

LUCAS COUNTY REGIONAL HEALTH DISTRICT

Board of Health Meeting

Board Room #252

May 27, 2010 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Mary Gregory, Donald Murray, Robert Reinbolt, Theodore Rowen, and Dr. Donna Woodson

Absent: Reynald Debroas, A. Debra Nicotra, Jane Ringlein, Dr. Christopher Sherman, Patricia Wilcox (all excused)

Guests: Cathy Noble, ONA Representative; Steve Kowalik, AFSCME Local 7 Business Agent; Ryan Sekinger, Union Steward, AFSCME Local 7; Evan Kreutzer, Medical Student, University of Toledo, College of Medicine; Dr. Jason Lee, 3rd Year Resident, Flower Hospital.

Staff: Ross Buckingham, Mary Frank, Debbie Frost, Dr. David Grossman, Barbara Gunning, Bob Pongtana, and Alan Ruffell

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

Introduction of Guests

Dr. Donna Woodson introduced Evan Kreutzer. Mr. Kreutzer said he is a first year medical student and he is working with Dr. Woodson on a preceptorship program. Dr. Jason Lee introduced himself as a 3rd year Resident. He is working with Dr. Christopher Sherman at Flower Hospital. Dr. Grossman noted other guests in attendance: Steve Kowalik, Ryan Sekinger and Cathy Noble. They introduced themselves.

Agenda

Dr. David Grossman announced there would be an addition to the agenda. There would be an executive session to discuss the Personnel Committee report.

Confirmation of New/Separated Employees

Dr. David Grossman said that Heather Rendall, Public Health Nurse, new employee, had been presented last month. Her name appears this month showing a corrected rate of pay of \$21.44 per hour (instead of \$20.78 per hour). There is one separation, Heather Gillen, Nutritionist, resignation effective May 14, 2010.

Federal Courthouse Update

Dr. David Grossman provided an update on plans for construction of the new federal courthouse, as well as the impact to the health department. The area includes property bounded by Cherry Street, Constitution Avenue, Spielbusch Avenue and N. Erie Street. Dr. Grossman said that Bob Pongtana and Alan Ruffell attended a committee meeting about the new courthouse. The committee reviewed infrastructure, underground driveways, sewage issues, landscape, and other items.

Bob Pongtana stated that the construction date for the new courthouse would be 2013 with an anticipated completion date of mid-2015. The health department has indicated their commitment and involvement in this project. A decision has been made that the health building will remain in place and we will be able to keep our present parking lot adjacent to our building. Dr. Grossman noted that our health department employees who park in the large parking lot behind the health department building would lose those parking spots. Housing, restaurants, and "green" areas for activities are on the drawing board as part of this construction project.

Minutes of April 22, 2010

The minutes of April 22, 2010 were reviewed. The following changes were made: On page 3, paragraph 3, change sentence to read, "Robert Reinbolt made a motion to approve this report." On page 3, under Personnel Committee report, change the second sentence to indicate a formal motion by Ted Rowen regarding the Board establishing a protocol for providing information to Board members. There was agreement.

Barbara Conover made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion carried.

Robert Reinbolt inquired about establishing protocol. He suggested that consideration should be given to providing protocols to new Board Members either in the Board Manual or in the Bylaws. Dr. Grossman concurred and added that the OABH booklet regarding Board roles and responsibilities addresses this item, i.e., that any information and contact should be with the Administration. Dr. Grossman suggested that a separate sheet regarding the new protocol, which the Board passed last month, be included in the Board Manual.

Robert Reinbolt made a motion that the Board formalize the new protocol and make it available to all new Board members. Donald Murray seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Dr. Donna Woodson noted that a packet of information was provided at the recent Board Retreat and that the same items could be included in the Board Manual. Some of the items included a Metaphor for Public Health, Bylaws and other items. There was agreement.

Vouchers

Board members reviewed the May vouchers. Barbara Conover said that the Audit/Finance reviewed the items on the bill schedule and found them to be satisfactory. She noted a couple of Then and Now transactions regarding physicians, dentists, and nurse practitioner contracts. Ted Rowen made a motion to approve the payment of the May vouchers. Mary Gregory seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

New Business

Environmental Health Issues Committee

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

Executive Session

Ted Rowen made a motion that the Board go into executive session to discuss a personnel matter. Robert Reinbolt 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 9:35 a.m. Board members requested the presence of Dr. David Grossman and Bob Pongtana.

Personnel Committee

Ted Rowen said that the committee met on May 18 and was presented with a plan of a proposed reorganization, which would take effect in 2011. The committee studied the plan and shared it with the Board. The plan is under further study and would likely be addressed again at the next Board meeting.

