

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

October 27, 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, Robert Reinbolt, Barbara Sarantou, and Dr. Donna Woodson

*Absent:* Reynald Debroas, Matthew Sapara (both excused)

*Guests/New Employees:* Cindy McLeod, ONA Representative; Nathan Fries, Union Steward, AFSCME; Kevin Pituch and Jim Walter, Assistant Prosecutors; Ben Wade, Representative, Allscripts

Ahmad Alamer, Ahmen Alnemar, Pakota Bick, Deidre Potter, MPH Students/UT School of Population Health/BG Ohio Consortium for Public Health/Interns. Sharon Nche-che, UT Rapstone

*Blade Reporter:* Lauren Lindstrom

*Staff:* Rebecca Anderson, Kelly Burkholder-Allen, 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, Nathan Fries, Kevin Pituch, Jim Walter and Lauren Lindstrom. Eric Zgodzinski then acknowledged the Masters of Public Health students and interns who were present today.

**Minutes of September 22, 2016**

Dr. Woodson stated that the minutes of the September 22, 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 that there would be an executive session today.

**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 October vouchers were reviewed and found acceptable.

**Resolution (2016.10.133):** Perlean Griffin made a motion to approve the October Bill Schedule. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

### **Legal Update**

Kevin Pituch reported as follows:

#### **Roadhouse**

There was an outstanding issue with the Roadhouse regarding the replacement of concrete. There was also a court resolution earlier this year when the owner had promised to either remove the concrete this month or obtain a certification from the engineer. Last week, the Prosecutor's Office received an email from the attorney, who was representing the Roadhouse, that the work had been done. We will follow up with the engineer.

Eric Zgodzinski stated that he had also contacted the Prosecutor's Office on the question of what constitutes a meeting that is open or closed to the public. Currently, Lead Task Force meetings are being held in the community and some individuals have requested to attend these meetings. Eric stated that the task force is not designed that way. Samantha Eitniear said that the task force consists of a cross-section of representatives from the Chamber of Commerce, City of Toledo Department of Neighborhoods, City Council, Old West End, Historical District, as well as community partners, elected officials, and other representatives of the community.

### **Executive Session**

**Resolution (2016.10.134):** Robert Reinbolt made a motion that the Board go into executive session to discuss contractual issues, disciplinary concerns, and personnel issues, such as, hiring and firing. Perlean Griffin seconded the motion. A roll call vote was taken: 7 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, Shannon Lands, Dave Miller, Eric Zgodzinski, and Ben Wade (Allscripts.) The Board went into executive session at approximately 8:45 a.m.

(Ted Kaczorowski arrived at approximately 8:45 a.m. and Matt Heyrman arrived at approximately 8:47 a.m.)

(Barbara Conover and Barbara Sarantou left at approximately 11:00 a.m.)

**Resolution (2016.10.135):** Darlene Chaplin made a motion that the Board return to regular session. Perlean Griffin seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried.

The Board returned to regular session at approximately 11:30 a.m.

### **New Business**

#### **Points for Consideration**

##### **Contracts**

Eric Zgodzinski stated that the issue of contracts would be addressed later.

### Cross Cultural Committee

Eric Zgodzinski stated that Celeste Smith and Gloria Smith were slated to make a presentation about the newly-formed Cross Cultural Committee of the Health Department today; however, this item was tabled until next month. The reason this committee was formed was due to cultural issues. Celeste Smith and Gloria Smith are certified facilitators and will be participating on a program for all employees under this new committee.

## **COMMITTEE REPORTS**

### Audit/Finance Committee

Matt Heyrman reported that the committee met on October 25, 2016 and addressed the following items: September Financial Status, October Bill Schedule, Grant Funded Programs, Contracts, Transfers of Appropriations, and Other Items - FQHC Clinic Reports.

### Update - Grant Funded Programs

Board members were urged to review grant funded programs. The A/F Committee is keeping track of the programs and our general fund ability to match grant funds. The Board was reminded of the December 12, 2016 FQHC grant application deadline and its significant economic impact on the Health Department.

