

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

December 20, 2012 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover, Mary Duncan, Perlean Griffin, Matthew Heyrman, Donald Murray, A. Debra Nicotra, Barbara Sarantou, Hans Schmalzried, Dr. Christopher Sherman, Dr. Donna Woodson

Absent: Darlene Chaplin, Reynald Debroas and Robert Reinbolt (all excused)

Guests: Larry Buckenmeyer, Trustee, Harding Township; Milton Keener, Trustee, Harding Township; Kevin Haddad, Trustee, Sylvania Township; Steve Kowalik, Staff Representative, AFSCME Local 7; Dena Nowakowski, Union Steward, AFSCME Local 7; Vicki LaVerde, ONA Representative; Jim Walter and Kevin Pituch, Assistant Prosecutors; Mr. & Mrs. Andy Vargas, Sewage Installers, Springfield Township; Tom Farrow, Zoning Inspector, Harding Township.

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 Steve Kowalik, Dena Nowakowski, Vicki LaVerde, Jim Walter, Kevin Pituch, Mr. & Mrs. Andy Vargas, Tom Farrow, Larry Buckenmeyer, Milton Keener and Kevin Haddad.

Minutes of November 15, 2012

The minutes of the November 15, 2012 meeting were reviewed. There was one addendum to the minutes: On page 8, paragraph 3, line 4, add the word “Report” after “Electronic Inspection”. There was agreement. A. Debra Nicotra made a motion to approve the minutes as amended. Mary Duncan seconded the motion. A vote was taken of those present. Motion carried.

Agenda

Dr. Donna Woodson noted there would be an Executive Session to discuss AFSCME union negotiations. In addition, the agenda was changed to better accommodate our guests. The Board will review the December vouchers followed by items 8, 9 and 10 regarding the Environmental Health 2013 Proposed Fees/Hearing and Executive Session. There was agreement.

Vouchers

Dr. Christopher Sherman noted that the vouchers for this month had to be completed by December 11, 2012 as that was the final day to make payments. The committee reviewed and approved the vouchers. The next date that vouchers may be paid will be January 8, 2013. A. Debra Nicotra made a motion to approve the payment of the December vouchers. Donald Murray seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Environmental Health 2013 Proposed Fees – Public Hearing

Tom Farrow, Zoning Inspector, Harding Township, commented. He said that he is often at the “front line” when residents need to do something to their property and need a “pink slip”. He noted that initially a \$25 fee was required and now the fee will be \$140 after the first of the year (2013). This is a 180 percent increase. He also noted that there was no list price for Mobile Home Parks. Larry Vasko explained that the State of Ohio had dropped this program effective January 1, 2013 and that all health departments in Ohio would be released from this responsibility. Mr. Farrow requested contact information from the State of Ohio. Eric Zgodzinski will provide the information to Mr. Farrow.

Mr. Farrow inquired about the services the Toledo-Lucas County Health Department would provide for \$315 regarding splitting a lot. He asked if there was a duplication of efforts. Mr. Zgodzinski explained the entire process and said he would provide the actual layout, which includes a step by step procedure to him. Mr. Farrow asked for a listing of services that he would be involved in. He said that if he would receive a listing he would share it with others. Mr. Zgodzinski stated that he would provide two documents to him—one for the policies/procedures as talking points and a checklist for specific services.

Dr. David Grossman explained that the stated prices regarding fees were relative to the services the Sanitarian (Sheila Nash) provides. There is no profit to the Health Department; in fact, there is a loss. He noted that recently a half-time position (Brandon Tester) had been added to this program. Mr. Zgodzinski also noted that there are current discussions about possibly changing the sewage installation process. This might potentially drop homeowner prices. We are looking at alternative cost cutting measures, as well as increasing efficiency levels regarding the active sewage program. Other programs are also being revamped for accreditation purposes.

