

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

**September 23, 2010 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

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

*Absent:* Reynald Debroas, Jane Ringlein (both excused)

*Guests:* Cathy Noble, ONA Representative; Ryan Sekinger, Union Steward, AFSCME Local 7; Clark Allen, WIC Supervisor, Lesley Raney, WIC Program; Latoya Morgan, Intern; Grace Gomez, Intern, University of Toledo Medical College; James Frazee and Kristen Woodman, University of Toledo Medical College

*Staff:* Ross Buckingham, Mary Frank, Dr. David Grossman, Barbara Gunning, Bob Pongtana, Alan Ruffell, Larry Vasko and Eric Zgodzinski

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

**Introduction of Guests**

Larry Vasko introduced Leslie Raney, Cathy Noble, Ryan Sekinger, James Frazee, Kristen Woodman. Barbara Gunning introduced Grace Gomez, Intern, who is working on a special project, Aged Friendly Communities. Alan Ruffell introduced Latoya Martin, Intern, who is working on a bacterial study and the food training safety program.

**Minutes of August 26, 2010**

The minutes of the August 26, 2010 meeting were reviewed. There was one change in the minutes, page 7, paragraph 7, change words from "...so that it cannot be looked at in the future..." to "so that it can be looked at in the future..." Dr. Woodson inquired about item one of Attachment A regarding building upgrades of \$200,000.00 vs. \$260,000.00 for a period of 15 months as noted on page 5 of the minutes. Bob Pongtana explained that the \$200,000.00 dealt with the period ending 2010. Robert Reinbolt made a motion to approve the minutes as amended. Darlene Chaplin seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson noted an executive session was listed on the agenda for possible pending legal issues under the Prosecutor's Update.

**Vouchers**

Board members reviewed the September vouchers. Dr. Christopher Sherman said that the Audit/Finance Committee had reviewed the items on the Bill Schedule and everything appeared satisfactory. A. Debra Nicotra made a motion to approve the payment of the September vouchers. Dr. Christopher Sherman 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, would most likely not be in attendance today.

(Patricia Wilcox arrived at approximately 8:45 a.m.)

### **Executive Session**

Mary Gregory made a motion that the Board go into executive session to discuss pending legal issues. Darlene Chaplin 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 9:15 a.m. Board members requested the presence of Dr. David Grossman, Larry Vasko, Bob Pongtana and Alan Ruffell.

## **New Business**

### **Confirmation of New/Separated Employees**

Larry Vasko said that there were no new hires this past month and one separation. Duane Herron, Minority Health Project Coordinator, resigned effective September 10, 2010. He will be working in Madison, Wisconsin for the State of Wisconsin Health Department.

Dr. David Grossman announced that exit interviews were held for Debbie Frost and Mary Sheehy. Reynald Debroas, Board Member, also attended. He said it was very informative with good objective views. He commented that the only negative was that Mary Sheehy, Public Health Nurse, was unhappy with the recent bumping procedures. The employees had commented about wrongful items in the department and alleged problems with other employees. Dr. Grossman stated that there was follow up on these items. The purpose of exit interviews is to obtain the employee's insight of specific matters.

Robert Reinbolt made a motion to accept this report. Barbara Conover seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### **Maternity Unit Licensures**

Dr. David Grossman presented one maternity unit licensure for the Board's consideration and approval. Robert Reinbolt made a motion to approve maternity unit licensure for Mercy St. Charles Hospital. Patricia Wilcox 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	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea
Jane Ringlein	Not Available
Theodore Rowen	Abstained
Dr. Christopher Sherman	Yea
Patricia Wilcox	Yea
Dr. Donna Woodson	Yea

Vote: 9 yeas, 0 nays, 1 Abstained. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee met on September 21, 2010. The focus of the meeting was on the Proposed Environmental Health Fee changes for 2011 and sanitary sewer tap orders. The committee recommended reducing the fee for Temporary Park Camps from \$70.00 to \$50.00 and then the committee agreed to refer the fee changes for the first reading. The committee also discussed the amount of the increase in the Public Swimming Pool fees and asked Alan Ruffell for some additional information. Alan Ruffell will make a presentation on the first reading today. The meeting agenda also included two requests for extension of time to tap into sanitary sewers. There are also some legal issues, which have been forwarded to the Prosecutor's Office and the City of Oregon.