Barbara Conover made a motion for acceptance of the committee report. Darlene Chaplin seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Audit/Finance Committee

Barbara Conover reported for Dr. Christopher Sherman. She said that the committee met on May 19, 2010 and reviewed the following items: Review-April 2010 Financial Status, Review-May Bill Schedule, Update-Grant Funded Programs, Review-Contracts, Update-2011 Annual Proposed Budget-DAC, Update-2009 Annual Audit, Review-New Projects Request from General Revenue Fund and other items.

One contract was presented and we are requesting approval from the Board. The contract is with Paul Maniscalco, Advance Practice Center, for \$4,000.00. The 2011 Annual Proposed Budget was addressed at the District Advisory Council meeting on March 31, 2010. The 2009 Annual Audit is nearly completed, with no significant findings. There are a couple of management recommendations and written details will be available at the exit conference, which will take place the second week of June.

New Project Requests

Dr. David Grossman announced that there are some requests for project funding, which in light of what occurred at the last District Advisory Council meeting, are still important and some Board action is needed. Four or five items were addressed, which need Board action.

He said that the committee reviewed new project requests from the general revenue fund. The projects included Lucas County Adult and Youth Health Assessment - \$25,000.00; Matching Fund-H1N1 Phase 4 - \$20,000.00; Contract-University of Toledo-Table Top Exercise - \$7,500.00; Training Room Project - \$46,655.00 and Installation of Electric Generator - \$101,550.00. The total project would cost \$212,893.00 (Grant Fund - \$111,343.00).

Dr. Grossman said that we are requesting \$25,000.00 for the Lucas County Adult Health Youth Assessment. This is important as this is a tool used to base our grants, this data is what the health of the community reassesses, and it is also a core mission of our health department.

Barbara Gunning noted that the last needs assessment was conducted in 2007. The whole assessment costs about \$106,000.00. It is a comprehensive report for both adults and youths. The Health Department would serve as the lead agency and would contract with the Hospital Council of Northwest Ohio to administer it. Drs. Dake, Price and Jordan from the University of Toledo Medical College would conduct the analyses portion. The United Way, Ohio Mental Health & Recovery Board, Family Council and all hospital systems would be solicited for dollars. The required up-front percentage is 60% for this project.

Dr. Donna Woodson concurred that this is a much-needed item as appropriate statistics are essential. She noted that many other entities use the needs assessment in the selection process regarding their priorities.

Barbara Gunning noted one potential problem. The process would require us to go into the schools, which to date, has not been done for a number of reasons. If the schools refuse, this could jeopardize the completion of the survey. Others along with us are working on this item with the school system. Dr. Woodson offered assistance from the Board.

(Mary Gregory left at approximately 10:00 a.m.)

Robert Reinbolt inquired that since we were asked to spend more money on the general fund, he inquired about expenditures of approximately \$400,000.00. Bob Pongtana explained that the 36% represented the cash basis that was liquidated; it included the encumbrances from 2009 but were liquidated in 2010.

Mr. Reinbolt asked for clarification on the various percentage figures, i.e., 36%, 33% and under 33%. Bob Pongtana said that we spent less than the budgeted amount. He offered a detailed report.

Dr. Grossman said that some of this might be coming from the carryover fund. Mr. Reinbolt indicated his disagreement. Dr. Grossman suggested that the youth assessment might be an item to consider as an expenditure item.

Robert Reinbolt asked if the Audit/Finance committee has looked at the impact on our budget on this item? Dr. Grossman said no, not per se. When it was reviewed, Anita Lopez was not present. Mr. Reinbolt asked about the timeline.

Barbara Gunning said that \$60,000.00 is needed and so far we have about \$15,000.00 and that fundraising efforts would begin soon.

Mr. Reinbolt indicated that the Board has taken no action at this time. There is no quorum. He asked if we should wait until the next meeting or after that?

Barbara Gunning suggested taking the money regardless and that this would not affect our ability to get the project in.

Robert Reinbolt stated his position. He said that he would like to see more of the numbers and that the Audit/Finance committee should review this item and that he would not vote in favor of any expenditure of money at this time. He wanted the A/F committee to have an opportunity to review this item and to review the impact of the numbers.

Ted Rowen asked Bob Pongtana if a surplus of funds is anticipated at the end of this year in terms of our budget and the monies we receive?

Bob Pongtana said it is too early to tell, but if we get decent numbers after the one-half year period, that would give us a clearer picture for the end of the three-quarter year period.

