

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

February 23, 2012 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Mary Gregory (excused)

Guests: Cathy Noble, ONA Representative; Paul Bauman, Union Steward AFSCME Local 7; Shadonna Holston, Student, Mercy Hospital; Terah Koch, Intern/Student, Karie Starkey, Intern/Student, Bethany Sharrock, Student, Bethany Burgess, Student, Lindsey Coates, Student, Angela Johnson, Student, Northwest Ohio Consortium for Public Health, Bowling Green State University/University of Toledo; Elizabeth Williams, Grant Coordinator and Elija Jones, Community Health Worker, new employees.

BLADE REPORTER: Julie McKinnon

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

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

Introduction of Guests

Larry Vasko introduced Elizabeth Williams and Elija Jones, both new employees. He also introduced Cathy Noble, Paul Bauman, Julie McKinnon and six MPH students: Dr. Donna Woodson introduced Angela Johnson, a 3rd year medical student from the Medical College. She noted that Ms. Johnson and a colleague were co-founders of the Medical Student Scribe Program at the university, starting in the Emergency Department with electronic medical records. The program is slated to go national. Also, in November at the American Medical Association Meeting they took top prize among 200 entries for research posters for medical students. Ms. Johnson commented that she had gone on a restaurant review with inspectors and found it interesting to see the public health perspective.

Minutes of January 26, 2012

The minutes of the January 26, 2012 meeting were reviewed. On page 3, paragraph three, sentence two, change minutes to read: "...and suggested that the Strategic Planning Committee can evaluate tying in the accreditation process with our Strategic Planning process." Robert Reinbolt made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson noted that there will be an executive session to discuss ongoing ONA negotiations. Also, later she said she would talk about committee structure and committee assignments.

Vouchers

Larry Vasko announced that Joanne Melamed would be presenting today on our agency's liability insurance. Mrs. Melamed stated that there were additions to the bill schedule on page 5 after the Audit/Finance Committee met. Dr. Christopher Sherman pointed out that these items were included this month due to the time element. They will be processed under a "Then and Now" transaction for prompt payment.

Joanne Melamed reported that administration met with the Hylant Group yesterday regarding our liability insurance. A Renewal Proposal was provided for period February 25, 2012 to February 25, 2013 in the amount of \$53,623.00. In comparison, last year's amount was \$49,104.00. The reason for the 11% increase was due in part to physician hours of work, an increase in outpatient visits and an increase in projected revenue for dental procedures. Discussions are ongoing regarding a potential minor reduction in the premium rate. Mrs. Melamed urged Board members to review the proposal and approve the stated amount. She apologized for the short notice and said that this bill must be paid by this Saturday as the current contract expires at that time.

Board members made several comments on this issue. Some noted concerns were: other proposals, bidding procedures/timelines, cost, etc.

Dr. Donna Woodson offered to submit the name of this vendor to the Ohio State Medical Association to see if this group was within the group of insurance vendors sought for goods, and that it can be used for next year.

Joanne Melamed said that there was a discussion with County representatives regarding lead time and they indicated that they would take different steps next year to complete this process earlier.

Dr. Christopher Sherman suggested putting this item on our tickler list for November or December of this year. Joanne Melamed pointed out there was only a short window due to the timeframe when numbers are collected and bids sought.

Donald Murray made a motion to renew the liability coverage through the current carrier (Hylant Group) not to exceed \$53,623.00 in expense for the year 2012-2013. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

A. Debra Nicotra made a motion to approve payment of the February vouchers. Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Old Business

Vision/Mission Statement Update

Dr. Donna Woodson said that staff had been asked to comment on the current Mission Statement. Larry Vasko reported that all staff members were contacted regarding input, but there was little response. One director suggested updating our core values; however, this item could be addressed later. Eric Zgodzinski agreed that the current Mission Statement addresses the issue of disaster preparedness. Mr. Vasko said that there were no recommendations made at this time for the Mission Statement. He said that the Board could revisit this item at a later time. There was agreement.

Accreditation Process Update

Eric Zgodzinski provided an update on the application process for accreditation. He said that the Board had requested an outline of the cost to prepare for accreditation so the Board could better decide whether to approve pursuing this item. Mr. Zgodzinski estimated it could consume 1800 staff hours at \$30.00 an hour. This would include the entire department, broken down into different sections, or Domains. A positive point is that our department recently had to go through these Domains/standards for the Ohio Department of Health (ODH). The Domains/standards that are going to be used nationwide are now adopted by ODH; consequently, all local health departments now need to comply with these basic standards. The 1800 hours has already decreased due to a review of the accreditation document.

