

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

January 24, 2013 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Darlene Chaplin, Perlean Griffin, and A. Debra Nicotra (all excused)

Guests: Dena Nowakowski, Union Steward, AFSCME Local 7; Cathy Noble, ONA Representative; Kevin Pituch, Assistant Prosecutor; Amy Overmyer, Logan Smith and Stacey Latkovik, Students, University of Toledo Medical College, MPH Program; and Juenthia Fisher, CDBG, City of Toledo

Staff: Stephanie Baltus, (new employee), Mary Frank, Dr. David Grossman, Barbara Gunning, Carol Haddix, Joanne Melamed, Larry Vasko, and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Dena Nowakowski, Cathy Noble, Kevin Pituch, Amy Overmyer, Logan Smith, Stacey Latkovik, and Juenthia Fisher. Carol Haddix, Health Educator, will provide a presentation today under the Health Services Report.

Minutes of December 20, 2012

The minutes of the December 20, 2012 meeting were reviewed. There was one amendment and one correction. On page 3, paragraph 5, line 1, change words from "...while providing good customer service." to "...while maintaining services." On page 7, add new paragraph after the Audit/Finance Committee report: "Barbara Conover made a motion to approve the Audit/Finance Committee report. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried." There was agreement.

Barbara Conover made a motion to approve the minutes as amended/corrected. Dr. Christopher Sherman seconded the motion. A vote was taken of those present. Motion carried.

Agenda

There were no changes to the agenda.

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee had reviewed the vouchers and found them to be satisfactory. He noted that the Bill Schedule now contains a

“Comment” column, offering a brief explanation for certain vouchers. Robert Reinbolt made a motion to approve the payment of the January vouchers. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Nomination Committee Report

Donald Murray announced that Darlene Chaplin and he serve on the Nomination Committee. All Board Members were contacted via the Internet to see if anyone was interested in serving in the positions of President and/or Vice President of the Toledo-Lucas County Board of Health. Two Board Members expressed interest—Dr. Donna Woodson (incumbent – President) and Robert Reinbolt (incumbent – Vice President).

Donald Murray opened the floor for any nominations for the position of President for the Toledo-Lucas County Board of Health. Mr. Murray read the statement three times. There were no other nominations from the floor. Donald Murray entertained a motion that nominations be closed for the position of President. Dr. Christopher Sherman made a motion that nominations for the position of President be closed. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray opened the floor for any nominations for the position of Vice President for the Toledo-Lucas County Board of Health. Mr. Murray read the statement three times. There were no other nominations from the floor. Donald Murray entertained a motion that nominations be closed for the position of Vice President. Mary Duncan made a motion that nominations for the position of Vice President be closed. Barbara Conover seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson was elected for the position of President and Robert Reinbolt was elected for the position of Vice President by acclamation. Dr. Woodson thanked both Donald Murray and Darlene Chaplin for their work on the committee.

Old Business

Strategic Planning and Accreditation

Eric Zgodzinski reported that the committee did not meet in January; however, meetings are scheduled on Thursday, January 31 and February 14. A report will be provided next month.

501c (3) – Update

The Internal Revenue Service (IRS) is still reviewing all applications for 501c(3) status. Our application was submitted in July 2012. Dr. Grossman speculated that the reason the IRS is behind is due to the “Fiscal Cliff” as well as with potential changes in the current tax system.

New Business

Confirmation

Larry Vasko reported that there were two employees who were retired/rehired, one newly hired employee and no separations. Barbara Gunning, Director, Health Services, was rehired at a rate of \$27.94 per hour. Larry Vasko, Deputy Health Commissioner, was rehired at a rate of \$34.74 per hour. Both employees retired on December 15, 2012 and were rehired on

January 1, 2013. Stephanie Baltus, Nutritionist, was hired on January 7, 2013 at a rate of \$18.49 per hour. She replaced Stacey Castillo.

Robert Reinbolt made a motion to accept the report. Dr. Christopher Sherman seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee did not meet this past month.

Personnel Committee

Robert Reinbolt reported that the committee was updated on the ongoing AFSCME union negotiations.

Audit/Finance Committee Report

Dr. Sherman said that the committee held two meetings—one on January 15 and one on January 22. The January 15 meeting was considered a preliminary budget meeting at which several Board members attended. Members of the District Advisory Council (DAC) received a special invitation to attend the January 22 meeting, as the topic of discussion dealt with the proposed 2014 Budget. John Jennewine (Sylvania Township) attended the meeting. Dr. Sherman thanked Board Members for their attendance at the preliminary budget meeting.

Dr. Sherman reported that the committee reviewed the following items at the January 22 meeting: December 2012 Financial Status, January Bill Schedule, Grant Funded Programs, Contracts, Other Items—Transfers of Appropriations, and 2014 Budget.

