

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

November 17, 2016– 8:30 A.M.

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Barbara Conover, Perlean Griffin, Ted Kaczorowski, Robert Reinbolt, Matthew Sapara and Dr. Donna Woodson

*Absent:* Darlene Chaplin, Reynald Debroas, Matthew Heyrman, Donald Murray, and Barbara Sarantou (all excused)

*Guests/New Employees:* Cindy McLeod, ONA Representative; Terri Dalton, Union Steward, AFSCME; Kevin Pituch and Jim Walter, Assistant Prosecutors; Pamela Byrnes, Senior Consultant, John Snow, Inc.

Samer Alharithi, Nora Alrubaie, Amala Ambati, MPH, UPMC Medical Student in Public Health Elective, Marnie Arndt, Sara Ibrahim, Stephanie McAleer, Laura LaPoint, MPH Students/UT School of Population Health/BG Ohio Consortium of Public Health/Interns; Demecia Wade-Murdock, DNP Student/Lourdes College

*Blade Reporter:* Lauren Lindstrom

*Staff:* Rebecca Anderson, Samantha Brown, Kelly Burkholder-Allen, Samantha Eitniew, Mary Frank, Dr. David Grossman, Shannon Lands, Joanne Melamed, Dave Miller, Joshua Niese, Celeste Smith, Gloria Smith, and Eric Zgodzinski

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

**Introduction of Guests**

Eric Zgodzinski introduced Cindy McLeod, Terri Dalton, Kevin Pituch, Jim Walter and Lauren Lindstrom. Eric Zgodzinski then acknowledged the Masters of Public Health students and interns and Medical Students who were present today.

**Minutes of October 27, 2016**

Dr. Woodson stated that the minutes of the October 27, 2016 meeting were sent to Board members ahead of time for review. A request was made to amend the minutes to reflect the date of the Health Services meeting from November 11, 2016 to November 14, 2016. There was agreement. Barbara Conover made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. Motion carried.

**Agenda**

There were no changes to the agenda.

## **Vouchers**

Ted Kaczorowski reported for Matt Heyrman. The Audit/Finance Committee met last Tuesday, November 15, 2016 and reviewed all of the material that it had received. The committee found no issues with the Bill Schedule. The November vouchers were reviewed and found acceptable.

**Resolution (2016.11.146):** Robert Reinbolt made a motion to approve the November Bill Schedule. Matthew Sapara seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

## **Legal Update**

Kevin Pituch reported as follows:

### **Roadhouse**

We followed up with the engineer, and it appears that the work regarding replacement of concrete at the Roadhouse was completed.

## **Points for Consideration**

### **Cultural Diversity/Cross Cultural Committee**

Staff members Gloria Smith and Celeste Smith, Certified Facilitators in Cultural Diversity, gave a presentation on cultural diversity. Gloria Smith reported that the goal of this newly-formed committee was to address consistency in addressing cultural and ethnic awareness and also taking into consideration that the Health Department provides services to multi-cultural clients. The committee brainstormed and selected a program for our staff on cultural diversity.

Celeste Smith stated that the committee would use the “Facing Racism in a Diverse Nation” selection, which is an evidence-based program. (A copy of the program was distributed.) This program consists of six two-hour sessions. The committee will address race as a Social Determinant of Health and hopefully this will provide the ability to start having related conversations. The committee will address the infant mortality rate, obesity rates and other issues. It is anticipated that eventually all Health Department employees will participate in this program. After this training, an Action Plan will be developed. The next session is scheduled on Thursday, December 1, 2016 at 8:15 a.m. at the Health Department. Dr. Donna Woodson stated that Board members would like to attend some of these sessions and perhaps receive reports on a regular basis. We hope the Health Department will be a trailblazer and that eventually we can take this program to other health care providers.

### **FQHC**

Rebecca Anderson introduced Pamela Byrnes, PhD, Senior Consultant for the FQHC, who will report on governance. She will talk about interacting between the FQHC Board and the Lucas County Regional District Board, as well as our FQHC Co-Applicant Model. Pamela Byrnes stated that because we are a new grantee, and as a result of a recent site visit, she was sent here to help us better understand the relationship between this Board, the FQHC Board, the roles of the two boards, and what it means to have a FQHC. It is crucial to follow the requirements as an FQHC as the federal government is depositing federal funds into your FQHC account. A powerpoint presentation was provided on “Health Center Program Eligibility, Benefits, and Requirements.” An explanation was provided on the Scope of Project consisting of five core elements: Service Area, Target Population, Services, Sites and Providers. Our FQHC project is made up of the aforementioned items. The following areas were highlighted: Program Requirements: Governing

Board Authorities, Co-Applicant Arrangement, Public Entity Roles & Responsibilities, Co-Applicant Roles & Responsibilities, Shared Roles & Responsibilities, Co-Applicant Agreement, and Making the Co-Applicant Agreement Work. The presentation was followed by a question and answer period.

