

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

December 17, 2015 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Duncan, Perlean Griffin, Matthew Heyrman, Robert Reinbolt, Matthew Sapara, Barbara Sarantou, Dr. Donna Woodson

Absent: Donald Murray, Hans Schmalzried, Dr. Christopher Sherman (all excused)

Guests: Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; Stephanie Meyer, Intern/Medical Student, UTMC

Staff: 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 Kevin Pituch, Dena Nowakowski, Cindy McLeod, Shannon Lands, and Stephanie Meyer.

Minutes of November 19, 2015

The minutes of the November 19, 2015 meeting were reviewed. The following changes were made: On page 4, line 1, under the caption Motion for clarification insert “proposed” before “...draft letter” and add “...with the suggested revisions...” after “draft letter”.

On page 3, paragraph 2, Dr. Woodson inquired about the FQHC Coordinating Committee. Barbara Gunning replied that this committee has not yet been formed. Dr. Woodson asked any Board members who were interested in serving on this committee to contact either Barbara Gunning or her. Barbara Gunning said that the committee is required to meet at least once a year. It does not have a strict agenda. Dr. Woodson suggested including this item as an agenda item. There was agreement.

Dr. Woodson also inquired about the QI project relative to evaluation of our electronic health records and review of other potential EHRs. Barbara Gunning commented that there was no reason why we should not be reviewing other EHRs. This process will continue. There was agreement.

On page 4, Dr. Woodson asked about an update regarding private water issues concerning point wells. Eric Zgodzinski replied that he would provide an update under his report.

Matthew Heyrman made a motion for approval with the above-noted changes. Matthew Sapara seconded the motion. A vote was taken of those present. Motion carried.

Agenda

There were two changes on the agenda. On page two, change next meeting date from “March 26, 2016” to “March 24, 2016”. Dr. Woodson noted an executive session would be added to discuss the retire/rehire policy after item 12. There was agreement.

Vouchers

Matthew Heyrman reported that Board members had already approved the December Bill Schedule electronically. Dr. Grossman explained that it was necessary due to the Lucas County year-end closing requirements.

Old Business

Follow-Up Items

Length of Meeting

Dr. David Grossman said that currently there has been much discussion on this item. Board members had submitted their suggestions at the last Board meeting and a compilation of this list was provided in the Board packets. He noted that there are certain requirements relative to the agenda, and it is the Board’s responsibility regarding the creation of the agenda. Dr. Woodson noted two specific items. There is a need to have a list of requirements. Action items could be moved to the top of the agenda in case Board members had to leave early. Dr. Woodson mentioned that Board member Hans Schmalzried had a change at his place of employment and could not attend future Board meetings as currently scheduled. She urged Board members to prioritize the current list and submit additional suggestions to Mary Frank. She asked for any comments.

Matthew Heyrman suggested keeping item #6 (Do not read all the grants). Related material could be referenced but not read. The Board would then accept the entire committee report, which would include the grants. Matthew Sapara suggested setting a trend or a set agenda. Certain items could be approved electronically. Vouchers and minutes for example could be reviewed prior to the Board meeting and voted upon at the time of the meeting. These suggestions would save time. Dr. Woodson commented that these suggestions would be taken into consideration. There will likely be no changes in the time; however, the Board could consider changing the agenda items around. Everyone agreed that moving action items up on the agenda was a good idea.

Possible dba Name Change

Dr. Grossman stated that the Strategic Planning Committee had met yesterday and also reviewed the name change issue. Board members had previously received material regarding changing the business name and it was also included in Board packets. Dr. Grossman said that the initial thought was to drop the word “Department” and consider using “Public Health” instead due to various reasons. For instance, Health Department does not reflect some of our newer purposes, i.e., disaster preparedness, heroin and opiate prevention, etc. In addition, the Prosecutor’s Office has indicated that we could still use our legal/official name “Toledo-Lucas County Regional Health District”. However, if the Board decides to change the “dba” name, it would only require a motion of the Board.

Matthew Sapara inquired about the cost relative to the name change and the budget impact. Larry Vasko replied that he would look into the actual cost. Dr. Woodson commented that perhaps the PIO or someone could start asking those kinds of questions. She agreed that using “public health” in our name was a good idea.

There was agreement that the Board would consider the cost factor before making a decision relative to a name change.