Mr. Zgodzinski said that if the 501c(3) project is established, that it could potentially be another avenue to raise funds for the accreditation process.

Poison Control Update

Larry Vasko announced that a site visit is planned with representatives from the Cleveland Poison Control Center [that serves Lucas County] area on March 9, 2012. Attendees will include Dr. David Grossman, Barbara Gunning and Larry Vasko. Representatives from the Hospital Council have also been invited. This committee will address funding initiatives.

501c(3) Update

Eric Zgodzinski announced that Joanne Melamed will comment on the 501c(3) process. The powerpoint presentation today titled, "The Fund for Public Health in Lucas County, includes an adaptation of information learned at Delaware County, which has had this program for over ten years. There are two main components—the fundraising grant aspect and the community involvement aspect. The presentation centers around the latter, tying into the fundraising capability of the 501c(3) itself.

Joanne Melamed reported that the Delaware County is supported by a levy. She noted that our health department has more clinical programs, which should help in the development of our presentation. Eric Zgodzinski told a story about a man who hated the levy, but after taking a tour of their facility, changed his position, and became a very strong supporter of their programs and levy.

Larry Vasko explained that next steps include Dr. Grossman meeting with Matt Heyrman and Barbara Sarantou, who recently volunteered to serve on this committee/new Board. Robert Reinbolt asked if other Board members and other individuals would be serving on this committee/new Board. Mr. Vasko said they would be welcome. Joanne Melamed said that

other folks from the community could then be invited to serve on this committee after the presentation is finalized. Robert Reinbolt suggested inviting other individuals who serve on other foundations for their input.

New Business

Confirmation of Employees

Larry Vasko reported there were two newly hired employees this past month. Elizabeth Williams was hired as a Grant Coordinator, at \$27.00 per hour, effective February 1, 2012. Elijah Jones was hired as a Community Health Worker, at a rate of \$10.00 per hour, effective February 16, 2012. There were no separations. Mrs. Williams replaced Sue Lyons. The Community Health Worker is a new a position.

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

Environmental Health Issues Committee

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

Dr. Donna Woodson noted that the restaurant inspections are back on television Channel 13 on Thursday nights. She urged administration to have one of our employees keep tabs on this item. Eric Zgodzinski stated that our Public Information Officer would be responsible.

Larry Vasko pointed out that a list of the "Top 50" food establishments in Lucas County had been provided to the Board. Inspectors themselves rated these establishments by various criteria including compliance with food safety regulations, first rate kitchen cleanliness, consistent/conscientious job, etc. during the previous year 2011.

Executive Session

Donald Murray made a motion that the Board go into executive session to discuss ONA union negotiations. Reynald Debroas seconded the motion. A roll call vote was conducted. The Board went into executive session at 9:30 a.m. The Board requested the presence of Larry Vasko, Dave Miller, Joanne Melamed and Barbara Gunning. There was agreement. The Board later returned to regular session at approximately 10:20 a.m.

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on February 16, 2012 and reviewed the following items: January 2012 Financial Status, February Bill Schedule, Grant Funded Programs, Contracts, Other items (Transfers of Appropriations, Program Highlights--STD Clinic, and Cash Incentive Program).

December 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department.

Grant Funded Programs

Total applications in the amount of \$7,871,828.00 for 2011-2012 fiscal years, and during this same time period we were awarded \$4,938,397.00. Total applications in the amount of

\$2,965,627.00 for 2012-2013 fiscal years, and during this time period we have received \$322,206.00 in funding.

Two grants were submitted—The Tobacco Prevention Grant - \$52,000.00 and the Lead-Based Paint Hazard Control Grant - \$2,500,000.00.

Two grant application opportunities were presented—CDBG-38th Year (HUD) – Rodent Control Program - \$112,271.00 and CDBG-39th Year (HUD) – Rodent Control Program - \$112,271.00. They are both continuation grants from the City of Toledo Department of Neighborhoods.

Contracts

One contract was presented for Toledo Hospital, a contract addendum for 2012 to extend the term of contract through December 31, 2012 and remove Nurse Health Educator one time per week for the Western Lucas County site. Renewal of contract is for midwife service at \$55.00 per hour, 3 times per week.

Transfers of Appropriations

Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of January 2012 in the ordinary course of business. Total of transfer was for \$1,390.23, consisting of Postage and Telecommunications.

