

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

**August 22, 2013 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Mary Duncan, Perlean Griffin, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman, Dr. Donna Woodson

*Absent:* Barbara Conover, Reynald Debroas, Matthew Heyrman (all excused)

*Guests:* Jennifer Gottschalk, new Union Steward, AFSCME Local 7; Cathy Noble, ONA Representative; Kevin Pituch, Assistant Prosecutor; Dr. Yasser Malik, Resident, ProMedica.

*Staff:* Jerry Bingham (for Eric Zgodzinski), Mary Frank, Dr. David Grossman, Barbara Gunning, Joanne Melamed, Larry Vasko

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

**Introduction of Guests**

Larry Vasko introduced Jennifer Gottschalk, Cathy Noble, Kevin Pituch and Dr. Yasser Malik. Mr. Vasko said that Jerry Bingham, Supervisor, Community and Environmental Health Services, would be presenting for Eric Zgodzinski.

**Minutes of July 25, 2013**

The minutes of the July 25, 2013 meeting were reviewed. On page 2, paragraph 6, line 1, add “for Western Lucas County Clinic” after “street signs”. On page 4, paragraph 4, line 2, strike the word “allows” and add the word “for” before “benchmarks”. On page 6, under Community and Environmental Health Services, change “two items” to “three items”. On page 9, paragraph 4, line 2, add “license for the rabbit” and on line 3, change “casing” to “covering”. There was agreement. Perlean Griffin made a motion to approve the minutes as corrected. Robert Reinbolt seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson noted that there would be a brief executive session to discuss personnel issues. There was agreement.

**Vouchers**

Dr. Christopher Sherman reported that the Audit/Finance Committee had met and reviewed the Bill Schedule. The committee was also provided with an updated list from administration. The committee found both the Bill Schedule and the updated list to be satisfactory and recommended approval. There was a question about “spike wipes”, vendor Supplies-Healthy Homes. Joanne Melamed explained that these are special wipes used for testing purposes in

the HUD and Lead Programs. Robert Reinbolt made a motion to approve the payment of the August vouchers. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Old Business**

#### **Follow Up Items**

There were no follow-up items.

#### **Strategic Planning/Accreditation**

Dr. David Grossman reported that there was no meeting held this month. However, Dr. Theodore Wymyslo, Director, Ohio Department of Health, was in Toledo on August 8, 2013 as part of an Ohio Department of Health Town Hall Tour. A discussion was held on “Coming Together to Transform Health in Ohio”. Dr. Grossman provided the welcoming address. On strategic planning Dr. Grossman announced that even though we planned to be done by the end of September, the timeline will now be either October or November. But we will still go ahead with accreditation as we see it wrapped up in the Strategic Plan.

#### **Ad-Hoc Committee (WLCC)**

Robert Reinbolt reported that the committee met on August 13, 2013 immediately following the Audit/Finance Committee meeting. The committee reviewed the latest report and statistics regarding the Western Lucas County Clinic. The committee made a recommendation to keep the Western Lucas County Clinic open at this time but to modify the workflow for efficiency. It will also consider other changes including the hiring of a family practice physician, team assignments for staff members, continuation of marketing efforts, relocation of additional services, etc. Donald Murray added that some different decisions might have to be made in the future based on statistics.

#### **Prosecutor’s Update**

##### **The Road House Bar**

Kevin Pituch, Assistant Prosecutor, reported on the current status of the Road House Bar. The Board of Health had issued a Public Health Order and the Board’s Order was affirmed by the court. The case is now in the appeal stage. Mr. Russell Kadri’s settlement conference is scheduled for September 10, 2013.

Robert Reinbolt asked about an update regarding smoking ban fines. Larry Vasko replied that we have received a favorable response from the Attorney General’s Office regarding the reimbursement of fines. A local attorney has also been hired to handle their court cases. It is anticipated that the number of court cases will increase. The Mayfly Tavern case is proceeding to court. Dr. Grossman commented that he feels the Attorney General’s Office has taken a particular interest in Lucas County and that their goal is to target major offenders.

Robert Reinbolt asked about the renewal date for liquor licenses. Larry Vasko replied that Eric Zgodzinski is working on this item. Donald Murray informed everyone that governmental agencies receive notifications regarding liquor license renewals. This provides an opportunity to object to certain license renewals, as well as flagging certain establishments.

Robert Reinbolt suggested placing license renewals as a follow up item in the agenda under old business. There was agreement.

