

**LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
DEPARTMENT OPERATIONS CENTER (DOC) #254**

June 28, 2012 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

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

Absent: Reynald Debroas, Mary Gregory, (Both excused)

Guests: Cathy Noble, ONA Representative; Vaughn Jackson, Union Steward, AFSCME Local 7; Dennis Hicks, new Minority Health Coordinator; Jim Walter and Kevin Pituch, Assistant Prosecutors; Handel Desa, Flower Hospital Family Medicine Program; Patrick Niles, former employee/on leave; Dr. Prakash Thombre and Paul Ackerman

Staff: Mary Frank, Dr. David Grossman, 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 Cathy Noble, Vaughn Jackson, Jim Walter, Kevin Pituch, Patrick Niles, Dr. Prakash Thombre and Paul Ackerman. He announced that Dennis Hicks is a new employee who recently replaced Ronata Bryant, Minority Health Coordinator. Mr. Hicks gave some background information about himself. He said he was happy and excited to be here. Dr. Sherman introduced Handel Desa, Flower Hospital Family Medicine Program.

Minutes of May 24, 2012

The minutes of the May 24, 2012 meeting were reviewed and approved. Matt Heyrman made a motion to approve the minutes as presented. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson noted that there would be an executive session for the ONA contract ratification.

Vouchers

Matt Heyrman reported that the Audit/Finance Committee had reviewed the vouchers at the June meeting and found them to be satisfactory. Joanne Melamed said that there were no additions to the bill schedule. Robert Reinbolt asked about the policy on Then and Now

transactions. Joanne Melamed explained that approval is needed on any transaction over \$3,000. They include payments to the State Trust Funds (e.g., food fees), vital statistics, etc.

Robert Reinbolt noted a concern with reimbursement for mileage. Joanne Melamed explained that reimbursements are made to employees to avoid delayed payments. She noted that some employees use their credit cards thereby incur interest. Mr. Reinbolt said he wanted to make sure these types of transactions are not abused. Ms. Melamed explained the policy as well as the Travel policy. Mr. Reinbolt said he would leave this item up to the Audit/Finance Committee for their review of Then and Now transactions. The Audit/Finance Committee requested Administration to formulate a formal purchasing policy.

The committee will provide an update next month.

Mr. Reinbolt asked about the expenses to Rave Cinemas. Ms. Melamed explained that this is an incentive program in our Pregnancy Prevention Program.

Robert Reinbolt made a motion to approve the payment of the June vouchers. Donald Murray seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Old Business

Strategic Planning/Accreditation Process Update

Eric Zgodzinski reported that the committee had not met but will meet on July 12. The committee will review the 12 Domains to begin the strategic planning process. The committee will look at agenda items for the meeting including identifying stakeholders that will be used to work on the various Domains.

501c(3)

The IRS has reviewed the 501c(3) packet and has identified items for improvement including the Bylaws and the narrative. Barbara Conover volunteered and was approved to serve on this committee.

New Business

Confirmation of Employees

Larry Vasko reported that Dennis Hicks was hired as the Minority Health Coordinator on June 12, 2012 at a rate of \$21.00 per hour. Dr. Irma Santiago separated/resigned on June 12, 2012. Matt Heyrman asked about Dr. Santiago's separation. Dr. Grossman replied that it was a resignation. Dr. Gregory Johnson, a retired OB physician, replaces Dr. Santiago. The nurse's early report at WLCC is positive. This is a difficult time of transitioning to electronic medical records.

Robert Reinbolt made a motion to approve the report. Barbara Conover seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Executive Session

Robert Reinbolt made a motion that the Board go into executive session to discuss the ONA contract ratification. Barbara Conover seconded the motion. A roll call was conducted. The

Board went into executive session at 8:50 a.m. Dr. David Grossman, Larry Vasko, Joanne Melamed, Barbara Gunning, Dave Miller, Jim Walter and Kevin Pituch were requested to stay for the executive session. The Board returned to regular session at approximately 9:30 a.m.

ONA Contract Ratification

Robert Reinbolt made a motion to accept the ONA contract ratification as bargained. Matt Heyrman seconded the motion. A roll call vote was taken. Voting 11 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee met yesterday (June 27) and addressed the following items: Roadhouse Hearing, School Inspections, *Semi-Public Sewage System Fees*, Creekside Mobile Home Park and SWIP – CDD Landfill.

