

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

August 25, 2016– 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Dr. Vidya Ramanathan, Robert Reinbolt, Barbara Sarantou and Dr. Donna Woodson

Absent: Reynald Debroas, Matthew Sapara (both excused)

(Note: Hans Schmalzried resigned effective August 1, 2016)

Guests/New Employees: Cindy McLeod, ONA Representative; Terri Dalton, Union Steward, AFSCME; Evy Jarrett, Assistant Prosecutor; Gary Sartain and Kelly Landwehr, Weber O'Brien Auditors; Meagan Buchler, Jennifer Casertan, Laleh Fathnezhad, ad Rebecca Lamour, MPH Students, UTMC/BG, Ohio Consortium for Public Health/Interns

Blade Reporters: Lauren Lindstrom and Marlene Harris-Taylor

Staff: Rebecca Anderson, Samantha Eitniear, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, Beth Williams and Eric Zgodzinski

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

Introduction of Guests

Eric Zgodzinski introduced Cindy McLeod, Terri Dalton, George Sartain, Kelly Landwehr, Evy Jarrett, and the Masters of Public Health students who were present today. Dr. Donna Woodson welcomed Lauren Lindstrom, who is the newly-assigned medical reporter from THE BLADE.

Minutes of July 28, 2016

Dr. Woodson stated that the minutes of the July 28, 2016 meeting were sent to Board members ahead of time for review. Robert Reinbolt made a motion to approve the minutes as presented. Perlean Griffin seconded the motion. Motion carried.

Agenda Additions

There were no additions to the agenda. Eric Zgodzinski noted that there is a need for a clarification and resolution for job descriptions. This item will be reported under Legal Update. There was agreement.

Weber & O'Brien Independent Auditor's Report

Joanne Melamed introduced Gary Sartain and Kelly Landwehr, independent auditors selected by the State of Ohio. They are here today to report on the recent audit of the Lucas County Regional Health District for the year ended December 31, 2015. A Management Letter for the year ended

December 31, 2015 was provided to Board members. The report was provided to the Finance Committee in detail at their meeting. In summation, the audit went very smoothly. There were no audit findings.

Vouchers

Matt Heyrman reported that the Audit/Finance Committee had reviewed all of the material that it had received. The committee found no issues with the Bill Schedule. The August vouchers were reviewed and found acceptable.

Resolution (2016.08.100): Darlene Chaplin made a motion to approve the August Bill Schedule. Dr. Vidya Ramanathan seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Legal Update

Evy Jarrett, Assistant Prosecutor, announced that Shannon Lands will discuss the Media Liaison Policy today. Kevin Pituch, Assistant Prosecutor, has reviewed that policy and the Board will discuss this item later today. The second issue is clarification of the job descriptions. The Lucas County Prosecutor's Office determined that the Board can delegate its responsibility to "receiving reports from the Medical Director" to another person within the organization.

Resolution (2016-08.101): Robert Reinbolt made a motion that the Medical Director report directly to the Health Commissioner, as stated in the job description previously adopted by this Board. Barbara Sarantou seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Media Liaison Policy

Dr. Donna Woodson commented that this item was tabled from last month. Board members requested that the Board consider a separate section for the Board of Health and that the policy is not binding to Board of Health members. There was agreement.

Resolution (2016-08.102): Barbara Conover made a motion that the Board approve the Media Liaison Policy with the caveat that there would be a separate section for Board of Health members and that the policy is not binding to Board of Health members. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Maternity Unit Licensure

Dr. Donna Woodson stated that the Board of Health is responsible for giving approval for licensure of maternity units in our area.

Resolution (2016-08.103): Robert Reinbolt made a motion that the Board approve the Certificate of Approval from the Board of Health for maternity unit licensure for ProMedica Flower Hospital. Donald Murray seconded the motion. A roll call vote was taken: 8 yeas, 0 nays, 2 abstained (Barbara Conover, Barbara Sarantou). Motion carried.

Resolution (2016-08.104): Donald Murray made a motion that the Board approve the Certificate of Approval from the Board of Health for maternity unit licensure for Mercy Health St. Charles Hospital. Barbara Sarantou seconded the motion. A roll call vote was taken: 9 yeas, 0 nays, 1 abstained (Robert Reinbolt). Motion carried.

District Advisory Council (DAC) Newsletter

Eric Zgodzinski reported that he had met with Andy Glenn, DAC Chairman. Topics discussed included the budget, how to improve communication and services to the DAC. A result of that meeting was the creation of a quarterly DAC newsletter. The newsletter would contain such items as what the Health Department does, a summary of Board actions, infectious diseases, upcoming programs, hot topics, and other items.

Mr. Zgodzinski noted that this year we hope to present the 2018 budget to the DAC sometime in December, rather than January 2017.

