

**LUCAS COUNTY REGIONAL HEALTH DISTRICT**  
**Board of Health Meeting**  
**Western Lucas County Clinic**

**May 26, 2011 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

*Present:* Darlene Chaplin, Barbara Conover, Matthew Heyrman, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Theodore Rowen, Dr. Christopher Sherman, and Dr. Donna Woodson

*Absent:* Reynald Debroas, Mary Gregory, Jane Ringlein (all excused)

*Guests:* Cathy Noble, ONA Representative; Jim Walter, Assistant Prosecutor

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

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

**Oath of Office**

Jim Walter administered the oath of office to Matthew S. Heyrman, new Board member. On March 30, 2011, the District Advisory Council (DAC) elected Matthew S. Heyrman as one of four representatives of the DAC. His term of office will run until March 2013. He replaces Patricia Wilcox. Mr. Heyrman provided background information about himself. He is currently employed at the Lucas County Emergency Services.

**Introduction of Guests**

Larry Vasko noted two guests who were present today—Cathy Noble and Jim Walter.

**Minutes of April 28, 2011**

The minutes of the April 28, 2011 meeting were reviewed.

The following changes were made: On page 9, paragraph 5, Change sentence to read: “He said he was pretty sure that was recommended to and approved by the Board.” On page 3, under Action Items from February, “For 2010, revenue was \$13,670.00...”). On page 4, under Facility Committee, line 7, change sentence to read: “Dr. Grossman indicated purchase orders are being submitted and some orders have already been processed.” On page 5, paragraph 5, change sentence to read: “Participants are very cooperative and realize that they would receive the appropriate vaccine.” Under Health Services, paragraph 1, last sentence, delete the word “receiving” for clarification. On page 7, under Health Commissioner’s Comments, paragraph 6, change sentence to read: “Dr. Grossman said that he is going to discuss the role of the DAC with Jim Walter for advisory purposes.” A request was made that minutes be marked as draft copies. There was agreement.

Donald Murray made a motion to approve the minutes as amended. Barbara Conover seconded the motion. A vote was taken of those present. Motion passed.

## **Agenda**

Dr. Donna Woodson noted that an executive session would be held to discuss ongoing ONA negotiations and department finances. There is a need to add Personnel to the agenda. There was agreement.

(A. Debra Nicotra arrived at 8:45 a.m.)

## **Vouchers**

Dr. Christopher Sherman said that the Audit/Finance Committee met and reviewed the May vouchers and found them to be satisfactory. The vouchers were reviewed with administration by line item. Dr. Sherman pointed out that every bill that comes through the Health Department and every check that is cut comes through this committee and then to the full Board for the Board's review via the Bill Schedule. It seemed that recently some of our partners needed clarification. The Board is aware of every dollar that flows through the Health Department. All vouchers are presented, reviewed and approved by the Board.

Matt Heyrman asked about the procedure and timeline for reviewing the Bill Schedule. Dr. Sherman explained and said that at times the committee receives a more updated copy prior to the Board meeting.

Robert Reinbolt asked about Cardinal Staffing is that temporary help associated with the medical records? Larry Vasko explained and said that one could identify positions and divisions looking at the Bill Schedule.

Robert Reinbolt said his basic question was why all these temps? Is there an end in sight or are they always temporary help?

Larry Vasko replied yes, that they are through grants. There have been discussions with AFSCME as far as filling vacant positions. One employee is due back to work on June 1. The employee was off payroll.

There was a question about medical records. Barbara Gunning said we have one full year of our medical records transition because every single record has to be scanned prior to an individual being seen. By the end of the year all medical records would be scanned.

Robert Reinbolt said his question is regarding the Audit/Finance Committee report about temporary help. He assumes this item is not budgeted and there is quite a bit of money for temporary help. How will that affect the budget and grants?

Dr. Sherman said these are grant-funded positions or fillings for positions that are currently vacant and off payroll.

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

## **Executive Session**

Robert Reinbolt made a motion that the Board go into Executive Session to discuss ONA labor negotiations, department finances and personnel. A. Debora Nicotra seconded the motion. A roll call vote was conducted. Motion carried. The Board went into session at 8:55 a.m. and returned from executive session at 9:45 a.m. There was a request for Larry Vasko, Dr. Grossman and Joanne Melamed to attend.

Dr. Woodson said there were two items to address—one was the approval of the lump sum payment of \$900.00 for nurses as a result of wage reopener negotiations with ONA. The other one was personnel.

