

**LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Department of Operations Center (DOC) #254**

August 23, 2012 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Mary Duncan, Matthew Heyrman, Donald Murray, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman and Dr. Donna Woodson

Absent: Barbara Conover, Reynald Debroas, A. Debra Nicotra and Robert Reinbolt (All excused)

Guests: Cathy Noble, ONA Representative; Dena Nowakowski, Union Steward, AFSCME Local 7; Kevin Pituch, Assistant Prosecutor

Staff: Mary Frank, Dr. David Grossman, Barbara Gunning, Joanne Melamed, Larry Vasko, and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Cathy Noble, Dena Nowakowski, and Kevin Pituch.

Minutes of July 23, 2012

The minutes of the July 23, 2012 meeting were reviewed. On page 4, paragraph 5, second sentence, change sentence to read: "...significant elevated bacteria level." On page 2, bottom of page, change to read from: "Matt Heyrman stated that notification..." to "Matt Heyrman asked if notification..." Also add a new sentence to read: "Mr. Vasko confirmed that notification was sent." On page 9 under Vital Statistics heading, rephrase sentence to read: "Of the \$13.50 collected and remitted to the State, the local health departments will now retain 3% and submit 97%." There was agreement.

Hans Schmalzried made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Larry Vasko said that there were no new hires or separations this past month. Dr. Donna Woodson announced that there might be a new Board member in attendance today, although she has not yet gone through the formal appointment process through the Toledo City Council. Dr. Grossman added that Perlean Griffin, a true community advocate and a City of Toledo employee, has been endorsed by the Mayor of Toledo to serve on the Board of Health. (She will replace Mary Gregory.)

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee had reviewed the vouchers at the August 21 meeting and found them to be satisfactory. There were no additions to the bill schedule. Darlene Chaplin inquired about the vendor, Noodle Soup, on page 4. Joanne Melamed explained that this vendor provides breast feeding supplies to our WIC program. Matt Heyrman made a motion to approve the payment of the August vouchers. Hans Schmalzried seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Old Business

Strategic Planning/Accreditation Process Update

Eric Zgodzinski reported that the committee met earlier this month. The committee is looking at the Public Health Accreditation Board (PHAB) standards as our strategic outline. Our next meeting will involve the furthering and tweaking of Domain 1 and then continuing with the other remaining 11 Domains. We are also looking at forming an ad hoc domain for any miscellaneous items. One issue at present is coming together making sure the goals and objectives match and are in line with what we want to do to achieve accreditation.

Dr. Grossman commented that Domain 1 will set the backbone and structure for the remaining Domains. He noted that some reports are already being formed; for example, the recent Purchasing Policy, which will be relevant to our strategic planning. Dr. Woodson agreed and said that this would lay down the foundation for the strategic plan. This needs to be in place, as it sets the scene for the rest of the things that we do.

New Business

Environmental Fees – Semi-Public Sewage System Program – Second Reading

Eric Zgodzinski presented the Environmental Fees for the Semi-Public Sewage Systems Program as a second reading. This item has gone through the Audit/Finance Committee, and it has proven to be proper and ready to move forward.

Larry Vasko reported that a second mailing of notification was sent to District Advisory Council (DAC) members (Township Trustees, Villages, and Chambers of Commerce) with an explanation (list) of known locations. He said that he had a discussion with both Richfield and Swanton Township Trustees on this issue. Also, in this discussion other previously unknown locations were identified. He explained that originally our office did not have these locations listed. Township Trustees and others were informed of today's meeting; however, they did not show up, nor did they submit any comments.

Motion

Donald Murray made a motion that the Board accept and approve the second reading of the Semi-Public Sewage System Program Environmental Fees. Darlene Chaplin seconded the motion. A roll call vote was taken. Voting: 8 Yeas, 0 Nays. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee met yesterday (August 22) and all three members—Robert Reinbolt, Matt Heyrman and he were in attendance. There were four issues on the agenda: Creekside C&DD Facility (Abatement Orders), Cost Methodology, Food Safety Resolution (Embargo) and Mobile Home Parks.

