

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

November 18, 2010 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover, Reynald Debroas, Mary Gregory, Donald Murray, Robert Reinbolt, Theodore Rowen, and Dr. Donna Woodson

Absent: Darlene Chaplin, A. Debra Nicotra, Jane Ringlein, Dr. Christopher Sherman, Patricia Wilcox (all excused)

Guests: Cathy Noble, ONA Representative; Paul Bauman, Union Steward, AFSCME Local 7; Rachel Crouder, MPH Student, Bowling Green State University Consortium

Staff: Ross Buckingham, Mary Frank, Barbara Gunning, Bob Pongtana, Alan Ruffell, Larry Vasko and Eric Zgodzinski

Dr. Donna Woodson, President, called the meeting to order. Eric Zgodzinski and Alan Ruffell gave their committee reports pending arrival of appropriate number of Board members for a quorum.

(Mary Gregory arrived at approximately 9:00 a.m.)

Introduction of Guests

Larry Vasko introduced Dave Miller, new Human Resources Administrator, and Rachel Crouder, an MPH student. Mr. Miller stated that he has been working on Family Medical Leave Act (FMLA), Kronos, position descriptions, policies, and meeting with employees on various issues. Ms. Crouder stated that she is working on her Masters of Public Health degree. Larry Vasko noted that Paul Bauman, new AFSCME Union Steward, and Cathy Noble, ONA Representative, were also present.

Minutes of October 28, 2010

The minutes of the October 28, 2010 meeting were reviewed. There was one correction on page 3, under Maternity Units, change minutes to reflect that Barbara Conover abstained from voting for Bay Park and St. Luke's Hospital. Ted Rowen made a motion to approve the minutes as amended. Robert Reinbolt 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 pending legal issues and personnel issues under the Prosecutor's Update.

Vouchers

Board members reviewed the November vouchers. Dr. Woodson said that the Audit/Finance Committee had reviewed the items on the Bill Schedule and there were no changes. Robert Reinbolt asked if the security guard position was under Cardinal Staffing. Bob Pongtana replied no, the position falls under Job1 USA. Part of Cardinal Staffing deals with the PHI grants and a temporary assignment for certain projects such as the Electronic Health Records

(E H R). Robert Reinbolt made a motion to approve the payment of the November vouchers. Ted Rowen seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Old Business

Prosecutor's Update

There was no report.

Executive Session

Barbara Conover made a motion that the Board go into executive session to discuss pending legal issues and personnel issues. Reynald Debroas seconded the motion. A roll call was taken. The Board went into executive session at 9:10 a.m. and returned to regular session at approximately 9:30 a.m. Board members requested the presence of Larry Vasko, Bob Pongtana and Alan Ruffell.

New Business

Public Hearing – Sewage Treatment Fees

Alan Ruffell reported that this is our required public hearing for these changes on sewage treatment fees. Mr. Ruffell opened the public hearing for any testimony. Attendees in the audience were asked for any further comment at the public hearing. He noted that no one had appeared to give testimony. No testimony was given.

Ted Rowen made a motion to close and approve the public hearing session. Mary Gregory seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried.

Third Reading – 2011 Proposed Environmental Health Fees

Alan Ruffell said this would serve as the third reading of the 2011 proposed Environmental Health Fees. The fees were calculated according to the State methodology. We have had two prior readings of these fees and the fees presented today, are identical to the fees presented at both the September and October meetings. A public hearing for the fees was held last month (October).

Barbara Conover made a motion to approve the third reading of the proposed Environmental Health fees. Ted Rowen seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried.

Passage of the 2011 Proposed Environmental Health Fees

Alan Ruffell requested passage of the 2011 Environmental Health Fees as presented.

Reynald Debroas made a motion to approve passage of the 2011 proposed Environmental Health Fees. Ted Rowen seconded the motion. A roll call vote was taken: 7 yeas, 0 nays. Motion carried.