Dr. Grossman mentioned that he had just received a contract and would report this item after the Audit/Finance Committee report.

(Robert Reinbolt arrived at approximately 8:45 a.m.)

Prosecutor’s Update

Kevin Pituch reported as follows:

Roadhouse

We anticipate a hearing date will be scheduled by the end of this year. This case is not yet on the court docket.

Federally Qualified Health Center (FOHC)

Barbara Gunning reported that all required data was submitted under the 120-day deadline. She will also show be a brief film today regarding community health centers under her committee report.

New Business

Confirmation of New Employees

Larry Vasko reported that there were four newly-hired employees and no separations this past month. Rina Gudelman-Segall was hired as a Dentist at a rate of \$55.00 per hour on November 24, 2015. She replaced D. Frogameni. Heidi Hammit was hired as a Grant Coordinator at a rate of \$26.44 on November 30, 2015. She replaced Robert Brooks. Shelbi Ivester was hired as a Medical Assistant at a rate of \$13.54 on December 14, 2015. She replaced Yolanda Taylor. Alicia Maynard was hired as a Clerk 1 at a rate of \$12.07 on December 15, 2015. She replaced Marissa Allison.

A question was raised about exit interviews. Mary Duncan stated that there are two exit interviews scheduled for next week and that she would participate in them. Dr. Woodson asked if all separated employees participate in exit interviews. Dr. Grossman explained that most of the separated employees participate in an exit interview, except those on probationary period. Some employees cannot participate due to various reasons, i.e., leaving the city.

Matthew Sapara asked if the Board should have a policy on something like this for the Broad’s approval and for protection. It was noted that there were comments made about treating people differently in the same type of situations.

Dr. Woodson suggested this might be an item for review by the Personnel committee. Robert Reinbolt, chairman, noted that this item would be placed on the committee’s agenda.

Perlean Griffin made a motion to accept the report. Matthew Sapara seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray, chairman, was not present. There was no report.

Personnel Committee

Robert Reinbolt reported that the committee met on December 2, 2015 and reviewed the results of the Employee Morale Survey conducted in July 2015. Discussion was held on the questionnaire and feedback from the 121 participants who responded. In addition, special attention was placed on the 37 free-test comments. Management shared and captured ideas for improvement on the major issues. Dr. Grossman plans to provide feedback to the entire staff at the Winter Retreat scheduled for January 29, 2016.

Dr. Woodson and Dr. Grossman thanked all the employees who participated and provided feedback. It shows what areas administration has done well and what areas need attention.

Matthew Sapara made a motion to accept the report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Facility Committee

Barbara Conover said that there is no report this month.

Executive Session

Matthew Heyrman made a motion that the Board go into executive session to discuss the employment of certain individuals and the retire/rehire policy. Perlean Griffin seconded the motion. A roll call was taken: 10 yeas, 0 nays. Motion carried. The Board went into executive session at 9:13 a.m. and returned at 10:18 a.m.

Dr. Woodson stated that there was no Board action taken during executive session.

Motion

Matthew Sapara made a motion to refer the retire/rehire issue to the Personnel Committee for the development of a Board policy that will comply with the Ohio Revised Code. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Audit/Finance Committee

Matthew Heyrman reported that the committee met on December 10, 2015 and reviewed the following items: November 2015 Financial Status, December Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, Other Items: FQHC Clinic Reports and General Discussion of the 2016 General Fund Budget.

Review – December Bill Schedule

The Board was asked to approve the December Bill Schedule prior to the Board of Health meeting date due to the county's year-end closing requirements. The Bill Schedule was approved via e-mail by a quorum of Board members.

We received 4 notices of award:

1. Immunization Action Plan – 171,765
2. Dental Sealant Program - \$71,250
3. Sexually Transmitted Diseases - \$49,568
4. Creating Healthy Communities - \$125,000

We have 3 pending grant applications:

1. Community Health Worker Job Development (Hospital Council of Northwest Ohio) - \$20,000
2. Ohio Chapter 2016 Program Grant – Centering Pregnancy (March of Dimes) - \$35,000
3. Urban Waters Small Grant (cooperative agreement) through the Environmental Protection Agency (EPA) - \$44,700. \$4,000 required match to be paid by the Environmental Fees Fund.

Contracts

There is 1 contract in the month of December:

1. Amendment to a contract with the University of Pittsburg of the Commonwealth System of Higher Education. No economic impact.

