

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

September 27, 2012 – 8:30 A.M.

Swearing in Ceremony

John Borell, Assistant Prosecutor, performed a swearing in ceremony for Perlean Griffin, new Board Member. Mrs. Griffin will be a representative of the City of Toledo and her term runs until July 2016. Mrs. Griffin replaces Mary Gregory.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Reynald Debroas, Mary Duncan, Perlean Griffin, Matthew Heyrman, A. Debra Nicotra, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman and Dr. Donna Woodson

Absent: Donald Murray (excused)

Guests: Cathy Noble, ONA Representative; Dena Nowakowski, Union Steward, AFSCME Local 7; John Borell, Assistant Prosecutor; Jared M. McCool, MPH Intern; Juenethia Fisher, CDBG Monitor, Department of Neighborhoods, City of Toledo

Staff: Clark Allen (for Barbara Gunning), Mary Frank, Dr. David Grossman, Joanne Melamed, Larry Vasko, and Eric Zgodzinski

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

Introduction of Guests

Larry Vasko introduced Cathy Noble, Dena Nowakowski, John Borell, Jared M. McCool, and Juenethia Fisher. Mr. Vasko noted that Clark Allen, WIC Director, would present for Barbara Gunning who is at a meeting in Columbus today. Perlean Griffin provided some background information about herself. She works for the City of Toledo as the Director of Affirmative Action/Contract Compliance. She said she is delighted to be here and looks forward to working with the Board and Health Department staff members.

Minutes of August 23, 2012

The minutes of the August 23, 2012 meeting were reviewed. On Page 2, paragraph 2 under Strategic Plan, change the number from “12 Domains” to “11 Domains”. On page 6 under Health Priorities, first sentence, add the words “Lucas County” before “Strategic Plan”. On page 8, paragraph 2, line 2 change the word “instant” to “incident”. There was agreement.

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

There were no additions/changes to the agenda.

Vouchers

Dr. Christopher Sherman reported that the Audit/Finance Committee had reviewed the vouchers at the September 25 meeting and found them to be satisfactory. There were no additions to the bill schedule. Robert Reinbolt made a motion to approve the payment of the September vouchers. A. Debra Nicotra seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

Old Business

Strategic Planning/Accreditation Process Update

Eric Zgodzinski reported that at the last committee meeting the committee had a final review of Domain 1 and critiqued Strategic Planning for Domain 2. The committee is in the process of writing goals and objectives for each of the Domains. We will be applying for a grant from the National Association of County & City Health Officials (NACCHO) and the application is due this Friday. The grant is in the amount of \$40,000 for the Strategic Plan and Accreditation. If funded, the amount of \$15,000 will be put towards the actual fee for accreditation, as the total cost will be \$30,000. There is a need for further discussion about coming up with the extra \$15,000.

Mr. Zgodzinski said he was interested in securing additional funds for personnel to work on policies and procedures. There are approximately 200 documents that need attention. If this grant is secured, there are certain items that will be needed. This includes the Community Health Assessment, which is completed, a Community Improvement Plan, which is almost completed and a Strategic Plan, which should be completed March 2013. The committee will now move on to Domain 3 through 6 and discuss more of a steadfast timeframe for future meetings.

New Business

Confirmation of New Employees/Separation Update

Larry Vasko reported that there were two newly-hired employees and two separated employees this month. Holly Silva was hired as a Public Health Nurse at a rate of \$21.40 per hour on September 17, 2012. Rachel Aeschliman was hired as a Public Health Nurse at a rate of \$22.46 per hour. Both employees will be working in School Nursing positions. Karim Baroudi, Supervisor, Community & Environmental Health Services, resigned effective August 25, 2012. Mr. Baroudi is now working for the State Health Department. Ivy Peterson, Dental Assistant, retired effective August 31, 2012. Currently, we have a Dental Hygienist candidate working in the Dental Program who is scheduled to take her test soon. She is working as a Dental Assistant; however, recruitment efforts continue to fill this position.

Dr. Christopher Sherman made a motion to accept this report. Barbara Conover seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

Public Hearing - Environmental Fees – Semi-Public Sewage System Program

Eric Zgodzinski observed that there were no attendees from the general public present at today's public hearing to discuss the Environmental Fees for the Semi-Public Sewage System Program, although the public hearing meeting was publicized. Also, the Health Department did send proper notification to the affected parties.

