

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
April 26, 2018– 8:30 A.M.

I. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:35 AM.

A roll call was taken of Board Members for attendance.

Present: Fritz Byers, Barbara Conover, Richard Fernandez, DPT, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Susan Postal, Barbara Sarantou, Donna Woodson, MD.

Absent: Reynald Debroas

II. Introduction of Guests

Eric Zgodzinski introduced guests: Dr. Joe Dake, Zaid Ammori, MPH, Student, AFSCME and ONA representatives: Dena Nowakowski and Laurel Riehm.

Staff & Others: Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Barry Gordon, Samantha Eitniear, David Grossman, MD, Alice Dargartz, John Bibish, CPA, Legal Counsel: Kevin Pituch

III. Additions/Deletions to Agenda

No changes in the agenda

IV. Approval of the March 22, 2018 Board Minutes

(Resolution 2018.04.046) A motion by Ted Kaczorowski and seconded by Perlean Griffin to approve the minutes of the March 22, 2018 Board of Health meeting Motion carried. 9 yeas, 0 nays, 1 Abstention

V. Approval of Payment for March 2018 Vouchers

Ted Kaczorowski presented the March vouchers which were reviewed at the Monday, April 23, 2018 meeting of the Audit/Finance Committee Meeting. One item of note is a credit of \$135.00 from OEHA for a meeting that was paid for but Eric was unable to attend.

(Resolution 2018.04.047) A motion was made by Barbara Conover and seconded by Barbara Sarantou to approve the March 2018 vouchers. Motion carried. 10 yeas, 0 nays.

VI. Legal Update

Legal Counsel, Kevin Pituch, will be reporting during the Executive Session.

VII. Executive Session

Eric Zgodzinski requested a motion to enter into Executive Session for consideration of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official and preparation for conducting or reviewing negotiation or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment.

(Resolution 2018.04.048) A motion was made by Donald Murray and seconded by Ted Kaczorowski. A roll call vote was taken. Motion passed. 10 yeas, 0 nays. Eric Zgodzinski asked that the directors, Kevin Pituch, and John Bibish remain. All others were dismissed.

Johnathon Ross, MD arrived at 9:06 AM
Johnathon Ross, MD left at 9:45 AM

(Resolution 2018.04.049) A motion to return to the Regular Session was made by Donald Murray and seconded by Fritz Byers. Motion carried. 10 yeas, 0 nays.

VIII. New Business

A. FQHC Funding

Eric Zgodzinski request a motion for the TLCHD to pass through the FQHC grant funds as of July 1, 2018 and receivables up to \$200,000 to the new FQHC.

A motion was made by Matthew Heyrman and seconded by Perlean Griffin for the TLCHD to pass through the FQHC grant funds as of July 1, 2018 and receivables up to \$200,000 to the new FQHC.

The total of the grant is \$704,000 and the FQHC would receive the second half of the grant funding which is \$352,000.

(Resolution 2018.04.050) Fritz Byers moved to amend the above motion to delete the phrase "and receivables up to \$200,000" in light of the various financial information we have discussed. Seconded by Perlean Griffin.

Discussion: Fritz Byers stated that in light of the less than definitive financial information provided regarding all of the budgeted items, it is more prudent to take this one step at a time. Deciding today to pass through just the grant funds is entirely justified both financially and logically. Mr. Byers would like to move that this is sufficient, as a step today, to allow us to look more deeply into the financial information and get a little more clarity. Mr. Byers stated that he is not pointing at any individual for the lack of definitive funding information, but feels insufficient confidence in all the information we have related to receivables and projections to make any decision on that part of the motion. Therefore, the financially prudent thing to do is to address just the pass through of the grant money at this time.

Dr. Dake stated that the funding would be the pass-through grant and for survivability it would be the pass-through of the revenue from the past billable accounts; \$350,000 is the continuation of what HRSA will be providing if the clinics are allowed to continue to exist. If not, the grant will go away, regardless. This would make the difference of having a clinic or not having a clinic.

Matt Heyrman asked Dr. Dake if he understands that the receivables won't come in until late July. Dr. Dake stated he understands and those funds would help with meeting payroll for the clinics. That is where the community partners will come in and help supplement the difference to make sure payroll can be met. The partners won't be able to meet all of it and that is why they will need the receivables.

Dr. Woodson asked Fritz Byers if there are specific suggestions to reach the next step. What information is needed?