Creekside C&DD Facility, 4102 Creekside – Abatement Orders

The operator/owner have been excavating and burying material other than clean hard fill at this location. They were given a period of about 90 days to comply with orders and this has not occurred. Mr. Murray said the operator has a finalized list of activities that start May 30 through August 18, 2012 to comply. The request being presented today is to issue Abatement Orders on this facility. This item has also gone through our legal department. Eric Zgodzinski commented that there would likely be other related issues involved like decomposition of material; sink holes, organic mass that forms leachate, etc., if the process is not done properly. Mr. Murray further explained that the order would be a cease and desist order and that the operator/owner would have to excavate and haul material from this location to rectify the problem. It was noted that this facility is not licensed.

Motion

Hans Schmalzried made a motion that the Board of Health institute Abatement Orders to Creekside C&DD Facility. Matt Heyrman seconded the motion. A roll call vote was taken. Voting: 8 Yeas, 0 Nays. Motion carried.

Cost Methodology

The committee reviewed the cost methodology of our fee structure, consistent with past practice. It was recommended that this item go to the Audit/Finance Committee prior to its next meeting and then brought up before the Board.

Food Safety Resolution (Embargo)

There is a need for a mechanism to be in place for food safety, for stop use of equipment and embargo of food. A resolution titled “Food Safety – Use of Equipment and Embargo of Food” was presented. This resolution is needed. This would document the formal procedure and gives the Health Commissioner and sanitarians the authority to embargo food and equipment. Eric Zgodzinski added that the Board of Health had passed a similar resolution in 2004, which contained the names of sanitarians. This resolution would serve as a blanket covering all sanitarians and appropriate personnel across time as changes in staff are made. Dr. Grossman noted that the health department has the responsibility of ensuring that facilities do not store contaminated/fire damaged food elsewhere before the embargo process begins. This item has also gone before our legal department with its approval.

Motion

Dr. Christopher Sherman made a motion that the Board of Health approve this resolution-Food Safety – Use of Equipment and Embargo of Food (Enacted 08/23/2012). Hans Schmalzried seconded the motion. A roll call vote was taken. Voting: 8 Yeas, 0 Nays. Motion carried.

Mobile Home Parks

The committee will hold future meetings on this item to determine whether to move forward, and regarding recouping costs, etc.

Dr. Christopher Sherman made a motion to approve the committee report. Mary Duncan seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Personnel Committee

There was no report.

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on August 21, 2012 and reviewed the following items: July 2012 Financial Status, August Bill Schedule, Grant Funded Programs, Contracts, Other items (Transfers of Appropriations) and Purchasing Policy (Draft).

July Financial Status

The "Consolidated Financial Report" was reviewed and is attached.

Grant Funded Programs

Total submitted applications in the amount of \$7,891,828 for 2011-12 fiscal years, and during this time period we were awarded \$4,958,397. Total applications in the amount of \$6,001,027 for 2012-2013 fiscal years, and during this same time period we were awarded \$3,124,449 in funding.

We received two new awards for grants: CDBG-38th HUD Rodent Control Program, \$112,271 and Local Office of Minority Health, \$60,000. The latter requires a \$15,000 General Fund Match.

There are four grants pending: Personal Responsibility Education Program, \$180,000; Public Health Emergency Preparedness Grant, \$345,804; a competitive grant. The latter will require a \$26,526 General Fund Match; WIC, \$2,218,503 and Racial and Ethnic Approaches to Community Health: Obesity and Hypertension Demonstration Projects, \$3,000,000. This grant starts on October 1, 2012. Barbara Gunning said that only four grants would be approved nationwide. If the Health Department does not receive this grant, it will form a backbone for another opportunity. This grant will be a Pathways Model. It will provide for Community Health Advisors who will be responsible for training others in the community to get folks to see their physician.

