

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

January 26, 2017– 8:30 A.M.

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

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

Absent: Donald Murray and Matthew Sapara (both excused)

Election of President and Vice President: Pursuant to the bylaws, January of each year is the month to have elections for the Executive Committee of the Board. This is for the election of President and Vice President. In Don Murray's absence, Perlean Griffin will represent the nominating committee. Nominations from the floor were requested. Dr. Donna Woodson was the only nominee for President, thereby a vote of affirmation, she will remain President of the Board of Health. Robert Reinbolt was the only nominee for Vice-President and will be taken by affirmation to continue in that position.

Guests/New Employees:

AFSME and ONA representatives were in attendance

Blade Reporter: Lauren Lindstrom

Staff & Others: Brandon Palinski, Mary Duncan representing the FQHC Board, Students from UT.

Dr. Woodson introduced Erin Batdorff, 4th year Population and Public Health Elective Medical Student who has been shadowing at the Health Department throughout January.

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 who were present.

Approval of Minutes of December 15, 2016

Resolution (2017:01:001) Dr. Woodson stated that the minutes of the December 15, 2016 meeting were sent to Board members ahead of time for review. Reynold Debroas made a motion to approve the minutes. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays, motion carried.

Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

Approval of Payment for December Vouchers

Matt Heyrman stated that the Audit/Finance Committee met on Tuesday, January 24, 2017. The Committee found no issues with the Bill Schedule. There were value items present due to beginning of the year appropriations for annual contracts that are billed every month.

Mr. Reinbolt questioned the use of a lawn service and thought that this was done by the City of Toledo. Joanne Melamed stated that this is a service for the weed and feed of the lawn. Shannon Lands will research this to see if the agency is getting the best price for this type of service.

Resolution (2017.01.002): Darlene Chaplin made a motion to approve the Payment of the December vouchers. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Legal Update

Kevin Pituch stated that he will speak during the executive session.

Executive Session

Resolution (2017.01.003): Robert Reinbolt made a motion to go into Executive Session for personnel matters including employment and the elimination of a position as well as budget matters. Roll Call vote was taken: 9 yeas, 0 nays. Motion carried.

Dr. Woodson asked that Joanne Melamed remain for the Executive Session and that all others leave the room.

Resolution (2017.01.004): Darlene Chaplin made a motion that the Board return to regular session. Barbara Conover seconded the motion. A roll call vote was taken: 9 yeas, 0 nays. Motion carried.

Eric Zgodzinski stated that there was no action taken during the executive session.

NEW BUSINESS

A - Points for Consideration

Strategic Planning – At the Strategic Planning Committee level we have drafted the Strategic Priorities that the department is going to pursue were discussed as drafted. The applicant priorities have been vetted by employees, staff and the Personnel Committee. These priorities relate to internal issues, make consideration for the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), as well as our Environmental Health Assessment for which Samantha Eitniewski is responsible.

Brandon Palinski presented the mission, vision, and eight (8) strategic priorities that the Strategic Planning Committee proposed as the top priorities to pursue at this time, after reviewing data from the CHA, CHIP, County Health Rankings and other community stakeholder sources. What the committee determined is that obesity for both adults and youth, the opiate epidemic, access to care, infant mortality, health promotion, healthy homes, workforce development and financial stability were the top issues we need to focus on right now as an agency. Brandon indicated that the priorities were not listed in any particular order of significance. There are certainly many other important issues that the department handles, but these eight issues are what the committee thought would drive us forward over the next three (3) years and position us to better improve the health and wellbeing of our community. One of the biggest driving factors for some of these priorities is that Lucas County is ranked 73rd in Ohio for health outcomes.

The overarching benefit to a properly implemented Strategic Plan is that it allows us to focus resources and efforts into specific categories, but does not preclude us from reaching outside of those categories to address issues that are not specifically contained within the plan. It focuses us more on looking at grants. We are looking to have these priorities approved today so we can move forward with drafting the final plan. Our Mission and Vision have also been revised by the committee. Brandon stated that next week an outline of the strategic framework, including the 8 priorities as well as the objectives the committee has developed, will be sent to Board Members for comments. We will be looking for comments to take to the next meeting on February 9, 2017.

