

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

April 26, 2012 – 8:30 A.M.

Swearing in Ceremony

John Borell, Assistant Prosecutor, performed a swearing in ceremony for Mary Duncan and Hans Schmalzried, new Board Members. Mary Duncan will be a representative from the newly-established City of Waterville. Her term of office runs until July 2016. Hans Schmalzried will be a representative of the District Advisory Council (DAC). His term runs until March 2016. He replaces Theodore Rowen.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Mary Gregory, A. Debra Nicotra. (Both excused)

Guests: Vaughn Jackson, Union Steward AFSCME Local 7; Cathy Noble, ONA Representative; Evan Kreutzer, Medical Student, and Cathy Vue, Student, Northwest Ohio Consortium for Public Health, Bowling Green State University/University of Toledo; Brittany Martinez, Nursing Student, Mercy College of Ohio; John Borell and Kevin Pituch, Assistant Prosecutors.

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

Presenters: Jennifer Gottschalk, Sanitarian, and Evelyn Schreier, Pharmacist.

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

Introduction of Guests

Dr. Donna Woodson welcomed our newest Board members and asked them for comments. Mary Duncan said she was pleased to serve on the Board of Health. She is employed right now, but is looking forward to retirement next year. She said she would have more time to work with the Board at that time. Hans Schmalzried said that he was a Professor of Public Health at the Bowling Green State University and has worked in public health most of his life. He served as Health Commissioner and worked for the Environmental Protection Agency. He stated that his goal is to help the health department improve the health status of Lucas County residents. John Borell introduced Kevin Pituch, Assistant Prosecutor. Mr. Pituch will replace Lance Keiffer, who passed away last year. Dr. Donna Woodson welcomed Mary Duncan, Hans Schmalzried and Kevin Pituch.

Dr. Donna Woodson introduced Evan Kreutzer, a third-year medical student, who is spending one month in her office. He plans to enter either the field of pediatrics or family medicine. Mr. Kreutzer commented that he worked with Dr. Richard Pat, Perrysburg Community Health Clinic, Mobile Summer Farm Worker Clinic, and traveled on mission trips. Larry Vasko introduced Brittany Martinez, a nursing student, from Mercy College of Ohio. Ms. Martinez is also one of seven Ambassadors from the school. Mr. Vasko also introduced Cathy Noble and Vaughn Jackson.

Dr. David Grossman announced that Julie McKinnon, BLADE reporter, is no longer employed at the “paper”. There has been no word yet as to health department coverage. Dr. Woodson commented that this is a real loss. Both Julie McKinnon and Luke Shockman, former reporter, have given fair appraisals of health department activities. They both had a good working relationship with our agency.

Minutes of March 22, 2012

The minutes of the March 22, 2012 meeting were reviewed. On page 4, paragraph marked #3, for clarification, omit the words: “We all recommend that”. On page 3, under heading of Audit/Finance Committee, February Financial Status, add a second line to read: “The Consolidated Financial Report was reviewed and is attached.” There was agreement. Robert Reinbolt made a motion to approve the amendment to the minutes. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson noted that there was no need for an executive session regarding ONA negotiations, Dr. David Grossman explained that we have gone into fact finding and a tentative date has been set for May 31, 2012.

Vouchers

Dr. Christopher Sherman said that the Audit/Finance Committee reviewed the April vouchers and found them to be acceptable. There were no additions to the bill schedule. Robert Reinbolt made a motion to approve payment of the April vouchers. Donald Murray seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Old Business

Accreditation Process Update

Eric Zgodzinski provided an update on the application process for accreditation. There was an attempt to set a meeting date for Strategic Planning and Accreditation. The committee will set a date to meet after this meeting. There is much work to be done before laying down the groundwork and moving ahead with strategic planning. Hans Schmalzried will assist in this project as he has experience in this area. Mary Duncan will also assist.