Mr. Zgodzinski reported that he did receive a phone call about two weeks ago from Mr. Don Baker, owner of Butch and Denny's Bait shop in Curtice, Ohio. Mr. Baker said he would be unable to make the public hearing today. Mr. Zgodzinski agreed to bring Mr. Baker's concerns to the Board for its purview. Mr. Baker stated that he had nothing against the program itself. His main concern was that he is "getting taxed to death," i.e., the income tax, vendor tax, gas tax, media tax, numerous different increases in his taxes, etc. He is fed up with all the increases that are going on around him. Mr. Baker said he does not wish to pay that amount. He would be paying about \$100 more than before. Larry Vasko said that Mr. Baker's establishment was in a Type D 1 – 1,499 GPD.

Robert Reinbolt made a motion to close the public hearing. Darlene Chaplin seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

Environmental Fees – Semi-Public Sewage System Program – Third Reading

Robert Reinbolt made a motion to approve the third reading of the Environmental Fees - Semi-Public Sewage System Program. Darlene Chaplin seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

Environmental Fees – Semi-Public Sewage System Program – Passage

Robert Reinbolt made a motion to approve the Environmental Fees – Semi-Public Sewage System Program as stated at the last two meetings. Darlene Chaplin seconded the motion. A roll call vote was taken: 12 yeas, 0 nays. Motion carried.

Environmental Health Issues Committee

Robert Reinbolt, Acting Chairman, reported in the absence of Donald Murray, Chairman. He reported that the committee met on September 19, 2012. Robert Reinbolt and Matt Heyrman attended the meeting. There were two issues on the agenda: Cost Methodology and Proposed Fees for 2013.

Cost Methodology

Mr. Reinbolt reported that the committee reviewed the cost methodology associated with the fee calculations and fee structure as required under the Ohio Revised Code. This also applies to other proposed costs that we are currently reviewing.

Environmental Health – 2012-2013 Proposed Fees

The committee is also presenting the Environmental Health – 2012-2013 Proposed Fees to the Board today for a first reading if there is agreement. The committee is currently looking at data from other cities for comparison purposes. Mr. Reinbolt noted that there are some hefty increases associated with some of the fees.

Eric Zgodzinski noted that the proposed fees were for the period 2012-2013. The fees covered: Food Operations, Mobile Food Operations, Vending, Swimming Pools, RV/Park

Camps, Marinas, Sewage Treatment, Water, Tattoos, and Home Day Cares. Mr. Zgodzinski provided justification for each of the proposed fees. He noted that the fees relative to Food Operations dealt with a strict cost methodology that all health departments must follow. These particular increases have a 30% cap.

He explained that the Household Sewage Treatment Systems Program fees had gone up. Mr. Reinbolt noted that the committee looked at this item. These are actual costs and we are just catching up. This item was also discussed with the Audit/Finance Committee as a concern regarding a budget impact. If these fees are not implemented, the program will have to be subsidized by the general fund.

Eric Zgodzinski also noted an issue with vehicle permits relative to septic haulers. The cost is about \$165.00 each to conduct the program. He said that he would like to see some educational material made available and also believes that homeowners should have the tanks pumped every three years. Mr. Vasko noted that the previous charge for this service was only \$35.00 and involved only required paperwork. The proposed fees would include an actual inspection. Mr. Reinbolt also noted that the proposed cost was based on 2011 figures.

Environmental Health – 2012-2013 Proposed Fees – First Reading

Robert Reinbolt made a motion that the Board approve a first reading of the Environmental Health – 2012-2013 Proposed Fees. Darlene Chaplin seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

There was some discussion about the State's share of the fees. Dr. Grossman said that we could provide a breakdown of the fees that are collected.

Stickney Avenue Landfill Recycling Flood Plain Exemption Update

Eric Zgodzinski noted that the Board had approved an exemption for the Stickney Avenue Landfill at its July 26 meeting. The Ohio Environmental Protection Agency (Ohio EPA) has also approved the action that was taken in this particular matter. The proper documents (Final Findings and Orders and Approval of the Flood Plain Exemption Request) will now be signed and processed accordingly.

Creekside C&DD Facility, 4102 Creekside – Abatement Orders Update

Abatement Orders were issued to owners of this facility on August 23, 2012. The owner/operators have not complied. This matter has been referred to the Ohio EPA for further legal action.

Barbara Conover made a motion to approve the committee report. A. Debra Nicotra seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

Personnel Committee

There was no report.

Audit/ Finance Committee

Dr. Christopher Sherman reported that the committee met on September 25, 2012 and reviewed the following items: August 2012 Financial Status, September Bill Schedule, Grant

Funded Programs, Contracts, Other items (Transfers of Appropriations), Environmental Fees and Allscripts.

August Financial Status

The “Consolidated Financial Report” was reviewed and is attached.

