LUCAS COUNTY REGIONAL HEALTH DISTRICT

 Board of Health Meeting

Department of Operations Center (DOC) #254

September 22, 2016– 8:30 A.M.

# **Roll Call**

A roll call was taken of Board members for attendance.

*Present*: Darlene Chaplin, Barbara Conover, Reynald Debroas, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Robert Reinbolt, Matthew Sapara, and Dr. Donna Woodson

*Absent:*  Barbara Sarantou (excused)

(Note: Vidya Ramanathan, M.D., resigned effective September 9, 2016)

*Guests/New Employees:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch and Jim Walter, Assistant Prosecutors;

Eric Lindsley, Kaitlyn Shrake, Faiz Tausif, and Abigail Wagner, Medical Students in Public Health Elective at the UT School of Population Health/BG, Ohio Consortium for Public Health/TLCHD

Nora Alraubae, Ulita Bhaor, Zeina Hassan, Rebecca Lamour, Julia Vasquez, MPH Students/UT School of Population Health/BG Ohio Consortium for Public Health/Interns

*Staff:* Rebecca Anderson, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, Joshua Niese and Eric Zgodzinski

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

Introduction of Guests

Dr. Donna Woodson announced that four medical students are here today to learn more about public health, which comprises both public health and population health. The following medical students introduced themselves: Eric Lindsley, Kaitlyn Shrake, Faiz Tausif and Abigial Wagner. Mr. Lindsley remarked that all the medical students were impressed with the diversity of Health Department programs. He stated that the students were also impressed with the employees who work here and their passion, helpfulness and openness to them. They were grateful and thanked everyone for their time and effort.

Eric Zgodzinski then acknowledged the Masters of Public Health students and interns who were present today. He introduced Joshua Niese, who is a supervisor in in the Food Program in Environmental Health. Mr. Niese has recently assumed additional responsibilities for the Lead program, and he will be filling in for Samantha Eitinear today.

**Minutes of August 25, 2016**

Dr. Woodson stated that the minutes of the August 25, 2016 meeting were sent to Board members ahead of time for review. Barbara Conover made a motion to approve the minutes as presented. Darlene Chaplin seconded the motion. Motion carried.

###### Agenda

Dr. Woodson noted the necessity to hold an executive session today. Eric Zgodzinski stated the reason for an executive session is to discuss employment and collective bargaining matters. It will take place after approval of the vouchers.

**Resolution (2016.09.117):** Robert Reinbolt made a motion that an executive session will be held today to discuss employment and collective bargaining matters. Ted Kaczorowski seconded the motion. A vote was taken: 10 yeas. 0 nays. Motion carried.

###### 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 September vouchers were reviewed and found acceptable.

**Resolution (2016.09.118):** Matthew Sapara made a motion to approve the September Bill Schedule. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Executive Session**

**Resolution (2016.09.119):** Robert Reinbolt made a motion that the Board go into executive session to discuss employment and collective bargaining matters. Ted Kaczorowski seconded the motion. A roll call vote was taken: 10 yeas. 0 nays. Motion carried.

Dr. Woodson excused everyone from the meeting except Board members, legal counsel (Kevin Pituch and Jim Walter) and Eric Zgodzinski. The Board went into executive session at approximately 8:45 a.m.

(Reynald Debroas left at approximately 10:50 a.m.)

**Resolution (2016.09.120):** Matthew Sapara made a motion that the Board return to regular session and stated that no action was taken during executive session. Perlean Griffin seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

The Board returned to regular session at approximately 10:54 a.m.

**Legal Update**

Kevin Pituch stated that he, as well as Board members, had received a letter dated September 6, 2016 from Patricia A. Lines regarding the FY 2012 HUD Lead-Based Paint Hazard Control Grant. He explained that in 2013, Patricia A. Lines had sent a letter to the Board demanding payment regarding a grant that she prepared. It turns out that she did not have permission from the Board to seek that grant, nor a contract with the Board. Therefore, there was no obligation for payment. A letter of response was provided to Ms. Lines in 2013, which stated that she did not have a contract with the Board and that we had no obligation to pay her. Joanne Melamed explained that it appears that Ms. Lines had been following recent newspaper articles about the City of Toledo and looking to see how much money was spent on the grant. Dr. Grossman provided background information about the Lead grant and the City of Toledo’s involvement. It was determined that Patricia A. Lines was not requesting anything from the Health Department regarding her September 6, 2016 letter. No Board action is necessary.