Roadhouse Hearing

A hearing was held concerning the Roadhouse Restaurant's patio. This restaurant is located at 11535 W. Central Avenue in Richfield Township. The Health Department and the owner, Russell Kadri, discussed the matter of the cement covering the septic tank and parts of the system. All comments were taken into consideration. The Committee recommends that the Board of Health reinstate the original Public Health Order and to remove the concrete.

Motion

A. Debra Nicotra made a motion that the Board revoke the variance that was given to the Roadhouse and reissue the Public Health Order. Robert Reinbolt seconded the motion. A vote was taken. Voting: 11 yeas, 0 nays. Motion carried.

School Inspections

This issue is tabled until July's meeting.

Semi-Public Sewage System Fees

Board members received a copy of the proposed Semi-Public Sewage System Fees (Fee Calculation) for consideration. The proposed fees will be scheduled for three readings. The committee asked to put this information out and suggested that the District Advisory Council (DAC) be informed of this new item for inclusion purposes. There are 24 known facilities that will be affected by this new program, which was originally passed as HB 110.

Larry Vasko explained the different types of sewage systems. This program has been an option for over 20 years and many other Ohio counties already have this program. We will double check with these other counties as to how they operate their program and will also work with the Chamber of Commerce and DAC and report back to the Board. Mr. Vasko stated that these will be new and modest fees ranging from \$85.00 to \$435.00. It will be a comprehensive program. He noted that our Home Sewage and Water/Well Program are amazingly down in activity and revenue right now.

Dr. Grossman noted his concern with what we are asking the DAC to do at this time and noted that there would be three readings and a public hearing for this item.

Matt Heyrman stated that the Health Department is creating a new fee in the community and that would have an impact. He felt that the Board has a responsibility to inform the townships that would be most impacted and to inform the Chambers of Commerce. This is an increase to businesses in the townships.

There are a couple of things we need to do such as to identify the neighboring counties that are using this program, to develop an actual form or proposal stating the goal/benefit, to state what will happen in those inspections, to share information, etc.

Hans Schmalzried noted that the DAC members would also receive Board minutes and could obtain information that way. It was noted that the minutes are one month behind and are posted on the website and that not all the trustees follow the minutes closely.

Donald Murray said there would be another committee meeting and the details would be addressed again and would report back to the Board.

The Board of Health went on record that it was very concerned about this matter, it wanted to keep the lines of communication open and it wanted the District Advisory Council to be notified of the due process. There will be a first reading of the proposed new environmental fees at the July Board meeting. A public hearing will also be scheduled.

It was agreed that Administration would choose their method of communication regarding points of contact in every city, village, township and Chamber of Commerce. The communication would include: the new proposal and new fee structure, a brief explanation relating to semi-public sewer systems and that the first reading would be held on July 26, 2012. Dr. Grossman suggested contacting the DAC secretary for dissemination of this information to the DAC members.

Creekside Mobile Home Park

The committee discussed Creekside Mobile Home Park being put into receivership. Kevin Pituch attended the committee meeting and talked about current legal actions.

SWIP – CDD Landfill

The committee discussed their request for an exemption and will need to convene next month for action on the exemption.

Robert Reinbolt made a motion to accept the committee report. Barbara Sarantou seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Personnel Committee

Robert Reinbolt said that there was no report

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on June 26, 2012. The committee reviewed the following items: 2011 Audit Report, May 2012 Financial Status, June Bill Schedule, Grant Funded Programs, Contracts, Environmental Fees, Other items (Transfers of Appropriations) and HUD Grant.

2011 Audit Report from Gilmore, Masion & Mahler, Ltd.

An exit interview of the 2011 audit was conducted. There was an adverse opinion because the Health Department is authorized to use cash basis of accounting, and is not required to conform with GAAP requirements. This is acceptable. The auditor found no unusual transactions, no audit adjustments, no significant issues arose during the audit and no deficiencies in internal control. It was a clean audit. The next step is to send it to the State for approval. When it is returned, Administration will make copies available to Board members. Dr. Woodson thanked everyone involved for a job well done.

May Financial Status

The “Consolidated Financial Report” was reviewed and is attached.

Grant Funded Programs

Total submitted applications in the amount of \$7,891,828 for 2011-2012 fiscal years, and during this same time we were awarded \$4,958,397. Total applications in the amount of \$3,722,524 for 2012-2013 fiscal years, and during this same time period we were awarded \$52,000 in funding.

Three grant applications were submitted: Child and Family Health Services Program - \$420,178; Personal Responsibility Education Program, SFY - \$180,000; and Public Health Emergency Preparedness Grant - \$345,804. The latter grant requires approximately \$24,000 in general fund match. This may be a familiar trend—grants requiring matches from our general fund.