Eric Zgodzinski stated that the Board of Health is committed to making our FQHC successful. Pamela Byrnes stated that she reviewed our Co-Applicant Agreement and it looks good. There are only a couple of things that need tweaking and those items are being addressed. Ms. Byrnes scheduled a meeting with Eric Zgodzinski for later today.

## COMMITTEE REPORTS

### Audit/Finance Committee

Ted Kaczorowski reported for Matt Heyrman and stated that the committee met on November 15, 2016. The committee addressed the following items: October Financial Status, November Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, and Other Items – Draft of Ethics Policy and FQHC Clinic Reports.

### Update - Grant Funded Programs

There was 1 notice of award, 8 pending grant applications, and 4 contracts.

### Other Items – Transfers of Appropriations

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

**Resolution (2016.11.147):** Robert Reinbolt made a motion to approve the transfer of \$169,965. Matthew Sapara seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

There is a need to change the Revenue Estimates and Expense Appropriations for the month of October 2016 in the amount of \$469,564.61. This represents new revenue estimate and appropriation for the HCNO Infant Mortality Hot Spot Travel Monitor, Creating Healthy Communities, ODH Tobacco Policy, Community Health Assessment, and TB Case Reporting grants.

**Resolution (2016.11.148):** Matthew Sapara made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of \$469,564.61 for October 2016. Barbara Conover seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

### Ethics Policy

A draft of the Ethics Policy was discussed. The policy will ensure that all TLCHD officials, employees, or other representatives conduct themselves in a manner that fosters public confidence in the integrity of the Health Department, its processes, and its accomplishments.

### FQHC Reporting

October receipts and expenses were provided. The committee reviewed the number of patient visits by providers and discussed the submission of the annual cost report to the Ohio Department of Medicaid. FQHC continuation application deadline submission is December 12, 2016.

**Resolution (2016.11.149):** Matthew Sapara made a motion to accept the committee report. Robert Reinbolt seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

### **Personnel Committee**

Robert Reinbolt said that there is no written committee report today as the committee did not meet this month. Mr. Reinbolt reported that Monica Thompson was hired as an Account Clerk on November 14, 2016 at a rate of \$14.10 per hour. Ms. Thompson will work in the Administrative Services-Billing Division. There were three separations: Craig Krajeski, Sanitarian, resigned on November 1, 2016. DaShe Frieson, Program Coordinator, resigned on November 4, 2016. Cheryl Null, Account Clerk, deceased on November 17, 2016.

**Resolution (2016.11.150):** Ted Kaczorowski made a motion that the Board approve the committee report. Barbara Conover seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

Robert Reinbolt presented four manpower requests for Board consideration:

Request to hire Kristin Moncrief, Optician. Filling the open Optician position (Katina Sadowy). Position working 25 hours per week.

**Resolution (2016.11.151):** Matthew Sapara made a motion that the Board approve the hiring of Kristin Moncrief, Optician, working 25 hours per week. Ted Kaczorowski seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

Request to fill vacant position of Health Educator (3-year grant/Maternal & Child Health) held by Lindsey Rothenhauser who was promoted.

Request to fill vacant position of Community Health Worker (3-year grant/Healthy Start) held by Rachel Walker who was promoted.

Request to fill a new position of Health Educator (3-year grant/ODH Tobacco) 40 hours.

**Resolution (2016.11.152):** Matthew Sapara made a motion that the Board allow administration to move forward on filling the grant for the three, above-mentioned positions. Ted Kaczorowski seconded the motion. A vote was taken: 6 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

#### *Proposed 2017 Environmental Health Fees – Third Reading*

Robert Reinbolt stated that this would be the third reading of the 2017 Environmental Health Fees. (A copy of the 2017 Proposed 2017 Environmental Health fees was provided.)

**Resolution (2016.11.153):** Robert Reinbolt made a motion to approve the third reading of the Environmental Health fees as presented. Barbara Conover seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

### **Facility Committee**

Barbara Conover stated that there was no report.

## Health Services Committee

Barbara Conover reported that the committee met on November 14, 2016. (Correct committee minutes, change meeting date from November 11, 2016 to November 14, 2016.)

### FOHC Competing Continuation Grant Application

This is a two-tier application; the first tier is due on December 12, 2016 and the second tier is due on January 10, 2017.