(Donald Murray left at approximately 11:00 a.m.)

**New Business**

**Points for Consideration**

**Co-Applicant Agreement**

Eric Zgodzinski stated the Co-Applicant Agreement was a continuation item from last month to allow Board members ample time to review the document. The Board must consider support or non-support of this item. Alice Dargartz is here to take down any documentation any motion made today. A signature page will be provided for a motion:

Due to the immediate need for approval of the Co-Applicant Agreement and formal documentation of the acceptance of the contract by the board this section of the minutes will be approved September 22, 2016 and will appear in the overall formal board minutes of September 22, 2016.

**Motion**

**Resolution (2016.09.121):** A motion was made by Matt Heyrman to accept the co-applicant agreement and enter into the contract with the Toledo-Lucas County Health Center Board. Seconded by Robert Reinbolt. Roll call vote was taken. Motion carried. 8 yeas, 0 nays.

(Donald Murray returned at approximately 11:05 a.m.)

**2017 Environmental Health Fees – 1st Reading**

Eric Zgodzinski presented the 2017 Environmental Health fees for a 1st reading. He stated that the appropriate cost methodology was done. This year the cost increased slightly for almost all categories, except for mobile and vending machine licenses.

There was a question on the cost for the Plan Review fee. Eric Zgodzinski will check on this item.

**Resolution (2016.09.122):** Robert Reinbolt made a motion that the Board accept the 2017 Environmental Health fees for a 1st reading. Matthew Sapara seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

Eric Zgodzinski stated that he had spoken to Kevin Pituch, and Eric is asking the Board’s approval regarding new fees that are included in the 1st reading. The fees are for Lead inspector registration and property registration. The Board has two options. The Board could either accept this as an emergency measure or the money could be collected and held.

Donald Murray stated that this action was generated by the recent enactment of the Lead Ordinance last month. He recommended approval as an emergency measure.

**Resolution (2016.09.123):** Matthew Sapara made a motion that the Board approve the fees for Lead inspector registration and property registration. Darlene Chaplin seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

**Policy & Procedure – Referral & tracking: documentation in the Health Record**

Eric Zgodzinski stated that these policies and procedures need Board approval. Rebecca Anderson explained that the procedures were initially written in June for the FQHC site visit by HRSA. It was recommended that these procedures also become policies. That is why they were changed to policies and procedures. These policies and procedures must now be approved by both the Board of Health and the FQHC Board.

Robert Reinbolt questioned the signatures on the sign-off sheet and consistency on the signatures. A suggestion was made to approve the Policy & Procedure – Referral & tracking: documentation in the Health Record, subject to conformity and a request for signatures. Matthew Sapara seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Fee Analyzer for Dental, Vision & Health Services Fee (2-Year Schedule)**

Rebecca Anderson explained that the codes will be reviewed every two years and new fees should be set based on the 50th percentile as recommended by HRSA.

**Resolution (2016.09.124):** Matt Heyrman made a motion that the Board approve the Fee Analyzer for Dental, Vision & Health Services Fees (2-year schedule.) Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Governance: Attestation Policy Information Notices (PINS)**

Rebecca Anderson explained that the FQHC program requirement numbers three (staffing) and seventeen (Board authority) were not met during the site visit in June. In order to meet these requirements, both Boards, administration, and clinical staff must sign attestations saying that they have read, understand, and can verbalize the Policy Information Notices (PINS.)

Joanne Melamed stated that relative to governance PINS, according to State law, the Board of Health keeps the duties and responsibilities over employees, hiring and finances. The Co-applicant Board would be responsible for reviewing the clinics. Daily operation would stay with the Health Department but the FQHC Board is a partner in operations.

