

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

July 22, 2010 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover, Mary Gregory, Donald Murray, A. Debra Nicotra, Jane Ringlein, Robert Reinbolt, Theodore Rowen, Dr. Christopher Sherman, and Dr. Donna Woodson

Absent: Darlene Chaplin, Reynald Debroas, Patricia Wilcox (all excused)

Guests: Kathy Holmes, ONA Representative; Steve Kowalik, AFSCME Local 7 Business Agent, Ryan Sekinger, Union Steward, AFSCME Local 7; Andrea Adams, Kathy Harms, Connie Mueller, Amy Pillarelli, Suzanne Miller Spalding, Shelly Turski, Terra Zare, Nursing Program, University of Toledo Medical College.

Staff: Ross Buckingham, Mary Frank, Dr. David Grossman, Barbara Gunning, Sue Lyons (for Bob Pongtana), Alan Ruffell, Larry Vasko and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced the following guests: Andrea Adams, Kathy Harms, Connie Mueller, Amy Pillarelli, Suzanne Miller Spalding, Shelly Turski, and Terra Zare. They are nursing students from the University of Toledo Medical College. He also introduced three union stewards/representatives: Steve Kowalik, Ryan Sekinger and Kathy Holmes.

Minutes of June 4, 2010 (Special Emergency Meeting)

The Board of Health held a Special Emergency meeting on June 4, 2010 to discuss budget issues. The minutes of June 4, 2010 were reviewed. Robert Reinbolt noted on page 2, paragraph 4, change sentence from “Dr. Grossman said that we had been giving some money” to “Dr. Grossman said no.” Dr. Sherman noted on paragraph 5, add “approximately” before “\$60,000.00”. Dr. Woodson noted on paragraph 8, omit the last sentence.

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

Minutes of June 24, 2010 (Regular Meeting)

The minutes of the June 24, 2010 regular meeting were reviewed. Dr. Donna Woodson noted on page 6, under Other Items, paragraph 3, line 2, change sentence from: “We will make a communication to our folks about the due date...” to “We will make a communication to our folks about the new due date (April 30) and the late fee will be assessed after that date in future years.” On page 6, paragraph 8, line 4, omit sentence beginning with: “He said he is uncomfortable...” Under Public Health in the News, change sentence to read: “Dr. Donna Woodson announced that she had attended the Disaster Preparedness Caucus of the American Medical Association meeting, which was held in Chicago, Illinois.”

Dr. Christopher Sherman suggested on page 5, under Administrative Services report, move paragraph 4, to page 3 under the Audit/Finance Committee report, 2009 Annual Audit Exit Conference. There was agreement.

Dr. Christopher Sherman made a motion to approve the minutes of June 24, 2010 as corrected. Jane Ringlein seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson noted there were no changes to the agenda.

Vouchers

Board members reviewed the July vouchers. Dr. Christopher Sherman said that the Audit/Finance Committee reviewed the items on the Bill Schedule and that Administration provided the committee with an updated list of vouchers. As previously reported, there was a Then and Now transaction processed regarding revenue/grant money (\$10,000.00), which was returned to the State. The remainder of the items were routine. Robert Reinbolt inquired about temporary employees employed under Cardinal Staffing? Larry Vasko replied that they are primarily serving under the H1N1 Summer project. There is one security person and one temporary in the Vital Statistics office.

A. Debra Nicotra made a motion to approve the payment of the July vouchers. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Old Business

Prosecutor's Update

Dr. Donna Woodson noted that Lance Keiffer, Assistant Prosecutor, was not present.

New Business

Confirmation of New/Separated Employees

Larry Vasko said that there was one new employee and one separated employee this past month. Leslie Raney was hired as a Nutritionist on July 19, 2010 at a rate of \$20.95 per hour. Deborah Frost, Supervisor-Personnel Services, retired effective June 30, 2010.

Mary Gregory made a motion to approve this report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Dale and Gerri Musser, 155 Stadium Road, Oregon, Ohio - Update

Mr. and Mrs. Musser requested an extension in time to tap into the sanitary sewer. Last month the committee had voted to table this item for 30 days giving the owners time to obtain a cost estimate and secure funding. Donald Murray reported that the committee met this morning regarding the Stadium Road tap in Oregon. A meeting was held with the wife of the property owner. Apparently, she has complied with some instructions that were presented to her; however, there is no signed contract yet. The committee tabled this issue. Alan Ruffell will follow up on this matter.

Robert Reinbolt made a motion to approve the report. Mary Gregory seconded the motion. A vote was taken: Voting: 9 yeas, 0 nays. Motion carried.

Personnel Committee

Ted Rowen said that the committee did not meet this past month.