Robert Reinbolt made a motion to approve a lump sum payment of \$900.00 for nurses as a result of wage reopener negotiations with ONA. Donald Murray seconded the motion. A roll call vote was conducted. A vote was taken: 8 yeas, 0 nays, 1 abstention (Matt Heyrman) Motion carried.

### **Personnel Committee**

Ted Rowen said that the committee met on May 24, 2011 and heard four grievances by AFSCME. Three of them pertained to one individual regarding one incident whereby she admitted that on multiple occasions she signed out for other people, which is in violation of the sign out policy. Disciplinary action was taken. She admitted that she had done this on multiple occasions and because of that she received a written reprimand. The issue that was raised by the union was that it violated the progressive disciplinary policy that this wasn't an oral reprimand.

After holding a hearing and listening to all arguments, our recommendation is that the grievances be denied.

Robert Reinbolt made a motion to accept the recommendations as presented by the Personnel Committee. Dr. Sherman seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Ted Rowen: The second independent grievance was filed by an individual who during the calendar year of 2011, used more than 40 accumulated undocumented sick leave hours. She received an oral reprimand for that and was informed that because of the violation of the policy, that she would not be entitled to be a recipient for the leave donation of sick time. As a result she filed a grievance.

We determined that she had violated article 16 section 4 of the collective bargaining agreement, which states: "Employees are required to maintain a satisfactory attendance, defined as using no more than 40 hours of undocumented sick leave per calendar year." And on that basis we recommend that the grievance be denied.

Donald Murray made a motion to deny the grievance per the Personnel Committee. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### **Confirmation of Employees**

Larry Vasko reported that Tami Caito was hired as Accounts Payable Clerk, effective May 17, 2011 at a rate of \$15.26 per hour. Carey Ardner, Nutritionist, resigned effective May 3, 2011, due to relocation of spouse. She had an exit interview. Darlene Chaplin participated in one exit interview. Robert Reinbolt made a motion to approve the report. Barbara Conover seconded the motion. A vote was taken: 9 yeas, 0 nay. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray said the committee did not meet this past month.

Dr. Grossman inquired about the watershed issue involving townships. Does that have anything to do with what we do?

Donald Murray said he went to several of those meetings, when it started with the County Commissioners. He did not have a definitive answer on that at this point. It will be an assessment to all homeowners. It amounts to where the water goes to from hard surface runoff.

Robert Reinbolt said there is an impact on the flooding, mosquitoes and water, in a broad sense. Donald Murray said he could see it happen, a failure to eliminate the water from neighborhoods especially near septic tanks and leach fields that could cause a secondary problem regarding failure of the systems. Robert Reinbolt noted that the County Engineer normally does not do routine maintenance, except for certain areas,

### **Audit/Finance Committee**

Dr. Christopher Sherman said the Audit/Finance Committee met on May 24, 2011 and discussed the following items: April 2011 Financial Status, May Bill Schedule, Grant Funded Programs, Contracts, ODH 35% Fringe Benefit Update, BCMH Program Discussion and Recommendation, Other Items-Programs from Prior Years.

Joanne Melamed provided this new form, Consolidated Financial Report. This document will be used from now on. In the future we will ask administration to send this form out ahead of time so that everyone has an opportunity to review this report before the Board meeting and to ask questions during the meeting.

So basically as of April 30, we lapsed 33% of the year and are looking at a thumbnail view of our financials. Regarding the general revenue fund, special revenue fund-fees, special revenue fund-grants, we've collected 29%, 74% and 32% respectively. Regarding expenditures, we expended 29%, 38% and 30%. The committee along with administration reviewed line items and we have some areas we are working on. We would like to be provided with more information about where we are now in our programs and also recognize that we as a health department have many programs that do not support themselves. So, as a result, the general revenue fund has to support these programs. This gives us a better idea of how much support was provided on an individual line item from the general revenue fund vs. what the program is actually producing. So this will be exciting information.

Administration was also asked to provide recommendations as far as doing things differently. As you recall at our last meeting, the BCMH program was discussed and more information will be presented today.

In grants, we processed total applications in the amount of \$6,915,894.00 for the 2010-2011 fiscal year. During this same time period we have received \$5,711,431.00.

We received a Notice of Award for Tobacco Prevention. Five grants were submitted in May 2011: Children and Family Health Services, Ohio Healthy Homes and Lead Poisoning Prevention Regional Support, Personal Responsibility Education Program, Public Health Emergency Preparedness, Reproductive Health and Wellness Program. Three grant applications are in process: Emergency Countermeasure Dispensing Staff Plan, Healthy Homes Production Program, and Women, Infants and Children.