The second PIN deals with credentialing and privileging of our medical staff, including physicians, dentists, nurse practitioners and other licensed or certified practitioners. This basically lists the methods to be used in credentialing and privileging our medical staff. Joanne Melamed stated that all medical staff members have been credentialed and privileged.

**Resolution (2016.09.125):** Barbara Conover made a motion that the Board attest and approve the Public Information Notices (PINS) 2002-22. Matthew Sapara seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Health Net Agreement MOU**

The committee reviewed a memorandum of agreement to participate in a health information technology advancement, meaningful use attainment, and quality improvement project of Delaware Health Net. The Memorandum of Understanding was sent to the Prosecutor’s Office for review.

**Electronic Health Records (EHR) Contracts**

Eric Zgodzinski stated that we are looking to have discussions with EHR firms to assess their ability to assist with our billing department. One firm is Allscripts and could be selected if specific variables are met. A suggestion was made to gather more information on potentially expanding our contract with Allscripts, as well as identifying other possible firms with which to contact. There was agreement.

**COMMITTEE REPORTS**

**Audit/Finance Committee**

Matt Heyrman reported that the committee met on September 13 and 20, 2016. On September 13, the committee addressed the following items: August Financial Status, Revenue/Expense Projections, Clinic Productivity from 2015 and 2016 and Staff Reductions.

Matt Heyrman reported that the committee received a report about the state of the budget and our current situation. He stated that there is potential for a cash shortage the second month of 2017. Our revenues do not line up with our projected budget. The gaps appears to be about $1 million. The A/F committee is in the process of reviewing options on how to bridge the gap. Administration has presented three different scenarios based on existing revenues and expenses. The committee reviewed all FQHC programs and saw that expenses greatly outweigh clinic receipts. Reduction in staff would start with bringing efficiencies to the FQHC programs. Other staff reductions would take place by not filling vacant positions, consolidations of duties and responsibilities, and layoffs due to lack of funds.

The Audit/Finance Committee met for the second time on September 20 and reviewed the following: August Financial Status, September Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, FQHC Clinic Reports and FQHC Base Period Renewal Applications.

**Update - Grant Funded Programs**

We have 4 notices of award and 12 pending grant applications. The committee reviewed 20 contracts. The revenue contract with Educare Academy was highlighted, as the Health Department would provide Lead screens for students, education to staff and parents/families, and case management. Eric Zgodzinski stated that there are discussions about potentially charging a fee of $60.00 to agencies, such as, Educare Academy. A decision was made to table this item for further review. There was agreement.

**Other Items – Transfers of Appropriations**

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

**Resolution (2016.09.126):** Donald Murray made a motion to approve the transfer of $78,232.71. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

There is a need to change the Revenue Estimates and Expense Appropriations for the month of August 2016 in the amount of $886,100. This represents new revenue estimate and appropriation for the Personal Responsibility Education Program, FQHC Supplemental Funding for Patient Centered Medical Home, and FQHC Year 2 non-compete award.

**Resolution (2016.09.127):** Donald Murray made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of $886,100 for August 2016. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Fee Analyzer

The codes will be reviewed every two years and new fees should be sent based on the 50th percentile as recommended by HRSA. This item was previously discussed and approved by the Board.

FQHC Reporting

We received our FQHC monthly reports. The FQHC continuation application came out on September 20, 2016. The deadline to submit the application is November 29, 2016.

**Resolution (2016.09.128):** Robert Reinbolt made a motion to accept the committee report. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Personnel Committee**

Robert Reinbolt provided the Confirmation of New/Separated Employees report: There were no newly-hired employees. Katina Sadowy, Optician resigned effective September 1, 2016. Eric Zgodzinski reported that administration attempted to schedule an exit interview with Ms. Sadowy; however, she declined to come in.

**Resolution (2016.09.129):** Ted Kaczorowski made a motion to approve the committee report. Perlean Griffin 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 September 14, 2016.

