

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

**October 25, 2012 – 8:30 A.M.**

**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, Donald Murray, Robert Reinbolt, Barbara Sarantou, Hans Schmalzried, and Dr. Donna Woodson

*Absent:* A. Debra Nicotra, Dr. Christopher Sherman (both excused)

*Guests:* Cindy McLeod, ONA Representative; Dena Nowakowski, Union Steward, AFSCME Local 7; and Kevin Pituch, Assistant Prosecutor

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

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

**Introduction of Guests**

Larry Vasko introduced Cindy McLeod, Dena Nowakowski, Kevin Pituch and Gerald Bingham. Mr. Bingham is the new Supervisor of Community Services and replaced Karim Baroudi, who resigned. Mr. Bingham previously worked at the Wood County Health Department and in Port Clinton in Ottawa County. He was recruited to work in the Community and Environmental Health Services Division. Mr. Bingham said he is looking forward to working here. Eric Zgodzinski said that he has known Mr. Bingham for about ten years. Mr. Bingham has expertise in the areas of food, etc. Plans for the next year include a Round Table for food protection, customer service, foodborne illness and other issues.

Mr. Vasko announced that as part of a new HUD grant requirement, all Board Members must now sign an attendance sheet at all Board meetings. He noted that Juenethia Fisher, CDBG Monitor, Department of Neighborhoods, City of Toledo, had attended the last Board meeting. The attendance sheet was circulated for signature. Mr. Vasko mentioned that Patricia Chatman, Supervisor of Clinical Services, had recently retired from the Health Department. Dr. David Grossman said that Mrs. Chatman was definitely an asset to our department and that he plans to meet with her soon. A plaque will be provided to her for her service to our agency.

**Minutes of September 27, 2012**

The minutes of the September 27, 2012 meeting were reviewed. The following changes were made: On page 3, paragraph 2, change the city from “Oregon, Ohio” to “Curtice, Ohio”. On page 4, paragraph 2, change the words “Sewage Treatment fees” to “Household Sewage Treatment Systems Program fees”. On page 10, under Public Health in the News, second

paragraph, change the word from “We tried to increase the breakfast participation rate...” to “They tried to increase the breakfast participation rate...”

Robert Reinbolt made a motion to approve the minutes as amended. Barbara Conover seconded the motion. A vote was taken of those present. Motion carried.

### **Agenda**

Dr. Donna Woodson noted there is a need for an executive session to discuss personnel issues that relate to the evaluation of the Retire/Rehire Program. There was agreement.

### **Vouchers**

Matt Heyrman reported in the absence of Dr. Christopher Sherman. He reported that the Audit/Finance Committee had reviewed the vouchers at its October 23 meeting and found them to be satisfactory. Joanne Melamed noted a typo on page 7 of the bill schedule. Dr. Sherman was inadvertently paid twice in the amount of \$480. This item was rectified. There were no additions to the bill schedule. Robert Reinbolt made a motion to approve the payment of the October vouchers. Reynald Debroas seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### **Old Business**

#### **Strategic Planning/Accreditation Process Update**

Eric Zgodzinski reported that the committee is currently working on Domains 3 through 6 and is currently on Domain 4. There are a total of 12 Domains. There will be a Strategic Planning “roll out” in March 2013. Plans for next month include Strategic Planning training for staff. The training will allow employees to gain a good understanding of this complete process. The Health Department has applied for a \$40,000 grant from the National Association of County & City Health Officials (NACCHO) for the Strategic Planning and Accreditation. News of the grant award is expected sometime in December.

### **New Business**

#### **Confirmation of New Employees/Separation Update**

Larry Vasko reported that there was one newly-hired employee and one separated employee this month. Gerald Bingham was hired as a Supervisor-Community Services in the Community & Environmental Health Division, at a rate of \$27.90 on October 24, 2012. This is an E5 Level position. Mr. Bingham replaces Karim Baroudi. Patricia Chatman, Supervisor-Clinic, retired effective October 2, 2012. This is an E6 position. Recruitment efforts are underway to fill this position.

Robert Reinbolt made a motion to accept this report. Barbara Conover seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### **Environmental Health Issues Committee**

Donald Murray reported that the committee met this morning prior to the Board meeting. The committee addressed the issues of the 2013 proposed Environmental Fees and Cost Methodology. The committee recommends proceeding with a second reading of the proposed

fees, and holding a third reading of the fees as well as a public hearing. Mr. Murray announced that there is a cost methodology booklet available for viewing.

