

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

August 25, 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, A. Debra Nicotra, Robert Reinbolt, Dr. Christopher Sherman and Dr. Donna Woodson

Absent: Theodore Rowen (excused)

Guests: Jeff Bright, Vice President, AFSCME Local 7; Vaughn Jackson, Steward, AFSCME Local 7; Cindy McLeod, ONA Representative; Evelyn Schreier, Pharmacist; Kelli Cole, Pharmacy Intern; and Bryan Bishop, Pharmacy Intern

BLADE Reporter: Julie McKinnon

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

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

Introduction of Guests

Larry Vasko introduced Jeff Bright, Vaughn Jackson, Cindy McLeod, and Cathy Noble. He noted that Julie McKinnon from the BLADE was also present. He said that Evelyn Schreier, pharmacist, has asked her interns Bryan Bishop and Kelli Cole to attend today's meeting. Bryan Bishop will be presenting today on the topic of our pharmacy's formulary.

Minutes of July 28, 2011

The minutes of the July 28, 2011 meeting were reviewed. The following changes were made: On page 4, last paragraph, line 3, add the phrase "after further consultation with and acceptance by the Board." Omit the next sentence: "Then the Board will be notified." On page 5, paragraph 7, line 1, change sentence from: "Dr. Woodson voiced her concern sharing this new information with DAC representatives." to: "Dr. Woodson voiced concern to assure sharing this new budget information with DAC representatives." On page 6, last line, change the word "Advance" to "Advanced".

Robert Reinbolt made a motion to approve the minutes as amended. Dr. Christopher Sherman seconded the motion. A vote was taken of those present. Motion passed.

Agenda

Dr. Donna Woodson noted that there would be an executive session to discuss personnel issues.

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee reviewed in detail per line item the August vouchers. This serves as the final copy, and the committee recommends

approval. Board members made two inquiries, both on page 3. The initials IAEM stand for “International Association of Emergency Preparedness Management”. The expenditures will be used for an upcoming conference in November. And, Nuestra Gente is a radio station and community organization that we subcontract with especially for HIV.

Donald Murray made a motion to approve the payment of the August vouchers. Robert Reinbolt seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Prosecutor’s Update

Dr. Donna Woodson said that we will not have a prosecutor today and that the Board would take a moment of silence to remember Lance Keiffer, Assistant Prosecutor, who had recently passed away. She noted that Mr. Keiffer had served us well in the community. He played a pivotal role in the passage of the SmokeFree Workplace Indoor Act. Mr. Keiffer will be missed. Dr. Woodson announced that Andy Ranazzi would replace Mr. Keiffer as the Board’s legal representative.

(Reynald Debroas arrived at 8:40 a.m.)

Executive Session

Barbara Conover made a motion that the Board go into executive session to discuss personnel issues. A. Debra Nicotra seconded the motion. A roll call was taken. Motion carried. The Board went into executive session at 8:40 a.m. and returned at 9:15 a.m. Dr. David Grossman’s attendance was requested.

Confirmation of Employees

Larry Vasko reported that there were no newly hired employees. There were five layoffs and one recall.

The following employees were laid off—Danielle Stratton, Public Health Nurse, Environmental Health Services, effective July 1, 2011; Brenda Elliott, Public Health Nurse, Health Services, effective July 1, 2011; Shasta Hill, Social Worker, Health Services, effective July 1, 2011; Meredith Moran, Health Educator, Health Services, effective August 1, 2011; Amy Worstell, Public Health Nurse, Health Services, effective August 6, 2011. One employee retired—Mary Burns, Sanitarian, Environmental Health Services, effective July 29, 2011. One employee was recalled—Danielle Stratton, Public Health Nurse, Health Services (School Nursing) effective August 1, 2011.

Mr. Vasko said that with the retirement of Mary Burns and other changes including promotions and separations, there would be two fewer sanitarians, two fewer nurses, and one less health educator.

A. Debra Nicotra made a motion to approve the report. Darlene Chaplin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Special Report – Pharmacy Report

Dr. David Grossman commented as follows: Our Pharmacy has always been a bright spot for many years and over time has proved to be a fiscal challenge. Costs should be streamlined. Our co pay is favorable but still an expense. We need to be efficient and as cost effective as possible. It seems that we are the last health department in the State with a pharmacy.

