

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Board Room #252**

**January 27, 2011 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Reynald Debroas, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Jane Ringlein, Dr. Christopher Sherman, Patricia Wilcox and Dr. Donna Woodson

*Absent:* Barbara Conover, Mary Gregory, Theodore Rowen (all excused)

*Guests:* Cathy Noble, ONA Representative; Ryan Sekinger, Union Steward, AFSCME Local 7; Jim Walter, Assistant Prosecutor; Kevin Halligan, Supervisor-Vital Statistics; Edward Kowalski and Nikki Bruce, MPH Students, UT/BGSU

*Staff:* Ross Buckingham, Mary Frank, Dr. David Grossman, Barbara Gunning, Bob Pongtana, Alan Ruffell, Larry Vasko and Eric Zgodzinski

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

**Introduction of Guests**

Dr. Christopher Sherman introduced Dr. Rakesti Kalra, Chief Resident at Flower Hospital Family Medicine Residency Program. Larry Vasko introduced Jim Walter, Kristin Howard, Ryan Sekinger, Cathy Noble, Kevin Halligan, Edward Kowalski and Nikki Bruce. Mr. Halligan will present on Office of Vital Statistics.

**Minutes of December 23, 2010**

The minutes of the December 23, 2010 meeting were reviewed. Robert Reinbolt made a motion to approve the minutes as presented. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Dr. Woodson mentioned on page 8 the positive comments from Barbara Conover regarding the Health Department and staff. She noted that she had requested that Board members jot down their ideas regarding the activities of the Health Department that daily impact the citizens of this area. She distributed green sheets for suggestions.

**Agenda**

Dr. Donna Woodson noted that an executive session would be added to discuss ongoing ONA negotiations. There was agreement.

**Vouchers**

Board members reviewed the January vouchers. Dr. Christopher Sherman said that the Audit/Finance Committee reviewed the vouchers and found them to be satisfactory. Robert Reinbolt made a motion to approve the payment of the January vouchers. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### **Nominations Committee**

Dr. Woodson said that a new Nominations Committee was selected last year, which includes Ted Rowen and Donald Murray. She thanked Patricia Wilcox and Mary Gregory for their prior service on the committee. Dr. Woodson noted that neither Mary Gregory nor Ted Rowen were present today. Donald Murray reported that both he and Mr. Rowen had met after the November meeting. There are two people on the slate of officers; nominations will also be taken from the floor. Dr. Donna Woodson's name was submitted for the position of President and Robert Reinbolt's name was submitted for the position of Vice President. Both have agreed to serve. Mr. Murray asked for any nominations from the floor.

Patricia Wilcox questioned the selection process. She said that she had spoken to Mary Gregory. Mrs. Wilcox said that in prior years Board members were emailed regarding their desire to serve either as President or Vice President on the Board. This year no one on the Board was contacted. Mrs. Wilcox informed the Board that she would like to serve as the Vice President again. Board members agreed that Mrs. Wilcox could nominate herself. Donald Murray added that this is part of the process and apologized for any oversight, since this is a new role for him. Dr. Woodson said that if the Board wishes that the process could be followed in the future.

Donald Murray added Patricia Wilcox's name to the slate of officers. Robert Reinbolt made a motion to close nominations for the position of President. Dr. Christopher Sherman seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried. Dr. Christopher Sherman made a motion to close nominations for the position of Vice President. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Ballots were distributed for voting. Donald Murray collected and counted the ballots with the following outcome:

Dr. Donna Woodson was elected President by unanimous vote. Robert Reinbolt was elected Vice President. Voting: Robert Reinbolt received 7 votes. Patricia Wilcox received 2 votes.

Patricia Wilcox mentioned the need to review the Bylaws and the orientation of new Board members. She also inquired about the Board retreat and its purpose. Dr. Woodson said she would take these issues under consideration and agreed that the Bylaws would receive review in the future.

### **Old Business**

#### **Prosecutor's Update**

Jim Walter announced that he would be available to partake in the Executive Session discussions to discuss labor negotiations with ONA.

#### **Executive Session**

Donald Murray made a motion that the Board go into executive session to discuss ONA negotiations. Jane Ringlein seconded the motion. A roll call was taken. The Board went into executive session at 8:50 a.m. and returned to regular session at approximately 9:25 a.m. Board members requested the presence of Jim Walter, Dr. David Grossman, Larry Vasko and Bob Pongtana.

### New Subcommittee

Dr. Donna Woodson announced that a subcommittee was established to deal with ONA union negotiations. The subcommittee was comprised of Robert Reinbolt and Patricia Wilcox.

