

# LORAIN COUNTY PUBLIC HEALTH BOARD OF HEALTH

Meeting Minutes for January 11, 2023

Present:

Prefix	Name and Credentials	Position
Mr.	Edward X. McNamara	President
Dr.	Patricia Schrull, DNP, RN	Vice President
Dr.	Grant Comnick	Member
Mr.	Thomas G. Eschtruth	Member
Mr.	Tom Stannard	Member
Mrs.	Mary Santiago	Member
Dr.	Eric Lockhart	Member
Mrs.	Kionna McIntosh-Pharms	Member
Mr.	Edward von Hofen	Member

Guests:

Legal Counsel, LCPH staff members

The Vice President called the meeting to order at 6:04 p.m.

## Minutes from the Last Regular Meeting on December 14, 2022

The President requested a review of the December 2022 regular meeting minutes. Dr. Lockhart moved to approve the minutes. Dr. Schrull seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

## Financial Report

#2023-02

Mrs. Deborah Chavez provided the financial update. LCPH collected 91% of its budgeted revenue and spent 85% of the appropriated expense budget to date. The expenses were high in December due to there being 3 payrolls. Additionally, she shared the full year report and noted an increase of cash by over \$1 million dollars, which is mainly due to new grants. LCPH is reimbursed 100% for what we do with grants. There was further discussion on grants and budgeting as they pertain to expenses and receipts. Lastly, she noted money was saved due to no increase in health insurance. Dr. Schrull moved to approve the financial report. Mr. von Hofen seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

## Out-of-County Travel

#2023-03

Mr. Mark Adams explained that the requests included blanket travel requests. It was also mentioned that the current cycle of workforce development grant ends in June 2023. Mr. Adams also mentioned the fact that he planned to attend NALBOH (National Association of Local Boards of Health) and in years past, Board members were invited to attend. He will talk to Board members after April to coordinate with those interested. Dr. Lockhart moved to approve out-of-county travel. Mr. von Hofen seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

## Personnel

#2023-04

Dr. Lockhart moved to approve the following personnel actions:

- Appointments: Brent Styer, Epidemiologist effective 2/13/23.

- Promotions/Position Changes: Jill Lis, Director of Emergency Preparedness and Epidemiology, effective 1/12/23. Cynthia Gorczyca, Public Health Nurse-Community Health to Public Health Nurse, Emergency Preparedness and Epidemiology, effective 1/16/23.
- Salary adjustment for Substitute Nurses to step 2 effective 1/1/23.

Dr. Schrull seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

### **Agreements, Contracts, and MOUs**

**#2023-05**

Mr. Adams reviewed the list of agreements, contracts, and MOUs with the Board of Health, and they engaged in discussion about the documents, the majority of which focused on emergency preparedness. Dr. Lockhart moved to approve all agreements, contracts, and MOUs as written. Mr. von Hofen seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

### **Board of Health Meeting Calendar for 2023**

**#2023-06**

The Board of Health reviewed the dates for the 2023 Board meetings. This will be done in December for the 2024 calendar. This will serve as notification of Board meetings. Dr. Schrull moved to approve the 2023 Board of Health meeting calendar. Mr. Eschtruth seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

### **Lorain County Public Health 2023 Holiday Schedule**

**#2023-07**

The Board of Health reviewed and discussed the proposed 2023 holiday schedule. There was specific discussion about the date Christmas will be observed on. Dr. Schrull moved to table the discussion for further review later in the Board meeting. Mrs. Santiago seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

### **Amended Lorain County Public Health 2023 Holiday Schedule**

**#2023-08**

Mr. Stannard moved to un-table the 2023 holiday discussion. Mr. von Hofen seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed. Mr. Chris Pyanowski reviewed the Ohio Revised Code. Based on the review from legal counsel, Mr. Adams amended the 2023 holiday schedule. The Christmas holiday will be observed on December 25 and 26, 2023. New Year's Eve and New Year's Day will be observed on January 1 and 2, 2024. Mrs. Santiago moved to approve the amended schedule. Dr. Schrull seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

### **Legal Services' Report**

Mr. Chris Pyanowski had no report.

### **Health Commissioner's Report**

Mr. Adams deferred his time to the division directors to talk through successes and what is needed to continue success in each division at LCPH. Division representatives included Mrs. Jo Anne Ferritto, Director of Community Health; Mrs. Deborah Chavez, Director of Administrative Services; Mrs. Erin Murphy, Director of Health Promotion and Chronic Disease Prevention; Mrs. Marissa Wayner, Director of WIC; and Mr. Scott Pozna, Environmental Health Supervisor.