Program Highlights (STD Clinic)

The committee reviewed the operation of the STD Clinic. Administration is reviewing overtime issues and its impact on staff members, as well as budget concerns.

Cash Incentive Programs

The health department operates several cash incentive programs sponsored by grants. They are: Diaper Incentive Program, Healthy U's seniors' Education, HIV Prevention, and TB Transportation (bus tokens). Internal controls are in place for monitoring purposes. The committee reviewed the present practices and found them to be properly monitored and done well. Additionally, the auditors review these programs regularly.

Matt Heyrman made a motion to approve the report including Transfers of Appropriations performed in January 2012 in the amount of \$1,390.23. A. Debra Nicotra seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Facility Committee

A. Debra Nicotra reported that a meeting was held last month with Barbara Gunning and Robert Reinbolt. All outstanding projects were reviewed. Although there is no money for some future projects, a list of all projects will be maintained. A tour of the building was also provided to Mrs. Nicotra and Mr. Reinbolt. Ms. Nicotra stated she was very pleased with the projects and the look of the building.

Contracts

Dr. Donna Woodson noted there were no additional contracts.

Division Reports

Health Services

Barbara Gunning provided a powerpoint presentation covering the following items: Age-Friendly Communities, Lucas County Health Needs Assessment, School-Based Vision Program, HIV Prevention and Disease Intervention, Creating Healthy Communities and Tobacco Prevention.

Age-Friendly Communities

The health department is participating in the administration of a pilot Age-Friendly Communities' survey in partnership with the University of Toledo and the Area Office on Aging. U.T. students will go out primarily to senior centers and senior housing, but will also conduct convenience sampling with their neighbors and other places.

Lucas County Health Needs Assessment

On April 17 the needs assessment results will be shared at a meeting with stakeholders. We hope to use the information gained to develop and implement a plan for change. We are considering joining forces to become a subcommittee of two other groups—Live Well and Health Mobilization. Dr. James Price, University of Toledo, spoke on primary, secondary and tertiary prevention at an initial and recent forum regarding the needs assessment. Approximately 160 people attended. Three groups will now convene to develop a strategic plan for a healthier community.

School Based Vision Program

A press conference was held on February 21 at Keyser Elementary to highlight the school-based vision services being offered by the health department and sponsored by United Way and 5/3 Bank. As of today's date at two schools out of 124 screenings, 108 children required glasses and three children were diagnosed with glaucoma.

HIV Prevention and Disease Intervention

Jerry Kerr developed a new group titled, "Targeted Testing Improvement Group". The group will look at new ways to have gay and bi-sexual men to be tested.

Creating Healthy Communities

Tony Maziarz is working with Toledo Grows on organizing a community garden for this spring, in conjunction with the Food for Thought food pantry.

Tobacco Prevention

Stu Kerr is working with public housing to transition these types of facilities to be non-smoking. The Toledo Fair Housing Center is supportive.

Administrative Services

Joanne Melamed announced that Scott Francis, Information Systems Analyst, will present on Allscripts and IT. She said that staff from Health Services and Billing participated in Medicaid Administrative Claiming (MAC) in December 2011. Staff assisted getting folks signed up with Medicaid type products. The next "time study" will be on March 2 through March 8.

The Vital Statistics Department is reaping additional revenue due to acceptance of phone requests for birth and death certificates and payment by credit card. This has led to a doubling of these requests. Additionally, Bernie Quilter, Clerk of Courts Office, will be processing U.S. Passport applications. Passport Day in the USA 2012 will be celebrated on March 10, 2012 at the 4456 Heatherdowns location. The health department is partnering with this County agency and will process requests for birth certificates. Also, Kevin Halligan, Manager and Registrar, is partnering with our Public Information Officer to kick start a marketing campaign to travel and cruise companies for potential sale of birth certificates to travelers.

Scott Francis

Scott Francis, Information Systems Analyst, shared the department's successes and goals for 2012.

He highlighted several items and said that the IT department focused on replacing outdated hardware and software used by staff. Deployed was the Xora software for mobile employees and the Kronos time management software and time clocks. There were upgrades which included Windows 7 and Office software. The pharmacy management program was also replaced and went live this past week.

The strategy for this coming year includes a focus on the use, support and customization of the Electronic Health Records system. Mr. Francis has recently attended an Allscripts Core Functionality Training class. He will now be able to better work with clinical staff members either individually or as a group.

Donald Murray said that Bernie Quilter is offering his services to all County departments regarding record retention. Joanne Melamed announced that this is one of the health department's goals, this year, to utilize a record retention program.

