

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

April 28, 2011 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Gregory, Donald Murray, Robert Reinbolt, Jane Ringlein, Dr. Christopher Sherman, and Dr. Donna Woodson

Absent: A. Debra Nicotra, Theodore Rowen (both excused)

Guests: Cathy Noble, ONA Representative; Paul Bauman, Union Steward, AFSCME Local 7; Jim Walter, Assistant Prosecutor; Debanjana Bhattachanja, Lea Brass, and Jawad Khan, MPH Students, University of Toledo Medical College/Bowling Green State University; Sean Figy, third-year medical student, University of Toledo Medical College

Staff: Patricia Chatman (for Barbara Gunning), Mary Frank, Dr. David Grossman, Joanne Melamed, Alan Ruffell, Larry Vasko and Eric Zgodzinski

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

Introduction of Guests

Dr. Donna Woodson introduced her guest, Sean Figy, a third-year medical student. Mr. Figy said that he was working with Dr. Woodson. His interest is in community outreach and health care for high-risk population. Larry Vasko introduced Jim Walter, Paul Bauman, Cathy Noble, and three students. Pat Chatman said that Debanjana Bhattachanja is working with her on the Child and Family Health Services grant and on a time study.

Mr. Vasko announced that Kathy Holmes, Public Health Nurse, had received the 2011 “Golden Lamp Award”. Mrs. Holmes said that the award was initiated by the Local Northwest Ohio Nurses Association and was a recognition from her peers. Barbara Gunning and Rebecca Anderson had recommended her for the award. Board members applauded.

Minutes of March 24, 2011

The minutes of the March 24, 2011 meeting were reviewed.

Dr. Donna Woodson suggested the following changes: On Page 5 – under Community Services, Response and Preparedness, paragraph four, last sentence, change from “The University of Toledo Medical College was a partner in this endeavor.” to “The voice over was completed at the University of Toledo Medical College.” On Page 7, first paragraph, include titles for Dr. Jerome Pecko, Randy Oostra and Bill Kitson. Under Building Update, paragraph one, change sentence from “We are working on the heating system to help regulate the heating system.” to “Work is being done on the heating system to help regulate the heating system.” On Page 7 under Administrative Services, paragraph one, delete the sentence: “I received the report this morning.” On Pages 9 and 10, under Public Health in the News, change first person statements to third person statements.

Dr. Sherman suggested the following changes: On page 2, Under Audit/Finance Committee, last paragraph, spell out "District Advisory Council" and add the following sentence: "This meeting was requested by the DAC sub-committee." On page 3, paragraph 1, sentence 1, insert the word "current" before "methodology" and in sentence 2 insert "DAC" before "sub-committee". There was agreement.

Donald Murray made a motion to approve the minutes as amended. Barbara Conover seconded the motion. A vote was taken of those present. Motion passed.

Agenda

Dr. Donna Woodson noted that an executive session would be held to discuss ongoing ONA negotiations and department finances.

Vouchers

Dr. Christopher Sherman said that the Audit/Finance Committee met and reviewed the April vouchers and found them to be satisfactory. Reynald Debroas made a motion to approve the payment of the April vouchers. Donald Murray seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

(Robert Reinbolt arrived at 8:55 a.m.)

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 labor negotiations and department finances. Barbara Conover seconded the motion. A roll call was taken. The Board went into executive session at 8:56 a.m. and returned to regular session at 9:38 a.m. Board members requested the presence of Jim Walter, Dr. David Grossman, Larry Vasko, and Joanne Melamed.

(Mary Gregory arrived at approximately 9:15 a.m.)

New Business

Confirmation of New/Separated Employees

Larry Vasko reported that there were no newly hired employees this month. There were two separations. Bob Pongtana, Director, Administrative Services retired last year. He was rehired since then and has resigned effective April 8, 2011. Thomas Skeldon, Sanitarian-in-Training resigned effective April 1, 2011. Robert Reinbolt made a motion to approve the report. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

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

Audit/Finance Committee

Dr. Christopher Sherman said that the committee met on April 19, 2011 and reviewed the following items: March 2011 Financial Status, April Bill Schedule, Grant Funded Programs,

Contracts, ODH 35% Fringe Cap, BCMH Program Summary, Purchase of Security System (Grant Funded), Action Items from February, and 2010 Audit.

2011 Financial Status

The committee spent quite some time reviewing line items, specifically, clinical services. It seems that revenue collection in this area is lagging. Administration explained that some of this is due to the implementation of the electronic medical records. Administration will request the Health Services Director to provide information/data for the committee's review in identifying specific problems in this area. A suggestion was made to provide a timetable for catch up purposes. Dr. Sherman noted that we have only completed 25% of the year and things are looking decent. However, if something needs to be fixed, it should be fixed now, well before the end of the year.