Mr. Zgodzinski announced that he had sent out a couple of surveys to committee members for completion. The surveys serve as readiness assessments and will help establish a baseline regarding our knowledge of strategic planning as an agency. The surveys will also be extended to Board members, management and staff. There was also an issue regarding attending committee meetings. Therefore, an Adobe Connect Session will be offered to those who cannot attend meetings physically. An explanation of the session was provided and

includes the sharing of information. However, committee members cannot vote using this Adobe Session process. Work continues on assembling the various Domains, as well as establishing/revamping policies.

Dr. David Grossman said that he supports the accreditation process, even though there might be financial issues involved. He said that our health department needs to be among the accredited health departments across the State.

Dr. Donna Woodson noted two articles in the NALBOH News Brief magazine, Third Quarter, 2011 titled, "Boards of Health Have Important Role in Accreditation" and "Accreditation Materials Now Available".

Dr. Woodson asked Eric Zgodzinski to make this material available again to Board members, as a brief synopsis and a review of the importance of accreditation and the Board's involvement.

501c(3) Update

Eric Zgodzinski said that the paperwork regarding the 501c(3) application had been submitted to John Borell, Lucas County Prosecutor's Office, for review. It was then forwarded to the federal government (IRS). We are now awaiting a determination letter that will allow us to move forward in the grant application process.

New Business

Confirmation of Employees

Larry Vasko reported that there were two new hired employees and three separations this month. Amy Abodeely was hired as a Nutritionist on March 26, 2012 at a rate of \$20.95 per hour. She replaced Stacey Castillo. Ailene Seckinger was hired as a Dental Assistant on April 16, 2012 at a rate of \$12.77 per hour. She replaced Kimberly Parnell.

Amy Worstell, Public Health Nurse, resigned effective March 31, 2012. Ronata Bryant, Minority Health Coordinator, resigned effective April 1, 2012. Stuart Kerr, Program Coordinator, retired effective April 1, 2012. Mr. Kerr worked primarily in the Tobacco Cessation Program, as well as the Medical Reserve Corps (MRC). We were grooming Ms. Bryant for Mr. Kerr's position, but we continue to work filling his position. It was noted that Cheryl Murphy is currently in charge of the MRC program. Dr. Woodson gave a reminder to our staff, encouraging communication to our MRC participants on current activities.

Barbara Conover made a motion to approve the report. Dr. Christopher Sherman seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray said that the committee did not meet this month.

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on April 24, 2012. The committee reviewed the following items: March 2012 Financial Status, April Bill Schedule, Grant

Funded Programs, Contracts, Other items (Transfers of Appropriations) and Sylvania Schools Program.

March Financial Status

The “Consolidated Financial Report” was reviewed and is attached.

Grant Funded Programs

Total submitted applications in the amount of \$7,871,828.00 for 2011-2012 fiscal years, and during this same time period we were awarded \$4,958,397.00. Total applications in the amount of \$3,190,169.00 for 2012-2013 fiscal years, and during this same time period we were awarded \$374,206.00 in funding.

In March, we received three grant awards: Continuation Quality Improvement Grant - \$10,000.00; Community of Practice for Public Health Improvement (COPPHI) - \$5,000.00; and Tobacco Prevention Grant - \$52,000.00.

In April/May, we have three grant opportunities: Child and Family Health Services Program - \$420,178.00; Personal Responsibility Education Program - \$180,000.00; and Public Health Emergency Preparedness Grant - \$321,206.00.

Dr. Sherman noted that regarding the last grant the health department had to have a general revenue fund match for \$24,639 .00. He noted that if we don't have general fund monies to be able to put towards grants that we miss out on those monies. We are taking 8 percent of that, coming from our general revenue fund, and we are leveraging that for this community.

Other Items - Transfers of Appropriations

Dr. Christopher Sherman said that a Board of Health Resolution is required to approve Transfers of Appropriations. He read the following:

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 2012 in the ordinary course of business. Total of transfers was for \$74,479.15, consisting of charges in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the 1st Quarter of 2012 (January – March) in the amount of \$96,000.00. This represents additional funding and obligations mainly in existing programs and/or new grant programs.

