christopher Sherman said that the Audit/Finance committee met on January 20, 2015. Board members reviewed the Bill Schedule. Dr. Sherman pointed out one item under janitorial services and a change in procedure. What we are going to approve today is the total cost for the janitorial services for the entire year that will be paid on a monthly basis. This action will avoid a Then and Now transaction.

The committee found the Bill Schedule to be satisfactory and recommended approval. Robert Reinbolt made a motion to approve the payment of the January vouchers. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Old Business**

#### **Follow-Up Items**

None

#### **Prosecutor's Update**

##### **Roadhouse**

Kevin Pituch reported that in essence this case has been settled through a mutual agreement. Mr. Pituch said that he would prepare a Dismissal Entry for this case.

### Stickney Landfill

Stickney Landfill has declared bankruptcy. The Ohio Attorney General's Office had requested permission from our Prosecutor's Office to continue to represent the Board in the bankruptcy case and permission was granted. Under bankruptcy law they will not be able to abate their obligation by declaring bankruptcy; they are still responsible.

### **Federally Qualified Health Center (FQHC)**

Dr. Grossman reported that the FQHC application was submitted and we are still awaiting a response. If for some reason the Health Department does not secure FQHC status, it will likely secure an FQHC "Look Alike" status in 2015. The name will be "The Toledo-Lucas County Health Center".

### **New Business**

#### **Confirmation of New Employees**

Larry Vasko reported that that there were 4 new employees and 2 separations.

Kelly Burkholder-Allen was hired as a Supervisor-Outreach on January 1, 2015 at a rate of \$29.92 per hour; Jill Heine was hired as a Health Educator on January 5, 2015 at a rate of \$19.24 per hour; Deborah Higgins was hired as a Public Health Nurse on January 5, 2015 at a rate of \$22.68 per hour and Mary Apodaca was hired as a Public Health Nurse on January 20, 2015 at a rate of \$23.81 per hour. Kelly Perrett, Clerk II, resigned effective December 31, 2014. Katherine Remley, Public Health Nurse, resigned effective December 31, 2015.

Matt Heyrman made a motion to accept the report. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### Rebecca Fugitt

Dr. Woodson noted that Rebecca Fugitt, Ohio Department of Health, had arrived. Eric Zgodzinski introduced Rebecca Fugitt. Ms. Fugitt said she is a Program Manager, Residential Water and Sewage Program, Bureau of Environmental Health. She is the manager ultimately also responsible for the Sewage Treatment Program.

### **Environmental Health Issues Committee**

Donald Murray reported that the full committee met on January 16 and addressed four items on the agenda: Soil Evaluation Review, Fee, Operation and Maintenance Program and The Roadhouse. He noted that the Roadhouse issue was already covered by Kevin Pituch. Mr. Murray turned over the meeting to Dr. Grossman.

Dr. Grossman announced that Jeff Michael (Swanton Township trustee) had written a couple of letters and distributed them to various individuals. There were various accusations against administration, as well as negative comments in general about our department. Dr. Grossman stated that he would respond to Mr. Michael's letter. Dr. Grossman spoke about the sewage rules. In 2007, the sewage rules were revised, but they were not enacted at that time. Part of the sewage rules involved the utilization of soil scientists, thereby replacing the health departments in this action. The mission was to have the experts perform soil inspections and approved designers create the designs. Dr. Grossman said he was adamant and believes our

Health Department should not create its own plans, conduct its own inspections and then approve the systems.

Also, the Health Department is concerned about the liability issue. This particular issue is not about our employees. This is about new rules that have been passed in 2015. Dr. Grossman noted that the regulations do allow for some level of exemptions.

Dr. Donna Woodson distributed a brochure about soil scientists from the Soil Science Society of America. Rebecca Fugitt explained the brochure talked about their certification program.

The reason it is so important is that we actually categorize soils. Also, the sections of the rule relate to soil evaluators, soil scientists, designers and their responsibilities, so that there is some sense in the rule as to what they are actually required to accomplish.