ODH 35% Fringes

A reminder was given that the Ohio Department of Health has put a 35% cap on fringe benefits for all grants. This is something new that will affect our Health Department. This means that our general fund has to make up the difference. This will affect our general revenue fund by approximately \$26,782.00 for 2011. We are going to have to come up with cost savings. Of greater concern is 2012, as the impact to our budget will be approximately \$126,239.00. As Board members who attended the last District Advisory Council meeting can attest, adding additional money to our budget will likely be a difficult task, but it must be addressed.

Dr. Grossman concurred that this action was part of the Governor's recent budget reduction plan and cutbacks. The Health Department must pay up to 41% for fringe benefits in some grants and this is locked in by union negotiations. Larry Vasko pointed out that it is across the general fund budget in the State of Ohio. Robert Reinbolt asked if this action would impact all health departments in the State? Dr. Grossman said yes that it would affect all grant programs across the board.

BCMh

Basically, this grant-funded program provides a great service for this community. Unfortunately, it's running in the negative and to balance that there is a need to come up with general revenue fund dollars to offset that. Originally, a Public Health Nurse position was created for this contract. As of March 31, 2011, the program balance is a negative amount of \$227,169.23. By reviewing the Grant Fund balance, it was not evident that the BCMH line item was in an ongoing negative balance. Also, there is a BCMH program in the General Fund with a balance of \$28,343.00. This BCMH line item could be housed in the General Fund and be supported by tax subsidy, if it is decided to continue this program. The committee is working with administration on this item. This is an obligation owed and money that is necessary, but not budgeted.

Action Items from February

Food operator training started in April 2010. For 2010, revenue was \$13,670.00 and for 2011 through March, revenue was \$3,290.00.

SmokeFree Workplace – Revenue to date is \$39,076.00. However, outstanding fines still remain at approximately \$245,500.00. There are still monies that the Ohio Attorney General's Office must collect. Thus far, we have only received 3.2% of collections on these fines. Robert Reinbolt asked if there has been any change in philosophy on collections from the new Attorney General? Dr. Grossman replied that he did not think so, although the

Ohio Supreme Court was going to address this issue. Barbara Gunning participated in a campaign to detect smoking ban violators. She visited Delaney's place on Alexis Road and as a result provided testimony at a recent hearing. This case is being pursued. Robert Reinbolt asked if any collected monies would come back to the Health Department? Dr. Grossman replied that about 90% of the funds would come back. He stated that we have met with representatives of the Attorney General's Office regarding direction and strategies regarding collection of fines. Mr. Reinbolt suggested meeting with the new Attorney General to address some of these issues.

Barbara Conover made a motion to accept this report. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Facility Committee

Dr. Donna Woodson noted that A. Debra Nicotra was not present. Dr. Grossman reported that he had met with a BLADE reporter about building renovations about three weeks ago. Dr. Sherman noted a 100% improvement in the men's restroom on the second floor. A suggestion was made to provide the BLADE with before and after pictures of building renovations. Mr. Reinbolt asked if there was an issue regarding the discarding of furniture? He also asked if there was any money in the budget to buy new furniture for employees? Dr. Grossman indicated purchase orders are being submitted and some orders have already been processed. He said that he worked on a table for a couple of months and that all employees have furniture. Discarded furniture was in shabby condition. Mr. Reinbolt asked if all staff was aware of the progress? Dr. Grossman replied that things were upgraded and no other changes were made. It took about two months for some of the furniture to come in. Larry Vasko added that there was information sharing with staff through a multi-year plan, staff meetings, etc. He noted that he was unaware of employees not having adequate furniture, employees having no furniture, or employee complaints. Many employees are still working from temporary tables including Barbara Gunning, Joanne Melamed, and him.

Contracts to the Board

Dr. David Grossman said that there were no contracts to present.

Division Reports

Community Services – Response and Preparedness

Eric Zgodzinski reported on the following items: Epi/CD, Disaster Planner, APC Coordinator, Marketing/PIO, Vital Statics. He provided some highlights and attachments.

The epidemiologists received 11 Epicenter alerts, with follow up to local hospitals. The alerts were for nausea, rashes, botulinic symptoms, and diarrhea.

The staff was involved in the Potassium Iodide issue relative to Davis Besse and Jerusalem Township. Another dispensing session is planned soon at Jerusalem Township.