Motion

Donald Murray made a motion to transfer \$74,479.15 in the various expense categories as listed in the Transfers of Appropriations March 2012 report. Dr. Christopher Sherman seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Motion

Donald Murray made a motion that the Board approve changes in Revenue Estimates and Expense Appropriations for the 1st Quarter of 2012 (January – March) in the amount of \$96,000.00. This represents additional funding and obligations mainly in existing programs

and/or new grant programs. Robert Reinbolt seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Sylvania Schools Program

The Health Department has two contracts with the Sylvania Board of Education. One contract is for \$45,980.00 and the other one is for \$111,190.00. The Sylvania revenue stream is \$157,170.00. The cost for the nursing staff is \$181,650.22 (based on actual and estimated cost). The impact on our general fund is \$24,480.22. A meeting is scheduled with the Sylvania Board of Education on April 27th regarding renewal of contracts and potential staffing needs for the next academic year. There was a brief discussion. The current contract runs until July 31, 2012. The issue will be what will happen with the new contract regarding specific needs, costs, etc.

Robert Reinbolt made a motion that the Board approve the committee report. Reynald Debroas seconded the motion. Voting: 11 yeas, 0 nays. Motion carried.

Facility Committee

There was no report.

Contracts

Dr. David Grossman noted there were no additional contracts. However, in regard to tobacco smoking, we are working with the University of Toledo to get a doctoral person involved by subcontract. This item is pending legal review regarding subcontracting a person in a Grant Director role. This item might come up prior to the next Board meeting. The funds are currently available for this project and it would be cost neutral to us. A similar plan is underway to fill the Minority Health Coordinator position. Barbara Gunning is also in the process of recruiting for this position. Dr. Grossman noted that these items would go through proper channels including the Audit/Finance Committee. If this project is successful, it would be another place to look at when considering grants and collaborative efforts. Dr. Sherman asked if anything was needed by the Board in order to move forward on a contract as the Board would not meet for another month. Dr. Grossman said that an emergency Audit/Finance Committee might be called to approve the finances. The Board approves contracts; however, contracts go through the proper channels, to the Audit/Finance Committee for review, recommendation and approval. Dr. Grossman said that this item is in the works.

Division Reports

Community and Environmental Health Services

Eric Zgodzinski introduced Jennifer Gottschalk, Sanitarian, who will provide a powerpoint presentation on Food Service.

Jennifer Gottschalk provided an overview of the Food Service Program. Currently, there are thirteen food inspectors covering Lucas County. Ms. Gottschalk announced that she had assembled a 17-page packet of information for individuals interested in starting a restaurant, and it is posted on the health department website. Topics covered in the presentation included Person-in-Charge classes, plan reviews, different types of inspections, classifications of restaurant inspections, etc. Ms. Gottschalk noted that it is always the intent of the department

to educate restaurant owners whenever possible. Also, all restaurant owners are required to attend a Person-in-Charge training session. An article titled, “Lebanese Tourism Ministry Begins Food Safety Courses” published in the Profile News – Ohio Edition, April 2012 was presented to show that other countries also care about food safety.

A short video was shown featuring our dedicated Food Service Unit employees and examples of what they see out in the community on a daily basis. Karim Baroudi, Supervisor, developed the video. Board members provided positive comments about the staff and the program.

Dr. Grossman invited Board members to participate in a restaurant tour with an inspector. Eric Zgodzinski will make arrangements.

Health Services

Barbara Gunning reported on the following topics: AIDS Prevention, HIV Prevention, Nursing Students, Pathways Project, Above and Beyond, Teen Pregnancy Prevention, and Women, Infants and Children (WIC). A powerpoint presentation was provided.