Grant Funded Programs

Total submitted applications in the amount of \$7,891,828 for 2011-12 fiscal year, and during this time period we were awarded \$4,958,397. Total applications in the amount of \$9,894,323 for 2012-2013 fiscal year, and during this same time period we were awarded \$3,650,253 in funding.

We received two notices of award: Personal Responsibility Education Program, \$180,000 and Public Health Emergency Preparedness Grant, \$345,804. There are three grants pending: Community of Practice for Public Health Improvements, \$5,000; Racial and Ethnic Approaches to Community Health: Obesity and Hypertension Demonstration Projects, \$3,000,000 and Ohio Commission on Minority Health, \$3,000.

The committee reviewed two contracts: City of Toledo, Department of Neighborhoods, for rodent control and rodent abatement. It is paid by CDBG grants from the City of Toledo. A 100% match is required from the Toledo-Lucas County Health Department (TLCHD); and United Way of Greater Toledo, \$4,386, in support of the Shots for Tots Program.

Other Items – Transfers of Appropriations

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 August 2012 in the ordinary course of business. Total of transfers was for \$12,380.87, consisting of charges in various expense categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of August 2012 in the amount of \$678,075. This represents new funding for the CDBG Rodent Control Program, Public Health Emergency Preparedness, Personal Responsibility Education Program, and additional funding for Advance Practice Center.

A. Debra Nicotra made a motion to approve transfer of appropriation as so stated by Dr. Sherman and to approve the changes in revenue estimates and expense appropriations for the month of August 2012 in the amount of \$678,075. Robert Reinbolt seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

Other Items – Environmental Fees

This item was previously discussed.

Allscripts

The committee reviewed a request from administration to upgrade an Allscripts fax server to increase existing capacity. The number of fax lines increased from two lines to eight lines. The cost for the server is \$9,816.

Darlene Chaplin made a motion to approve the committee report. Robert Reinbolt seconded the motion. A vote was taken: 12 yeas, 0 nays. Motion carried.

Facility Committee

There was no report.

Contracts

Dr. Grossman reported that there were no additional contracts to present.

Division Reports

Administrative Services

Joanne Melamed reported as follows.

Administration

Beth Williams, Grants Coordinator, has six grants to submit in October. She also worked on budget reports, budget revisions, and special conditions. The Billing Department is suffering a temporary setback in personnel. Kathy Fuhr, Billing Department Manager, has had some medical concerns. Cheryl Null, Billing Clerk, lost her home in a devastating fire. Health Department employees are holding a fundraiser for Mrs. Null on Friday.

Vital Statistics Department

This department has done remarkably well in the month of August and September. Much of the extra activity is attributed to school starting and school registration requiring a birth certificate. Approximately \$5,000 extra was received for birth records ordered.

Vital Statistics currently charges \$25.00 for birth and death certificates, and \$3.00 for Burial Permits. From the sale of each certificate the State of Ohio receives \$13.50 (\$3.00 for the Child Abuse Fund, \$1.50 for Family Violence Fee, and \$9.00 for Ohio Department of Health copy fees). The Health Department keeps \$11.50. From the sale of permits the state receives \$2.50 and the Health Department keeps \$.50.

Dr. Donna Woodson suggested supplying a notification to our clients stating the breakdown of Vital Statistics fees, including the State of Ohio fees. Dr. Grossman agreed.

Information Technology Department

This department continues to work with our nursing staff providing Allscripts training. We will be purchasing a new server to maximize our fax lines.

Robert Reinbolt inquired about the status of Sue Lyons, former Grants Coordinator. Joanne Melamed said that she was going to assemble a meeting of the Personnel Committee to discuss the entire Retire/Rehire policy. Mrs. Lyons has not yet been rehired as a permanent employee. Dr. Grossman noted that she is currently being paid through Cardinal Staffing, a temporary employment agency. He said that there has been an evolution regarding her role. Joanne Melamed said that Sue Lyons continues to work on cleaning up old programs. Her new role will be working with the new HUD grant that we recently received. It will be a 30-hour position with fringe benefits. The position requires federal grant and 15 years of government procurement experience. Mrs. Melamed feels that Sue Lyons is qualified. No

one else met the needed requirements. One person from the county was interviewed but turned down the position due to the number of hours. Sue Lyons stepped up to take the position.

Mr. Reinbolt commented that this was a bit misleading as the effort to recruit someone was very minimal. Mrs. Melamed noted that each ad in THE BLADE cost about \$680.00, and there was no budget in the HUD grant for advertising. Dr. Grossman noted that Sue Lyons would be hired under a new grant that lasts three years. Mr. Reinbolt suggested it might be a good idea to take it to the Personnel Committee to discuss this issue, as well as the allocation of vacation time.