Mr. Byers stated that he would like to have clear information about the historical rate of return of what we have. Also, a single, reliable projection of the cash flow and how it will affect the various budgets. It is troubling to hear the person on the board who is most familiar with these matters say that the numbers change every single day.

Dr. Woodson stated that there have been so many meetings and discussions concerning this. She suggested to have a meeting to bring Mr. Byers up-to-date on what has been going on. A meeting will be set up for this discussion with John Bibish, CPA and Mr. Byers

Roll call vote on the amended motion was taken, Motion Carried, 8 yes, 2 no

IX. Committee Reports

A. **Personnel Committee Report – Perlean Griffin**

- a. Barry Gordon presented a list of those who will be separated with the clinics closing. There are 33 positions that will be abolished. There are currently 8 positions vacant and we hope to fill as many as possible with the displaced staff. There is also a call back process in the union agreement so as positions become available, displaced staff members will be able to come back if possible.

(Resolution 2018.04.051) A motion was made by Fritz Byers and seconded by Ted Kaczorowski for staff to move forward with the abolishment of jobs in accordance to the memorandum titled “Rationale for Proposed Job Abolishment and Layoff” set forth on April 26, 2018. Roll Call vote was taken. Motion Carried. 10 yes, 0 no.

Barry Gordon acknowledged the union representatives in this meeting and let them know how much he appreciates the cooperation and help in going through this "horrible" process. Barry also wanted the BOH to know that the unions' support is greatly appreciated.

- b. Perlean Griffin reported that there are seven staff members who are separating due to resignations.

(Resolution 2018.04.052) A motion was made by Fritz Byers and seconded by Susan Postal to accept the seven staff resignations. Motion carried. 10 yes, 0 no.

Fritz Byers left meeting @ 10:30 AM

- c. There are two job descriptions that are being reviewed for updating.
 - i. The Clerk II position has been updated.
 - ii. The Regional Coordinator position was reassessed so the basic requirement is for a Bachelor's Degree and not a Master's Degree. This will align all of the Coordinator positions with the same requirement for more continuity.

(Resolution 2018.04.054) A motion was made by Susan Postal and seconded by Ted Kaczorowski to approve the changes in the position description for the Regional Coordinator and the Clerk II Position. Motion Carried. 9 yes, 0 no

(Resolution 2018.04.055) A motion was made by Susan Postal and seconded by Ted Kaczorowski to approve the Personnel Committee Report. Motion carried. 9 yes, 0 no

B. Audit/Finance Committee Report

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, April 23, 2018. The March financial status was reviewed.

Revenues:

General Revenue Fund:

- 2018 Collected 39% \$1,936,562.95; represents \$273,439.40 revenue collected from all General Fund programs and first half subdivision taxes of \$1,663,123.55.
- Projected General Fund revenue for 2018 is \$5,014,990.00. This represents expected income from all GF programs and \$3,229,366.00 as annual distribution from political subdivisions.

Special Revenue Fund-Fees:

- 2018 Collected 27%; \$1,142,420.69 of revenue.
- Projected revenue in 2018 is \$4,292,950.00.

Special Revenue Fund-Grants:

- 2018 Collected 6%; \$1,078,201.07 of revenue.
- Projected revenue for 2017/2018/2019 is \$18,729,332.48 based on grant awards and contracts.

Special Revenue Fund-FQHC:

- 2018 Collected 19%; \$837,262.28.
- Projected revenue in 2018 is \$4,511,019.00, based on FQHC grant awards.

Expenditures

General Revenue Fund:

- 2018 Expended 5%; \$201,644.18 cash expenditures and \$47,891.24 as encumbrances.
- Annual appropriation for 2018 is \$5,014,990.00.

Special Revenue Fund-Fees:

- 2018 Expended 20%; \$531,752.00 cash expenditures and \$1,359.42 as encumbrances.
- Annual appropriation for 2018 is \$2,674,806.00.

Special Revenue Fund-Grants:

- 2018 Expended 17%; \$1,581,891.21 cash expenditures and \$1,411,922.04 as encumbrances.
- Annual appropriation for 2018 is \$17,418,587.09.

Revenue Fund-FQHC:

- 2018 Expended 23%; \$869,093.22 cash expenditures and \$164,022.15 as encumbrances.
- Annual appropriation in 2018 is \$4,511,019.00.

