

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Board Room #252

August 26, 2010 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Donald Murray, Jane Ringlein, Robert Reinbolt, Theodore Rowen, Dr. Christopher Sherman, Patricia Wilcox and Dr. Donna Woodson

Absent: Reynald Debroas, Mary Gregory, A. Debra Nicotra (all excused)

Guests: Cathy Noble, ONA Representative; Ryan Sekinger, Union Steward, AFSCME Local 7; John Borell, Assistant Prosecutor

Staff: Karim Baroudi (for Alan Ruffell), Ross Buckingham, Mary Frank, Dr. David Grossman, Barbara Gunning, Bob Pongtana, Larry Vasko and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Cathy Noble, Ryan Sekinger, Karim Baroudi, and John Borell.

Minutes of July 22, 2010

The minutes of the July 22, 2010 meeting were reviewed. Ted Rowen made a motion to approve the minutes as presented. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Donald Murray requested that the Environmental Health Issues Committee report be moved up on the agenda due to his leaving early. There was agreement.

Vouchers

Board members reviewed the August vouchers. Dr. Christopher Sherman said that the Audit/Finance Committee reviewed the items on the Bill Schedule and everything appeared satisfactory. Robert Reinbolt made a motion to approve the payment of the August vouchers. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Old Business

Prosecutor's Update

Dr. Donna Woodson noted that Lance Keiffer, Assistant Prosecutor, was not present.

New Business

Environmental Health Issues Committee

Dale and Gerri Musser, 155 Stadium Road, Oregon, Ohio

Background: Mr. and Mrs. Musser had requested an extension in time to tap into the sanitary sewer. In June, the committee had voted to table this item for 30 days giving the owners time to obtain a cost estimate and secure funding. Last month, a meeting was held with the wife of the property owner. Apparently, she had complied with some instructions that were presented to her; however, there was no signed contract. This issue was tabled.

Donald Murray provided the following update: Another meeting was held regarding this property as it relates to the sewer tap. There's been an exchange between Alan Ruffell and Paul Roman, P.E., Director of Public Service, City of Oregon, as the latter might want to extend the initial 5-year extension for an additional year. We are awaiting a written communication. The committee recommends a continuance on this matter for an additional 30 days. Mr. Reinbolt said that he urged administration to use written comments/communication on official letterhead versus verbal comments/communication. He inquired about any similar situations in the community.

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

Executive Session

Ted Rowen made a motion that the Board go into executive session to discuss pending legal issues. Barbara Conover seconded the motion. A roll call was taken. The Board went into executive session at 8:45 a.m. and returned to regular session at approximately 9:45 a.m. Board members requested the presence of Dr. David Grossman, Larry Vasko, and Bob Pongtana.

(Donald Murray left at approximately 9:00 a.m.)

Confirmation of New/Separated Employees

Larry Vasko said that one new employee was hired this past month. Melissa Regalado, Medical Assistant, was hired on August 23, 2010 at a rate of \$12.77 per hour. She replaced Beverly Baier. Ted Rowen made a motion to approve this report. Jane Ringlein seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Maternity Unit Licensures

Dr. David Grossman presented one maternity unit licensure for the Board's consideration and approval. Ted Rowen made a motion to approve maternity unit licensure for Mercy St. Vincent Medical Center. Jane Ringlein seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Yea
Reynald Debroas	Not Available
Mary Gregory	Not Available
Donald Murray	Not Available
A. Debra Nicotra	Not Available
Robert Reinbolt	Yea
Jane Ringlein	Yea

Theodore Rowen	Abstained
Dr. Christopher Sherman	Yea
Patricia Wilcox	Yea
Dr. Donna Woodson	Yea

Vote: 7 yeas, 0 nays, 1 Abstained. Motion carried.

Personnel Committee

Ted Rowen said that the committee held a telephone conference call this past month. The session included Darlene Chaplin, Ted Rowen and Dr. David Grossman. The topic centered around the hiring of a Human Resources (HR) person on a part-time basis. He would be an independent contractor taking over HR duties due to the recent retirement of Debbie Frost, Supervisor-Personnel Services (Exempt position). The committee recommends the hiring of David Miller. Mr. Rowen stated that Mr. Miller has prior HR experience and previously worked at Chrysler Jeep. He would be working a maximum of 24 hours a week on average and would be paid \$25.00 an hour. We would also pay a premium for Liability Insurance, not to exceed \$1,000.00.

Robert Reinbolt asked about the reason for the hiring. Dr. David Grossman replied that this action was taken for cost savings. There is also a 30-day opt out provision in the contract by either party. Some of duties Mr. Miller would be responsible for include the review and update of personnel files, FMLA time, employees' time off requests, new employee packets, employee benefits, and other items. He would work with Bob Pongtana and the payroll person. Dr. Grossman stated that Mr. Miller would not serve as payroll clerk nor would he replace Debbie Frost. He would perform some of Bob Pongtana's duties; however, payroll will still be under Mr. Pongtana.

