

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

**August 27, 2015 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Mary Duncan, Donald Murray, Perlean Griffin, Matthew Heyrman, Barbara Sarantou, Hans Schmalzried, Dr. Donna Woodson

*Absent:* Reynald Debroas, Robert Reinbolt, Dr. Christopher Sherman (all excused)

*Guests:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor

*Staff:* Mike Allison, Mary Frank, Barbara Gunning, Alia Kadri, Shannon Lands, Joanne Melamed, Brandon Palinski, Larry Vasko, Eric Zgodzinski

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

**Introduction of Guests**

Larry Vasko introduced Kevin Pituch, Alia Kadri, Shannon Lands, Cindy McLeod, Dena Nowakowski and Brandon Palinski.

**Minutes of July 23, 2015**

The minutes of the July 23, 2015 meeting were reviewed. The following suggestions were made: On page 9, last paragraph, change “exception” to “exemption”. On page 10 line 1, omit “...who take care of children...” after the word “...doctors...”. There was agreement.

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

**Agenda**

Dr. Donna Woodson announced that there were no changes on the agenda.

**Vouchers**

Mary Duncan reported that the Audit/Finance Committee met on August 25, 2015 and reviewed the August vouchers. The committee found the August Bill Schedule to be satisfactory and recommended approval. Board members reviewed the August Bill Schedule.

Donald Murray made a motion to approve the payment of the August vouchers. Mary Duncan seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Old Business**

**Follow-Up Items**

### Legislation on Immunizations

Barbara Gunning reported that last month there was a brief discussion regarding mandatory immunizations for pre-school children. The legislation was enacted last March. This is a mandatory requirement that all pre-school children receive their immunizations prior to attending school. The requirements also cover regular day care centers and home day care centers. The legislation contains a list of required immunizations as well as requirements on the medical statement. This is a positive thing for us. (A copy of the legislation was provided.)

### Federally Qualified Health Center (FQHC)

Barbara Gunning reported that we had received a notice a few months ago that our FQHC grant was not funded. However, at our last FQHC meeting we were notified that we were successful in obtaining FQHC status and that we were funded for \$541,600.41 for the first year. Next year we have an opportunity to receive additional funding. We are also fully accredited as a FQHC, we are not simply a “look-a-like”. There will be certain requirements. We have to have our Quality Improvement policies in place. There will be two focus areas—financials and quality improvement. A FQHC team has already been assembled and includes several staff members. We will have to hire additional health care providers, open up our Western Lucas County Clinic on Fridays, form a coordinating committee between the Board of Health and the FQHC Board, obtain formal agreements with other agencies, etc. The Dental Center has already made a commitment to submit a signed agreement to us. Also, a meeting with members of ProMedica is being scheduled. Most of the clinical staffing will remain the same. Dr. Woodson mentioned that she would like to be informed of any potential employees at the mid-level and physician level, without slowing down the process. Barb Gunning stated that these are the only positions that would be increased at this time.

### New Business

#### Confirmation of New Employees

Larry Vasko reported that there were three newly-hired employees and three separations this past month.

Amy Smith was hired as a Public Health Nurse on August 8, 2015 at a rate of \$22.68 per hour. Chelsea Smith was hired as a Clerk 1 on August 10, 2015 at a rate of \$10.65 and Marissa Allison was hired as a Clerk 1 on August 24, 2015 at a rate of \$12.07. James Moriarty, Sanitarian-in-Training, resigned effective August 6, 2015. Chantel Boyd, Community Health Worker, resigned effective August 19, 2015 and Carol Haddix, Health Educator, retired effective August 21, 2015.

Barbara Conover made a motion to accept the report. Mary Duncan seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### Environmental Health Issues Committee

Donald Murray reported that the committee met on August 24 and reviewed the following items: Chicken Permits, 2016 Food Fees and Updates (Household Sewage, Ozzie’s Market, Stickney Landfill, The Roadhouse/Kadri and Job and Family Services).

### Chicken Permits

Jennifer Gottschalk presented information to the committee on “Chicken Permits” for the City of Toledo. An annual fee of \$30.00 will be charged for individuals with more than 6 chickens. The committee recommends to the Board of Health that we assess an annual fee of \$30.00 for the inspections and also to make it an emergency measure. Once data is collected, there might be a need to make an adjustment on the annual fee. Eric Zgodzinski noted that one concern after the first year is how to address the problem of return visits for violations. It was noted that the need for chicken permits would also be complaint driven. Mr. Zgodzinski reported that so far there are about 12 requests for exemptions. The Audit/Finance Committee indicated that it saw no objection to the \$30.00 fee.