There are two new contracts and one amendment to contract: Rebecca Earlie-Royer, \$25.00 per hour, from May 1 to June 3, 2011. Ohio Department of Job and Family Services, \$31,500.00 from July 1, 2011 to September 30, 2012. Amendment to contract with Ohio

Department of Health for SmokeFree Workplace program, increasing contract amount by \$2,125.00 for a total of \$18,375.00 from July 1, 2010 to June 30, 2011.

Robert Reinbolt asked about the present Grant Writer. Larry Vasko explained and said that this position would polish off what staff has written. Dr. Sherman said that the other contract where the Grant Writer took the contract from start to finish was \$15.00 per hour. Then, she would get a percentage. This contract is a flat \$25.00 with no percentage.

#### Update-ODH 35% Fringes

Good news. As you recall ODH had capped allowable grant expenses for fringe benefits at 35%. At the last Board meeting there was concern regarding how we were going to be able to fit the money into our budget. It was going to be an impact in our current budget of \$26,782.14 and in 2012 it was going to be about \$126,239.46. ODH decided not to implement this for sub-grants. Most of our grants are sub-grants.

#### BCMH Program Discussion and Recommendation

The BCMH program was discussed last month. This program is running in the negative. This is a grant-funded program that is also supported by the general revenue fund and it had been “running” in the grants accounting line. The thought was that it was self-sustaining. However, that was an error. It is not self-sustaining and we need general revenue fund monies pumped into it. We are running in the negative. So our committee has indicated to either have it shut down or find out why it is in the red and fix the problem.

Administration met with the ODH Coordinator and representatives regarding our program. There is a huge need in our community for this program. There is a need to find out why there is a deficit while other programs from other teams are doing quite well. Staff received much feedback and we have implemented changes. Administration does not want to shut down the program. The program provides a needed community service and administration feels that with adjustments the program can work better in the future and we can also go back and rebill. This will take time and energy.

In three months this item will be reviewed. ODH is conducting an internal audit. Administration has been asked to track the number of units that are being billed, making sure that we are making money and not losing money. This item will be tracked on an ongoing basis at our committee meetings. The program will be reevaluated in 90 days.

Matt Heyrman asked to elaborate on what services it actually provides?

Barbara Gunning explained the Bureau of Children with Medically Handicapped (BCMH) program. If children qualify, they receive ongoing case management services up the age of 21. Some of the children get anything from a motorized vehicle to braces to special eyeglasses.

Dr. Sherman said the bottom line is that we have a great need and we are actually providing a service. The problem is that there is need to bill appropriately for actual services according to grant guidelines. So there is need for documentation and proper billing. Some education is needed for what is covered and we are working on this.

Dr. Grossman said that we have met with the staff and the billing people from ODH. We may bill from 7 to 7 ½ hours of time each day and we will try to recoup money.

Joanne Melamed said that regarding recouping some of the unbillables, we could go back one year and review all of the billing that we did and what was missed. Then we can even go back up to 2 years, but that would be much more difficult to recover. We think we can bill the \$40.00 an hour on this program, which covers most of the cost of the nurse and the fringe benefits. We can bill from 7 to 7½ hours out of an 8-hour workday.

Robert Reinbolt asked about subsidizing this?

Larry Vasko said we looked at a lot of programs and this is not the only program that does not match, income vs. expenses.

Robert Reinbolt said he does hear a plan on recovering the \$170,000.00 and is concerned with the 90-day timeframe.

Dr. Sherman said this is not the only program we have on the books. We are a health department. We are not a moneymaking establishment. We support the majority by the general fund, that's why we get general funds. But he thinks the job of what we are looking at more as the dollars become tighter, is what we are going to have to make difficult decisions as far as kids with handicaps and things like that, and whether or not we want to eliminate that program. \$170,000.00 is not really the number to make the program work. And yet the other programs that we support will also have to face that same decision. Will we be able to keep certain programs or lay off people?

Robert Reinbolt said that 90 days seems like a long time. It was recommended that this be done more frequently. There was agreement.

Dr. Sherman replied that a plan is in place. Administration would go back to the personnel that work in the program and provide a goal for billing. They can bill 7½ units and that can be the goal. Administration will monitor the goals and report to our committee. The committee would then report to the Board monthly.

Robert Reinbolt asked if they were going to bill 7 hours or 90% or what? He said he hopes next month that this happens.

Joanne Melamed said that we have just started this. We had an educational session from ODH two weeks ago. We have seen the increase in billing to its full potential. So our nurses now understand what are billable hours and actually billing. So we just submitted for the last two weeks 7 hours per day for the nurse working. So we feel that we could make the program a success. And we will be following up on this every single week to make sure that the billing is maximized.

