

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

July 25, 2013 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Mary Duncan, Perlean Griffin, Matthew Heyrman, Donald Murray, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Donna Woodson

Absent: Reynald Debroas, A. Debra Nicotra, and Dr. Christopher Sherman (all excused)

Guests: Dena Nowakowski, Union Steward, AFSCME Local 7; Cathy Noble, ONA Representative; Brandon Palinski, Intern; Kevin Pituch and Jim Walter, Assistant Prosecutors

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

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

Introduction of Guests

Dr. David Grossman introduced Dena Nowakowski, Cathy Noble, and Kevin Pituch. Eric Zgodzinski introduced Brandon Palinski, Intern, and announced that Mr. Palinski will provide a Strategic Planning Update today.

Minutes of June 27, 2013

The minutes of the June 27, 2013 meeting were reviewed. On page 7, last paragraph, for clarification change sentence to read: “The Community Health Commission of the Academy of Medicine is sponsoring a joint meeting with the medical staff of ProMedica on September 23, 2013.” There was agreement. Donald Murray made a motion to approve the minutes as corrected. Robert Reinbolt seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Donald Murray announced that there would be no Environmental Health Issues Committee report today. Dr. Donna Woodson noted that there would be a brief executive session to discuss AFSCME Local 7 Union Negotiations. This item would be addressed later upon the arrival of Jim Walter, Lucas County Assistant Prosecutor. There was agreement.

Vouchers

Matt Heyrman reported that the Audit/Finance Committee had met and reviewed the Bill Schedule. The committee found it to be satisfactory and recommended approval. Robert Reinbolt made a motion to approve the payment of the July vouchers. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Old Business

Follow Up Items

Clinic Marketing Efforts

Barbara Gunning provided a report titled “Internal and External Marketing of Clinical Services, January 1, 2013 – June 30, 2013” for both the Downtown and Western Lucas County Clinics. The report covered internal, external and future marketing efforts. Internal efforts included: posters, information cards, powerpoint presentations, flyers, front lobby TV, internal referrals, and \$10 coupons. External efforts included: flyers to Baby University and churches, advertisements at Head Start Registration Day, electronic outdoor sign, informational articles (Key Shoppers News), website and Facebook, and clinic flyers distributed at Westgate Community Days event.

Future marketing efforts include: distribution of flyers (Westgate Chapel), mobile WIC Clinic (August 2), Key Shopper’s news articles on pool safety, Pediatric Clinic, oral health care and early prenatal care. Our family practice physician has also committed to write a short informational article for this newspaper. Barbara Gunning said that next month she would provide an update regarding increases in activity.

Dr. Donna Woodson asked about the coupons and how the advertising was working out. This would be helpful to determine where to spend time and dollars in the future. Barbara Gunning replied that it would be a bit difficult as everything started all at once. The Shots for Tots Program does have a survey with the question about how the patient heard about our Health Department. However, this time a billboard was not done for this program. Dr. Woodson suggested the utilization of staff members asking patients how they heard about us. She noted that marketing will be very important, as well as using our dollars as wisely as possible. Barbara Gunning noted that the TARTA bus advertising is very expensive about \$100 a week.

Dr. Woodson suggested partnering with the Junior League. Barbara Gunning said she would follow up with the Junior League.

Robert Reinbolt inquired about the use of electronic billboards. Barbara Gunning replied that the City of Toledo was contacted about it, but unfortunately this time we were denied. Mrs. Gunning said that she would also contact additional radio stations.

Matt Heyrman inquired if street signs for Western Lucas County Clinic were posted yet. Eric Zgodzinski replied that we are working on this item with the City of Toledo and the Toledo Sign Shop.

Medication Take Back Program

Matt Heyrman had previously indicated that the City of Sylvania has a Medication Take Back Program. Barbara Gunning reported that a new pharmacy intern has been assigned to develop a similar program for our health department. We discovered that there are two locations that have a Medication Take Back Program in Lucas County—Sylvania Township and the City of Sylvania. Apparently, there is a daily drop off of medication—mainly for

pills only. Andrew Schneider will be working on this project to include a continuous drop off program for all medications. Mrs. Gunning reported that the City of Sylvania has authorized us to include a link about their program on our website.

(Barbara Conover arrived at 8:50 a.m.)