Dr. Grossman said that he would be filling a need presently in the department. Dr. Grossman said that initially he was not going to fill this position, however, he noted that Kathy Fuhr is presently doing some of these duties. He prefers to have her concentrate on the new electronic billing system. There was discussion regarding funding for this position. It will be funded by the Debbie Frost vacancy. Dr. Grossman stated that both the Personnel and Audit/Finance Committees reviewed and approved this position. Dr. Grossman said that Larry Vasko has conducted research and highly recommended this individual.

Robert Reinbolt requested copies of resumes and job descriptions in the future prior to anyone being hired. He noted that the Personnel Committee did not have enough time to review these items. Patricia Wilcox noted a problem that some Board members may not have new/required software to bring up certain documents on their computers. She stated that she did not have a copy of the resume or job description ahead of time. Ted Rowen said that the process went through both the Audit/Finance and Personnel Committees. Mr. Rowen stated that he relies on administration regarding job descriptions and handling these types of matters. Mr. Vasko clarified that both potential contracts, which included a job description and Mr. Miller's resume, were presented in hard copy to Audit/Finance Committee members. Ms. Wilcox was present at the recent meeting.

Patricia Wilcox said that she reported to administration that she was having trouble with her email and printer and that administration was trying to assist her. She also urged continuing efforts regarding communication. Patricia Wilcox said she would prefer hard copies of material prior to voting on issues. Dr. Woodson suggested writing down her requests so that

she would be able to vote on issues and to submit her request to Dr. Grossman. Dr. Woodson noted that administration would try to assist her in all matters.

Audit/Finance Committee

Dr. Christopher Sherman said that the committee met on August 17, 2010 and reviewed the following items: Review-Month of July 2010 Financial Status, Review-August Bill Schedule, Update-Grant Funded Programs, Review-Contracts, Update-2010 & 2011 Additional Appropriation Request from Special Revenue Fund-Fees and other items.

Financial Status.

Our expenditures are at 61% and collections at 51% under the general fund. The committee reviewed the line items; there were some variances that occurred during the year. Administration is looking into these on an individual basis.

Grant funded programs

The committee reviewed the grants in detail with current applications in the amount of \$8,840,687.95. We received the grant fund of \$6,499,033.95. Dr. Sherman reviewed the Grant Status report for period ending July 31, 2010. We received an award for the Lead program for \$96,000.00 and the Women's Health Services program for \$56,000.00. The Dental Sealant program was awarded \$59,000.00. A WIC grant application of \$2.3 million was submitted. We received \$13,000.00 for the Ryan White Planning project. which is down substantially. There were two grant applications in process in the amount of \$353,353.00 for the APC (Advanced Practice Centers) and STD (Sexually Transmitted Disease Control) programs. There is one notice of award for the new grant (\$75,000.00) titled "Reducing the Disproportionate Toll of Tobacco use in populations with smoking rates above 24%."

Contracts

The committee reviewed two contracts—David Miller – Human Resource Administrator (amount not to exceed \$42,000.00) and Rodent Control – Community Development Block Grant (\$112,271.00). The David Miller contract was discussed earlier today. During that discussion it was noted the funds would not be new funds, as they are already budgeted.

Robert Reinbolt inquired about continued funding for the Rodent Control program. Dr. Sherman replied that we had applied for \$100,000.00 and we were awarded \$96,000.00. Dr. Grossman said that the previous France Stone Foundation grant had expired. This grant covers two sanitarians.

Update-2010 & 2011 Additional Appropriation Request

The committee reviewed the supplemental budget requesting an additional appropriation for both 2010 and 2011. The list includes repairing the building interior, upgrading computer system, and adding needed positions. The committee recommends approval. (See Attachment A)

Review-Additional Appropriation Request from Special Revenue Fund-Fees

The committee reviewed a list of items for Environmental Health. Monies were collected under Environmental Health and requirements dictate that those monies may only be spent in that division. (See Attachment B)

Patricia Wilcox commented about the contract and the wording that was used regarding getting approval from the Audit/Finance committee. She said that the committee is only informed that the funds are available, but it does not approve any position nor does the

committee know what the position entails. Ted Rowen said he asked the Audit/Finance Committee and there was indication that there was money available. The Personnel Committee approves the recommendations. He said he relies on the chairman of the Audit/Finance Committee that his committee has approved the funds.

Ted Rowen made a motion to approve the committee report including contracts. Robert Reinbolt seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Facility Committee

Dr. Woodson noted that A. Debra Nicotra's mother is critically ill and that is the reason for Mrs. Nicotra's absence today. Robert Reinbolt reported that the committee met on July 26, 2010 and reviewed interior building upgrades and repairs, computer upgrades and system backbone, and other items. Mr. Reinbolt said that the committee received an update on the GSA federal courthouse. It was agreed by all that the health department will not be moving anytime soon. Improvements will be made to the building.