Eric Zgodzinski gave an explanation of each of the Priorities and why they were selected. Barbara Sarantou commented that a lot of time was spent on this process, there were a number of staff involved and their input was outstanding and that Brandon has done a great job. She stated that she hopes the Board thinks this is appropriate and approves of it. Dr. Woodson also stated that it was an incredible job and that she enjoyed the input for the frontline staff.

Resolution (2017.01.005) Barbara Sarantou made a motion to accept the Strategic Plan Priorities as presented. Seconded by Ted Kaczorowski. A vote was taken: 9 yeas, 0 nays. Motion carried.

Cultural Competency: Eric stated that we will be on our 5th Cultural Competency process with a group of 20 staff. Next month the participants will each be tagging another staff member to come in as replacement on that committee. This is a training on diversity and opening up dialogue for change. It has opened up dialogue within that group that we have not had before. It is working very well. Eric plans to be in each of the eight groups so that the staff will know that he is dedicated and resilient in changing the way we act in this department as well as the community.

Matt Heyrman asked if this would be open to Board Members. Eric responded that Perlean Griffin has attended one of the meetings and it will be opened up to others.

B – Committee Reports

Audit/Finance Committee

Matt Heyrman reported that the Audit/Finance committee met on Tuesday, January 24, 2017. The Board reviewed how our fiscal health stands at the changing of the year. For 2016, it is important to understand that we came into the year in our General Fund with a beginning cash balance of \$1.8 million and left the year with \$515,000. We spent \$1.3 million more from the General Fund than we brought in. With the match transfers back and forth, it is important to understand that we came into the year with \$2.2 million dollars and left with \$566,000. Two of the primary areas we need to look at that are impacting that is the conscious decision that we are supporting some items in Environmental that are not fee driven. We had \$400,000 at the beginning of the year and \$50,000 at the end. A lot of that is the Operational & Maintenance Program (O&M) which knowing it is an unfunded program, the Board made the decision to pursue. We will be putting \$1.3 million from the General Fund to the clinics outside of their normal revenue streams. That is an important number for us to know. As we are moving forward it will be important that our clinics are operating as efficiently as they can while still providing good service to the community. If we don't have the financial stability to do that, we can't operate clinics. Billing is an important piece as well. We are revamping our billing process. It is vital in the next quarter that we see the new billing process paying off or the Health Department will be in a difficult position financially. That is a summary of the year 2016.

The Board reviewed the bill schedule. Notice of award and pending grant applications were in the packet. They were previously reviewed by the Audit/Finance committee. We are monitoring to ensure that when we are applying for grants that we have the ability to match those grants. Two notice of awards were received: Household Sewage Treatment Repair and Replacement program: \$300,000, no matching funds. This program provides opportunity for people in the community to replace failing septic systems with available funding. We also received a notice of Award from the Area Office on Aging for the 60+ Program, no matching funds. The injury Prevention Program, Prescription Drug Overdose Prevention Program also awarded us \$75,000.

Nine (9) contracts were reviewed and supported. There were no concerns expressed with any of these contracts.

Other Items – Transfers of Appropriations

There is a need for a Transfer of Appropriations for December, 2016.

A transfer relocates funds from one cost object to another. Board of Health resolutions are required to approve transfer appropriations performed in the month of December, 2016 in the ordinary course of business. Total transfers in the amount of \$751,329.28 consisting of changes in various expense categories.

Resolution (2017:01:006) Reynald Debroas made a motion to accept the Transfer of Appropriations for December, 2016. Seconded by Barb Conover. A vote was taken: 9 yeas, 0 nays. Motion carried.

New Revenue Estimates and Expense Appropriations

A Board of Health resolution is required to approve changes Revenue Estimates and Expense Appropriations for the month of December, 2016 in the amount of (\$182,774.58). This represents additional appropriations for the following: 2017 Immunization Action Plan; Healthy Start year 3; the Refugee Health Screening 2015 and 2016; WIC 2016; PREP 2016; HCNO PICH Corner Stores year 2, HCNO PICH Smoke Free year 2; HCNO PICH CHW Workforce programs. This is the end of year adjustments of the appropriations for grant funds that have not come in yet.

