

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
May 24, 2018– 8:30 A.M.

I. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:34 AM.

A roll call was taken of Board Members for attendance.

Present: Richard Fernandez, DPT, Perlean Griffin, Matthew Heyrman, Ted Kaczorowski, Donald Murray, Susan Postal, Johnathon Ross, MD, Donna Woodson, MD.

Excused: Fritz Byers, Barbara Conover & Barbara Sarantou *Absent:* Reynald Debroas

II. Introduction of Guests

Eric Zgodzinski introduced guests: Christina Alvarado a member of the public who is attending for the Environmental services report; AFSCME and ONA representatives: Nate Fries and Nancy Benedetto.

Staff & Others: Eric Zgodzinski, Tina Stokes, David Welch, Shannon Lands, Kelly Burkholder-Allen, Barry Gordon, David Grossman, MD, Alice Dargartz, Legal Counsel: Kevin Pituch

III. Additions/Deletions to Agenda

Dr. Ross asked for some time in the meeting for feedback on an issue. This will be addressed under New Business.

IV. Approval of the April 26, 2018 BOH Minutes and May 4, 2018 Special Board Meeting Minutes

Dr. Woodson stated that she appreciated all of the Board Members who were able to attend the special meeting on May 4, 2018 with such short notice.

(Resolution 2018.05.059) A motion by Donald Murray and seconded by Ted Kaczorowski to approve the minutes of the April 26, 2018 Board of Health meeting Motion carried. 8 yeas, 0 nays.

(Resolution 2018.05.060) A motion by Ted Kaczorowski and seconded by Donald Murray to approve the minutes of the May 4, 2018 Special Board of Health meeting Motion carried. 8 yeas, 0 nays.

V. Approval of Payment for April 2018 Vouchers

Ted Kaczorowski presented the April, 2018 vouchers which were reviewed at the Monday, May 14, 2018 meeting of the Audit/Finance Committee Meeting. In the packet there is additional vouchers for payment which were added after the committee met due to the change in the date of the monthly committee meetings.

Matthew Heyrman requested a report of funding for both capital improvements and maintenance for the past three years. Mr. Heyrman stated "In looking forward, as we will have vacancies here, it would help in determining what the cost is per square footage."

Dr. Woodson asked if this has been requested through the Audit/Finance Chair prior to the meeting. Ted Kaczorowski stated that they had not discussed it prior but is interested in knowing. Dr. Woodson requested that reports like this be made through the appropriate committee chair.

(Resolution 2018.05.061) A motion was made Dr. Ross and seconded by Perlean Griffin to approve the April, 2018 vouchers. Motion carried. 8 years, 0 nays.

VI. Legal Update

Legal Counsel, Kevin Pituch, stated that the Lead Paint law suit is still pending. Real Estate investors and a property owner is suing the Health Department and the City of Toledo to stop the enforcement of the City of Toledo Lead Safe Ordinance. Everyone has filed their briefs and now waiting for the judge to make the decision. Until the court states otherwise, the ordinance will continue to be enforced. With what has happened earlier this week, this may spur the judge to make his decision soon. Judge Jennings has the case in Common Pleas court.

VII. Executive Session

No executive session was needed

VIII. Prior Business

Clinics/FQHC Update – Kelly Burkholder-Allen. According to Ms. Burkholder-Allen:

- Scheduling of appointments is being tapered so that in the last two weeks of June there will be no elective appointments.
- A letter is being drafted to be sent to all of our clients regarding access to services.
- Our Pharmacist has been off sick and our two back-up Pharmacists are unavailable, so we have been without pharmacy services this week.
- Research is being done as to how to go about dismantling clinic structures. There was a meeting to discuss what needs to be done.
- In regards to the pharmacy we are trying to determine 340D purchase items. Our providers are writing 6 month prescriptions for the patients to give them the time they need to get set up with the new provider and keep a continuity of care. As many prescriptions as possible will be filled. The pharmacy will be maintained to a certain extent because we carry all of the TB medications and the STD medications. The pharmacy is also the purveyor of the naloxone for the Police, EMS and other responders in the community.
- Eric and Kelly were on a call with HRSA as staff is working on the fine details that need to be included in the relinquish letter and the letter that needs to be sent to HRSA to inform them of what is occurring regarding the FQHC.
- Equipment is being looked at by our grants staff in regards to what has been purchased with grant funding for the disposition of any equipment. IT and Security issues are being reviewed in regards to TLCHD equipment, staff ID badges, keys and fob, phones, etc. and how these will be collected.
- Dr. Woodson asked about prescriptions as far as opioids are concerned. Kelly stated that we do not house any Schedule 2 drugs in our pharmacy, so that is not an issue.