AIDS Prevention

We are doing a lot regarding HIV prevention and a lot of it has to do with the gay and lesbian population. Many of these posters will be visible around town and at college campuses. A wall-mounted container was placed in our lobby for the distribution of condoms. This year, about 40 percent more condoms were distributed compared to last year. The social marketing campaigns include radio messages, internet advertising and YouTube videos.

Nursing Students

The Breastfeeding support staff spoke with Lourdes nursing students about the benefits of breastfeeding and maintaining healthy lifestyles.

Pathways Project

Elijah Jones is working on the Pathways Project. This program is geared toward locating high-risk pregnant women and connecting them to prenatal care. We are in the middle of applying for another grant for expansion of this grant. Barbara Gunning said that she just discovered that Lynn Grylls, midwife, knits baby hats for our pregnant women. Ms. Grylls has been doing this for several years.

Teen Pregnancy Prevention

Carol Haddix, Teen Pregnancy Prevention Coordinator, is now called a Youth Development Coordinator, as teen pregnancy prevention has become a component of youth development. Ms. Haddix recently participated in a youth conference and her presentation was titled: “Don’t Kid Yourself: Facts, Stats, and Where To Go”. May is “National Teen Pregnancy Prevention Awareness Month”. There is a quiz on the internet for individuals geared to those 14 and over about scenarios related to prom night and how to make good decisions.

WIC

Lucas County WIC will be participating in a “Text Alert” pilot program with the Ohio Department of Health. WIC participants will receive healthy messages and reminders of their WIC appointments through use of their cell phones.

Barbara Gunning introduced Evelyn Schreier, Pharmacist, who will talk about a new project involving plans to apply with the AstraZenica Drug Company to receive various free medications. This would be a bulk program vs. patient specific. The advantages and disadvantages of the program were discussed. Some advantages included increase in revenue, decrease in cost, formulary expansion, etc. Some disadvantages included need for re-application, limited medications, etc. Mrs. Schreier indicated the need to utilize other drug companies for this project. Dr. Woodson reminded everyone that our health department is one of two health departments in the State that has a comprehensive pharmacy. This serves as a great benefit to our population.

Barbara Gunning invited everyone to a “Get Your Rear in Gear 5-K Run/Walk” for Colon Cancer Awareness on Saturday, June 2, 2012 at Fallen Timbers. The Health Department is one of the primary sponsors of this program. Carol Haddix is the main coordinator. This is a program with no general fund budget; however, we get mini grants for this project. This is the first time a race will be held for this type of event.

Administrative Services

Joanne Melamed reported as follows. We have funding opportunities through the Medicaid Administrative Claiming (MAC). The second time study has been completed and another time study will be held May 2 through May 7. This is an opportunity that will give our patients better access to the Medicaid system through our nursing staff and other Health Services staff members. This is will also give us an opportunity to get financial incentives made available through the program. Financially, the program has returned favorable results.

In Vital Statistics, revenue has increased about 25%, due to efforts of the staff including phone orders and credit card payments.

The IT Department deployed a new computer and software package for our pharmacy. Our patients can now sign for their prescriptions electronically. The IT Department continues to work with our user group to customize the medical record system. The goal is to develop a manual in the form of a user guide for staff. There is also a movement toward scanning and storing documents electronically. This will be a pilot program for the Administrative Services Division.

Mrs. Melamed indicated that original records are usually kept at the Auditor’s Office and only back up documents are kept on site. Dr. Woodson asked about how records would be kept regarding prescriptions that are signed electronically regarding Allscripts. She noted that her office uses electronic records; however, paper copies must be kept for seven years. Dr. Grossman said that keeping signed records on file electronically would be adequate. Our agency will continue to utilize the current Record Retention Policy.

Our independent auditors from Gilmore, Jasion & Mahler (GJM) have completed a large portion of the audit for 2011. The auditors will likely give a report to the Audit/Finance Committee in May. The audit is to be concluded by the end of June and a financial report will be submitted to the Auditor of State.