*Proposed 2017 Environmental Health Fees*

The 2017 Environmental Health Fees were previously discussed and passed.

*Lead Ordinance*

The Lead Ordinance passed on August 16, 2016. The proposed fee is $45 for each of the permits. A Lead Task Force will be formed. There are plans for an expo to get the information out to property owners and prospective assessors.

*Ozzie’s Carryout*

A meeting is being planned to get a definite timeline of the proposed work on the septic system.

 *Griswold Property*

The owners are continuing to pursue getting the property approved for sale. ODH and EPA are now involved. The Metropark system is looking to purchase the property and make it a preserve site.

**Resolution (2016.09.130):** Robert Reinbolt made a motion to approve the committee report. Ted Kaczorowski seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Facility Committee**

Barbara Conover announced that the committee met on September 19, 2016 and reviewed the following items: Front Lobby Renovations, Dental Area, Elevator Repairs, Building Contract, Miscellaneous Discussion and Building Study.

*Lobby Renovation*

The committee reviewed the front lobby renovations, and removal of the desks to the area between the stairwell and the elevators. This caused the floor to be damaged, and the repair work is underway. Tri State Flooring will be able to work off hours to facilitate the work. The committee also discussed the electrical box and security doors.

Eric Zgodzinski announced that Shannon Lands has assumed additional duties and is now in charge of facilities. She will be working with Barbara Conover relative to the issues here.

*Dental Area*

The dental area also needs renovation. A suggestion was made to see if there were any open desks from other parts of the building in order to swap the desk out. An additional suggestion was made of contacting local dental practices to see if they are willing to donate various items (furniture) to our dental program.

*Elevator Repairs*

The north side passenger elevator will be down for repair on Friday, September 23, 2016 from 11:00 a.m. to 3:00 p.m. The main elevator is still inoperable, as there was a problem with getting the necessary parts. We anticipant that the Schindler Company will repair the elevator the end of October. Shannon Lands noted that she contacted Schindler to solidify a date and time for the meeting. Donald Murray suggested contacting the Fire Department regarding down time for the elevator as a safety precaution.

*Building Contract*

We currently have a building contract with the City of Toledo that we had for several years but it is not current. Shannon Lands met with Bill Burkett, Commissioner, Economic and Building Development, and he suggested securing a more up-to-date lease.

*Other Discussion*

The committee learned that the janitorial company at the downtown location might not be performing as well as expected. On Tuesday, September 20, Shannon Lands met with the owner of the company about the cleanliness of the building. Afterwards, he and his crew cleaned Kuhlman auditorium and prepared to wax the floors the next day. Ms. Lands stated she hopes to work closely with the owner in addressing these types of issues. If no progress is made, a new RFP might be needed for a new janitorial company.

*Building Study*

It was suggested that a committee is formed internally to help facilitate the new building study. A suggestion was made to use survey monkey to gather initial input from employees. Shannon Lands added that the Board should be included in the planning process. Eric Zgodzinski pointed out that various options are being reviewed including a new facility or moving the Health Department in with another agency. More to come.

**Resolution (2016.09.131):** Donald Murray made a motion to approve the committee report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Health Services Committee**

Barbara Conover reported that the committee met on September 12, 2016 and reviewed nine items. The following items were previously discussed and approved by Board action: *FQHC Updating Fees for Services Using Fee Analyzer, FQHC Referral and Tracking Policy and Procedure, FQHC Documentation in the Health Record Policy and Procedure and FQHC Attestation to PINS on Governance and Credentialing and Privileging.*

 *FQHC Health Net Agreement MOU*

This item was previously discussed.

 *FQHC Ohio Association of CHC Agreement*

The committee reviewed a subcontractor agreement to host students through the Primary Care Workforce Initiative through the Ohio Association of Community Health Centers. Reimbursement is based on an hourly rate of $30 per hour, up to an annual cap of $50,000 for presenting students.

*FQHC Review of Patient Numbers, Revenue, and Expenses in Core Programs*

The Committee reviewed medical programs based on productivity and financial data. Several factors were discussed to improve overall outcomes.