Robert Reinbolt made a motion to accept this report. Reynald Debroas seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

### **Environmental Health – 2013 Proposed Fees – Second Reading**

Eric Zgodzinski said that today's meeting would serve as the Second Reading of the Environmental Health 2013 Proposed Fees. The concept is to take these fees and move forward toward implementation. He noted that there were no changes in the proposed fees from the previous month. Robert Reinbolt confirmed that the committee had reviewed the Cost Methodology binder in detail.

Robert Reinbolt made a motion that the Board approve a second reading of the Environmental Health – 2013 Proposed Fees. Barbara Conover seconded the motion. A roll vote was taken: 11 yeas, 0 nays. Motion carried.

### **Executive Session**

Robert Reinbolt made a motion that the Board go into executive session to discuss personnel issues that relate to the evaluation of the policy of Retire/Rehire. Donald Murray seconded the motion. A roll call vote was taken: 11 yeas, 0 nays. Motion carried. Dr. David Grossman was asked to stay for the executive session. The Board went into executive session at 9:00 a.m. and returned at 9:35 a.m.

### **Personnel Committee**

Robert Reinbolt reported that the committee met on October 23 with full attendance.

#### **Retire/Rehire –Sue Lyons**

The first item on the agenda was to inform the committee of the new HUD Lead grant and that Sue Lyons would be rehired to monitor the fiscal requirements of this grant. She will be a part-time employee effective November 1, 2012 and receive benefits including 2 weeks' vacation.

#### **Retire/Rehire – Larry Vasko and Barbara Gunning**

Dr. Grossman proposed that Larry Vasko and Barbara Gunning would be retired and then rehired at reduced rates. The estimated yearly savings would be \$70,194.89. Potential savings in sick time would be approximately \$143,816.88 more for a total of \$214,011.77. There was some discussion on benefits and the impact on this program, but the majority of the committee decided to recommend to the full Board approval, which includes providing 6 weeks' vacation in the year granted or losing it. No carryover would be allowed.

The committee also recommended that the Retire/Rehire policy be reviewed with administration.

### **Audit/ Finance Committee**

Matt Heyrman reported that the committee met on October 23, 2012 and reviewed the following items: September 2012 Financial Status, October Bill Schedule, Grant Funded Programs, Contracts, Other items (Transfers of Appropriations, Sue Lyons, Larry Vasko and

Barbara Gunning – Retire/Rehire). A highlight was the receipt of one-half distribution of subdivision taxes.

### September 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 \$10,058,323 for 2012-2013 fiscal year, and during this same time period we were awarded \$5,868,756 in funding.

We received three notices of award: Women, Infants, and Children (WIC), \$2,218,503; Ohio Commission on Minority Health - \$3,000; and Racial and Ethnic Approaches to Community Health: Obesity and Hypertension Demonstration Projects - \$3,000,000. We did not receive the latter grant.

We have eleven pending applications:

1. Rodent Nuisance Control contract for the City of Toledo HUD 39<sup>th</sup> Year - \$112,271
2. Community of Practice for Public Health Improvements Round 2 – \$5,000
3. Accreditation Support Initiative Round 2
4. Medical Reserve Corps - \$5,000
5. Creating Healthy Communities - \$119,000
6. Dental Sealant - \$75,000
7. HIV Prevention - \$316,000
8. STD Prevention - \$52,226
9. Immunization Action Plan - \$157,912
10. Safety Net Dental Care - \$75,000
11. Community Resilience Innovation Challenge - \$35,000

### Contracts

The committee reviewed five contracts: Toledo/Lucas County CareNet - \$2,000; Ohio Commission on Minority Health - \$3,000; AIDS Resource Center – \$6,000; ProMedica Health System - \$600; and Ohio Department of Job and Family Services - \$18,900.

### Other items - Transfer 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 September 2012 in the ordinary course of business. Total of transfers was for \$77,012.09, consisting of charges in various categories.

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of September 2012 in the amount of \$2,270,345 for revenue estimates and \$2,269,714.17 for expense appropriations. This represents funding for the WIC, HIV, and 60+ programs.

Robert Reinbolt made a motion to approve total of transfers for \$77,012.09 consisting of charges in various expense categories. Donald Murray seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

Robert Reinbolt made a motion to approve changes in revenue estimates and expense appropriations for the month of September 2012 in the amount of \$2,270,345 for revenue estimates and \$2,269,714.17 for expense appropriations.

