

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

January 26, 2012 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Barbara Conover, Mary Gregory, A. Debra Nicotra, Theodore Rowen (all excused)

Guests: Cathy Noble, ONA Representative; Vaughn Jackson, Union Steward AFSCME Local 7; Jim Walter, Assistant Prosecutor; Eric Brown, Intern/Student, Northwest Ohio Consortium for Public Health, Bowling Green State University/University of Toledo; Joy Ramsey, Student, Bowling Green State University (Environmental Health); Shadonna Holston, Student/Intern, Mercy College.

BLADE REPORTER: Julie McKinnon

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

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

Introduction of Guests

Larry Vasko introduced Cathy Noble, Vaughn Jackson, Jim Walter, Eric Brown, Joy Ramsey, Shadonna Holston and Julie McKinnon.

Minutes of December 22, 2011

The minutes of the December 22, 2011 meeting were reviewed. On page 5, second to the last paragraph bottom of page, change minutes to reflect that Matt Heyrman seconded the motion. Donald Murray made a motion to approve the minutes as corrected. Reynald Debroas seconded the motion. A vote was taken of those present. Motion carried.

Agenda

There were no changes to agenda.

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee had reviewed the January vouchers and found them to be acceptable. On page 5, Robert Reinbolt asked a question regarding Wal-Mart, \$1,000.00 for supplies (IAP), on the procedure regarding checks and balances. Joanne Melamed explained that this involves the Immunization Action Program. An account was set up for gift cards to be used as an incentive program for progress on vaccination enhancements for health department patients. The incentive is that

when children receive their vaccinations in a timely manner the parents are rewarded through the baby diaper incentive program. It is a one-time purchase and this requires a specific purchase order.

Robert Reinbolt made a motion to approve the payment of the January vouchers. Reynald Debroas seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Nomination Committee

Dr. Donna Woodson announced that Donald Murray and Darlene Chaplin had been asked to serve on the Nomination Committee to work on the election of President and Vice President for the Toledo-Lucas County Board of Health. They both accepted.

Donald Murray reported that all Board members were contacted via email regarding any interest to serve as either President or Vice President. He stated that Dr. Donna Woodson has agreed to continue to serve as President. Mr. Murray entertained a motion three times from the floor for any write-in candidates. Hearing none, nominations were closed for the position of President.

Robert Reinbolt made a motion that nominations be closed. Dr. Christopher Sherman seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Mr. Murray announced that Robert Reinbolt has agreed to continue to serve as Vice President of the Toledo-Lucas County Board of Health. Mr. Murray entertained a motion three times from the floor for any write-in candidates. Hearing none, nominations were closed for the position of Vice President.

Matt Heyrman made a motion to close nominations. Reynald Debroas seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Ballots were distributed for voting purposes. Mr. Murray collected and tabulated the votes. Dr. Donna Woodson was elected President and Robert Reinbolt was elected Vice President for 2012. Both were elected by unanimous vote.

Old Business

Executive Session

Donald Murray made a motion that the Board go into executive session to discuss ONA union negotiations. Robert Reinbolt seconded the motion. A roll call vote was conducted. The Board went into executive session at 8:45 a.m. The Board requested the presence of Jim Walter, Dr. David Grossman, Larry Vasko, Joanne Melamed and Barbara Gunning. There was agreement. The Board later returned to regular session at approximately 10:02 a.m.

Vision/Mission Statement Update

Larry Vasko provided an update on the Vision/Mission Statement. Other mission, vision and core value statements from other health departments within the State of Ohio, as well as other states, were reviewed. Dr. David Grossman commented that our current Vision/Mission Statement seems fairly adequate. It includes health and environment and this seems to cover the issue of disaster preparedness; however, all suggestions will be considered.

Robert Reinbolt inquired if there was staff input? He stated that all employees should be asked for their input. Dr. Grossman replied that only supervisors were asked, although he agreed that it was a good idea and administration would seek employee input.

Dr. Donna Woodson suggested tabling this item pending employee input. There was agreement.

