

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

October 22, 2015 – 8:30 A.M.

Swearing In Ceremony

Evy Jarrett, Prosecutor's Office, conducted the swearing in ceremony for Matthew A. Sapara as a new Board of Health member. Mr. Sapara is the representative from the City of Oregon and replaced A. Debra Nicotra. His term ends on July 2019. Dr. Donna Woodson provided some background information about Mr. Sapara's past work experience. Mr. Sapara is currently the Vice President of Advocacy and Government Relations at Mercy St. Ann's Hospital.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Donald Murray, Perlean Griffin, Robert Reinbolt, Matthew Sapara, Barbara Sarantou, Dr. Donna Woodson

Absent: Reynald Debroas, Mary Duncan, Matthew Heyrman, Hans Schmalzried, Dr. Christopher Sherman (all excused)

Guests: Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Evy Jarrett, Assistant Prosecutor; Margaret Day, ProMedica, and Monica Hajjar, MPH Students, UT/BGSU

Staff: Donna Fox, Mary Frank, Dr. David Grossman, Barbara Gunning, Shannon Lands, Joanne Melamed, Larry Vasko, Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Evy Jarrett, Dena Nowakowski, Cindy McLeod, Shannon Lands, Donna Fox, Margaret Day, and Monica Hajjar.

Minutes of September 24, 2015

The minutes of the September 24, 2015 meeting were reviewed.

The following suggestions for clarification were made: On page 1, last sentence, omit the word "program" after University of Toledo. On page 5, first sentence, add the word "contract" after term. On page 5 under J&FS Update, line 1, add "between the building and the employees" after Legionella. On page 7, under the Vision Program heading, line 2, change sentence to read: "We offer vision services during the summer both at the downtown and WLCC locations and some holidays at the downtown location when schools are not in session." There was agreement.

Perlean Griffin made a motion for approval of the above-noted changes. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Agenda

The swearing in ceremony for Matthew A. Sapara occurred prior to the roll call today. There were no other changes on the agenda.

Vouchers

Barbara Conover reported that the Audit/Finance Committee met on October 22, 2015 and reviewed the October vouchers. The committee found the October Bill Schedule to be satisfactory and recommended approval. Board members reviewed the October Bill Schedule.

Barbara Sarantou made a motion to approve the payment of the October vouchers. Perlean Griffin seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Old Business

Follow-Up Items

Dr. David Grossman said that there were no follow-up items. However, we have been working a lot on Federally Qualified Health Center (FQHC), and a couple of meetings have already taken place.

Prosecutor's Update

Roadhouse

Evy Jarrett reported that a few discussions regarding the Roadhouse case have taken place. Efforts continue toward placing this case back in court for a hearing date. Originally there was an agreement that would potentially resolve the matter, but the defendant failed to follow through with his part of the agreement. Eric Zgodzinski provided background information about this case.

House on Bonsels Street

There is a house on Bonsels Street that has been subject to litigation for the last couple of weeks. Eric Zgodzinski and Jennifer Gottschalk have done a good job in providing proper documentation on the problem with the raw sewage from the house and improper garbage disposal in the yard. Last week they met on a temporary restraining order; tomorrow there is a hearing for an injunction, followed ideally by a permanent injunction. A California corporation owns this property. As of yesterday there has been no communication from the property owner.

Federally Qualified Health Center (FQHC)

Barbara Gunning reported that Joanne Melamed and she were in Washington, D.C. last week to meet with others who also had brand new grants regarding FQHC. Looking at a bell curve, Lucas County appeared to place at the top. Some advantages that we had were: a building, infrastructure, providers, patients, electronic health records, etc. Topics at the meeting included board development, legal issues, compliance issues, fiscal issues, Quality Improvement (QI) and Strategic Planning. The sense was their desire to see us succeed.

Many resources were provided to us. Barbara Gunning reported on FQHC board development, recruitment efforts, communication efforts, slate of officers, etc.

Joanne Melamed commented that it was an excellent conference. The federal government has allocated \$11 billion toward the FQHC effort. This is part of the Affordable Care Act (ACA) and part of the Medicaid and ACA enrollment efforts. Barbara Gunning said that a funding opportunity became available that same day. Subsequently, we applied for a grant in the amount of \$59,000 for outreach and enrollment services. The work would be performed by two Community Health Workers. Barbara Gunning also reported that a new dentist was recently recruited with a start date of mid-November.

Matthew Sapara inquired about the method used to integrate the programs into the larger health care systems in the community. Barbara Gunning responded that formal agreements and contracts are being utilized with each of the health care systems.

