

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
DOC Room #254

July 28, 2011 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Reynald Debroas, Mary Gregory, Matthew Heyrman, Donald Murray, Robert Reinbolt, and Dr. Donna Woodson

Absent: Barbara Conover, A. Debra Nicotra, Jane Ringlein, Theodore Rowen, Dr. Christopher Sherman (all excused)

Guests: Marilyn Yoder, Township Trustee, Springfield Township; Cathy Noble, ONA Representative

BLADE Reporter: Julie McKinnon

Staff: Barbara Gunning, Mary Frank, Dr. David Grossman, Kristin Howard, Joanne Melamed, Greg Moore, Alan Ruffell, Larry Vasko and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Marilyn Yoder and Cathy Noble. He noted that Julie McKinnon from the BLADE was also present.

Minutes of June 23, 2011

The minutes of the June 23, 2011 meeting were reviewed. The following changes were made: On page 3, under Grant Funded Programs, change sentence from “It will be sent out before the next Board meeting.” to “It will be sent out when it becomes available.” On page 4, paragraph 2 and throughout document spell out abbreviations, i.e., “BCMh – Bureau of Children with Medical Handicaps”. On page 9, paragraph 5, line 2, change sentence from: “Mr. Murray said that if the Board would choose to get out of this program to the extent that it’s upside down, we could at least reduce our exposure slightly.” to “Mr. Murray said that if the Board would choose to get out of this program it would be because it is more expensive, as it costs more than the revenue generated.”

On page 10, under Public Health in the News, paragraph 3, line 8, change spelling of last name from “Sean Figgy” to “Sean Figy”. On last line change “medical staff section” to “medical student section”. On paragraph 4, last line, insert the word “fully” after “also been” and change the word “physical” to “clinical”.

Robert Reinbolt made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion passed.

Agenda

There were no changes to the agenda.

Vouchers

Dr. David Grossman reported that the Audit/Finance Committee reviewed the July vouchers. Larry Vasko added that starting from page 9 forward these vendors were added since the committee met. This occurred so that vendors would be paid in a timely manner.

Robert Reinbolt inquired about a \$16,000.00 payment for miscellaneous equipment on page 3. Mr. Vasko explained that this was additional grant money from Public Health Emergency Response (PHER) funds used for the Board Room (Department Operation Center) renovations and preparedness upgrades. Eric Zgodzinski said that this also includes the purchase of mobile, lockable carts. Joanne Melamed added that the County as part of our chart of accounts has provided the category "miscellaneous" and that it was appropriate. The details were also provided to the committee. The vouchers were reviewed and found to be satisfactory.

Robert Reinbolt made a motion to approve the payment of the July vouchers. Matt Heyrman seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Confirmation of Employees

Larry Vasko reported that there were no newly hired employees or separations this past month.

Environmental Health Issues Committee

This committee did not meet this past month.

Personnel Committee

This committee did not meet this past month.

Facility Committee

This committee did not meet this past month.

Audit/Finance Committee

Dr. Christopher Sherman was not present. Matt Heyrman reported that the committee met on July 19, 2011, and he reported on the following items: June 2011 Financial Status, July Bill Schedule, Grant Funded Programs, Contracts, Update-BCMh Program, Other Items-2012 Budget and Other Items-Personnel Committee.

June 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department. General Fund and Special Revenue Fund-Grants inactive programs have all been closed.

Grant Funded Programs

Total applications in the amount of \$6,915,894.00 for 2010-2011 fiscal year, and during this same period we have received \$5,706,137.00. We have reductions in the Immunization Action Plan, \$7,260.00 (3%) total grant award \$225,148.00. Rodent/Nuisance Control, \$2,818.00 (2.4%) total grant award \$112,271.00. The Sixty Plus Clinic Contract increased by \$1,966.00 (2%), total contract was \$104,291.00. We received a Notice of Award for \$180,000.00 for the "Personal Responsibility Education Program".

We received notice that we were not going to receive the "Reproductive Health and Wellness Program grant" for \$470,000.00. This leaves us to decide on the future of the current

program, which potentially costs \$87,935.00. This item also ties into some of the issues about the 2012 budget and the decisions that we need to make about programming and financial support. Planned Parenthood received the grant award. The Health Department will receive a copy of the reviewers' comments, which will provide information about the grant award.

