

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

**November 15, 2012 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Duncan, Perlean Griffin, Matthew Heyrman, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman

*Absent:* Dr. Donna Woodson (excused)

*Guests:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME Local 7; and Kevin Pituch, Assistant Prosecutor

*Staff:* Donna Fox, Mary Frank, Barbara Gunning, Joanne Melamed, Larry Vasko, and Eric Zgodzinski

Robert Reinbolt, Vice President, called the meeting to order.

**Introduction of Guests**

Larry Vasko introduced Cindy McLeod, Dena Nowakowski, Kevin Pituch and Donna Fox. He said that Cindy McLeod and Donna Fox will be making a presentation under Health Services today.

**Minutes of October 25, 2012**

The minutes of the October 25, 2012 meeting were reviewed. There was one correction on page 9, last paragraph, change the name from “Dr. Christopher Sherman” to “Donald Murray”. There was agreement. Donald Murray made a motion to approve the minutes as corrected. Dr. Christopher Sherman seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

There were no changes to the agenda.

(Perlean Griffin arrived at 8:40 a.m.)

**Vouchers**

There were inquiries about Direct TV and the Infinity Lounge. Eric Zgodzinski explained that Direct TV connectivity is used for disaster preparedness issues. Joanne Melamed said that this item is under the Then and Now category because of the timeline. The Infinity Lounge is for the AIDS Program as AIDS testing was conducted at that location at Halloween time. Dr. Sherman said that the committee reviewed the bill schedule and found it to be satisfactory. A. Debra Nicotra made a motion to approve the payment of the November

vouchers. Barbara Conover seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

## **Old Business**

### **Strategic Planning/Accreditation Process Update**

Eric Zgodzinski reported that as he had stated last month, a short training session would take place this month. We need to start looking at the Strategic Planning and the process that the subcommittee has been working on. Our challenge is looking at innovative ways to get things done. Also, our goal is to bring the Board up to date on the various Domains.

A powerpoint presentation was presented and covered the following items: Our Challenge, Change Process, What is Strategic Planning? Overview: The Action Cycle, Planning for Action, Criteria for Well-Written Goals, Objectives and Action Steps, Types of Values, Things to Remember, Public Health Accreditation Board (PHAB) Standards, Domain 2, PHAB as a Strategic Planning Guide and Questions. Mr. Zgodzinski said that there would likely be some Ad Hoc domains added to the existing 12 Domains. These would include items that were not included in the other domains, pet projects of the Board and/or department, etc. Each domain will contain an executive summary including goals and objectives.

Mr. Reinbolt inquired about the use of the agency's official name: "Lucas County Regional Health District" and whether it should be used versus "Toledo-Lucas County Health Department" for this project. Larry Vasko agreed that this item needs review.

### **Legislative Initiatives**

Larry Vasko cited items of concern including gaps in the Tattoo Program and piercings. Policies and procedures regarding these items will be reviewed. Mr. Reinbolt inquired about the budget stabilization fund. An addition to the Ohio Revised Code within a certain section would allow us to maintain a budget stabilization fund at some point, if the Health Department has money left over at the end of the year. Mr. Reinbolt mentioned that he recently encountered Teresa Fedor, State Representative, at a gathering. She was receptive to some of our ideas and offered her assistance to us by extending an invitation to meet. However, she pointed out that legislators are dealing with a multi-year budget right now and urged us to move quickly if we have any proposals/changes to present.

## **New Business**

### **Confirmation of New Employees/Separation Update**

Larry Vasko reported that there was one newly-hired employee and two separated employees this month. Sue Lyons, Grants Coordinator, retired on December 31, 2011. Since then she worked under a temporary service and now she is being rehired as a Project Coordinator under the HUD Lead Grant effective November 1, 2012. Her rate of pay will be \$26.00 per hour.

Tracy Berry, Accounts Payable Clerk, is being separated on a Disability Termination effective October 5, 2012. He had a couple of injuries under a previous employer. Apparently, he has long-term disability issues. He has some "rights of return to work", but he

must first meet certain criteria. Stacey Castillo, Nutritionist in WIC, resigned effective November 10, 2012. She is relocating to Columbus and will work at their Health Department where she will continue to work in the WIC Program.