Robert Reinbolt noted previous discussions about running out of space and asked if utilization of the Western Lucas County Clinic had increased.

Barbara Gunning replied that the clinic is now open five days a week due to additional health care providers.

Robert Reinbolt suggested that the Facility and Ad Hoc Committee meet to discuss future plans including next steps, space, programs and the future of the Western Lucas County Clinic. Barbara Gunning noted that part of the FQHC grant is to keep the Western Lucas County Clinic operational. Joanne Melamed added that should the clinic close, it would cause a significant reduction in grant dollars. Mr. Reinbolt noted that with the addition of added funding and programs, there should be an increase in utilization. Barbara Gunning agreed and stated that we are working on this issue and that one way is to hire additional Community Health Workers. It is our intent to expand our services and serve more folks in that area.

Barbara Sarantou suggested addressing these types of issues at the Strategic Planning meeting as these are long-term issues that warrant further discussion. Dr. Woodson agreed. She suggested that reports regarding actual numbers of encounters and patients should also be included in the Strategic Planning committee report.

New Business

Confirmation of New Employees

Larry Vasko reported that there was one newly-hired employee and three separations this past month.

Jessica Lupica was hired as an Account Clerk on August 31, 2015 at a rate of \$13.68 per hour. Carol Fisher, Medical Assistant, retired on September 30, 2015. Kristin Sheely, Health Planner, resigned effective October 2, 2015. Marrisa Allison, Clerk 1, separated due to probation/termination, effective October 13, 2015. Dr. David Grossman reported that an exit interview was conducted for Carol Fisher and Kristen Sheely. Mary Duncan participated in the exit interviews.

Donald Murray made a motion to accept the report. Barbara Sarantou seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Robert Reinbolt inquired about the status of employees under FQHC. Larry Vasko explained that the FQHC board would mainly have authority over the director of the FQHC, the rest of the employees are strictly Health Department employees. Barbara Gunning stated that this is also spelled out in the co-applicant agreement.

Environmental Health Issues Committee

Dr. Donna Woodson announced that there would be Board action in terms of the third and final reading of the 2016 Food Fees and other fees. We have just learned that the State of Ohio plans to increase some of their fees after the first of the year. There will be a roll call vote on each of these items.

Donald Murray explained that there are three segments related to those items including food fees and other fees. This includes a public hearing, a third and final reading and passage on all fees. Mr. Murray asked if there were any members from the public who wish to make a presentation. There were none.

Eric Zgodzinski noted that proper notifications were made regarding the public hearing and the third and final reading of the 2016 fees. Donald Murray asked if any Board members had received inquiries relative to food fees. Dr. Woodson replied negative. Mr. Murray entertained a motion to close the public hearing as it relates to 2016 fees.

Motion – Public Hearing

Robert Reinbolt made a motion to close the public hearing as it relates to all of the 2016 fees. Perlean Griffin seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Eric Zgodzinski noted that the Licensing Council Committee had met this morning and passed the fees as advertised.

Motion – 2016 Food Fees - Third and Final Reading

Darlene Chaplin made a motion for the third and final reading of the fees as previously approved by this Board, with anticipated increases by the State of Ohio in their “State Fee” effective January 1, 2016. These increases will be \$25.00 for each of the following permits under Sewage Treatment, Household Permits: new household permit, for replacement permit, and for alteration permit. Perlean Griffin seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Motion for Passage of all Fees for 2016

Robert Reinbolt made a motion for passage of all Fees for 2016 as presented under the 2016 Proposed Fee Schedule. Perlean Griffin seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Darlene Chaplin made a motion to accept the committee report. Perlean Griffin seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Board members wanted to ensure that everyone including District Advisory Council (DAC) members become aware of these anticipated increases. Information will also be posted on the Health Department website www.lucascountyhealth.com

Donald Murray announced that the Ohio Township Association issues a newsletter and information will also be available to everyone regarding these changes.

Personnel Committee

Dr. Donna Woodson stated that the issue regarding employee survey would be reviewed by the Personnel Committee. Robert Reinbolt said that the committee would set up a meeting soon.

Facility Committee

Barbara Conover reported that the committee did not meet this past month, there is no report.