Also, the County does put aside one tenth of a mill for this program to be covered. It's almost a million dollars per year. So we could have that much billing in our community. Those dollars will come back to us as long as we do our job, see our patients and bill. Right now about \$24,000.00 will be coming in for one month. If increased billing is done, there will be a good influx of dollars.

Barbara Gunning reported that there are approximately 450 patients, per nurse, and 800 plus children in the program.

Dr. Grossman said that we have recovered about \$200,000.00. We will move funds over.

Dr. Sherman noted that there was no vote on this item yet.

Joanne said that there is \$200,000.00 set aside for that financial package. We could use those funds to cover this program.

#### Other items

Dr. Sherman said that the General Fund and Special Revenue Fund-Grants contain inactive programs that require closure. A review of these programs is to be conducted with detailed recommendations to be presented to the committee at the June meeting.

Matt Heyrman inquired about what happens when more reimbursements are received than spent? Do funds have to be returned?

Joanne Melamed explained that on some grants if the money is not spent, funds have to be returned. There are also contractual obligations. We will investigate into each scenario and bring that information back to the Board.

Robert Reinbolt made a motion to accept and approve report. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

#### Contracts to the Board

There were no additional contracts.

#### Division Reports

##### Health Services

Barbara Gunning reported on the following items: HIV Prevention, HIV Prevention Statistics, Tobacco Prevention, Prevent Blindness Ohio, 60+ Program, Cribs for Kids and WIC.

##### HIV Prevention/Statistics

We focused Nuestra Gente with mobile testing event at the San Marcos Market on April 27. Twenty Latinos were tested for HIV. Twenty people were also tested at several LMHA properties including Brand Whitlock complex. Recent ODH statistics show a decrease in HIV infections among Black females, as well as for young people ages 15-24 in Lucas County.

##### Tobacco Prevention

As far as tobacco prevention, Stu Kerr was nominated and selected to participate in a statewide planning group.

##### Prevent Blindness Ohio

Rebecca Anderson serves on the Board of Prevent Blindness Ohio and attended the 8<sup>th</sup> Annual People of Vision Award Dinner yesterday.

##### Cribs for Kids

In March, 2011, the Health Department began distributing cribs to parents to help prevent SIDS. So far, 90 cribs were distributed.

## WIC

Redemption of WIC Fruit and Vegetable vouchers has increased in Lucas County to 77%, up from 58% in November. Statewide, the figure is up 65% in November 2010 to 82% in April of 2011.

Matthew Heyrman happily announced that his wife has gone into labor and excitedly excused himself from the meeting.

(Matthew Heyrman left at approx. 10:30 a.m.)

## **Administrative Services**

Joanne Melamed reported as follows.

### Kronos

Update – this is our electronic timekeeping system. It will go live in about four weeks. It will allow employees to sign in at the beginning of the day, sign out for lunch, sign back in and sign out at the end of the day. It will be test pilot. We will not be passing the data into the payroll system yet as work continues on building the interface.

Lucas County Information Services is our agency that we have been working with to bring this project here. We will be the example for the County as the size of the Health Department is perfect for taking the product on the road to other Lucas County agencies. They asked us to help promote this product to other agencies.

### **Environmental Health Services**

Larry Vasko reported for Alan Ruffell on the following items: Swimming Pool Training Courses, Rocky Mountain Spotted Fever, Marcs Radio and Incident Command System Training, Bed Bugs, Person-in-Charge Training, Rat Baiting, “Get the Lead Out” 5K Race, Parent Advocacy Leadership Training, Seasonal Restaurants (Mud Hens Stadium), Illegal Corner Barbeques and Annual Environmental Health Education Forum.

The Annual Environmental Health Education Forum will be held on Friday, June 24, 2011 at St. Luke’s Hospital.

Darlene Chaplin announced that a new product does not cover ticks. It is a combined pill, it’s heartworm and flea medication, but it does not cover ticks at all. Dr. Woodson suggested that a letter be sent, interfacing with veterinarians.

### **Community Services, Response and Preparedness**

Eric Zgodzinski reported as follows. He praised Kristin Howard, who has been involved with Environmental Health and Nursing and working well. Cheryl Murphy has taken all plans and redone and markedly improved all plans. She is trying to obtain \$300,000.00 to enhance the POD program.

One plan that was revisited was the Quarantine and Isolate Policy, which was signed again. It required the signatures of Dr. David Grossman, Larry Vasko and Dr. Donna Woodson. If there were an isolation type event, the Board would have given Dr. Grossman and Mr. Vasko permission to proceed through a quarantine procedure within specific items within the Ohio Revised Code. This item is of great importance as this could not wait due to the time element.