### New Business

#### Confirmation of New/Separated Employees

Larry Vasko provided a verbal report. There was one new hired employee—Kristin Howard, Marketing PIO Coordinator, hired on 1/10/11 at a rate of pay of \$21.63 per hour. Mary Ann Fasca, Public Health Nurse, and Konni Sutfield, Supervisor-Environmental Health, retired on 12/31/10. An exit interview was held with Mary Ann Fasca and Darlene Chaplin participated. A request was made for a copy of resume for Kristin Howard. A copy will be provided. Mr. Vasko noted that Ms. Howard would be working primarily through grant funds, EAP project. Her supervisor is Eric Zgodzinski, Community Services, Response & Preparedness.

Patricia Wilcox mentioned the organizational chart. Dr. Grossman said that the latter would be provided again. He said that there would be a certain movement of a certain directorship as planned. The proposed organizational chart was presented last year. A. Debra Nicotra made a motion to accept this report. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### Maternity Unit Licensures

Dr. David Grossman said that there is no word yet for the last maternity unit licensure for Lady of Hope. Nothing to report this month.

#### Environmental Health Issues Committee

Donald Murray reported that the committee did not meet this past month. However, last month Board members were presented with a Draft Sanitary Sewer Tap Order for their consideration. Mr. Murray noted that consideration was given to input from other governmental entities concerning this document. The committee recommends approval.

Robert Reinbolt made a motion to approve the “Sanitary Sewer Tap Orders, Board Policy”. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

The final copy will be sent to the Board. This new policy will also affect the 100 or so pending cases in Oregon.

#### Audit/Finance Committee

Dr. Christopher Sherman reported that the committee met on January 25, 2011 and reviewed the following items: December 2010 Financial Status, January Bill Schedule, Grant Funded Programs, Contracts, 2011 Operating Budget, 2012 Operating Budget, Funding Distribution of Tax Revenue, Negotiation (Wage Re-opener) ONA, and other items.

It was noted that Patricia Wilcox had requested a conference call for the Audit/Finance Committee meeting as she was out of state. She had also inquired about the right to vote during meetings. The Board of Health Bylaws do not address these items. The Prosecutor’s Office responded that in regard to attendance that Board Members need to be present to vote, as well as present to serve as a quorum, according to State law.

### Update-Grant Funded Programs

The committee reviewed the grants in detail as of December 31, 2010 with applications in the amount of \$8,840,687.95 for the 2010 fiscal year. We received grant funds of \$6,504,820.95. For fiscal year 2011, the total grant application amount was \$7,025,983.00 and to date we have received \$5,243,652.00.

### Contracts

The committee reviewed 12 contracts. Many are for the AIDS Prevention Program, as well as WIC, Immunization Action Plan and Medical Reserve Corps. The contracts are with the following agencies: AIDS Resource Center Ohio, SASI, The University of Toledo, Nuestra Gente Community Projects, Inc., Mercy St. Vincent Medical Center, Neighborhood Health Association, Ottawa County Health Department and National Association of County and City Health Officials. These are all grant-funded contracts. The committee recommends acceptance of all contracts.

### Update – 2011 Operating Budget

The Administration met with the Lucas County Budget Commission on January 19, 2011. Our budget was approved with an 8% tax revenue reduction, as compared to 2010. Of importance is that for the fiscal year 2011, the Health Department will be operating at the same budget level as 2003. Our budget for 2011 compared to 2010 took a \$280,813.00 decrease. Our grand total and tax support for 2011 is \$3,222,366.00. In 2003, our total support was \$3,214,350.26.

Bob Reinbolt suggested highlighting this item for the District Advisory Council. Dr. Grossman noted that there were seven members of the DAC at the Budget Commission meeting and that they all felt that an 8% reduction was a fair amount. Dr. Grossman mentioned that a letter was sent to the various governmental entities about our budget and as a result several members attended the meeting. Dr. Grossman has agreed to meet with a small group of representatives to review the budget allocation.

### 2012 Operating Budget

Administration presented a draft proposal of the 2012 Operating Budget in the amount of \$12,634,416.00. Dr. Sherman announced that the annual District Advisory County meeting will be held on March 30, 2011 and noted the importance of having Board members in attendance. The final budget approval by the Board is expected prior to the DAC meeting.

### Funding Distribution of Tax Revenue

Administration redistributed the documents related to the formula established in 2008 detailing how funding would be allocated beginning 2010. As part of the approval of 2011 tax revenue budget, a sub-committee of the DAC is tasked to provide a fair and equitable formula regarding funding allocation.

### Negotiations (Wage-Re-opener) – ONA

Our committee was briefed on the ONA wage re-opener.

Dr. Sherman presented a Grant Writer Status report for 2009 and 2010 for viewing.

Jane Ringlein made a motion to accept the committee report. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Malpractice Liability Insurance Carrier

Dr. David Grossman reported that he had met with Diane Robinson of Lucas County Risk Management regarding changing our malpractice insurance carrier. This change would result in approximately an \$8,000.00 cost reduction. This is a budgeted item. Bob Pongtana added that this would be paid through a Then and Now transaction. The cost will be \$49,192.00.