Donald Murray seconded the motion. A vote was taken: 11 yeas, 0 nays. Motion carried.

#### Other Items – Retire/Rehire

On October 23, 2012 the Personnel Committee convened to discuss retired/rehires.

Sue Lyons will be rehired as a Program Coordinator under the HUD Lead Grant. Larry Vasko and Barbara Gunning will be retiring in December 2012 and will be rehired in January 2013 at reduced salaries. These items were previously presented and discussed at today's meeting.

Donald Murray made a motion to approve the report. Perlean Griffin seconded the motion. A vote was taken: 11 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

##### Community & Environmental Health

Eric Zgodzinski reported on two items. There was a newspaper article in today's paper regarding Greenbelt Place, the apartment complex across the street. There are issues of insects, mice and other items at that location. The Health Department continues to work with its management office in finding solutions for problems under its authority. Also, Nathan Fries, Sanitarian, will make a presentation today about the Community Development Block Grant (CDBG) Program regarding rats and other items.

Nathan Fries made a powerpoint presentation including a brief slide show on the Rodent Control Program. The presentation covered habitats, eating patterns, funding, baiting, neighborhood clean-ups, educational material, etc. Mr. Fries explained that when homeowners are non-compliant, they are summoned to court and sometimes issued a fine. He noted an unusual case yesterday whereby Judge McConnell ordered a gentleman to jail for non-compliance. Health Department cases are minor misdemeanors. After the presentation there was a question and answer period. Board members were urged to notify the Health Department staff regarding any nuisance violations.

## Health Services

The Board received thanks for approving Health Department facility upgrades, including state-of-the-art equipment. Larry Vasko and Barbara Gunning hosted a meeting here with the Information Technology (IT) leader from the City of Toledo, the police department and others. The meeting dealt with computer equipment, the Internet, the Health Department website, and other items. It was rewarding that our facility functioned well and was conducive to this effort.

Barbara Gunning reported on the following items: Nursing Leadership, Midwives' 20 Year Anniversary, Drug Take Back Day, Multi-Ethnic Advocates for Cultural Competence, TB Prevention, STD Prevention, Creating Healthy Communities, Minority Health, Breastfeeding Support, HIV Prevention and Shots for Tots

### Nursing Leadership

On October 22, the Director of Health Services attended a Nursing leadership program at Lourdes College. Public Health Nurses were highlighted at this event.

### Midwife's 20 Year Anniversary

Barbara Gunning also participated in the celebration to honor the midwives. She noted that in the women's clinic all women patients would be seen.

### Multi-Ethnic Advocates for Cultural Competence

Barbara Gunning also participated in this program held in Columbus, Ohio. The topic had to do with the role of communication and collaboration in completing a Community Health Assessment (CHA).

### Drug Take Back Day

On September 29, Evelyn Schreier, pharmacist, and her students arranged a second Drug Take Back Day event. Over 300 pounds of medication was collected. There are more sites now in Lucas County for this type of event. This is the second year for our agency event. Dr. Grossman informed the Board that the Drug Enforcement Agency also attends these events and it is responsible for the proper disposition of collected medications. The Health Department is responsible for advertising, staffing, and holding the event.

### TB Prevention

Nancy Benedetto was asked by Dr. Claudiu Georgescu of the University of Toledo to directly observe a TB patient who will begin a new 12-week treatment plan. We currently have four active cases and two suspect cases of TB in our County community.

### STD Prevention

Jerry Kerr and Patti Fraker sent the latest STD Treatment Guidelines to emergency room physicians and others per an Ohio Department of Health (ODH) request. Unfortunately, some STD's are on the rise.

### Breastfeeding Support

Tony Maziarz, Amy Abodeely and Gloria Shortridge helped install a breastfeeding room at Eagle Academy.

### Creating Healthy Communities

Tony Maziarz and Amy Abodeely also organized the Healthy Corner Store kick-off event at Save Way Market located on Cherry Street. This event helped the store owner to purchase a certified scale so he can also sell fruits and vegetables by the pound.

### HIV Prevention

Mary Jay, Disease Intervention Specialist, presented at UT's Medicine on the Maumee: A History of Health Care in Northwest Ohio. Her talk focused on HIV. Dr. Grossman noted that the display contained many artifacts from our Health Department. Board members were urged to view the exhibit.