Audit/Finance Committee

Dr. Christopher Sherman said that the committee met on July 15, 2010 and reviewed the following items: Review-June 2010 Financial Status, Review-July Bill Schedule, Update-Grant Funded Programs, Review-Contracts, Update-2010 & 2011 Supplemental Budget Request, Update-2011 Revenue & Expense Budgets by Funds and 2011 Operation Budget Request, Review-Status of Fund Balances and other items.

The committee spent some time reviewing line items and talking to administration about some particular areas of concern, specifically, the Travel Immunization program. Administration will explore reasons as to why people are not traveling as much. Dr. Woodson asked if there was much advertising in this area? Dr. Grossman said that no more than before, but perhaps it is due to the present economic conditions. He noted that individuals from the corporate level might not be traveling as much. A report is expected within 90 days. Dr. Woodson pointed out the importance of pursuing this item. She suggested contacting the travel industry and other agencies for related reports. It is also important to let people know of this service that we provide.

Dr. Sherman commented on the Grant Status report and on the CFHS grant received in the amount of \$508,560.00. Last year, the grant award was for \$698,000.00. It seems that monies are diminishing. On the Peer Advocate Immunization Program (\$165,000.00) we did not receive that grant. Administration indicated that it was not a surprise. We are conducting a follow up as far as what we could have done differently if anything to receive the award.

Dr. Woodson inquired about the peer advocate program. Barbara Gunning explained that community lay people are utilized to help educate individuals in their neighborhood to obtain immunization/H1N1 services. It is also used for our prenatal outreach project.

There were two grant applications—Teen Pregnancy Prevention (\$457,750.00) and Reducing the Disproportionate Toll of Tobacco Use in Populations with Smoking above 24% (\$75,000.00). We received the 2010 Tire Amnesty Grant (\$20,000.00).

Robert Reinbolt asked that since our general revenue expenditures are exceeding our general fund revenue by about \$300,000.00 what is administration doing to address that part associated with our budget? Dr. Grossman explained that about \$100,000.00 was for the generator and the school nursing position. In discussing this issue with Bob Pongtana he pointed out some items that we would still recommend. Some monies would come from unencumbered funds and he predicts that we will be even at the end of the year. We do not anticipate a carryover of funds. There are monies that should be coming in, but these monies have not come in yet. Mr. Reinbolt commented that maybe a separate account would be necessary.

The committee reviewed and approved a SmokeFree Workplace contract in the amount of \$16,250.00.

Regarding items 5, 6 and 7 dealing with the 2010 & 2011 Supplemental Budget Request, 2011 Revenue and Expense Budgets By Funds and 2011 Operation Budget Request, and Status of Fund Balances, the committee agreed with the update that administration provided regarding our future budget. There will be a shift in the way we do budgeting in the future. Board members will be kept apprised of this issue. Board members noted that some of these items included repairs to the interior of the building and parking lot needs, which will be discussed at the next Facility Committee meeting scheduled for next week.

Update-Grant Funded Programs

Current applications remain unchanged from last month totaling \$8,840,687.95. As of May 31, 2010, we received just over \$6,000,000.00, an increase of \$200,000.00, compared to the previous year. There are four grant applications currently in process totaling just under \$3,000,000.00. A highlight was noted under Public Health Emergency Preparedness. The original application was for \$655,000.00 and \$1.9 million was received for the current year.

Jane Ringlein made a motion for acceptance of the committee report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Contracts to the Board

Dr. David Grossman said after the Audit/Finance Committee met, two additional contracts were presented. The first one is for the local Commission on Minority Health, an ongoing contract in association with the University of Toledo for \$10,000.00 for continued evaluation of the grant.

Robert Reinbolt made a motion to approve this contract for \$10,000.00. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

The second one is from the H1N1 money for \$4,750.00. The original proposal started at \$20,000.00 and was scaled back to approximately \$5,000.00. This was extra money from our general fund to hire and work with the University of Toledo evaluators. This money was added to the \$200,000.00 to enhance our 60-day program previously discussed going into minority neighborhoods to conduct peer review and other immunizations.

Robert Reinbolt made a motion to approve this contract in the amount of \$205,000.00. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Division Reports

Health Services

Barbara Gunning reported on the following items: WIC, CPR Training, Grants, 60+ Program, Laboratory, Immunization Advisory Committee, Electronic Health Records and Creating Healthy Communities.

WIC

WIC will now have Nutrition Education kiosks for education at the downtown WIC office. We are one of the pilots for the state of Ohio.