Confirmation of New/Separated Employees

Larry Vasko reported that there were three newly hired employees and no separations this past month. Melissa Foos was hired as an Epidemiologist on 10/15/10 at a rate of \$19.31 per hour; Kurt Suska, was hired as a Sanitarian in Training on 10/16/10 at a rate of 16.04 per hour and Thomas Skeldon was hired as a Sanitarian in Training on 10/16/10 at a rate of 16.04 per hour.

Reynald Debroas made a motion to accept this report. Donald Murray seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Maternity Unit Licensures

Larry Vasko presented one maternity unit licensure for the Board’s consideration and approval. Reynald Debroas made a motion to approve maternity unit licensure for Flower Hospital. Donald Murray seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Not Available
Barbara Conover	Abstained
Reynald Debroas	Yea
Mary Gregory	Yea
Donald Murray	Yea
A. Debra Nicotra	Not Available
Robert Reinbolt	Yea
Jane Ringlein	Not Available
Theodore Rowen	Yea
Dr. Christopher Sherman	Not Available
Patricia Wilcox	Not Available
Dr. Donna Woodson	Yea

Vote: 6 yeas, 0 nays. 1 Abstained. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee did not have a formal meeting. A meeting was held with Paul Roman, Director, Public Service, and Mike Beazley, Administrator, City of Oregon, last Tuesday regarding sewer taps. The meeting focused around gaining an understanding and background of the extensions that the City of Oregon has granted to some property owners on Stadium Road. Apparently, the City of Oregon was trying to support Jerusalem Township when there were findings/orders to install a vacuum or pressurized system to accommodate Reno Beach. When this was done, the system was overbuilt. As a result, that was going to increase some of the assessments and rates within the City of Oregon. The people who were going to be directly affected on Stadium Road for the sewer project were given a 60-month, or 5-year extension. When the time was up, the City of Oregon forwarded these cases to the Health Department for enforcement.

Ted Rowen suggested sending a letter to those affected granting a one-year extension to tap into the sewer system, reiterating that they previously had a 60-month extension. The letter should also state that this would be the last extension. By getting this extension the property owners would have knowledge and be obligated to sign up by the end of the year. It was noted that there are approximately 93 homes that have not yet tapped in and approximately 12 homes that are beyond the time limit for extensions. Mr. Rowen made a suggestion to develop two plans—one with extensions and one without.

Dr. Donna Woodson suggested waiting until next month to clarify the motion and to receive additional input from other committee members. Robert Reinbolt suggested referring this item to the Environmental Health Issues Committee for their recommendation to the full Board. There was agreement.

Personnel Committee

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

Audit/Finance Committee

Barbara Conover reported that the committee met on November 16, 2010 and reviewed the following items: October 2010 Financial Status, November Bill Schedule, Grant Funded Program, Contracts, 2011 Environmental Health Fees Schedule and other items.

Grants

The committee reviewed the grants in detail as of September 30, 2010 with applications in the amount of \$8,840,687.95 for the 2010 fiscal year. We received grant funding of \$6,504,820.95. Currently there is one grant application in process in the amount of \$1,000,000.00 for the Healthy Homes Production Program. Bob Pongtana added that Alan Ruffell's staff, Sue Lyons and the new Grant Writer, wrote the grant.

Contracts

The committee reviewed two contracts and is requesting Board approval for Michelle Boose, M.D. – Clinic Physician - \$65.00 per hour and AIDS Resource Center Ohio – AIDS Prevention (HIV) - \$9,400.00. The committee recommends approval.

2011 Environmental Health Fees Schedule

The committee reviewed for the third time the list of proposed fees. There were no changes. The committee recommends approval.

Robert Reinbolt made a motion to approve the report. Reynald Debroas seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

Facility Committee

There was no committee meeting held this past month. It was noted that although there was no meeting, there was no impediment for the current work being done at the Health Department.

Division Reports

Community Services - Response & Preparedness

Wireless laptops under the EOC2GO Box program were set up for individual Board members' use. Eric Zgodzinski explained the system consisting of a portable server. The new system has many features and capabilities including mobility, internet, phone, and email. This multi-system would be used in case of disaster type situations, allowing the collection and sharing of various types of information. Also, the Board Room will be redone to include webinar capability, electronic notebooks for powerpoint presentations and satellite broadcasts.