December Financial Status

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

Grant Funded Programs

Total submitted applications in the amount of \$5,225,808 for 2011-2012 fiscal years, and during this same time period we were awarded \$4,993,397. Total applications in the amount of \$10,740,237 for 2012-13 fiscal years, and during this same time period we were awarded \$6,770,275 in funding.

We received five notices:

1. Dental Sealant - \$75,000
2. Medical Reserve Corps - \$4,000
3. Sixty Plus Clinic - \$101,625
4. Safety Net Dental Care - \$61,000
5. Creating Healthy Communities - \$111,856

The Sixty Plus Clinic requires a 100% General Fund match. The Safety Net Dental Care grant received only \$61,000, instead of \$75,000. The reason for the reduction was due to the inability to purchase x-ray equipment. Dr. Grossman said that there might be a potential donation for lightly used equipment from a local dentist. The Creating Healthy Communities grant received an extra \$1,000, which was used to purchase a computer.

We have seven pending grant applications:

1. Rodent Nuisance Control - \$112,271
2. Coastal Resource Management - \$27,641
3. Tobacco Prevention - \$52,000
4. National Vulnerable Populations - \$250,000
5. Accreditation Readiness and CQI Support - \$15,000
6. Nurse Education, Practice, Quality and Retention – 91,026
7. Minority Health - \$60,000

The Rodent Nuisance Control grant requires a 100% General Fund match. The Coastal Resources Management grant requires a match of \$20,016. The National Vulnerable Populations grant is a new grant. The Nurse Education, Practice, Quality and Retention grant is for a nurse to handle tough medical cases.

Contracts

Five contracts were presented:

1. Lourdes University (No economic impact)
2. National Association of County and City Health Officials (NACCHO) – Medical Reserve Corps - \$4,000
3. Mercy St. Vincent Medical Center – WIC - \$479,456.45
4. Neighborhood Health Association (NHA) – WIC - \$322,537
5. ProMedica Toledo Hospital – WIC - \$367,054

Other Items – Transfers of Appropriations

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

Donald Murray made a motion to 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 December 2012 in the ordinary course of business. Total of transfers was for \$51,488.27, consisting of charges in various expense categories.

Reynald Debroas seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray made a motion to accept and approve:

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of December 2012 in the amount of \$1,572.00 for revenue estimates and expense appropriations. This represents budget for HUD GF match.

Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

2014 Budget

In preparation for the DAC meeting and Budget Commission meeting, the committee at their January 22 meeting was presented with a 2014 proposal of the Shares of Governmental Agencies and a 2014 Proposed Projected Budget. Village Mayors and Township Trustees were invited to this meeting to secure their input. It is proposed that the Health Department

ask for \$3,229,366 for 2014 Shares of Governmental Agencies, staying flat for the fourth year in a row and keeping our agency at approximately 2003 dollar contributions.

A 2014 General Fund Budget was presented to the committee incorporating all cost reduction items and personnel reduction from 2012 and 2013 years. 2014 budget is greater by \$81,380 from 2013 due to potential hiring of an additional Billing Clerk, Sanitarian and full-time Physician. The potential increase in revenue estimate would come from continued improvements and participation in Medicaid Administrative Claiming (MAC). Much time was spent discussing these positions and why Administration thought they were necessary.

Also, the General Fund plans to support eight grant programs in the amount of \$468,997 to bring in \$3,396,612 of grant dollars. We will take \$468,997.00 out of our General Revenue Fund and will leverage that money to obtain \$3,396,612 in grant monies. The Audit/Finance Committee members, attending Board members, and Mr. John Jennewine, Sylvania Township Trustee and President of the DAC, did not voice any concerns at this time with the budget as proposed. Mr. Jennewine participated in the process. He felt that overall he would support our zero percent budget increase and that he would share that information with other DAC members. Dr. Woodson thanked committee members and Board members who attended the January 22 meeting.

Dr. Grossman commented that it was a very positive meeting. The budget was also presented to the Toledo City Council on January 16. City Council also approved our budget. Both Mike Collins and Adam Martinez were very complimentary of our budget and our management of our funds. We remain one of the lowest General Fund per capita health departments in the State of Ohio, while providing some of the best services.

Dr. Grossman also made a presentation on the Health of the Community at the Lucas County Commissioners' meeting on January 22. At the same meeting, we received \$40,000 for continuation of the Tuberculosis Control Unit. We also received \$100,000 for EPA Stormwater Management Permit Compliance Services.

Donald Murray announced that he had an opportunity to attend the Lucas County Township Association Annual Meeting. He also had extended an invitation to the Township Trustees and other DAC members to attend the January 22 Audit/Finance Committee meeting. Dr. Woodson thanked the committee members for all their work.