Barbara Sarantou asked if there was any oversight by the Board for creating new positions. Larry Vasko replied that in this case, this is another of an already existing position. Sue Lyons would assume the title of Project Manager. Beth Williams was hired as the Grant Coordinator replacing Sue Lyons. Mrs. Williams worked to secure the HUD grant. Dr. Grossman also noted that Karim Baroudi, who was originally in the HUD grant and Lead certified, is no longer with our agency. Someone was needed immediately to fill this position.

Community and Environmental Health Services

Eric Zgodzinski presented the written division report, which included activities for the month of September. Karim Baroudi has resigned. Consequently, three Sanitarians are taking turns as Acting Supervisor—Gillian Wilke, Kelly Sattler and Jennifer Gottschalk. There are three topics of particular importance in our current Health Department newsletter. They are: “Anticipating the Next Pandemic”, “New SARS-like Virus Detected” and “Yosemite’s Hantavirus”. The Health Department addresses these types of issues in its regular course of business.

Mr. Zgodzinski presented a video for viewing from our recent social media training. The video was made possible through a NACCHO grant. It allowed our health department to utilize its creativity in demonstrating what the health department actually does. It also allowed for the development of toolkits and products for use by other health departments. During a disaster it is imperative to get your message out to the public and social media serves as a helpful tool. The event in the video was titled, “Instantly Informed, Social Media Training for Public Health Emergencies”. We will simultaneously webcast the event so people all across the country can watch this in “real” time. We will be able to expand to different Advanced Practice Centers (APC) around the state plus other health departments in the U.S. We need to develop policies and procedures on a local level first then “feed it” into the region. They are also needed for a fast response time. By utilizing social media in your Risk Communication Plan it can help to save lives. Mr. Zgodzinski said that he would like to see training done on-line for the entire country and possibly obtaining CEU credits for participants.

Health Services

Clark Allen reported in the absence of Director Barbara Gunning, who is in Columbus today. Mr. Allen is the WIC supervisor and is also responsible for the front desk, outreach programs, and Creating Healthy Communities. The following topics were covered: Multiethnic Advocates Conference, Shots for Tots, Minority Health, Got Drugs? Take Your Loved One to the Doctor Day, Healthy Lucas County, WIC and 60+ Program

Shots for Tots

There were four additional Shots for Tots clinics scheduled for October, including one at our health department. The clinics are funded by United Way and are essential to keep children in school. A schedule was provided.

Minority Health

Tyler Weant, Epidemiologist, Ohio Department of Health, presented on “Sexually Transmitted Disease Disparities Among African Americans” at the last Minority Health meeting. Over 30 people attended.

Got Drugs?

A Medication Take Back Day will be held on Saturday, September 29, 2012 from 10:00 a.m. to 2:00 p.m. at the Health Department. Evelyn Schreier, pharmacist, and pharmacy students will be involved in this event.

Take Your Loved One to the Doctor Day

The Health Department sponsored this event on September 18. It was held at Scott High School and it was well attended. About 45 different agencies participated. The following tests and screenings were provided: HIV tests, blood pressure screenings, cholesterol and blood sugar screenings and influenza vaccines.

Healthy Lucas County

On September 24, a Lucas County Strategic Planning event was held at The Toledo Hospital to share the top five priority health needs for Lucas County. Over 100 people attended.

WIC

The WIC supervisor attended the Northwest Ohio WIC Directors’ meeting in Findlay, Ohio. This year, Paulding County WIC will be sending 128 sets of Farmer’s Market coupons to Lucas County, as the market in Paulding closed early. Those were in addition to the 7,000 sets of coupons we received. All sets are used to purchase and consume local Ohio grown fruits and vegetables. We received a Notice of Award. Also, the WIC caseload is up 300 for Lucas County for the period July to August.

60+ Program

A site review was conducted on September 13 and a perfect score was obtained. The 60+ nurses are Cathy Noble and Debbie McClure.

Also, employees did a good job with making reminder calls and adjustments in schedules. Kudos was given to staff members for being flexible and covering for each other.

Kevin Roberts, Senior Nutritionist, participated in a Triathlon in Sandusky, Ohio a couple of weeks ago. He completed a HalfIron Triathlon. Kevin Halligan in Vital Statistics completed a whole one. Also, Mr. Robert’s son was involved in the Youth Triathlon. A Triathlon (IronMan) consists of a combined swim, bike and run covering 141 miles.