Accreditation Process Update

Eric Zgodzinski provided an update on the application process for accreditation. He distributed a Draft Timeline for Public Health Accreditation Board (PHAB) accreditation for the Toledo-Lucas County Health Department for review. This is a timeline that can be used to help hammer out details. The process entails going through twelve different Domains and will be incremental in nature. First steps include setting up the Accreditation Team and securing input from Board members. The Domains will include policy development, environmental issues, communication issues, etc. This whole process will tie into our strategic plan. Strategic plans used to be based on “program value”, but now they are leaning toward “political value”. This is important as the State of Ohio will also likely start using these Domains in determining per capita and grant funding allocations to local health departments.

Mr. Zgodzinski said that the estimated cost for this project would be approximately \$30,000.00 and it would be a five-year process. Payment may be split up during that timeframe. Our application would be submitted in 12 to 18 months. Grants may allow for payment, or partial payment, for this project. It was noted that other health departments have not done this before; however, individual departments have now started to apply for accreditation. Mr. Zgodzinski said that some Domains would require 100 hours of effort, while others might require 400 staff hours or more.

Matt Heyrman commented that the number of hours times 12 Domains times number of employees for one year, could amount to too much work that would otherwise be lost. Dr. Grossman said grant monies may be available for accreditation and presently we have a \$5,000.00 grant application in process. Also, Greg Moore, who is working on the APC grant, is currently working on portions of accreditation. He is the point person and will be responsible for timelines. There is also a NACCHO grant that we can apply for, should the Board decide to pursue this item. The grant would likely be for \$15,000.00.

Dr. Donna Woodson said she would distribute a Committee sheet to Board members and suggested that the Strategic Planning Committee can evaluate tying in the accreditation process with our Strategic Planning process.

Robert Reinbolt asked if Board action was required today. Mr. Zgodzinski suggested either a buy-in and/or agreement from the Board would be appropriate. Dr. Grossman said that a vote on continuation of the accreditation process is a good idea and would enable us to pursue it. However, it is a Board decision. Board members provided comments.

Dr. Woodson said there is general interest and support for this concept from the Board. The Board looks forward to the next Board meeting where a further update will be provided and it will consider a formal vote at that time.

Matt Heyrman said relative to the financial situation, he would like to see some dollars attached to the proposal. Mr. Heyrman asked administration to outline the cost to prepare for accreditation so the Board can better decide whether to approve pursuing it.

Dr. David Grossman said the information with additional details would be provided within the next one or two Board meetings.

501c(3) Update

Eric Zgodzinski announced that he had a powerpoint presentation today but asked to hold it until next month due to time constraints. There was agreement. He said that Joanne Melamed, Chief Financial Officer, is working on securing an agency bank account for the 501c(3) project. Next month a walk-through of the presentation will be provided. There are two arms to this process—securing grants and fundraising. The powerpoint will deal with the fundraising aspect. Dr. Grossman stated that the 501c(3) would have its own Board, which will act in a liaison capacity. It is expected that some Board members will also be part of this new Board. The new Board could also include individuals from the community, finance industry and others.

Mr. Zgodzinski said that two things are needed within the next four to six months: a Board of Health buy-in by setting up a separate 501c(3) Board and a review of Health Department Bylaws.

The Board agreed to establish a 501c(3) Board. Matt Heyrman and Barbara Sarantou volunteered to serve on the new 501c(3) Board.

Dr. David Grossman to schedule a meeting within the next couple of weeks.

Food Code Inspection Grading Update

Larry Vasko stated that our Health Department is in the process of renovating its restaurant code inspection program and reviewing the potential use of a color-coded inspection sticker system. Board members received a sample sticker that is currently being used by our department. Restaurants with favorable inspections will receive letters within a few weeks. Restaurants may display these letters to their customers. Meanwhile, the program is currently under review. No Board action is necessary at this time.

Poison Control Update

Dr. Grossman noted that the Health Department did not receive the Poison Control contract for \$30,000.00. Also, the Poison Control Center has less funding available, and there is concern regarding lack of services to Lucas County. The Poison Control Center located in Cleveland is in the process of reorganizing all three centers in Ohio, including its funding activities. We are scheduled to meet with their representatives to discuss some of these issues.