### Motion

Matt Heyrman made a motion that the Board have the emergency action to implement a \$30.00 fee for the Chicken Inspection Program for the said reason that the Board wants to provide a fee structure to support the new passage of the Toledo Municipal Code related to chicken inspections for the reasons discussed. Darlene Chaplin seconded the motion. A roll call was taken: Voting: 9 yeas, 0 nays. Motion carried.

### 2016 Food Fees

The committee recommends that the first reading of the 2016 Food Fees be held at the August 27, 2015 Board of Health meeting. (Copies of the Food Fees were sent out to Board members.) The food fees have gone down, so there is no increase in the food fees. The reason the food fees went down was due to retirements and employee movement into other positions. There is about \$127,000 less in expenses in food fees for this year.

### Motion

Darlene Chaplin made a motion for the first reading of the 2016 Food Fees. Perlean Griffin seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

Hans Schmalzried noted that the fees charged would be slightly higher as the ones shown did not include the State of Ohio’s portion.

### Updates:

#### Household Sewage

Jerry Bingham gave a report on the new sewage regulations and the grant that we received for the replacement systems.

#### Ozzie’s Market

We are working with Ozzie’s Market on their failing sewage system issues. This system has multiple concerns.

#### Stickney Landfill

Jodi Vaughan is keeping a close eye on the landfill to assure they are following the plan to get the landfill in working order.

### The Roadhouse

Nothing has changed on their end. Kevin Pituch announced that a meeting is scheduled for next Thursday (September 3, 2015).

### Job and Family Services

Update provided on work completed and current conditions.

Mary Duncan made a motion to accept the report. Hans Schmalzried seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Personnel Committee

No report.

### Ad Hoc Committee – (WLCC)

No report.

### Prosecutor's Update

Kevin Pituch stated that both he and Eric Zgodzinski would be at the Roadhouse hearing next Thursday. If everything turns out well, there could be a resolution at that time.

The Prosecutor's Office will take action sometime next month on the food license issue. Apparently, some restaurant owners have not paid their food service fee. They were notified to either pay their fee or they would be subject to legal action. A few of them had paid with bad checks. These individuals will receive a letter to either pay up or they will also be subject to legal action.

### Facility Committee

Barbara Conover reported that the committee met on August 4, 2015 and reviewed the following items: Roof, Lower level renovations, Renovation of bathrooms on lower level, WLCC Upgrades, Soil Grading, Elevator repairs, Annual contract for Rodent Control, Upgrade of security cameras, Construction improvement projects with City of Toledo and Budget for building repairs.

### Roof

The City of Toledo contracted with a roofing company in 2014, with a 5-year service contract. The Health Department has been reporting leaks. Unfortunately, the type of work required to repair the roof is beyond the scope of the contract. The roof needs replacement. The cost of a new roof is beyond the financial capabilities of the Health Department. The Health Department will continue to ask the City of Toledo as part of Capital Improvement Projects (CIP) funds for a new roof.

### Lower Level Renovations

This renovation has a potential of creating 16 to 17 new office spaces. The first stage of the project started on August 4<sup>th</sup>. The next stage is to bid out plumbing, electrical, mechanical, and general contractor work.

### Renovation of Bathrooms on Lower Level

This renovation will take place to the men's and women's bathrooms adjacent to Kuhlman auditorium. Renovation will accommodate a shower in each bathroom to be used by staff after exposure to chemicals, infestations, emergency callouts, and after exercise.

### Western Lucas County Clinic Upgrades

Upgrades took place in the waiting room, patient rooms and records room. Floors and ceiling tiles were replaced and walls were painted. Also, new waiting room chairs were purchased.

### Soil Grading Around the Building

Grading around the building needs to be redone as this is the cause of water and moisture in the basement. It is crucial that this is completed before the basement renovation. Estimated cost is \$10,000.

### Elevator Upgrades

The City of Toledo will be replacing all operating parts for two elevators. Partially the work will be completed by the City of Toledo and partially by a contractor. Approximate cost is \$190,000, paid by the COT. The Health Department might match partial cost for replacing the interior of elevators.

### Annual Contract for Pest/Rodent Control

The Health Department is planning to contract with a pest control company. Approximate cost is \$3,500.

### Capital Improvement Projects Request

In 2016, the Health Department would like to ask for the following in this priority: (1) new roof, (2) mechanical upgrades to freight elevator, (3) new windows for the building, (4) tuck pointing and water sealing stone façade in various places.

