

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

December 22, 2011 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Barbara Conover, Reynald Debroas, Matthew Heyrman, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Barbara Sarantou, and Dr. Donna Woodson

Absent: Mary Gregory, Dr. Christopher Sherman (both excused)

Guests: Cindy McLeod, ONA Representative

BLADE REPORTER: Julie McKinnon

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 and Julie McKinnon.

Executive Session

Donald Murray made a motion that the Board go into executive session to discuss union negotiations and the 2012 budget. Matt Heyrman seconded the motion. A roll call vote was conducted. The Board went into executive session at 8:31 a.m. The Board requested the presence of Jim Walter, Dr. David Grossman, Larry Vasko, Joanne Melamed and Barbara Gunning. There was agreement. The Board later returned to regular session at approximately 10:30 a.m.

Minutes of November 17, 2011

The minutes of the November 17, 2011 meeting were reviewed. Robert Reinbolt made a motion to approve the minutes as presented. Donald Murray seconded the motion. A vote was taken of those present. Motion carried.

Agenda

There were no changes to agenda.

Vouchers

Matt Heyrman reported that the Audit/Finance Committee had reviewed the December vouchers and found them to be acceptable. Robert Reinbolt 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.

Old Business

Vision/Mission Statement Update

As a follow up item from last month, Larry Vasko reported on the Vision/Mission Statement. He presented a report titled "Comparison of Mission & Vision Statements" comprised of Mission, Vision and Core Value statements from several other health departments within the State of Ohio and other states. Our mission statement looked favorable compared to the others; however, it needs to be updated to include disaster preparedness. Mr. Vasko recommended further review of this item and keeping it under Old Business on the agenda. There was agreement.

Board of Health Resolution – Zero (0) Percent Increase in 2012 Budget

Dr. Donna Woodson asked if the Board wanted a separate resolution or just a statement that the Board evaluated the budget and approved a Zero (0) percent increase in the 2012 budget. Dr. David Grossman suggested a motion and a resolution as this issue had been brought up at the recent Budget Commission meeting on December 8, 2011. There was agreement.

Robert Reinbolt made a motion that the Board agreed to a Zero (0) percent budget increase in the 2012 budget and that the Board sign a resolution to that effect. Matt Heyrman seconded the motion. A roll call vote was conducted. Motion passed unanimously.

A resolution was presented for a Zero (0) percent budget increase in the 2012 budget and it was signed by the Board.

Board of Health Resolution – General Fund Budget for 2012

Matt Heyrman noted that the General Fund Budget for 2012 was included in the Board packet.

The Budget Commission meeting held on December 8, 2011 resulted in a vote to approve shares of governmental agencies for \$3,229,366.00, with a zero (0) percent impact on 2012 amount. Their decision results in our Board of Health budget having a deficit of \$915,357.65.

Robert Reinbolt made a motion that the Board approve the General Fund budget for 2012 at \$6,638,726.00. Barbara Conover seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Board of Health Resolution – Approval for Zero (0) Percent Increase in 2013 Budget

Matt Heyrman said that the item of a recommendation from this Board to hold at Zero (0) percent increase in the 2013 budget was discussed and approved at the Audit/Finance Committee meeting. There was agreement.

Donald Murray made a motion that the Board approve a Zero (0) percent increase in the upcoming 2013 budget. Matt Heyrman seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Dr. Donna Woodson reminded Board members that their support regarding attendance at the next District Advisory Committee meeting in March would be needed.

Maternity Unit Licensures

Dr. David Grossman said that the following hospitals have submitted an application for maternity unit licensure approval: Bay Park Community Hospital, St. Charles Mercy Hospital, St. Vincent Mercy Hospital, and Toledo Hospital. In addition, Hope Home (formerly Lady of Hope) located at 3447 Navarre Avenue, Oregon, Ohio, has submitted a new application to the Ohio Department of Health. The appropriate inspections have been made.

