

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254
August 23, 2018– 8:30 A.M.

I. Swearing in Board Member

Legal Counsel, Kevin Pituch from the Lucas County Prosecutor’s office administered the Oath of Allegiance with Susan Postal. Ms. Postal has been reappointed to the Lucas County Regional Board of Health as a representative from the City of Toledo.

II. Call to Order and Roll Call

Dr. Donna Woodson, President, called the meeting to order at 8:37 AM.

A roll call was taken of Board Members for attendance.

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

Excused: Matthew Heyrman & Johnathon Ross, MD

Absent: Fritz Byers & Reynald Debroas

III. Introduction of Guests

Dr. Woodson introduced guests: UTMC Population and Public Health Elective, 4th year Medical Students: Erin Semple and Keith Burns who each gave a brief statement on their time at TLCHD.

Eric Zgodzinski introduced other guests: AFSCME and ONA representatives: Nathan Fries and Cindy McLeod. Shermaine Hutchins a recent graduate in Public Health, and Blade reporter Lauren Lindstrom.

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

IV. Additions/Deletions to Agenda

Dr. Woodson stated that there will not be an Executive Session at today’s meeting.

V. Approval of the July 26, 2018 BOH Minutes

(Resolution 2018.08.092) A motion was made by Perlean Griffin and seconded by Ted Kaczorowski to approve the minutes of the July 26, 2018 Board of Health meeting. Motion carried. 8 yeas, 0 nays.

VI. Approval of Payment for July 2018 Vouchers

Barbara Conover reported that the July, 2018 vouchers were reviewed at the Monday, August 13, 2018, meeting of the Audit/Finance Committee. There is nothing out of the ordinary that needs attention, according to the chairman.

(Resolution 2018. 08.093) A motion was made by Barbara Sarantou and seconded by Donald Murray to approve the July, 2018 vouchers. Motion carried. 8 yeas, 0 nays.

VII. Legal Update

Kevin Pituch stated the judgement against the City of Toledo Lead Ordinance will be appealed by the City of Toledo. The appeal will be filed once the questions of attorney payments are addressed. There will be a window of time when this can be done.

Dr. Woodson stated that our Health Commissioner and staff have already been making plans for quite some time regarding the *Healthy Homes Initiative*. This would allow some work to be done while waiting on the long appeal process to go through. This will provide a means for people and landlords to get their homes in order.

VIII. Executive Session

No Executive Session

IX. Prior Business

A. Strategic Plan – Brandon Palinski gave a brief report of where we are with Strategic Planning. The Strategic Planning Committee is doing a deep dive into what is currently in the plan. Revising items that may have been set unrealistically as goals or are no longer in our capacity to achieve, especially with the separation of the FQHC. Brandon is looking to provide semi-annual reports in addition to the monthly Board Meeting briefings.

The PHAB Committee will meet this week to review our submission. It is expected that a report will be received September 4th.

B. Committees: Dr. Woodson reported

- a. Pharmacy Committee: This has been as a standing committee. Our health department is the only one in the State of Ohio that has a pharmacy. Since the change with the FQHC there is still the need for some pharmaceutical services for our patients in the TB and STD clinics. This committee may be moved to an AdHoc Committee and will be looked at by the Bylaws Committee.
- b. Bylaws Committee – Any committee changes which may need to be made within the Bylaws to be brought to the board for consideration. Don Murray will contact the Committee to set up a meeting. The committee has been looking at copies of bylaws from other health departments in the State of Ohio which are about the same size as our department. The committee members are: Barb Conover, Fritz Byers, Johnathon Ross, MD, along with Don Murray, Chair.
- c. Legislative Committee – Issues have come up, mainly within Environmental Health. This will be a very important committee as we move forward for the department to be proactive within population health. The Legislative Committee Members are: Matt Heyrman, Barb Sarantou and Don Murray.

C. New Business

A. Dave Welch introduced the first of three readings of the Environmental Health Proposed Fees for 2019 as required by the Ohio Revised Code (ORC).

Added this year are fees for the Certification programs (Lead Safe/Healthy Initiative). In order to begin providing these programs soon an emergency adoption of these fee is required. Adoption through an emergency vote does not require three readings.