Contracts

The committee reviewed eight contracts: Ohio Commission on Minority Health; Health Promotion Consulting Services; Fulton County Health Department; Sylvania Board of Education; Bowling Green State University; ProMedica St. Luke's Hospital (Tobacco); United Way of Greater Toledo; and MCOF, Inc.

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 July 2012 in the

ordinary course of business. Total of transfers was for \$213,250.96, consisting of charges in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of July 2012 in the amount of \$3,075,804. This represents new funding for the Lead Grant, Public Health Emergency Preparedness Grant, and Personal Responsibility Education Program.

Purchasing Policy (Draft)

This item has been a topic of discussion the last couple months and administration has been working on it. The committee has reviewed it and is supportive of the draft Purchasing Policy. (Joanne Melamed will provide details in her report.)

Motion

Donald Murray made a motion that the Board approve a transfer of funds for \$213,250.96 in various expense categories. Hans Schmalzried seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Motion

Donald Murray made a motion that the Board approve revenue estimates and expense appropriations for the month of July 2012 in the amount of \$3,075,804. This represents new funding for the Lead Grant, Public Health Emergency Preparedness Grant, and Personal Responsibility Education Program. Mary Duncan seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Matt Heyrman made a motion to accept the committee report. Donald Murray seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Facility Committee

No report.

Contracts

Dr. David Grossman reported there were no additional contracts to present.

Division Reports

Community and Environmental Health Services

Eric Zgodzinski presented the written division report, which included activities for the month of August.

Health Services

Barbara Gunning reported on the following items: Strive Program, Shots for Tots Program, Creating Healthy Communities, Tobacco Prevention, HIV Prevention, Minority Health, 60+ Program and Health Priorities.

Strive Program

The Strive Program is a Cradle to Career Program and the Health Department was asked to contribute \$1,108 to participate in this program. This is a career program based on education

and on an evidence-based model. The target group is children at highest risk up to their careers. The public agencies involved include Mental Health and Recovery Services Board, Children's Services Board, the Juvenile Justice System and others.

Shots for Tots

Cindy McLeod was interviewed on 13 ABC News on August 15 for Shots for Tots. The next day the clinic at St. Luke's Hospital was inundated with 133 children who received over 300 immunizations. Donna Fox wrote a small grant to United Way to help children get immunized. These efforts help children from being excluded from school.

HIV Prevention

Gloria Smith, Jerry Kerr and Art Matten tested 119 people for HIV at the recent Toledo Pride Festival and had one confirmed positive test.

60+ Program

Cathy Noble and Deb McClure presented a Shingles/Zostavax educational program at Zion Lutheran Church on August 2. Dr. Woodson asked Cathy Noble how she suggests people get the shingles shot. Cathy Noble explained that she had conversed with the Merck representative, who offers suggestions of where people can get the vaccine at a cost savings. Certificates/rebates are also available for those who have to pay more than \$100 for the shot.

Minority Health

Dennis Hicks and community partners submitted a "Pathways to Equity" grant on August 7th to the CDC requesting \$3,888,296.

Health Priorities

On September 24th Healthy Lucas County will share the Lucas County Strategic Plan with the community at Toledo Hospital from 1:00 – 3:00 p.m. Major health issues were developed and prioritized in the strategic plan. Five major goals were established including decreasing health disparities, promoting physical activity and good nutrition, addressing issues of safety (bullying, dating violence) and improving access to health care.