Audit/Finance Committee

Barbara Conover reported that the committee met on October 20, 2015 and reviewed the following items: September 2015 Financial Status, October Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: FQHC Reporting

We received 4 notices of award:

1. Partnership to Improve Community Health (PICH) Corner Stores - \$98,839
2. Partnership to Improve Community Health (PICH) Smoke-Free Housing - \$125,000
3. Refugee Health Services Program - \$70,218
4. Minority Health Month - \$8,000

We have 7 pending grant applications:

1. Immunization Action Plan - \$171,765
2. Dental Sealant Program - \$76,660
3. Sexually Transmitted Diseases - \$49,568
4. HIV Prevention - \$285,039
5. Creating Healthy Communities - \$125,000
6. Health Center Outreach and Enrollment Assistance FQHC Supplemental - \$59,000
7. Ohio Chapter 2016 Program – Centering Pregnancy - \$35,000

Contracts

There are 8 contracts in the month of September:

1. Hospital Council of Northwest Ohio – Smoke-free policies - \$125,000
2. Hospital Council of Northwest Ohio – Healthy Corner Stores - \$89,839
3. Geophyta, Inc., - \$12,000
4. ProMedica Toledo Hospital – No economic impact
5. United Way of Greater Toledo – MOU – 211 Call Center – No economic impact
6. Commission on Minority Health - \$8,000 – General Fund match of \$1,600.00 is required.
7. Commission on Minority Health - \$52,000 – General Fund match of \$10,500 is required.
8. Ohio Department of Health – Ebola monitoring – Pro-rata basis

Other Items – Transfers of Appropriations

A transfer reallocates funds from one cost object to another. Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of September 2015 in the ordinary course of business. Total transfer is \$338,029.89 consisting of changes in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of September 2015 in the amount of \$2,800,501.08. This represents revenue estimate and appropriation of new dollars and changes to existing dollars for the ODH Tobacco Environmental Policy. ODH Tobacco Youth Outreach, Child and Family Health Services 2015, Healthy Start Year 2, WIC 2016, CDBG Rodent Control 40th Year. Healthy Start Year 1, Minority Health 2016, HCNW PICH Smoke Free Housing Year 2, Personal Responsibility Education Program 2015, and E H R Incentives 2015.

Perlean Griffin made a motion to approve both resolutions. Matt Sapara seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Other Items – FQHC Reporting

A FQHC new fund has been established. Joanne Melamed will cover this item under her report.

Barbara Sarantou made a motion to approve the committee report. Matt Sapara seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

DIVISION REPORTS

Health Services

Barbara Gunning introduced Donna Fox, Health Planner, whose primary role is coordinator of the Shots 4 Tots and Teens program.

Donna Fox provided a powerpoint presentation. The Shots 4 Tots program began in 1992. In 2013 the State changed its policy regarding the payment of childhood immunizations. It would no longer provide free immunizations, except for those who qualified. The insurance companies would be responsible for the cost. Consequently, our Health Department may bill insurance companies for immunizations for children. Services are very competitive. We must continuously be convenient for people and provide the best service and care available to them. This would make it easier for folks to make the time to get immunized. A response to the 2015 Shots 4 Tots and Teens Patient Survey indicated that 45% of folks indicated that making time to get their child immunized was a primary problem.

Barbara Gunning reported:

Centering Pregnancy

The Health Department was awarded \$20,000 for a Centering Pregnancy initiative from the United Way of Greater Toledo. These funds will be used toward becoming a certified organization.

Dorian Mundy

Dorian Mundy is in charge of a Personal Responsibility Education Program (PREP) grant, which is a teen development grant. She spoke at Start High School about pregnancy prevention, STD/HIV prevention, and healthy relationships. She was asked to sit on their advisory committee for the Life Skills Department. She also presented on Career Building Skills to students at the Upward Bound Program at UT.

Safe Sleep

Zyishia Bailey trained 23 Community Health Workers and care coordinators on October 1st in safe sleep and back to sleep practices.

Minority Health

Celeste Smith is becoming more involved in mental health issues because that is one of our top health priorities in Lucas County. She attended the 4th Annual "1 in 3...Could It Be Me?" event at Cedar Creek Church. She also attended the NAMI Hispanic/Latino Leadership Breakfast on October 2nd and NAMI's Annual African American Forum at Warren AMC Church on October 7th.

HIV Prevention

HIV/STD prevention staff performed HIV and Hepatitis C rapid testing at the Correctional Treatment Facility. A total of 30 women were tested for HIV, and 8 female injection drug users were tested for Hepatitis C of which 3 were positive.

Larry Vasko added that the Syringe Exchange Program (SEP) is a much needed tool in the community. This would help slow down Hepatitis C and HIV spread. We plan to make the Syringe Exchange Program an agency goal for 2016.