### Minority Health

Dennis Hicks, Coordinator, developed a new monthly newsletter. It will go out to individuals on the "list serve" and it will appear on his upgraded website: [www.minorityhealthtoledo.org](http://www.minorityhealthtoledo.org)

### Shots for Tots

Cindy McLeod, Public Health Nurse, is involved with the Immunization Action Plan (IAP). She and other staff members have been very active in providing immunizations to children to help avoid their exclusion from school in October. They wrote a grant to United Way for funding for additional clinics. Cindy McLeod reported that some parents are refusing vaccinations for their children and that most of them are located in the outlying areas, not the City of Toledo. Also, many 7<sup>th</sup> graders still need the Tdap immunization. We also offer information about meningitis and Human Papilloma Virus (HPV) vaccinations to parents so that they are aware of those vaccinations as well.

### Administrative Services

Joanne Melamed reported as follows:

#### Administrative Services

We applied for nine grants in October. Greg Moore has been working with administration to find additional funding opportunities, particularly in the area of Accreditation. We are very lucky to have Mr. Moore as an upcoming person gaining that grant experience, and it would be nice for him to join our division.

The goal for the month of November and December is to assemble a budget for the general fund. This is Eric Zgodzinski's first attempt to prepare the Environmental Health budget since his new position of Director. The Health Department budget will remain pretty much within the same parameters as the current year.

#### Billing Department

The Billing Department staff has been very busy participating in the flu clinics. Last year they brought in over \$40,000.

#### Vital Statistics Department

Much extra activity is attributed to voting registration for the General Election. In Ohio a citizen must possess a valid identification in order to register to vote. Also, Kevin Halligan will be spearheading an effort to help in the area of Homelessness Awareness. On Saturday, October 27, the Health Department will partner with the City of Toledo to connect people to

obtain a birth certificate and critical medical services. Through community effort and employee participation, a total of \$1,875 was raised to issue 75 birth certificates.

### Information Technology Department

Scott Francis and Kevin Harrison are testing a low-cost client computer and android devices for deployment. A new computer for the HUD Lead Program, with use of an XRF machine, was set up. The person working in this program will receive this computer. Mr. Francis and Mr. Harrison have taken on additional duties, i.e. maintenance issues in the Health Department. Howard Cornett, Fleet and Facility, City of Toledo, has reduced hours at our facility. The elevator in the new wing has been out of order for a while. The City of Toledo will set aside funds to repair the elevator sometime next year.

Dr. David Grossman said that recently one of our employees had tripped upon entering the elevator located in the new wing. All employees received training on the use of elevators for insurance purposes. The major equipment in the shaft of the elevator needs replacement and will cost approximately \$200,000.

### Health Commissioner's Comments

Dr. David Grossman commented as follows: Patricia Chatman, Supervisor of Clinics, has separated from our agency. Recruitment efforts continue to find her replacement. There's been a change in our Eye Vision Program regarding reduced staff. There is a potential candidate who is interested in this position.

The Health Commissioner received a very nice congratulatory letter from Ohio State Representative Michael Ashford. He congratulated our agency for the receipt of an Ohio Commission on Minority Health grant. Robert Reinbolt said that he had a conversation with Peter Ujvagi, County Commissioners' Office. Mr. Ujvagi has agreed to meet with Mr. Reinbolt after the election about addressing specific health concerns. Mr. Reinbolt suggested preparing a list of ideas prior to meeting with Mr. Ujvagi and others. Dr. Grossman agreed and said this is an opportune time to pursue this. We could request that certain issues be presented and hopefully passed at the congressional level. There will be sewage laws, Future of Public Health, and other items going to Columbus for review. Dr. Woodson also suggested taking a broader look to include such items as mammograms for women and other vital issues.

### Other Items

#### Public Health in the News

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

The Health Department has been very busy with the recent outbreak of meningitis from tainted steroids from the New England Compounding Center (NECC) in Framingham, Massachusetts. The Health Commissioner and Deputy Health Commissioner were noted in recent newspaper articles and indicated that at present there is no outbreak of meningitis in Lucas County. There was a recent recall of peanut butter products nationwide. The Academy of Pediatrics has recommended that young men also get the Human Papilloma Virus (HPV) vaccine. A recent study indicates that there is no associated health risk.



It was reported in The New England Journal of Medicine that Noble Prize Winners often consume large amounts of dark chocolate. It appears that it slows down age-related mental decline. The author of the article, and Dr. Woodson, recommend eating dark chocolate.

**Next Meeting**

The next meeting will be held on Thursday November 15, 2012 (third Thursday) 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. Donald Murray seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:35 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**