The proposed fees are based on the use of cost methodology which determines what it costs to run the programs.

(Resolution 2018. 08.094) A motion was made by Don Murray seconded by Ted Kaczorowski to approve the first reading of the 2019 Proposed Program fees, (excluding the voluntary lead certification program). A roll call vote was taken. Motion carried. 8 yeas, 0 nays

The Environmental Health Committee discussed a declaration for an emergency fee to be voted upon for the Voluntary Lead Certification Program as presented by Don Murray.

(Resolution 2018. 08.095) A motion was made by Don Murray and seconded by Barbara Conover to approve the Voluntary Lead Certification Program fee of \$140.00. Roll Call vote was taken. Motion carried. 8 yeas, 0 nays.

X. Committee Reports

A. Audit/Finance Committee Report

Barb Conover stated that the Audit/Finance Committee met on Monday, August 13, 2018. The packet provided includes 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.

General Revenue:	Collected 49% and expended 21%
Special Revenue:	Collected 65% and expended 47%
Special Revenue Fund – Grants:	Collected 21% and expended 31%
Special Revenue Fund – FQHC:	Collected 79% and expended 72%

Update - Grant Funded Programs

- 2018: Total applications of \$7,201,287 and awarded \$7,021,502
- 2019: Total applications of \$10,351,030 and awarded \$2,859,813
- One notice of award totaling \$276,210
- Pending grant applications = 8
- One grant application which we were not selected to receive
- Two grant applications needing Board approval to apply
- An additional grant was added after the Audit Finance meeting which needs Board approval: Household Sewage Treatment Repair/Replacement through Nov. 30, 2020 in the amount of \$150,000.
- Contracts submitted for approval: 4

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 July 2018 in the ordinary course of business. Total transfer is \$685,402.20 consisting of changes in various expense categories.

(Resolution 2018.08.096) A motion was made by Don Murray and seconded by Barb Sarantou to approve the Transfers of Appropriations for the month of July, 2018 in the amount of \$685,402.20. Motion carried. 8 yeas, 0 nays.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of July 2018 in the amount of \$709,240.70 for Revenue Estimates and Expense Appropriations.

(Resolution 2018. 08.097) A motion was made by Barbara Sarantou and seconded by Richard Fernandez, DPT to approve the changes in Revenue Estimates and Expense Appropriations for the month of July 2018 in the amount of \$709,240.70. Motion carried. 8 yeas, 0 nays.

Other Items – FQHIC Reporting

July 2018 receipts were \$81,696.07 and expenses were \$441,956.35 for a net loss of \$360,260.28.

Ted Kaczorowski stated that Tina Stokes had sent this information to the Board members prior to the meeting to have time to review it and prepare any questions.

Eric Zgodzinski stated that we are starting a review of mileage for our staff to make sure there is no issue with mileage. We are looking at different items to ensure we are doing appropriate things internally.

(Resolution 2018.08.098) A motion was made by Perlean Griffin and seconded by Barbara Sarantou to approve the Audit/Finance Committee Report in its entirety. Motion carried. 8 yeas, 0 nays

B. Personnel Committee Report

Perlean Griffin stated that the Personnel Committee met on Monday, July 13, 2018. It is the recommendation of the committee to fill the following two position. The candidate's references were checked and an in-depth review was done. Perlean Griffin commended Eric and Barry for all the work they have done, as well as the committee members.

1) Request to fill vacancies:

- Program Coordinator: Ohio Equity Institute (OEI) Grant
 - Kelly Burkholder-Allen reported that the OEI program is dedicated solely to minimizing infant mortality. Most specifically in the minority population. The candidate we would like to offer the position has graduated with a MPH, has done field work in lower social-economic neighborhoods, has done his extern/intern at Tuskegee Center for Health Ethics. Because of the Ohio Equity Institute and Minority Health and infant mortality emphasis on getting fatherhood involvement in their programs, this is a good thing to have a young man, especially a young man of color in this program.
- Community Health Worker: Medicaid Grant (Posting #18-21)

2) Policy Review report – the following policies were reviewed and found to be current. No changes are necessary at this time.