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

Mr. and Mrs. Musser requested an extension to tap into a sanitary sewer. A decision is pending regarding extending construction for 12 months. The committee tabled a decision on this matter until legal counsel could be obtained.

### **Connie Tilson, 51 South Wynn Road**

Ms. Tilson has not completed construction work regarding sanitary sewer at this location. Ms. Tilson claims she is filing bankruptcy. This matter will also be tabled pending a legal opinion.

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

### **Personnel Committee**

Ted Rowen said that the committee did not meet this past month.

### **Audit/Finance Committee**

Dr. Christopher Sherman said that the committee met on September 22, 2010 and reviewed the following items: Review-Month of August 2010 Financial Status, Review-September Bill Schedule, Update-Grant Funded Programs, Review-Contracts, Update-Audit-2009, Review-2011 Environmental Health Fees Schedule and other items.

### **Grant Funded Programs**

The committee reviewed the grants as of August 31, 2010 with applications in the amount of \$8,840,687.95 for 2010 fiscal year. We have received the grant fund of \$6,899,033.95. Currently, there are nine grant applications in process in the amount of \$1,059,091.00. For the fiscal year 2011, applications amount to \$4,735,862.00 and so far we received \$1,368,590.00.

### **Contracts**

The committee reviewed six contracts: Neighborhood Health Association – Child and Family Health Services; Sylvania Board of Education – School Nursing; Sylvania Board of Education – School Nursing (Northview); Ohio Child Care Resource and Referral Association (OCCRRA) – Healthy Child Care Ohio Amendment (two contracts); and Ohio Department of Job and Family Services – Refugee Health Screening. The committee recommends acceptance of all contracts.

### 2009 Audit

The audit final report was provided to the committee for their review. Based on the desk review, this audit report was acceptable and requires no modifications.

Donald Murray inquired about purchasing procedures occurring at the end of the year and purchase orders. Bob Pongtana responded that if a purchase order were issued in 2009, the encumbrance would be carried over. A recommendation was made that the appropriations should cover the encumbrances. There were no major findings in the audit.

### 2011 Environmental Health Fees Schedule

The committee reviewed the new Environmental Health Fees Schedule for 2011 and approved the schedule as presented.

### Other Items

Two items were reviewed and approved by the committee. There was a “Then and Now” transaction for the purpose of complying with grant guidelines. This transaction will appear on next month’s bill schedule. There was a recommendation for a 2011 General Revenue Fund Budget with a 7.0% reduction from the tax revenue of 2010.

Robert Reinbolt inquired about the “Then and Now” transaction and return of funds. Larry Vasko explained that this item involved the H1N1 project and that there was only a small window of time to spend the funds. He explained that the funds would be reallocated throughout the state. Dr. Sherman explained that there were discussions about this item and knowledge that some of this funding would need to be returned to the state. The health department did better compared to other agencies that also received grants. Larry Vasko commented that the deadline had changed and that we would get some money back at the first of the year. Dr. Sherman commented that there were other factors involved regarding the expenditure of funds.

Barbara Conover made a motion to approve the committee report including contracts. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Dr. Christopher Sherman noted that there would be a 7 percent reduction in our tax revenue, so the total budget number for submission to the Budget Commission would be \$5,061,666.47.

Barbara Conover made a motion to accept the amended report. Darlene Chaplin seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

### Facility Committee

A. Debra Nicotra reported that the committee met on September 21, 2010 and reviewed interior building upgrades and repairs, computer upgrades and system backbone and other items. Dr. David Grossman, Barbara Gunning, Eric Zgodzinski and Ross Buckingham attended the meeting.