A copy of a BLADE article titled "Health Agency Seeking Aid During Emergencies" was provided. Cheryl Murphy was involved in this Point of Dispensing Program (POD). She is now working on getting the MOU's together. In an attempt to head off a pandemic or a terrorism act involving public health, the Health Department is trying to identify nursing homes, businesses, and other entities that would be willing to help give vaccinations and medications.

The Disaster Planner is working on a Safety Plan for the entire department including the development of a safety team on each floor. The APC coordinator has been working on social media for the department. The Health Department also has a new Facebook page. Postings included a page on immunizations. The PIO, Kristin Howard, worked on her first big project, “A Day in the Life”, which was presented at the recent DAC meeting. She is also working on the rebranding of the Health Department by using logos, color schemes, etc.

Kevin Halligan in Vital Statistics recognized a need to update adoption deletions in this division. A temporary clerk has been assigned for this task. Larry Vasko explained that this process involves the permanent removal of both birth parent and adopt parent information on birth records and that there is a backlog.

Eric Zgodzinski said another area of concern has to do with functional needs, including shelters and evacuation. Cheryl Murphy is reviewing at developing a stronger program, whereby people with functional needs could sign off on the web site. This program could be expanded to other regions. The cost would be about \$100,000.00.

Robert Reinbolt asked if there was an effort to get other nursing homes involved?

Eric Zgodzinski replied that there are 8 in queue right now. Presentations are ongoing. Participants are very cooperative and realize that they would receive the appropriate vaccine. All patients, employees and their family members would be covered. Dr. Grossman said that the Health Department is plugged into the system and personnel would be provided for this project.

Dr. Grossman announced that there is a safety committee in place that can be utilized to address various issues in the building. Recently, there was a Davis Besse exercise that included Larry Vasko and himself. It was a timely exercise in light of recent catastrophic events in Japan.

Health Services

Pat Chatman reported in the absence of Barbara Gunning. She addressed the following items: School Nursing, Vision Health, Immunizations, Awards, HIV/AIDS Prevention and Children’s Mobile Dental Center. Patricia Chatman acknowledged Kathy Holmes as the recipient of the “Golden Lamp Award”.

Vision Health

The United Way committed \$100,000 to create a school based vision program. The Health Department was asked to administer the program to provide eye exams and glasses for students in Toledo Public Schools. We will bill Medicaid and partner with other organizations to make this program successful and financially feasible. Also, the Health Department has submitted a request for about \$25,000 to the Anderson Fund for Organization for equipment costs for the mobile program.

HIV/AIDS Prevention

The Ohio Department of Health conducted an HIV/AIDS Prevention site visit on March 22. It gave us a positive report with the way the program is running both programmatically and fiscally. ODH also recognized Mary Jay, Disease Intervention Specialist, for her efforts in the Human Trafficking initiative.

Children's Mobile Dental Clinic

Michael Stubblefield, DDS, was recognized by the Toledo Free Press on March 24 for the work in the mobile dental clinics in Toledo Public Schools. A copy of the article was provided.

Administrative Services

Joanne Melamed reported as follows.

Allscripts

The Allscripts Electronic Medical Records system – continuing with customization, staff training and development and managing electronic health records project. Electronic bill records are being used to obtain reports for the assessment of productivity and revenue objectives. This will help to answer some questions that were previously brought up by the Audit/Finance committee. Electronic Lab Orders are also being implemented.

Kronos/Xora

The project management is scheduled on course to deploy the electronic time keeping system in the summer of 2011. Xora training of employees and management took place in April.

Notice of Awards

We received three grants for additional funds: Lead Program - \$10,000.00; Public Health Emergency Preparedness - \$452,779.00 and Tobacco Prevention - \$52,000.00.

Grant Applications in Process

There are five grant applications in process. Grant funds received in the 1st Quarter 2011 total \$1,201,795.05.

Fiscal Administration

The financial statements of the department were reviewed. A recommendation was made to change the current system allowing management to have access to run its own reports. It would allow for a closer look at division budgets and how the money is encumbered.

Various items are being revisited including cleaning up encumbrances, reviewing cash balances, routine expenses and reviewing other things that could be done to position ourselves toward an electronic module for next year.

Environmental Health Services

Alan Ruffell reported on the following topics: Lana Gloré, Public Swimming Pool Rules, Minority Health Month (Lead Screenings), Person in Charge Training, "Get the Lead Out" 5K Race, "Empowering Families" Meeting, Scam Artists and Educational Seminar.

Alan Ruffell said he was pleased to have Joanne Melamed here. Today he received a very useful packet of information from her.

Lana Gloré was promoted to replace Konni Sutfield as the Supervisor for the General Environmental Health Section. Ms. Gloré has seniority of 17 years as a sanitarian.