Building Permit – 3738 Washburn Update

Larry Vasko reported that a home owner had appealed his public health order to relocate his well. There was an addition to his home without following the proper permitting and “pink slip” requirements. Administration denied the appeal. A building permit was secured; however, the owner remains in violation of the well requirements. The owner must abandon the old well and properly install a new well by March 9, 2012. If there is failure on the part of the owner, then the Health Department will take further action.

Communication Protocol

Dr. David Grossman explained that a Communication Protocol was drafted to enhance the lines of communication involving the Board, the Health Commissioner’s Office and administration. Board members made the following suggestions:

- Board Members to inform administration of their preferred/primary method of communication.
- Regarding “When Board Members hear of important issues...Change “cc Dr. Woodson” to “cc President of the Board”.

There was agreement.

New Business

Confirmation of Employees

Larry Vasko reported there were no newly-hired employees and four separations this past month. Kristine Byrne, Social Worker, was laid off effective December 31, 2011. Sue Lyons, Grant Coordinator, retired effective December 31, 2011. Andrea Snyder, Clerk 1, retired effective December 31, 2011. Kimberly Parnell, Dental Assistant, resigned effective January 6, 2012.

Recruitment efforts have begun to fill the Dental Assistant position. The Clerk 1 position in WIC will not be filled at this time for cost savings. A person has been selected to fill the Grant Coordinator position and she is slated to start work on February 1, 2012. Kristine Byrne, Social Worker, is eligible for recall.

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

Environmental Health Issues Committee

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

Personnel Committee Report

Robert Reinbolt reported that the committee met on January 17, 2012 and reviewed two job descriptions (Sanitarian-in-Training and Registered Sanitarian), Director of Environmental Health Position/New Organizational Chart and Public Information Officer Position. The committee modified and approved the Sanitarian-in-Training and Registered Sanitarian job descriptions. Minor changes were incorporated regarding educational requirements and driver license related issues.

Robert Reinbolt made a motion to approve the modified job description for Sanitarian-in-Training. Darlene Chaplin seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Robert Reinbolt made a motion to approve the modified job description for Registered Sanitarian. Donald Murray seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

The committee discussed the Director of Environmental Services position, which is presently vacant. Administration presented a new organizational chart to the committee. The new proposal includes the organization downsizing from four divisions to three divisions, combining Community Services with Environmental Services with a new division titled, "Community and Environmental Health Services". The new proposal will eliminate one position.

In addition, the Office of Vital Statistics will be reassigned to the Chief Financial Officer, along with Information Services and the 501c(3) Project. Salary grades would be changed to E-7 and wage increases are planned for Joanne Melamed and Eric Zgodzinski who will assume additional responsibilities. It is estimated that this move will save approximately \$80,000.00 annually. The committee approved this item. It will now go before the Audit/Finance Committee and the Board for review and approval.

Lastly, the committee reviewed and approved moving the Public Information Officer position from the Community Services and Preparedness Division to the Deputy Health Commissioner's Office.

Dr. Donna Woodson suggested adding an "s" to the 501c(3) Project in the organizational chart. The person under that project will be reviewing various related projects under this program. There was agreement.

Robert Reinbolt made a motion to approve the new organizational chart and the committee report. Dr. Christopher Sherman seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on January 19, 2012 and reviewed the following items: December 2011 Financial Status, January Bill Schedule, Grant Funded Programs, Contracts, Other items (Appropriation Revisions, Fee Increases, Program Highlights-TB, and Personnel Committee).

December 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department including General Fund and Special Revenue Fund-Grants. Spending in the General Fund reflects building improvements, installation of electronic medical records and electronic timekeeping system. Spending in the Special Revenue Fund-Fees reflects building improvements in the Environmental Health area. Funds encumbered in 2010 were used for these projects.

Grant Funded Programs

Total applications in the amount of \$6,915,894.00 for 2010-2011 fiscal years, and during this same time period we have received \$5,721,137.00. Total applications in the amount of \$7,841,828.00 for 2011-2012 fiscal years, and during this time period we have received \$4,938,397.00 in funding.

The following notices of award were received: Dental Sealant for \$75,000.00, a reduction of \$14,000.00; Dental Safety Net Program for \$76,500.00, a reduction of \$8,500.00; Sexually Transmitted Diseases for \$61,217.00; and AIDS Prevention for \$293,947.00.

