

**LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
DOC Room #254**

September 22, 2011 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Gregory, Matthew Heyrman, Donald Murray, Robert Reinbolt, and Dr. Christopher Sherman

Absent: A. Debra Nicotra, Theodore Rowen, Dr. Donna Woodson (all excused)

Guests: Paul Bauman, Steward, AFSCME Local 7; Cindy McLeod, ONA Representative; Dawn Durivage, Intern/Master's in Public Health Student, University of Toledo Medical College; and Stacey Castillo, Nutritionist

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

Robert Reinbolt, Vice President, called the meeting to order.

Introduction of Guests

Larry Vasko introduced Paul Bauman, Cindy McLeod, Dawn Durivage, and Stacey Castillo. Ms. Castillo is a Nutritionist who will be working with Tony Maziarz in the Women, Infants, and Children program.

Minutes of August 25, 2011

The minutes of the August 25, 2011 meeting were reviewed. Reynald Debroas made a motion to approve the minutes as presented. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion passed.

Agenda

Robert Reinbolt noted that there would be an executive session to discuss the budget, a personnel issue, and ONA negotiations.

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee reviewed the September vouchers and found them to be acceptable.

Joanne Melamed noted additions to the Bill Schedule, i.e., pages 8 through 10. These items were added after the committee had met. Mr. Reinbolt asked for clarification. Larry Vasko explained the importance of bills being current and meeting grant deadlines. Dr. Sherman suggested the separation of the two items in the future. Mr. Reinbolt suggested the sharing of any new information with the chairman via email or fax.

Eric Zgodzinski pointed out that the expenditure to the Rave Cinema for \$2,800.00 is being paid from Lucas County Medical Reserve Corps funds. The event will feature a movie titled "Contagion" and will be viewed at the Westfield Franklin Park Mall. Approximately 200

people are expected to attend. Also, Larry Vasko commented on the current renovation project and noted that there is additional outstanding work that is scheduled to begin next week on the first floor. Joanne Melamed explained the larger accounts including Lakeside and American Interiors in detail.

Matt Heyrman made a motion to approve the payment of the September vouchers. Reynald Debroas seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Confirmation of Employees

Larry Vasko reported there were three newly-hired employees and four resignations this month.

Anne Daoust-Garcia, Dental Hygienist (part-time), Health Services, was hired on August 29, 2011, at a rate of pay of \$23.93. Kevin Harrison, Network System Technician, Administrative Services, was hired on September 6, 2011 at a rate of pay of \$21.63. Stacey Castillo, Nutritionist, Health Services, was hired on September 20, 2011 at a rate of pay of \$18.49. Kevin Harrison was recruited from the Lucas County Information Services Department.

Kristin Howard, PIO Marketing Coordinator, Community Services, Response & Preparedness, resigned effective August 26, 2011. Steve Theiss, Physician Assistant, resigned effective September 7, 2011. Erin Coates, Nutritionist, Health Services, resigned effective September 23, 2011. Dawn Henderson, Laboratory Assistant (part-time), resigned effective September 23, 2011. Kristin Howard is relocating to North Carolina. Steve Theiss is returning to private practice. Erin Coates is relocating to Cleveland, Ohio. Dawn Henderson is relocating to Georgia.

Dr. Grossman noted that exit interviews were conducted for Kristin Howard, Erin Coates and Dawn Henderson and that Don Murray had participated in some of them. He said that the employees had situational changes that led to their separation and none of those were related to their being uncomfortable here. They provided positive comments during their interview.

Darlene Chaplin made a motion to approve the report. Donald Murray seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Prosecutor's Update

James Walter, Assistant Prosecutor, was present to provide legal counsel to the Board.

(Mary Gregory arrived at 9:25 a.m.)

Executive Session

Donald Murray made a motion that the Board go into executive session to discuss the budget, a personnel issue and ONA negotiations. Darlene Chaplin seconded the motion. A roll call vote was conducted. The Board went into executive session at 8:50 a.m. The Board requested the presence of Dr. David Grossman, Larry Vasko, Joanne Melamed and James Walter. The Board later returned to regular session at 9:50 a.m.