For Minority Health Month, the Lead Poisoning Prevention Unit made a presentation at the Padua Center Health Fair and offered free Lead screenings. Lead screening events were also offered at four Head Start locations.

The Food Protection Unit met with the Internal Revenue Service Criminal Investigation Unit. This involves Internet Cafes that promote illegal gambling, selling food without a license and potentially violations of the Ohio smoking ban.

Planning for the “Get the Lead Out” 5K Race on June 12 is ongoing. It will be held at Ottawa Park.

Recently, scam artists have been contacting food service operations, representing themselves as “health inspectors”. They attempt to obtain personal information that can be used for extorting funds. A press release was issued to the news media.

Bill Delaney had a hearing this past week. We are confident that there will be success in prosecuting him for numerous smoking ban violations. Another hearing is scheduled for May 10 for a separate violation. Apparently, Mr. Delaney admitted to the Hearing Officer that he did hand ashtrays out to people and told them to smoke, but that he did not make them quit smoking. Robert Reinbolt suggested that Board members receive e-mails on press releases.

Dr. Woodson suggested changing the term “STD” (Sexually Transmitted Diseases) to “STI” (Sexually Transmitted Infections”. There was agreement.

Health Commissioner’s Comments

Dr. Grossman reported as follows: He reinforced statements made by Joanne Melamed on the Kronos and Xora systems. Not only will they be reliable and effective and get information to employees, but it will be a good chance for management to make sure everybody is clocking in and will assure that all time is well spent. Regarding financial issues this gives us a handle in making the best use of time and people. It is much time, effort and expense that we use in our people as we look at paperwork.

On May 4 another meeting is planned with DAC representatives regarding ongoing discussions. So far only one member (Jeff Michael from Swanton) is openly not in favor of the 5% budget increase. The whole committee would vote, but it would be a recommendation, as the DAC is an advisory group. On May 18 there will be an additional meeting and more information will be forthcoming. There has been good communication at these meetings.

Robert Reinbolt asked if there would be a presentation of the DAC’s role?

Dr. Grossman said yes, that this issue had been discussed with Chairman Andy Glenn. This item will be discussed further at the upcoming meeting.

Robert Reinbolt noted that there are new people (trustees) on the DAC.

Dr. Grossman said that he is going to discuss the role of the DAC with Jim Walter for advisory purposes.

Dr. Sherman noted that many questions were raised at the DAC meeting about our presentation of numbers and subsequently there were a number of requests.

Dr. Grossman noted that Commissioner Carol Contrada had also submitted requests. Joanne Melamed had written a letter to her providing detailed information. Part of her request was an explanation as to why the Health Department spent more than it had received in 2010? When

in reality the amount spent was exactly the amount at hand, however some of that transferred money did not appear on that specific report. An explanation was provided regarding the large balance fund. That information was provided about three weeks ago and there has been no response.

Dr. Sherman recommended that correspondence sent to DAC members goes out by certified mail so that a record could be maintained. He felt that he and others were on the firing squad there, despite the fact that everything was done to provide the requested information. The only item might have been the time span, but this item could be reviewed.

Dr. Grossman said that we worked very hard to provide requested information. The May 19, 2010 DAC minutes reflecting the 20% reduction were sent, as well as a draft of the March 30, 2011 minutes. This is well before the next meeting on May 18. So, everything that was requested was sent. We have the new budget for 2012 as we know it, and Board members have seen it. That will also be available by the May 18 meeting. At the May 4 meeting attendees will review the part about dividing up the contributions, but we do not know when that will evolve. Dr. Grossman said he reviewed the minutes before they were sent.

Robert Reinbolt asked if the budget would be sent prior to the next meeting? Dr. Grossman said yes. It will be in draft type form and it will be sent about 10 to 12 days before the next meeting.

Robert Reinbolt said his concern was someone receives this material that they might be expected to react to it by maybe voting to approve it. He wondered if something should be sent regarding the DAC role with the budget.

Dr. Grossman said he would be glad to include a letter particularly after the upcoming meeting. He would share what we are looking at and also that 2012 is a very deficit budget. It has real holes, more than he thought. There are unanswered questions like how we will fill those, who we'll cut, who's not on that budget? It is only a raw budget. To make it balanced, much work needs to be completed within the next six months.

Dr. Grossman said he would provide a copy of the approved budget and that it would be for informational purposes. The Board of Health is recommending a 5% increase in the budget, and this recommendation would be presented to the Budget Commission. He noted that the DAC would also have a right to present its recommendation.