Contracts

The committee reviewed seven grants: NHA - \$178,593; Erie County Health Department - \$5,000.; Putnam County Health Department - \$5,000.; University of Toledo - \$140,000; Ohio Department of Health - \$16,750.; Summer Youth Subsidized Employment – No cost to agency; Ohio Infertility Prevention Project – No cost to agency.

Environmental Fees

This item was amended. It has been decided to postpone the first reading of fees for Semipublic Sewage Disposal until the July Board meeting.

Other Items – Transfers of Appropriations

Dr. Sherman read the following Transfers of Appropriations:

A transfer reallocates funds from one cost object to another. Board of Health Resolution is required to approve Transfers of Appropriations performed in the month of May 2012 in the ordinary course of business. Total of transfers was for \$24,823, consisting of charges in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of May 2012 in the amount of \$64,167.49 in revenue estimates and \$61,089.57 in expense appropriations. This represents additional funding for the Public Health Emergency Preparedness grant program, and removal of budgets from retired grant programs.

Other Items- Lead Based Paint Hazard Control (HUD) Grant

Dr. David Grossman provided an update. A meeting was held with Mayor Mike Bell on this issue with good results. We were ready to send this grant back because public health was eliminated, the match ended up being a hard match (\$600,000) instead of a soft match, and the rules were changed regarding accomplishment. It was agreed that the City would come up with the match using CDBG money. We felt we could not abate the public health component. We needed \$210,000 over a three-year period. The funds will be unrestricted and will allow for a nurse for this program and other additional expenses.

Dr. Grossman noted three positive items—a public health aspect, bringing in over \$2 million to help abate homes, and collaborative efforts with other agencies. He noted that the Health Department is the grantee agency and therefore the responsible agency concerning this grant. This item will likely go through City Council in two weeks, followed by a press conference and formal announcement by the Mayor. Dr. Woodson thanked everyone involved in this grant.

Motion

Barbara Conover made a motion for approval of Transfers of Appropriations as read into the minutes by Dr. Sherman. Robert Reinbolt seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Robert Reinbolt made a motion to accept the committee report. Barbara Conover seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Facility Committee

No report.

Contracts

Dr. David Grossman reported there were no additional contracts to present.

Division Reports

Administrative Services

Joanne Melamed reported as follows: Bob Bobeck and Amy Skibinski, CPA's from Gilmore, Jasion & Mahler, Ltd., conducted an exit interview of the 2011 Audit. We had a clean audit. Joanne Melamed cited the good efforts of her staff in accounts receivable/payable and payroll.

The Lead Based Paint Hazard Control Grant will be effective as of July 1, 2012. We are partnering with the City of Toledo to address lead hazards by lead removal, renovation, remodeling, and maintenance activities county-wide. It is important to note that with state and federal grants in the future, we will have to provide leverage monies. One reason we received the recent HUD grant was because of the 27% leverage. Robert Reinbolt suggested revisiting the issue of the contingency/stabilization fund and perhaps contacting the Northwest Ohio Delegation. Other suggestions were made including contacting the County Commissioners' Office on this issue and utilizing our Legislative Committee.

Environmental Health

Eric Zgodzinski noted that his report was in the Board packet and reported as follows. He also presented a recent Advanced Practice Center (APC) report about transitional medicine and Dr. Woodson's name also appeared in the article.

Former Laboratory, 1021 Broadway Street

A briefing was provided on a former laboratory located on Broadway Street. The owner is Dr. Prakash Thombre. On May 31, 2012, hazardous material crews inspected chemicals inside this facility. City inspectors checked this facility before requesting Health Department assistance in identifying chemicals that were found inside. With the assistance of the Environmental Protection Agency (EPA) it was determined that there might be an immediate threat to public health inside the building. There were chemicals, as well as mold, inside the building. There was also a lack of electrical and plumbing services and other items of concern. Subsequently, meetings were held with the owner, Dr. Thombre, regarding the fate of this piece of property. This issue is now in the hands of the City of Toledo, except for the chemicals. We will work with the US EPA for the removal of the chemicals. Pictures were taken of the laboratory and will be shown to the Board as appropriate.

Dr. David Grossman said that we initially acted upon the City's request. At this point it appears that the building is dilapidated and this needs to be rectified with recommendations from the City. There are no immediate public health orders at this location. Eric Zgodzinski pointed out that after 9/11 public health has changed. We must now be proactive in protecting the general public from potential harm. Dr. Woodson thanked Eric Zgodzinski and Dr. Grossman for the update.