- a. Family Medical Leave Act (FMLA) Policy
- b. Human Research Protection Policy

3) Confirmation of New/Separated Employees – There are none to report.

(Resolution 2018.08.099) A motion was made by Ted Kaczorowski and seconded by Barbara Conover to approve the Personnel Committee Report in its entirety. Motion carried. 8 years, 0 nays.

C. Environmental Health Committee Report – Donald Murray

- 1) Septic System variance request for 5060 Arbor Way, Sylvania. Request for a variance for the construction of a 10'x20' storage shed. The shed would be situated over 60 lineal feet of the leach field. Leach fields are designed to off-gas and if covered, cannot perform their intended function. It is the recommendation of the Environmental Health Committee to deny the request for variance.

(Resolution 2018.08.100) A motion was made by Perlean Griffin and seconded by Sue Postal to deny the request for the variance at 5060 Arbor Way, Sylvania, OH. Motion carried. 8 years, 0 nays.

- 2) Request for variance for a private water system at 3939 Washburn, Richfield Township. Request is to install a hauled water tank that will be less than 10' distance from the property line. The property has limited space and is next to a Richfield Township building. The property is on a shared well with the township building and are separating from it. An attempt was made to drill a well which came up dry. The township officials are aware of this request. It is the recommendation of the Environmental Health Committee to approve the request for the variance.

(Resolution 2018.08.101) A motion was made by Barb Conover and seconded by Barb Sarantou to approve the request for the variance at 3939 Washburn, Richfield Township. Motion carried. 8 years, 0 nays.

- 3) The Environmental Health Cost Methodology Draft Policy and Procedure is being developed to outline the schedule for preparing cost methodology for licensing and permit program fees. The Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) require health departments to conduct cost methodology for the food program each year to determine the fees. The draft policy and procedure defines the cost methodology schedule for the other programs with fees.
- 4) The proposed 2019 fees were discussed earlier in this meeting. There will be a public hearing during the third reading in October.
- 5) Lead Safe Programs: this was passed during the fee discussion as an emergency provision.
- 6) Maternity Ward inspections. The annual maternity ward inspections were performed for St. Luke's and Bay Park Hospitals. These are general inspections that are done for their hospital's Ohio Department of Health Maternity Ward audits. An annual inspection for the maternity ward at Flower Hospital was also conducted at the hospital's request. There were no issues at any of the inspections.

(Resolution 2018.00.102) A motion was made by Sue Postal and seconded by Perlean Griffin to accept the results of the maternity ward evaluations at St. Luke's and Bay Park. Motion carried. 8 years, 0 nays.

- 7) Review of the Private Water System Rules: ODH has sent out the second draft of the Private Water System Rules for comments that are due September 12, 2018. The staff will be preparing their comments to be sent back to ODH for the final review.

(Resolution 2018.08.103) A motion was made by Barb Conover and seconded by Sue Postal to accept the Environmental Health Report as given. Motion carried. 8 yeas, 0 nays.

D. Facilities Report – Barb Conover

- a. No Report

E. Legislative Committee – Eric Zgodzinski

- a. No report.

