

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

December 11, 2014 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Mary Duncan, Perlean Griffin, Matthew Heyrman, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman, Dr. Donna Woodson

Absent: Reynald Debros and Donald Murray (both excused)

Guests: Cindy McLeod, ONA Representative; Jennifer Gottschalk, Union Steward, AFSCME; Kevin Pituch and Jim Walter, Assistant Prosecutors; Alia Kadri, Quality Assurance Coordinator, new employee

Lloyd Pant (Automatic Septic & Wells); Duke Wheeler (Whitehouse Tree Farm); Andy Vargas (Andy's Excavating & Sewer); Laura Vargas; Keith Marksch (Marksch Excavating, LLC)

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

Dr. Donna Woodson, President, called the meeting to order. Dr. Woodson asked that those individuals who are present for the hearing today to sign in.

Introduction of Guests

Larry Vasko introduced Cindy McLeod, Jennifer Gottschalk, Kevin Pituch, Alia Kadri, Lloyd Pant, Duke Wheeler, Andy Vargas, Laura Vargas, Keith Marksch, Jerry Bingham, Josh Niese, Dave Miller, and Shannon Lands. Jim Walter will arrive later.

Minutes of October 23, 2014

The minutes of the October 23, 2014 meeting were reviewed. Mary Duncan made a motion to accept the minutes as written. Perlean Griffin seconded the motion. A vote was taken of those present. Motion carried.

Minutes of Special Board Meeting of December 2, 2014

The minutes of the December 2, 2014 Special Board meeting were reviewed. Mary Duncan made a motion to accept the minutes as written. Robert Reinbolt seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson announced that in order to accommodate our guests, the issue of Environmental Health 2015 Proposed Fees – Public Hearing would be moved up on the

agenda. Then the Board will go into executive session followed by Environmental Health Issues Committee report. There was agreement.

Environmental Health 2015 Proposed Fees – Public Hearing

Eric Zgodzinski made initial comments and stated that the fees are the same and have not changed since the last regular Board meeting in October. A public hearing will be held today and everyone will be given three minutes to comment.

Duke Wheeler

Duke Wheeler noted that a meeting was held yesterday (December 10) and that he came here today to see what was said about that meeting. The meeting dealt with new Sewage rules/changes to be effective January 1, 2015. He said he installed a septic tank in June of this year and now would owe \$85.00 on December 4. He is concerned about that.

Eric Zgodzinski indicated that Mr. Wheeler had received the \$85.00 bill, due to a clerical error and staff turnover. Mr. Wheeler asked how many others had received that same letter and what action the Health Department is taking to notify the consumer that they do not have to pay that fee. He felt that everyone who received a letter in error should receive an explanatory letter. Mr. Zgodzinski replied that a couple of people were already given reimbursements. The clerical issue has been addressed. Dr. Woodson announced that if anyone hears of anyone else receiving a letter inappropriately, to contact Eric Zgodzinski.

Keith Marksch

Mr. Marksch said that he installs septic tanks in the county. He said that his main concern dealt with page 25, paragraph 4, of the proposed rules. It states a registered Sanitarian employed by the Board of Health is capable of doing the soil evaluations that are required.

A problem was noted regarding receiving site plans and site designs in a timely manner in Sandusky. Currently, in Lucas County these documents are provided more timely. The new rules might affect home sales and cost, due to the requirement of using a soil evaluator. Eric Zgodzinski noted that the Health Department charges \$300 for a soil evaluation (for new construction); it is not a free service. Mr. Wheeler indicated that he never had to pay for a replacement system. Mr. Zgodzinski noted that the Health Department would now be required to do soil evaluations for new installations.

Mr. Wheeler recommended tabling this issue, citing it was too quick to implement and it would have an adverse effect on the community. He stated that he did receive a list of potential contractors; however, he would be reluctant to put any contractors on a list unless they were vetted. Eric Zgodzinski responded that this is only a list of contractors; people do not have to use it. Matt Heyrman clarified that Mr. Wheeler referenced a list dealing with soil evaluators and site designs.