Greg Moore and Cheryl Murphy provided a demonstration by sending out a phone message to the Board members. Mr. Moore explained the various features of the system in detail. Mr. Zgodzinski is in current discussions with other health commissioners, disaster planners, and others regarding their potential use of this new and compatible system. It would benefit Lucas County and other counties in case of major disasters, as it would allow for networking capabilities. Future plans include showcasing this system at various township and village locations.

Mr. Zgodzinski said that the Board might want to explore the revamping of the Bylaws relative to off site meetings. We could then utilize this system and conference call Board members and others. Eric Zgodzinski also provided a written report.

Environmental Health Services

Alan Ruffell reported on the following items: “Kitchen Inspection-Home Edition”, Healthy Homes Production Grant Proposal, Lead Poisoning Prevention, Baiting, Vaughn Jackson, Ohio Environmental Health Association Food Technical Committee Appointment, Person in Charge, and Konni Sutfield.

“Kitchen Inspections-Home Edition”

Sara Becker conducted a “Kitchen Inspection – Home Edition” on WTOL – Toledo 11 News Channel. It consisted of a mock inspection of a private kitchen critiquing some of things she was doing regarding cross contamination, hand washing, etc.

Healthy Homes Production Grant Proposal

Environmental Health completed a U.S. Department of Housing and Urban Development HUD Healthy Homes Production grant proposal for \$1,000,000.00. Only ten grants will be issued. This is our first time applying for this grant and there is good prognosis. A notice is expected by year-end.

Lead Poisoning Prevention

Seven various activities were conducted this past month regarding lead abatement.

Baiting

Baiting for rats continues and complaints are decreasing at the Library Village (Sylvania and Phillips Avenue) caused by construction in that area.

Ohio Environmental Health Association Appointment

Alan Ruffell accepted an appointment on the Ohio Environmental Health Association Food Technical Committee.

Konni Sutfield

Konni Sutfield, Supervisor, has submitted a retirement letter effective December 31, 2010.

SmokeFree Workplace

Yesterday, we found out that the Court of Appeals 10th District Court ruled in favor of a public health smoking case involving Zenos Victorian Village in Columbus. Locally, we can proceed as planned with extensive enforcement efforts on businesses that are recalcitrant.

Administrative Services

Bob Pongtana reported as follows: Scott Francis started work on October 4, 2010 and has been shadowing Ross Buckingham. The Allscripts Electronic Medical Records system went live in October and is going well. Our division is currently working on Windows XP machines and the Kronos timekeeping system.

Grants Administration

We received one Notice of Award for Advanced Practice Centers - \$270,000.00 There were a total of 4 Notice of Awards pending. There a total of 8 grant applications pending and one project in process for New-Healthy Homes Production - \$1,000,000.00.

Quarterly Reports

There were a total of 9 grant quarterly expenditure reports. There was one grant quarterly report for WIC the \$2,000,000.00 grant. There were 8 grant quarterly expenditure reports (first quarter ending September 30), which includes a Rodent Control report. The total grant money received is \$371,865.42.

Bob Pongtana reported that there are about 14 employees presently on FMLA time. Administration is assuring proper employee documentation. There was a brief discussion.

Health Services

Barbara Gunning reported on the following items: Holiday Party, Shots for Tots, Social Media, World Advisory Group, CareNet, Healthy Child Care Ohio, Child Fatality Review, Covering Kids and Families, Creating Healthy Communities.

Holiday Party

Board members received an invitation for an employee Holiday Get Together on December 17, 2010 in the afternoon at the Maumee Theatre. We will have a meeting and Dr. Grossman will be one of the speakers. Snacks will be provided. The morale committee will be conducting raffles and other activities.

Robert Reinbolt asked if the clinics would be shut down? Barbara Gunning answered yes, but this is done every year during the regular Christmas luncheon. Mr. Reinbolt voiced his concern for potential criticism. He said he understood the morale issue and that other offices might hold similar events. Board members commented at length. Mr. Reinbolt indicated his opposition for this event due to the shutting down of our clinics and potential criticism.