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 November 2015 in the ordinary course of business. Total transfer is \$233,405.88 consisting of changes in various expense categories.

Barbara Conover made a motion to approve the resolution. Matthew Sapara 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 2015 in the amount of \$,1634,591.72. This represents revenue estimate and appropriation of new dollars and changes to existing dollars for the Minority Health 2016, PHEP 2016, Infant Safe Sleep Ambassador Program 2015, MRC 2015, Healthy Start Initiative 2016, Disproportionate Toll of Tobacco 2016, HIV Prevention 2016, Creating Healthy Communities 2016, Immunization Action Plan 2016, Deliverables IAP 2016, and STD Control Program 2016.

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

Joanne Melamed reported on the next two items—FQHC Reporting and 2016 General Fund Budget. There are two budgets to approve today—The General Fund Budget for 2016 and the Environmental Fund Budget.

FQHC Clinic Reports

FQHC clinic activity for the months of September, October, and November were reported for both locations. The August report didn't change. 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.

FQHC's billable visits goal is for 24,800 for the year. Actual numbers of billable visits reported through November as 14,000. This is 56% of the goal. However, for the last three months staffing has increased and we are geared up to see more patients.

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. Year-to-date Health Services received \$1,124,685 of Intergovernmental Revenue support.

Clinic activity reports were provided for 2013, 2014, and through the end of November 2015.

Environmental Fund Budget

The Board has already passed the environmental fees in October. Board action today will set the appropriation based on those fees.

The Special Revenue – Fees Fund Budget for the year 2016 (final) was distributed. A summary was provided: Total revenue & cash balances - \$2,150,813; Estimated licenses and fees - \$1,688,598; Estimated cash balance end of 2015 - \$462,215. Total appropriation for the Environmental Fund is \$2,150,813.

Some expenses were shifted from the General Fund to the Environmental Fees Fund for the unfunded, but required, programs.

A question was asked whether or not there was a reserve (fund) set aside for this budget in order to take any surplus and roll it into next year's budget. Joanne Melamed replied that reserve funds are not allowed according to the Ohio Revised Code. However, it is allowable to have a cash balance, which could be used for expenses. There is a cost methodology that is used to set the fees. Consequently, the fees for 2016 are lower by about 10 percent across the board compared to 2015. This had an effect on our budget.

A question was asked about last year's surplus. Joanne Melamed replied that the cash balance was about \$700,000. Matthew Heyrman explained that the Health Department is authorized to have a public health emergency fund. This fund is used for public health crisis situations, other than that any surpluses are appropriated into the next year's budget.

A question was asked about the balance in that fund. Joanne Melamed replied the balance is \$1 million.

A question was asked if any funds would be appropriated to the emergency fund. Joanne Melamed replied correct.

A question was asked if administration would go back to the jurisdictions to receive funds should a public health emergency arise. Dr. Grossman replied that the Health Department would follow the Ohio Revised Code law.

Eric Zgodzinski noted that relative to the tightness of the budget, Environmental was asked to hold off on some new hires of which one is in the O&M program. It is hoped to get this employee back on board. Other cost saving plans include indoor air quality issues and plan reviews. We will continue to improve services and quality and similar items, but these items will be put on hold as long as possible.

A question was asked if the director felt comfortable about the level of sanitarians and other staff being adequate to safeguard the health of the community. Eric Zgodzinski replied that it would be difficult. He cited problem areas such as unfunded mandates regarding programs that need to be covered but not paid. He said he would look at trending during the next few months and he would notify administration if any problems were detected.

Motion

Matthew Heyrman made a motion that the Board approve the Environmental Fund Budget as presented. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

2016 General Fund Budget

The General Fund Budget for 2016 (Revised and Final Budget) was distributed. A detailed explanation of the budget was provided.

In February of 2015, the Board of Health passed a Preliminary 2016 General Fund Budget.

The Audit/Finance Committee was presented with a Revised and Final 2016 General Fund Budget. The appropriation for 2016 General Fund Budget is proposed at \$9,322,171. The appropriation is based on three factors:

1. Intergovernmental Revenue of \$3,229,366, as approved by the Budget Commission on December 9, 2015.
2. Projected ending cash balance on December 31, 2015 to be \$1,950,048.
3. Anticipated revenue of \$4,142,757 in 2016. The revenue projection is based on the FQHC providers seeing slightly less than 2 patients an hour and using Medicaid reimbursement rate for FQHC as \$129.81.