Ted Rowen asked for an estimate of savings over the last couple of years? Bob Pongtana said that efforts included unfilled vacancies, supplies, purchases and other line items. For 2010, we will review this item every month at the Audit/Finance meetings to get a better financial picture. He said that 2008 had a surplus; but 2009 did not, 2009 was the only year that funds were encumbered for over \$300,000.00 and that was liquidated in the following year 2010.

Dr. Woodson asked if some of these items had more urgency than others? Dr. Grossman said yes. He said that he was willing if the Board would accept to table the \$25,000.00 until June. Barbara Gunning noted that it helps to have money on hand in order to get additional monies. The timetable to solicit potential funders is sometime this month.

Dr. Grossman said that one item is time sensitive. He said he is now recommending a different number after the finance meeting. Number two item involves the matching funds for H1N1. There is a \$200,000.00 fund available to us to use regarding the remainder of H1N1 vaccine. Both the country and our area were unable to fully reach the underserved communities with H1N1 vaccinations. We are requesting \$5,000.00. This would allow us to jockey the \$200,000.00 into more than H1N1. It would allow us to do the Shots 4 Tots program, adult immunizations and to advertise on a broader basis.

Eric Zgodzinski said that if you're utilizing H1N1 funds, you can charge 100% back to the grant, otherwise a match is required. He said he is working on this item trying to cover that with an education program.

Barbara Gunning said there was a meeting yesterday with Dr. Jordan from the University of Toledo and Barb re-explained the budget. We requested a \$200,000.00 grant to reach hard to reach communities primarily African American, Hispanic and small pockets of others who are hard to immunize. She explained the plan using community health advisors. The money would be spent developing H1N1 specific tool kits for our population at need. The process would include a nurse to administer the shot. The project must be completed by July 30, 2010. The plan calls for payment to Dr. Jordan to evaluate this process, not just for H1N1. This would also serve as a learning tool regarding reaching our population who is at greatest need. The \$200,000.00 would be used in June and July. On August 1 we would like to continue the program, working on the theme of preventable diseases. Another reason is because immunization in general childhood and adult immunizations, are much less in our African American population and Hispanic population. This two-month period would also set the stage for a second study period.

Dr. Grossman said this item warrants further discussion as it is time sensitive. We have June and July. If we do not want to do that or if we just want to do H1N1, we will utilize the \$200,000.00. However, we cannot vote on this today.

A question was asked if we could go through the Audit/Finance Committee for a quick vote and approval? Ted Rowen advised that only discussions could be held. He said he would be willing to consider coming up with the full amount of money that was originally requested, providing it would not come from the surplus account. The reason is that we are trying to reach the hard to reach people who really need the service. He said his approval would be given if funds would come out of the operating fund. Furthermore, if there were a shortage, administration would have to make it up. He said this is an important item and suggested scheduling another Board meeting to get a quorum so that the Board could vote on it.

Dr. Grossman spoke about the contract and said that the contract was for the tabletop exercise. That is not part of the grant but it is part of our APC (Advance Practice Center). That once again we have to find it somewhere and that is findable within that budget. We will get that to you.

Dr. Grossman said that the training room project is ongoing. We are in the process of setting up a computer training room. There will be money necessary again from us. The computers

and other items were obtained via the grant and per grant requirements. If anything came up that training room would become secondary, but the hardware is there. We are looking at creating a room for training, wiring, a sub-floor, a generator, a screen, phones for ODH calls and other items.

Robert Reinbolt asked about the \$46,000.00. Dr. Grossman explained that this amount includes wiring. Regarding the generator there is money to do this but only one-half of it is available. The actual figures were discussed. In view of what has been said here today and in looking at the budget, these items cannot be voted on today. They probably should be tabled. We would have to look at where the budget is. We are not going to be using any of our other money. We have to see if this is fundable or not.

It was also noted that there is no quorum to approve the committee report.

A suggestion was made to conduct a Board meeting and/or voting by phone. Ted Rowen checked and said this was not feasible. The Board must conduct another meeting to vote on the items, which were presented today. There was agreement.

The Board then heard division reports.

Division Reports

Environmental Health

Alan Ruffell reported on the following items: Porter's Mobile Home Park, Infectious Waste Management Training, Consaul Street Junkyard, Sanitary Sewer Connections (Suder Avenue/Lake Erie Econolodge), ONYX CDC, Public Swimming Pool Technical Committee, Level 1 Safe Food Handler Class, Food Protection Training and Healthy Homes.