Updated Grant Funded Programs

- Total applications in the amount of \$7,374,314 for 2018 fiscal year and for the same time period we have been awarded \$7,194,529 in funding.
- Total applications in the amount of \$5,938,799 for 2019 fiscal year and for the same time period we have been awarded \$1,447,809 in funding.

There were two (2) Notices of Award:

- Local Office of Minority Health grant \$52,500, July 1, 2018 – June 30, 2019.

- Project DAWN Program Expansion, FY18-FY19, \$14,250, Feb. 1, 2018 – June 14, 2019

Pending Grant Applications

There are 16 pending grant applications.

Review of Contracts

There are 7 Contracts for review in the month of March, 2018.

Other Items – Transfers of Appropriations

A transfer reallocates funds from one cost object to another. Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of March 2018 in the ordinary course of business. Total transfer is \$133,778.48 consisting of changes in various expense categories.

(Resolution 2018.04.054) A motion was made by Donald Murray and seconded by Barb Sarantou to approve the Transfers of Appropriations for the month of March 2018 in the amount of \$133,778.48. Motion carried. 9 yeas, 0 nays.

A Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of March 2018 in the amount of \$1,046,602.80. This represents a decrease in revenue estimate and appropriation for Creating Health Communities and 2017 Area Office on Aging 60+ Program and new revenue estimate and appropriation for Minority Health Month 2018, MAC 2017, Healthy Homes 2018, and Healthy Start Initiative Yr 5.

(Resolution 2018.04.055) Motion made by Donald Murray and seconded by Perlean Griffin to approve the changes in Revenue Estimates and Expense Appropriations for the month of March 2018 in the amount of \$1,046,602.80. Motion carried. 9 yeas, 0 nays.

(Resolution 2018.04.056) A motion was made by Barbara Conover and seconded by Susan Postal to approve the entire Audit/Finance Committee Report. Motion carried. 9 yeas, 0 no

C. Environmental Health Committee Report

- a. Donald Murray presented a variance for the continued education units for a contractor, Beaverson Trucking aka Beaverson Excavating. The contractors are required to have 6 hours of continuing education hours each year. This company was short for the year 2017 by 2 hours. They sent a letter stating that his computer had crashed near the end of the year and he was unable to complete the necessary CEUs. Beaverson completed the 2 hours in January of 2018. He understands that those he completed in 2018 will count for 2017 and is required to obtain 6 more credits by the end of 2018. He has never had this issue before and had done acceptable work within our county. The Environmental Health Committee recommends to the Board that this variance be granted. A signed letter accepting that the two units obtained in January of 2018 will count toward 2017 and that 6 additional units are required to be completed for 2018 was received from Beaverson.

(Resolution 2018.04.057) A motion was made by Barbara Sarantou and seconded by Richard Fernandez, DPT to approve the variance request from Beaverson Trucking aka Beaverson Excavating as stated above. Motion carried. 9 yeas, 0 no.

Matthew Heyrman asked what the status is of the Village Inn which was closed due to repairs being required. Dave Welch stated that the owners had thought one of the partners would be making the repairs to re-open. That has not happened as of yet.

(Resolution 2018.04.058) A motion was made by Barbara Conover and seconded by Barbara Sarantou to approve the Environmental Health Committee report. Motion carried. 9 yes, 0 no.

D. PHAB Site Visit Report

- a. Brandon Palinski reported that the PHAB Site Visit took place on April 19 & 20. This was the final step in the years-long process of striving towards National Public Health Accreditation. The site visit involved three trained site visitors assessing our organization on behalf of the Public Health Accreditation Board (PHAB). Arriving from public health departments in California, Georgia, and Kansas, the site visitors served as peer reviewers to evaluate if TLCHD met the rigorous standards set by PHAB and to assess how we are providing public health to our constituents. The 2-day site visit was comprised of several elements: staff were interviewed regarding the documentation submitted for each of the 12 PHAB domains; approximately 16 Community Partners were interviewed to assess how we work with our community stakeholders; and five (5) Board Members were interviewed to assess how the department communicates with and informs the Board of Health. Board members interviewed included Dr. Woodson, Perlean Griffin, Barbara Conover, Dr. Ross and Ted Kaczorowski. The site visit team will compile a final report based on their review of our documentation, the interviews conducted on site, and from their overall impressions of the health department's performance against PHAB's criteria. They will have 2 weeks from our site visit to write this report, however, the report will not include a recommendation for or against accreditation. The PHAB Board will review the team's report and determine if we have met the requirements to become an accredited health department. We do not expect to be notified of the PHAB Board's decision before August before because they meet on a quarterly basis and our final report will not be done in time to make the second quarter meeting in 2018.