60+ Program

Cathy Noble, Public Health Nurse, attended the Annual Meeting of the Area Office on Aging on June 25. Other attendees were Congresswoman Marcy Kaptur and Mayor Mike Bell. Other program activities took place at the Pilgrim Port Senior Apartments, Strawberry Acres

Senior Center and Sylvania Senior Center. There was an educational program on Shingles and Zostavax at the latter site.

Laboratory

Kathy Nave, Laboratory Technician, has set up another draw station on the first floor to improve patient satisfaction.

Immunization Advisory Committee

Barbara Gunning attended the Immunization Advisory Committee meeting in Columbus on July 14. An important topic was providing Tetanus immunizations either TB or Tdap during or after a disaster. Recommendations will be forthcoming.

Electronic Health Records

Barbara Gunning has formed a Super User Group consisting of a physician, nurse practitioner and others as part of the Electronic Health Records update. Consultants will receive input from the group.

Creating Healthy Communities

Tony Maziarz and Carey Neumeier met with Norplas Industries to outline strategies for the development of a worksite wellness policy. They also participated in a webinar “Pass or Fail: Evaluating How Industry Markets Food to Children” and “A Path from Home to Change”.

Administrative Services

Sue Lyons reported in Bob Pongtana’s absence as follows: B&B Communications received the contract to install the network drops at the WLCC. Ross Buckingham worked on the new PCs for the Medical Records System. He continues to work with the City of Toledo Facilities Division to resolve the maintenance issues in this building. Howard Cornett is currently assigned to this building.

There was one Notice of Award this month—CFHS - \$539,750.00. This includes a project in kind of \$32,000.00 as part of the grant requirement. There was one Notice of Award – Contract - 2010 Tire Amnesty Program -\$20,000.

There were three grants applications pending—Ohio Commission on Minority Health - \$93,750.00; Teen Pregnancy Prevention - \$500,000.00; and Reduction the Disproportionate Toll of Tobacco Use in Populations with Smoking Rates Above 24% - \$75,000.00. There was one grant application in process—Womens, Infants, and Children - \$2,335,266.00. There was one grant application not funded—Peer Advocate Immunization - \$165,000.00. There was one Grant Quarterly Expenditure Report—Public Health Infrastructure.

In Vital Statistics, there was an increase in the number of registered birth certificates; however, the revenue is still down.

Environmental Health

Alan Ruffell reported on the following items: New Software Programs, SmokeFree Workplace Program (Mandy Burkett), Fee Methodology and State Transmittals Training (Gene Hayden), Well Program Report, Solid and Infectious Waste Program Annual Survey, Food Vendors, Temporary Food Service Operation Inspections, Lead Poisoning Prevention Unit, Summons Hearing (Lake Erie Lodge) and Park Cleanup Events.

Our department is participating in a group research project along with other health departments in the state to evaluate available software programs designed to track environmental health activities. The goal is to be cost effective and to provide consistency. We had hoped the Ohio Department of Health would take the lead on this important issue.

Mandy Burkett, who is in charge of the SmokeFree Workplace Program at ODH, came to Toledo to give us advice on enforcement. We will be piloting new enforcement techniques to step up enforcement efforts. Dr. Grossman stated that Lance Keiffer, Assistant Prosecutor, had also participated in this meeting and presented ideas. It is anticipated that Mr. Bill Delaney's case would move to the top of this list. Mr. Ruffell announced that a hearing was held yesterday with Mr. Delaney but no results yet. The State is now conducting those hearings and we just learned that Hamilton County received a settlement for approximately \$41,000.00.

Gene Hayden from ODH provided training on fee methodology and State transmittals to our staff. Enforcement efforts have increased regarding illegal food vendors. Public Health Orders were issued to property owners for allowing the use of their property for these activities.

The Lead Poisoning Prevention staff participated in health fairs, outreach activities, Ohio Lead and Healthy Homes Conference, Lead Advisory Council Meeting, and "La Conexion" Training. A summons hearing was conducted for the Lake Erie Lodge, located on the east side, to address abandonment of the existing aerobic sewer treatment system and tapping into the sanitary sewer. Park cleanup events were completed at Galliers Park, Czlusta Park, and Clinton Park as a requirement of CDBG grant funding.

Dr. Woodson noted that THE BLADE had reintroduced printing restaurant inspection reports and that they would be done on a weekly basis. Mr. Ruffell said eventually all inspections would be posted on our website.

Community Response and Preparedness

Eric Zgodzinski reported on the following items: activities of the Epidemiology/Communicable Disease Staff, Clerical, Medical Reserve Corps, Disaster Response Planner, APC Coordinator and Director. He highlighted the following items:

Meetings continue with our neighboring health departments in Michigan to discuss issues such as epidemiology, infectious disease, disaster prep and other issues as we see the same type of problems in Ohio.