In addition, we are requesting that Dr. Gregory Johnson be hired as a new employee effective November 26, 2012 at a rate of \$53.76 per hour, with health insurance. He is currently a contract employee with a rate of pay of \$65.00 per hour.

Hans Schmalzried made a motion to accept this report. Barbara Sarantou seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that there was no official meeting, but there are two items for mention to the Board.

#### **Stickney Recycling Facility – Request for Exemption**

On October 25, 2012 there was a fire at the Stickney Recycling Facility located at 4425 Creekside Avenue, Toledo, Ohio. As a result, the Toledo Fire Department responded and put the fire out. Mr. Murray explained the process. The owner had to make the proper requests from the Health Department in order to get the proper permits accepted. On November 2, 2012, our department received an exemption request to maintain compliance during the cleanup of the fire. A Certified Mail letter (November 7, 2012) regarding the Lucas County Regional Health District's Final Findings and Orders – Approval of Debris Placement Exemption, was sent to Robert Amjad, Authorized Representative. Eric Zgodzinski confirmed that the letter was mailed. He said that the Ohio Environmental Protection Agency (EPA) had also recommended that the exemption be granted.

Donald Murray made a motion to accept and support the action taken by the staff and as recommended by the Ohio EPA in granting Approval of Debris Placement Exemption to the Stickney Recycling Facility. Hans Schmalzried seconded the motion. There was a roll call vote: Voting: 12 yeas, 0 Nays. Motion carried.

#### **Mike's Perch House**

This is a bar/restaurant establishment located on Lagrange Street. The owner has not applied for a license renewal. There has been non-compliance regarding entry to this establishment since May 2012. As of yesterday, there appeared to be raw sewage pumped onto the sidewalk. Also, there is no direct water service. The Health Department posted a "closed" sign at this bar/restaurant, but someone removed it within one hour. The Health Department posted another sign for "Unfit for Human Habitation". We have issued a certified letter regarding closure and the 24-hour notice. The owner has an option to request a meeting with our committee on these violations. If there is no action on the part of the owner, further legal action will be considered including license revocation. We will consult with our legal counsel regarding this case.

*Donald Murray said the committee will meet on this issue, make recommendations and bring this item to the Board.*

### **Environmental Health – 2013 Proposed Fees**

The committee will present this item at the December Board meeting for a third and final reading and passage.

### **Personnel Committee**

Robert Reinbolt reported that the committee met on November 13, 2012 and reviewed two personnel issues.

#### **Dr. Gregory Johnson**

Dr. Gregory Johnson will move from a contract employee status to a full-time employee status. His start date will be November 26, 2012 with a rate of pay will be \$53.76, instead of \$50.26 per hour, as he shifted from a family medical plan to a single medical plan.

#### **Retire/Rehire Policy and Procedure**

Administration had emailed an updated “Retire/Rehire Policy and Procedure” to committee members for review. Questions had been raised on this draft prior to our meeting so a revised policy was drafted. After review and discussion the “revised” policy was approved with the understanding that the first sentence in the second paragraph would have wording added to state: “...and be an E5 pay range or higher”. In addition, the second line in the same paragraph would be deleted.

Matt Heyrman inquired about vacation accrual time, usage and payout within the year earned. Joanne Melamed said that there is a standard policy regarding paid time under the Ohio Revised Code.

Darlene Chaplin made a motion to accept the Retire/Rehire Policy revision. Donald Murray seconded the motion. A vote was taken. Motion carried.

Donald Murray made a motion to accept the Personnel Committee report. Mary Duncan seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

### **Audit/ Finance Committee**

Dr. Christopher Sherman reported that the committee met on November 13, 2012 and reviewed the following items: October 2012 Financial Status, November Bill Schedule, Grant Funded Programs, Contracts, Other items (Transfers of Appropriations).

#### **Bill Schedule**

Dr. Sherman said that in anticipation of Lucas County year-end preparation, the last day the County can guarantee payments to vendors is December 11, 2012. Since this deadline is before the Board of Health meeting it would mean that all payments listed on the December Bill Schedule will be made as Then & Now. The Administration will insure that the Audit/Finance Committee members receive a copy of the final Bill Schedule on December 10<sup>th</sup> for their approval, prior to the Board of Health meeting.

