**LUCAS COUNTY REGIONAL HEALTH DISTRICT**

**Board of Health Meeting**

**Department of Operations Center (DOC) #254**

**April 24, 2014 – 8:30 A.M.**

# **Roll Call**

A roll call was taken of Board members for attendance.

*Present*: Darlene Chaplin, Reynald Debroas, Mary Duncan, Perlean Griffin, Matthew Heyrman, Donald Murray, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Donna Woodson

*Absent:* Barbara Conover, A. Debra Nicotra, Dr. Christopher Sherman (all excused)

*Guests:* Cathy Noble, ONA Representative; Dena Nowakowski, Union Steward, AFSCME; Kevin Pituch, Assistant Prosecutor; DaShe Frieson, Tobacco Prevention Coordinator: Emily Anderson, Sanitarian-in-Training

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

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

Introduction of Guests

Larry Vasko introduced Cathy Noble, Jennifer Gottschalk, Kevin Pituch, DaShe Frieson and Emily Anderson.

**Minutes of March 27, 2014**

The minutes of the March 27, 2014 meeting were reviewed. There were two minor corrections. On page 10, under Public Health in the News, paragraph two, line two, for clarity change the words from “Our health rank…” to “The health ranking of our area…” Also, in paragraph three, change the word “reduce” to “reduced”. There was agreement.

Robert Reinbolt made a motion to approve the minutes as amended. Perlean Griffin seconded the motion. A vote was taken of those present. Motion carried.

###### Agenda

Dr. Woodson asked if there were additions or deletions on the agenda. Dr. Woodson said that there would be an executive session today to discuss personnel issues involving compensation after item 11 (Environmental Health Issues Committee report). Kevin Pituch said that another item needed attention regarding a settlement with the Department of Health and Human Services, Centers for Medicare Medicaid Services (CMS) relative to CLIA and the need for Board approval. There was agreement.

(Barbara Sarantou arrived at 8:35 a.m.)

###### Vouchers

Mary Duncan reported that the Audit/Finance Committee met on April 22, 2014 and reviewed the April vouchers. The committee found the Bill Schedule to be satisfactory and recommended approval. Donald Murray made a motion to approve the payment of the April vouchers. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Old Business**

**Follow-Up Items**

**Prevent Blindness of Northwest Ohio**

The Health Department and Dr. David Grossman will be recognized at an upcoming People of Vision Awards event scheduled for Wednesday, May 21, 2014 at the Radisson Hotel (UTMC). Dr. Grossman reported that things are going well with fundraising efforts. There has been good support from our Board members and others.

**Prosecutor’s Update**

This item will be addressed under executive session.

**Ad-Hoc Committee Report (WLCC)**

This item will be addressed under executive session.

**Medication Take Back Program and Harms Reduction Update**

Larry Vasko reported that the health department will hold a Medication Take Back Day on Saturday, April 26, 2014 from 10 a.m. to 2 p.m. This will include our pharmacist, our pharmacy students, law enforcement, and others. A mercury collection will also take place. Mr. Vasko noted that needles and syringes are not on the list of acceptable items at this time; however, this issue is being addressed. Mercury thermometers and liquid medications are acceptable items.

Our student pharmacist Andrew Schneider, who is running the Medication Take Back Day event, appeared in today’s issue of the University of Toledo newspaper. He was quoted as saying that he loves working at the Health Department. The article explains how the program operates and what the students are learning from their experiences. The article also explains the advantages of this highly successful program.

Mr. Vasko said that one of our major agency goals was to have a 24/7 Drug Take Back for all areas of our community. Mr. Reinbolt just notified our office that the City of Toledo Chief of Police has made this possible; it will commence on May 10, 2014. The locations will be: the Northwest District Office, Scott Park Campus and Downtown. The Syringe Exchange Program (SEP) Bill has passed the House and is doing well in the Senate. An Opiate Conference is scheduled on June 30 and July 1, 2014 in Columbus and some of our staff members are planning to attend this event. Matt Heyrman thanked administration for taking on this project and for coordination efforts. Dr. Grossman noted that THE BLADE had published his “Letter to the Editor” supporting the Needle Exchange Program on April 6, 2014.

**New Business**

**Confirmation of New/Separated Employees**

Larry Vasko reported that Craig Krajeski was hired as a Sanitarian-in-Training on April 8, 2014 at a rate of 16.04 per hour. DaShe Frieson was hired as a Tobacco Prevention Coordinator on April 14, 2014 at a rate of $21.55. Emily Anderson was hired as a Sanitarian-in-Training on April 14, 2014 at a rate of $16.04 per hour. Sara Becker, Sanitarian, resigned effective April 1, 2014. Ms. Becker indicated that she would be willing to return this summer on a part-time basis. Mr. Vasko said she would be welcomed to come back.