The committee received a list of items for approved projects to be completed this year 2010. Dr. Grossman updated the committee on line items in detail. Barbara Gunning and Ross Buckingham provided additional information regarding updated items. Specific work areas have been identified in the first phase and it includes all bathrooms for the entire building. Verbal approval was given to move forward by the City of Toledo and a meeting has been scheduled to discuss additional details. The interior contractor is Lakeside Construction and

the design contractor is American Interiors. A project management software program will be ordered which will allow staff to create charts, to centralize scheduling of project activities and to share information.

Thirty-five computers were purchased and are being deployed in various clinics regarding electronic health records, scheduled to go live on October 12, 2010.

It is anticipated that most of the work will be completed by October 31, 2010. Once completed, a long-term lease is anticipated from the City of Toledo.

Dr. David Grossman said Barbara Gunning is working on this particular project and involved in the coordination portion. Dr. Donna Woodson voiced her concern with our clients and customers visiting the health department and seeing a really nice and professional looking building. Barbara Gunning added that the design team is working on usable space, work stations, ergonomic chairs, and other items. Phase one will consist of upgrades on the second and third floors. The second phase will consist of painting, floor molding, re-grouting areas, deep cleaning and cabinets for storage throughout the building.

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

### **Contracts to the Board**

Dr. David Grossman said that there were no additional contracts to present.

### **2011 Proposed Environmental Health Fees – First Reading**

Alan Ruffell announced that this is the first reading of the 2011 Proposed Environmental Health Fees. An Environmental Health Fees Schedule for 2011 was provided. (See Attachment) The fees have been calculated as required by the State of Ohio and allow for the recuperation of actual expenses. All programs in the Environmental Health Services Division have been calculated, except the Mobile Home Park fees, which were calculated last year. At that time, there was a decrease in the fees due to the State taking over part of that program. The proposed fees were reviewed and approved by the Audit/Finance and Environmental Health Issues Committees. Last year, there was a significant increase in fees and a decision was made to phase them in over a two-year period. This year, however, the increase is higher compared to last year. The Environmental Health Issues Committee will review this item further. Mr. Ruffell commented on the proposed fees. The food service operation fees will increase 3 plus percent, mobile food operation and marina fees will decrease slightly. Swimming pool, tattoo and water fees will increase. The reason for lowering some fees was attributed to the current poor economic conditions in our geographic area.

Donald Murray made a motion to approve the first reading of the 2011 Proposed Environmental Health Fees as presented. Robert Reinbolt seconded the motion. A roll call was taken. Voting: 10 yeas, 0 nays. Motion carried.

Robert Reinbolt said that a question had arisen regarding existing fees and the number of inspections completed regarding swimming pools. How many inspections would be completed after higher fees take effect? This question will be addressed at the next Environmental Health Issues Committee meeting.

## **Division Reports**

### **Administrative Services**

Bob Pongtana reported as follows: Work continues on the deployment of machines, work order backlog, and sewer project. Ross Buckingham worked on Electronic Health Records and the installation of 35 new computers, in both the main building and Western Lucas County Clinic. The sewer project has been completed in the Office of Vital Statistics.

We received three Notices of Award. Two grants are pending. This involves the largest grant—Women’s, Infants, and Children (WIC) in the amount of \$2,335,266.00 and the Advanced Practice Centers grant in the amount of \$270,000.00. There are nine grants in process. A total of six quarterly expenditure reports were processed. The total amount of grant funding received in August was \$755,557.44. This included \$27,732.99 for the Rodent Control Program.

There was a recent change in the Personnel Administration Division since the separation of Debbie Frost. David Miller is now working with Mr. Pongtana on personnel issues concerning the health department. Fiscal issues are still being processed under Tina Stokes and Sue Lyons. The AFSCME Local 7 Union Agreement is now finalized. The contract will be published and final copies will be distributed to the union membership.