### **New Business**

#### **Confirmation of New/Separated Employees**

Larry Vasko reported that there was one new hire and quite a few separations this month. Dorian Mundy was hired as a Community Health Worker on August 13, 2013 at a rate of \$10.00 per hour. She replaces Elijah Jones. There were five resignations: Anne Daoust-Garcia, Dental Hygienist, July 31, 2013; Paul Bauman, Sanitarian, August 1, 2013; Lana Glore, Supervisor-Community & Environmental Health, August 6, 2013; Michelle Wensink, Public Health Nurse, August 12, 2013 and Rachel Aeshliman, Public Health Nurse, August 16, 2013. Mr. Bauman will be working at the Toledo Area Sanitary District. Mrs. Glore went to the Wood County Health Department. Ms. Aeshliman went to the Williams County Health Department. Dr. Grossman announced that exit interviews were held with most of these employees. Additional exit interviews are scheduled for next Monday.

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

#### **Environmental Health Issues Committee**

Donald Murray said that the committee met on August 16, 2013. The committee reviewed the suggested fees from the cost methodology for the 2014 licensing period in the Community and Environmental Health Services Division. It was felt more financial information was needed. Joanne Melamed, Director, Administrative Services, will be invited to attend the next committee meeting.

#### **Personnel Committee**

There was no formal report.

#### **Executive Session**

Dr. Donna Woodson announced that an executive session is needed to discuss personnel issues. The following were requested to attend: Dr. David Grossman, Kevin Pituch, Joanne Melamed, Barbara Gunning and Larry Vasko. There was agreement.

Robert Reinbolt made a motion that the Board go into executive session to discuss personnel issues. Mary Duncan seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. The Board went into executive session at 8:55 a.m. and returned to regular session at 9:25 a.m.

#### **Audit/Finance Committee Report**

Dr. Christopher Sherman reported that the committee met on August 13, 2013 and reviewed the following items: July 2013 Financial Status, August Bill Schedule, Grant Funded Programs, Contracts, Other Items-Transfers of Appropriations, Flu Vaccine Fee Increase and Clinic Analysis.

### June Financial Status

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

### Grant Funded Programs

Total submitted applications in the amount of \$10,737,571 for 2012-2013 fiscal years, and during this same time period we were awarded \$6,730,226 in funding. Total applications in the amount of \$3,711,153 for 2013-2014 fiscal years, and during this same time period we were awarded \$998,072 in funding. No applications are in pending status.

We applied for one grant—Women, Infants, and Children - \$2,297,945.

### Contracts

There are four (4) contracts in the month of July/August:

1. Ohio Department of Health (Ohio Medicaid for Public Health Lead Investigations) - \$36,000
2. City of Toledo (Rodent Control) - \$112,271
3. Sylvania Board of Education (Professional Nursing Care) - \$45,980
4. Sylvania Board of Education (Three Public Health Nurses) - \$122,000

### Transfers of Appropriations

Dr. Sherman read two Resolutions/Transfers of Appropriations verbatim.

A. Debra Nicotra made a motion to accept and approve:

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 July 2013 in the ordinary course of business. Total of transfers was for \$115,388.63, consisting of changes in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of July 2013 in the amount of \$1,019,571.70 for revenue estimates and expense appropriations. This represents additional resource for new programs such as CDBG Rodent Control, Child and Family Health Services Program, Public Health Emergency Preparedness, and Personal Responsibility Education Program.

Robert Reinbolt seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### Flu Vaccine Fee Increase

Administration presented the committee with a request to move both of the vaccinations for the flu to the same price structure to avoid confusion. The costs were \$25 for Trivalent and \$30 for Quadrivalent. The suggested cost is \$30 for either vaccination. The committee recommends approval.

### Clinic Analysis

This item was previously discussed under the Ad-Hoc Committee (WLCC) report.

Mary Duncan made a motion to approve the committee report, including the Flu Vaccine Fee Increase of \$30 for the Trivalent and the Quadrivalent Vaccines. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Contracts**

Dr. David Grossman said there were no contracts.

## **DIVISION REPORTS**

### **Health Services**

Barbara Gunning reported on the following items: Mobile HIV Testing, HIV Prevention, Ohio Equity Institute, Healthy U Program, Medication Take Back Day, Shots for Tots, Medicaid Health Homes and Public Health, and Building a Collaborative Partnership.

#### **Mobile HIV Testing**

This program has been partnering with Mercy Health Partners allowing it to use the St. Charles hospital van.

#### **HIV Prevention**

Mary Jay, Disease Intervention Specialist, and Kenyetta White, UTMC, presented at the United Holy Church District African American Youth Convention on June 20. One of the areas that we have been targeting for HIV prevention over last couple of years has been African American groups. Next month there will be a presentation about health disparities in various populations. In Toledo most of the disparities are in the African American population. Many grants and activities are specifically geared for certain populations.