Donald Murray made a motion that the Board approve payment of \$49,192.00 for two malpractice liability insurance contracts covering physicians and the Board for a one-year period. Patricia Wilcox seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Patricia Wilcox asked if the American Medical Association maintains a record of physicians who are not practicing in their practice and the reason for leaving? Dr. Woodson replied that an attempt was made, state-by-state; however, it proved to be difficult. Physicians are allowed to keep their license when they move to another state.

### Facility

A. Debra Nicotra asked Larry Vasko for a building update. Mr. Vasko reported that work continues in the areas of heat, electrical and plumbing upgrades and asbestos removal. Last year a building generator was installed and the parking lot was resurfaced. He then asked Barbara Gunning to provide details on the building interior upgrades.

Barbara Gunning said that we are working with at least four companies/contractors and holding weekly meetings. Work is nearly completed on the second floor, epi/communications area and the Training Room. Seven bathrooms are in the process. There was also work done on the third floor in Environmental Health area, some involving removal of autoclaves. Administration is temporarily vacating the third floor for renovations. There will be a small conference room on the third floor and the Board Room will receive state-of-the art upgrades. A. Debra Nicotra thanked all staff working on this project. Barbara Gunning acknowledged Bob Pongtana for recommending Dale Raczkowski as a Project Coordinator for the projects.

Robert Reinbolt asked if employees were aware of these activities and various timeframes? If so, are these items in writing? Is there communication to the employees? Barbara Gunning said that a white board is provided on the third floor listing timelines and she updated the projects in her staff meetings. This is a three-year project. There will be three phases—phase 1 in 2011, phase 2 in 2012 and phase 3 in 2013. Barbara Gunning offered to provide a simple chart of activities. Cathy Noble commented that her office had not been notified.

Robert Reinbolt asked about starting work in the clinic area.

Barbara Gunning stated there were numerous reasons for timing of various construction projects including the Electronic Health Records (EHR) transition and Allscripts installation. The front lobby area was renovated about four years ago. Patricia Wilcox suggested providing something concrete for the District Advisory Council meeting in March regarding activities.

(Jane Ringlein left at 10:30 a.m.)

### Contracts to the Board

Dr. David Grossman said there were no additional contracts.

## **Division Reports**

### **Administrative Services**

Bob Pongtana reported. There are no major problems with Allscripts Electronic Medical Records system. Ross Buckingham and Scott Francis handle the IT portion and Barbara Gunning's division staff will use this software program. The Lucas County IT Committee has approved the Kronos project, which is a time and labor management tool. This program will also tie into our payroll system. We are also investigating a mobile time-capture solution to capture field service employees' time. One goal for the department is to go paperless. Larry Vasko reported that he and Dave Miller worked with representatives from Job and Family Services that also has a similar program. He explained how it would work. The supervisors will be "hands on" in this project and employee status will be monitored daily. Everyone will receive the required training.

Robert Reinbolt asked if employees and union representatives were aware of these items? Dr. Grossman replied that Rick Akeman had attended meetings regarding Kronos and Xora. There is a group of employees participating in a Xora pilot program.

We received 7 notices of awards: AIDS, Creating Healthy Communities, Dental Sealant, Immunization Action Plan, Safety Net Dental Care II, Sexually Transmitted Disease Control and T.B. Case Management. We also received two contracts—Sixty Plus – \$39,000.00 and Poison Control – \$20,200.00.

There was one grant application pending which was written by the Grant Writer and a member of Alan Ruffell's division for \$1 million. It was for a New-Healthy Homes Production Program. Unfortunately, we did not receive the grant.

### **Environmental Health Services**

Alan Ruffell reported on the following items: Lead Poisoning Prevention Program, CDC guidelines, Debbie Dacquisto Presentation, New Hollywood Casino, Training Seminars, CDD License Renewals, License Applications, Food Facility License Applications.

We received a 10,000 grant through the Ohio Department of Health for the Lead program for a 5K race titled "Kids Run Better Unleaded". The event will take place in June in the Old West End. Promedica and the Toledo Area Board of Realtors made contributions.

The CDC has released new guidelines regarding lead exposures in pregnant and lactating women.

Environmental Health Services met with Penn National to review plans for the new Hollywood Casino. Plans include six restaurants, eleven bars, outdoor patio and SmokeFree Workplace regulations.

Staff reviewed and approved plan sets for license renewals of two Construction and Demolition Debris Landfills (CDD). A third CDD license application, Stickney West Industrial Park, was denied. Their consultant is working on modifying the plans.

A total of 2,919 food facility license applications were processed and mailed.