Donald Murray inquired about the grant funding and grant-writing process including deadlines. Dr. Grossman said that Sue Lyons is conducting follow up work, including the meeting of deadlines and providing weekly reports to the Health Commissioner. Certain safety guards have been installed to prevent potential problems. The grant writer, who is currently on contract, continues to work on grants.

### **Environmental Health**

Alan Ruffell reported on the following items: Person in Charge (PIC) Class, Food Management Program, Lead Poisoning Prevention Unit, Childhood Lead Poisoning Prevention Unit, “Raising Readers Literacy Summit”, Swimming Pool Technical Committee, Soils Training Class, Bed Bugs, Drug Enforcement Administration and Free Citizen Yard Waste Disposal Program.

Sixteen PIC classes are planned this year and ten have taken place. We are expanding availability of classes by offering them on a bimonthly basis with evening and morning hours. A total of 211 food managers participated in a 3-hour workshop, facilitated by Debbie Dacquisto.

The Lead Poison Prevention Unit participated in the Lead Advisory Council meeting at the State Library in Columbus. Case Managers with our project participated in a WGTE/PBS’s “Raising Readers Literacy Summit”. A meeting is scheduled to explore a partnership for their “First Book Program” regarding Healthy Home visits by our department.

Beg bugs continue to plague all areas of the State. Lucas County has received numerous complaints. Bed bugs do not transmit diseases, however, they are difficult to get rid of.

The Drug Enforcement Administration is sponsoring a nationwide prescription take back day on September 25, 2010 at various locations. Funding has been eliminated for the free citizen yard waste disposal system. The free service will end December 31, 2010. Compost facilities will charge a fee for this service.

Darlene Chaplin inquired about any movement with State agencies to reform the method of disposing of medication? Dr. Grossman replied and said there are strict rules by the Federal Drug Administration and other agencies on the proper disposition of medications. The use of water and flushing is not permitted. Alan Ruffell reported on a recent article regarding a bass that had both sexes, attributed to medications in the water.

Mr. Ruffell reported that Steve Herwat has offered assistance with controlling the rat problem in West Toledo. The rat problem is attributed to current sewer construction in the Berdan Avenue area. The health department continues to bait the sewers in that region.

### **Community Response & 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.

The Regional Epi response plan will be updated by December. There are a total of 24 pertussis cases (both adults and children) being investigated in Lucas County. Staff is working on a newsletter, which will include information on epi issues, communicable disease issues, and other items. Dr. Grossman said the newsletter would be sent to Board members. Staff participated in the Medical Reserve Corps Volunteer recognition dinner. Cheryl Murphy has taken on the responsibility for the Lucas County Medical Reserve Corps program. She applied for a \$5,000.00 NACHHO grant. Greg Moore is also working on the Advanced Practice Centers grant. Kevin Halligan is working on additional security measures in the Office of Vital Statistics. The new Fetal Death Report will now replace the Fetal Death Certificate. Four additional staff members will attend training for mass issuance to take effect on January 1, 2011. This process will allow individuals to acquire a copy of a birth certificate in any county in the state. We are working on an event with the Ohio Department of Health for the training of hospital and funeral home personnel regarding death certificates. We received quotes in the amount of \$38,000.00 and \$48,000.00 for construction work in the health department parking lot.

### **Health Services**

Barbara Gunning reported on the following items: HIV/STD Prevention, Preparing the Future Work Force, WIC Farmer's Market, Injury Prevention, Program Site Visit, Vertical Gardens, Take Your Loved One to the Doctor Day, Breastfeeding Support, Child Fatality Review and Healthy Childcare Ohio.

Barbara Gunning gave a brief report about building upgrades and provided carpet, paint and fabric samples for viewing. Mary Jay, Disease Intervention Specialist, presented HIV/STD facts and completed HIV testing at a "john school" which is for men who police arrest for picking up sex workers. Barbara Gunning attended a Southwestern College Professional Advisory Committee meeting. The group provides feedback regarding students' readiness for the workforce and makes recommendations about the curriculum. Mrs. Gunning has indicated an interest in potentially hiring some of these students as interns after the Electronic Medical Record system is implemented.