There were 18 contracts this month. Two contracts—Educare and Brightside Academy—were tabled from last month. Both agencies provide lead screens. Last month there was a concern as to whether we were making enough for these types of visits to cover the nurses' travel time and other expenses. After a thorough review with administration, it was found that there were sufficient funds to cover these expenses.

### Other Items – Transfers of Appropriations

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

**Resolution (2016.10.136):** Donald Murray made a motion to approve the transfer of \$78,232.71. Darlene Chaplin seconded the motion. A vote was taken: 7 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 \$2,799,914. This represents new revenue estimate and appropriation for the WIC Grant, Maternal and Child Health Grant, HCNO PICH Corner Stores grant, and a reduction of revenue estimate and appropriation in the Health Start Grant Fiscal Year 2016.

**Resolution (2016.10.137):** Donald Murray made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of \$2,799,914 for September 2016. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

### Advance from Lucas County Auditor

Board of Health Resolution is required to request an advance from the Lucas County Auditor of taxes assessed and collected for and on behalf of the Regional Health District in the amount of \$807,341.52 in January of 2017 and \$807,341.52 in July 2017. This allows us to receive our twice yearly tax assessments early.

**Resolution (2016.10.138):** Ted Kaczorowski made a motion to request an advance from the Lucas County Auditor of taxes assessed and collected for and on behalf of the Regional Health District in the amount of \$807,341.52 in January of 2017 and \$807,341.52 in July 2017. Robert Reinbolt seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### FOHC Reporting

There will be an additional report under Joanne Melamed or Rebecca Anderson's report. There is some positive news regarding reporting. September receipts were \$366,408.63 and expenses were \$276,157.16. September is the first month that reflects a profit of \$90,251.67. The committee also reviewed number of patient visits by providers in September. All patient activity included 2,645 visits for FQHC patients, and 3,237 for all patients' visits. FQHC continuation application deadline submission is on December 12, 2016.

#### Enterprise Fund

The A/F Committee continues to recommend to the Board that we created an enterprise fund to transfer of funds so that Health Services can be identified in a separate enterprise fund. This item was referred to the ad hoc committee, and we continue to emphasize the importance of that. Also, the ad hoc committee is timely in its analysis of clinics, especially with the December 12, 2016 deadline. This will be a chance to chart the course for the next three years.

**Resolution (2016.10.139):** Robert Reinbolt made a motion to accept the committee report. Perlean Griffin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Personnel Committee

Robert Reinbolt said that there is no committee report today as the committee did not meet. He also stated that there were no newly-hired or separated employees this month.

**Resolution (2016.10.140):** Robert Reinbolt made a motion that the Board allow the Health Commissioner to proceed with a disciplinary action of five days suspension with two days held in abeyance for a current employee, as discussed with AFSCME. Ted Kaczorowski seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Robert Reinbolt stated that Board members had received a listing of five new positions to be paid out of grant monies. The positions are for Health Educator, Program Coordinator (2), Community Health Worker and Tobacco Prevention Coordinator.

Kelly Burkholder-Allen provided an explanation and justification for each position. These positions are outreach positions and will report to April Snelling, Outreach Supervisor.

Dr. Woodson inquired about the number of Community Health Workers in the Health Department. Kelly explained that this CHW position is on a different level. This position will conduct dialogue programs to break down social determinants of health and social, economic, and racial boundaries. It will help to decrease inequities in health care and availability of health care. This is more of a community-at-large position and will work on building bridges and more on the community engagement level. This position requires a master's degree.

Kelly reported on outcome payments, which amount to approximately \$40,000 a year. Outcome payments are for getting moms to their appointments and things of that nature. Dr. Woodson asked about the actual outcomes and suggested a report on this item at a later date.

**Resolution (2016.10.141):** Ted Kaczorowski made a motion that the Board allow administration to move forward on the advertising, recruiting and filling the grant for the five, above-mentioned positions. Matt Heyrman seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee met on October 19, 2016.

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

Donald Murray stated that this would be the second reading of the 2017 Environmental Health Fees. Clarification was provided as some fees have changed from last month.