501c(3)

Dr. David Grossman reported that he had spoken with Peter Kanios, Assistant Prosecutor, about our 501c(3) status. It seems that additional information was required from our agency by the Ohio Secretary of State. This is an Amendment to the Articles of Incorporation of The Fund for Public Health in Lucas County, Inc. Mr. Kanios worked on obtaining this information including our Mission Statement, Rules/Expenditures of Funds, Language, Officers, and other items. We sent the required material to the Ohio Secretary of State. Dr. Grossman acknowledged Peter Kanios for his work on this very important project.

Prosecutor's Update

Kevin Pituch, Assistant Prosecutor, reported:

The Road House – Russell M. Kadri

Background: On June 29, 2012, the Board of Health issued a Public Health Order to the Road House regarding a concrete patio that was installed over the septic tank. The Order was upheld by the Court of Common Pleas on May 31, 2013. Mr. Kadri appealed the decision in the Sixth District Court of Appeals. The court requested that we use the Remediation Service that it provides. There was agreement and the remediation will take place sometime in August.

Dr. Donna Woodson asked a question about the remediation process. Eric Zgodzinski replied that this could include a timeframe including various options for Mr. Kadri.

Kevin Pituch urged the Health Department to include the Prosecutor's Office in future endeavors such as forming a corporation and/or other related items.

Executive Session

Dr. Donna Woodson announced that an executive session is needed to discuss AFSCME Local 7 contract negotiations. The following were requested to attend: Dr. David Grossman, Jim Walter, Kevin Pituch, Joanne Melamed, Barbara Gunning and Eric Zgodzinski. There was agreement.

Robert Reinbolt made a motion that the Board go into executive session to discuss AFSCME Local 7 contract negotiations. Perlean Griffin seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

The Board went into executive session at 9:00 a.m. and returned to regular session at 9:20 a.m.

Dr. Donna Woodson stated that the Board of Health has the opportunity to either approve or disapprove the recently negotiated AFSCME Local 7 Labor Contract.

Perlean Griffin made a motion that the Board of Health accepts the AFSCME Local 7 Labor Contract. Robert Reinbolt seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Donna Woodson thanked Administration, Board Members, Jim Walter, and union representatives for their work on this project and for coming up with a workable contract.

Strategic Planning – Accreditation

Eric Zgodzinski reported that the committee met on July 11, 2013. The committee worked on another Domain. It still has to go through the community health assessment, a community health improvement plan, and link that back to strategic planning. Everything is on track. Brandon Palinski, Intern, has been working on the Performance Management Program. He is working with the City of Columbus model and has made our model cutting edge and user friendly. Perhaps other health departments will use this model as their own.

Brandon Palinski provided a powerpoint presentation on the Performance Management System. He noted that this system provides for benchmarks and allows one to gauge and monitor their individual progress. It allows one to get into the gritty details if desired. He explained the “primary program dashboard” and what it would look like for the entire department. It includes the three divisions of the department—Administration, Health Services and Community and Environmental Health Services.

Board members asked how goals are set and if they are based on internal or external data. Mr. Zgodzinski replied that they are based on whatever goals are set. This system is designed for tracking in useful ways, using quantifiable measures. The user may set specific goals and data may be entered using either percentages or whole numbers. Board members also asked if other health departments had comparable data containing baseline data. Mr. Zgodzinski replied yes, but it is unique. Hamilton or Columbus might have benchmarks that could be utilized.

Board members asked if each division would be updating their own data.

Eric Zgodzinski replied yes that each division would be responsible for the input of their own data. However, we would be able to link into other Excel spreadsheets where data has already been installed. Future plans involve the utilization of “Health Space”, which is a computerized inspection program. The billing program could also be linked in this program. A comprehensive user guide will also be available. Mr. Zgodzinski stated that plans are going forward with this project as this is a huge section of accreditation.

New Business

Confirmation of New/Separated Employees

Dr. David Grossman reported that there were no newly hired employees and two separations this past month. Kurt Susdorf, Sanitarian, was laid off effective June 29, 2013. He was in the Rodent Control Program. After a meeting with the Department of Neighborhoods and the Mayor’s Office about the Rodent Control Program, Mr. Susdorf was recalled on July 8, 2013. Elijah Jones, Community Health Worker, resigned effective June 25, 2013. He will be pursuing a Master’s Degree. Perlean Griffin participated in the exit interviews. Robert

Reinbolt noted that Channel 13 recently did a news story on the Rodent Control Program. It was a good story.

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

Environmental Health Issues Committee

Donald Murray said there is no report.

Personnel Committee

Robert Reinbolt said there is no report.