Dr. Woodson voiced a concern with certain areas that were not assessed in the survey, e.g., mental health. Barbara Gunning noted that there are many other agencies conducting assessments and it would be beneficial to have access to the other various data/assessments that are out there in the community. Otherwise, it is difficult to determine specific items that are not surveyed. Dr. Woodson suggested that this might be an item to address. Hans Schmalzried commented that this might also be a good strategic goal. Barbara Gunning pointed out that at the September meeting the heads of delegations from various coalitions have been invited. One of the goals will be to develop a "coalition of coalitions" as many are working on similar projects, but often in silos. Tables will be provided where everyone can recruit members and/or share information in a networking setting. The main goals will be to find out who is doing what and to set up a system so that everyone can connect. Dr. Woodson suggested that the Health Department should take on the responsibility of collecting this data.

Administrative Services

Joanne Melamed reported as follows:

Purchasing Policy (Draft)

The Lucas County Auditor acts as the fiscal agent for the Health District. The Lucas County Auditor processes all disbursements, receipts, charges, and correcting journal entries. The Lucas County Treasurer processes all banking transactions.

A Purchasing Policy (Updated 8/1/2012) was presented for review. The policy outlines in great detail the flow of the purchasing process at the Health Department. Different levels of approvals are required. No goods or services are purchased without an authorized purchase order and an authorization of funds. The Board of Health approves payments on all invoices. Also, the policy identifies four different tiers depending on dollar amount of purchase. Our agency has to follow the rules and regulations that are set by the county and by the Ohio Revised Code. We are mandated to do our purchases the same way as the county does. We could be a little less or more stringent and we do not have to rely on the county to be our purchasing agent. However, we are a partner with them and we have to follow the proper rules and guidelines.

In order to create a purchasing policy the entire process has been documented. It serves as part of the Accreditation process for the Administrative section. The following items were explained in detail: the quotation process, goods and services, “Then and Now” transactions, accounts payable vouchers, the internal review process and the four various purchasing tiers.

Billing Department

The Billing Department continues its work on applying for Medicaid EHR Incentives.

Vital Statistics

The Vital Statistics Division has recently partnered with United Way to provide birth certificates, as part of the United Way’s grant requirement. The grant serves the indigent and offers assistance with their housing needs. So far this year, our collections total \$1,000.

Information Technology Department

Scott Francis, IT Manager, customized clinical summaries and retrained providers on how to create them. Clinical summary usage percentages have increased from an average of 11% to 63%. This is important as it is part of the “meaningful use” criteria for Medical EHR incentive.

Community & Environmental Health Services

Erie Zgodzinski submitted a written report and gave a powerpoint presentation on the Point of Distribution (POD) Project.

POD Project

This project started with a challenge of trying to vaccinate people within a period of 48 hours. We wanted to decrease the amount of time to pass out medication and vaccinate people. Hence, two systems were formed—an open POD and a closed POD. An example of a closed POD would be the Health Department, whereby we would only take care of people in this building. An example of an open POD would be where anyone can receive immunizations or medications, such as antibiotics, at their own location. A goal has been trying to get people on board to take responsibility for their own facility, distributing medications and/or vaccinations.

This project is covered under a \$275,000 dispensing grant from CDC. This project is unique and will ultimately be used as appropriate nationwide. Today, our mascot, a zebra called “Spot” will be revealed in our powerpoint presentation. All material resources will be available at your fingertips and listed on our website. This will be the “first of its kind” as a disaster preparedness dispensing medication site, and it will be a one-stop shop.

The powerpoint presentation included information on staffing, volunteers, benefits, training sites, etc. Our Health Department web page will include such items as one-stop shop, incident command issue, job action sheets, drill, Best Practice guidance, recruitment resources, Memorandum of Understanding (MOU), disaster preparedness, etc. The process may go into the areas of accreditation and grants. We are continuing our efforts to get individuals to buy into the program.

Dr. Grossman noted that the POD Project serves as a model for others to follow. We have presented it to the city of San Diego (California) and other places with positive response. He noted that he had also participated in an exercise at St. Luke’s Hospital. On-site training was offered to the facility. A suggestion was made to approach DAC members and fire department chiefs about this project. Dr. Grossman said that we actually have many participants from the DAC area involved in this project.