Mr. Farrow noted another problem with chemicals that are sprayed particularly in rural areas. He also gets his water tested by the Health Department. The price has increased from \$50 to \$91 next year. Mr. Zgodzinski explained that this was due primarily to the inclusion of lab costs. Dr. Donna Woodson said that hopefully the information we would provide Mr. Farrow would be helpful to him as well as others. Input is also necessary from residents relative to the raising of fees. The Board has a Legislative Committee and perhaps this is something to discuss with legislators.

Andy Vargas, Andy’s Excavating Company, Springfield Township, also commented about the fees. He commented on the service received and the timeline in receiving inspections from the Health Department. He asked if more employees would be hired. He said that the cost of one job involving a sewage system might be \$10,000 to a homeowner. The higher costs/fees would have to be passed on to the homeowners. Mr. Zgodzinski said we are

looking at potentially having two inspectors working full time in the Water and Sewage Program early next year.

Dr. Christopher Sherman pointed out that the Health Department is operating on the same dollar amount as eleven years ago. Consequently, there is less money, fewer resources, fewer people and a loss of money in these programs. The Health Department must strive to make itself whole.

(Barbara Conover arrived at 9:30 a.m.)

A question was asked about who determines the cost of the licenses going up all at once?

Matt Heyrman responded that the Environmental Health Issues Committee and the Audit/Finance Committee review the fee structures. Two public hearings have also been held. Part of the challenge is balancing cost amounts as for a long time these fees had not been raised at all. We are actually losing money in these program areas. The Health Department has a very active Board. If it is found that there would be a surplus in this account and the cost methodology is not supported by actual occurrences, then the Board would re-consider these fees.

Mr. Heyrman noted that Eric Zgodzinski is also attempting to balance fees while maintaining services. Next year those fees may go up even more. Mr. Zgodzinski announced stakeholder input will be needed in many aspects of our work. There are two committees—Food Safety and Water/Sewage Committees. We can discuss fees, customer service, inspections, and other items at these meetings.

Mr. Heyrman said he would be monitoring the fees to ensure that the cost methodology is actually bearing out true costs. Perhaps in August we can sit down and review these fees again and make any necessary adjustments. All attendees were invited to attend the Environmental Health Issues Committee and the Audit/Finance Committee meetings so as to be included in discussions and be part of the overall process.

Dr. Woodson commented that we are trying to define those costs and what it means in terms of public health.

Kevin Haddad, Trustee, Springfield Township, commented that the fees were very high. Also, Lucas County has the highest cost in taxes. The price for water has also increased. He said that he understood our cost structure. He recommended that the fees be raised moderately versus all at once. He urged Board members to think about this item as decisions are being made.

Dr. David Grossman provided a summarization. He said that three years ago the Health Department took a significant budget cut and stayed at zero percent increase for the incoming year. This decreases our personnel. When the budget is cut, it does impact our services. Our budget reflects figures from 2003. He said we are geared toward accomplishing our mission, providing top notch service and doing whatever needs to be done to accomplish our goals. Our primary goal is to protect our public health.

Dr. Christopher Sherman said that the proposed fees are in line with our costs. Donald Murray invited all attendees to attend the Environmental Health Issues Committee meetings. He said that notices and invitations would be sent out. Dr. Sherman also extended an invitation to attend the District Advisory Council (DAC) meeting in March for their support.

Motion

Barbara Conover made a motion to approve the public hearing of the Environmental Health 2013 Proposed Fees. Dr. Christopher Sherman seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Environmental Health 2013 Proposed Fees – Third and Final Reading

The Board discussed this item including any potential changes to the fees. Larry Vasko commented on two observations. He spoke about contractor timelines and “pink slips”. He said he understood that contractors would like same day inspections but inspections need to be scheduled in a timely manner. “Pink slips” do not need to be completed on the same day. Amendments on this item have already been made. Eric Zgodzinski stated that he is attempting to control overtime. He suggested that \$75 would cover our costs if programmatic adjustments were made at the field staff level.