The committee and Board members were concerned that in past years our income levels were approximately \$2.5 million and the providers were seeing less than 2 patients per hour. Dr. Grossman had stated that we are fully staffed [in the clinics] and expect to increase patient count. He asked for 3 months of 2016 to prove that income projection is reasonable.

This year the severance fund was calculated at \$252,065. As discussed previously, there is a zero amount for the public health emergency fund. This year those funds are needed for our current budget. At the beginning of 2015, our cash balance was \$3.7 million. These funds were used for building renovations and an increase in grant match dollars. One advantage we have is that FQHC has given us an enhancement reimbursement rate, which allows us to bill for certain services under Medicaid.

Matthew Heyrman commented on highlights and trends from the Audit/Finance committee. He said that the Board should have some concerns about the 2016 budget. There is no funding for the public health emergency fund for the first time since its creation. This has resulted from trends occurring within our agency. This includes grant matches and our clinics. Problem areas are low patient per hour ratio. The committee had a conversation with administration to express its concern. Built into this budget there is a projection of two patients per hour in the clinics, which is a projection of a number of patients per hour. In the last three years upon review of data, the department public health has never reached. Although the hard work of the Health Services branch and the Health Commissioner is appreciated, the average is far below that. The highest average is about 1.5 patients per hour; the last quarter averaged about 1.1. The projection is very optimistic and very aggressive.

Mary Duncan requested that a provision be added to the motion to approve the General Fund Budget that the Board meet in January and/or February to review the patient numbers for December. She emphasized the need to keep our eyes on the numbers regarding this projection.

Motion

Mary Duncan made a motion that the Board approve the General Fund Budget, with the provision that the Board hold meetings to review the patient information. Perlean Griffin seconded the motion.

Dr. Grossman commented that Matthew Heyrman gave a good encapsulation. Plans include that our physicians see at least two patients per hour. The previous years have been tumultuous and inconsistent regarding our medical health care providers. There was an additional problem with the closure of the Western Lucas County Clinic for two weeks. Right now, our health care providers are a set group and this should help stabilize our clinics. Administration is also holding regular meetings with the Health Services staff to discuss numbers in the clinics.

Dr. Grossman stated he would like to see three versus two; however, the budget is already based on slightly less than two. Plans include new media campaigns in January. We are now part of FQHC and this will also help. Dr. Grossman stated he is confident that our goals will be met.

A roll call vote was taken: 8 yeas, 2 nays (Matthew Heyrman, Matthew Sapara). Motion carried.

Mary Duncan suggested that the President of the Board appoint a subcommittee to review the clinic information. There was agreement.

Dr. Donna Woodson appointed Robert Reinbolt as chairman of this newly-formed ad-hoc committee relative to clinic information. She asked for volunteers to serve on this committee. The following Board members volunteered: Barbara Conover, Mary Duncan, Matthew Heyrman, Matthew Sapara, Dr. Donna Woodson, [Barbara Sarantou – Alternate].

Matthew Heyrman commented that the newly-formed committee would need to comprehensively review all the various Health Services programs. He requested administration provide a report to include: list of all the clinics, a brief description and purpose of each clinic, how much revenue they generate, how much expenditures they generate, average cost per

patient, and associated economic information. Mr. Heyrman cited a need to align not only financially, but programmically, to support the mission of the Toledo-Lucas County Public Health and to seek a balance. It is our mission to provide services, despite the fact that the Health Department loses money in the process. Matthew Heyrman and Dr. Woodson recognized Joanne Melamed for her professionalism and for working through a tough budget process.

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

Contracts to the Board

Dr. David Grossman presented one contract that came in after the Audit/Finance Committee had met. The contract is for Path Labs in the amount of \$50,000, which is the same amount as last year. A person was also hired to help the department during the CLIA process. The Health Department passed the last CLIA inspection.

Robert Reinbolt made a motion that the Board accept the Path Lab contract in the amount of \$50,000. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

(Reynald Debroas left at approximately 11:00 a.m.)

DIVISION REPORTS

Community & Environmental Health

Eric Zgodzinski reported and said that there would be a report on point wells next month. We are working with administration on a procedure and process regarding this item. Then it will be presented to the Environmental Health Issues Committee for review/comments. More to come on this item.