Health Services

Barbara Gunning said that she had a powerpoint presentation. She highlighted the following items:

Spanish Baby Shower

The WIC Breastfeeding staff held a Spanish baby shower at the Collingwood Presbyterian Church. We had 26 women in attendance. It was educational and promoted mainly breastfeeding, child care, and parenting classes. The nutritionist Stacey Costello provided education and put her artwork to use. The fruits and vegetables looked like Sesame Street characters.

WIC Site Visit

ODH completed the bi-annual WIC site visit May 15-17. Four corrective actions and one recommendation were made. All have been rectified, resubmitted and approved.

Education

Mary Sheehy, RN, and Barbara Gunning attended a conference at Lourdes College. The focus was on Quality & Safety Education for Nurses.

HIV Prevention/Testing/Site Visit

HIV prevention hosted training on ending violence against Lesbian, Gay, Bi-Sexual and Transgender people. Our electronic sign located in front of our building shows the message "LGBT" "friendly services" (lesbian, gay, bi-sexual and transgender). This is the 7th year for

our mobile HIV testing program. We tested at seven various locations. The HIV testing program recently received a good evaluation. A recommendation was made that we do a true opt-out testing program in which many patients will automatically be tested for HIV, unless they indicate on their paperwork that they do not want to test.

Get Your Rear in Gear

This event was held on June 2, 2012 where nearly 500 individuals registered for this race. Carol Haddix was the Coordinator of this event. Philip Sanford raised over \$2,000.00. His inspiration was his late mother, Mary Kay Sanford, who was a member of the Lucas County Colorectal Cancer Coalition. We need to get the word out that this particular disease is almost 100% preventable, as long as we get screened. Event shirts were distributed to Board members and others in attendance. The shirt has advertising on it with health messages. Rave Cinemas was recognized for their participation and use of the facility for this event.

STD Intensive Training

Several staff members attended an STD Intensive Training held on June 21-22 in Cleveland, Ohio. The State EPI was invited to come to Toledo in September. We are going to hold a smaller training for Lucas and other surrounding counties. Invited guests will include members of the Minority Health Commission, immunization / prenatal staff and others. The disparities involving sexually transmitted diseases and the pregnancy outcomes, especially regarding young women, is an area of concern.

New Physician

Dr. Gregory Johnson has been working in our Family Practice Clinic since early June. He replaced Dr. Irma Santiago.

Health Commissioner's Comments

Dr. David Grossman commented as follows. We obtained the HUD grant. We now have another grant to consider titled, Get the Lead Out. We will try to do that in conjunction with the HUD grant.

We were one of four health departments in the State to be recognized for NCQI. There were only 30 in the nation. The State will send us a press release template to use for this item. This recognition had to do about our food-borne outbreak in which we received \$5,000. This dovetails into the strategic plan. The State continues to push accreditation.

We were glad to receive a good report regarding our 2011 Audit.

Our Environmental Health staff has been involved with the recent The Roadhouse hearing. As a unified agency this creates a partnership opportunity working with other agencies.

Public Health in the News

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

We saw the end of May that the smoking ban, which passed in 2006, was upheld. Dr. David Grossman was recognized for his efforts.

There was additional information from Canada showing that the flu vaccine being given to pregnant women is adding significant benefits for the babies. It is important to have women protected against viruses as much as possible by immunization.

Dr. Woodson said she just returned from an AMA meeting. The number one issue we dealt with was a report from the AMA looking at setting policies of which one was an annual report on tobacco. Stakeholders use this type of item for educational and promotional pieces. That report will now remain. The AMA received 30,000 e-mails regarding the potential taxing of sugar sweetened beverages. This issue has to do with obesity. On-line bullying has become a big problem. The proper name has been changed to “electronic aggression”. Another item dealt with combatting obesity with physical education and nutrition in the schools. There was a public health a report on the adverse effects of night time lighting.

Dr. Prakash Thombre, owner of laboratory on Broadway Street, asked if the Board of Health wanted to know his side of the story. Dr. Woodson thanked Dr. Thombre for attending the meeting. She stated that we utilize a committee structure to address issues that are then forwarded to the full Board. Dr. Woodson then guided Dr. Thombre to set up a meeting with the Environmental Committee to discuss his issues in detail.

Next Meeting

The next meeting will be held on Thursday, July 26, 2012 at 8:30 a.m. at the Health Building, Department of Operations (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Donald Murray made a motion to adjourn the meeting. Robert Reinbolt seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:00 a.m.

Signed:

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

Attested By:

David Grossman, M.D.
Secretary to the Board