*FQHC Updates on Patient Centered Medical Home, Extra Hours, FQHC Application*

Update on PCMH was tabled until the next meeting. FQHC continuation grant application is coming out on September 20, 2016; it is due on November 29, 2016.

*Health Services Update on Syringe Access Program, 60+ Program, and School Nursing Program*

As of October 1, 2016, the Sixty-Plus Program will no longer be reimbursed for Tai Chi due to changes mandated by the Administration for Community Living (ACL). The Toledo City Council approved the Syringe Access Program (SAP).

**Resolution (2016.09.132):** Darlene Chaplin made a motion that the Board approves the committee report. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

**Prior and Pending Business**

*FQHC Update*

Rebecca Anderson reported on two supplemental grants—one was an IT grant for $54,509 and the other one was the Patient Center Medical Home (PCMH) grant for $35,000. Our total grant award is currently $771,000.

Ms. Anderson also announced that a FQHC Finance Committee meeting was held yesterday (September 21). The following persons attended: Dr. Joe Dake, Mary Duncan, Nancy Brown-Schott, Eric Zgodzinski and Joanne Melamed. Dr. Joe Dake, President of the FQHC Board, had requested to attend the next Board of Health meeting. He will speak on future plans, including a plan for measurable objectives. He wanted to let Board members know that the budget for the FQHC is taken very seriously by the FQHC Board and himself. Rebecca Anderson stated that Mary Duncan serves as the Vice President of the FQHC Board. She was able to give much insight and, through the operation of this Board, helps to bridge that gap. This is important as it enables both boards to understand the importance of working together. Eric Zgodzinski and Joanne Melamed also attended the Finance meeting and reported on current financial issues. Ms. Anderson stated that October 19, 2016 is pivotal as many of the documents the Board approved today will be incorporated in her report to HRSA.

*Health Commissioner’s Comments*

Eric Zgodzinski announced that he plans to attend the Association of Ohio Health Commissioners’ Conference in Columbus today. He stated that he would discuss some of the concerns that were raised today at the AOHC conference.

Mr. Zgodzinski stated that a cross-cultural committee would be established to address some cultural issues within the Health Department. The committee will be comprised by a cross section of Health Department employees.

Dr. Woodson mentioned that the Board had received a letter from one of our employees regarding cultural concerns. The Mayor of the City of Toledo had also received a copy. A suggestion had been made to write a joint letter to the Mayor about the issues. Dr. Woodson reported that the joint letter, signed by Eric Zgodzinski and her, had been sent to Mayor Hicks-Hudson.

Eric Zgodzinski also reported that there are two legislative issues that will need our involvement, and one deals with the Lead issue. We need the assistance of the Ohio Department of Health with this program, including specifics on training. Plans include a discussion with Health Director Hodges concerning the Lead issue.

The second issue deals with the Health Department. There is a possibility of shifting away from a DAC style of oversight to direct oversight from the County Commissioners. Administration is opposed to this action. The current arrangement is the best; it has a cross-section of representatives from the entire community, and it delivers the best public health to all residents. Board Member Ted Kaczorowski has agreed to assist with these two items.

Eric Zgodzinski announced that he also plans to meet with Randy Oostra, CEO/President, ProMedica, on Monday, September 26. Topics of discussion will include specific issues, potential cooperative agreements, social determinants of health, and getting to know each other.

*Other Items and Public Health in the News*

Dr. Donna Woodson stated that the Division reports, other items, and public health in the news would be tabled until the next Board of Health meeting due to time constraints.

**Next Meeting Date**

Dr. Woodson noted there is a need for a Special Board of Health meeting before the next Board meeting. The date of Thursday, October 6, 2016 was chosen. The next regular Board of Health meeting will be held on Thursday, October 27, 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:

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## Dr. Donna A. Woodson, President

### Lucas County Regional Health District

Attested By:

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Eric J. Zgodzinski, MPH, RS, CPH

Secretary to the Board