Andy Vargas

Andy Vargas said he is an installer for septic tanks and leach fields and today's meeting is about the fees going up outrageously and all of a sudden. He said he did not recall receiving a letter in the past relative to license fee increases and felt that the Board raises fees at its discretion.

Dr. Donna Woodson objected and noted that the Board must follow State statutes. The Board discusses these types of items very carefully and often over a period of several months.

Mr. Vargas asked if the Board notifies contractors when fees are increased and how much notice is given before the increase. He also stated a concern with the amount of fees Lucas County charges, compared to other counties. Eric Zgodzinski replied that everyone who would be impacted is notified, fee increases are discussed at Board meetings, and our sanitarians also give reminders to individuals. They are also notified of public hearings. Matt Heyrman noted that today's fees are not slated to be increased. Mr. Zgodzinski noted that our Health Department is one of the few health departments that conduct designs and soil evaluations. Perhaps, the fees should be higher.

This will likely be a Board decision. This item needs further discussion as it is a liability and an un-mandated item.

Matt Heyrman felt that some of these items are being co-mingled and involve multiple issues. The issues discussed today are issues about operational change and the way the Health Department allows for the design of septic systems. It has nothing to do with the fee structure. This item will come up later in our meeting under discussion about rule changes related to the county. He will propose that certain portions of that be tabled and said that it is a good idea to hold stakeholder meetings.

Laura Vargas

Laura Vargas said she did not think people would oppose paying \$340. Maybe charging a few hundred dollars on a permit would be better than having to wait for a site design plan from a company.

Dr. Woodson thanked everyone for their comments. The Board has not had a chance to digest all information that was presented at yesterday's meeting.

Motion

Dr. Christopher Sherman made a motion to conclude this hearing. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Motion

Robert Reinbolt made a motion to accept this as a public hearing. Mary Duncan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Matt Heyrman said there are three different issues to address: fee structure, passage of new regulations and site design. Dr. Grossman noted a fourth issue—the O&M Program.

Mr. Heyrman felt that securing a "buy-in" from the various contractors/groups and stakeholders regarding the new rules is necessary. Dr. Grossman said he would be willing to talk to County Commissioners, members of the realtors and other stakeholders about details of the new rules.

Environmental Health 2015 Proposed Fees – Third and Final Reading

Motion

Robert Reinbolt made a motion that the Board pass all Environmental Health program fees, except Household Sewage Fees, and to continue with the 2014 Environmental Fees. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Executive Session

Dr. Christopher Sherman made a motion that the Board go into executive session to discuss the union contract and pending litigation. Barbara Conover seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The following individuals were asked to stay: Dr. David Grossman, Larry Vasko, Jim Walter, Joanne Melamed, Dave Miller and Barbara Gunning. The Board went into executive session at 10:02 a.m. and returned to regular session at 10:32 a.m.

Motion - ONA

Robert Reinbolt made a motion that the Board accept the recommendations of the terms of negotiations with the Ohio Nurses Association (ONA) as discussed. Darlene Chaplin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Motion - ONA

Robert Reinbolt made a motion that the Board accept the Ohio Nurses Association (ONA) contract. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Motion – Road House

Robert Reinbolt made a motion that the Board accept a negotiated settlement vs. a continuation in court on the Road House issue. Perlean Griffin seconded the motion. A roll call vote was taken: 8 yeas, 2 nays (Mary Duncan, Barbara Sarantou). Motion carried.

Environmental Health Issues Committee

Matt Heyrman reported that we did hear about our regulations due to the changes in State law coming up for renewal, so administration proposed new regulations supplemental to Ohio Administrative Code (OAC) 3701-29. The committee recommended accepting them. Mr. Heyrman suggested acceptance of the rules and tabling the supplemental.