We are still awaiting results for three grant awards—Commission on Minority Health grant for \$75,000.00, Emergency Countermeasures Dispensing Staffing Plan for \$300,000.00 and the Healthy Homes Production Program for \$2,000,000. The latter grant award looks positive.

Two grants were submitted in July—Advanced Practice Centers for \$300,000.00 and Women, Infants, and Children (WIC) grant for \$2,335,266.00. Dr. Grossman commented that Child & Family Health Services (C&FHS) funds were cut. This is a major cut, which is almost a lethal blow to our funding and staffing. We are looking at all options about how to proceed regarding cutbacks in the nursing clinics.

In addition, there is an ongoing discussion about reducing WIC to the 2006 level. This would be a big cut to us and that would have an impact on our staffing too. We have other WIC sites: East Toledo Family Center, St. Luke's Hospital, Toledo Hospital and others. We serve as the distributor. We have been notified going into 2012 of the amount of money we are losing on the clinic side, which is massive. To be made whole, we would need to ask for a massive number like a 30% increase in our budget. This item will be a topic of discussion before meeting with the Budget Commission.

Contracts

We entered into a contract with the City of Toledo, Department of Neighborhoods for a Community Development Block grant for \$112,270.00 to continue the Rodent Control Program.

Bureau of Children with Medical Handicaps (BCMh)

This program has received \$31,840.00 from billings in 2011. As of the week ending July 8, 2011, our outstanding accounts receivable is for \$45,180.00. Both nurses in this program are working diligently, billing at maximum capacity and auditing prior client files up to two years. While billing appears successful, revenue is expected to trail off when the backload of cases are billed. It is also expected that this program will be more expensive than collected revenues. It is anticipated that this program would cost an additional \$25,000.00 to \$35,000.00 annually to maintain it. Dr. Grossman reiterated that if we decide to keep this program the general fund would have to come up with \$26,000.00 due to our wage structure, etc. It was noted that this program is included in the 2012 budget.

Other Items – 2012 Budget

The 2012 General Fund Budget was presented to the committee. The 2012 Projected Revenue is \$2,237,479.73. The proposed budget is \$7,232,380.97. With contributions from the municipalities, there remains a significant budget shortfall of \$633,066.24. Dr. Grossman stated that a budget deficit is anticipated and decisions will have to be made regarding both savings and cuts.

Other Items – Personnel Committee

The Audit/Finance Committee reviewed seven revised and new positions: Information Services Manager, Network System Technician, Health Educator, Case Manager/Healthy Homes Specialist, Optometrist, Optician, and Optical Assistant.

Mr. Reinbolt noted that some of these job descriptions had Board approval and some did not. He also noted that the Personnel Committee had not reviewed all of them. He asked if some of the job descriptions were awaiting Board approval? He also asked if Board action was needed today? Reynald Debroas said that the Personnel Committee had reviewed two of them—Information Services Manager and Network System Technician. Larry Vasko said that he would like these positions filled immediately as in August we will be acting on these positions. Joanne Melamed concurred and stated that three positions in particular should be filled as soon as possible—Optometrist, Optician and Optical Assistant as this is for a new mobile vision program, fully supported by a United Way grant. We just received the awards and these positions should be advertised immediately.

Members of the Personnel Committee (Reynald Debroas, Mary Gregory and Darlene Chaplin) were present. They reviewed and approved the three aforementioned positions/job descriptions.

Mr. Reinbolt noted last month's Board minutes where he had made a motion that the Board approve a 1% increase for the 2012 budget. Dr. Grossman said that he is now recommending a 5% increase as originally discussed. The reason is due to a current projected deficit, a decrease in grants, and union contract obligations. However, a 30% increase is really needed to maintain our present services.

Matt Heyrman explained that the 5% figure was arrived at the last Audit/Finance Committee meeting. At that meeting committee members also reviewed details concerning budget shortfalls.