Dr. Grossman provided an update on our formulary. He noted Bryan Bishop, pharmacy intern, and a 6-year student, has taken it upon himself to relook at our formulary, everything short of antibiotics. His goal is to recreate the formulary, resulting in significant cost savings. Evelyn Schreier said that Kelli Cole was also present today and she is the August rotation student. She said that Bryan Bishop would explain his proposal.

Mr. Bishop explained goals of the formulary revision: to eliminate unnecessary therapeutic duplications, to streamline the formulary, control cost, and to expand the formulary by adding medications and classes of medications that the pharmacy has not carried before. He said that after looking at all the suggested drugs that could be eliminated from the formulary, the pharmacy could save approximately \$13,450.00. Also, by re-instituting a reduced co-pay system and charging \$2.00 there might be a significant profit.

Board members made several inquiries regarding specific prescriptions, and other items. Dr. Grossman said there is room to look at the antibiotic issue. He said that this item could be addressed sometime this year for additional potential cost savings.

Maternity Unit Licensures

Dr. David Grossman presented one maternity unit licensure for the Board's consideration and approval. Dr. Christopher Sherman made a motion to approve maternity unit licensure for Flower Hospital. Robert Reinbolt seconded the motion. A roll call vote was taken and Board members voted as follows:

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

Vote: 8 yeas, 0 nays, 1 Abstained. Motion carried.

Environmental Health Issues Committee

Donald Murray said that the committee did not have a formal report; however, the committee did meet and had additional questions. The committee instructed Alan Ruffell to provide additional information relating to food service license fee structures in similar/like areas and population centers in the State of Ohio. When the committee receives the information, it will provide a formal report. Meanwhile, the committee will continue to meet.

Dr. Christopher Sherman made a motion to approve this report. Barbara Conover seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Personnel Committee

This committee did not meet this past month.

(Mary Gregory arrived at 9:40 a.m.)

Audit/Finance Committee

Dr. Christopher Sherman said that the committee met on August 16, 2011 and discussed the following items: July 2011 Financial Status, August Bill Schedule, Grant Funded Programs, Contracts, Update-BCMH Program, Other Items-2012 Budget, Appropriation Revisions and Other Items.

Guests Discussion

Dr. Sherman said that the committee also heard a presentation from Evelyn Schreier and Bryan Bishop regarding final recommendations on the use of formulary drugs. The committee was happy to hear of a potential savings of approximately \$13,450.00, based on formulary changes, especially in light of the current budget deficit.

June 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department. General Fund and Special Revenue Fund-Grants.

Grant Funded Programs

Total applications in the amount of \$6,915,894.00 for 2010-2011 fiscal year were submitted. During this same period we have received \$5,706,137.00.

We received a Child and Family Health Services (CFHS) grant for \$502,000.00. This represents \$81,822 (16.3%) reduction and will impact Reproductive Health Services. The Women, Infants, and Children (WIC) grant application was submitted for \$2,335,266.00. There is speculation that this grant will receive a large cut. This grant provides many services to our community.

We applied for a Public Health Emergency Preparedness grant for \$413,627.00 and were awarded \$322,206.00. This represents \$91,421.00 (22.1%) reduction. We submitted an Advance Practice Centers grant application for \$300,000.00.

We did not receive a grant for the Reproduction Health and Wellness Program (\$470,000.00). The impact is a loss of \$87,935.00 and with the reduction in the CFHS grant of \$81,822.00, leaves us to decide on the future of the Reproductive Health Program, which is a potential cost of \$169,757.00.

We also did not receive the Ohio Healthy Homes and Lead Poisoning Prevention Regional Support grant for \$100,000.00. There is one grant application in process for T.B. Case Management for \$46,000.00.

Bureau of Children with Medical Handicaps (BCMH)

This program has received \$31,840.00 from billings in 2011. As of the week ending August 5, 2011 outstanding accounts receivable are for \$38,700.00. There was an adjustment of our billing patterns as recommended. We continue to monitor this program and keep the Board apprised.

Other Items – 2012 Budget

The 2012 General Fund Budget was presented to the committee. The 2012 Projected Revenue is \$2,237,479.73. The proposed budget is \$7,232,380.97. With contributions from the municipalities, there remains a significant budget shortfall of \$633,066.24. Each director is asked to identify areas of real cost savings to the general fund.