The Porter's Mobile Home Park on Tremainsville Road was found guilty in Toledo Municipal Court of failure to comply with a Public Health Order. The issues dealt with dilapidated trailers, roads in disrepair, junk and debris. New owners of the Consaul Street junkyard received court orders to comply with health department requirements to remove and dispose of all solid waste on site. Significant progress has been made. Our Food Protection Unit, in collaboration with the Ohio Department of Health and the Ohio Department of Agriculture, organized a region-wide training for regulators of Farmer's markets. The meeting focused on new amendments to the code.

Radon Presentation

Kevin Halligan gave a powerpoint presentation on Radon. He said that Radon is a naturally occurring radioactive gas found in all types of buildings. Elevated levels have been found in homes in all 88 counties of Ohio. There is concern as the more a person is exposed to radon the greater risk of developing lung cancer. This is the second leading cause of lung cancer in the U.S. (following exposure to tobacco smoke) and results in about 21,000 excess deaths per year, compared to driving, which accounts for about 17,000 deaths per year. In Lucas County there are certain areas of concern including Sylvania Township, Jerusalem Township and zip code 43615 Airport Street area.

Dr. Grossman noted that radon is the leading cause of lung cancer in non-smokers. He also noted that a radon check is usually required before closing on a home purchase. Mr. Halligan noted that testing your home for radon is easy and inexpensive. Dr. Woodson said that Radon is an important future item of discussion in educating the community.

Health Services

Barbara Gunning reported on the following items: Teen Pregnancy Prevention, Minority Health, 60+ Program, Age Friendly Communities, Motivational Interviewing, Education, WIC, Creating Healthy Communities, and Community Resource Fair.

Teen Pregnancy

Carol Haddix spoke in Columbus recently and presented information on our teen pregnancy prevention efforts in Lucas County. Approximately 255 people attended.

Minority Health

The Minority Health Summit was held April 29, 2010. Mayor Mike Bell and Mildred Hunter, Region V Minority Coordinator for the Office of Minority Health, spoke at the event. Duane Herron, Minority Health Coordinator, attended a Health Data Forum and Regional Meeting in Indianapolis last week. Mildred Hunter coordinated it and Cristal Thomas, Regional Director for the U.S. Department of HHS, Region V, and Mirtha Beadle, Deputy Director for the Office of Minority Health, Office of Public Health and Science, HHS, gave the keynote addresses.

60+ Program

The 60+ nurses Cathy Noble and Debbie McClure conducted two educational programs at Michaelmas Manor and Friendship Park. Three seniors had elevated blood sugar readings.

Age Friendly Communities

A meeting was held on May 5th at Commissioner Tina Wozniak's office on the idea of Age Friendly Communities. This is a new program making communities more accessible and advantageous for the elderly. All ideas that were discussed were very pertinent to all age groups. We plan to apply as an Age Friendly Community as part of their network.

Education

Barbara Gunning attended a meeting on the topic of clinical pharmacy service. The topic was on integration of clinical pharmacy services with our regular clinical facility. The pharmacy is doing that with pharmacy interns but some groups have regular pharmacists on staff for integrated services. The numbers were astounding as far as improvement in care. The only way we could get clinic pharmacists on staff is by writing more grants. Barbara Gunning said she would continue to be involved with that idea.

WIC

ODH completed a 3-day audit of the WIC program. The auditors again complimented Lucas County WIC for its efficiency and level of service to participants.

Dr. Grossman commented on Age Friendly Communities. He said he urged Commissioner Tina Wozniak to aggressively pursue this item and perhaps involve Mayor Bell. To date, Houston and Atlanta are the only cities involved in this project; Toledo should be next. An associated report dealt with items such as reduced rates for utilities, sidewalks, community centers, etc. He said it is time to organize this type of program and suggested that we spearhead this project locally. Future grant money is anticipated for this type of project. A suggestion was made to involve Norman Bell, the Mayor's father.

Administrative Services

Bob Pongtana reported on the following items: Allscripts, Network Drops, New Electronic Medical Records System, Security Cameras, Work Orders, Grants, Fiscal Administration, Personnel Administration and Vital Statistics

The Allscripts billing system is going well. The installation of network drops for the medical records system at the downtown clinic continues. We will then begin the process of wiring the Western Lucas County Clinic (WLCC). We are working on the configuration of the computers to install them for the new electronic medical record system. Security cameras have been installed at the WLCC.

The grant status was provided:

- 3 grant applications pending
- 4 grant applications are in process
- 9 grant quarterly expenditure report (first quarter)
- 2 grant quarterly expenditure report (second quarter)
- 6 grant quarterly expenditure report (third quarter)
- 1 grant quarterly expenditure report (fourth quarter)

The above includes a grant quarterly report (third quarter) for the Rodent Control Program (City of Toledo-HUD). In Vital Statistics all statistics are still in the negative compared to the previous year. The demand for birth and death certificates is still down; however, budget-wise we are on target.