The committee members discussed the importance of a new roof and will ask Robert Reinbolt to assist.

### Budget for Building Improvements

The committee reviewed the budget for building improvements. The general fund allocation was \$304,995.72. To date, we spent \$394,721.55. We are over budget by \$89,725.83.

The basement project has not started but all the expected expenses associated with the project are taking place. Upgrades of security cameras was discussed.

### Motion

Mary Duncan made a motion to submit the report to ask the City of Toledo to fund the following capital improvement projects in this priority: (1) new roof, (2) mechanical upgrades to freight elevator, (3) new windows for the building, (4) tuck pointing and water sealing stone façade in various places. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Donald Murray made a motion to accept the report. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Audit/Finance Committee

Mary Duncan reported that the committee met on August 25, 2015. The committee reviewed the following items: July 2015 Financial Status, August Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: General Fund Budget Revision, Environmental Fees for 2016

### Grant Funded Programs

Total applications in the amount of \$8,161,024 for 2015 fiscal year and during this same time period we were awarded \$7,618,297 in funding. Total applications in the amount of \$9,610,604 for 2016 fiscal year and during this same time period we have been awarded \$3,029,726 in funding.

We received 4 notices of award:

1. Affordable Care Act New Access Point Grant (FQHC) - \$541,667
2. Round 2: Continuing the Conversation Grant - \$4,000
3. Office of Regulatory Compliance Community Tobacco Control Activities Policy Grant - \$29,950
4. Office of Regulatory Compliance Community Tobacco Control Activities Youth Initiative Grant - \$20,000

We have 5 pending grant applications:

1. Women, Infants and Children (WIC) - \$2,329,557
2. Partnership to Improve Community Health (PICH) – Corner Stores - \$98,839
3. Partnership to Improve Community Health (PICH) – Smoke-Free Housing - \$62,136
4. Minority Health Month 2016 - \$3,000
5. Margaret Toth Fund of the Toledo Community Foundation - \$20,671

There are 10 contracts in the month of August:

1. Board of Regents of the University of Nebraska - \$40,000
2. YWCA Northwest Ohio
3. Commission on Minority Health - \$4,000
4. Ohio Department of Health - \$20,000
5. Ohio Department of Health - \$29,950
6. Wetco, LKA - \$4,492
7. Neighborhood Health Association - \$175,812.17
8. Hospital Council of Northwest Ohio - \$25,000
9. Bowling Green State University - \$42,000
10. Rehman (local accounting firm) - \$12,500

### 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 July 2015 in the ordinary course of business. Total transfer is \$434,644.53 consisting of changes in various expense categories.

Donald Murray made a motion to approve the resolution. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of July 2015 in the amount of \$468,525, for revenue estimates and expense appropriations. This represents revenue estimate and appropriation of new dollars for the CFHS FY2016, Local Conversation Round 2, and OSURF Smoke Free Families.

Donald Murray made a motion to approve the resolution. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Joanne Melamed reported as follows: This will be her report under Administrative Services.

#### Other Items – General Fund Budget Revision

Administration brought forward a revised General Fund Budget. There are four additional revenue streams for the remainder of FY2015. FQHC designation will have an immediate impact on clinic revenue. Starting with August 11<sup>th</sup>, clinic billing will be compensated in full by Medicaid, Medicaid Managed Care, and Medicare payer sources for a potential additional income of \$159,501. FQHC grant will cover the cost of medical providers and staff up to \$270,832. Increased participation in MAC: will produce an additional \$80,000 than originally estimated. Participation by our practitioners in EMR has earned \$227,842 as incentive dollars. In total, General Fund will receive an additional \$738,175 in revenue.

Along with additional dollars, the FQHC designation brings certain obligations. We have promised to provide 20,000 patient visits in our medical clinics and 4,800 dental visits. The additional revenue will be spent on providing services to our clients and to the community. To meet this patient count we are planning to hire medical providers and a dentist. Western Lucas County Clinic will be open Monday through Friday and will be staffed accordingly. Pediatric clinic will be bringing on a Pediatrician and a Nurse Practitioner. Adult Medical / Family Practice Clinic will add a Family Practice Doctor. The cost of EMR will be offset by the incentive dollars earned over time. MAC dollars will be spent on the respective MAC participants. Basement renovations will continue and house our growing staff.

Board of Health Resolution is required to approve an increase in General Fund budget for Revenue Estimates and Expense Appropriations in the amount of \$738,175.