Shannon Lands shared some comments from the site visitors in the closing session. Our strengths included a governing entity that is extremely engaged with our staff. The governing entity understands their goals and responsibilities as board members and are very passionate about what they do. They were happy to report on collaborative efforts and community partnerships in Lucas County. The site reviewers applauded Brandon on the performance management systems he has put together.

Opportunities: They thought we could potentially improve on our health equity and health disparity component by reaching out to more of the rural areas of the county. We could also take the data and integrate it into our programmatic areas based around population/public health.

Overall, they said that we are a high functioning department. TLCHD is valued and trusted in our community. Our staff is extremely passionate, we are evolving and always looking for new opportunities.

Dr. Woodson stated that she was so proud of those board members interviewed and is proud of this board in these difficult times. In the interview, the board members performed as if

a perfect script had been written for them. Each one mentioned programs they were involved with and answered questions. Everyone spoke well and were so sincere. She thanked them for doing such an amazing job. The rest of the staff was excited after they got through with their interviews.

Ted Kaczorowski wanted to put on record that Brandon Palinski, the point person in preparing for PHAB Accreditation, and the entire staff who worked on this were amazing. The entire process was extremely demanding and took a tremendous amount of hours to put together. Brandon prepared us beautifully and we were ready to go knowing what was expected. Kudos to each and every one for a fantastic job on making this work. Dr. Woodson said that we truly owe so much to Brandon for putting this together and that he should be applauded. Dr. Woodson reiterated Eric's statement that our department began pursuing PHAB Accreditation far ahead of when it was made mandatory in Ohio.

Eric stated that the board needs to recognize that this was not the only thing going on during the site visit. We had a Hep A positive restaurant worker that we had to respond to and was the start of a significant issue. We found out this morning that our efforts to vaccinate certain individuals might not be needed anymore because ODH is now saying that ALL individuals in Ohio should get vaccinated for Hep A. We contacted ODH about three weeks ago to request help in our area because we started seeing more cases. We did not get the help we needed and now it is a full blown issue. We have taken staff up to Michigan to see what they have done with the outbreak there.

E. Facilities Report – Barbara Conover

- a. There was no meeting this month.

F. Legislative Committee – Eric Zgodzinski

- a. Nothing new to report

X. Pending Business

A. FQHC Update

- a. Kelly Burkholder-Allen stated there is nothing else to report.

B. Division Reports

- a. Health Promotion and Policy Integration – Shannon Lands

- i. One of our Health Prevention Coordinators presented at the quarterly Tobacco Free Ohio Alliance meeting in Columbus. She was asked to present due to all of the work she has been doing for this grant. When ODH came up for the site visit they were extremely happy and could not stop singing the praises for all the work we have done. We have been trail-blazers working with prevention and ODH was impressed in what we have done with our smoke-free schools. TPS will be 100% smoke-free effective in August. She presented on TPS and other prevention activities including the current results with T-21 efforts across the county.
- ii. Had a meeting with the city mayors about T-21 initiative. All of the mayors of the cities were present with the exception of the City of Oregon. He does support it and we will be meeting with him at a later date. The mayors suggested that we talk at the city council meetings and the villages across the county. It seems to be very well received but with any piece of legislation it takes time. Presentations are being given at these meetings that provide statistics and the rationale for why we should do this. We are hoping that one of

the cities will pass the ordinance for T-21 by early to mid-summer. Ted Kaczorowski was at the Waterville City Council meeting and was able to speak as a board member in support of this and on behalf of the board. Ted said the Waterville Council asked why we have not included the townships and some of the others. Kevin Pituch stated that we cannot do this. There is a difference in Ohio of cities and villages on one hand and townships and counties on the other. Villages have home rule authority to create their own criminal code, violations, etc. Townships and counties have no such power, just powers given them by the ORC to either prohibit or limit smoking. Ted said that the concern is if it is passed in Waterville they can go across the street to the service station in the township to purchase.