Dr. Grossman said that a 3% cut from the DAC would mean another \$90,000.00 and would put the Health Department approximately \$1.9 million in the hole. He predicted that 2013 would be a worse year, compared to 2012.

Mr. Reinbolt asked about using the emergency funds. Dr. Grossman said that those funds could not be used as they are earmarked for emergencies and severance pay. Joanne Melamed concurred and said that this money is to be used for emergencies, otherwise, in case of an emergency, we would have to go back to the District Advisory Council and request \$1 million for example and they would have to provide it.

Joanne Melamed said that the Health Department is self-reimbursing regarding unemployment benefits. Also, the County has issued a policy that when an employee works an entire year the employee's health benefits are paid for one year if laid off. Health benefits cost up to \$12,000.00 per year.

It was noted that the issue of concern is that we lost grant funding and now it must come out of the general fund. Dr. Grossman said that even since the last meeting, the notice of these grants is what has changed.

Mr. Reinbolt asked if there were a need for layoffs, either within the 1% or a different number, how would he know where the cuts would be? Dr. Grossman said that it would be his job and administration's to decide where the cuts would be after consultation with and acceptance by the Board. Right now management is looking at different options, such as, how many days to open clinics, how many services to offer in STD clinic and medical clinics and personnel cuts. Unfortunately, these cuts would impact the clinics.

Mr. Reinbolt said that maybe we need to prepare something when going to the Budget Commission whether we stick with the 1% or the 5% increase. Dr. Grossman said that there was discussion about what would be presented, including how each division would be affected and impacted with this present budget. Each division will provide a five or six line program description in preparation for this upcoming meeting. Dr. Grossman pointed out that some programs are not mandated. Dr. Woodson commented that the whole situation is unfortunate as the need for public health increases.

Dr. Grossman felt that a commitment is needed soon as the Budget Commission could schedule a meeting date concerning our budget very soon.

Dr. Grossman said the amount we must come up with is over \$500,000.00. Also, our grants have different ending dates. We could be in the middle of 2012 before we find out that another grant has been cut.

Mr. Reinbolt asked if the DAC group that was working on the allocation was still meeting?

Dr. Grossman said that meetings have been on hold for about two months, but he anticipates that the group will meet after the summer. This group deals with the District Advisory Council's contribution/share of our budget. There has been communication about future meeting dates. Dr. Grossman pointed out that a 3% amount for the DAC would total about \$1,500.00 or \$2,000.00; however for us it would mean about \$90,000.00. Dr. Grossman said the altering and scheduling of services is necessary to avoid layoffs. Mr. Reinbolt asked about timelines? Dr. Grossman said that work is ongoing, including discussions with union representatives.

There was a discussion about providing justification about the need for a 5% increase in the 2012 budget. A suggestion was made to list layoffs and services that might be cut, even with a 5% increase. A suggestion was made to draft a proposal whether the changes include a 5% increase, a 0% increase or a minus 3% increase. This proposal would be something tangible for DAC members to view. Mr. Debroas reiterated that a 30% increase would be needed to maintain our current budget.

Dr. Woodson voiced concern to assure sharing this new budget information with DAC representatives. She noted that Marilyn Yoder had left the meeting. She noted that an interim report might be appropriate.

Dr. Woodson suggested calling a motion due to the new information that the Board had just received. There was agreement.

Donald Murray made a motion that the Board accept the Audit/Finance Committee report, including approval with and under the advisement of the Personnel Committee of the following job descriptions: Information Services Manager, Network System Technician, Health Educator, Case Manager/Healthy Homes Specialist, Optometrist, Optician, and Optical Assistant. Robert Reinbolt seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Motion Rescinded

Robert Reinbolt made a motion that the Board rescind the past motion of June 23, 2011 regarding the Board's approval of a 1% increase in the 2012 budget. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

New Motion

Robert Reinbolt made a motion that the Board approve a 5% increase, up from a 1% increase, in the 2012 budget, based on new information it had just received. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Dr. Grossman said that there will be a full budget discussion. The Board will be updated at the next Board meeting to include staff recommendations.

Contracts to the Board

Dr. Grossman said that there are no additional contracts.