Dr. Grossman said that he is making a recommendation and requests acceptance and Board action regarding the termination of Carrie Warchol, secretary, due to sick leave abuse and

falsification, dishonesty, neglect of duty, inefficiency, incompetency, and overall failure of good behavior.

Reynald Debroas made a motion that the Board terminate Carrie Warchol, secretary, for the above-stated reasons. Donald Murray seconded the motion. A roll call vote was conducted. Voting: 8 yeas, 0 nays. Motion carried.

Maternity Unit Licensures

Dr. Grossman said the St. Luke's Hospital has submitted an application for license approval. The appropriate inspections were made by both the Ohio Department of Health and the Toledo-Lucas County Health Department. Donald Murray made a motion that the Board approve the maternity unit licensure for St. Luke's Hospital. A roll call vote was taken and Board members voted as follows:

| | |
|-------------------------|---------------|
| Darlene Chaplin | Yea |
| Barbara Conover | Yea |
| Reynald Debroas | Yea |
| Mary Gregory | Yea |
| Matthew Heyrman | Yea |
| Donald Murray | Yea |
| A. Debra Nicotra | Not Available |
| Robert Reinbolt | Yea |
| Theodore Rowen | Not Available |
| Dr. Christopher Sherman | Yea |
| Dr. Donna Woodson | Not Available |

Vote: 8 yeas, 0 nays. Motion carried.

2012 Proposed Environmental Health Fees – First Reading

Alan Ruffell presented the 2012 Proposed Food Fees for the first reading. The food operation fees are being lowered by approximately 10% for all food programs and would be effective January 1, 2012. The Ohio Department of Health provides formulas to calculate fees that allow Health Departments to recoup expenses from two years ago. The Audit/Finance Committee has also reviewed and approved the fees. Matt Heyrman made a motion to approve the first reading of the 2012 Proposed Food Fees. Barbara Conover seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Donald Murray said that the committee met on September 20, 2011 and addressed proposed changes to Environmental Health Services licensing fees. The committee recommended proceeding with the first reading on the food fees, but decided to further research the well and sewer treatment system fees before considering any increases. The committee discussed the possibility of continuing the Marina program locally, since the Ohio Department of Health has dropped this program. The committee agreed that if we have the legal authority, the inspection of these facilities should continue. Director Ruffell will research our legal authority. Barbara Conover made a motion to approve the report. Dr. Christopher Sherman seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Personnel Committee

The Personnel Committee meeting was cancelled as Ohio Nurses Association representatives were unable to attend. Dr. Grossman noted that one outstanding issue was still pending.

Audit/Finance Committee

Dr. Christopher Sherman said that the committee met on September 17, 2011 and addressed the following items: August 2011 Financial Status, September Bill Schedule, Grant Funded Programs, Contracts, Bureau for Children with Medical Handicaps (BCMh) Program, Fee Increases and New Hire.

The committee reviewed the Consolidated Financial report as of August 31, 2011. Figures were provided for both the revenue and expenditures of the Health Department including General Fund and Special Revenue Fund-Grants.

There are 7 grant applications in process for a total of \$849,335.00: Creating Healthy Communities, Dental Sealant Program, HIV Prevention, Immunization Action Plan, Safety Net Dental Care Program, Sexually Transmitted Disease Control and TB Case Management.

The BCMh program has received \$69,720.00 from billings in 2011. As of week ending September 16, 2011 outstanding accounts receivables are for \$6,500.00. The audit of past files is coming to an end and collections totaled about \$90,000.00 as of the end of September.

A Board resolution is required to approve increases in fees for the following:

1. Administration Fee increase in Adult and Travel Immunization from \$20.00 to \$30.00, in addition to the cost of vaccine.
2. Increase fee for nurse traveling to conduct an immunization clinic or educational session from \$50.00 to \$60.00.
3. Increase fee for TB testing from \$10.00 to \$20.00.
4. Increase fee for STD testing from \$20.00 to \$30.00.
5. Implement a base fee of \$20.00 for patients seen in Adult Medical Clinic.
6. Charge administration fee of \$3,000.00 for "pass through" grant dollars to cover the cost of the Grants Coordinator, Project Coordinator and related items.
7. Increase in fees for pharmacy:
 - a. Birth control \$5.00;
 - b. If the cost of prescription is under \$50.00, then charge \$5.00 co-pay;
 - c. If the cost of prescription is over \$50.00, then charge \$10.00 co-pay;
 - d. Co-pay charge for 3rd party insurance, not to exceed \$10.00.
8. Credit or Debit card payment cost passed on to the customer, in addition to \$1.00 convenience fee.
*These fee increases to be effective October 1, 2011.
9. Food Operations fees, effective January 1, 2012, are lowered by approximately 10% for all food programs. ODH provides formulas to calculate fees that allow the Health Department to recoup expenses from 2 years ago. The cost of wages, fringes, travel, mileage, and 30% overhead goes into the calculation of fees. Based on the formula and the actual cost from 2 years ago, the fees are being lowered by approximately 10% across the food programs.

Other Items – New Hire

Administration presented to the Audit/Finance Committee a proposal to hire Dr. Kevin Knierim, dentist, as an employee vs. contractual. This decision affects coverage and has a budget neutral effect.

Board Resolution – Increase in Fees

Donald Murray made a motion that the Board approve a Resolution to approve an increase in fees for the above items 1 through 9 in the various program areas. Matt Heyrman seconded the motion. A roll call vote was conducted: Voting: 8 yeas, 0 nays. Motion carried.

Donald Murray made a motion to approve the Audit/Finance Committee report. Barbara Conover seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Robert Reinbolt said that he had toured the clinics last week and invited Board members to do the same. Barbara Gunning agreed to conduct the tour.

Contracts

Dr. David Grossman said there were no additional contracts.

Division Reports

Health Services

Barbara Gunning reported on the following items: HIV Prevention, Bureau for Children with Medical Handicaps (BCMh), Minority Health, Pharmacy, 60+, School-Based Eye Clinic, and Take Your Loved One to the Doctor Day. Barbara Gunning distributed County maps to our Board members.

The HIV and Sexually Transmitted Disease (STD) grants lost a total of \$110,000.00 for the coming year. Lower numbers of STDs and our relatively low population compared to other cities resulted in the reduced level of funding.

Kathy Holmes, Public Health Nurse, attended a Public Health Nurse Education Day on August 11. The topic of the Medicaid Administrative Claiming (MAC) program was discussed. This program allows health departments to bill Medicaid for services and time spent assisting families with Medicaid enrollment.

Ronata Bryant, Minority Health Coordinator, organized a Community Health Fair at the Westfield Franklin Park Mall on September 16. Ten local agencies had informational tables at this event. In the pharmacy, a new formulary went into effect on September 14. There were no complaints from either patients or providers.

Michael Allison, School-Based Eye Clinic Coordinator, continues his recruitment efforts for an optometrist for the Clinic.

The "Take Your Loved One to the Doctor Day" health fair was held on September 20. Minority Health Coordinator Ronata Bryant's focus at the health fair was community member recruitment and education about the minority health program. The Health Department also conducted HIV testing resulting in eighty-nine people being tested.

Administrative Services

Joanne Melamed reported as follows: Kathy Holmes is involved in the Medicaid Administrative Claiming (MAC) program. This program presents another opportunity to increase revenue for the Health Department. These are available Federal Funds under Medicaid for the cost of administering activities that directly support efforts to identify and enroll potential eligible clients into Medicaid. A presentation was held for nurses and staff to explain this program. Staff will be involved in a time study as part of the MAC Implementation Plan.

The Health Department has an opportunity from the Ohio Department of Job and Family Services to receive payments for eligible professionals as we continue to use certified electronic health records. As part of the Medicaid Provider Incentive Program each eligible professional can receive up to \$63,750.00 over a maximum period of 6 years. There is an opportunity to receive \$21,250.00 in 2011 for each eligible professional and \$8,500.00 in years 2012 to 2016.

An additional Medicare Electronic Health Record (EHR) Incentive Program provides a similar incentive. We have an opportunity to receive \$18,000.00 in 2011 for each eligible professional, \$12,000.00 in 2012, \$8,000.00 in 2013, \$4,000.00 in 2014, and \$2,000.00 in 2015. Dr. Ionel Welt, physician, has already signed up for this program.