Dr. Ross asked if we will need a pharmacist to supervise the medications we will still be using. (Will we need a full-time pharmacist or can we contract out this service?) Kelly replied that she has been trying to work with UT about the possibility of using our pharmacy as a retail pharmacy. It can be a learning laboratory for students and can be used for medications, other than Schedule 2 drugs. This could also be an over the counter medications source. As it stands now, we will not

require a full-time pharmacist. Additional naloxone was recently provided through the Project DAWN expansion which involves a number of items required to be done by a pharmacist. This is mostly regarding completing paperwork and the grant covers about an hour and a half a week for this purpose.

Dr. Ross asked if we would still be able to receive the pricing that we have been as a FQHC for medications. Eric stated that he does not believe we can. The designation is determined by the number of product moved through the pharmacy. Kelly stated that all of our vaccine products are 340D priced. We can look into purchasing through the City-County-State guide. Naloxone is currently \$78 for an 8mg kit, it will go up to about \$150 per kit due to the loss of the 340D pricing. Notification was received this morning that we will receive \$90,000 for the purchase of naloxone from the Mental Health Recovery Board. Since January of this year 820+ Naloxone kits have been distributed with education. This does not include the kits we have received from the Project DAWN expansion. 100 went to the DART Program, 24 to UT Medical Center Community Care Clinic and 24 have gone to the Syringe Access Program.

Naloxone life span is 2 years. Dr. Woodson stated she is concerned that the kits are not being kept at the proper temperature. Kelly remarked that those who have received the Naloxone have been trained in the proper storage and use of the product. Dr. Woodson stated that we need to be careful if our supply is limited as to who will be able to have the naloxone.

Dr. Woodson asked if the medications that we receive for STD patients would be at the special pricing. Kelly stated that the STD medication is provided free of charge from the Ohio Department of Health. Ted asked if any assistance is being given from the new entity and are they involved at all in this process. Kelly stated that they are. The communication is there. Jennifer McCloskey is working quite a bit off site so the actual face time is not what it could be. Kelly stated, "Everyone is doing an admirable job and the staff has done a great job to help troubleshoot."

Matt Heyrman left meeting at 8:56 AM

IX. New Business

Dr. Ross stated that every 2 years the hospitals need to do a Community Benefit Survey. They decide what they need to focus on to benefit the community. They are interviewing physicians at St. Vincent's and the Mercy system on our ideas. Dr. Ross is asking if there is any of the staff or board members who want to weigh in on this with him about what the community benefits are. He would like to speak, as a communication link, for the Board of Health as to what they would like to coordinate in the best fashion possible. He might ask if they would like to include the BOH in these interviews. The requirements for their 501c3 is to have a community benefits plan and it would be nice if it lined up with what TLCHD's plans are. Dr. Ross will suggest to those planning this to contact Eric and Dr. Woodson to discuss the priorities of the health department and how they fit together.

Kelly Burkholder-Allen stated that about two years ago ProMedica contacted her about their Community Health Needs Assessment. Their data and action plan were reviewed. This included Toledo, Flower and Bay Park Hospitals.

Dr. Woodson thanked Dr. Ross for wanting to include TLCHD in this opportunity.

Matt Heyrman returned at 9:08 AM

X. Committee Reports

A. **Audit/Finance Committee Report**

Ted Kaczorowski stated that the Audit/Finance Committee met on Monday, May 14, 2018. The packet provided has all of the financial data that was reviewed by the Audit-Finance Committee. This information was sent to all Board Members via email prior to this meeting for review.

1) Review – Loan Agreement with FQHC

The committee reviewed the Loan Agreement along with the amortization schedule with the first payment of \$110,000 to FQHC by June 30, 2018 and FQHC making their first payment installment to TLCHD on February 1, 2019.

2) Review – Month of April 2018 Financial Status (see attachment #2)

The committee reviewed the Consolidated Financial Report through April 30, 2018 – 33% of time lapsed.

General Revenue Fund: (see page 1 of 3)

- Collected 40%, \$2,003,196.17; represents subdivision taxes of \$1,663,123.55 and other revenue of \$340,072.62 with projected revenue of \$5,014,990.00.
- Expended 9%, \$419,873.49 cash expenditures and \$47,891.24 as encumbrances with annual appropriation of \$5,014,990.00.

Special Revenue Fund-Fees: (see page 1 of 3)

- Collected 33%, \$1,406,150.83 of revenue with projected revenue \$4,292,950.00.
- Expended 27%, \$713,934.62 cash expenditures and \$1,359.42 as encumbrances with annual appropriation of \$2,674,806.00.