Motion

Robert Reinbolt made a motion that the Board accept the OAC Chapter 3701-29 Sewage Treatment System Rules. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Robert Reinbolt made a motion to accept the committee report. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Matt Heyrman asked if he could make a motion that administration holds a stakeholder discussion regarding the Operational Maintenance Program and the design soil testing. Stakeholders will include service providers, septic haulers, septic installers, and a representative from the local business community, a consumer representative, an elected

official and a Board member. Dr. Grossman said that a motion is not needed; this would be a directive from the Board with a follow-up report. There was agreement.

Vouchers

Dr. Christopher Sherman said that the Audit/Finance committee met on December 2, 2014. Board members reviewed the Bill Schedule. There will not be any more bills for the rest of the year. The committee found the Bill Schedule to be satisfactory and recommended approval. Robert Reinbolt made a motion to approve the payment of the November and December vouchers. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Old Business

Follow-Up Items

None

Prosecutor's Update

This item already addressed.

ABLE - Lead Ordinance

Dr. David Grossman reported that this item is at a standstill. Attorney Bob Cole from ABLE was working on specific language in the Lead Ordinance. The Health Department has indicated its commitment to do whatever necessary to obtain passage of this important ordinance.

Federally Qualified Health Center (FQHC)

Dr. Grossman reported that FQHC is an ongoing project. The FQHC application was submitted and we are 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.

New Business

Confirmation of New Employees

Larry Vasko reported that that there were 10 new employees and 2 separations.

Khayla Finnegin was hired as a Secretary (new position) on September 10, 2014 at a rate of \$19.25 per hour.

Channel Boyd was hired as a Community Health Worker on October 27, 2014 at a rate of \$12.00 per hour.

Shannon Bailey was hired as a Marketing PIO Coordinator on November 3, 2014 at a rate of \$27.403 per hour.

Mona Overmyer was hired as an Optician P/T on November 3, 2014 at a rate of \$20.00 per hour.

Celeste Smith was hired as Minority Health Coordinator on November 12, 2014 at a rate of \$27.00 per hour.

Lauren Liebich was hired as an Epidemiologist on November 17, 2014 at a rate of \$19.31 per hour.

Alia Kadri was hired as Quality Assurance Coordinator on November 24, 2014 at a rate of \$21.55 per hour.

Daniel Baker was hired as Community Response Planner on December 2, 2014 at a rate of \$21.88 per hour.

Faynette Brown was hired as Clerk II on December 8, 2014 at a rate of \$14.48 per hour.

Steven Coleman was hired as Clerk 1 on December 8, 2014 at a rate of \$10.05 per hour.

Andrea Myers, Clerk I, retired effective November 30, 2014.

Steven Coleman, Clerk 1, resigned effective December 9, 2014.

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

Personnel committee

No report.

Facility Committee

No report.

Audit/Finance Committee

Dr. Christopher Sherman reported that the committee met on December 2, 2014 and reviewed the following items: October 2014 Financial Status, November-December Bill Schedule, Purchasing Policy Exceptions, Grant Funded Programs, Contracts, and Other Items - Transfers of Appropriations, Prescription Eye Wear, Vehicles, and 2015 General Revenue Fund Final Budget/Environmental Fees Budget.

Review – Purchasing Policy Exceptions

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 November 1, 2014. Additional items will be added monthly.

Grant Funded Programs

Total applications in the amount of \$4,597,653 for 2014 fiscal years and during this same time period we were awarded \$4,381,721 in funding. Total applications in the amount of \$9,446,311 for 2015 fiscal years and during this same time period we have been awarded \$7,104,303 in funding.