### Patient-Centered Medical Home

The requirements for Patient-Centered Medical Home through NCQA were discussed including the distinction between must-pass elements and critical factors. The benefits of becoming a patient-centered medical home include an increase in available grant dollars and increased reimbursement through quality programs such as Meaningful Use.

### Patient Survey of Clinic Hours

Jennifer McCloskey conducted the Patient Hour Survey, consisting of over 59 surveys. Over 80% of our patients indicated that the time and current hours were good for them and their families. A total of 7 patients were seen on Saturday, November 4, 2016.

### Alternate Payment Method

Alternate Payment Method allows for the closing of gaps between expenses and billed revenue. It will not only provide a lump sum reimbursement, but will also increase the individual visit reimbursement rates through Medicaid. The committee discussed the submission of the annual cost report to the Ohio Department of Medicaid. An estimate was made for rate adjustments to medical, dental, and vision services at both our locations. Estimated reimbursement under this method has to be reviewed by the Ohio Medicaid.

### Sustainability

The committee is in the process of reviewing staffing, as suggested by administration, as it relates to our practitioners, internist (MD) and associated costs. Also discussed were nursing and social worker positions and some enhancements that could be attained with staffing adjustments as shared in the minutes. This includes enhanced reimbursement, alternate payment method and improved billing.

There was a question about accepting Michigan patients. Pamela stated that many health centers have crossed borders and this depends on which states they are. In order to bill Medicaid for Michigan residents for services rendered, this Health Center must be a Medicaid provider under the Michigan Department of Health Services (or appropriate agency) which you can apply for. A suggestion was made to pursue this issue.

Kelly Burkholder-Allen reported on a new development. The Shots 4 Tots nurse would like to trial a Saturday session to be piggybacked with the session that is already taking place at Western Lucas County. Essentially one nurse is needed. However, if billing services are needed, some staff members have already agreed to work on a trial basis flexing their time.

Pamela Byrnes, FQHC Consultant, stated that this was a wonderful idea and a good way to build the patient base with children. The fact that staff is already in 47 schools is a great way to build your patient base.

A question was asked about a marketing strategy for Shots 4 Tots. Shannon Lands, PIO, stated that she and Kelly would work on this item today.

### **Executive Session**

**Resolution (2016.11.154):** Robert Reinbolt made a motion that the Board go into executive session to discuss contracts, budgets, and personnel issues. Perlean Griffin seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

Dr. Woodson excused everyone from the meeting except Board members, legal counsel (Kevin Pituch and Jim Walter), Rebecca Anderson, Kelly Burkholder-Allen, Samantha Eitniear, Shannon Lands, Dave Miller, and Eric Zgodzinski.

The Board went into executive session at approximately 10:20 a.m.

**Resolution (2016.11.155):** Darlene Chaplin made a motion that the Board return to regular session. Perlean Griffin seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

Matthew Sapara amended the motion to state that the Board did not take any action during executive session. There was agreement. The Board returned to regular session at 11:25 a.m.

### **Motion - FQHC**

**Resolution (2016.11.156):** Barbara Conover made a motion that the Board apply for a three-year cycle of the FQHC grant with the initial summary document due on December 12, 2016. Matthew Sapara seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

### **Motion - Allscripts**

**Resolution (2016.11.157):** Matthew Sapara made a motion that the Board enter into an agreement with Allscripts to assist the Health Department with training and collections in the Billing Division, based on the notion that without this assistance, the Health Department is in financial emergency. This motion is a further condition on resolving the following issues to the satisfaction of the Health Commissioner: 1) the termination and/or the reduction of staff of the agreement. 2) the up-front optimization clause. 3) the minimum insurance requirement. Robert Reinbolt seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

### **Motion - Layoffs**

**Resolution (2016.11.158):** Robert Reinbolt made a motion that the Board accept the proposed layoffs and/or hourly reductions for lack of funds for these positions as follows:

Social Worker – layoff for lack of funds.

Medical Assistant – reduction of hours from 40 to 32 for lack of funds.

Public Health Nurse – layoff for lack of funds.

Dentist – reduction of hours from 12 hours to 8 for lack of funds.

Physician – reduction of hours from 40 hours to 24 for lack of funds.

The Board directs Administration to effectuate the layoffs, in accordance with the CBA and for the NBU in accordance with the Ohio Revised Code. Matthew Sapara seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

(Matthew Sapara and Barbara Conover left at approximately 11:30 a.m.)

## **DIVISION REPORTS**

### **PIO**

Shannon Lands reported as follows:

Last month, Eric Zgodzinski presented at the American Legion Post 335, housed at the Toledo Hospital, with a luncheon for vets. He was presented with a nice certificate.

The Tent City event was held on October 21-23. Mercy graciously donated \$500 for birth certificates. This event is geared toward our homeless population.