Special Revenue Fund-Grants: (see pages 1, 2 and 3)

- Collected 8%, \$1,623,504.83 of revenue with projected revenue of \$19,100,935.28 based on grant awards and contracts.
- Expended 20%, \$2,080,439.78 cash expenditures and \$1,411,922.04 as encumbrances with annual appropriation of \$17,700,189.89

Special Revenue Fund-FQHC: (see page 3 of 3)

- Collected 22%, \$985,589.75 of revenue with projected revenue of \$4,511,019.00, based on FQHC grant awards
- Expended 30%, \$1,177,847.29 cash expenditures and \$164,022.15 as encumbrances with annual appropriation of \$4,511,019.00.

3) Review – May 2018 Bill Schedule (see attachment #1)

- The committee reviewed, in detail, each line item of the May 2018 Bill Schedule. All items were routine. Additional items totaling \$75,445.31 were added to the May Bill Schedule after the Audit Finance Committee meeting. (see attached sheets)

- 4) Update – Grant Funded Programs (see attachment #3)
 - 2018: Total applications of \$7,374,314 and awarded \$7,194,529
 - 2019: Total applications of \$8,834,370 and awarded \$1,817,805
 - We have 2 notice of awards for a total of \$303,246 and 11 pending grant applications. (see page 1 of 5)
- 5) Review – Contracts (see attachment #4)
 - Only 1 contract for the month of May 2018.
- 6) Review – Transfers of Appropriations (see attachment #5)
 - 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 April 2018 in the ordinary course of business. Total transfer is \$24,780.00 consisting of changes in various expense categories.

(Resolution 2018.05.062) A motion was made by Donald Murray and seconded by Johnathon Ross, MD to approve the Transfers of Appropriations for the month of April 2018 in the amount of \$24,780.00. Motion carried. 8 yeas, 0 nays.

- There were no changes in Revenue Estimates and Expense Appropriations for the month of April 2018 needing Board approval.

- 7) Other Items -- FQHC Reporting (see attachment #6)
 - April 2018 receipts were \$148,327.47 and expenses were \$308,754.07, therefore net loss of \$160,426.60.
- 8) Other Items – Earned Revenue, Residual Funds Policy (see attachment #7)
 - Earned Revenue, Residual Funds Policy: When earned revenue (residual funds) are identified by Grant Coordinators, a resolution will be prepared for the Board of Health to transfer the residual funds to the General Fund. Upon transfer, the funds will be classified as unrestricted. The Board of Health is required to approve this policy.

(Resolution 2018.05.063) A motion was made Donald Murray and seconded by Johnathon Ross to approve the Earned Revenue, Residual Funds Policy. Motion carried. 8 yeas, 0 nays.

Ted Kaczorowski asked if this new system of getting financial reports out to the board members prior to the meeting works for everyone. If so, this process will continue in future months. Dr. Ross stated that getting them early gives a chance to discuss anything that needs addressed.

(Resolution 2018.05.064) A motion was made by Matthew Heyrman and seconded by Ted Kaczorowski to approve the entire Audit/Finance Committee Report. Motion carried. 8 yeas, 0 nays

B. Personnel Committee Report – Susan Postal

- a. Personally Identifiable Information Policy draft was sent to the Board Members prior to this meeting for review. Brandon Palinski stated the Auditors are requiring that we have this policy in place. This policy goes beyond the HIPAA policy we have adopted. There

are rules in this policy that protect employee information. Some of the provisions in this policy are already established within other policies. For example, *Department Issued Equipment* policy and our *Computer, Network & Internet Acceptable Use* policy. This policy will help us meet all of the provisions we need to meet. This policy is for protecting information and if there is a breach, filing the appropriate reports and following up in the appropriate manner to limit any impact.

Dr. Woodson stated with this being a brand new policy, would recommend the frequency of review be annually to start and change to biannually as we see fit. This is a work in progress, so as we get into it, we may find things that need to be changed.

Dr. Ross asked if Appendix B are the types of information we might have on our employees that we are doing our best to protect from disclosure. Brandon added “for disclosure or disclosing in the proper manner.”

Richard Fernandez asked if this policy pertains to Board Members as well. Eric stated that it does.

(Resolution 2018.05.065) A motion was made by Matthew Heyrman and Seconded by Ted Kaczorowski to accept the Personally Identifiable Information Policy (PIIP) with the recommendation for the frequency of review being annually. Motion passed. 8 years, 0 days.