In December the agency submitted four grant applications: Ohio Healthy Homes and Lead Poisoning Prevention Regional Support (\$30,000.00); Tobacco Prevention (\$52,000.00); CDBG-38th Year (HUD) for the Rodent Control Program (\$112,271.00); and CDBG-39th Year (HUD) for the Rodent Control Program (\$112,271.00).

The committee reviewed and approved seven contracts: AIDS Resource Center Ohio, SASI Division of Compass Corporation for Recovery Services, The University of Toledo Health Science Campus (2), Nuestra Gente Community Project, Lucas County Children Services and National Association of County and City Health Officials (NACCHO).

Board Resolutions

Six resolutions were presented for Board approval. Board action is necessary whenever there is movement from one line item to another.

1. Approval of Special Revenue Fund Fees (Environmental Programs) budget for \$1,871,080.00;
2. Approval of Appropriation Revisions from October, November, December 2011 – GF total \$81,999.86, Fees total \$153,749.49, Grants total \$-130,720.37 expenses and \$-283,641.04 revenue (closing old grant programs);
3. Approval of Grant budget for 2012 for new grant awards, total \$887,491.00;
4. Approval of additional funds total \$104,000.00 for GF for 2012 operating year;
5. Approval of funding Prior Year Encumbrances (PYE) for GF total \$157,525.68 and Fees total \$2,203.96;
6. Approval of Administrative Fee Increase for Shots 4 Tots program from \$5.00 to \$10.00.

Dr. Christopher Sherman made a motion to approve the six resolutions as presented. Robert Reinbolt seconded the motion. A roll call vote was taken: 8 yeas, 0 nays. Motion carried.

Other Items – Program Highlights (TB)

Due to low active TB case count and other Ohio counties having a TB incidence increase, the Ohio Department of Health funding has been diverted to areas with greater need, and we did not receive \$40,000.00 to fund our Lucas County Tuberculosis Control Unit. Dr. David Grossman reported that he has requested the County Commissioners' Office for \$40,000.00 to support this program.

Other Items – Personnel Committee

The Personnel Committee met on January 17, 2012 and was presented with a proposal to combine the Community Services, Response & Preparedness (CRP) Division with the Environmental Services Division, and to move some services currently under CRP to the Administrative Services Division. The committee approved this item.

Donald Murray made a motion to approve the committee report. Robert Reinbolt seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Facility Committee

A. Debra Nicotra was absent and no report was given.

Contracts

Dr. David Grossman said there were no additional contracts.

Division Reports

Community Services, Response & Preparedness

Eric Zgodzinski reported that the Public Information Officer, Stacy DeBruyne, is involved in many projects including marketing the APC product, developing a marketing plan for Health Services and developing new programs for the agency. We continue our partnership efforts with the Masters in Public Health Program, Bowling Green State University/University of Toledo by utilizing several interns in the health department.

Health Services

Barbara Gunning reported on the following items: Childhood Immunizations, Clark Allen, Stu Kerr, HIV, Mary Jay, and Cribs for Kids Program.

In 2011, 214 fewer children were seen in the Shots for Tots Program than in 2010. This resulted in 500 fewer immunizations administered and \$2,359.00 fewer dollars collected.

Clark Allen, WIC Supervisor, serves on two boards/committees one each at Stautzenberger College and Lincoln College. The committees deal with interviewing and job searching skills regarding Medical Assistants among other items.

Stu Kerr, Smoking Grant Coordinator, has submitted a letter of resignation. Recently, he worked with public housing, advocating the elimination of smoking in public housing units. He also has a special interest in smoking cessation programs for individuals who have mental illness. Ronata Robinson, Minority Health Coordinator, will partner with Mr. Kerr to learn some of his contacts and methodology regarding smoking cessation.

Rebecca Anderson, Outreach Supervisor, explained the Cribs for Kids Program and demonstrated the assembly of a crib used in this program. She commented on the referral process, videos/handouts, WIC information, etc., that is provided to participants. Dr. David Grossman commented that this program is essential in the prevention of SIDS.

Administrative Services

Joanne Melamed reported on the following items: Kronos, Allscripts, Financial Reporting and Revenue Enhancements.