Resolution (2017.01.007) Reynald Debroas made a motion to adjust the Revenue Estimates and Expense Appropriations in the amount of (\$182,774.58) for December, 2016. Barbara Sarantou seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Transfer to Grant funds: Inter-fund cash advance of \$770,445.96 was made from the general fund to the special revenue grant fund as a part of the December 31, 2016 year end closing. The advance is a temporary allocation of funds to provide the necessary resources to cover grant expenses for grants on the cost reimbursement basis. Grant funds will be paid back to the General Fund in the amount of \$770,445.96 by no later than January 31, 2017.

Resolution (2017.01.008) Barb Conover made a motion to approve the Inter-fund transfer to cover Grant Expenses. Darlene Chaplin seconded the motion. A vote was taken 9 yeas, 0 nays. Motion carried.

FQHC Report: Continued tracking of the number of patient visits versus the number of billings that are sent out: currently hovering around 66%.

The 2018 budget talks have started. The Board would need a meeting prior to the February 23, 2017 BOH meeting to present the FQHC budget for 2018. This then would be brought to the regular February meeting for approval and presented to the DAC at the meeting Wednesday, March 8, 2017 at 7:00 p.m. at the Springfield Township Administration Building, 7617 Angola Road, Holland, Ohio. The Special Meeting will be arranged and notice will be sent.

The Audit/Finance Committee is asking the BOH to create a Committee to start looking at clinic challenges moving forward and how clinics can be fiscally resilient through the coming years. The committee merges members of the Health Services Committee with the Audit/Finance Committee with the following members proposed: Dr. Donna Woodson, Bob Reinbolt, Barb Sarantou, Ted Kaczorowski, Barb Conover and Matt Heyrman. This six member committee will come together between now and the March timeframe to start looking at the budget and how it relates to the operation of the clinics. This committee would also include Mary Duncan as a liaison from the FQHC Board.

Matt Heyrman stated that they are looking for a resolution to change the cost for the Shots for Tots & Teens Program individual immunization fee from \$20.00 to \$30.00. This would not be charged to people unless they had private insurance. This would not be applied to clients without insurance or with publically provided insurance.

Resolution (2017.01.009) Darlene Chaplin made a motion to accept the request for a change in the immunization fee for the Shots for Tots Teen Program from \$20.00 to \$30.00. Barb Sarantou seconded. A vote was taken: 9 yeas, 0 nays. Motion carried.

Resolution (2017.01.010) Reynald Debroas made a motion to accept the report of the Audit/Finance Committee. Barb Conover seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Policies

Resolution (2017.01.011) Bob Reinbolt made a motion to accept the Ethics Policy. Ted Kaczorowski seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Resolution (2017.01.012) Barb Conover made a motion to accept the Public Records Request & Retention Policy. Ted Kaczorowski seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Personnel Committee Report

Bob Reinbolt stated the Personnel Committee met to look at the process for selecting the Director of Environmental Health. This position was posted internally and externally. There are a number of applications that have been received. A group of employees is being selected to scan through the applications and narrow the candidates down according to their qualifications. This will be narrowed down to 5 – 10 resumes for further review. An interview committee will then be put together. Mary Duncan, William Logie and Perlean Griffin have agreed to be on the interview committee.

Since the last Board of Health meeting, external postings are being posted on the following: Indeed.com, OhioMeansJobs.com, the TLCHD Website and social media, the Toledo Community Coalition, and for

MPH specific jobs we reach out to both BGSU and UT which have MPH programs, as well as Ohio Environmental Health Association and Association of Ohio Health Commissioners.

The committee discussed the job responsibilities of the Clinic Medical Director. We need to be sure to provide services to all of our target population including children. There will be further discussion with the FQHC Board and The Board of Health with a further report-out in the future. (*Action Item*)

Job Descriptions

The following positions were discussed and approved by the committee:

- Director of Health Promotion and Policy Integration. This is a reclassification (formerly PIO/Marketing) to an E-6 Classification. Refer to the job description which delineates specific duties.
- Program Coordinator for Opiate Prevention Program. This is a new grant position.
- Public Health Nurse in the 60+ Program. This is another new grant position.