Mr. Zgodzinski distributed a copy of the current plan, which ODH has signed. He asked the Board to peruse it. Next month we will take time to walk through both documents, (Attachment B: Delegation of Authority to Quarantine and Isolate Policy and Quarantine Regulations). Then maybe in July or August he said he would put together a short drill/exercise for the Board, for a “run through”. He offered to draft a letter under Dr. Grossman’s signature for distribution.

Some parts of the Ohio Revised Code are old. In reference to Attachment B: Delegation of Authority, speaks about what we have to do as a board, what we have to do as a community and what Dr. Grossman has to do as a Health Commissioner. Dr. Grossman noted that this includes vessels, roads, deputies, sheriffs, etc. All these costs could actually be levied against individual jurisdictions afterwards. He spoke about individual responsibilities.

Comment: It looks like there is a 24-hour window.

Dr. Grossman commented about the holding of emergency meetings. This item is covered in the Bylaws.

Dr. Woodson said that this is a critical issue and we need to look at that. Are we going to prepare something or do we want to change the timeframe?

Eric Zgodzinski said the ORC and as well as the policy that the Board currently signed off states that the Board would be notified “immediately”. And then the decision would be made by the Board, when it would want to hold that emergency Board meeting, either called that hour, or within 12 or 24 hours.

Dr. Woodson asked if rules allowed for a meeting other than in person?

Eric Zgodzinski said that the bylaws do not allow that, nor does the ORC.

Dr. Grossman said that there are some provisions in place and that Jim Walter has already looked at some of them. There was discussion about Board member attendance, decision-making, webinars, etc., regarding emergency meetings. Dr. Woodson noted the need to review these items, to draft a plan and to send it to Jim Walter, Prosecutor’s Office, for review.

### **Health Commissioner’s Comments**

Dr. Grossman said he had spoken to Joanne Melamed. There is a prediction that Kronos could save us over \$70,000.00 a year. This was one of the questions raised by a DAC member recently.

The original budget proposal to the DAC was a 5% increase. This money was necessary for a new epidemiologist and other items. About \$26,000.00 was needed and that added up to \$190,000.00. We went with \$160,00.00 (5%). We thought we could find the rest of the money. The fact that we are not going to have to pay the fringes in grants was good news. Therefore, Dr. Grossman said he would like to request only a 1% increase for the 2012 budget from the DAC. This is a fair amount, although the 1% increase would not cover all costs. This would not cover the cost of the new epidemiologist, which is about \$70,000.00. The money is needed for items like lump sum payments, and other unanticipated items.

There was discussion on whether or not the Board should vote today. There was a concern about the need to modify the computations at a later date. Donald Murray noted that new information had been received, which was not available before.

A suggestion was made to present budget information to the DAC only as an FYI and that the Board would not vote on this issue today. There was agreement.

(Robert Reinbolt left at approximately 10:45 a.m.)

### **Public Health in the News**

Dr. Woodson commented on the following public health in the news items:

There was a recent study whereby casino dealers found that less than two hours of exposure of secondhand smoke is enough to impair the heart's ability to pump blood placing susceptible casino patrons and workers at risk for heart disease. This link has been firmly proposed now and accepted by the American Cancer Society, American Medical Association, American Lung Association, and other organizations.

There is concern about flu vaccinations and health care workers. It seems that there are a number of health care workers from UTMC who did not want to get the flu vaccine. Some places now require workers who refuse this vaccination, to wear masks; however, they do not want to wear them. This might be a matter for our consideration.

Regarding HIV patients, there is concern throughout the country with cash strapped states not being able to offer money to buy anti viral drugs. Research shows that the more quickly patients get on medication, they are much less likely to spread the disease.

Dr. Ali S. Khan from CDC used an end of the world scenario on the [www.cdc.gov](http://www.cdc.gov) website to call attention to emergency preparedness and response. The article was titled, "Social Media: Preparedness 101: Zombie Apocalypse". The website received about 30,000 hits in one day. The bottom line is if people want to be prepared for zombies, then they're going to be prepared for any emergency. We applaud those who are being proactive with social media and our Health Department.

### **Next Meeting**

The next meeting will be held on June 23, 2011 at 8:30 a.m. at the Health Building, Kuhlman Auditorium, 635 N. Erie Street, Toledo, Ohio.

### **Adjournment**

Darlene Chaplin made a motion to adjourn the meeting. Dr. Christopher Sherman seconded the motion. The meeting adjourned at approximately 11:00 a.m.

**Signed:**

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

**Attested By:**

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