#### **Ohio Equity Institute**

Board members were invited to attend the Ohio Equity Institute event geared to improve birth outcomes. The date is Thursday, August 29, at 4 pm at the EMS Training Center on Jefferson Avenue. It is to hold a community discussion about this statewide intervention and to get ideas, thoughts and momentum behind this initiative. Mayor Mike Bell has been invited to give the welcoming address.

#### **Healthy U Program**

This is an evidence-based program that deals with chronic disease prevention, pain self-management, diabetes self-management, etc. It is a six-week program and participants attend once a week.

#### **Medication Take Back Day**

Another Medication Take Back Day is planned on Saturday, October 26 from 10 a.m. – 2 p.m. at the health department. Many items will be accepted including liquids and inhalers.

Dr. Donna Woodson suggested using this event for the distribution of Health Department pamphlets, which lists our services. Barbara Gunning said she would make that available as well as posters. Flu shots will also be provided.

### Shots for Tots

Donna Fox submitted a small grant application to the United Way. The goal of this grant is to keep children in school. Children will be excluded from school if they do not have all their immunizations. Grant funding will allow us to hold additional clinics to provide service right around the exclusion date. Last year the Toledo Public Schools mailed out about 1,300 exclusion letters. We usually hold a very large clinic before and after the day of exclusion.

Dr. Woodson suggested that Barbara Gunning contact the Academy of Medicine about this item so that physicians in the community would know that this service is available. There was agreement. Barbara Gunning said that tonight she would provide the Shots 4 Tots Clinic Schedule.

Dr. Sherman asked if there was a shortage of DTAP's as he is having a hard time obtaining them. Cathy Noble said that she was not aware of any shortage.

### Medicaid Health Homes and Public Health

Barbara Gunning will be presenting on Medicaid Health Homes and Public Health at the Association of Ohio Health Commissioners Conference in Columbus on September 13, 2013. Barbara Stichter, Supervisor, Dental Clinic, will also present on the Dental Clinic.

Barbara Gunning said that she attended the Combined Association of Ohio Health Commissioners' meeting in May and learned about the Medicaid Health Homes. There are five Medicaid Health Homes in Ohio and Lucas County has three of them (Zepf, Harbor and Unison). She said she has met with the three in Lucas County and they are pleased to have a contact.

Medicaid Health Homes help folks with mental health disorders. They connect with patients and do whatever they can to make sure they have their medical and mental needs met. People with mental health disorders are dying years earlier due to a variety of reasons. Dr. Wymyslo has made this program a priority item. Barbara Gunning said she would expand on this program at a later date.

Dr. David Grossman said that now agencies like Harbor, Unison and others have the responsibility to bring in the medical care and it is paid with Medicaid dollars. Basically, this is getting medical care to the mentally ill.

### Administrative Services

Joanne Melamed reported on the Information Technology (IT) Department and Sylvania Board of Education Contract. IT has completed an Allscripts upgrade in July/August. Scott Francis was working on getting the clinical module updated to a new version—12.0 vs. 10.3 version. And this version has the ICD-10 coding compliance. Along with the Allscripts upgrade a database server was replaced. This will allow more capacity as well as movement into the additional requirements of the meaningful use for the patient portal that will be coming on board in 2014.

A WASP Mobile Asset and database inventory system was purchased. This database will allow us to use a bar code system and to inventory all equipment at the main building as well as at the Western Lucas County Clinic.

A new software program called Spiceworks has been implemented. This replaces our outdated system. The new system helps with better coordination and prioritization of work requests for IT staff members. It is also used for Allscripts.

The Environmental Health staff will also be using a new software program called Health Space. This will improve calculations and reports. We are also working with the City of Toledo on the CityWorks Program. Environmental Health staff received training for this program.

Larry Vasko pointed out that the system will allow for the input of various issues, as well as tracking, follow up, etc. Dr. Grossman said it will also be beneficial regarding our Rodent Control Program.

#### Sylvania Board of Education Contracts

A Sylvania Board of Education report for period August 1, 2012 to July 31, 2013 was provided. The report shows the tracking of cost to the general fund for four nurses in the Sylvania Schools. Two contracts will be renewed for the next academic year.