The Committee reviewed the Vital Statistics Supervisor position job description and it was approved. This position will not be filled at this time pending restructuring.

There was discussion of having temporary employees from Cardinal Staffing for Vital Statistics and Billing. At this time we will hold on the Vital Statistics person since the new billing process will be starting on Monday. Administration will be working with the union on that issue.

New Hires:

- Nurse Practitioner: that position will be put on hold for now while we wait on reports to come back.
- Health Education in Tobacco Prevention: Safa Ibrihim
- Sanitarian In Training: Daniel Thompson
- Health Educator: Bethany Hayes

Policies

Vacation Policy and Naloxone Policy were distributed to the Board Members for further review to be brought back at the February meeting.

Opiate Grant

The Ohio Opiate grant is a three year grant. \$75,000 will be awarded the first year on August 31, 2017 and \$90,000 for each of the next two years. It was discussed at the time of the interview that this is a grant position and that if the grant ends then the position ends.

Resolution (2017.01.012) Reynald Debroas made a motion to accept the Personnel Committee Report. Matt Heyrman seconded the motion.

Discussion: Matt Heyrman asked that if this report is approved, would it also approve the creation and filling of all the positions that are included. Robert Reinbolt stated that is correct.

A vote was taken: 9 yeas, 0 nays.

Resolution (2017.01.012) Matt Heyrman made a motion that we provide a 10% increase to the position of the Supervisor of Minority Health to reflect additional duties. Robert Reinbolt seconded the motion.

A vote was taken: 9 yeas, 0 nays.

Environmental Health Committee Report

Ted Kaczorowski reported that the committee met on Wednesday, January 18, 2017. Due to a clerical error in the cost analysis process for the 2017 food fees, the environmental health committee is making a motion to adopt the corrected food fees for 2017. This amounts to a reduction in fees for the upcoming year averaging \$2.50 for the affected categories. This will keep the agency in compliance with the ORC.

Resolution (2017.01.013) Reynald Debroas made a motion to approve the corrected food fees for 2017 as an emergency. Seconded by Barbara Sarantou.

Discussion: In reference to the issue, it has been dealt with. Samantha Eitniear stated the fees for licenses that have been collected so far it amounts to about \$75.00 that will have to be refunded.

A roll call vote was taken: 9 yeas, 0 nays.

Maternity Ward Inspections

Resolution (2017.01.014) Ted Kaczorowski made a motion to accept the Maternity Ward Inspection for Bay Park Hospital Maternity Inspection. Seconded by Bob Reinbolt. A roll call vote was taken: 6 yeas, 2 Abstain

Resolution (2017.01.015) Ted Kaczorowski made a motion to accept the Maternity Ward Inspection for Toledo Hospital Maternity Inspection. Seconded by Bob Reinbolt. A roll call vote was taken: 6 yeas, 2 Abstain

Semi-Public Permits

This program was set up about four years ago. At that time Eric Zgodzinski wanted to exempt government agencies facilities from having to pay the permit fee. That advice was not taken at that time. A letter was received from one of the facilities asking why they are being charge for this. Eric is requesting a motion to exempt those government entities from having to pay the permit fee of \$30.00. They would still have to have the inspection and pay the inspection fee but not the permit fee. This comes to about \$1,700.00.

Resolution (2017.01.015) Ted Kaczorowski made a motion to exempt the government agencies from having to pay the permit fee of \$30.00. Matt Heyrman seconded the motion. 8 yeas, 0 nays. Motion carried.

Barb Conover made a motion to accept the Environmental Health Committee Report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Facility Committee Report

Barbara Conover reported that the facility committee did not meet. Enclosed in the packets is a summary of the Facilities survey taking a long-term look if we were to move location. This is the input of staff.

Dr. Woodson asked that the Board Members look over the survey for the next meeting and bring back any questions that they may have. *(Action Item)*

Health Services Committee Report

The Health Services Committee did not meet.