Health Commissioner's Comments

Dr. David Grossman commented and welcomed the new Board members, Mary Duncan and Hans Schmalzried, to the Board of Health.

We applied for a \$2.5 million Lead Abatement grant. The City of Toledo also applied for the grant, but did not get an award. Plans are to subcontract with the City of Toledo, Department of Neighborhoods, using CDBG funds. A total amount of \$600,000.00 is required as a hard match and these funds will be used for that purpose. The health department will need to come up with some of the general fund money; however, the actual amount is unknown at this time. Staffing will include a nurse and a Lead inspector in this program. When more information is received, the Audit/Finance Committee will be notified. An anticipated starting date for this program was May 14; however, a June 1 date is more likely.

Matt Heyrman voiced his concern about costs, including administrative costs, regarding the Lead Abatement grant. This is a large amount of money that will require much tracking. He suggested that either monthly or quarterly reports be provided regarding this item.

Mr. Heyrman said he would be willing to follow up on this item regarding monthly and/or quarterly reports with the Audit/Finance Committee of which he is a member.

Providing this contract moves forward, a monthly report on the Lead Abatement grant would be provided at the Audit/Finance Committee meetings and a quarterly report would be provided at the Board meetings. Dr. Grossman said that this report could be similar to the BCMH report. We would first bring it as an individual report to the Audit/Finance Committee. There was agreement.

Public Health in the News

Dr. Donna Woodson reported on public health in the news. Dr. Woodson thanked everyone who attended the last District Advisory Council meeting on March 28, 2012. She noted that Hans Schmalzried had to go through a screening process prior to becoming a Board member at the DAC meeting. There were two other candidates.

Julie McKinnon, BLADE reporter, will no longer report on health department activities; however, examples of articles she had written were noted. They included articles about fewer childhood deaths, health department upgrades regarding energy usage, vision screening program, and Lucas County health rankings. There was an article about a study that questioned the pairing of food deserts and obesity. It claimed that poor urban neighborhoods are food deserts, as there are no fresh fruits or vegetables available. It was noted that in larger cities, these items are often available.

It was decided that Barbara Gunning would do a feature presentation to the Board on this item—food deserts and obesity relative to fresh fruits and vegetables.

There was a recent article stating that 2011 has been reported as the worst year in 15 for measles in the United States. There were 222 reported cases. Another article noted that there is no added seizure risk in vaccine booster. The article stated that a new study has ruled out concerns that children four and older are at greater risk of seizures after getting a common

measles-containing vaccine called MMRV. The article was also published in the American Journal of Pediatrics.

Letters regarding mumps were recently sent to approximately 40 parents by a local school. The health department was contacted for follow up.

Other Items

Dr. David Grossman suggested that the next Board meeting be held at the Western Lucas County Clinic in Holland, Ohio. There was agreement. Dr. Grossman distributed “Pay it Forward” bracelets to Board members.

Dr. Donna Woodson announced that Dr. Grossman, Barbara Gunning, Eric Zgodzinski and she attended the Ned Baker Lecture in Bowling Green on March 29. The lecture was titled, “Telling the Public Health Story: How to Affect Policy, Engage Elected Officials and Inspire Citizens.” Hans Schmalzried also attended. The material that was presented was very helpful and inspiring.

Robert Reinbolt suggested sending flowers to Mary Gregory, Board member, who has been ill. Mr. Reinbolt announced that both he and Darlene Chaplin had entered their dogs/pets in the TOLEDO BLADE Pet Idol Contest. This is a charity event. He urged everyone to vote.

Next Meeting

The next meeting will be held on Thursday, May 24, 2012 at 8:30 a.m. at the Western Lucas County Clinic, 330 Oak Terrace Blvd., Holland, Ohio.

Adjournment

Donald Murray made a motion to adjourn the meeting. Reynald Debroas seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:45 a.m.

Signed:

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

Attested By:

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