Matt Heyrman said it was important to note when we are looking at this to consider what is going on locally and also at the state level. Part of the reason why the state has provided options for 3701.29.84 is to provide a local perspective on this issue. Ohio is built on local perspectives, home rule and everything the way the state is set up. It is set up so that local jurisdictions can make their own decision, so there is a need to look at where we are and where we are going. At the last Board meeting we passed OAC 3701.029, but we did not pass our supplemental to that.

#### Rebecca Fugitt

The main change in our rule that has occurred, she explained is that we [the state] are going away from a “cookbook” approach to designing systems to a site specific approach to designing systems, because the 1977 rules are basically a cookbook. You got x number of leach lines based on the size of your house. It was based upon the flow out of the house.

Ms. Fugitt explained why the state has taken a position in favor of using trained soil scientists. This is the basis; and, the actual critical component of our treatment system is the soil. There is a need to know what is going on. And, that is why we have taken that step.

The state also understands that some local health departments (LHD’s) may have concerns about the availability of scientists. That is why that provision was included, that a LHD could allow their staff to do that if soil scientists were not available. It was intended to be a mechanism of last resort.

Ms. Fugitt also explained that she has been in the process of developing these rules for over four years. There was a Rule Advisory Committee with about 45 representatives from different facets in place to address this issue. This included representation from various townships. It was a consensus building process. The goal of ODH was to make the rules as reasonable in the field as possible.

#### Jerry Sawicki

Jerry Sawicki introduced himself and said he has experience as a septic tank installer. One of his main concerns is that he felt he was given misinformation relative to having no qualified

employees to act as soil scientists. He commented on our failure rates, costs, number and location of septic tanks, security system, building deficiencies and other issues. He said that whatever decision the Board makes today that it would be an appropriate decision on his end.

Dr. Grossman provided several comments regarding building issues, personnel, etc. He questioned the reason why some individuals believe that only one of our staff members was qualified to conduct inspections.

#### Tom Farley

Tom Farley, Zoning Inspector, Harding Township, commented on cost, rules and regulations, and other items. He urged the Board to consider all the people and to understand its audience. Dr. Woodson said that the education part needs attention, as well as getting out information to the residents.

Dr. Donna Woodson urged the Board to think about, regardless of the vote today, that we make sure there is a re-evaluation of the entire situation with stakeholders and with Board members.

Dr. David Grossman said it is incumbent to make a decision today. There is a need to be definitive and consistent in our answers to some of the questions. He said he would like to leave it up to the committee and this Board relative to decision making and next steps regarding the handling of septic systems in Lucas County. Residents will be calling soon and they will need answers.

#### Motion

Robert Reinbolt made a motion to approve the supplemental, supporting the administration's position and implementing the new rules as proposed by the State. Perlean Griffin seconded the motion. A roll call vote was done: Voting: 8 yeas, 2 nays. Motion carried.

#### Environmental Fees

Eric Zgodzinski stated that he had discussed the topic of fees with our Prosecutor's Office and everything was in order. The fees (Household Sewage Treatment System Program) presented today are the same fees that were presented last month. Except the Operational Inspection fee, which is going to be for new replacement systems and a renewal fee every five years, we will begin charging \$150 to individuals seeking a permit. This will be under the O&M program. A decision was also made not to charge a \$30 fee, as previously proposed.

#### Motion

Donald Murray made a motion to accept the fees as presented. Robert Reinbolt seconded the motion. A roll vote was taken: 10 yeas, 0 nays. Motion carried.

Reynald Debroas made a motion to accept the report. Hans Schmalzried seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### Personnel Committee

No report.

## Facility Committee

Perlean Griffin, Co-chairman reported. She thanked all staff members for the work they've done in making the needed improvements to our building possible. Ms. Griffin stated that some changes were made to the committee minutes and requested that they be held until the changes were made. She provided a review of accomplishments:

The committee met on January 15, 2015 and reviewed the following items: 2010-2016 Multi-Year Renovation Project Update, 2015 Budget for Facility Improvements, Facility Needs Over and Above Renovations and Facility Maintenance Plan.

### 2010-2016 Multi-Year Renovation Project Update

The committee reviewed the Progress and Planning Report. It includes all of the building improvements from 2010 to date and planned improvements for 2015 and 2016.

Improvements in infrastructure, electrical, plumbing, information systems, building renovations and furniture purchases were made in 2010 and 2011. The cost was \$656,691.13 and \$610,304.90, respectively.