- Community Health - Successes included bouncing back from COVID, Cribs for Kids, travel clinic, use of OnBase, school health program growth, Children with Medical Handicaps program increase in caseloads, community partnership, increase in opioid/substance grants and initiatives. To continue success, a redesign infrastructure in the division for more efficient staffing and funding is needed.

- Administrative Services - Successes included cross training, efficiency in processes with Google, OnBase, electronic tracking systems, reaccreditation in August 2022, financial stability and recordkeeping. To continue success, there is a need for new software and expansion of technology, more staff resources, hiring a dedicated HR person, building expansion and remodeling, and continued support for workforce development.
- Health Promotion and Chronic Disease Prevention - Successes include the Neighborhood Navigator program, increase in the usage of the car seat and Cribs for Kids programs, and helping partners hire community health workers and doulas, and the Pathways hub with Lorain County Community Action Agency. To continue success, restructuring and renaming of the division would be beneficial, along with seeking more flexible funding and further assistance with whole agency initiatives.
- WIC - Successes include maintaining caseload at 96% of goal, being one of the first counties post COVID to offer in-person services, elimination of fraud, saving lives of women and children, successfully navigating the formula crisis, becoming a breast milk donation site, winning a Gold Award, providing services in various languages (English, Spanish, and Ukrainian), text message reminders, and the farm market. To continue success, an updated technology system is needed, as well as expanding to southern Lorain County.
- Environmental Health - Successes include fostering younger people to look at public health as a profession, adding new staff coming from the internship program, ODA Good Food audit with high rating, continuing implementation of the Operations & Maintenance program. More integrated technology and an online billing and payment system would be helpful to continue success.
- Emergency Preparedness & Epidemiology - This new division was added in December 2022 and will be led with experience and expertise.

The Board engaged with the various divisions and asked questions of the directors. The Health Commissioner’s report accounted for a 0.75 hour CEU session for the Board of Health. Mrs. Kionna McIntosh-Pharms moved to approve the Health Commissioner’s Report. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Old Business**

There was discussion among Board members on the legality and precedent of donations. The Lorain County Fair Board is looking for donations to build a new facility at the Fairgrounds. Mr. Pyanowski requested a formal written request and additional project information to allow an adequate review. Once that information is provided, it will be reviewed by Mr. Pyanowski, and there will be further discussion by the Board on whether or not a donation can be made.

**Comments**

Mr. von Hofen asked about the vacant Board seat for North Ridgeville. Mr. Adams explained they are in the process of finding a replacement for the seat previously held by Mr. Bill Gardner.

Mr. McNamara thanked all divisions that presented and noted they were doing a great job. On behalf of the Board, he said he appreciated the information and dedication of the staff.

There being no further business to discuss, Mr. von Hofen moved to adjourn. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed, and the meeting adjourned at 7:29 p.m.

Attest:

President:

*Patricia Schroll*

---

Secretary:

*Michelle Coleman RMPH*

---

<b>Title</b>	January 2023 Board of Health Meeting Minutes
<b>File name</b>	January 2023 LCPH...ealth Minutes.pdf
<b>Document ID</b>	360fd595dd11835c9b00e061705a6e2f11da0ae5
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



SENT

**02 / 08 / 2023**  
18:22:59 UTC-5

Sent for signature to Mark Adams (madams@loraincountyhealth.com) and Patricia Schrull (patriciaschrull@gmail.com) from slesco@loraincountyhealth.com  
IP: 74.219.43.162



VIEWED

**02 / 08 / 2023**  
19:31:57 UTC-5

Viewed by Patricia Schrull (patriciaschrull@gmail.com)  
IP: 66.61.34.187



SIGNED

**02 / 08 / 2023**  
19:32:34 UTC-5

Signed by Patricia Schrull (patriciaschrull@gmail.com)  
IP: 66.61.34.187



VIEWED

**02 / 09 / 2023**  
13:16:12 UTC-5

Viewed by Mark Adams (madams@loraincountyhealth.com)  
IP: 74.219.43.162



SIGNED

**02 / 09 / 2023**  
13:16:21 UTC-5

Signed by Mark Adams (madams@loraincountyhealth.com)  
IP: 74.219.43.162



COMPLETED

**02 / 09 / 2023**  
13:16:21 UTC-5

The document has been completed.