Barbara Sarantou suggested drafting a letter of our expectations, including timelines and last minute calls. Dr. Grossman concurred and noted that this would be an opportune time as Mr. Zgodzinski plans to meet with this group after the first of the year.

Hans Schmalzried asked if the Board could have the third and final reading today on most fees and postpone the reading on the Sewage Treatment fees. Dr. Grossman suggested passing the proposed fees now and re-evaluating them at a later date. Dr. Sherman indicated his support for the proposed fees as he thought they were accurate and justified. Joanne Melamed noted that the budget was already drafted using the proposed fees. Any changes would likely affect Sheila Nash’s hours and/or source of funding. Jim Walter also noted that if passage would be tabled until January, that the Auditor would be unable to appropriate funds into specific line items due to timelines.

Dr. Grossman commented that if the issue of the cost for “pink slips” needs to be addressed and/or changed it could be done in January or even February. Dr. Woodson said that if this would occur, then we would need to communicate to folks in the community with ample notice. She noted that the folks who attended today’s meeting indicated that they were also interested in attending the next DAC meeting.

Dr. Donna Woodson requested that when the meeting date is set, to send out the invitation to the appropriate folks including today’s attendees.

Dr. Woodson commented that the Board appreciated that the folks from Harding and Sylvania Townships attended today’s meeting. The Board will be reviewing all items that were presented today including a re-evaluation of the fees in August.

Matt Heyrman said that the Board holds Administration responsible for its decisions. If Administration is accurate in calculating the cost methodology in services provided, the Board will monitor that. If the Board finds that the figures need adjustment, then adjustments

will be made next year. The role of the Board is to act in an advisory capacity and to follow up on Administration reports.

Motion

Dr. Christopher Sherman made a motion to accept the third and final reading of the Environmental Health 2013 Proposed Fees. Barbara Conover seconded the motion. A roll call vote was taken. Voting: 10 yeas, 0 Nays. Motion carried.

Environmental Health 2013 Proposed Fees – Passage

Motion

Donald Murray made a motion for passage of the Environmental Health 2013 Proposed Fees. Barbara Sarantou seconded the motion. A roll call vote was taken. Motion carried.

Executive Session

Donald Murray made a motion that the Board go into executive session to discuss AFSCME union negotiations. Dr. Christopher Sherman seconded the motion. A roll call vote was taken: 10 yeas, 0 nays. Motion carried. Dr. Woodson requested the presence of Dr. David Grossman, Larry Vasko, Barbara Gunning, Joanne Melamed, Eric Zgodzinski, Jim Walter and Kevin Pituch. The Board went into executive session at 10:15 a.m. and returned to regular session at 10:30 a.m.

Matt Heyrman noted a request to move Item 13 (Audit/Finance Committee Report) above Item 6 (Strategic Planning/Accreditation Process Update).

(Dr. Christopher Sherman exited the room at approximately 10:32 a.m.)

Audit/Finance Committee Report

Matt Heyrman reported. The committee met on December 18, 2012 and reviewed the following items: November 2012 Financial Status, December Bill Schedule, Grant Funded Programs, Contracts, Other Items—Transfers of Appropriations, 2013 Budget, and Special Revenue Fees Budget for 2013.

November 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 2011-2012 fiscal years, and during this same time period we were awarded \$4,993,397. Total applications in the amount of \$10,783,002 for 2012-13 fiscal years, and during this same time period we were awarded \$6,416,794 in funding.

We received four notices: STD Prevention - \$52,226; HIV Prevention - \$316,000; Refugee Health Services Program - \$18,900; and Immunization Action Plan - \$157,912.

(Dr. Sherman re-entered the room at approximately 10:38 a.m.)