Dr. Woodson concurred that any correspondence sent should be sent by certified mail to ensure that everyone receives all material that is sent. We want to maintain our credibility. She noted that at times people could not control the lateness of certain items.

Dr. Sherman suggested re-sending the recent material by certified mail and also making a timeline of items that are sent.

Action Items

Dr. Grossman reported on action items that were brought up in March and required follow up:

Tobacco compliance – food fees – this information was provided today.
Picture of poison cabinet – picture was provided.
Health Department Logo – ongoing.

BCMh - The analysis of BCMh was reviewed intensely.

Facility Committee – A. Debra Nicotra was not present today, but there was a meeting and updates on plumbing and wiring were provided.

State cutbacks regarding fringe benefits (grants) - our original estimate of \$72,000 obviously was underestimated. After review, it will now be about \$126,000 for 2012.

Dr. Grossman is working on putting together packets for new Board members. There will be a new Board member who will serve as a representative from the DAC. He also wrote Andy Glenn about obtaining names of candidates he might want to put forth and provided an explanation about the process. If no names were submitted, Dr. Grossman said he would be willing to obtain a list of candidates and submit it to Mr. Glenn. However, the DAC is the responsible body in the selection process. Dr. Grossman noted that in the past 20 years, there was a lack of candidates submitted for these types of positions. However, he said he would be glad to meet with any person that was proposed.

Robert Reinbolt asked for general discussion from our perspective do we feel any particular type of experience we would like to see on the board or anything that we are lacking? There is an attorney who will also be leaving and there will be a need to replace him.

Dr. Grossman said that this is an important item and there are a fair number of health people on the Board. He suggested recruiting someone from the rural community perhaps from farming. Dr. Woodson said these are critical times for everyone who comes to these Board meetings. Board members give up personal time.

Donald Murray stated that he received a call from Marilyn Yoder regarding the issue of appointment for the current vacancy and also regarding voting for the 2012 budget. He said he was pretty sure that was recommended to and approved by the Board. He said he is not sure that everyone understands everything that goes into the DAC.

Dr. Grossman said that Ted Rowen's term would expire next year. Mr. Rowen plans to be here at next month Board meeting. Having an attorney is helpful. Jane Ringlein has also indicated that her term would be up in July and she would not seek reappointment.

Dr. Grossman said the issue of appointments and recommendations with Mayor Mike Bell was discussed. Mayor Bell would probably welcome ideas regarding names to submit. He said any recommendations could be submitted to him. Dr. Woodson said that resumes would be accepted.

Other Items

Robert Reinbolt said that Patricia Wilcox had served on the Board of Health for quite a while and suggested sending some type of appreciation to her. Dr. Grossman agreed and said that she did have a long term and she provided much good input. A letter and a plaque will be provided to her. There was agreement.

A reminder was given of the next DAC meeting on May 18, 2011 at 7:00 p.m. at the Springfield Township Administration Building in Holland, Ohio.

Dr. Grossman said that right now agenda items would include the 2012 budget and the new Board appointee. He said he hoped more time would be taken to discuss the role of the DAC. If all goes okay this coming Wednesday that item would be added to the agenda.

Also, Dr. Grossman said he is looking for a willing Board member to participate in exit interviews possibly next Wednesday afternoon for Carey Neumeier Ardner, Ross Buckingham, and Bob Pongtana.

Public Health in the News

Dr. Woodson provided the following comments. Eric Zgodzinski was congratulated as he now has another title. He is certified in public health. Eric Zgodzinski also helped Kristin Howard with “A Day in the Life of Public Health” presentation. She thanked both of them. She also thanked Board members for serving on the Board. She provided a jump drive (zip drive) to Board members. She thanked Alice Dargartz for putting it together and sending it out. She noted that when public health is working, things are silent. She also thanked Mary Gregory for the note she sent.

The Supreme Court is going to weigh in on the SmokeFree Workplace Law, which was passed in 2006. It is hoped that the Supreme Court will uphold this law.

CDC has predicted that soon every state may have bans on smoking. There are only 7 states that have no indoor smoking restrictions. They include Kentucky, Mississippi, North Carolina, West Virginia, and others. A reminder was given that there are still huge numbers of deaths from heart disease and lung cancer regarding non-smokers. There has been a marked decline in childhood asthma and heart attack rates.

Next Meeting

The next meeting will be held at the Western Lucas County Clinic, 330 Oak Terrace Blvd., Holland, Ohio on May 26, 2011 at 8:30 a.m.

Adjournment

Jane Ringlein made a motion to adjourn the meeting. Mary Gregory seconded the motion. The meeting adjourned 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**