Kevin Harrison, Network System Technician, was hired on September 6, 2011 to work in the Information Technology Department with Scott Francis. Mr. Harrison also previously worked at the County IT Department.

Environmental Health Services

Alan Ruffell reported on the following topics: Mercury Spill, Lead Hazards, Karim Baroudi Appointment, Lead Contractor Training Course, Lead Poisoning Prevention Unit, Person in Charge Class, Complaint Inspection, MSDS Documents (Rodenticides), Pandemic Flu Training, Central Ohio Bed Bug Task Force Summit, William Delaney, and Harmful Algal Bloom (HAB).

There was a mercury spill at the Gingerbread House on Ryan Road. The children were evacuated and decontaminated. The situation was remedied and the building was cleared for occupancy.

William Delaney's Administrative Review Hearing is scheduled for September 27, 2011 for a \$5,000.00 fine.

Notices were recently delivered to Lucas County veterinarians, marinas, and doctors' offices to promote awareness of the public health issues associated with the Harmful Algal Bloom problem in Lake Erie. These particular algal are capable of producing toxins, which can cause human and animal illness.

Mr. Ruffell noted a Sewage Installer/Septic Hauler Home Builder Meeting notice in the Board packet. An initial meeting is scheduled on Tuesday, October 25, 2011 from 9:00-11:00 a.m. at the Sylvania Township Hall, 4927 Holland Sylvania Road. A topic of discussion will be the Revised "Pink Slip" Policy. Board members were invited to attend. A suggestion was made to invite Trustees from the District Advisory Council to the meeting. There was agreement.

Community Services, Response and Preparedness

Eric Zgodzinski reported as follows: Kevin Halligan, Vital Statistics Registrar, was recognized for his participation in the "Rev3 Half Ironman" event, which took place on September 11 at Cedar Point. Mr. Halligan finished the event in 6 hours and 14 minutes.

Mr. Zgodzinski announced that our Point of Dispensing (POD) grant was approved this past month.

A powerpoint presentation was provided covering: Quarantine and Isolation, Ohio Revised Code 3707.06, Specific Diseases, and Other Agents/Diseases of Concern. The focus is on specific diseases, such as, cholera. This is a concern whether manmade or terrorist. Dr. Grossman commented that many Health Department employees were vaccinated with the smallpox vaccine several years ago. We need to make sure we are prepared with identifying other agents. We will revisit these in greater detail in the coming months. Dr. Grossman noted that Public Health Emergency Response grants are being cut drastically.

The flyer for the movie "Contagion" screening on October 13, 2011 at Westfield Franklin Park Mall was distributed. The movie will start at 2:00 p.m. There will be a discussion following the film about local preparedness efforts. Board members were invited to attend.

Health Commissioner's Comments

Dr. David Grossman said he plans to send a budget proposal for a 5% increase to Andy Glenn, Chairman, for distribution to members of the District Advisory Council (DAC). A suggestion was made that any correspondence sent to the DAC members send by certified mail. Also, we plan to call about scheduling a Budget Commission meeting by tomorrow. It was agreed to contact the Mayors of Maumee, Oregon and Sylvania and invite them to attend the Budget Commission meeting for support when it is scheduled.

This year the flu season is different in that the same flu immunization, which includes H1N1, that was given last year, will be given this year. The immunization will serve as a booster. As a result, flu shots are being administered earlier in the season this year compared to last year.

There is a "Medical Home" format for Medicare. All physicians will need to part of this. More information will be forthcoming. Also, Medicaid eligibility requirements are due to change in January 2012.

Other Items

Barbara Gunning announced that the Health Department had just received funds totaling \$25,000.00 for eye examination equipment from Fifth Third Bank.

Donald Murray announced this week is "Fire Prevention Week". He gave a reminder to change the batteries in our smoke detectors when we change our clocks back on November 4th. Smoke detectors may be obtained by contacting the Fire Prevention Bureau.

Next Meeting

The next meeting will be held on October 27, 2011 at 8:30 a.m. at the Health Building, DOC #254, (formerly Board Room #252), 635 N. Erie Street, Toledo, Ohio.

Adjournment

Donald Murray made a motion to adjourn the meeting. Reynald Debroas seconded the motion. 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**