Other Items – Appropriation Revision

Dr. Sherman announced that a Board resolution is required to approve Appropriation Revisions from January 1, 2011 through July 31, 2011 for the General Fund, Special Revenue Fund-Fees, and Special Revenue Fund-Grants. The resolution was presented for the Board's consideration and approval. (See Attachment)

Dr. Sherman explained that the General Fund requires transfers of resources between departments within the same fund for Adult Medical, Laboratory, Travel/Immunization and Health Transfer. Mobile Vision is a new program with a revenue and expense projection of \$103,000.00. Special Revenue-Fees Fund requires an additional appropriation of \$9,000.00, these funds are the unappropriated cash reserve balance in the Manufactured Homes department. Special Revenue Grant Fund required appropriation adjustments, due to increase or decrease in funding under the grant program. Assignment of new revenue estimates and appropriations are required for any new grant award or continuation of grant program for the budget period. Joanne Melamed explained that anytime changes are made to the original budget, Board action is required to approve those changes. She informed the Board of the process, which includes final approval by the County Auditor's Office. The Auditor's Office serves as the fiscal agent for the entire County.

Matt Heyrman inquired about how the appropriations were handled in the past under the Board of Health. Joanne Melamed explained that the appropriation changes were presented and approved by the Board in a different format, but not as formal resolutions. They were properly entered in the Board of Health minutes.

Other Items

The committee discussed potential employee retirements, due to proposed changes in the Ohio Public Employees Retirement System (OPERS) in Columbus. The proposed changes include cost of living allowance, etc. If changes occur, some employees might retire and the Board would be obligated to pay their severance packages.

Barbara Conover made a motion to approve the Audit/Finance Committee report. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Board of Health Resolution

Robert Reinbolt made a motion to approve the Board of Health Resolution for transfers and appropriation. Barbara Conover seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Sherman noted that Board members had received an official Audited Financial Statement for period ending December 31, 2010 in their packet.

Dr. Woodson asked if there would be actual savings in the pharmacy regarding the \$13,000.00 amount? Dr. Grossman replied that it would be an indirect savings, as other medications would need to be purchased to replace other medications. Dr. Woodson commented that it is incredibly important to keep our pharmacy.

Matt Heyrman asked if the \$2.00 co pay was something being considered in the budget modifications that would be brought back to the Board? Dr. Grossman answered yes. He anticipated that approximately \$7,000.00 to \$10,000.00 could be gained in the co pay.

Matt Heyrman asked if the Board would conduct “departmental budgeting” next year? Dr. Grossman replied yes. Dr. Sherman commented that there is a certain amount of urgency that the Board meet, as there is no set date for meeting with the Budget Commission. He noted that the Board wants to be as prepared as possible, as this would increase our chances of receiving the 5% increase.

The Board decided to hold a retreat on Saturday, September 17, 2011 at 9:00 a.m. (The location to be announced later.)

Facility Committee

A. Debra Nicotra said that there was no report. The committee will review the budget situation before continuing with building renovations.

Contracts to the Board

Dr. Grossman said that there are no additional contracts.

Division Reports

Community Services, Response & Preparedness

Eric Zgodzinski presented a continuation in the series of Board of Health training using a building block approach. He distributed electronic devices. Board members participated in the training regarding Quarantine procedures by taking a test consisting of approximately ten questions. Afterward, the answers were reviewed.

Health Services

Barbara Gunning reported on the following items: Take Your Loved One to the Doctor Day, Immunization Action Plan, Creating Healthy Communities, WIC, Medication Disposal Day, GuardCare and Tobacco Prevention.

Barbara Gunning distributed a candy treat to Board Members as part of Breastfeeding Awareness Month. Gloria Shortridge, WIC Breastfeeding Consultant, was the contributor. The Health Department received a resolution from the Office of the Governor on “Breastfeeding Awareness Month”. Barbara Gunning pointed out that there are tremendous health, social, and educational benefits to breastfeeding.