Dr. Grossman said that he attended the recent Healthy Lucas County event at Toledo Hospital. It was a great informational meeting and was well done. They were able to distill

some numbers and reported on what needed to be done. They spoke about some specific programs in both the city and the county. Information about the Teen Pregnancy Program and the amount of drug abuse in our county was provided. It was reported that by age 13-17 about 60% of children are using marijuana on a regular basis. A big concern is a shift from prescription drug use to heroin use. Other areas that were covered included bullying in schools and zero tolerance programs. Dennis Hicks was the lead person and presented on the five disparity areas; he did a good job.

Board Member Mary Duncan also attended and commented that the program was very well done and targeted. The way information was presented was obvious concerning where monies should be spent and areas of focus.

Health Commissioner's Comments

Dr. David Grossman commented as follows: The Health Commissioner attended the Health Commissioners' Conference this month in Columbus, Ohio. This is a required meeting in order to obtain State Subsidy funding for our health department. There has been much discussion about Accreditation and Strategic Planning. I feel that there will be necessary accreditation for all health agencies and will eventually become mandatory. Our health department is taking a proactive approach in this area.

The most disturbing news was a new medical home item for medical care in Ohio and the country. But Ohio is creating a whole new Medicaid item, new Medical Home Model and a new accredited care organization. Where public health will fall into this is very disturbing—if it will fall in at all. Medicaid contracts are being awarded. It is anticipated that there will be a couple of million new patients in Ohio within the next two years. Our criteria will also be different. The program wrapped up with a program called “Futures of Public Health”, which is a state program. One of the ideas presented was that Board members would potentially have to acquire additional education just to be Board members. However, the Governor will eventually make a decision at the legislative level. Therefore, we cannot make our plans at the local level yet. We will see what happens and where we fit it.

Other Items

Matt Heyrman said the Audit/Finance Committee discussed the effects of the Affordable Care Act would have on people. He asked if the health department played a role in trying to be a piece in the public information campaign. He also asked if there was anyone on staff that had the time and/or expertise to start to work on researching how it would affect this department and strategize or maybe turn that into some kind of public information campaign. Dr. Grossman answered no. He said that public health would be affected directly and indirectly by the Affordable Care Act. By 2014, everything should be in place. Questions like where people would go for services, coverage, where will the “safety net” be, etc., will be answered by then. It is anticipated that we will not receive federal funding; however, we can position ourselves regarding payment for our services by individuals. Right now, we are losing on clinical services. Also, we do not have anyone on staff to assist on research and other items.

Matt Heyrman asked Dr. Grossman if he would comment on this item under his comments each month. He agreed.

Larry Vasko stepped out momentarily and re-entered the meeting wearing a gorilla suit. He explained that our agency was involved in the “Pace Setter Campaign” for United Way. Our staff crushed those goals by holding major fundraising events and individual contributions. Five directors/supervisors volunteered to wear the gorilla outfit, based on the amount of contributions collected. Larry Vasko won! Denise Vernon and Kelly Granger served as co-chairmen this year. Mr. Gorilla/Vasko praised the staff for their efforts and project support.

Public Health in the News

Dr. Donna Woodson reported on the following public health in the news items: Last month we spoke about some things in terms of a free breakfast program for Toledo Public schools and new food rules. She asked Reynald Debroas, Toledo Public Schools, to comment.

Reynald Debroas explained that last year the free breakfast program was started in 17 schools. They tried to increase the breakfast participation rate offering hot breakfast to students. The program was successful; consequently, it was expanded to other schools. There was a significant increase in participation in the 42 schools. Dr. Woodson commented that teachers report seeing a great improvement in student attention rates and work when they [the students] eat breakfast.

There’s been an increase in West Nile Virus (WNV) cases, both nationally and locally. Dr. Grossman was recently quoted in the newspaper about this item. Dr. Grossman said that we have not seen a rise here compared to the rest of the country, particularly Texas. The drought conditions were not as pronounced here as they were there.

There was an article about whooping cough vaccine. This year, the state of Minnesota has seen a significant number of Whooping Cough cases.

A new virus similar to SARS was recently identified. Upon leaving London recently, there was a report that someone from another country was there who had the SARS-like virus and was in critical condition. Hopefully, there will be no cases in the U.S.

Next Meeting

The next meeting will be held on Thursday, October 25, 2012 at 8:30 a.m. at the Health Building, Department of Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Robert Reinbolt made a motion to adjourn the meeting. Dr. Christopher Sherman seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:30 a.m.

Signed:

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

Attested By:

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