Community Services, Response & Preparedness

Eric Zgodzinski said that he would provide separate reports this month, but next month his reports will be combined, as he is now Director of the Community and Environmental Health Services Division.

The Public Information Officer is currently working on bio stats and on the marketing campaign and is involved in all press releases. Many staff members are currently in Anaheim, California at a national conference. The conference will showcase our Point of Distribution (POD) and Advanced Practice Center (APC) projects.

Environmental Health Services

Mr. Zgodzinski reported on Healthy Homes and Lead Prevention Program, Fat Oils and Grease (FOG), Commercial Pesticide Applicator's License, Deposition (Laurel Hill Swim and Tennis Club), Bed Bugs and Stickney Recycling Construction and Demolition Application.

Our Healthy Homes and Lead Prevention Program organized a blood screening event at the Polly Fox Academy, in collaboration with the Toledo Medical Center, College of Nursing. Thirty-three pregnant teenagers were screened.

On January 9, a staff member and representative of the Lucas County Prosecutor's Office appeared for a deposition involving Laurell Hill Swim and Tennis Club. The case involves an injury at the pool; a trial date has not been set.

Staff presented information on bed bugs and mold at the Lucas County EMA Training Center, as well as to residents at two senior housing communities.

Upon review of the Stickney Recycling, Construction and Demolition Application, staff found discrepancies regarding Flood Plains and waste placement. All parties determined that further review of the plans and history of the property were needed to proceed with either approval or denial of the application.

On February 29th there will be a press release on the Ottawa River where "contact advisory signs" will be removed. The director of the Environmental Protection Agency and Dr. David Grossman will be in attendance and play a major role in the announcement.

We are looking at setting up a committee comprised of individuals in academics and individuals who run restaurants. The committee will address such issues as customer service, Continuous Quality Improvement (CQI), and other concerns. It will include the head person of the National Restaurant Association in Lucas County. The primary goal is to improve food safety.

Lastly, staff members had input in forming the name of the new division, Community and Environmental Health Services Division. It is our goal to involve our staff members in decision making and other matters.

Deputy Health Commissioner's Comments

Larry Vasko noted that there was an invitation to an exhibit, "Medicine on the Maumee: A History of Health Care in Northwest Ohio" at the Carlson Library, University of Toledo on March 1. Several health department items will be on display. Board members were invited to attend.

The Board received a sample letter that was sent to restaurant owners and a list of the "50 top-Rated Food Establishments in Lucas County (2011)".

Next week Dr. Grossman and Larry Vasko will meet with Mayor Lori A. Brodie of Waterville. City Council will vote on the merger at that time.

Bill Delaney (his establishment) owes the health department approximately \$56,400.00 in smoking violation fines. Now he is requesting copies of numerous public documents. At some point, his monies will be collected by the State of Attorney General's office. It was noted that Mr. Delaney is currently head of the Buckeye Liquor Permit Holder's Association. Mr. Vasko was unaware of Mr. Delaney's motive for requesting so much information.

Mr. Vasko reported that the Director of Administrative Services/Chief Financial Officer's job description was updated using the designation of "requirements and preferences"; as opposed

to the old qualification title of “minimum requirements”. There were no negative comments from Board members.

Public Health in the News

Dr. Donna Woodson reported on public health in the news.

Last month we asked Board members to review the current committee membership list and to submit any specific requests. Matt Heyrman had requested to serve on the Environmental Health Issues Committee. Currently, Donald Murray serves as chair and Robert Reinbolt serves as a member. On other committees—we are waiting to possibly add the new appointee from the City of Waterville, as well as a new appointee from the District Advisory Council (replacing Theodore Rowen). Board members were urged to contact Dr. Woodson regarding any changes before the list is finalized.

Dr. Woodson noted a recent BLADE article regarding the merging of the two health department divisions for a cost savings of approximately \$80,000.00 annually.

There was also a recent article about teen pregnancy rates dropped in the region. She stated that while we are glad to see this, however, Lucas County is still the highest in Northwest Ohio. There was an article about improper use of condoms written as a public health warning. There was also an article about Ohio weighing in on a smoking ban for “cars with kids”, which was followed up by a Letter to the Editor. Dr. Grossman’s name was mentioned. We will watch this item.

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.

Next Meeting

The next meeting will be held on Thursday, March 22, 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. Darlene Chaplin seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:00 a.m.

Signed:

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

Attested By:

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