Take Your Loved One to the Doctor Day

A “Take Your Loved One to the Doctor Day” event will be held on Tuesday, September 20, 2011 at the Erie Street Market. Jerry Kerr, HIV Coordinator, is the organizer. Many health topics will be covered and about 40 tables will be available for vendors.

Immunization Action Program

Staff in the Immunization Action Program has been participating in a Health Fair Series sponsored by Commissioner Tina Skeldon Wozniak. This program is also coordinating efforts with the Minority Health Commission to improve immunization rates. Cindy McLeod, Public Health Nurse, submitted an application to participate in the Sanofi Pasteur’s Pertussis Protection Program. With this vaccination program, for every 100 doses of Adacel purchased, one dose can be given away to vaccinate a needy parent or family member of a newborn.

Dr. Woodson said that regarding Adacel, the Centers for Disease Control (CDC) has recommended that all adults who get a booster shot for tetanus (usually diphtheria and

tetanus together) also receive the whooping cough vaccine because of the tremendous resurgence of this. There is also a recommendation for grandparents with children at home to get vaccinated.

Cindy McLeod noted that some work was done in the community regarding adult immunizations with Tetanus, Diphtheria, and Acellular Pertussis (Tdap). It involved a partnership with ProMedica, Paramount Health Insurance, and some schools. Another educational session is planned on Tuesday for all Sylvania teachers. Afterwards, teachers will be offered Tdap, Hepatitis A and Hepatitis B vaccinations.

Creating Healthy Communities

Tony Maziarz, Health Educator, in collaboration with the YMCA, the Hylant Group, ProMedica and St. Luke's will be holding the 5th Annual Worksite Wellness Conference at St. Luke's on September 15.

Mr. Maziarz also works on population-based activities. He is promoting the Community Garden Resource Guide developed by the Ohio State University Extension Office. The book was presented for viewing. This is where organization, business, communities and neighborhoods might want to have community gardens.

Dr. Woodson asked about the involvement of children regarding community gardens? Barbara Gunning said this depends on where the gardens are located. Dr. Woodson said that one of the medical students had suggested getting children interested in good nutrition and growing their own gardens. The Educare Center located at the University of Toledo Medical Center was suggested for this type of project. Barbara Gunning said she would follow up.

Women, Infants, and Children (WIC)

Health Department staff distributed Farmers Market coupons at the Toledo Farmers Market on August 20 and will be there again on August 27. Cuts in the WIC program are anticipated.

Medication Disposal Day

Evelyn Schreier and Amy Ninlawong, intern, are organizing a medication disposal day for participation in the "National Prescription Drug Take Back Initiative" to be held on Saturday, October 29 at the Health Department.

GuardCare

GuardCare provided free health care to over 525 area residents on August 20 and 21. The event took place at the Health Department main campus. We are following up on all the laboratory work. Next year we plan to help the host county who will participate in GuardCare. Dr. Grossman said that he had met with Deborah Ashenurst, Ohio Adjutant General, and Dr. Theodore Wymyslo, Director, Ohio Department of Health, at the GuardCare event. The event received good kudos from the City of Toledo.

Tobacco Prevention

Stu Kerr, Tobacco Prevention Coordinator, met with the administration at the Dental Center of Northwest Ohio to discuss smoking cessation programming.

Administrative Services

Joanne Melamed reported as follows: We finally received the official Audited Financial Statement for the Health Department for period ending December 31, 2010. Gilmore, Jasion and Mahler, Ltd. prepared the document. The independent auditors looked at our financial

position including cash receipts, cash disbursements, changes, cash balances and reserves for encumbrances. There were no “material misstatements” meaning we are very healthy regarding the reporting of our finances. The auditors reviewed two federal grants—Women, Infants, and Children and Public Health Emergency Preparedness. There was full compliance with all laws, regulations, contracts, and all grant application requirements. Last year, the Health Department received two audit corrections, which were cleared. Next year, we asked the auditors to also focus on our smaller grants.

Ms. Melamed said that regarding revenue opportunities and as we look at budget cuts, we also want to pursue additional revenue streams. We have learned that anytime staff assists clients/patients in applying for Medicaid, the billing division can bill for administrative services. Other counties have received from \$50,000.00 to \$200,000.00 annually for this service. Also in our pharmacy there are about 17,000 patients and about 25 percent of those are third-party insurance patients. If we are able to charge for this service, it could be an additional revenue stream.