Also, administration felt there was a need for a general contractor to upgrade the interior of the downtown health building and presented a proposal seeking an interior contractor. The committee concurred. The project plan will include a detailed, itemized budget that will cost approximately \$260,000.00 for the 15-month period. The committee supports the project and suggested acquiring a consultant with appropriate expertise to lead this project.

The committee also discussed the need for computers and system backbone for the health building. The electronic health records will go live in October. A total of \$180,000.00 is requested for this project. The budget request is also included in the "request for additional appropriations" which was reviewed by the Audit/Finance Committee and is pending final Board approval.

Patricia Wilcox made a motion to approve the report. Barbara Conover seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Contracts to the Board

Dr. David Grossman presented a continuation contract from the Lucas County Family Children's Council for \$19,000.00, supplemental funds for the Board's consideration and approval. This would allow Carol Haddix to conduct our Teen Pregnancy Prevention program and would double her hours. Dr. Christopher Sherman made a motion to approve this contract for \$19,000.00. Patricia Wilcox seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Division Reports

Health Services

Barbara Gunning reported on the following items: Morale Committee, Minority Health, Tobacco Grant, Breastfeeding Support, and Childhood Immunizations.

A group of employees have developed a morale committee. Baseball games, picnics, movies and other events are being planned.

Duane Herron, Minority Health Coordinator, was the guest speaker at St. Vincent Mercy's Diversity Roundtable Discussion. Mr. Herron will be leaving our agency for a position in

Madison, Wisconsin. He will be working at the Wisconsin Department of Health. The interview process begins today for his replacement.

The health department received a Tobacco grant "Reducing the Disproportionate Toll of Tobacco use in populations with smoking rates above 24%". Stu Kerr wrote the grant and he will be coordinator of the program. Barbara Gunning explained that Mr. Kerr had lost his Medical Reserve Corps (MRC) position due to the expiration of funding and is now under her division. This particular position (exempt) was posted internally. Mr. Kerr bid on it and was awarded the position.

Two new school vaccination requirements will take effect with the 2010-2011 school year:

1. A second dose of Varicella (Chickenpox vaccine) for kindergartners.
2. A Tdap (Tetanus, Pertussis, and Diphtheria vaccine) booster for seventh graders.

There will be a Fetal Alcohol Prevention informational breakfast in October. Board members were invited to attend. CareNet will hold a special event at the Main Library, McMasters, on September 15 starting at 5:00 p.m. Everyone was invited to attend.

Barbara Gunning noted that the health department participates in the CareNet program. It is an important yet complex issue. Medical specialists donate much free care to indigent population. Dr. Christopher Sherman commented that primary care physicians refer patients to specialists; however, there is still a void in this area. Dr. Grossman mentioned that preventive care is key thus avoiding expensive hospital stays. Incentives of the CareNet program include transportation, \$1,000.00 hospital cap and pharmacy services.

(Jane Ringlein left at approximately 10:30 a.m.)

Administrative Services

Bob Pongtana reported as follows. Ross Buckingham and Kathy Fuhr have been working vigorously on the new Allscripts Systems. Initial training for the electronic medical records was held on August 1, 2010. Recently, there was a sewer problem at our health department. Mr. Buckingham is serving as our liaison person working with the City of Toledo Public Service Department for resolution.

Mr. Pongtana reported that there were three notices of award and four grants pending. There are also two grants in process. There were a total of eighteen grant quarterly expenditure reports. This included a Rodent Control report for the fourth quarter ending June 30, 2010.

Tina Stokes, Supervisor-Fiscal, will start working on the 2011 budget. Mr. Pongtana explained that every dollar spent is being reported and audited by a third party. The Board approves all expenditures over \$5,000.00. Also, anything over \$3,000.00 cannot be paid in advance and approval is needed for all "Then and Now" transactions. There was a recent State audit and no major findings were found. Ted Rowen noted that during the audit there was a question regarding activities and Ms. Stokes' position was upheld. Mr. Pongtana said this dealt with revenue of \$10,000.00. The funds were not returned to the State, but they were placed into the next fiscal year. This item will be presented to the Audit/Finance Committee next month. Dr. Sherman confirmed that administration contacts him for approval regarding monies that are spent over \$3,000.00.

Patricia Wilcox inquired about the duties of the Supervisor-Personnel Services. Bob Pongtana replied that those duties are prioritized and divvied up. Kathy Fuhr and Tina Stokes

are responsible for the payroll. Future plans include obtaining an electronic computerized system such as Peachtree and an HR electronic type software to allow for more accurate reporting.