PHAB Accreditation

The Quality Improvement (QI) staff team came in and introductions were made. Mr. Zgodzinski introduced Brandon Palinski, in charge of performance management, and Alia Kadri, in charge of quality improvement. Jennifer Gottschalk is the supervisor and works on the Daily Log Entries Team. The QI staff team consists of nine employees and includes a cross section of staff members. There are currently two or three projects the QI team is working on. Donna Fox, who is working on one of the projects, will present at a later date. Plans include becoming a learning organization with a goal of organizational change.

(Barbara Sarantou left at approximately 11:05 a.m.)

Samantha Eitnrear, Bioinformatics Analyst, reported on the procedure for after-hours calls. The team is reviewing the process to identify gaps in the system. We hope to cut down on overtime by educating staff and employees on the after-hours process. Eric Zgodzinski noted that this is one example where the team can tweak and improve this process by using quality improvement to change and improve the current system. Lastly, there is a council for QI. Everything flows through this council. It determines which projects will move forward.

Health Services

Barbara Gunning gave special recognition to April Snelling and her team of the Maternal Child Health program for receiving a national award for their commuter work. This deals with advertising to young mothers and families and is about infant mortality reduction. Their ad was listened to and nominated by the First Lady of the United States of America.

A brief film was shown regarding Community Health Centers. The film noted that today community health centers stand as the largest and most successful primary care system in America. Through a shared mission they provide high quality, cost effective services including medical, dental, behavioral, pharmaceutical, and vision care. They help to break down barriers that often keep people from getting the care they need, e.g., transportation, language and cultural differences, income, insurance, etc. They also work with partnerships with others developing local strategies to address the root causes of poor health such as nutrition and food insecurity, environmental conditions and unemployment.

Barbara Gunning commented that we are helping with employment, making sure our social determinants of needs are met and that we provide behavioral, medical, dental health care to those who are least likely to get health care on a regular basis.

Public Information Officer

Shannon Lands reported as follows:

National Influenza Vaccination Week

National Influenza Vaccination Week took place December 6-12. The numbers on flu vaccinations that were given last year were pulled. We are at about 2,200 so far this year, compared to 1,847 from last year. That is about a 19% increase. Figures indicate that more individuals are getting vaccinated; however, there is no immediate reason known.

Shannon said there has been much advertisement and social media posts on twitter, Facebook, multiple times a week. The numbers have gone up due to her efforts, Mary Sheehy and others who promoted and continue to promote the flu shot clinics.

Dr. David Grossman did an interview with Channel 11 on the importance of flu shots pushing the immunity in Toledo and Lucas County.

Moms Everyday Update

November's ABC 13 commercial featured Melissa Vollmar, Sanitarian-in-Training, who was interviewed on the topic of Holiday Food Safety. Board members viewed her interview, which was conducted by Rebecca Renier. The commercial will be aired twice in December. There was another interview in December highlighting our clinics. Zyishia Bailey, program coordinator, did an interview on Monday that will be shown in January.

Holiday Party

Board members were urged to join the staff tomorrow evening at Caper's Restaurant at 6 p.m. for the annual holiday party.

Health Commissioner's Comments

Dr. David Grossman announced that Mary Frank had received a very nice Certificate of Recognition of Lucas County participation in the 2015 United Way Employee Charitable

Campaign. The County Commissioners presented the award to employees who brought in over \$2,000. The Health Department goal was \$7,400 and our contribution totaled \$8,900.20—a 32% increase from last year.

Dr. Grossman stated that this month our department could not write checks nor pay bills until January 2016 due to Lucas County year-end requirements. In January, we expect to see a great improvement in our health clinics.

Public Health in the News

Dr. Donna Woodson commented on Public Health in the news: Today in THE BLADE, Keith Burris, reported on an article titled “Good News on Addiction?” On December 11th at the University of Toledo’s Scott Park campus, Toledo might have turned the corner in the fight against opioid addiction. The event consisted of a news conference and a seminar on where we are locally in the battle to save lives. The Toledo-Lucas County Health Department was mentioned in the article as one of the attendees. Dr. Woodson wished everyone a Happy Holiday Season.

Next Meeting

The next regular Board of Health meeting will be held on Thursday, January 28, 2016 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 Conover made a motion to adjourn the meeting. Mary Duncan seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:15 A.M.

Signed:

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

Attested By:

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