Division Reports

Community Services, Response & Preparedness

Dr. Donna Woodson congratulated Eric Zgodzinski again for his certification in public health. Mr. Zgodzinski announced that he would start his doctorate in public health at the end of August. He reported that the "Board Room" would no longer be called the "Board Room"—it will be called the Department Operation Center (DOC). The changes in this room were paid for by a Public Health Emergency Response (PHER) grant from the Ohio Department of Health as part of disaster preparedness. The Health Commissioner would be in command from this area, providing direction to staff and others during emergencies. This room will support video conferencing with other health departments, the Centers for Disease Control (CDC) or the Ohio Department of Health. The adjacent room will be used for communications, planning, logistics, staff, etc.

Mr. Zgodzinski said that he would like to continue a building block approach to our quarantine tabletop to include Board members. He noted that Board members had received a copy of the Ohio Revised Code (ORC) provisions for their review. At the next Board meeting, Board members will be given an opportunity to ask questions about the ORC provisions and the policy that was developed for the Board. All questions will be answered as part of the building block process.

Greg Moore, Advanced Practice Coordinator (APC), provided updates on recent activities. Kristin Howard, Public Information Officer, reported that the entire website has been revamped and is now more user friendly. We are in the process of branding and providing name recognition to the department. The Centers for Creative Instruction at the University of Toledo Medical College constructed the original website and revamped it as well. Greg Moore added that future plans include conducting pod casts and webinars.

A one-sheet document on quarantine issues was provided to Board members. They were asked to review it prior to the upcoming tabletop exercise. Matt Heyrman encouraged Board members to participate in the tabletop exercise.

Dr. Donna Woodson suggested the use of a tag line for Advanced Practice Centers (APC) as some people may confuse APC with Advanced Practice Nurses. There was agreement.

Dr. Donna Woodson suggested contacting the Prosecutor's Office about assigning someone to the Health Department from that office since Lance Keiffer was not available. That person could address some of these concerns. Dr. Grossman agreed and said he would make the contact.

Dr. Woodson said that she appreciated the background information that was provided and the comments.

Environmental Health Services

Alan Ruffell reported on the following items: Manufactured Home Park Program, Recall Notice (pool main drain covers), Kronos, Community Development Block Grant (CDBG), City Pools, Swimming Pool Rules, Failing Septic System, Internet Cafes, Person-in-Charge Classes, Illegal Food Service Operations, Festival Season, Lead Team, Professional Shadowing Program, Shipping of Animals and Letter to Veterinarians (Ticks). He highlighted the following items:

The Ohio Budget Bill passed. The Ohio Department of Health is retaining the Manufactured Home Park program. ODH will no longer license Marinas effective October 2011. Because we believe this program is of important public health significance, we will request that the Board adopt rules enabling us to continue to license and inspect these facilities.

We completed the 36th CDBG grant year on June 30, meeting all grant requirements. Three city beautification projects were completed this month.

The Ohio Department of Health will no longer pay for the shipping of rabies specimens to the lab. That will put the burden on us if we are going to continue to ship them. The Board was asked for permission to transfer that cost onto the veterinarians who would be doing the work then on to customers. The Health Department receives 5 to 7 requests weekly and the cost is from \$20 to \$30. A motion was requested to allow for the transfer of this cost. In some cases when the Health Department makes the request, it will pay for it.

Motion

Donald Murray made a motion that the Board grant permission to transfer the cost of shipping of rabies specimens from the Health Department to the veterinarians. Robert Reinbolt seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Health Services

Barbara Gunning reported on the following items: Tobacco Prevention, Kronos Training, HIV Prevention, School Nursing, Women, Infants and Children (WIC) Grant Submission, Pharmacy, Cribs for Kids and Travel Immunizations. She highlighted the following items:

We have just learned that we will receive an additional \$15,000.00 for our Tuberculosis (TB) program. This was an unexpected surprise. The funds must be used by December 2011. Training was set up on the Kronos Portal on June 28 and 29. Training was also set up on the timekeeping terminal and the time off request model on July 8. Jodi Sheaves, secretary in Health Services, has been very involved in this training. The WIC grant was submitted. Grant funding requested was \$2,335,266.00 to support all 8 WIC sites in Lucas County.