Matt Heyrman questioned whether the County Commissioners vote on the smaller DAC. Eric Zgodzinski will check on the current policy.

Committee Name Change

Eric Zgodzinski announced that the first meeting of the Health Services/FQHC meeting had taken place on August 11, 2016. He felt that the name of this committee should be changed to "Health Services Committee". The committee agreed.

Resolution (2016-08.105): Barbara Conover made a motion to change the committee name from "Health Services/FQHC Committee" to "Health Services Committee". Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

COMMITTEE REPORTS

Audit/Finance Committee

Matt Heyrman reported that the committee met on August 23, 2016 and addressed the following items: July Financial Status, August 2016 Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, FQHC Clinic Reports and Audit Presentation.

Matt Heyrman reported that our CFO, Joanne Melemed notified the committee that with the current financial challenges we are going through, there is one area that is of concern and that is our special revenues fund fee. We have move a lot of expenditures and appropriations there were in our general fund into our Environmental Fund.

Not all of those are tied to a fee that would be billed out at the end of the year so we do have this liability in our special revenue fund. We will have to take money from the general fund and allocate it back to the Environmental Fund. We are going to look at our general fund carryover. Today, we have around \$1 million in the GRF. We understand that once we get into next year we still have to have enough cash to get through the first 2-3 months before Auditor Lopez transfers over our sub-division tax.

We have to reimburse into grants what we are behind so we do have to have a certain amount of cash on hand. This is an issue we've raised a bit but this year it will be even tighter than most years.

Joanne Melamed state that, from the consolidation financial report, currently collectively we have \$976,074.94.

FQHC Reporting

Mr. Heyrman stated that the committee had received the first Health Services Report from the Health Services Committee. July showed a net loss of about \$26,000 in clinic services. An AdHoc committee has been formed to look into this.

The FQHC site visitors recommended the establishment of a separate “enterprise” fund for all FQHC activities—revenues and expenses. The committee discussed the concept in detail and is in support of a permanent transfer of General Fund dollars to help establish and sustain the FQHC fund. The ultimate goal for Health Center’s services is to reach sustainability, based on efficiency of operation, grant award, and reimbursement income.

The committee discussed this concept and the recommendation to the Board and to the Health Services Committee has to create an “enterprise” fund for Health Services.

Update – Grant Funded Programs

The Health Department was awarded the Patient-Centered Medical Home (PCMH) Supplemental Funding from HRSA FQHC grant for \$35,000. Two contracts were terminated and returned funds for Centering Pregnancy Program with United Way of Greater Toledo (\$20,000) and March of Dimes (\$35,000.) The Health Department withdrew a grant application for a partial funding of a Community Health Worker position through Hospital Council of Northwest Ohio (\$20,000.) There are 16 pending grant applications and 5 contracts in August. The committee is watching closely any grants applications that require matching funds.

Other Items – Transfers of Appropriations

There is a need for a Transfer of Appropriations for July 2016.

Resolution (2016.08.106): Donald Murray made a motion to approve the transfer of \$87,950.73. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

There is a need to change the Revenue Estimates and Expense Appropriations for the month of July 2016 in the amount of \$300,000. This represents new revenue estimate and appropriation for the Ohio EPA Household Sewage Treatment Repair and Replacement 2017 Program.

Resolution (2016.08.107): Donald Murray made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of \$300,000 for July 2016. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Motion

Resolution (2016.08.108): Darlene Chaplin made a motion to accept the committee report. Dr. Vidya Ramanathan seconded the motion. A vote was taken 10 yeas, 0 nays. Motion carried.

Personnel Committee

Robert Reinbolt stated that the committee met on August 22, 2016. Mr. Reinbolt provided the Confirmation of New/Separated Employees report:

Dr. Bushra Aouthmany was hired as a part-time Dentist on August 15, 2016 at a rate of \$46.00 per hour. Angelica Espino was hired as a Clerk I on August 16, 2016 at a rate of 10.97. Deborah

McClure, Public Health Nurse, retired effective July 29, 2016. Ms. McClure had an exit interview. Perlean Griffin and Ted Kaczorowski participated in the exit interview. Tina Martinez, Account Clerk, resigned effective August 19, 2016. Ms. Martinez had an exit interview . Perlean Griffin participated in the exit interview.

Motion:

Resolution (2016.08.109): Ted Kaczorowski made a motion to approve the confirmation and separation of these employees, one each. Barb Conover seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion Passed.

Mr. Reinbolt reported that the committee reviewed and amended 7 job descriptions (Director of Nursing and Health Services, Dentist, Nurse Practitioner, Physician Assistant, Director of Environmental and Community Services, Account Clerk, and Clinic Supervisor.) All were approved with modifications for consistency, except the Physician Assistant, which will be reviewed later.