Barbara Gunning announced that one of our students would conduct a survey with HIV drug users on their perception about a syringe exchange program. She met with Councilwoman Lindsay Webb earlier this week on this item. Our agency will also be represented on a newly-formed task force to deal with this problem. Jerry Kerr and Donna Fox are drafting a business plan, which will be presented to Board members. Barbara Gunning said she plans to write for some grant dollars/funding from our community partners. More to come.

Administrative Services

Joanne Melamed reported on the following items:

Tent City

This Saturday the Health Department will again participate in the annual Tent City event for the homeless. Medical services, adult immunizations and flu vaccinations will be available. Our Vital Statistics Office is very involved in this effort. Contributions for this event are provided by our community partners, as well as our staff members. This year, funds are short by approximately \$2,500.00. If the Board is in agreement, a suggestion is to charge only \$13.50 for a birth certificate versus a regular charge of \$25.00. The State of Ohio receives \$13.50 for each birth certificate. The result of charging \$13.50 per certificate would allow for the issuance of approximately 117 birth certificates versus 53.

Joanne Melamed asked the Board to consider a motion to waive \$11.50 (Health Department portion) for issuance of a birth certificate. This would be a one-time event and only for folks who are Tent City participants.

Matt Sapara made a motion that the Board waive \$11.50 (Health Department portion) for issuance of a birth certificate for individuals who are Tent City participants only. Donald Murray seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

FQHC Reporting

A FQHC fund has been established. All medical programs are represented in the FQHC fund. All reimbursements for medical services are considered program income during the duration of the grant period. Based on past practice, accounts receivables are collectible for 6 months. Our billing policy allows for customers to pay up to 2 years on their delinquent accounts. But in reality the accounts receivable are successfully collectible within the first 6 months after date of services. August and September 2015 financial information was reported for both locations. We are tracking billable visits, gross charges, payments received, adjustments, and net accounts receivables. These numbers will be revised for 6 months to reflect net accounts receivable. Based on the number of billable visits, we feel optimistic in reaching the goal of 24,800. The committee looked at the Profit/Loss Comparison on a cash basis identifying income from medical services and expenses for staff, supplies, and other materials.

The following reports were presented for both locations: Clinic Usage – August/September (All programs by visits and charges); Profit/Loss Comparison – January to date; and Billable Visits by Month – January-December 2015, including projected figures. Joanne Melamed explained the reports in detail.

Dr. David Grossman said that our goal was to get FQHC status for numerous reasons. They include better billings, additional providers, Medicaid, patient increase, etc. Our clinic usually runs on a deficit; however, this will improve our financial situation.

Community & Environmental Health Services

Eric Zgodzinski reported on the following items:

Job & Family Services Building (J&FS) - Update

We are looking at the concept of either going to Columbus and/or drafting some sort of regulation locally to help with the issue next year of potential Legionella concerns in cooling towers. Evy Jarrett, Assistant Prosecutor, is currently assisting our department on this issue. An Environmental Health Committee meeting will be scheduled soon to address this issue.

Hearing on Smoking Issue

There will be a hearing on a unique smoking issue regarding retaliation. It started when an individual made a complaint to the Health Department. Our agency made an investigation and shortly afterward the individual lost his job. We are now in the process of working with the Prosecutor's Office to hold a hearing on this matter. The first violation would be a warning letter followed by potential monetary fines. Dr. Grossman provided details. It appears that when the individual was let go it was pretty contiguous timewise as to when he made the complaint, and that is why the staff made the decision to "call it" retaliation.

Administration reviewed the details and found some validity to it, including nuisances at the same location. Larry Vasko added that we have also been in contact with Columbus, the Attorney General's Office and local prosecutors regarding this case.

Public Health Accreditation Board (PHAB) Accreditation – Board of Health

Board members received training last month regarding PHAB accreditation. This month Board members received a PHAB Documentation Binder. Eric Zgodzinski explained the reasoning behind PHAB. He said the PHAB accreditation process started two or three years ago. In Ohio, there is a regulation that states that all health departments must be accredited by 2020. We are in the process of meeting those requirements. This process is also tied into our Strategic Plan. Eric Zgodzinski reviewed the PHAB requirements with Board members in detail.