The Immunization Action Plan site visit was held on August 24. The only recommendation was that the vaccine refrigerator and freezer temperature must be recorded twice daily. This is being done. Staff members set up a hydroponic vertical garden on our premises, which included cool weather vegetables such as bok choy, broccoli, kale, spinach, dill, etc. The

garden supports our community by promoting gardening as a way to help end food insecurity in Lucas County. The Take Your Loved One to the Doctor Day event was held on September 21, 2010 at Erie Street Market. Over 60 organizations were in attendance. The Breastfeeding Support staff had a “Spanish Speaking Baby Shower” and 30 pregnant and/or breastfeeding mothers attended. Our peer helper, Veronica Amezquita, presented the entire program in Spanish.

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

Dr. David Grossman commented as follows. A press release has been issued and the Health Commissioner appeared on television regarding the 2010-2011 Influenza season. This year, the vaccine will contain the H1N1 vaccination. It is still a good idea to receive a flu immunization later in the year in order to be fully protected. Flu vaccinations will be available to Board members next month.

Children over the age of 13, who received the Tdap vaccination, will also be protected against pertussis. This vaccination is also for adults up to the age of 64. The Tdap vaccinations are available at the health department.

We are still working on our 2011 budget. We are working with John Borell, Prosecutor’s Office, in drafting a letter, as it is our desire to be transparent. The next step will include a Budget Commission Hearing at which time Dr. Christopher Sherman and members of the Audit/Finance Committee will be contacted regarding their attendance. Dr. Grossman said that the letter would be sent prior to the Budget Commission Hearing. Board member input would also be sought.

Kathy Fuhr has been appointed as the head person on the Electronic Medical Records. She will be working with Barbara Gunning and others on this important task. We have hired a new IT person and will introduce him next month. David Miller was recently hired in the Human Resources Division and continues to work on the standardization of policies and other matters. We continue to work on payroll issues and other programs in the Division of Administrative Services.

The building is undergoing much renovation. We want to ensure that patients and others are coming to a clean and uplifting environment when they visit the health department.

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

Dr. Donna Woodson commented on public health items in the news. Regarding a salmonella newspaper article, of interest was that the Summit County and Akron Health Departments have recently merged.

Most of the items in the news still have to do with smoking. Lucas County recently obtained a grant for its antismoking efforts. There was an article published in the New England Journal of Medicine about children and asthma and secondhand smoke. It was a very positive article, showing that smoke free laws in Scotland have dramatically reduced the admission of children in intensive care units who had asthma. Patricia Wilcox asked if there was anything in regards to child endangerment and their parents smoking? Dr. Grossman replied that there are certain states looking at the issue of smoking in the car with children present as child endangerment.

There was a recent Letter to the Editor regarding restaurant reviews. Dr. Woodson noted that the health department does not select restaurants for review, The BLADE does. Dr. Woodson said a response should be sought and Board members agreed. Alan Ruffell pointed out that he had contacted the author of the editorial regarding her question about when she could revisit the establishment in question. Larry Vasko said that a response would be sent. A suggestion was made to perhaps assign a reference number to actual restaurant inspection reports vs. employee names. Dr. Grossman commented that one of the health department's main responsibilities is to inspect restaurants and ensure that restaurant owners abide by the law.

**Next Meeting**

The next meeting will be held on Thursday, October 28, 2010 at 8:30 a.m. at the Health Building, Board Room, 635 N. Erie Street, Toledo, Ohio.

**Adjournment**

Robert Reinbolt made a motion to adjourn the meeting. Darlene Chaplin seconded the motion. The Board voted unanimously to adjourn. The meeting adjourned at approximately 11:15 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**