A suggestion was made to change the agency unit name from “Environmental Health Division and Community Services” to “Environmental Health and Community Health Division” on the job description. There was agreement.

Motion:

Resolution (2016.08.110): Perlean Griffin made a motion to approve the above-noted job descriptions. Ted Kaczorowski seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Organizational Chart

Mr. Reinbolt reported that the committee also reviewed and approved a “top tier” organizational chart. The intention of this action is to tie together the Board of Health and the Toledo-Lucas County Health Center Board. This was done through the Co-Applicant Agreement.

Motion:

Resolution (2016.08.111): Perlean Griffin made a motion that the Board approves the organizational chart. Robert Reinbolt seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

The committee updated on plans for recruitment for the Director of Nursing/Health Services and Director of Environmental Health and Community Services. This item is going forward.

The process of exit interviews and following up on issues raised was briefly discussed. There is need to consider confidentiality. Further discussion needed.

The transition to a part-time Medical Director will continue with services provided on a temporary basis through our temporary agency for 60 days starting in October. Effective in December, Dr. David Grossman will assume this role as a Health Department employee on a part-time basis using a flex schedule estimated to average approximately 10 hours per week.

Resolution (2016.08.112): Ted Kaczorowski made a motion to approve the committee report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee met on July 25, 2016. The minutes of the committee were not approved at the last Board meeting due to a lack of a quorum. Updates were provided since the last meeting.

McCraver's Mobile Food Facility

Sherry McCarver, owner of McCraver's BBQ, was summoned for a hearing with the committee. She agreed to be in full compliance with the requirements that were necessary. However, an inspection conducted on July 26, 2016 revealed that she was not compliant. Update – Sherry McCarver complied with the requirements, and she received her license.

Unpaid Food Licenses

Two facilities have not paid for their food license. These two cases will be forwarded to the Prosecutor's Office for further action.

Update – One facility has paid for their food license

Ozzie's Carryout

The owner is moving forward in the process to replace the septic system.

Update – The owner returned from vacation, and he is aware of what needs to be done. There is a cost issue involved.

Lead Ordinance

There are now three proposals before the Toledo City Council regarding a new Lead Ordinance. City Council is in the process of reviewing each proposal.

Update – The City of Toledo passed a Lead Ordinance on August 16, 2016.

Resolution (2016.08.113): Darlene Chaplin made a motion to approve the July 28, 2016 committee report. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Facility Committee

Lobby Renovation

Barbara Conover announced that the committee did not meet this month. She provided some clarity on the front desk lobby renovations. The committee had met on April 19, 2016 and discussed the potential renovations. The committee had approved the renovations at that time. The committee did not see the actual plans until this week, and therefore, could not share them with the Board until today. It is our understanding that renovations started about a month ago and are to be completed by the end of September.

Dr. Donna Woodson stated that she appreciated the committee's work, but stated that any renovations, particularly of this significance, should have plans reviewed and the courtesy given to the committee to do that. In the future, this needs to happen.

Health Services Committee

Co-Applicant Agreement

Policy Information Notices (PIN) define and clarify policies and procedures that we must follow. We discussed PIN 2014-01 on governance of a health center under the public entity model. The Board of Health as a public entity cannot independently meet all applicable health center governance requirements alone, thus requiring a separate “co-applicant” (FQHC Board) agreement to meet Section 330 governance requirements.

Eric Zgodzinski reported that two items would be presented to the Board today for Board action. They are the Organizational Chart and the CEO Reports to FQHC Board.

Organizational Chart

Eric Zgodzinski stated that we need a motion to approve the organizational chart, specifically showing that the FQHC CEO reporting to the FQHC Board. It is also recommended to show that the Board of Health and the FQHC boards must be joined together to carry out the Health Center’s work.

Resolution (2018.08.114): Darlene Chaplin made a motion that the Board approves the organizational chart, showing the FQHC CEO reporting to the FQHC Board, which is within the organizational structure. Barbara Sarantou seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

FQHC Policies

The committee reviewed seven policies relating to tuberculosis, sliding fee scale, billing, and credentialing and privileging.

FQHC Accessible Hours of Operation

The site reviewers recommended that we have hours outside of the regular 8-4:45 by opening a half a day on one Saturday per month at one of the locations. This has been done. Barbara Conover is the Chairman of this newly developed committee. The committee met on August 11, 2016 and reviewed the following items: FQHC Site Visit Report, FQHC Co-Applicant Agreement, Organizational Chart-FQHC CEO reports to Whom, 7 FQHC Policies, GQHC Accessible Hours of Operations, FQHC Quality Improvement Plan, Area Office on Aging Program, Diaper Bank Update and Syringe Access Program.