Kronos is an electronic time capture system. Employees are able to review instantaneously all their time records, including time off requests. This system produces big savings to the department.

Allscripts deals with Electronic Medical Records and started in 2010. Employees in the Health Services Division are now familiar with this system. A goal for this year is to hold interactive sessions with providers to review EHR/medical record usage and lay groundwork for determining and implementing best practices for our agency. Also, IT is to customize Allscripts by utilizing more templates.

As of 2012, we transitioned from a project oriented approach to a departmental approach regarding financial reporting.

Medicaid Administrative Claiming (MAC) will be used as an additional funding source, it also began in 2012. We are also exploring 501c(3) funding opportunities, which will allow us to reach dollars available only to non-profits. We are now providing credit card usage to our clients for additional revenue.

Environmental Health Services

Larry Vasko, Deputy Health Commissioner/Acting Director of Environmental Health Services, reported on the following items: Mercury Spill, Annual License Applications, Ohio Healthy Homes & Lead Poisoning Protection Grant Application, Community Development Block Grant Monitoring Visit, Toledo Metropolitan Council of Governments Wolf Creek Committee Meeting, Lead-Based Paint Hazard Control Grant Program Application, Northwest Ohio Sewage Consortium Meeting and Food Protection Group Workshop.

Our Community Development Block Grant monitoring visit took place at the Department of Neighborhoods on December 20, 2011. This grant funds 1.5 Rodent Control Sanitarians, with .5 Sanitarian being supported by our general fund. There were recent changes at the Department of Neighborhoods; consequently, we were introduced to our new program monitor, Mike Borsos.

The Wolf Creek committee met on December 7, 2011. Pertinent to our department is recent fish testing results from the Ottawa River. This watershed has improved greatly and maybe this spring some of the signs can either be removed completely or modified and some restrictions lifted.

A proposal was submitted for a Lead-Based Paint Hazard Control Grant Program. The City of Toledo Department of Neighborhoods will be a partner agency for this grant.

Health Commissioner's Comments

Dr. David Grossman thanked everyone for the reorganization efforts and stated that there would be cost savings. The department is looking forward to advancing with accreditation

and the 501c(3) process. The staff continues to perform very well in carrying out their duties. ONA negotiations are ongoing.

The City of Waterville has been contacted regarding signage of a merger agreement. We are working with Jim Walter, Assistant Prosecutor, and the new Mayor of Waterville on this endeavor. We hope to have a new Board member, representing the City of Waterville, at our next Board of Health meeting. Board members were asked to submit names of potential Board members to Dr. Grossman.

Other Items

Dr. Donna Woodson distributed a list of Board Committee members. She will solicit Board members about which committees they would like to participate. The Pharmacy Committee is an ad hoc committee and has previously worked on the formulary and medications. Dr. Woodson commented that the Strategic Planning Committee would tie into the Accreditation process. Board members received a reminder about the District Advisory Council meeting scheduled for Wednesday, March 28, 2012 at 7:00 p.m. at Springfield Township Administration Building, 7617 Angola Road, Holland, Ohio.

Donald Murray noted that Kevin Haddad (Sylvania Township) is now president of the Lucas County Township Association, replacing Marylin Yoder.

Public Health in the News

Dr. Donna Woodson reported on public health in the news. She noted a Letter to the Editor article about the grading system for restaurants. The writer thought we should go back to letter grades for restaurants.

There was an article in today's newspaper about new guidelines for schools and whether or not pizza can be considered a vegetable. Reynald Debroas commented that the guidelines are a good idea; however, there are significant associated costs, and these were not included in the guidelines. He said that some of the changes include whole grains, fruits and vegetables in school menus. The new guidelines will be effective in July and breakfast guidelines will be effective sometime next year.

There was a recent newspaper article regarding deer ticks in Ohio. It mentioned black legged ticks, which carry Lyme disease, have been found in Lucas County. Lyme disease typically is associated with a red rash, but other symptoms include flu-like symptoms. If left untreated, the infection can spread to joints, the heart and the nervous system.

Next Meeting

The next meeting will be held on Thursday, February 23, 2012 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. Robert Reinbolt seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:30 a.m.

Signed:

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

Attested By:

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