Reynald Debroas made a motion to approve the report. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Environmental Health Issues Committee**

Donald Murray reported that the committee met on April 7. Six topics were discussed: Legislative Issues, Update on smoking issues, PS Tattoo, O and M Program, City of Toledo Lead Regulation and Mobile Food Trucks – Downtown Toledo.

Legislative Issues

We were updated on S.B. 179 regarding adding recycled water into the private water rules as available for consumption. S.B. 22 involves meth labs. This Bill would make the health department responsible for “posting property unfit” until it has been remediated.

Update on smoking issues

The Ohio Department of Health is considering the pulling of liquor licenses for those establishments with unpaid fines.

PS Tattoo

In October 2013, this establishment paid for their license and we were notified in December that the check had bounced. We have had little success in getting the payment so this matter was turned over to our prosecutor for legal action. Kevin Pituch said that he has been working with John Madigan, Law Department, City of Toledo, and Mr. Madigan has provided direction on next steps.

O and M Program

This program is being considered. It will increase our involvement regarding Septic and Well systems that are located in Lucas County. It will also allow for the education of homeowners on the care and maintenance of their systems. Future discussions are planned.

City of Toledo Lead Regulation

The TLCHD is working with the City of Toledo and City Council on the Lead-Free and Lead-safe issues.

Mobile Food Trucks – Downtown Toledo

The City of Toledo is looking into areas where mobile food trucks can be placed throughout the downtown area. These are higher end vehicles with specialty foods. It is not the intent to impede or to compete with the other restaurants in the area.

Environmental Health Assessment

As you recall, the Board approved the Environmental Health Assessment. It is the recommendation of the committee to the full Board that we move forward in the implementation of conducting an Environmental Health Assessment. This is part of our PHAB accreditation process. This is a budgeted item.

Board Motion - Environmental Health Assessment

Robert Reinbolt made a motion that the Board authorizes moving forward in conducting the Environmental Health Assessment. Reynald Debroas seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Robert Reinbolt made a motion to accept the Environmental Health Issues Committee report in total. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Executive Session**

Dr. Donna Woodson said an executive session is needed to discuss two items personnel issues involving compensation and also the CLIA issue/proposal.

Mary Duncan made a motion that the Board go into executive session to discuss two items pertaining to personnel issues involving compensation and a CLIA issue/proposal. Barbara Sarantou seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board went into executive session at approximately 8:50 a.m. and returned at approximately 9:50 a.m. The following individuals were asked to stay: Dr. David Grossman, Larry, Vasko, Dave Miller, Joanne Melamed, Barbara Gunning, Eric Zgodzinski, and, Kevin Pituch.

Dr. Woodson noted there are several issues before the Board for voting today.

Board Motion - CLIA

Matt Heyrman made a motion that the Board accept a proposal regarding CLIA including approval for the continuation and the use of a consultant for six months. The consultant will evaluate our laboratory on a monthly basis. Donald Murray seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Board Motion – Minimum/Maximum Salary Ranges for Non-Bargaining Unit Employees (NBU)

Robert Reinbolt made a motion that the Board accept the minimum and maximum salary ranges as seen before you and presented. Mary Duncan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Board Motion – Ranges and Pay Adjustments - NBU

Robert Reinbolt made a motion that the Health Commissioner would have the ability to adjust the salaries within the ranges as have been accepted.

Robert Reinbolt made an amendment to the motion: to add: “following an evaluation of the employee.”

Robert Reinbolt made a motion that the Health Commissioner would have the ability to adjust the salaries following an evaluation of the employee within the ranges as have been accepted. Donald Murray seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Board Motion – Retire/Rehire Employee Salaries

Matt Heyrman made a motion that regarding employees who fall under the Retire/Rehire category, will be exempt from the minimum/maximum salary ranges. Donald Murray seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Board Motion – Effective Date

Robert Reinbolt made a motion that the salary adjustments, which have just passed, would be effective on April 24, 2014, at the time of Board approval. Donald Murray seconded the motion. A Roll call vote was taken: 7 yeas, 3 nays (M. Duncan, B. Sarantou, Dr. D. Woodson). Motion carried.

Dr. Woodson thanked everyone for their hard work in addressing these issues, particularly members of the Personnel and Audit/Finance Committees.

**Personnel Committee**

Robert Reinbolt reported that the committee met on April 10 and April 17, 2014 and reviewed three items. Board action was taken today on these items as noted above. A new salary structure for Non-Bargaining Employees was proposed and accepted by Board action. The committee also looked at the process of putting together new job descriptions using criteria under the new PHAB standards. That process was accepted by the committee and recommended for consideration by the full Board. The committee reviewed a new position for Bio-Terrorism Coordinator in the E-6 level. This is part of PHEP grant, which evolved into regional duties and functions. It was recommended to the Board and accepted.