#### Motion

Donald Murray made a motion to approve the resolution. Barbara Conover seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### Environmental Fees for 2016

This item previously reported under the Environmental Health Issues Committee Report.

Matt Heyrman made a motion to approve the report. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### **DIVISION REPORTS**

### **Administrative Services**

Joanne Melamed reported under the Audit/Finance Committee report.

### **Community & Environmental Health Services**

Eric Zgodzinski reported on the following items:

#### **Job & Family Services Building**

We recently conducted an investigation at the J&FS Building on Monroe Street due to numerous employees who became ill at that facility. This incident began on July 6. Our staff gave three educational presentations to their staff. Mr. Zgodzinski reported on epi duties, data collection and process used for the investigation. Initially, a few employees at the facility got sick with pneumonia. The major complaint was mold. The Health Department conducted testing for mold, and had deep cleaning and disinfection of building, etc. There was also testing done for Legionella Disease. Some legionella was later found and pathogen samples were sent to the Centers for Disease Control (CDC). We are waiting for the results. The presentations to their staff were good as we were able to keep them well informed of all the activities that were being conducted during the investigation. Eric Zgodzinski said that an Indoor Program would be established next year for our department. Mr. Zgodzinski said that Tim Keene, outside consultant, gave kudos to our staff for their response time and capabilities during this investigation. Dr. Donna Woodson also gave kudos to our staff.

Eric Zgodzinski reminded everyone about the upcoming Drive the Lead Out Golf Outing on Saturday, September 12, at Ottawa Park.

Mr. Zgodzinski reported that he continues to work on his dissertation. Also, he commented that Dr. Donna Woodson is now serving on the Dissertation Committee. He thanked everyone for their support.

### **Health Services**

Barbara Gunning reported as follows:

#### **Centering Pregnancy Program**

April Snelling and Zynishia Bailey submitted a Letter of Intent to the Ohio Chapter of March of Dimes for \$35,000 to implement a Centering Pregnancy program. They have been asked to submit a full grant proposal. Also, the United Way has submitted to their Health Community Solutions Team to give us \$9,000 toward this effort. One group that we are going to do centering with is our Hispanic population, especially those who do not speak English.

#### **Creating Healthy Communities**

Several of our Health Educators attended a Vistula Management cookout on July 15 to support our services and disseminate Creating Healthy Communities, Smoke-Free Housing and Healthy Start Information.

#### **Community Carnival**

Spencer Township Association Center held a Community Carnival on July 18. Approximately 50 children attended the event. We gave them bags of goodies, advertising our services.



### School Nursing

Public Health Nurses in the Sylvania School system are back in their schools. We were funded for a fifth nurse at this location due to a high number of children in schools with diabetes. Many of these children require insulin.

### Tai Chi

Dennis Hicks, Community Engagement Coordinator and Tai Chi guru, was seen on television this week teaching. Dennis offers free Tai Chi classes at the Monroe Street Neighborhood Center and the Mercy Senior Center.

### Tobacco Prevention

DaShe Frieson, Tobacco Prevention Coordinator, continues to work on going out to multi-unit housing to get them to go smoke free. So far, she has visited 23 housing units.

### HIV Prevention

Jerry Kerr was interviewed on Channel 13 program “Bridges” in regards to pre-exposure prophylaxis for HIV.

### Safe Sleep

Safe sleep brochures are disseminated when a birth certificate is ordered for a new baby. Babies R Us includes the brochure in baby registry packets.

### Back to School Blitz 8/14/15

There was a huge and very successful school blitz. Pictures were provided of the event. Many services were provided throughout the day including dental services, vision, medical, lead testing, etc. We offered our services outside. We had two mascots—“Super Why” and University of Toledo “Rocky the Rocket”. Semira Lane, our Summer Youth Worker, was one of the mascots.

Shannon Lands reported on the following items:

### Health Center Status Achieved

The Health Department obtained Health Center Status this month. A press release went out to the news media, as well as an invitation for them to come in and hear Dr. David Grossman and Barbara Gunning speak on the FQHC status that we were awarded.

Board members viewed a television clip about the FQHC award.

In January or February of next year we plan to hold a Public Opinion Leader’s meeting. This will include a presentation about our services, funding and future plans regarding our new Center.

### Mom’s Everyday

Board members viewed a television clip about the Health Department. Shannon said as we have events come up and we want to highlight them for the community, we can have a scroller that goes on top of our commercial. This is a good avenue to promote Health Department activities.