Lead Inspector Training is taking place every week throughout the month of November and December. They will be two-day sessions at Scott Park Campus. The cost is \$140. We expect to train about 150 individuals by the end of the year.

A Drug Take Back Day was held on Saturday, October 27, at the Health Department. Our pharmacy interns headed up this program. This was good community outreach, especially with the current drug epidemic that Lucas County and others are dealing with.

Brandon Palinski, Quality Assurance Coordinator, continues to work on Strategic Planning. A rough draft release will be available early next year. Mr. Palinski is working diligently to get the Health Department “PHAB-ready” for this coming summer.

Board members received an invitation to the upcoming Holiday Party, which will be held on Friday, December 16, at Fallen Timbers Fairways starting at 6 p.m. Please RSVP to Clark Allen, Shannon Lands or Mary Frank.

Eric Zgodzinski announced that April Snelling had contacted him about holding a “Holiday Gathering” for just our clients. This would be similar to our “Back to School Blast” where the invitation was extended to everyone in our community. Potential ideas for this event would include cookie decorating, ornament making, food demonstrations, education, and other events. Our employees could purchase toys, canned goods, and clothing. Administration is very supportive of this effort.

### **Community and Environmental Health**

Samantha Eitnrear reported that the Health Department is seeing an increase in children with elevated blood lead levels. We are also continuing our Lead training. There are about 13 spots left

in the next Lead course, and there will be more testing dates scheduled in January and February. We continue to hold bi-weekly Task Force meetings, which cover discussions on implementations, recommendations, and improving our working relationships in the community. Board members were invited to attend these meetings, which are held every other Monday at 3 p.m. The next meeting is on November 28.

We are also planning to hold a stakeholder meeting sometime in December for the Operation and Maintenance (O&M) of septic systems to get that program up and running. Supervisor Jerry Bingham is working on recruiting stakeholders and getting the word out to the various townships and villages. Mr. Bingham will share various data with stakeholders.

### **Health Services**

Kelly Burkholder-Allen reported that on November 4, 2016 there was a Naloxone atomizer recall. We immediately had to assess what we had on the shelf and what had been distributed to the community including law enforcement agencies. We contacted law enforcement agencies and area pharmacies regarding this recall and assisted them on the recall effort. This emergency situation was handled extremely well by our Health Department staff. Eric Zgodzinski stated that our Health Department did not receive guidance from the Ohio Department of Health until late afternoon. Mr. Zgodzinski said that he had contacted ODH regarding his concern that health departments need immediate assistance from the state in these types of situations.

#### *Health Commissioner's Comments*

Eric Zgodzinski stated that it was a pretty rough week with the passing of Cheryl Null, who was one of our employees for 29 ½ years. A staff meeting was held to inform our employees of their co-worker's passing. Workplace Resources was notified, and Dr. John Lewton came to our building and provided services to our employees.

#### *Other Items and Public Health in the News*

Kevin Pituch announced that Board members will soon receive an Ethics Policy for their review. The Ethics Policy is a requirement by the federal government. The Prosecutor's Office has reviewed and approved the policy. Board members were asked to review the policy before the next Board meeting.

Ted Kaczorowski stated that he had the pleasure of working with Samantha Eitniear and sanitarians. He attended some meetings to learn more about environmental health. He was very impressed with the staff's work ethic, dedication and diligence in their everyday work. He urged other Board members to attend environmental health meetings.

Perlean Griffin commented that she would like to see some sort of recognition for employees who have worked at the Health Department and have passed away. This would be a way to thank the families of our employees and to show them that we care about them.

Eric Zgodzinski stated that Administration was going to start "An Employee of the Year" process. Plans include a plaque honoring Cheryl Null as an employee who passed with 29 years of dedicated service. Afterward, names of employees under the "Employee of the Year" process could be added. Dr. Woodson said that this item could be discussed further at the next Board meeting.



Dr. Donna Woodson stated that there was a newspaper article in today's paper that infant mortality rates decreased in the country. Unfortunately, the rate of infant mortality among African American babies in our community went up.

Dr. Woodson said that she just returned from an American Medical Association meeting where the Syringe Exchange Program was discussed. Lucas County does not have this program yet, but the AMA encourages all health departments and other agencies, to acquire it.

Dr. Woodson thanked Health Department employees who assisted several medical students learn about public health, including FQHC, and available services.

**Next Meeting Date**

The next regular Board of Health meeting will be held on Thursday, December 15, 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, Ted Kaczorowski made a motion to adjourn the meeting. Robert Reinbolt seconded the motion. Motion carried. The meeting ended at approximately 12:18 p.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