In 2012, 2013, and 2014, we were focused on continuing building renovations – painting, replacing flooring and ceiling tiles in offices and hallways. The cost was \$55,839.90, \$53,872.45, and \$183,790.63, respectively.

### 2015 Budget for Facilities

In 2015, our goal is to complete the building renovations, furnish renovated areas, move record storage to an offsite facility, and turn the basement into office space. The appropriated amount is \$304,995.72. Our need to renovate the basement is paramount. Currently, the building is utilized to capacity.

In 2016, we plan to finish the basement project, which will create 17 working spaces. The Pharmacy, Kuhlman Auditorium, and the basement bathrooms are the last areas to be refurbished. Planned cost is \$120,000.

Annually thereafter, budget permitting, \$60,000 will be allocated to keep the building in good condition.

### Facility Needs Over and Above Renovations

There are capital improvements which are needed beyond Health Department's financial capabilities. The roof and three elevators need to be replaced. We are requesting City of Toledo CIP funds to complete these projects.

We discussed ADA compliance and signage throughout the building.

### Facility Maintenance Plan

Barb Gunning will develop a Facility Maintenance Plan for the Health Department.

Dr. Grossman noted that we have contributed about \$2 million toward building renovations. We have taken it upon our budget to keep this building in the 21<sup>st</sup> century to try and make it presentable. We hope there will be funds in 2016 to finish the work.

Robert Reinbolt added that the committee had also discussed some improvements at the Western Lucas County Clinic, as well as patient's stats and what the future holds for that. Once we receive year-end stats, the subcommittee will meet again to review them.

### Audit/Finance Committee

Dr. Christopher Sherman reported that the committee met on January 20, 2015 and reviewed the following items: November and December 2014 Financial Status, January Bill Schedule, Purchasing Policy Exceptions, Grant Funded Programs, Contracts, and Other Items - Transfers of Appropriations and Advance.

### Review – Purchasing Policy Exceptions

A new report is added for review by Audit/Finance Committee and Board of Health. This report identifies purchases over \$5,000 and describes applicable exceptions in accordance with the Purchasing Policy. Report was submitted capturing purchases meeting the criteria from January through December 31, 2014.

### Grant Funded Programs

Total applications in the amount of \$7,358,075 for 2015 fiscal year and during this same time period we were awarded \$6,840,010 in funding. Total applications in the amount of \$1,295,156 for 2016 fiscal year and during this same time period we have been awarded \$567,619 in funding.

We received 1 notice of award:

1. Immunization Action Plan - \$161,165

We have 4 pending grant applications:

1. Medical Reserve Corps Capacity Building Award - \$3,500
2. Partnership to Improve Community Health Application - \$47,970
3. Affordable Care Act New Access Point for an FQHC application - \$650,000
4. Pathway HUB - \$25,000

We did not get awarded the Preventing Obesity, Diabetes, and Heart Disease and Stroke in Ohio Communities grant for \$400,000.

Administration informs us that we have an excellent chance of receiving the Preventing Obesity, Diabetes, and Heart Disease and Stroke grant for \$400,000 in a future funding cycle.

Barbara Gunning offered to follow up on this item as to why the Health Department did not secure this grant and what other agencies did secure the grant.

### Contracts

There are 7 contracts in the months of November and December:

1. AIDS Resource Center of Ohio - \$35,615
2. University of Toledo Medical Center – HIV Testing Program - \$39,300
3. Nuestra Gente Community Projects Inc. – HIV Testing Program - \$10,800

4. Association of Ohio Health Commissioners – Skillsoft Training - \$1,290
5. Dale Raczkowski – Building Maintenance - \$5,000
6. Ohio Department of Health – Lead Inspection – Healthy Homes - \$5,000
7. Ohio Department of Health – Lead Program - \$3,000

#### Other Items – Transfers of Appropriations

Mary Duncan reported as follows:

A transfer reallocates funds from one cost to another. Board of Health Resolution is required to approve Transfers of Appropriations performed in the months of December 2014 in the ordinary course of business. Total of transfers is \$176,538.28 consisting of changes in various expense categories.