We received 6 notices of award:

1. Sexually Transmitted Disease - \$49,238.
2. HIV Prevention - \$285,039
3. Sixty-Plus Clinic - \$53,905
4. Safety Net – \$70,000
5. Creating Healthy Communities - \$125,000
6. Infant Safe Sleep Ambassador Program - \$600

We have 7 pending grant applications:

1. Immunization Action Plan - \$161,165
2. Dental Sealant Program - \$75,000
3. Medical Reserve Corps - \$3,500
4. Partnership to Improve Community Health - \$47,970
5. Affordable Care Act New Access Point for an FQHC application - \$650,000
6. Pathway HUB - \$25,000
7. Preventing Obesity, Diabetes, and Heart Disease and Stroke in Ohio Communities - \$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.

Contracts

There are 15 contracts in the months of November and December:

1. Jiunn-Jye Sheu – REEP Evaluator (Local Office for Minority Health).
2. Scott Strahl – amendment of original contract.
3. Weber O’Brian, Ltd - \$25,500
4. The University of Findlay – Conflict Resolution Workshop
5. SID Network of Ohio - \$600
6. YWCA-NOW and Susan G. Komen Breast Cancer Education and Early Detection Program
7. TParker &Co. - \$1,875
8. TParker&Co - \$5,000
9. University of Toledo - Healthy Start - \$53,293
10. Hospital Council of NW Ohio – Healthy Start - \$155,094
11. Pathology Laboratories - \$50,000
12. Pathology Laboratories – not to exceed \$10,000
13. Brightside Academy Head Start / Early Head Start MOU
14. Board of County Commissioners – TB Control Unit - \$40,000
15. Triversified, LLC - \$28,800

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 October and November 2014 in the ordinary course of business. Total of transfers were for \$106,465.79 and \$234,384.43, respectively, 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 October and November 2014 in the amounts of \$9,806.05 and \$-32,429, respectively for revenue estimates and expense appropriations. This represents adjustments in revenue estimates and appropriation for programs such as Refugee Health Screenings, HIV Prevention, Creating Healthy Communities, CFHS, EHR Services,

PREP, Immunization Action Plan, STD Prevention, and Infant Safe Sleep Ambassador Program.

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

Other Items

Prescription Eye Wear

Dr. Sherman reported as follows:

Administration introduced new fees for making available prescription eye wear and contact lenses to Health Department patients and staff. The charge for eye wear would be \$25 over cost of frames for prescription eye glasses, and \$10 over cost of contact lenses. Board Resolution is required to approve new fees.

Motion

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

Dr. Sherman announced that this benefit will also be available to Board members.

Vehicles

Administration requested to replace 1998 Jeep Cherokee and 1993 Jeep Cherokee. Existing vehicles would be sold on Govdeals.com. Two quotes were obtained. The approximate cost to replace vehicles would be around \$53,965. The replacement cost is budgeted in 2015 General Fund and Environmental Fee Fund budgets.

2015 General Revenue Fund Final Budget/Environmental Fees Budget

We need to pass our 2015 general revenue fund final budget, which amends our March budget that we passed. Also, we need to pass the Environmental Fees budget for 2015.

There were some changes as far as the line items.

Joanne Melamed said that if we had the O&M program, it was going to be supported partially by the general fund budget and partially based on the \$30 fees; it would be supported out of the environmental fund. And it was suggested to do it as an advance; a line item would be provided. An advance would allow for the environmental fund to borrow the fees from the general fund, in order to support the program. If the Board does not plan to support the program in 2015, then there will be no advance.

Robert Reinbolt said if we approve the budget today, that would still allow for the discussion of the O&M Program later on.

Motion

Mary Duncan made a motion to approve the 2015 General Fund Final Budget and the Environmental Fees Budget, except the O&M Program. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Mary Duncan made a motion to approve the committee report. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Review of Allocation of Governmental Shares

Dr. David Grossman reported that a review of Allocation of Governmental Shares had taken place and a decision was made to keep the present allocations in place for 2015. The Agreement indicates that this review process may occur every five years; however, it was felt that this item may be reviewed every two years. That can be a Board directive to review this item every two years. No motion is needed.

Motion

Robert Reinbolt made a motion that the Board accept the current allocation of governmental shares to remain for 2015 as is. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Contracts

There were no additional contracts.