We have 7 pending grant applications:

1. Dental Sealant - \$75,000
2. Rodent Nuisance Control - \$112,271
3. Medical Reserve Corps - \$5,000
4. Safety Net Dental Care - \$75,000
5. Creating Healthy Communities - \$119,000
6. Coastal Resource Management - \$27,641
7. Tobacco Prevention - \$52,000

Joanne Melamed explained that the newest grant application is the Coastal Resource Management grant from the Toledo Metropolitan Area Council of Governments. This grant has a match of \$20,016.

There are 8 contracts in the month of November/December:

1. City of Toledo Department of Neighborhoods - \$2,232,000
2. Dave M. Miller - \$45,000
3. Mercy St. Vincent Medical Center - \$20,025.55
4. Area Office on Aging of Northwest Ohio - \$101,625
5. Ohio Public Health Partnership - \$10,000
6. Lucas County Children Services - \$8,000
7. Pathology Laboratories - \$44,000
8. Memorandum of Agreement EPA Storm Water Management Permit Compliance Services - \$100,000

Other Items -Transfers of Appropriations

Matt Heyman read two Resolutions/Transfers of Appropriations verbatim.

Donald Murray made a motion to accept and approve:

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 November 2012 in the ordinary course of business. Total of transfers was for \$35,812.40, consisting of charges in various expense categories.

A. Debra Nicotra seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Donald Murray made a motion to accept and approve:

Board of Health Resolution is required to approve changes in Revenue Estimates and Expense Appropriations for the month of November 2012 in the amount of (negative) \$-13,138.26 for expense appropriations. This represents removal of budget from retired program on AIDS Prevention.

Hans Schmalzried seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

2013 Budget

Joanne Melamed explained the 2013 Budget in detail. She noted that the Intergovernmental contributions remained flat, the same as the previous year (2012).

The second portion of the budget report – Special Revenue – Fees Fund Budget is based on the Environmental Health fees, which were passed today.

Donald Murray made a motion to accept and approve:

The Board of Health is asked to pass a resolution to approve the Revised General Fund Budget for 2013 in the amount of \$7,935,082, and Special Revenue Fees Budget for 2013 in the amount of \$1,573,027, and to set appropriations and revenue estimates for the same, respectively.

A. Debra Nicotra seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried.

Barbara Conover made a motion to approve the Audit-Finance Committee report. Donald Murray seconded the motion. A vote was taken: 10 yeas, 0 nays. Motion carried. [This item was approved at the January 24, 2013 Board meeting.]

(Matt Heyrman left at approximately 11:00 a.m.)

Strategic Planning/Accreditation Process Update

Eric Zgodzinski reported that the committee met on December 13, 2012. It addressed the following items: Work on Domain #9, Review of Domains #1-6 and Discussion of Potential Public Health Accreditation Board (PHAB) Seminar/Training.

The committee reviewed and completed a Draft of Domain 1. The game plan is to complete one or two Domains next month. Domain 2 will be finalized as a Draft. The committee also discussed the potential for a seminar to be held at BGSU in the spring. The committee plans to present the Strategic Plan to the Board for review/input in either March or April.

Dr. Grossman commented that the Strategic Plan is dovetailing with PHAB accreditation. This plan can be used to move forward for the accreditation process as soon as funding is secured. That is the uniqueness of this Strategic Plan compared to the one that was completed many years ago.

Environmental Health Issues Committee

Donald Murray said the committee did not formally meet but that he wanted to comment on the issue of Mike's Perch House as this item had been discussed last month. A committee meeting was initially planned; however, that was predicated on the fact that there was going to be a hearing before our committee, which never occurred. No one requested a hearing and no one showed up. Consequently, this is a mute issue.

Eric Zgodzinski said the Health Department had posted a "closed" sign on this facility. A letter, regular and certified mail, was sent to the owner. Kevin Pituch provided an update. He said that the owner of the business had recently passed away. As of February this property will enter into the estate process and a foreclosure sale date is set for January 30, 2013. He said he made the proper notifications regarding the estate. The Perch House will likely be sold and it will have a new owner.