- b. Barry Gordon reported that all of the layoff notices have been complete at this point. There has been contact with the State of Ohio. Next week we will be requesting a blanket layoff number for the Health Department. The State has said that they will be here to go through the process of layoff information for the employees who are being affected. The layoff number is an easy way to expedite their claims if they decide to take layoff.
 - i. Non-bargaining unit: 12 layoff notices sent out and 8 actual positions being eliminated. One supervisor will be moving over to an open supervisor position. There are two employees who will be receiving reductions in hours.
 - ii. AFSCME Unit: 15 layoff notices were issued. There will be 9 actual layoffs. Six positions have been saved through the bumping process because of vacancies we have had prior to this process starting. AFSCME has been very helpful in working through this process. Some concessions in the contract through memorandum of understanding were made so that employees are not obligated to bump. They will be allowed to take the layoff. In the process, there are a few who will be taking a retirement.
 - iii. Ohio Nurses Association (ONA): 2 layoffs notices were issued. There has not yet been responses from those two individuals. There are two vacancies available and hoping to have some resolution by the end of the week.
 - iv. Barry and Eric are looking at this as a reorganization based on economics and taking a positive approach. We hope this will be very positive once everything is completed in July.
 - v. Dr. Ross asked where we are in regards to legacy costs. Eric stated that we should be in the middle of the scenario. Barry stated that there will be an initial cost with the separation of employees with the vacation pay and unemployment. The State of Ohio said the unemployment rate would be between 40 and 45 percent. If anyone decides to retire within the two year call back period that would be a cost to the

department depending on the amount of sick time they have accumulated. If the employee takes the layoff, their sick time is housed with TLCHD for 10 years. If the employee is hired by another public entity, the sick time would be transferred to their new agency, upon request.

Eric stated that there are a couple sizeable pay-outs for employees that will come in the first pay period in July.

Eric commended Barry on his interaction with the union representatives and our leadership staff. There is a lot more we need to do relative to HR, we are getting to the heart of the issues we have had for so long. In the next year or two we will be much better off in HR capabilities and processes.

- c. Susan Postal stated that we had one separated employee in May. Alicia Maynard resigned.

(Resolution 2018.05.066) A motion was made by Richard Fernandez, DPT and seconded by Johnathon Ross, MD to approve the Personnel Committee Report. Motion carried. 8 yeas, 0 nays

C. Environmental Health Committee Report – Donald Murray

- a. Donald Murray presented a request for a variance for 5254 Cherrington Road, Sylvania Township for a garage extension. The request was to put a 20' x 20' garage addition on the west side of the existing structure. The OAC distance requirement is 10' from the septic system. The proposed garage was 4' from the existing leach bed and 3' from the septic tank. It is the recommendation of the Environmental Health Committee to deny the variance request.

(Resolution 2018.05.067) A motion was made by Johnathon Ross, MD and seconded by Susan Postal to approve the recommendation of the Environmental Health Committee to deny the variance request for the garage addition at 5254 Cherrington Road, Sylvania Township. Motion carried. 8 yeas, 0 nays.

- b. Ted Kaczorowski presented a variance request for 10672 Veler Road, Jerusalem Township to use manufactured sand for the installation of a septic system for a new home. Natural sand is required by OAC. The cost for natural sand to be brought in would be \$18,000. After extensive research, it is the recommendation of this Committee to approve the variance with the following stipulation: If the septic system fails or does not meet expected operational life span due to the construction of the household sewage treatment system, the system must be replaced using natural sand. The potential landowner was present for the meeting.

(Resolution 2018.05.068) A motion was made by Johnathon Ross, MD and seconded by Susan Postal to approve the variance recommendation of the Environmental Health Committee to allow the use of manufactured sand for the installation of the septic system with the stated stipulation. Roll call vote was taken. Motion carried. 7 yeas, 0 nays, 1 abstention.

Don Murray reported that there is a Dollar General store being built in Jerusalem Township which is having an issue with the septic system leach field. Contractors drove over the

area where the leach field was going to be installed.

(Resolution 2018.05.069) A motion was made by Johnathon Ross, MD and seconded by Richard Fernandez, DPT to approve the Environmental Health committee report. Motion carried. 8 yeas, 0 nays.

D. Facilities Report

- a. No report.

E. Legislative Committee – Eric Zgodzinski

- a. No report.