Health Commissioner’s Comments

Dr. David Grossman commented as follows: The Environmental Health staff is busy with the festival season. Karim Baroudi, Supervisor in Environmental Health, will be resigning effective August 25 and Ivy Peterson, Dental Assistant, will be separating effective August 31. Mr. Baroudi will be working at the Ohio Department of Health. We are advertising for his position. Ivy Peterson is retiring. An exit interview was held for both Mr. Baroudi and Ms. Peterson and Board Member Mary Duncan participated. Mrs. Duncan indicated that Mr. Baroudi was looking forward to his new responsibilities, as well as partnering with our Health Department in the future.

It is now the flu season and CDC recommends that as soon as flu vaccine is received that it should be administered. One reason for this is due to the unusual weather this year. The Health Department will announce a schedule of flu clinics upon arrival of the vaccine. This year, immunizations will be given starting for persons from the age 6 months. From the ages of 5 to 49, individuals may get the nasal spray.

We continue to accommodate the news media, providing them with news updates about West Nile Virus. Additional cases are expected this year due to the recent weather involving drought conditions. Mosquito vectors of this disease thrive in this type of environment, thereby spreading the virus even further.

The Health Commissioner received letters addressed to some Board members, with no return address. It is assumed that this letter is from a previous disgruntled employee. It seems like the employee is bringing up issues from even six years ago, and the letter may contain personal attacks against Larry Vasko as well as himself. The employee was recently separated and was given an opportunity for an exit interview, but he did not show up nor did he call. Donald Murray did show up to participate in the exit interview. Dr. Grossman said

that Board members could see the letter if they wish. He felt that nothing should be done at this point and that there was no need for any action today. Dr. Grossman offered to discuss the letter with any Board member if they so requested. Donald Murray said that there is a process in place; i.e., exit interview but the employee chose not to avail himself of the interview. He stated that exit interviews are beneficial and unless a Board member thinks this issue should proceed any further, he considers it a moot issue.

A question was raised about what the past employee hopes to accomplish. Dr. Grossman answered that he did not know, other than he would want Larry Vasko and/or himself fired.

Public Health in the News

Dr. Donna Woodson reported on the following public health in the news items: There was a newspaper article about “School Junk Food Laws Linked to Obesity Curb.” In today’s newspaper there was an article about a free breakfast program for all Toledo Public School students.

Dr. Woodson requested Reynald Debroas’ opinion/input on this item.

There was also an article about “Alarming Evolution of Nastier Parasites in Vaccine Study” and mosquitoes carrying malaria. On August 16th there was an article about Australians to adopt strict cigarette warning labels. Packs will show graphic images. There was an article about E. coli in California, no mention of Ohio.

In recent news the variant H3N2 virus has been found mainly in county fairs in multiple states including Ohio. These infections have been most likely to occur when people are in direct contact with infected swine. It seems to be more widespread in Asia. There was also a story about the Avian Flu making the jump to seals.

This year, the regular flu vaccine will contain a quadrivalent (4 types of flu strains) vaccine, containing four different viruses. Last year, it contained three viruses (trivalent). This year it is different and everyone is being urged to be vaccinated. There was an announcement about the WNV outbreak, which is setting up to be the worst ever in the United States. Also, an article appeared in today’s paper on the same topic. We asked about sending something in the Academy of Medicine Communique about pertussis, but maybe we should also include a piece about flu vaccine.

Other Items

Darlene Chaplin asked if anyone had heard news about Benefiber being contaminated with Percocet in Lincoln, Nebraska. Dr. Woodson said that she was aware that this product had been taken off the market.

Next Meeting

The next meeting will be held on Thursday, September 27, 2012 at 8:30 a.m. at the Health Building, Department of Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Donald Murray made a motion to adjourn the meeting. Dr. Christopher Sherman seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:15 a.m.

Signed:

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

Attested By:

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