Audit/Finance Committee Report

Dr. Christopher Sherman is not here today. Matt Heyrman reported in his absence. The Committee met on July 23, 2013 and reviewed the following items: June 2013 Financial Status, July Bill Schedule, Grant Funded Programs, Contracts, Other Items-Transfers of Appropriations, AFSCME Contract Highlights 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 \$1,413,208 for 2013-2014 fiscal years, and during this same time period we were awarded \$1,155,572 in funding. No applications are in pending status.

Matt Heyrman reported that we received the following 5 notices:

1. Child and Family Health Services - \$444,178
2. Public Health Emergency Preparedness (PHEP) - \$345,804
3. Personal Responsibility Education Program (PREP) - \$175,000
4. Coastal Resource Management - \$27,641- Declined
5. ProMedica Health System (HRSA) - \$85,314 - Declined

The Public Health Emergency Preparedness grant has a General Fund match of \$26,526. In regard to the ProMedica Health System notice of decline, Dr. Grossman reported we will schedule a meeting with the reviewer to find out the actual reason for the decline.

Contracts

There are six (6) contracts in the month of June/July:

1. Health Promotions (REEP Evaluation for Local Office on Minority Health) - \$7,000.00
2. Ohio Department of Health (Smoke Free Workplace) - \$12,625.00
3. Extreme Detail Cleaning and Construction - \$11,100.12
4. Bebley Enterprises – \$97,076.16
5. Lucas County Department of Job and Family Services MOU (Cribs for Kids Program) – Budget Neutral

6. Lucas County Emergency Services - \$15,400.00

Transfers of Appropriations

Matt Heyrman read two Resolutions/Transfers of Appropriations verbatim.

Mary Duncan 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 June 2013 in the ordinary course of business. Total of transfers was for \$81,360.31, consisting of changes in various expense categories.

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

Mary Duncan made a motion to accept and approve:

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of June 2013 in the amount of \$99,046.00 for revenue estimates for revenue estimates and expense appropriations. This represents additional resources for Swimming Pools Program, Sewage Program, and Minority Health Grant.

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

AFSCME Contract Highlights

This item was previously discussed at today's meeting.

Clinic Analysis

The Ad Hoc Committee has set a meeting date for August 13, 2013 at approximately 6:30 p.m. immediately following the Audit/Finance Committee meeting. It will discuss clinic activity and make recommendations to the Board of Health.

Donald Murray made a motion to approve the committee report. Perlean Griffin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Contracts

Dr. David Grossman said there were no contracts.

Division Reports

Community and Environmental Health Services

Eric Zgodzinski reported on three items.

New Committee

There is a new committee titled Consumer and Environmental Safety Advisory Committee. It is tied into accreditation and will allow discussions on details regarding our activities and methodology. It will be a great aid to us in the decision making process regarding environmental justice, water quality issues, etc. It will also provide for input from the general public. The committee will also review topics such as food safety issues, customer service

issues, etc. The committee will include academia, laboratory (for infectious disease issues), general public and others.

Harmful Algae Blooms (HAB)

Discussions are being held with Peter Schade, Health Commissioner, Erie County, about joining their sampling program. Funding of approximately \$100,000 is being provided by the Sanitary Engineer's Office for this project. This would enable us to check the status of Harmful Algae Blooms in our area.

Clover Website

Now everything we do tends to tie back to PHAB. PHAB Standards will be used to improve public health and programs inside the community. This will involve communication and our website. Stacy DeBruyne worked on updating our website. We checked the Clover website, which will be easier to edit and navigate. It is much more powerful and user friendly than our current website. One problem with Clover is that it does not provide W-9 forms, which would mean that we would have to obtain a different vendor. The cost would be about \$1,000 for the template and then \$24 per month. In comparison, the University of Toledo website would be \$10,000. We will continue to explore other vendors.

Matt Heyrman asked if the health department uses county or city websites.

Eric Zgodzinski said we use the county website and we would link to the county website. We could also provide contact lists.

Dr. Woodson suggested the assignment of a person to review the website periodically throughout the year. Dr. Grossman replied that a webmaster would likely be assigned this task.

Health Services

Barbara Gunning reported. A report and slides were presented titled "Patient Satisfaction Survey Results for Adult Clinic Downtown and WLCC" (Western Lucas County Clinic). The slides showed numbers and qualitative information. A survey consisted of 25 questions was distributed to our patients. There was a good response rate—98% from downtown clinic and 96% from WLCC. There were a total of 200 surveys with zero bad responses. Dr. Woodson gave kudos to the staff members. Mrs. Gunning noted that some of the open-ended questions were more enlightening. She read the results in detail. However, at the Western Lucas County Clinic, patients were asked where they would get care if the WLCC was not there. And 8 out of 50, or 16%, responded that they would no longer be able to access health care. Also, 6 out of 50 said they would have to use a hospital emergency department.