## **Community Services, Response & Preparedness**

Eric Zgodzinski submitted a written report. He announced that Kevin Halligan, Supervisor-Vital Statistics, would present today on the renovations in that office. Mr. Halligan provided an update including electrical, panel circuits, lighting, paint, new shelving track system, security measures, etc. The Ohio Department of Health has requested specific updates. The law requires the maintenance of records from 1908; however, we maintain birth records from 1897. Mr. Halligan announced that he and his staff had recently passed a required test by the State of Ohio. There was a small influx of customers who requested out-of-county birth certificates under this new service.

### **Health Services**

Barbara Gunning reported on the following items: Healthy Communities, American Recovery and Reinvestment Act, Grant Funding and WIC.

#### **Healthy Communities**

Tony Maziarz and Carey Ardner met with Dr. Stephen Roberts from the University of Toledo to discuss collaboration between the Health Department and UTMC on a long-term faith-based initiative.

#### **American Recovery and Reinvestment Act**

The Ohio Department of Health is working on a Billables Project for improving reimbursement from third party payers for childhood immunizations. The vaccine reimbursement funds may enhance Ohio's ability to leverage vaccine funding to reduce/eliminate shortfalls. A total of 2,577 patient surveys were collected. Three tables providing data were provided. The second step in this billable project is to meet with representatives from the Ohio Department of Health. The meeting will include Kathy Fuhr, Billing Department, Barbara Gunning and others. A report is anticipated.

#### **WIC**

WIC just celebrated its 37<sup>th</sup> birthday. This program started in 1974. In 2010, participants averaged 297,675 per month. The latest change included the addition of fruits, vegetables, whole grains, and formulas. In 2011, a big change will be breastfeeding peer helper program, which we already have locally.

Darlene Chaplin said some places require drug tests to be on the WIC program. Barbara Gunning will check with Clark Allen.

### **Health Commissioner's Comments**

Dr. David Grossman commented and summarized several items.

#### **Budget**

We have reviewed our budget and determined the appropriation of funds including building upgrades. The upgrades will be beneficial to our clientele as well as employees and others. Some of our old furniture was submitted to American Interior for credit.

#### **Kronos/Xora**

We need to continue to move on the Kronos system. Job and Family Services has already utilized the Kronos application. Recently, we visited the agency to learn more about the system. Xora will serve as a secondary system. The Xora system (an extension to Kronos) is being reviewed and implemented, as it is our goal to become more electronic. It is a phone/tracking system that will be used primarily for field personnel. An explanation was provided regarding its operation. Employees will not be tracked during lunch. At the end of

the day, employees may punch out using this system. The system will have photo, mileage, timekeeping and tracking capabilities. It will increase employee accountability. These two systems will enable the supervisors to keep track of their employees, their schedules, vacation/sick time, and other items. They will eliminate certain problems and will improve efficiency. Dr. Grossman gave a reminder that the clinic area received some upgrades a few years ago including paint, wallpaper, etc. Employees will be kept well informed during this remodeling period.

Robert Reinbolt asked if these items would be justified in the budget? Dr. Grossman said yes. Over the next couple of years it will more than cost justify. He noted that Job and Family Services has experienced a definite, positive financial impact using this system. Mr. Reinbolt asked if our budget would increase or stay neutral? Dr. Grossman said that initially it would be a capital expense, but our budget would be cut in other areas. Mr. Reinbolt inquired if the phone charge would be higher? Dr. Grossman said the cost would be approximately \$3,000.00 annually. The phone system will have emergency capability, email, and other priceless capabilities. Patricia Wilcox asked if mileage would be automatic? Dr. Grossman said that for now employees would calculate mileage both manually and electronically. Mrs. Wilcox inquired about employees who are usually in the office, would mileage be on there or don't have to keep track? Dr. Grossman said a phone might not be required for employees to go to Columbus, for example. Mileage would not be tracked in certain cases.

#### **Other Items**

Patricia Wilcox inquired about appointments on subcommittees. Dr. Woodson urged Board members to submit his/her name to Larry Vasko, Mary Frank or herself.

#### **Public Health in the News**

Dr. Donna Woodson commented on public health in the news. She cited a recent national report indicating that teenage pregnancy rates were the lowest on record for females age 15 to 19. Our health department is committed to helping decrease teen pregnancy rates in Lucas County.

#### **Next Meeting**

The next meeting will be held on Thursday, February 24, 2011 at 8:30 a.m. at the Health Building, Board Room, 635 N. Erie Street, Toledo, Ohio.

#### **Adjournment**

Robert Reinbolt made a motion to adjourn the meeting. Patricia Wilcox seconded the motion. The Board voted unanimously to adjourn. The meeting adjourned at approximately 11:15 a.m.



**Signed:**

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

**Attested By:**

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