Robert Reinbolt made a motion to approve the resolution. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of December 2014 in the amounts of \$761,637.52 for revenue estimates and expense appropriations. This represents establishment of revenue estimates and appropriation for new programs such as Creating Healthy Communities, HIV Prevention, STD Control Program, Safety Net Dental Care, Dental Sealant, Immunization Action Plan, and an adjustment to St. Vs OH Implementation.

Donald Murray made a motion to approve the resolution. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

#### Other Items – Advance

Joanne Melamed will address this item under her report. There will be some changes in the ways we are going to be funding our grants. The general revenue fund will have to cover the grants until we get paid back for the grants. The board will allow for the money to come from the general revenue fund to support the grant. Once we receive the grant money we will take that money back from the grants and refund the general fund.

Mary Duncan read the following resolution:

Inter-fund advance of \$63,528.37 was made from General Fund to Grant Fund as part of December 31, 2014 year end closing. The advance was a temporary reallocation of funds to provide the necessary resources to cover grant expenses for grants on cost reimbursement basis. Grant Fund will pay back to the General Fund \$63,528.37 by January 31, 2015. Resolution of the Board of Health is required to advance the dollars and to pay them back.

Donald Murray made a motion to approve the resolution as read. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray made a motion to approve the report. Matt Heyrman seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

## **Contracts**

There were no additional contracts.

## **DIVISION REPORTS**

### **Administrative Services**

Joanne Melamed reported as follows:

#### **Administration**

As part of year end process, we had to advance dollars from the General fund to the Grant Fund. ODH has informed us that starting in 2016, 100% of grants will be on a cost reimbursement method. This means that in 2016, we will have to advance anywhere from \$1 million to \$1.5 million to cover one quarters worth of grant expenses. "Advance Out" will become a regular line item for 2016 Budget.

#### **Boards of Health Employment Status**

Auditor's Office has informed BOH that they will no longer make payments to Board of Health Members through disbursements. All payments must be through payroll with the adequate IRS withholdings.

BOH Members are compensated for attendance at meetings no more than \$80 a day not to exceed 18 meetings in any year. IRS determined that Board Members are employees for Federal Income Tax purposes and subjects their compensation to federal income tax withholding, FICA taxes withholding, subject to Social Security tax, and state and city income tax. BOH members are excluded from OPERS retirement system.

Starting with the payment on the Bill Schedule listed as 4<sup>th</sup> quarter 2014 payments; these will be processed through the county payroll system. Board members were instructed to submit the required forms to the office of Administrative Services.

### **Community and Environmental Health Services**

Eric Zgodzinski distributed a blue notebook to all Board members. The contents included the Strategic Plan, Quality Improvement Plan, a pre-loaded flash drive and other items.

He urged Board members to tour the third floor to see some building improvements, including the front desk area, which was encapsulated in glass. This was done for better employee flow and safety reasons.

Shannon Lands, PIO, has been very helpful. She is involved in various teams, working with personnel and demonstrating great leadership skills. She is the lead for the Northwest Ohio PIO group.

There will be an Environmental Health Spring Retreat on April 10, 2015. Some topics include mosquito borne diseases, Lyme disease and other interesting topics. The agenda is being assembled. Dr. Grossman mentioned that this is an excellent forum and other health departments in Ohio participate in this event. Staff members also receive CEU credits. Dr. Woodson urged Board members to attend this educational forum.

Eric Zgodzinski said he would present a Bed Bug report next month.

### Health Services

Barbara Gunning presented photographs of the basement clean up area. There was also water damage to the building, as well as to stored patient records. In the end the work space will be beautiful.

### Health in All Policies Project (HIAP)

Thirty individuals are being trained as Legislative Liaisons. There will be a Legislative Reception on April 21 from 8:00 until 9:30 at the Atrium of the State House. Afterwards, there will be a Public Policy Institute Conference, followed by a meeting with legislators. Barbara Gunning will be in attendance. Board members were invited to attend or to submit any questions regarding areas of interest. Dr. Woodson reminded everyone that the Board has an active Legislative Committee. Robert Reinbolt, Donald Murray and Barbara Sarantou serve on that committee.