Barbara Gunning reported that we have been working with the Sylvania schools over the past few years and discussions centered around our costs and stress on the general fund. They have been very generous regarding the increase in contractual obligations as we were low and pretty much breaking even. Regarding this academic year, it is estimated that we will have approximately the same cost next year as the current year; however, an analysis is planned later this year. If we discover that more funds are needed, we will set up a meeting with Sylvania Schools. The last adjustment was \$122,000 and took place last year. Joanne Melamed pointed out that if Sylvania Schools would contract on their own, the cost to them would be much greater than contracting with our agency. Barbara Gunning pointed out that this is a good way to build relationships with other school districts.

#### Community and Environmental Health Services

Jerry Bingham highlighted several items:

##### Epidemiology/Communicable Disease

There were 23 epicenter alerts that were generated for Lucas County Emergency Department visits in July. Each alert indicated that the number of visits for a cluster of symptoms (such as nausea or vision concerns) exceeded the predicted number based on historical data. A graph of the alerts received for the past several years was distributed.

**Dr. Donna Woodson asked if the epicenter alerts could be used for communicating with the medical community. Larry Vasko will follow up on this item.**

##### Leverage of Funds/Grant Issues Liaison

Tanika Carter, Dennis Hicks, and Clark Allen attended a free grantwriting session. They felt it was a very beneficial training.

## PIO

Stacey DeBruyne is working on building a demo of a new website for the health department, which is much needed. She also handled media inquiries on cyclospora and press conferences with 13 ABC, WTOL, and WNWO. Dr. Grossman said that bags of lettuce were the source of the cyclospora outbreak.

## Environmental Health Unit

A Board of Health tour of the “Element 12” Restaurant was held on August 1, 2013. The mock food safety inspection was conducted by Sanitarians Jennifer Gottschalk and Nate Fries.

Dr. Woodson commented that the inspection was well done and noted that this is another function of the health department—keeping the community safe. The establishment was very clean. Pictures were taken for future publications, etc. Dr. Grossman commented that this is a worthwhile event and urged other Board members to contact either Jerry Bingham or Eric Zgodzinski if they were interested in future restaurant inspections.

We received 57 plans for review for new or remodeled food service operations and retail food establishments so far this year.

## Health Commissioner’s Comments

Dr. David Grossman provided an update on our 501c(3) status. The process is moving along quite well; however, it seems that the next step is scheduling a meeting, which is a requirement, and creating a slate of officers. Peter Kanios, Assistant Prosecutor, is currently assisting our agency with this process.

Unfortunately, the department is experiencing a fair amount of employee turnover. However, the process for filling these vacancies has begun. So far, two interviews were held for the position of Supervisor-Environmental Health. There are also openings for sanitarians and nurses.

Robert Reinbolt said that some Board members had concerns pertaining to the Sylvania Schools and our budget. He asked about the possibility of including this item in our long-range planning and our strategic plan.

Dr. Sherman suggested a meeting with Superintendent Dr. Bradley Rieger, Sylvania Board of Education, regarding next year’s budget for academic year 2014-2015. Dr. Grossman thought this could be an item open for discussion and doable with the notion of possibly securing an agreement that would make us whole. Mr. Reinbolt offered other items for discussion including our future direction regarding our strategic plan, actual services provided to Sylvania Schools, as well as other school districts.

Dr. Woodson said that providing our services to the various school districts and tying it our strategic plan should be pursued. Eric Zgodzinski will be notified about this item.

## Public Health in the News

Dr. Donna Woodson reported on public health in the news. On August 11, 2013 there was a BLADE article in the editorial page titled “Initiative Aims to Curb Infant Mortality”. The



health department was mentioned. The statement was in an effort to close the gap on infant mortality rates. The article noted a new study that shows Ohio's infant mortality rate is 7.7 deaths per 1,000 live births. Dr. Theodore Wymyslo, Director, Ohio Department of Health, was a keynote speaker at the ODH Town Hall Tour earlier this month and spoke on this topic. Dr. Woodson thanked Mary Duncan, Matt Heyrman and Donald Murray for attending the event. She said infant mortality is a topic that needs further study.

On August 19, 2013 there was another newspaper article titled "Flavored Cigars Igniting Surge of Young Smokers". It appears that the FDA does not currently regulate flavored cigars. Smoking proponents contend that the agency's delay is threatening progress in reducing smoking among young people.

Currently there is a Cholera outbreak in Cuba. This is an item that could be brought back to the United States as many U.S. citizens are now visiting Cuba.

**Next Meeting**

The next meeting will be held on Thursday, September 26, 2013 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

**Adjournment**

Donald Murray made a motion to adjourn the meeting. A. Debra Nicotra seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:40 a.m.

**Signed:**

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

**Attested By:**

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