XI. Pending Business

A. Division Reports

- a. Health Promotion/Policy Integration – Shannon Lands reported
 - i. Community Cessation Initiative (CCI) has 7 Tobacco Cessation Providers with 50 clients who have been referred to the program.
 - ii. Tobacco Prevention Grant is working on obtaining policies from local school districts, multiunit housing complexes and some of Toledo’s larger employers. We are still working on Tobacco 21 with the City of Toledo mayor’s staff and with University of Toledo doctoral students and staff.
 - iii. Tobacco advertisements are focusing on secondhand smoke and youth tobacco prevention.
 - iv. Health Department website has added two new webpages: Lucas County Opiate Coalition and Narcan Training. There are a wide array of resources and links to other pages that relate to opiate/drug use. These are under the Community Outreach tab on the homepage.
 - v. August is National Immunization Awareness Month. A press release was sent out reminding parents and the community of the importance of having children up-to-date with their vaccinations. All the media outlets in Toledo covered this and promoted the Shots 4 Tots ‘N Teens clinics throughout the month.
 - vi. The Drive the Lead Out Golf Outing is Saturday, September 8th. Hole Sponsorships are still available.
 - vii. The TLCHD Times Newsletter has started back up. It is sent to the entire staff with current and upcoming events, program news, anniversaries and birthday, etc.
 - viii. Department Directors provided an Ice Cream Social for staff to let them know that they are appreciated for all they do. This was very well received by the staff.
- b. Health Services – Kelly Burkholder-Allen
 - i. HIV/DIS staff were involved in the Toledo Pride event in August.
 - ii. NOSS Staff will be involved in the International Overdose Awareness Day for opiate use.
 - iii. A Chalk the Walk event will be held throughout the community to bring attention to the opioid epidemic. Messages and memorials will be taking place at agencies all around the area and will be shared on Facebook and other media outlets.
 - iv. Dr. Donna Baldwin-Mickey, Optometrist in the Vision Program shared a story of a five year old boy who had been diagnosed with autism when he was three years old. After being examined by Dr. Baldwin-Mickey she discovered that his vision was very bad. He was developmentally delayed and had limited ability to converse and was slow to walk. At his follow up appointment, after receiving his new

glasses, his mother stated he was determined not to be autistic. Since that time he has caught up in school with his kindergarten class. He lived with this diagnosis for 2 ½ years. No one thought to give him an eye exam.

c. Environmental Health – Dave Welch

- i. Dave Welch reported that with the US EPA's Renovation, Repair & Painting (RRP) Program, pertaining to contractors doing work on a commercial/rental property there are certain protocols required to be followed to make sure they are not creating lead paint dust that is hazardous to the neighboring community. We had an issue where a contractor came out and was spray-washing a house and paint chips were flying everywhere. A neighbor complained and we went out and stopped the work with a cease and desist order. The EPA was very interested in what we have been doing with regards to lead and how we can help with the RRP in the Toledo area. The EPA provided training for our staff on what to look for in regards to RRP issues. We will be working with the US EPA for other ways to reduce lead poisoning in children in our community.

d. Administrative Services – Tina Stokes

- i. Nothing further to report

XII. Health Commissioner's Comments – Eric Zgodzinski

- A. The corrections facility in Williams County has had an active TB patient. This involves most of NW Ohio. Williams County is the lead agency on the investigation. TLCHD will be following up on any Lucas County individuals who may have been exposed. If they are on probation or on work release they will be contacted. There will be a meeting this afternoon to get a plan together. The Epi's and surge Epi's will be working on this.
- B. Barry Gordon is working on setting up training for supervisors and directors regarding processes for interviewing new employees. Another area being developed regards addressing any issues individuals are having related to work, attendance, etc. and putting a process in place to better interact with these employees to correct concerns early and avoid long term issues or recurrences. Barry is also working on addressing accountability department-wide..

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

- A. Dr. Woodson provided a copy of an article from the Blade concerning the new clinic on Starr Avenue. This was a good article that helps to notify patients about the clinic. They are currently seeing patients.
- B. Dr. Woodson asked if there have been any problems with patients getting transportation or their medical records. Kelly Burkholder-Allen stated that TLCHD put together a "safety net" team that ran for the first three weeks in July to handle inquiries. They have continued on a limited basis since that time. Charts and prescriptions which needed to be transferred were handled by this team.
- C. There are more Ebola outbreaks in the Congo. Vaccinations are being provided as available. This is a very dangerous area of the world where the people are afraid of vaccinations being done.
- D. On Tuesday of next week there is a seminar within the faith-based community regarding problems related to public health. This will be from 12:00 PM – 9:00 PM at the Tabernacle on Pinewood Avenue. Guest speaker is former Major League Baseball player, Darryl Strawberry. A copy of the flier will be forwarded to the Board Members this afternoon for additional information.

XIV. Next Meeting Dates

September 27, 2018
October 25, 2018
November 15, 2018

XV. **(Resolution 2018.08.104)** A motion to adjourn was made by Donald Murray and seconded by Ted Kaczorowski to adjourn. Motion carried. 7 yeas, 0 nays Meeting ended at 9:54 AM.

Signed:

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

Date

Attested By:

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

Date