In Vital Statistics, we received \$50,767.00, which is about 5% less than last year. Some budgetary line items have been adjusted accordingly. Patricia Wilcox asked about Mr. Pongtana's duties. He replied that the Division of Vital Statistics is no longer under his jurisdiction as of mid-July. The activity portion of this report will now fall under Eric Zgodzinski, Director-Community Services Response and Preparedness. Also, now Kevin Halligan is the Registrar.

Patricia Wilcox said that Ross Buckingham was the first Retired/Rehired employee in the health department. He retired last year and was then rehired last year. She asked about his length of term?

Dr. David Grossman said that when that was done, he placed no restrictions on Mr. Buckingham's term. There was an entry under the Personnel Committee meeting whereby Dr. Grossman indicated that he (Ross Buckingham) would probably not want to stay beyond 2010, but it was more an injection and anecdotal. However, Bob Pongtana did have a limitation on his term. It was understood by Dr. Grossman, Larry Vasko and Bob Pongtana that no precedent was created for Mr. Buckingham.

Patricia Wilcox asked why there was a term on one employee and not the other?

Dr. Grossman explained that it would be up to his discretion as to how this item would be handled, presented and acknowledged by the Board. It was a decision made at his administrative level. There is no precedent and no pattern.

Patricia Wilcox requested that this item regarding setting (or not setting) a precedent be included in the minutes, so that it can be looked at in the future and does the Board have any say as to establishing the length of time or not?

Dr. Woodson said that the facts speak for themselves in terms of setting no precedent—as one employee had a time limit and one did not. There was agreement.

The Board went on record that there is no set precedent regarding setting time limits on Retired/Rehired employees working in the Health Department.

Environmental Health

Karim Baroudi reported in the absence of Alan Ruffell on the following items: SmokeFree Ohio, Bed Bugs, Harmful Algal Blooms (HABs), State Program Surveys and Special Events.

Staff testified on behalf of the Ohio AG office at three Administrative Hearings regarding SmokeFree Ohio. As a result, one individual settled to pay the fine, one withdrew request for hearing and we prevailed on the last case. One particular case was allowed to continue resulting in multiple fines of about \$20,000.00.

Bed bugs are coming back with a vengeance and our division is being proactive in assembling a task force to deal with this problem. There will be staff training on September 2nd at the Ohio State University Extension Office. Harmful Algal Blooms (HABs) have become a recent concern in Ohio. The release of certain toxins may cause severe illness

affecting the nervous system and the liver. Alert letters were sent to all campground marinas and public bathing beach operators in Lucas County.

Ryan Sekinger manned a kiosk at the Erie Street Market as part of the Toledo Go Green Frogtown Fair. The concept was to link healthy homes to living green.

Community Services Response and Preparedness

Eric Zgodzinski reported on the following items: activities of the Epidemiology/Communicable Disease Staff, Clerical, Medical Reserve Corps, Disaster Response Planner, APC Coordinator, Vital Statistics and Director. A handout was provided regarding Blue-Green Algae/Cyanobacteria, Harmful Algal Bloom (HABs) for information. Board members also received a diagram/brochure on Psittacosis (bird fever). Epi staff worked on a Psittacosis suspect case at the Ohio Bird Fair in June.

Kevin Halligan, Registrar, Vital Statistics, attended a presentation for central issuance, researched view/scan digital microfilm reader-printer technology and document storage improvement, attended a roundtable on "Social Media" and attended an Incident Command event in Anniston, Alabama. Stu Kerr is no longer working in the Medical Reserve Corps (MRC) program; he is now working under a grant in the Health Services Division.

Social Media Presentation – Greg Moore

Greg Moore gave a powerpoint presentation on the topic of Social Media. The importance of keeping up with social media sites was noted. Various examples of social networking sites including Facebook, Twitter, Wikipedia, Flickr, Myspace and others were mentioned. These sites may be used as tactics and tools to disseminate information as they provide a basis for sharing information. We could share information on bed bugs, restaurants, salmonella and also update CDC articles. Our main interest is in obtaining and utilizing Facebook and Twitter. Social media training was provided to staff in July. The next steps for the health department includes a meeting with Dr. Moskowitz, administration and directors to begin implementation of social media sites. Board members were invited.

Health Commissioner's Comments

Dr. David Grossman commented on H1N1, computers and new flu season. The H1N1 pandemic event is officially over according to CDC. It is anticipated that for this upcoming flu season there will be an ample supply of flu vaccine. It will be recommended for those over six months of age and over. The timing of flu distribution will be late September and early October. A press release will be provided.

Next Meeting

The next meeting will be held on Thursday, September 23, 2010 at 8:30 a.m. at the Health Building, Board Room, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Dr. Christopher Sherman made a motion to adjourn the meeting. Patricia Wilcox seconded the motion. The Board voted unanimously to adjourn. 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**