Confirmation

Larry Vasko reported that there were two newly hired employees and two separations this month. Shavon Bills was hired as a Dental Assistant on October 29, 2012 at a rate of \$12.77 per hour. Ms. Bills replaced Ailene Seckinger. Angela Greenslait was hired as an Optometrist on December 4, 2012 at a rate of \$53.76 per hour.

There were two retirements—Barbara Gunning, Director, Health Services, and Larry J. Vasko, Deputy Health Commissioner. Both employees retired on December 15, 2012. Both employees will be rehired next month.

Mary Duncan made a motion to accept the report. Perlean Griffin seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Barbara Sarantou noted a problem regarding the completion and return of consent forms in the Vision program in schools. She asked if anything could be done about it. Barbara Gunning explained the Vision program. Our staff goes into 20 schools central city schools. The consent form is necessary for children to receive a vision screening. Parents do not have to be present for the child's vision screening. Mrs. Gunning said she is open to the teachers' perspective on the completion of these forms. She offered to re-word the consent form to make it more comprehensive. She said she would also ask the United Way for a volunteer to conduct telephone follow up calls. It was noted that school nurses are also available to assist in the completion of forms.

Personnel Committee

Dr. Grossman said that there was a personnel issue that was going to be presented to this committee; however, it was settled at the Health Commissioner's level. The discipline has been settled. The employee has agreed to the proposal, which included time off without pay and loss of vacation time.

Facility Committee

A. Debra Nicotra said that there was no report.

Contracts

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

Division Reports

Administrative Services

Joanne Melamed reported as follows: Joanne Melamed has been busy working on completing the 2013 budget. It took into account cost reduction measures, grants and their match, revenue projections including the flat subdivision taxes, contracts, obligations, and business requirements and needs for 2013. Work will commence on the preliminary 2014 budget so that discussions can be held prior to the January Audit/Finance Committee meeting.

The Billing Department has been actively billing Medicaid and private pay patients. The Mobile Vision Program staff started visiting Toledo Public Schools and we have a new provider, Dr. Amanda Greenslait. Billing is working to get the doctor credentialed with Medicaid for successful billing opportunities. Billing is also working on submitting the

Medicaid EHR Incentive. The Vital Statistics Department is doing well, particularly with the credit card sales. Seven Environmentalists participated in the Medicaid Administrative Claiming (MAC) time study and hopefully this will increase our numbers. Our Information Technology staff is also involved in maintenance of the building. We received Capital Improvement Project (CIP) fund authorization to update the elevators in 2013. This project is funded by the City of Toledo.

Community and Environmental Health Services

Eric Zgodzinski reported that we are looking at plans to hold a PHAB national webinar hopefully in April or May 2013. Also, last Friday, December 14, a tabletop exercise training event took place for all Health Department staff. On the same day we learned of the shooting incident in Newtown, Connecticut. The tabletop exercise went very well and regrettably it tied into the current event. This type of staff training is also needed as part of our accreditation process. We discovered that the staff had specific concerns, as well as ideas about protection. Within the next couple of months administration will be looking at additional ways to improve security.

We anticipate that sometime in February the new recordkeeping system regarding the Environmental Health Electronic Records Program Health Space will be initiated. This system will improve the tracking of activities. It will also provide additional information regarding staff activities and program costs. The system is designed to be more customer-friendly.

The Road House - Update

This issue is currently in the court system. The owner had a right to appeal and the judge has set a briefing schedule. We anticipate a decision sometime in the spring.

Health Services

There were three speakers at the recent Tabletop Exercise Training Seminar. Dr. Tavis Glassman, Department of Education and Human Services, University of Toledo, was one of the speakers. Dean Sparks, Executive Director, Lucas County Children Services, spoke about many of his experiences throughout the country, responding to various types of disasters. And Robert Kasprzak, who is in charge of Community Outreach Programming for the Mental Health and Recovery Services Board, spoke about the shooting incident in Chardon, Ohio. This set the stage for the afternoon presentation at which time we learned of an actual shooting occurrence in Connecticut. The training seminar was an excellent training event for staff.