Reynald Debroas made a motion that the Board accept the committee report. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

**Audit/Finance Committee**

Mary Duncan reported for Dr. Christopher Sherman. The committee met on April 22, 2014 and reviewed the following items: March 2014 Financial Status, April Bill Schedule, Grant Funded Programs, Contracts, and Other Items--Transfers of Appropriations; Clinic Activity, Ad Hoc Committee; and Personnel Committee.

Update Grant Funded Programs

Total submitted applications in the amount of $4,549,773 for 2014 fiscal year, and during this same time period we were awarded $4,381,721 in funding. Total applications in the amount of $3,801,685 for 2015 fiscal year, and during this same time period we were awarded $2,693,550 in funding.

Grant Funded Programs

We have 4 pending grant applications:

1. Child & Family Health Services (CFHS) grant - $600,000.
2. Public Health Emergency Preparedness - $322,635 - $24,843 match is required.
3. Personal Responsibility Education Program (PREP) - $160,500.
4. Delivery and Cost Study (DACS) Case Western Reserve University (Robert Wood Johnson Foundation) - $4,000.

We received 3 notices of awards:

1. Rodent/Nuisance Control Grant application - $93,550. 100% match is required
2. Ohio Commission on Minority Health - $60,000. $15,000 match is required.
3. Tobacco Prevention - $60,000. – $6,000 match is required

Tufts University Agriculture and Food Research Initiative - Childhood Obesity Prevention grant ($5,000) was not awarded to Tufts University; TLCHD would have been a sub-recipient.

Contracts

There is one contract in the months of March/April:

1. Commission on Minority Health is a revenue contract for $60,000 to support operational costs of the local office on Minority Health.

Other Items – Transfers for Appropriations

Mary Duncan read the following resolutions verbatim:

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 March 2014 in the ordinary course of business. Total of transfers was for $8,959.54, consisting of changes in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations in the month of March 2014 revenue estimates and expense appropriations are $107,597.43, representing additional dollars to CDBG Rodent Control Program and IAP grant, and new grant dollars for Tobacco Prevention.

Donald Murray made a motion to approve the resolutions as read. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Other Items

Ad Hoc Committee Clinics Review

This item was already covered under executive session.

Personnel Committee

This item was already covered under executive session.

Donald Murray made a motion to approve the committee report. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 Nays. Motion carried.

(Hans Schmalzried left at 10:30 a.m.)

**Contracts**

Dr. David Grossman said there are no additional contracts.

**DIVISION REPORTS**

**Administrative Services**

Joanne Melamed reported as follows: Significant work effort of Administration, Finance and Human Resources was put forth towards Accreditation Domain 11, Workforce Development. Brandon Palinski is working on this project.

We met with the staff from Gilmore, Jasion & Mahler, LTD, our independent auditors for an initial audit engagement review. This year the focus areas will be on WIC, Rodent/Nuisance, Public Health Emergency Grant, and Medicaid Administrative Claiming for their review of federal awards. The auditors will conduct an exit interview and present their audit report on May 20, 2014 at 5:30 p.m. to the Audit/Finance Committee meeting. Board members were invited to attend.

Joanne Melamed reported on Optician and Nurse Practitioner Training (Allscripts), Toledo Hospital Midwife (Meaningful Use), New Laptops Deployment (Healthspace) and NORIS Training (Rodent Control Program).

Matt Heyrman asked how Noris Training is incorporated in the Rodent Control Program. Eric Zgodzinski explained that it is used to determine ownership of property, owner identifiers, and in the writing of public health orders, and in the court system.

Joanne Melamed provided updates in the Vital Statistics Division. It included advanced radiological incident operation training (Kevin Halligan); ICS 300/400 Courses (Kevin Halligan/Greg Moore and new temporary employee (Valery Kagan).

**Community & Environmental Health Services**

Eric Zgodzinski reported as follows: A 501c(3) meeting is planned immediately following today’s Board meeting. The committee will review a grant and address other issues.

**Strategic Planning/Accreditation Process Update**

Work continues in this area. The Board gave approval today to conduct an Environmental Health Assessment. We continue to work on the Quality Improvement Plan. The committee plans to meet next month to approve the plan and other reports. The Quality Improvement Plan will then be presented to the full Board for approval next month.

Greg Moore continues to do a good job in the area of health preparedness in our region. Larry Vasko and Greg Moore plan to attend an Association of Ohio Health Commissioners (AOHC) meeting tomorrow. Staff from other departments will also be in attendance.