#### **October 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 year, and during this time period we were awarded \$4,993,397. Total applications in the amount of \$10,756,361 for 2012-2013 fiscal year, and during this same time period we were awarded \$5,871,756 in funding.

We received three notices of award: HIV Prevention - \$35,000; Community of Practice for Public Health Improvements Round 2 (COPPHI) - \$5,000; and Accreditation Support Initiative Round 2 - \$40,000.

We have eight pending applications:

1. Immunization Action Plan - \$157,912
2. Dental Sealant - \$75,000
3. STD Prevention - \$52,226
4. Rodent Nuisance Control - \$112,271
5. Medical Reserve Corps - \$5,000
6. HIV Prevention - \$316,000
7. Safety Net Dental Care - \$75,000
8. Creating Healthy Communities - \$119,000

### Contracts

The committee reviewed five contracts – all addendums: Stericycle - \$1,950; Bowling Green State University - \$21,359; Neighborhood Health Association (NHA); ProMedica Toledo Hospital - \$31,549.35; and Scott Strahl - \$20,000.

### Other items - Transfers of Appropriations

Dr. Christopher Sherman read two Resolutions/Transfers of Appropriations verbatim.

Donald Murray made a motion that the Board accept and approve:

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 October 2012 in the ordinary course of business. Total of transfers was for \$35,564.58, consisting of charges in various categories.

A. Debra Nicotra seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

Donald Murray made a motion that the Board accept and approve:

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of October 2012 in the amount of (negative) \$-36,791.49 for expense appropriations. This represents removal of budgets from retired programs such as Immunization Action Plan, Dental Sealant, AIDS Prevention, Ryan White, Sixty Plus, Poison Control, and Healthy Child Care Ohio. It is also to establish budgets for Refugee Health Screenings and Commission on Minority Health programs.

Barbara Sarantou seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

#### Retire/Rehire Policy and Procedure and Hiring of Physician

The committee also reviewed the Retire/Rehire policy and procedure and the hiring of a physician, Dr. Gregory Johnson.

#### 2013 Budget

The Budget Commission convened on November 8, 2012 and unanimously approved the 2013 budget for the Health Department in the amount of \$3,229,366. This takes the Health Department to approximately 2003 distribution amount, without taking into consideration the consumer price index adjustment for inflation or cost of living adjustment for our agency staff.

Robert Reinbolt inquired about the attendance at the Budget Commission meeting. Larry Vasko reported that three members were present: the Auditor, the Treasurer and the Prosecutor (alternate). All were supportive. Others in attendance were Marilyn Yoder, Trustee, Springfield Township; Paul Hoag, Finance Director, Springfield Township; and Clarence Coleman, Deputy Director, Finance, City of Toledo.

Mr. Reinbolt suggested regarding the 2013 budget, emphasizing the 2003 distribution amount to the District Advisory Council (DAC) and maybe issuing some type of communication of our budget approval. This would be an opportunity to promote that.

Dr. Sherman noted that next March the DAC would be reviewing our 2014 budget. [The next DAC meeting is scheduled for March 13, 2013.] Larry Vasko spoke on future strategies including another 2-year budget proposal, working with other cities regarding support, etc.

*Robert Reinbolt requested that at the January meeting the Board be provided with a preview of the 2014 budget presentation to the DAC.*

Donald Murray noted that the next Lucas County Township Association meeting is scheduled for December 5, 2012 due to election of officers. (This was a tentative date.)

#### Environmental Fees

The third and final reading of the 2013 Environmental Fees will take place at the December Board meeting.

Donald Murray made a motion to approve the report. Matt Heyrman seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

#### Facility Committee

A. Debra Nicotra said that the committee did not meet this month. Larry Vasko reported on the elevator tower, roof, and windows for our building. The Health Department is included in the City of Toledo's budget for replacement of the elevator tower and roof repair project. In 2012, there was money to work on the chillers and air conditioners and that money was carried forward. We are in the mix for potentially acquiring new windows for our building through a TMACOG grant.

## **Contracts**

Mr. Vasko reported that there were no additional contracts to present.

## **Division Reports**

### **Health Services**

Barbara Gunning reported on the following items: HIV Prevention, Adult Medical Clinic, Childhood Immunizations, and Shots 4 Tots Clinic.