XI. Pending Business

A. Division Reports

a. Environmental and Community Health – Dave Welch

- i. A postcard will be going out to all of the pertinent property owners reminding them of the deadline for the Lead Safe Ordinance. This will be going out to 8200 property owners who have not yet complied. There was a press conference last Tuesday to remind the owners of the deadline and that there will be enforcement.
- ii. Hep A – there was a case of a person working at a local grocery store. The co-workers were all vaccinated.
- iii. Yesterday we received a positive test result for rabies in a bat. A family dog caught the bat and the owner brought it to our department. The family was hesitant in doing so. Both Dave and Dr. Grossman spoke with the owners and recommended post-exposure vaccinations. One of our staff members who packaged the bat for shipping to ODH is also going through with post-exposure vaccinations. Additional staff members who may be responsible for handling animals for rabies testing will be offered pre-exposure vaccination. The dog was vaccinated and is being revaccinated.
- iv. Don Murray asked if there has been a rise in Lyme disease. Dave stated that nationally there was but not in our area. CDC is seeing a rise in mosquito and tick diseases. We are not seeing it here probably because we have such a good system here with the Toledo Sanitary District. The last case of rabies in a human was in the 1970's, almost 50 years ago. The last positive bat in our area was 2012. The State of Ohio is using vaccine baiting for raccoons on the eastern part of the state. The barrier is slowly moving westward.

b. Administrative Services – Tina Stokes

- i. Nothing to report

c. Health Promotion and Policy Integration – Shannon Lands

- i. The State of Ohio visit for the Tobacco Prevention Grant was completed about a month and a half ago. They were just beaming about the activities the staff has accomplished. She stated, "The policies that have been worked on, the smoke-free schools, etc."
- ii. Safa Ibrahim, Tobacco Prevention Coordinator, presented on the efforts over the past year on the Tobacco Prevention Grant. This includes the T21 Initiative, compliance checks, and education opportunities.

d. Health Services – Kelly Burkholder-Allen

- i. Hep A vaccine – participation from the staff has been great. The Syringe Access Program has been offering vaccines. Mary Sheehy has been our connection with the correction facilities. The initial Hep A clinic took place at the Correctional Treatment Facility at the Lucas County Jail. The work release program has the consent forms to be completed so the individuals can be vaccinated. There are signs at the jail which will be the next targeted clinic. The local establishments where MSM (men having sex with men) individuals hang out are being targeted for clinics. On May 5th there was a clinic at McCune's Other Side. Staff will be participating in the Toledo Loves Love LGTBQ Festival which is a large event downtown with a pub crawl. This is on July 14 where we will be participating. Last Thursday staff went to the MAC Café where Cherry Street Mission, St. Paul's and other missions go for meals. There were 24 vaccines given to the homeless population. The State of Ohio gave us 460 vaccine doses categorized as indigent so there is plenty of stock to go to those who have no insurance. At each clinic the information on the patient is being put into the computer system to be able to track patients. This information is available to other physicians for patients who come for the 6 month vaccine. From ODH MMWR Week 20 there were 63 confirmed and 1 probable case of Hep A in the state of Ohio, 8 of which were in Lucas County.
- ii. A number of staff were involved in the opioid event that Councilman Peter Ujvagi held at the East Toledo Family Center. Fentanyl test strips were being distributed along with the naloxone kits. Other items being distributed are portable pill disposal pouches that hold 80-90 pills to which you add water to dispose of the medication.
- iii. The Opioid Coordinator and the 2 NOSS (Northwest Ohio Syringe Services) staff members have been out to over 40 events either providing HIV or Hep C testing, and naloxone Training. They are making a huge impact in the community, according to Kelly.

Matthew Heyrman left at 10:33 AM

XII. Health Commissioner's Comments – Eric Zgodzinski

- a. With the FQHC transition there are some cultural concerns in regards to attitudes. As we move into July, August, and September things should change. We have to be reasonable with to those both who are leaving and those who will still be with us. We are here to help those affected through this time.

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

- a. Internationally Ebola is making a comeback. Vaccine is getting into those regions.
- b. In the Blade yesterday the headline "City Officials Warn of Lead Enforcement" there was an appropriate lead-in with fewer arrows pointing at the Health Department saying it is our fault for not completing the 10's of thousand inspections. It is on the landlord.
- c. In today's Blade there is an ad by one of the clearance technicians advertising his services.
- d. There was a Medical – Legal Seminar sponsored by the Academy of Medicine and the Bar Association. Dave Welch was in attendance as the expert. Questions were asked of him which were well answered. Bob Cole from ABLE had many great comments about this department.

XIV. Next Meeting Dates:

June 28, 2018
July 26, 2018
August 23, 2018

XV. **(Resolution 2018.05.070)** A motion to adjourn was made by Donald Murray and seconded by Richard Fernandez, DTP to adjourn. Motion carried. 7 yeas, 0 nays Meeting ended at 10:37AM

Signed:



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

6/28/18

Date

Attested By:



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

6/28/18

Date