Environmental Health

Alan Ruffell reported on the following items: SmokeFree Workplace Violations, Nathan Fries, Paul Bauman (President-elect), Ohio EPA Survey, Block Watch Meeting (Prosecutor’s Office), Charter Schools (Licensing), New Public School Food Service Operations, Ohio Hunger Alliance, Person in Charge Classes and Mary Burns.

Mr. Ruffell said that regarding SmokeFree Workplace citations, the Health Department has prevailed in two Administrative Appeals to citations of SmokeFree Workplace violations. The only case we ever lost was the “Pour House”. The Attorney General’s Office is considering the seizure of liquor licenses for offenders. There are several from Lucas County to pursue.

Nathan Fries, Registered Sanitarian (R.S.), was recently featured in the Lagrange Street News publication for an article entitled, “Rat Proofing Your Property from Pesky Rodents”. Paul Bauman, R.S., is now the President-elect of the Board of Directors for the Ohio Mosquito Control Association. He also serves on the Board of Directors for the Toledo Area Sanitary District.

Last month there was a meeting with members of the Prosecutors Office, John Borell and Andrew Ranazzi, to bring them up to speed on current Health Department activities.

Mary Burns, R.S., has retired after serving the public health community as a Registered Sanitarian since 1979. She joined the merged Health Department in January 2000.

Mr. Ruffell said that regarding getting children involved in gardens, there’s an excellent program called “Toledo Grows” located at the corner of Oneida and Cherry Street. Chickens, rabbit, tilapia and various animals are raised. The neighborhood kids are involved working the gardens, cleaning cages, etc. Dr. Grossman noted this program is geared toward getting children involved. There are many success stories associated with it.

A Board member pointed out a story on television where a woman visited nine different states and took swabs from various restaurants. The results showed that 8 out of the 9 restaurants had tested positive for E.coli. It was noted that no state had anything in place for this type of testing. Alan Ruffell indicated that the Health Department had conducted some testing in the past.

Health Commissioner's Comments

Dr. David Grossman commented as follows: This year there will be an ample supply of flu vaccine. This year's supply is the same as last year containing the H1N1 vaccination and is considered a booster shot. The flu vaccine is highly recommended for people over the age of 65. Board members may receive the flu vaccine after next month's meeting if they are interested.

Dr. Grossman said that one particular person has been in contact with him regarding the opposition for mosquito spraying in Lucas County. This person is in pursuit of endorsement and/or funding to eliminate the spraying of mosquitoes. She claims that mosquito spraying is an overwhelming health hazard. Dr. Grossman is in support of mosquito spraying, as it helps in the prevention of West Nile Virus and other mosquito-borne diseases.

Dr. Grossman said he would like to recommend a raise in salary for Joanne Melamed, Director of Administrative Services. She has just passed her probationary period and is doing an excellent job. Dr. Grossman recommends a 5% increase in her salary and requests Board action. Dr. Christopher Sherman agreed with Dr. Grossman. He said that when the Audit/Finance Committee reviewed the hiring and replacement of Bob Pongtana, it was done with cost savings in mind. It was also their intention to reevaluate her salary after the three-month probationary period. Joanne Melamed is responsible for personnel changes and saving the department many positions and dollars.

Motion for Salary Increase

Robert Reinbolt made a motion to approve a 5% increase for Joanne Melamed. Reynald Debroas seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Public Health in the News

Dr. Donna Woodson commented on public health in the news. Dr. Woodson thanked Julie McKinnon, BLADE Reporter, for recent articles regarding the Health Department. One article dealt with GuardCare. She suggested that sometime in the future we conduct a survey to determine how participating individuals heard about the GuardCare event. We need to find the best way to locate folks who really need public health services. Dr. Woodson also commented on the effects of smoking on men and women, Midwives, tainted turkey and other items.

Next Meeting

The next meeting will be held on September 22, 2011 at 8:30 a.m. at the Health Building, DOC #254, (formerly Board Room #252), 635 N. Erie Street, Toledo, Ohio.

Adjournment

Barbara Conover made a motion to adjourn the meeting. A. Debra Nicotra seconded the motion. The meeting adjourned at approximately 11:15 a.m.

Signed:

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

Attested By:

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