- iii. Education on the Smoke-free workplace law will be presented to those attending our Level 1 food safety classes.
 - iv. Cessation staff are working on solidifying partnerships and getting referral partners and providers on board and trained. *Baby and Me* will be the main provider for the pregnant women which is one of the populations we are targeting. YMCA will be the primary provider for the cessation classes in the county and for the other populations of African Americans who experience disparities. Launch date for this is April 30th.
 - v. With the Hep A concerns we amended some of our advertisement fliers to target particular populations. There has been an uptick of Hep A in the men having sex with men population so we tailored specifically to them. We have gone out to the night clubs, bath houses, adult book stores, etc. where this demographic frequents.
 - vi. There were two different fliers created for the Tobacco cessation program. Silvia Fofrich, one of our health educators who is bi-lingual, has created fliers targeting populations who experience disparities including pregnant women, African Americans and Latinos. All of the fliers going out in the Tobacco program will be in English and Spanish.
- b. Health Services – Kelly Burkholder-Allen
- i. On April 2 – 5 the WIC program underwent the State of Ohio management evaluation. We have 3 sub-grantees and operate 7 sites with a \$2.5 million budget. We had a phenomenal review including financial management with no issues.
 - ii. Outreach activities: Project Dawn grant was received
 - iii. Syringe Access program is preparing to meet our targeted population for Hep A vaccine. We started at the syringe access program because men who have sex with men, those using illicit drugs, the incarcerated, and the homeless are among the highest at risk. Based on our trip to Monroe, Michigan, we brought a lot of information back with us. We had our first Hep A vaccine clinic on Tuesday. We have ordered a large amount of Hep A vaccine. The large number of staff that has been involved in the past 3 weeks has been much appreciated. We thank everyone who has been involved in the team effort. There were 5 individuals who received the vaccine at the clinic.

Dr. Woodson asked if it is known how broadly public ODH will make this effort. Shannon Lands stated that press release was received from ODH this morning. It talked about the at-risk population and gave specific examples. There have been 47 cases state-wide whereas last year at this time there were only 5 cases. Last week we were on the ODH statewide call talking about the Hep A efforts here from an advertising stand point. The director of communication at ODH said they have been seeing Hep A show up all over the state and will be utilizing the fliers and press releases we have here throughout the state.

- c. Environmental and Community Health – Dave Welch

- i. Environmental Health has been involved with the Hep A issue also. Samantha Eitniear has been heavily involved with the epidemiological side. Samantha distributed a folder of material on Hep A. It included case counts for both Ohio and Michigan. Some of the cases are linked to the outbreak in Michigan. At Dave and Buster's restaurant their risk management company has been phenomenal to work with. They have complied with all State of Ohio regulations and provided education and have gotten test results back from individuals who wanted to be tested. Dave and Busters has a call line set up and a clinical site set up if needed.
 - ii. Lead Ordinance – currently there are 1344 properties registered out of 12,500. The deadline is June 30, 2018. A survey was provided to the Lead Inspectors asking if there has been an uptick in the requests for inspections. 58% said they have seen an increase in calls for the services. Next week City Council will have a press conference concerning enforcement of the ordinance.
- d. Administrative Services – Tina Stokes
- i. Nothing further to report.

XI. Health Commissioner's Comments – Eric Zgodzinski

- a. There are several upcoming meetings, conferences and discussions on Infant Mortality. There is one tonight at Bowsher High School.

XII. Other Items and Public Health in the News – Dr. Woodson.

- a. This week in the paper there was front page news about the community forum at Bowsher. The lead article was about infant mortality which has been an ongoing priority for this department. There will be a physician from Ohio State talking about infant mortality rates going back to 2015. There has been a little decrease in infant mortality. Although small it is in the right direction. Our department has been working on this for a long time with some very good ideas.
- b. Both Richard Fernandez and Dr. Ross have asked about public health and gun violence in the past few months. Yesterday Dr. Woodson was shown a proposed program for this fall sponsored by the Medical College which will be partially what we should consider when we are doing a regular well check up on someone about gun safety. That becomes very controversial with some patients. Ohio State Medical Association had their annual meeting two weeks ago and that was their last item on their agenda. It took about an hour and a half with the student resident section being very vocal about their thoughts. There is no doubt that there will be a debate about this.
- c. There is a Medical-Legal Seminar on May 17. Two main issues are opioid and lead issues being discussed.

XIII. Next Meeting Dates:

May 24, 2018
 June 28, 2018
 July 26, 2018

- XIV. (Resolution 2018.04.058)** A motion to adjourn was made by Donald Murray and seconded by Susan Postal to adjourn. Motion carried. 9 yes, 0 no Meeting ended at 10:55AM

Signed:

Donna Woodson MD

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

24 May 2018

Date

Attested By:

[Signature]

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

05-27-18

Date