Mrs. Gunning also reported on the following items: Child Fatality Review, WIC, Shots for Tots, Creating Healthy Communities, Homeless Luncheon, World AIDS Day, Hepatitis C Testing, Nursing Education and the Future of Public Health.

Child Fatality Review

Nancy Benedetto, RN, presented to the Ohio Infant Mortality Summit on November 28. Mrs. Gunning attended a conference in Columbus where many folks indicated they would like to replicate our process.

WIC

Clark Allen, WIC Supervisor, was recently nominated for a Visionary Leadership Award by his mentor and new dietician. She presented the award to him yesterday.

Shots for Tots

In March 2013 the only persons who qualify for Medicaid or who are uninsured will be able to receive free Shots for Tots vaccine. Right now people who have insurance maybe with a high deductible can also receive this vaccine for free, but in March or so, will have to pay for it. We are buying a stock of vaccine for those who have insurance and we will also have our free vaccine. We are getting the word out about these future changes.

Creating Healthy Communities

The Healthy Corner Store project in South Toledo at the Save-Way Market is a success. It will be used as a model for other central stores.

Homeless Luncheon

Twenty-seven HIV tests and blood pressure checks were provided at this downtown event.

Hepatitis C Testing

The STD clinic now provides free Hepatitis C testing to anyone who meets certain risk factors.

Nursing Education

Holly Silva, a school nurse in Sylvania schools, just completed her Master's Degree in Nursing at Lourdes University. Dr. Woodson suggested sending a letter to Sylvania Schools regarding her recent accomplishment. There was agreement.

The Future of Public Health

Larkin Holiday, intern, has been educating families who come in for the Cribs for Kids Program for quite some time.

Health Commissioner's Comments

Dr. David Grossman wished everyone Happy Holidays and a Healthy New Year. Most staff members attended the training event which was held last Friday. Their input was good, as well as the education that was provided. The program was made weeks in advance of the shooting incident in Connecticut. Consequently, changes in the law are anticipated on a national level. The Health Department continues to provide good services at half the cost, compared to some other health departments in the State.

After the first of the year the Nominating Committee will be contacting Board members about positions on the Board of Health for President and Vice President. Plans include looking at committee assignments, as well as Chairmen positions. Board members should be prepared for the upcoming DAC meeting in March. Dr. Grossman thanked Board members for all their time and effort spent on Board activities.

Other Items

Dr. Donna Woodson commented that the Board committees are important as they save much time for the Board at large.

Dr. Sherman announced that the next Audit/Finance Committee meeting would be held on Tuesday, January 22, 2013 at 6 p.m. at the Health Department. He invited all Board members to attend. Invitations were mailed to all our governmental partners informing them that we will be discussing our upcoming budget. So if they want to provide some input, they may attend this forum. Dr. Grossman said that some documents would be prepared ahead of time for review. Dr. Woodson urged everyone to attend for support.

Public Health in the News

Dr. Donna Woodson said she appreciates our Health Department newsletter, particularly the November issue, which offers Holiday Food Safety Tips. She also cited an article titled "Justice Department Investigating Prescription Refills". The article said that the U.S. Justice Department's Civil Fraud Division is investigating claims that CVS Caremark wrongly refilled prescriptions and billed the insurer without the knowledge or the approval of its customers. The inquiry will focus mainly on Medicare fraud allegations. Our areas of concern include the pharmacy scope of practice and providing a whole year or more supply of prescription refills to all patients.

Next Meeting

The next meeting will be held on Thursday, January 24, 2013 (fourth Thursday) at 8:30 a.m. at the Health Building, Department of Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Donald Murray made a motion to adjourn the meeting. Dr. Christopher Sherman seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 11:30 a.m.

Signed:

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

Attested By:

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