It covers Domain 12 Documentation:

- Authority to Conduct Public Health Activities – Chapter 3707: Board of Health- 3707.01 Powers of Board – Abatement of Nuisances
- Authority of the Governing Entity- Chapter 3709: Health Districts
- Chapter 3709.21 Orders and Regulations of Board of General Health District
- Other documents – Bylaws, Merger Agreement

Board members were instructed to review these documents in preparation for a site review, which will take place within one and a half years. Board members will also participate in a mock site review prior to the formal site review. Board members will be asked about the Health Department in general, but mainly, about Domain 12 and the Board's roles and responsibilities.

Our next discussion will center on Strategic Planning, as part of the site visit.

Mr. Zgodzinski announced that both he and Brandon Palinski plan to apply to become site reviewers for PHAB.

PIO/Marketing Update

Shannon Lands, PIO, reported on the following items:

Adult Immunization/International Travel

One of our newest marketing efforts includes launching our adult immunization and international travel clinic. Mary Sheehy will head this up. We have also developed a newly created trifold brochure targeting travel agencies, colleges, etc. A 30-second commercial was also developed. It will air on Channel 13.

2016 People of Vision Award Dinner

Shannon Lands is helping to plan the next award dinner to be held on March 24, 2016. William Rudolph of Rudolph Libbey group and Dr. James Ravin will be honorees. This year the chairman is Dr. Imran Andrabi with Mercy Health Partners. The Health Department is proud to be a Corporate Table Sponsor and has purchased a table at \$250 a seat for this event. Board members were invited to attend.

Manhattan Restaurant Inspection

Channel 13's Tony Geftos accompanied Sanitarian Jeffrey Boemah on a thorough inspection at the Manhattan Restaurant in Toledo. [The restaurant agreed to this in advance.] The film clip will air on October 29.

Moms Everyday Update

This month Mary Sheehy, Public Health Nurse, will present on our flu clinics, adult vaccinations, and travel vaccinations on Channel 13. Digital analytics were provided; figures increased from last month. This item is being tweaked to utilize the best advertising avenue.

Healthy Start's Debut at Whitehouse

Commuter advertising (TARTA) shared the Healthy Start vignettes at the Whitehouse during the First Lady's "Better Make Room" campaign. The vignettes play in 152 TARTA buses twice an hour. This is a campaign that promotes kids going to college.

Multicultural Marketing

Lucas County's multicultural numbers have increased from the 2010 to 2014 census. Future plans include developing a marketing plan to target individuals in order to accommodate them regarding services.

Healthy Corner Store Update/Safe Kids Greater Toledo

Melissa Hollenbeck, Health Educator, works in our Health Corner Store program. Another healthy corner store opened yesterday. There are now 21 healthy corner stores that are open in Lucas County. Melissa did an interview for Safe Kids Greater Toledo; she is the president-elect, Toledo Childrens' Hospital is the lead agency.

Health Commissioner's Comments

Dr. David Grossman stated that flu shots are still available to all Board members.

The Health Commissioner spoke at a career day event at the UTMC facility. The audience consisted of PhD's and MPH-type students. A list of various careers in public health and an overview of Health Department activities was provided.

Senator Edna Brown sent a letter of commendation to Dr. Donna Woodson for submitting a successful grant application for additional funds for our Local Minority Health program. This will allow for health promotion activities for Minority Health Month in April 2016.

There was a news item in the BLADE regarding the end of Algae testing for the season. We did very well with information that was posted as well as being open and transparent regarding algae testing this past season.

Other Items

Robert Reinbolt shared his concerns with Board attendance, division reports and length of meetings. He suggested minimizing these reports and/or future discussion on this item.

Dr. Donna Woodson agreed and said she would entertain ideas and suggestions. They could include giving reports quarterly, every other month or alternate division reports.

Dr. Woodson spoke about the fact that there have been discussions about strategic planning and the possibility of an agency name change. Larry Vasko said that the name might be changed from Toledo/Lucas County Health Department to Toledo/Lucas County Public Health. It would explain that our mission is public health and that we are the backbone of public health in the community. Future discussions on this may be indicated.

Public Health in the News

Dr. Donna Woodson reported that Dr. David Grossman has been in the news recently regarding flu vaccinations.

There was discussion about holding our next Board meeting at the Western Lucas County Clinic in Holland, Ohio. However, we were informed that remodeling work is ongoing and that we cannot comfortably meet there yet.

Next Meeting

The next regular Board of Health meeting will be held on Thursday, November 19, 2015 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

With there being no further business, Barbara Sarantou made a motion to adjourn the meeting. Perlean Griffin seconded the motion. The motion passed unanimously. The meeting adjourned at 11:05 A.M.

Signed:

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

Attested By:

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