Prior and Pending Business

Call Center

Shannon Lands reported that on request of the Board last month we have created a new Call Center and placed Mary Frank as the individual responsible to assume the responsibilities of the Call Center. The responsibilities of the job were listed out. Incoming calls from the outside come in and Mary gives a "warm hand-off". She calls the department the person is seeking and makes sure someone is there to answer the call and gives them a heads up and a little bit of background as to why the individual is calling. The Call Center is currently receiving 20 – 25 calls per day. The majority of these calls are for Environmental Health. The calls are being logged in an effort to look at revamping our telephone directory from which an outside caller selects specific directory location prompts. It is planned to be rolled out in the next few months. Shannon reported that Mary has been very forthcoming with information and easy to work with and has gone above and beyond some of her duties. A revised position description is in the process of being created. Dr. Woodson asked which phone calls actually come to the Call Center. Shannon said that this will be addressed on the directory. There will be an option for "0" Operator which would go directly to Mary Frank. Currently receiving all the calls she received as Dr. Grossman's secretary or Eric's secretary at that time. She is also coordinating the Speaker's Bureau for the agency if there are any requests for staff to go out and present about issues. The request will then be presented to those who need to take care of the presentation. Shannon will follow up with Dave Miller on the position description.

FOHC Update

Rebecca Anderson reported that the three year continuation grant application went in on January 6, 2017. Mrs. Anderson feels secure that we have met the requirements. One Outreach and Enrollment Report went in. This is a quarterly report. There are 19 requirements to meet for the Health Center. There were eight that were unmet at our Operational Site Visit in June of 2016. Six of the unmet requirements have been completed. There are two more reach. One is credentialing of which six of our doctors have been credentialed. This needs to be completed in March, 2017. The Further Wave and Reduce Policy is currently being used. Each program will be looked at because some of them have already been reduced. The TB and STD charges are already reduced. The other programs will be looked at to determine what is reasonable for further waving and reducing. Dr. Woodson asked if there is a percentage that we need to meet for wave and reduce. Rebecca stated that there is no specific percentage. There are several other ways that we can meet the policy requirements. Any reductions will have to go before this board as a fee to be reduced.

We are allowed to charge a fee for the administration of the vaccination. The VFC medication is provided for free. We have an administration fee whether it is a VFC on Medicaid or private insurance. The VFC/Medicaid patients is what Rebecca is talking about. The \$30 fee which was approved today is an upcharge on any vaccine product for those on private insurance. That is the distinction there.

Division reports will be held off for today due to the length of the meeting today.

Health Commissioner's Comments

The Employee Winter Retreat is being held tomorrow, Friday, January 27, 2017 at St. Luke's Hospital Auditorium. We have had this retreat for several years. Shannon and others have done a great job on the agenda. Eric stated that his focus for the retreat is to bring us closer together to talk about culture issues, to talk about the work that we do, to learn about the many different things we do. Here we are a place of friends, family and department. We have asked for nominations for "Employee" of the Year. The way we are working this is that each division is responsible to nominate someone who is an outstanding employee and at the retreat peers will be selecting one individual who is deserving of recognition. Four finalists

(one from each division) will be taken to the staff to vote on. It will be a peer vote. This gives our staff buy-in of what we do and how we do it and recognize everyone on a department-wide basis. The overall outstanding employee will be awarded a parking space in the back. Because some employees have parking stickers he/she will have a choice of a \$50 gift card or the parking space. The runner up from each division will get a \$10 gift certificate. Eric stated that he would personally fund the gift certificates.

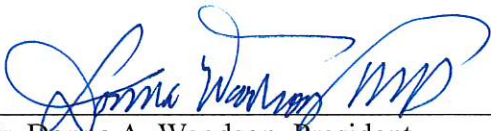
Next Meeting Date

The next regular Board of Health meeting will be held on Thursday, February 23, 2017 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Resolution (2017.01.016) Matt Heyrman made a motion to adjourn the meeting. Robert Reinbolt seconded the motion. A vote was taken. Motion carried.

Signed:



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

Attested By:



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