Hans Schmalzried suggested the inclusion of pie charts and/or bar charts in our financial reports. There was agreement.

Donald Murray made a motion to accept the committee's report. Matthew Heyrman seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Robert Reinbolt noted that at the preliminary Audit/Finance Committee meeting (January 15) one of the topics discussed was the Western Lucas County Clinic (WLCC). Some concerns were effectiveness of the clinic, cost of operation, Board involvement, etc. He asked if there was any action on this item.

Dr. Grossman noted several issues. Recently there was one employee discipline at the WLCC. Another meeting is scheduled in two weeks about this employee issue. Other items include “no show” rates, billing difficulties, etc. However, the Health Department must maintain clinical services and it continues to serve as a safety net. Dramatic changes are expected in the way medical care will be delivered nationwide when the Obamacare program becomes effective. About 36 million people will be absorbed into the health care system.

Dr. Sherman suggested that perhaps the Board would entertain an Ad Hoc Committee to review operations and efficiencies at the WLCC. Dr. Woodson suggested the inclusion of a Board member from the Facility Committee. Matt Heyrman said he would support the formation of an Ad Hoc Committee consisting of two or three people to review costs, operations, policies, etc. The committee could meet two or three times. Board members volunteered. The Ad Hoc Committee will include Dr. Christopher Sherman, Matt Heyrman, Robert Reinbolt and A. Debra Nicotra. Dr. Grossman, Barbara Gunning and Joanne Melamed will also be part of this committee. The committee will meet, review the operation of the WLCC and make recommendations to both Administration and the Board.

Barbara Sarantou asked how many people we anticipate using the WLCC clinic in 2014. Barbara Gunning replied that she recently drafted an internal report that includes demographics and other data, as well as the use of expenses of the townships and villages. Our numbers decreased dramatically due to the separation of Dr. Friedman and a break in service. She said that this data would be shared with Board members. Dr. Woodson noted that our intent is not to close the WLCC. Dr. Sherman said that perhaps the Board needs to look at marketing the clinic. People could be made aware of the clinic, its location and the services it offers including flu clinics. Dr. Woodson noted that there might be some grants available for Medicaid expansion. We can be in a ready mode as we already have the data, the location, and other factors.

The Ad Hoc Committee scheduled a meeting date on February 19, 2013 at 5:30 p.m. at Dr. Sherman’s Office.

Contracts

Dr. David Grossman said that there were no additional contracts.

Division Reports

Community and Environmental Health

Eric Zgodzinski reported as follows. One of the Domains as part of the Strategic Planning includes a marketing piece. This involves the Health Department Newsletter, authored by Tanika Carter and Stacy DeBruyne. Consequently, this calls for the development of solid marketing programs and securing additional funding.

Our discussions included disaster preparedness, safety issues, after shooter, etc. which were topics covered at the December 14 meeting with staff members. These types of discussions are ongoing. Also, yesterday we met with the Toledo Police Department regarding these same issues. Plans include a program for staff to learn more about safety issues, violence issues, our building, etc. We intend to communicate with the Board about where we stand on these issues. Mr. Zgodzinski covered other issues including key fobs, stairwells, signs, front

desk monitor, clocking in and out, I.D.'s, Tasers, etc. Dr. Grossman said that we would hold three or four sessions for staff members and invited Board members to attend.

The question was raised about a potential fire and procedures to exit the building. Mr. Zgodzinski replied that employees would exit the building via the first floor. The middle stairwell is always open.

Health Services

Barbara Gunning reported that the Health Department is working very closely with the American Cancer Society on conducting a Cancer Prevention Study-3 from April 16-20, 2013. There is a need for volunteers. Flyers were distributed.

Numerous flu clinics are being held. In 2012, there were 1,300 participants at flu clinics in addition to flu shots in our Travel and Immunization Clinic. The Flu clinic consists of Mary Sheehy, Public Health Nurse, and a Billing Clerk. To date we collected \$2,625 and we have billed \$75,200.

Carol Haddix – Personal Responsibility Education Program (PREP) Presentation

Barbara Gunning introduced Carol Haddix, Health Educator. Mrs. Haddix is the Coordinator of the Teenage Pregnancy Prevention Program and is now also the Coordinator of a new grant: Personal Responsibility Education Program (PREP). A PREP booklet was distributed. Carol Haddix provided a powerpoint presentation about the PREP Program. The PREP Project seeks to reduce teen pregnancy and sexually transmitted infection rates in Ohio's youth, residing in the foster care and juvenile justice systems. It was chosen by the Teen Pregnancy report to be implemented in our public schools. Participants gave very positive feedback regarding the program. Some misinformation that was identified dealt with contraceptives and condom usage. Dr. Woodson said that she would include some additional facts about the prevention of adolescent pregnancy in a resolution that will be submitted to the Ohio State Medical Association.