#### **HIV Prevention**

A Masquerade Ball for gay and transgender African American men was held on October 26 at the Infinity Lounge. HIV testing was provided. Also, \$10,750 was awarded to implement the SISTA Program.

#### **Adult Medical Clinic**

Pearl H., patient, had no health insurance but she was enrolled here under CareNet. She is now on proper medications for her blood pressure and sugar. Sally Royston, Nurse Practitioner, was recognized for being a real patient advocate for improving health care.

#### **Childhood Immunizations**

Barbara Gunning introduced Donna Fox, Coordinator of the Immunization Action Plan (IAP), and Cindy McLeod, Public Health Nurse, in the Shots 4 Tots Program. Cindy McLeod reported on: The Immunization Schedule, Assessment Feedback Incentive Exchange (AFIX), Extra Shots 4 Tots Clinics, etc. She noted that Ohio's immunization rate is currently about 70%. Ohio's goal is to have 90% of all 2-year olds up to date on their vaccinations.

Donna Fox reported on: Why people use Shots 4 Tots, Patients Surveyed, If People Plan to use Shots 4 Tots Again and How They Heard about Shots 4 Tots. Recently, this program received an additional grant from United Way, which allowed for the funding of five additional clinics. About 181 students were told [according to proper protocol] that they could not go back to school until fully immunized. This grant allowed 90% of excluded students to return to school within one day.

### **Administrative Services**

Joanne Melamed introduced Kevin Halligan, Vital Statistics Registrar, who was involved with the Tent City Program with the City of Toledo and various other partners. The event took place on Saturday, October 27. This program is geared toward raising Homelessness Awareness. Mr. Halligan reported on the number of birth certificates provided and our cooperative efforts with the City of Toledo. He said that the concept for this program was to provide an array of services under one roof. A total of 110 birth certificates were provided and a total of \$2,750 was raised to cover the cost. The funds came from the United Way, City of Toledo, and the generosity of our employees. Next year a goal is to raise even more money in advance. It was noted that people need their birth certificate to obtain a social security card, access support system, a job, housing, etc. A suggestion was made that the State of Ohio waives its portion of the fee so that the Health Department could provide free birth certificates for this event next year.

*Robert Reinbolt suggested adding the item of the State of Ohio waiving its portion of the fee to our list for discussion with State legislators.*

Barbara Gunning suggested the consideration of providing medical care, vision care, dental care, etc. as the need is very great. There is a need to look at how to meet the need of the poorest of the poor in our community. Larry Vasko said that many referrals were made to various agencies. Also, GuardCare provides an opportunity for hundreds of people to receive a variety of services under one roof. Mr. Halligan noted that corporate sponsors raised over \$100,000 for this event for various services including showers, haircuts, etc. It was a great day for public health and for all the services that were provided.

### **Community & Environmental Health**

Eric Zgodzinski reported on two items. We are on the cusp of starting a new Water Quality program through the Engineer's Office. There are funds available to address discharges, home sewage septic systems, evaluations, etc. This new program will dovetail into an operational maintenance program for sewage systems next year. Also, regarding Electronic Inspection/Report Program Records for Environmental Health, we are reviewing the possibility of working with the Ohio Department of Health as it has purchased Health space for environmental health issues. This will enable tracking of inspections, posting electronic reports directly to the web, getting quicker data relative to using this electronic reporting system for inspections, violations, etc. This will also increase our efficiency regarding billing. This program is slated to start early next year.

### **Larry Vasko, Deputy Health Commissioner**

Larry Vasko said that he attended the Annual American Public Health Association meeting in San Francisco, California in October. The conference was titled, "Prevention Wellness across Life Span". He attended various sessions on Public Health Accreditation, Disaster Preparedness, Urban Issues on Health Care and Homelessness, Rural Health, Accident Prevention, as well as partnerships and collaboration. He also learned about Community Health Assessments (CHA's). Regarding accreditation, this boils down to asking the question: Are you doing the right things for what your community needs? Another favorite topic of discussion dealt with tattoos/projects from other communities. The problems with tattoos include scarring, permanent ink and the effects over a multi-year period.

### **Next Meeting**

The next meeting will be held on Thursday, December 20, 2012 (third Thursday) 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 10:40 a.m.



**Signed:**

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**Robert Reinbolt, Vice President  
Lucas County Regional Health District**

**Attested By:**

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