The epi staff continues to provide support on Phase 4 for H1N1 service to the underserved population. The staff attended the Ohio/Michigan and ICP meetings, and Table Top Exercise. They continued surveillance on enteric and flu cases, worked with CDC on the Salonells Baidon multi-cluster issue, assisted with Phase 4 for H1N1 service to the underserved population and chaired a meeting regarding Health Department activities. Clerical staff are assisting in organizing the Social Media Training to be held on July 23rd.

Stu Kerr submitted a Tobacco Grant to the Ohio Department of Health. He assisted in and photographed the CR&P exhibit at the Western Lucas County Clinic last month. Cheryl Murphy, Disaster Response Planner, continues to work on the Strategic National Stockpile (SNS) plan development. Greg Moore, APC Coordinator, is planning for the upcoming Functional Exercise at the Lucas County EOC. Work continues on securing Social Media

training for both Toledo-Lucas County Health Department and the region, as well as advanced technology for the division.

Robert Reinbolt asked about the upcoming exercise? Mr. Zgodzinski said that the event would be held on August 14th. Mr. Zgodzinski noted that two main issues are currently being addressed—quarantine and succession issue.

Donald Murray inquired if the health department was part of the urban search and rescue unit for the eighteen county area and about the notification process? Mr. Zgodzinski noted that he had received an instant message from Sandusky County regarding a collapse in Fremont. He then contacted Karen Silvestri about the event. Upon learning that it was an urban search and rescue role, he then took a more supportive role. He stressed the communication process when such events are public health issues. One person died in this collapse. He cited another incident about two weeks ago when he was awakened about 4:30 a.m. This event concerned a gas leak in Toledo. There was difficulty in contacting others. He said he met with staff from Environmental Services, Hazmat, and other agencies. This incident caused people to evacuate their homes. The gas leak was contained.

Health Commissioner's Comments

Dr. David Grossman commented as follows: Dr. Grossman recently presented on issues for blood sources in emergency times at the American Red Cross Medical Advisory Board. Apparently, the agency does not have a plan for this. Some ideas were presented to the agency in conjunction with a transitional model. We might be the first agency nationwide to address this issue. We are also involved in the Dog issue. A new law is being created in the City of Toledo, which will involve the Dog Warden, Sheriff's Office and the Health Commissioner.

We are looking at the new budget to secure new money for upgrading our social networking capabilities. Also, there will be a different approach on how we address budget issues in the future. Lance Keiffer will be meeting with Lucas County Auditor Anita Lopez soon regarding our budget. Dr. Sherman has suggested that no decisions be made at this time until more definite budget plans materialize, including a meeting of the Budget Commission. Ms. Lopez is also chair of this commission. Part of our overall plan is to create a capital fund. The whole process has been well thought out. Dr. Grossman stated that Ted Rowen also serves as counsel in these types of issues. Ted Rowen complimented Lance Keiffer for his role in this matter.

Dr. Grossman said that as part of the reorganization plan Administration has decided to move Vital Statistics from the Administrative Services Division to the Community Response and Preparedness Division. Administration has also decided to move Kevin Halligan (Sanitarian) to the position of Registrar. Bob Pongtana formerly served as Registrar as part of being Director of Administrative Services. Dr. Grossman displayed his confidence and support in Kevin Halligan and said that he would do just fine as a Registrar. At this time there is no change in his salary.

Ted Rowen made a motion to move the Office of Vital Statistics from Administrative Services to Community Response and Preparedness and to assign the position of Registrar to Kevin Halligan. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Other Items

Mary Gregory inquired about a cancer cluster in Ottawa County. Larry Vasko said that there was a cancer cluster in Sandusky County. It has not reached our border and we have not been involved as yet.

Donald Murray mentioned that he was questioned about not attending a recent Lucas County Township Association meeting. He noted that he never received an invitation for the meeting. Dr. Woodson asked if the Board could be of assistance? Mr. Murray stated that he had not received any feedback or comments on this issue. Dr. Woodson said this item could be addressed later and perhaps a letter written to the Township Association.

Dr. Grossman noted that the Board of Health minutes are now on-line under the health department website.

Public Health in the News

Dr. Donna Woodson commented on the recent restaurant reviews in THE BLADE and Dr. Grossman and the smoking issue.

Next Meeting

The next meeting will be held on Thursday, August 26, 2010 at 8:30 a.m. at the Health Building, Board Room, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Dr. Christopher Sherman made a motion to adjourn the meeting. Ted Rowen seconded the motion. The Board voted unanimously to adjourn. The meeting adjourned at 9:51 a.m.

Signed:

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

Attested By:

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