Mr. Zgodzinski noted there is a shift in public health and environmental health. There is a need to look at how we are going to fit in within the timeframe of the next decade or two. Items the experts are presently looking at are core competencies and funding. The federal government is decreasing funding to environmental health programs, but it will have linkages back to the medical community. Our plan will include developing strategies about where we are going to place ourselves in the near future. This will include involvement with OEHA board, state and federal agencies, and others relative to improving public health in Ohio. More to come on this item.

Dr. Woodson thanked Mr. Zgodzinski for providing an inspector who was shadowed by a medical student.

**Health Services**

Barbara Gunning reported as follows:

Ohio Equity Institute

New data was provided on fetal and infant deaths in Lucas County. A focus is on how to improve birth outcomes especially of African American infants. Two methods will be used—prevent sleep related deaths and prevent prematurity in low birth weight babies. In regard to safe sleep more emphasis will be placed on babies sleeping on his/her back, discouraging co-sleeping and using appropriate sleep surfaces. In regard to prematurity there will be a focus on preconception health and interception health. That would include main areas on treatment of hypertension, tobacco use prevention, teen pregnancy prevention, pregnancy spacing and that of being married.

Dr. Woodson asked what method would be used to influence being married. Barbara Gunning replied that the PREP grant would be utilized. We will be working on relationships, conflict resolution and youth development.

Minority Health Month Summit

The Summit, which was held on April 16 at Glenwood Lutheran Church, included health promotion speakers and display booths. The Commission promotes health equity especially in regards to: Cancer, Diabetes, Heart Disease, HIV/AIDS, Infant Mortality, Immunizations and Mental Health/Emotional Wellbeing.

Gun Violence Prevention

Barbara Gunning attended the Public Policy Conference on Gun Violence, which was presented by the Department of Justice. A request was made for more involvement from public health. Gun violence prevention will be presented as a topic at the Staff educational retreat on December 19, 2014.

Child and Family Health Services

A $600,000 Child and Family Health Services grant was received to help fund pediatric and prenatal services, case management for pregnant women, safe sleep initiatives and other services.

Lead Poisoning Prevention

In April, staff tested 500 children enrolled in Head Start for lead levels. Flyers advertising the Pediatric Clinic are being distributed to parents for their children.

Public Service Announcements (PSA’s)

Two PSA’s were shown. One dealt with promoting safe routes for children going to school (walking school bus) and the other one dealt with Corner Stores.

**Health Commissioner’s Comments**

Dr. Grossman thanked the committees for taking the Board into the 21st century. Larry Vasko, Deputy Health Commissioner, continues to represent our health department regarding the fight against narcotics including heroin.

Dr. Grossman will appear live tonight on the WGTE television station regarding Nutrition for Seniors. The Health Commissioner also received a nice letter from State Senator Edna Brown regarding our Minority Health grant award of $60,000. She appreciated the raising of awareness about minority health.

Recently, we received a phone call from a gentleman who was very upset with a $2.50 charge on his credit card. He felt that the policy was not publicized enough. Kathy Fuhr and Joanne Melamed took care of the matter and he received a refund. The gentleman wrote a letter to Kathy Fuhr expressing his appreciation for her prompt response to his service fee inquiry. He said that her service was handled with “refreshing professionalism”.

Work continues on Strategic Planning and Accreditation and we are pleased with the direction we are going regarding our clinics and other matters.

The People of Vision Award Dinner is scheduled on May 21, 2014. The Health Department will have its own table; however, Board members are urged to purchase a ticket.

**Other Items**

Robert Reinbolt requested a copy of House Bill 92 (Syringe Exchange Program). Copies were provided to all Board members.

**Public Health in the News**

Dr. Donna Woodson reported on public health in the news. Dr. Grossman’s “Letter to the Editor” about the Syringe Exchange Bill was a good one. There was also a large article about the Medication Take Back Day on Saturday, April 26, at the Health Department. In today’s newspaper there was an article regarding flu. Dr. Woodson noted an upswing of Influenza B in her office. Eric Zgodzinski appeared in The BLADE about “Local Taverns, Patrons Flout Smoking Law”. The article dealt with uncollected fines. Dr. Woodson urged everyone to attend The People of Vision Award Dinner honoring Dr. David Grossman and the Health Department.

**Next Meeting**

The next regular Board of Health meeting will be held on Thursday, May 22, 2014 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

**Adjournment**

Donald Murray made a motion to adjourn the meeting. Matt Heyrman seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:10 a.m.

**Signed:**

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## Dr. Donna A. Woodson, President

### **Lucas County Regional Health District**

**Attested By:**

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**David Grossman, M.D.**

**Secretary to the Board**