### Drive the Lead Out Golf Outing

This golf outing is planned for Saturday, September 12 at Ottawa Park. There are 72 registered golfers to date. There will be a silent auction and a raffle. Many prizes have been donated by the community for this event. So far, we have raised \$3,800, last year \$1,000 was raised. This event is held to promote Lead awareness.

### It Matters to Toledo

This is a community show with Tom Cole from Channel 69. Tom Cole interviewed Shannon Lands about Health Department services. There were 16 airings on Channel 69, the community station. Shannon will get a copy, and she plans to go on the show again with more specialized interviews and/or reporting from other staff members.

### Healthy Corner Stores

To date, there are 17 healthy corner stores within our community. Fresh fruits and vegetables are available to individuals who do not necessarily have the ability or transportation to get these types of foods and products.

### Mobile Vision Program

Mike Allison, Mobile Vision Coordinator, reported on some of the activities of the Mobile Vision Program. This is our fifth year of providing this service. The following topics were covered: School Selection Criteria, Children Prescribed Glasses, Schools That Meet the Criteria, 2014-2015: Other Vision Problems, Summer Clinic, Prescription Lenses and New Friday Afternoon Clinics.

The school selection is based on the percentage of a school's student body that qualifies for "free or reduced lunches". In 2011-2015 all schools were within TPS. In 2015-2016, three Washington Local Schools were added. The Vision Program examined a total of 3,435 students and 2,265 (66%) were prescribed glasses from 2011 to 2015. The eye examinations also detect other vision problems. Last year, one in every five students had additional issues. There will be a new Friday afternoon clinic. This will be open to students that go to other schools, were absent, or transferred to another school. This will also be open to adults as time allows.

### Strategic Planning/Accreditation Process Update

Brandon Palinski discussed how the plan is going in relation to our accreditation efforts. Most of our accreditation efforts are starting to outpace the plan as there are two dedicated personnel working on moving those processes forward. The plan will be revised ensuring that it is completely relevant at all times to our agency. We will bring some of those processes to the committee at the October meeting. We hope to create closer ties with CHIP and other processes at our agency.

Regarding PHAB, we are at 66% of the way toward gathering the required documentation for submission of our application. We are focusing at the larger and longer term plans and structures. Alia Kadri has set up the Workforce Development Foundation.

Alia Kadri explained some of the activities of the Workforce Development Foundation. We have a self-assessment and have adopted the core competencies for public health

professionals. We plan to distribute core competencies to all employees to identify the gaps in those competencies and skill sets. Appropriate training will follow. Also, regarding Strategic Planning we will begin implementing our performance management system. We plan to identify agency top priorities and develop measuring goals using the performance management system. We will track our performance toward achieving those goals followed by identifying opportunities for quality improvement.

Mr. Palinski reported that an educational campaign is also forthcoming. Employees will learn about the importance of PHAB.

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

Larry Vasko, Deputy Health Commissioner, reported as follows:

Congratulations to Barbara Sarantou upon being reappointed to the Board of Health. Her term will run until July 2019.

An Educational Forum on the Ohio Proposed Marijuana Ballot Initiative was held on August 24, 2015 at Scott Park Campus. The agenda included pro and con speakers; however, the latter speaker did not show up. There was a speaker from the University of Toledo who presented on the advantages of the Ohio Proposed Marijuana Ballot Initiative. We are reaching out to the community and people whose family members might be at risk for drug overdoses. In our pharmacy we can issue Naloxone to prevent death. The Health Department supports the Syringe Exchange Program (SEP) as this would help decrease Hepatitis C rates and help individuals get off of heroin. There will be more information about the Marijuana Ballot Issue to come. Barbara Gunning was the moderator of this event. She distributed copies of the legislation.

Larry Vasko invited all Board members to attend the upcoming Golf Outing on September 12 at Ottawa Park. The event will be televised.

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

Dr. Donna Woodson reported that regarding the Marijuana Ballot Initiative Program, she was surprised that some speakers had backed out. The program was unbalanced. Also, it was noted that the Health Department was not mentioned in The Blade article about the forum, especially since the Health Department was one of the presenters. The Mental Health & Recovery Services Board was also a presenter. Barbara Gunning reported that another forum is planned at which time the other side of the marijuana issue will be presented.

Kudos were given to Samantha Eitinear for the August "Tick Talk" newsletter. About 177 second year medical students will have this resource available to them.

### **Next Meeting**

The next regular Board of Health meeting will be held on Thursday, September 24, 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, Donald Murray made a motion to adjourn the meeting. Perlean Griffin seconded the motion. The motion passed unanimously. The meeting adjourned at 11:22 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**