The following changes were made:

#### Other Food

Expedited Plan Review Class 1 & 2 (in addition to fee) - \$1,200

Expedited Plan Review Class 3 & 4 (in addition to fee) - \$1,200

Reprint of Level 1 Certification Card - \$10

#### RV/Park Camps

Temporary 50 lots or less 7 days max - \$65

Temporary event 7 day max each additional lot >50 - \$4

#### Sewage Treatment

Variance Request - \$50

#### Lead Prevention

Clearance Technician Course - \$140

Eric Zgodzinski noted that these are fees for service. He cited the importance of covering our costs.

**Resolution (2016.10.142):** Ted Kaczorowski made a motion to approve the second reading of the Environmental Health fees as presented. Perlean Griffin seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried.

Donald Murray continued his report:

#### Central Hot Dog

This facility was closed October 7-9 to get the facility cleaned/repaired.

#### Skin Savvy

This facility has been providing permanent make-up service, which is under the tattoo ordinance. They do not have a tattoo permit. They have ceased this service.

#### Request for Variance

There was a request for a variance at 14275 River Road. The lot is under-sized. It was presented as a summer cottage. Recommendation made for approval.

**Resolution (2016.10.143):** Darlene Chaplin made a motion to approve a variance on the under-sized lot for property located at 14275 River Road. Ted Kaczorowski seconded the motion. This item did not receive a vote.

Nathan Fries noted a problem with the permit, which was good for 18 months and is up now. A suggestion was made to extend the date of the permit.

**Resolution (2016.10.144):** Donald Murray made a motion to extend the date of the permit for an additional 30 days at 14275 River Road. Matt Heyrman seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Lead Ordinance Update

There are two meetings planned in November—one for landlords and one for prospective Lead inspectors.

#### Roadhouse

Some concrete was removed at this location. We are waiting on a report from the engineer.

#### Griswold Property

The prospective buyer has backed out of the deal and the property will possibly be sold to the Toledo Metropark system.

The committee has set a standing meeting time of the third Wednesday of each month. This is an open meeting.

**Resolution (2016.10.145):** Ted Kaczorowski made a motion to accept the committee report. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

#### Lead Follow Up

Samantha Eitnrear reported that the Inspector Expo was held yesterday (October 26) and became very heated. Josh Niese did a very good job answering many questions from the landlords who attended.

A Tenant Information Session is scheduled for November 2 and the LeadTask Force meeting is scheduled for October 31.

We received confirmation from the Ohio Department of Health, which will now allow us to proceed with teaching the training course. We are also working with ODH on acquiring about 54 inspectors; currently, we have a total of 4 inspectors for the Lead program. There

are many things that are being put in place to hopefully ease some of the fears that landlords might have.

Eric Zgodzinski stated that the Health Department is dedicated to meeting the one-year timeframe of certifying 50,000 houses by next September 2017.

### **Facility Committee**

Eric Zgodzinski reported that new flooring was installed on the first floor. As part of a building study, a survey was sent to staff regarding initial input on the things that they would like to see in a new building in case of a Health Department move.

### **Health Services Committee**

Eric Zgodzinski reported that the committee did not meet this month; however, the committee plans to meet soon. The committee will discuss FQHC, efficiencies and further plans.

### **Prior and Pending Business**

#### *FQHC Update*

Rebecca Anderson reported that the Health Department received an award for Prenatal Care through the Ohio Association of Community Health Centers. This is part of our contribution toward reducing infant mortality rates.

Our Plan of Action was submitted to HRSA in a timely manner, and we have completed 6 out of 8 unmet measures. There is a continuance with our Saturday hours at the Western Lucas County Clinic. There was a change in staffing this clinic. The staffing of a Medical Assistant will now allow a complete registration process of new patients. Rebecca reported that the Saturday clinic was a 3-month pilot project. A report will be provided to the Board, which will include the number of patients seen and other items.

Eric Zgodzinski suggested to forego the division reports and Health Commissioner's Comments, due to time constraints. There was agreement.

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

Dr. Donna Woodson thanked Lauren Lindstrom for working with Shannon Lands, PIO, and including items in the newspaper about public health.

### **Next Meeting Date**

The next regular Board of Health meeting will be held on Thursday, November 17, 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 12:18 p.m.

Signed:

---

Dr. Donna A. Woodson, President

Lucas County Regional Health District

Attested By:

---

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