Robert Reinbolt inquired about the method of distribution of the survey to patients. Barbara Gunning explained that the survey was handed to patients mainly in the waiting rooms and it was collected before the patient left. The surveys were anonymous.

Barbara Gunning said talks would continue regarding the WLCC. Afterwards, she would present pediatric and prenatal data.

Administrative Services

Joanne Melamed reported. A summary of the activities for the Vital Statistics Department was provided for the period 2012 and 2013. Highlights included:

- Cost of birth and death certificates - \$25.00
- Cost of Burial Permits - \$3.00
- A breakdown from the sale of Birth and Death Certificates was provided.
 - \$2.91 paid into the Ohio Children Trust Fund
 - \$1.45 paid into the Domestic Violence Prevention Fund
 - \$5.00 paid into VS Technology Fund
 - \$3.00 paid into VS Base Fee
 - \$1.00 paid into Local Subsidy Fee
 - ** \$11.64 kept by Local Health Department
- From the sale of burial Permits
 - \$2.50 paid into State of Ohio Division of Real Estate
 - ** \$.50 kept by Local Health Department

We are on target to make about the same amount of money this year compared to last year. Customers are using their credit card to pay for birth/death certificates and burial permits. This year credit card use is up to 30%, compared to 19% last year for copies of birth/death certificates. And credit card use is up to 6% compared to 5% for copies of burial permits.

Health Commissioner's Comments

Dr. Grossman thanked everyone involved for passage of the AFSCME Local 7 Contract. He felt it was a fair contract.

Jerry Bingham, Supervisor in Environmental Health, received a 2013 Decade – NEHA AEC Scholarship Award from the Decade Software Company. Eric Zgodzinski said that Mr. Bingham went to Washington, D.C. for the award. Mr. Bingham applied and won the scholarship for his essay on why he should receive the scholarship. He gained much insight. It seems that we are moving from a “hammer-type” inspection/ regulation-type of mentality to more of a risk-based mentality.

On August 8, 2013 there will be an Ohio Department of Health Town Hall Tour, Integration of Public Health and Clinical Medicine, at the University of Toledo. A Power Point Discussion titled “Coming together to Transform Health in Ohio” will take place. Dr. Theodore Wymyslo, Director of Health, will be the presenter. Dr. David Grossman will provide the welcome address. Board members were invited to attend.

On August 1, 2013 there will be a restaurant inspection at Element 112 restaurant located in Sylvania, Ohio. Board members were invited to attend.

Public Health in the News

Dr. Donna Woodson commented on recent public health in the news. On July 18, 2013, there was a BLADE article titled “Rainy stretch breeds big mosquito menace”. The Health Department urged people to take precautions against mosquitoes by spraying on bug repellent and emptying containers that hold standing water. On June 28, 2013, there was an article titled “Patrons bug spray misted onto patio” where Larry Vasko stated that the health department would investigate the incident and may take action. There was a related article

stating that the State would also investigate bug spraying at the patio. Dr. David Grossman announced that Paul Bauman, Sanitarian, has announced his resignation. Mr. Bauman will be employed at the Toledo Area Sanitary District Office, which is responsible for bug spraying.

On July 8, 2013, there was an article titled “Guillain-Barre not tied to shot”. The article noted concerns about a connection between flu vaccines and Guillain-Barre syndrome, since a small but significant association was found after the 1976 swine flu epidemic. But now, a 12-year retrospective study has found no link between the syndrome and the flu vaccine or other vaccines. The study was published in the July 15 issue of Clinical Infectious Diseases.

In national news there was a poll that showed that 82% of adults support banning smoking in cars where there are children under age 13 riding in the car. There was another study about health care costs which revealed that the overriding majority of physicians feel a responsibility to address the cost of medicine, but there was an overwhelming majority who felt that their priority was to act in the patient’s best interest.

In today’s newspaper there was an example of over-regulation. The article stated that the U.S. Department of Agriculture required a magician in Missouri to get a license for the rabbit he used and then it ordered him to file a disaster plan for covering the bunny he used to protect it from such potential calamities as fires, floods, and tornadoes. The magician observed that our country is broken that they have money and time to harass someone’s rabbit.

Next Meeting

The next meeting will be held on Thursday, August 22, 2013 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Robert Reinbolt made a motion to adjourn the meeting. Donald Murray seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:20 a.m.

Signed:

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

Attested By:

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