### Opiate Abuse Prevention

Kristen Sheely, Health Planner/Biostatistician, is working on the opiate survey and it is ready for release. After its completion, Dr. Grossman and Scott Sylak will hold a press conference in the near future to talk about the opiate epidemic in Lucas County. There will be a kick-off summit in about one or two months. It will be funded by the Mental Health and Recovery Services Board.

### Patient Portal

Our patients now have on-line access of their medical care. It is to promote collaboration between the provider and the patient.

Shannon Lands will present about some of her activities. She is working hard to advertise our clinical services. Barbara Gunning distributed health services cards and pamphlets. Shannon said that the brochures and cards are being distributed to the community. This has opened up doors for future volunteer training. She explained the contents of the various flyers including all the services that we offer. An area we are looking to increase population is the Western Lucas County Clinic office. Shannon offered to Board members her services as a speaker.

### Teen Pregnancy

Carol Haddix, Health Educator, presented three slides on teen pregnancy and reported as follows. Our teen pregnancy rates along with the State rates have been decreasing at about the exact same rate. Teen pregnancy rates have decreased 37% for Lucas County over the last 13 years. The State decreased 43%. The highest teen rates are still 18 and 19-year olds, predominantly in east Toledo. The largest growth rate is in the 12 and 13-year olds in underserved areas.

The second slide is about the Health Needs Assessment and related data.

There are problems. Only youths were surveyed in TPS Schools and Springfield Schools, as they allowed the sexual health questions. Anthony Wayne School chose not to participate this time; they chose an alternative survey.

An upsetting statistic was that 36% of high school teenagers had 4 or more sexual partners. Looking at all youths and number of sexual partners, Lucas County had a rate of 21%, compared to 12% for the State. These are self-reporting numbers. It was noted that the average age for first sexual activity in Lucas County is 14.2 years.

Dr. Woodson noted that looking at the younger ages relative to increased numbers, there would likely be an increased incidence of cancer of the cervix for young women. This is also a sexually transmitted disease. There is a need to get the word out and a need to check these young women for cancer.

Carol noted that HPV vaccination rates are very low in Lucas County. Both she and Cindy McLeod, Public Health Nurse, are in discussions to address this problem. Other programs are in place to address this issue. They include the Personal Responsibility Education Program (PREP) and a YWCA Program Teen Outreach Program. Both she and April Snelling, Supervisor-Outreach, are working on securing a grant (\$500,000 to \$750,000) to reach 700 youths.

### **Health Commissioner's Comments**

Dr. David Grossman thanked the Environmental Health Issues Committee members for the work they did regarding the new sewage rules. We were glad to hold open discussions to receive everyone's input. Also, there will be new programs beginning in January. The Board will be kept apprised of financial matters and other items throughout the year.

### **Other Items**

Dr. Donna Woodson reminded Board members of the "Committee List" in their packets. Board members were asked to review the list and indicate their interest on serving on specific committees before the next Board meeting.

Donald Murray inquired about measles and who should be vaccinated as he had received a call from two fire departments. Dr. Grossman answered that booster shots are given to children only. He also noted that we are awaiting a lab result on a potential case of measles in Lucas County. We believe the result will be negative.

### **Public Health in the News**

Dr. Donna Woodson reported as follows: Dr. David Grossman has been in the news recently. There was a caricature of him in THE BLADE with a caption that read "You cannot eat the potato salad but it's okay to bathe in it". Dr. Grossman was a guest speaker at the Academy of Medicine Annual Dinner. He was an excellent speaker and included many positive comments relative to our Health Department. He did a good job representing our department at this important event. Several meetings have been held regarding the new sewage rules. It was important for all of us to take the time to discuss those issues.

Dr. Woodson reminded everyone about the next District Advisory Council meeting, which is scheduled on Wednesday, March 11, 2015 at 7:00 P.M. It will be held at the Springfield Township Administration Building, 7617 Angola Road, Holland, Ohio. She urged all Board members to attend.

**Adjournment**

Donald Murray made a motion to adjourn the meeting. Perlean Griffin seconded the motion. The motion passed unanimously. The meeting adjourned at 11:58 A.M.

**Signed:**

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**Dr. Donna A. Woodson, President**  
**Lucas County Regional Health District**

**Attested By:**

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**David Grossman, M.D.**  
**Secretary to the Board**