DIVISION REPORTS

Health Services

Barbara Gunning reported as follows.

Safe Sleep

Zyisia Bailey, Health Educator, was awarded an Infant Safe Sleep Mini Grant from the SIDS Network of Ohio.

Human Trafficking

Mary Jay leads our Human Trafficking Coalition in Lucas County and they just received a grant from Health and Human Services (HHS). It is for a Regional Coalition Coordinator working in 15 counties, identifying individuals who have been victims of human trafficking. We are also investigating the establishment of a voluntary home for runaways.

Dr. Vidja Ramanathan

Dr. Ramanathan was recently honored at the Freedom House in Detroit, Michigan. She provides medical exams for asylum seekers.

Shots for Tots

In October, Shots 4 Tots provided 739 vaccinations to 306 children at five clinics.

Minority Health

At the November meeting of the Commission on Minority Health, Dennis Hicks and Aba Arthur presented on the topic of obesity a review of local, state and national obesity data and discussed policy options for addressing the obesity epidemic in Lucas County.

OPHA Conference

Barbara Gunning chaired the statewide public health nursing conference entitled, “Trends, Tools and Topics Shaping Public Health Nursing” in Columbus.

Infant Mortality Summit

Seven employees attended a two-day Infant Mortality Summit on December 3 and 4.

Certifications

Zyishia Bailey and DaShe’ Frieson are now Certified Tobacco Treatment Specialists.

HIV Prevention

The HIV presentation staff participated in a “bar crawl” in Bowling Green on December 2nd and handed out safer sex supplies and HIV/STD prevention materials.

Grant Awards

We received four grant awards: Dental Sealant - \$71,250; HIV Prevention - \$285,039; STD Prevention - \$49,238 and Creating Healthy Communities - \$125,000.

Tobacco Prevention

In September, Kristen Sheely attended the Baby & Me – Tobacco Free program facilitator training.

Administrative Services

Joanne Melamed reported as follows: Two items have been worked in the Information Technology departmental in the General Fund:

Electronic Health Records Storage System – OnBase

There is a need to go electronic records for all records. In order to make records freely accessible from the computer, reduce storage costs and automate retention and records management, an enterprise content management (ECM) system will be implemented throughout the agency. The system that will be used is called OnBase.

Website

The Health Department website will be updated. The first phase will deal with an application that we can use on smartphones and android devices. The second phase will include integration with other departments, e.g., patient portal.

Community and Environmental Health Services and Strategic Planning Update

Eric Zgodzinski said that Craig Krajewski and James Moriarty will present next month on the topic of bed bugs. Three employees received valuable training at the MidAmerican Regional Leadership Institute. Regarding the CASPER Project, the final draft of the paper is almost complete and will be published soon. It will be available for Board review the first of the year.

Other Items

Larry Vasko said that last month, Board members received a CD on Board Training. Board members will also receive a CD for 2015 Board Training. Dr. Woodson felt that this is a

good idea to utilize the CD for Board education and training. Board members will receive CEU's.

Health Commissioner's Comments

Dr. David Grossman wished everyone Happy Holidays.

An invitation was extended to Board members to the Holiday Get Together on Thursday, December 18. This year the event will be held at the Capers Restaurant on S. Byrne Road.

This is the middle of the flu season. This year, the vaccine is not perfect. We still encourage everyone over the age of 6 months to get vaccinated.

Public Health in the News

Dr. Donna Woodson reported that the Food and Drug Administration has established a new food labeling rule. Businesses with more than 20 locations, including restaurants, movie theaters, and self-serve food bars at grocery stores, will have to have calorie counts next to the menu items. Vending machines will be included later on.

Adjournment

Robert Reinbolt made a motion to adjourn the meeting. Barbara Conover seconded the motion. The motion passed unanimously. The meeting adjourned at 11:38 a.m.

Signed:

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

Attested By:

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