Community Response & Preparedness

Eric Zgodzinski gave the following report: The Epidemiology/Communicable Disease team worked on the following items: Epi/CD, New TB test, State Epi quarterly meeting, Infectious disease seminar, AtHoc training, INH therapy, Enteric/hospitalized flu cases, and SPSS training. Many of the INH therapy people include immigrants, migrants, homeless, and others. Clerical staff worked on updating contact lists, computer training for staff, and training on the AdHoc system.

The Medical Reserve Corps staff took part in the Bidder's Conference Call for ODH's RFP, "Reducing the Disproportionate Toll of Tobacco use in populations with Smoking Rates Above 24%". Also met with representatives from local agencies to learn their interest in this project. The Disaster Planner worked on the After Action Report, Contact List (Resources) and Special Needs Population. The APC Coordinator worked on Toolkit, Regional Social Media Presentation, Road Show, Facebook/Twitter, AdHoc Training and the PERRC Focus Group.

The Director attended the Statewide Regional Meeting, conducted Plan Review and worked on an issue surrounding the ODH's ESF-8 project. The latter is the public health global plan for ODH. There are concerns with that document. More information to come.

Eric Zgodzinski noted that AtHoc training occurred on April 20, 2010. We are hoping that before the next Board meeting Board members will receive a test alert.

There are some new ODH immunization requirements for children from kindergarten to 7th grade. These include dtap, vericella and polio vaccinations. We are holding several clinics in the community to make sure people have the dtap to protect against pertussis. Recently, Henry County had several issues with pertussis and to date Portage County has 9 confirmed

cases. Dr. Woodson noted that people under the age of 65 who have not had a tetanus shot or who have not updated their tetanus shot should be aware that all tetanus boosters should have the pertussis or whooping cough protection in it. Dr. Grossman advised that when people get a tetanus shot they should make sure they receive the pertussis vaccine with it, as it is normally not included. Dr. Woodson said that this is another educational item to address.

Health Commissioner's Comments

Dr. Grossman commented that the Board of Health Retreat held on Saturday, May 22nd proved to be very informative. Program reports were presented and many good suggestions were made. Dr. Grossman said that the District Advisory Council is proposing a reduction in our budget for 2011. He said that he has agreed to start discussions, but his stance is that there would be no cuts. There have been discussions about the use of our stabilization fund regarding certain programs/projects. This issue is ongoing.

He gave a reminder that our next Board of Health meeting in June will be held at the Western Lucas County Clinic. Minutes will be sent out sooner, however, Audit/Finance, Personnel and other reports cannot go out due to various meeting dates. We will also decide on specific items/communications to the District Advisory Council. Many good ideas have been presented, however, some are doable and some are not. Dr. Grossman said that we plan to have our disaster response trailer at the WLCC site for viewing.

Dr. Donna Woodson commented that it was a good retreat. She thanked Ted Rowen for supplying the meeting room and on being an excellent host. Dr. Woodson stated that the retreat was not official and that no Board action was taken. The Board reviewed activities of the last ten years since the merger of the Lucas County Health Department and the Toledo Health Department. Presentations from administrative staff were provided and proved to be excellent in quality. Larry Vasko presented the agency goals both past and future. Items were tied into the Healthy People 2010 report. The Board also discussed the reorganization and looked at how administration could better serve the Board and vice versa.

Other Items

Ted Rowen stated that if the Board needs action prior to the next Board meeting in June, that an emergency Board meeting would be necessary. We would also have to notify THE BLADE at least 24 hours in advance. The Board decided to meet prior to the June meeting and everyone checked their calendars for scheduling.

Dr. Woodson reminded Board members to call immediately upon learning that he/she cannot attend meetings.

Public Health in the News

Dr. Donna Woodson commented on a salmonella case regarding raw alfalfa sprouts and an E.coli outbreak regarding romaine lettuce in Arizona and the west coast region. She noted that the health department was overstocked on the flu vaccine this past year due to not receiving it soon enough. The underlying problem seemed to be in the production of the vaccine.

Next Meeting

The next regular meeting will be held on Thursday, June 24, 2010 at 8:30 a.m. at the Western Lucas County Clinic, 330 Oak Terrace Blvd., Holland, Ohio.

Adjournment

Ted Rowen made a motion to adjourn the meeting. Robert Reinbolt seconded the motion. The Board voted unanimously to adjourn. The meeting adjourned at approximately 10:50 a.m.

Signed:

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

Attested By:

David Grossman, M.D.
Secretary to the Board