FQHC Site Visit Report

The Health Center Program Site Visit Report was shared with all Committee members. FQHC has 19 requirements, 8 of the requirements have not been met during the time of the visit. We have until October 19, 2016 to resolve these or submit a plan of action on how to resolve these. After the pan of action, we have 120 days to be in full compliance with all 19 requirements.

Resolution (2016.08.115): Matt Heyrman made a motion to approve the committee report. Ted Kaczorowski seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

FQHC Policies

Board members had received the 7 FQHC Policies for their review and consideration for passage. Some Board members felt they did not have adequate time to review the policies. It was agreed that if the Board members find a concern within the policies that any corrections or changes could be made later.

Resolution (2016.08.116): Dr. Vidya Ramanathan made a motion to approve the FQHC policies (Credentialing and Privileging Policy, Sliding Fee Discount Policy, Billing and Collection Cycle Policy, Uncollectable Account Write-Off Policy, Refund Check Request Policy, Proper Billing Policy and Proper and Accurate Coding Policy). Perlean Griffin seconded the motion A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson requested that Board members review the policies and submit any comments as soon as possible.

Perlean Griffin pointed out that the Organizational Chart should be updated to reflect today's date as the approval date. There was agreement.

Prior and Pending Business

FQHC Update

Rebecca Anderson provided a FQHC update. The first site visit was in June. FQHC has 19 requirements, 8 of the requirements have not been met during the time of the site visit. There is an October 19, 2016 deadline to resolve these or to submit a plan of action for resolution. After the plan of action, we have 120 days to be in full compliance with all the requirements.

The following requirements were not met: staffing, accessible hours, sliding fee discounts, QI Plan, key management staff, billing and collections, program data reporting systems, and Board authority. These items were discussed in detail.

Rebecca Anderson reported that some of these requirements are being taken care of today. One item that was addressed was moving the FQHC Board meeting to the same date that the Board of Health meets. (The fourth Thursday of each month.) Some items that are approved today will go on to the FQHC Board this afternoon for their approval. It will be next month before required documentation can be sent to HRSA. This deadline is October 19, 2016.

In lieu of submitting all of the requested documents by the 90-day condition due date, the health center may submit a signed plan of action from the CEO, which states that the health center will submit all of the required elements within 120 days of the plan acceptance.

DIVISION REPORTS

Community and Environmental Health Services

Samantha Eitniar, Acting Director, reported on the Lead Ordinance. The City of Toledo Lead Ordinance was passed about two weeks ago. Many amendments were made to the original ordinance. Lead inspectors will be registered through the Health Department. We will then make a list for individuals who need an inspection. The Health Department will also provide the Lead certificate to these individuals. Initial discussions will center on the timeline for inspections, extensions, a phase-in process, etc.

Eric Zgodzinski noted there is a need to set up a task force to include landlords, stakeholders, elected officials, Board members, and others. It is essential to establish a task force to ensure success of the program.

PIO/Marketing

Shannon Lands reported on the following items: Meet & Greet event, media attention, new Toledo-Lucas County Health Center Logo, staff training and “Drive the Lead Out” Golf Outing. Ms. Lands noted that the new Toledo-Lucas County Health Center logo would appear on all health center-affiliated documents. Also, plans include staff training in the area of customer service.

Health Services

Dr. Michael Stubblefield, DDS, reported on the Dental Services Clinic. He highlighted the areas of Caries, Dental Services, Dental Clinic, Dental Sealant Program, Mobile Dental Program and Patients Served in 2015. Dr. Stubblefield reports that dental services are available to anyone. The Mobile program sees children from kindergarten to 8th grade. Even if Medicaid is not available, some grant funds are available to help cover those costs.

Administrative Services

Joanne Melamed reported that there was prior conversation about planning that is forthcoming in the next few months, especially on the budget. Also, one of the things we will be doing is reviewing all fees in order to try to obtain support services for the billing area. We have been working with the unions on the latter issue.

Health Commissioner's Comments

Eric Zgodzinski requested Board members to review the Co-Applicant Agreement for next month. We are also talking with our staff about leadership. Our goal is to encourage all employees to become leaders and experts in their field.

Other Items and Public Health in the News

Dr. Donna Woodson stated that recently the Health Department has been in the news frequently. She noted a BLADE editorial in today's newspaper titled, “Good first step on lead” and that the Health Department has an important role to play.

Next Meeting Date

The next regular Board of Health meeting will be held on Thursday, September 22, 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, Donald Murray made a motion to adjourn the meeting. Ted Kaczorowski seconded the motion. Motion carried. The meeting ended at approximately 11:15 a.m.

Signed:

Dr. Donna A. Woodson, President

Lucas County Regional Health District

Attested By:

Eric J. Zgodzinski, MPH, RS, CPH
Secretary to the Board