Stu Kerr, Tobacco Prevention Coordinator, is working on getting Health Practitioners, Physicians, Nurse Practitioners and Physician Assistants to use the 5A Model of tobacco cessation. He is providing on site training with scheduled agencies. Dr. Woodson suggested

that Stu Kerr submit this information to the Academy of Medicine Communique newsletter that is sent to all physicians. She noted that there is a Current Procedural Terminology (CPT) code that physicians could use for billing purposes.

The Health Department pharmacy interns Bryan Bishop and Amy Ninlawong created a presentation on medication safety for residents of the Young Women's Christian Association (YWCA). Dawn Durivage, intern, has integrated the Reach Out and Read program into the Cribs for Kids trainings.

Administrative Services

Joanne Melamed reported as follows: Kronos went live on July 18. Joanne Melamed recognized Scott Francis, Information Technology (IT) Manager, and Jodi Sheaves for their involvement in this project. This program will help move the Health Department into the electronic age as far as timekeeping and payroll is concerned. Kronos has taken the largest part of IT time and Administrative Services time, as it is a new project. Future plans include involvement in the Allscripts program. Both Scott Francis and Joanne Melamed will now be involved in this program, which will ultimately roll out management reports to staff members.

Health Commissioner's Comments

Dr. Grossman commented as follows. Kudos was given to Joanne Melamed, Scott Francis and Jodi Sheaves for their help on the Kronos program. All supervisors now have a hands on approach in this project regarding their respective divisions.

There will be GuardCare event on August 20 and 21 offering free health exams. The event will involve the Ohio National Guard's Medical Unit. We are providing the building and will be asking for volunteers. ProMedica Lab is underwriting the event and will pay for the lab work.

Lance Keiffer, Assistant Prosecutor, has been ill. A fundraiser is being planned for him to defray expenses. The event is at Central Catholic in Monroe, Michigan. We are accepting emails here or phone calls to the Prosecutor's Office for any questions.

The pharmacy intern has undertaken a project regarding the formulary with an anticipated cost savings of about \$15,000.00 to \$20,000.00 this coming year. A presentation will be made to the Audit/Finance Committee and the Pharmacy Committee regarding this issue. Hopefully, we will have approval to go forward.

We have been meeting with Dr. Christopher Sherman, Matt Heyrman and Joanne Melamed regarding the 2012 budget. This has been a painful process as we are now looking at potential layoffs. Dr. Grossman noted that some individuals in the community are in favor of layoffs. There have been discussions about the 5% budget increase with the various mayors. It was noted that representatives from the City of Toledo and the other cities are in support of the Health Department budget and have said that they would attend the upcoming Budget Commission meeting.

Dr. Woodson said it is important to have Board members contact his/her respective mayor regarding these types of issues and attendance.

Other Items

Mr. Reinbolt said he learned something new from reading the recent Health Department newsletter. The article stated findings that those who stop taking a daily low-dose aspirin are 60 percent more likely to have a heart attack within a year.

Public Health in the News

Dr. Donna Woodson commented on public health in the news. There was a recent report about the chickenpox vaccine and how the number of deaths has been tremendously decreased with the use of the chickenpox vaccine. For children it is now recommended and must be given before school entry along with the pre-school physical. The state of Maryland has curbed the use of sunscreen at camps. Parent permission is now required before staff can put sunscreen on their children. The City of Columbus is looking into urging no smoking on school grounds. Some cases of Q fever have been reported in Michigan. This deals with people drinking un-pasteurized milk. Regarding worldwide public health in the news, there was a report of the doubling of adult diabetes within the last 30 years.

Next Meeting

The next meeting will be held on August 25, 2011 at 8:30 a.m. at the Health Building, DOC #254, (formerly Board Room #252), 635 N. Erie Street, Toledo, Ohio.

Adjournment

Darlene Chaplin made a motion to adjourn the meeting. Matt Heyrman seconded the motion. The meeting adjourned at approximately 11:05 a.m.

Signed:

**Donna A. Woodson, M.D., President
Lucas County Regional Health District**

Attested By:

**David Grossman, M.D.
Secretary to the Board**