Barbara Gunning insured that the Health Department would be staffed for that particular day. Larry Vasko said that all staff members would be reachable. He said that this issue would be reassessed.

Building Upgrades

The first phase was initially going to include the redo of all bathrooms. However, after a plumbing survey was conducted, a problem emerged regarding shutoff valves. The first phase will be changed to the second and third floor areas.

Shots for Tots

Beginning January 1, 2011, the Shots for Tots program will no longer send physician notifications. This will avoid duplication of effort and will result in about \$8,800.00 in savings. These immunization records may be accessed through the Impact SIIS system. Dr. Donna Woodson voiced her concern with physician notification of this new item. She urged further discussion on this topic.

World Advisory Group

Health Services Division and the Regional Advisory Group (RAG) are planning a new type of event for World AIDS Day on December 2. HIV testing, prevention information and other activities will take place. A flu clinic will be offered.

CareNet

As of November 5, 2010, 24% of CareNet patients were receiving care at the Toledo-Lucas County Health Department. Other agencies offering this service are: NHA, ProMedica, Mercy and St. Luke's.

Creating Healthy Communities

As a result of a recent meeting with our staff and Dr. Jerome Pecko, Toledo Public Schools superintendent, decisions were made to: conduct an initial survey, reinstate the School District Health Advisory Council and commit to a more effective communication, regarding school wellness.

Health Commissioner's Comments

Larry Vasko reported in the absence of Dr. David Grossman. He commented on the following items:

Zenos Victorian Village

We were glad to hear the good news about the 10th District Court of Appeals case involving Zenos. Alan Ruffell's division is working on an observation plan regarding enforcement of the Clean Indoor Air in our local area.

Electronic Medical Records/Kronos

We are building for the future regarding electronic medical records. Allscripts was selected for the Health Department, which turns out to be the number one State recommended vendor. The Dental Clinic will have a parallel system. This will help modernize the clinic, making it electronic and ultimately upgrading to digital x-rays. The Human Resources system is being modernized within the agency. The County is exploring a tie into our Kronos system (backbone) and would like us to be a leader who will then take it to the rest of the County. We are also working with the PeopleSoft system for expansion.

Our Environmental Health Services Division is also working on making that area electronic and moving forward. Discussion centered around Marty Tremmel from Huron County and Congressman Randy Gardner. Board members urged our support. Larry Vasko said he would follow up with others at a meeting he was attending this afternoon.

Health Building

The Health Building will be powered down on Friday, November 26, for testing of the new generator.

Vital Statistics

On January 1, 2011, there will be a major change regarding central issuance of birth certificates. This will allow the purchase of them from all other counties in Ohio. Kevin Halligan has drawn up draft plans for the front parking lot, as well as a potential drive-thru for certificates.

Other Items

Nomination Committee

Dr. Donna Woodson announced that it's time to form a Nomination Committee for two Board positions—President and Vice President. There are usually two individuals who serve on the committee. She asked if there was a need to change the number? No one offered suggestions to change the number. She asked if there were any recommendations for two members of the Nominating Committee and if anyone was interested in running?

Robert Reinbolt nominated Ted Rowen. Barbara Conover nominated Donald Murray. They both accepted to serve on the Nominating Committee.

Robert Reinbolt made a motion to close nominations. Reynald Debroas seconded the motion. A vote was taken: 7 yeas, 0 nays. Motion carried.

The new Nomination Committee was requested to draft a slate of officers and to make recommendations for the Board's consideration next month. Dr. Woodson thanked Mary Gregory for her service in the past.

Public Health in the News

Dr. Donna Woodson wished everyone a Happy Thanksgiving!

Next Meeting

The next meeting will be held on Thursday, December 23, 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. Mary Gregory seconded the motion. The Board voted unanimously to adjourn. The meeting adjourned at approximately 11:50 a.m.

Signed:

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

Attested By:

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