Barbara Gunning also reported that she recently attended a STRIVE (cradle to career program) meeting. The group will establish common goals regarding helping youths develop a career path. A report will be provided at a later date.

Administrative Services

Joanne Melamed reported as follows.

2014 Budget

A projected 2014 General Fund Budget has been completed. The Budget takes into account cost reduction measures, grants and their match, revenue projections including the flat General Fund/Subdivision taxes, contracts, obligations, changes in health care law, and business requirements and needs which can be anticipated for 2014. We will include charts and graphs to better convey our ideas to everyone.

We attended the City of Toledo Budget Hearing to approve Health Department's 2013 City of Toledo contribution to the shares from governmental agencies. The City of Toledo's share is \$2,236,335 out of the \$3,229,366. City Council was very impressed by the Health

Department's ability to manage our budget, operate effectively and efficiently with few or no increases over the years. We also provided information on match dollars regarding grants.

Billing

We submitted our application for the Ohio Medicaid EHR Incentive. We need to make sure our physicians are using the system in a "meaningful" way. Scott Francis, IT, and Kathy Fuhr, Medical Assistant, have worked with the Supervisor of Health Services to generate automatic reports highlighting "meaningful use" measures for close monitoring and supervision of providers' progress. Medicaid Administrative Claiming (MAC) is one source of revenue discovered in 2011. We did extremely well in 2012, and we are hoping for additional participation from staff members including Environmental Health.

Vital Statistics

Mr. Hank Kanavel wrote a complimentary letter regarding exceptional customer service and his experience in obtaining a birth certificate. The letter was read. Next month we will provide a presentation on credit card usage and how it has increased our ability to bring in additional funding.

Kevin Halligan requested from the Ohio Department of Health to give the local health departments the ability to export EDRS death certificates and import them into our Health District Information System (HDIS). This will impact all health departments statewide by giving us the ability to furnish statistics with a quicker turn-around time for grants and other demographics.

Information Technology

Scott Francis created a robust agenda for Allscripts in 2013. We need to get a system upgrade, continue with "meaningful use" measures, and patient portal implementation. Mr. Francis holds bi-weekly meetings with Health Services supervisors, billing staff, and providers to carry out the agenda.

Barbara Sarantou and Hans Schmalzried complimented Joanne Melamed for her detailed presentation to John Jennewine and the Audit/Finance Committee. Mr. Schmalzried suggested providing a presentation about liability insurance at a future Board meeting. Dr. Grossman replied that we work through the County and this item is in the review stage. This item is also presented to the Audit/Finance Committee before coming to the Board for approval. Normally, three quotations are submitted for bid.

Health Commissioner's Comments

Dr. David Grossman commented as follows. The flu season started early this year. This is a tough flu season compared to previous years; however, Northwest Ohio was not hit as badly as other parts of Ohio or other states. This is mostly an H3N2 vs. and H1N1 virus. There is an aggressive campaign underway to get everyone immunized and to enhance community controls.

The Health Commissioner was interviewed by Jack Lessenberry on "Deadline Now" Channel 30 on the topic of flu and other public health issues last week. Mr. Lessenberry is an advocate of public health and said he would be available for future presentations.

Dr. Sherman and the Audit/Finance Committee members did a good job regarding their financial presentation this past Tuesday. We are hopeful that John Jennewine will be able to convey positive financial information to members of the District Advisory Council at the March meeting. We have developed Administration's priorities for 2013 in the area of finances.

Public Health in the News

Dr. Donna Woodson commented on public health in the news. Most of the news has been regarding influenza. The Health Department has done its part in terms of clinics and press releases. In the news last month was an incident in Pakistan where workers who were out immunizing children and adults against polio were gunned down. There was a comment in the BLADE Editorial page about a citizen in Waterville, Ohio. Tim Ryan recently returned from a mission to Nigeria where he helped vaccinate 3,700 children on behalf of the Rotary International Organization, which has been a potent force in eradicating polio from the world. He said that polio and other infectious diseases are only one plane ride away.

Other Items

The date of the next District Advisory Council meeting was discussed as a tentative date of March 13, 2013 had been set. Dr. Grossman said that he could not meet on that date, and he asked if John Jennewine would canvass the DAC members regarding an alternate meeting date. There was agreement.

Next Meeting

The next meeting will be held on Thursday, February 28, 2013 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. Barbara Conover seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:20 a.m.

Signed:

Dr. Donna A. Woodson, President
Lucas County Regional Health District

Attested By:

David Grossman, M.D.
Secretary to the Board