A. Debra Nicotra made a motion that the Board approve the maternity unit licensure for Bay Park Community Hospital. Reynald Debroas seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Abstained
Reynald Debroas	Yea
Mary Gregory	Not Available
Matthew Heyrman	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea
Barbara Sarantou	Abstained
Dr. Christopher Sherman	Not Available
Dr. Donna Woodson	Yea

Vote: 7 yeas, 0 nays. 2 Abstained. Motion carried.

Donald Murray made a motion that the Board approve the maternity unit licensure for St. Charles Mercy Hospital. A. Debra Nicotra seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Yea
Reynald Debroas	Yea
Mary Gregory	Not Available
Matthew Heyrman	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea
Barbara Sarantou	Yea
Dr. Christopher Sherman	Not Available
Dr. Donna Woodson	Yea

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

Donald Murray made a motion that the Board approve the maternity unit licensure for St. Vincent Mercy Hospital. Darlene Chaplin seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Yea
Reynald Debroas	Yea
Mary Gregory	Not Available
Matthew Heyrman	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea
Barbara Sarantou	Yea
Dr. Christopher Sherman	Not Available
Dr. Donna Woodson	Yea

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

Donald Murray made a motion that the Board approve the maternity unit licensure for Toledo Hospital. Darlene Chaplin seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Abstained
Reynald Debroas	Yea
Mary Gregory	Not Available
Matthew Heyrman	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea
Barbara Sarantou	Abstained
Dr. Christopher Sherman	Not Available
Dr. Donna Woodson	Yea

Vote: 7 yeas, 0 nays. 2 Abstained. Motion carried.

Reynald Debroas made a motion that the Board approve the maternity unit licensure for Hope Home. Donald Murray seconded the motion. A roll call vote was taken and Board members voted as follows:

Darlene Chaplin	Yea
Barbara Conover	Yea
Reynald Debroas	Yea
Mary Gregory	Not Available
Matthew Heyrman	Yea
Donald Murray	Yea
A. Debra Nicotra	Yea
Robert Reinbolt	Yea

Barbara Sarantou	Yea
Dr. Christopher Sherman	Not Available
Dr. Donna Woodson	Yea

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

(Barbara Conover and A. Debra Nicotra left at approximately 11:50 a.m.)

Accreditation Process Update

Eric Zgodzinski reported that the application process for accreditation is going well. He said that he has a presentation and asked if it could be tabled until next month due to time constraints. There was agreement.

501c3 Update

Eric Zgodzinski reported that the next step/process was attainment regarding 501c3 status. The Articles of Incorporation, which Board members received, were forwarded to John Borell, Prosecutor's Office, for review. The Prosecutor's Office has approved the document. Mr. Zgodzinski suggested that Board members review the document and submit any issues/concerns to him prior to the next Board meeting. There was agreement.

Matt Heyrman suggested that after Board review, there should be a discussion regarding a formal resolution from the Board regarding pursuing the establishment of 501c3 status or not. Mr. Heyrman made the same suggestion concerning the accreditation process.

He said that these items need further review in light of our present budget situation. The Board will need to decide whether or not time and resources should be used to continue pursuing these items. Mr. Reinbolt suggested that the document (Articles of Incorporation) be forwarded to Board members who were not in attendance today. There was agreement.

Food Code Inspection Grading

As a follow up item from last month, Larry Vasko presented a report titled "Grading System for Lucas County Restaurants". Ohio's food program is based on State law and health departments should be uniform across the State. He explained that grading could not be used as an enforcement tool; however, there are ways to conduct a grading system. The City of Columbus is currently using a multi-colored sticker system for its restaurants. Our health department will need to benchmark and learn more about how Columbus conducts its program. Other state programs were also reviewed. We will also need to upgrade our software, which will enable people to view inspection reports on line. We will have our inspectors review our present stickers and update them. Mr. Vasko said that Karim Baroudi and staff drafted the report.

Larry Vasko suggested placing this item (Food Code Inspection Grading) as a future agenda item. There was agreement.

Personnel Committee Report

Robert Reinbolt, chairman, distributed a committee report and two job descriptions. The committee met on November 22, 2011 and addressed two issues—Grievance filed by Sherri Haar and two job descriptions (Community Health Worker and Grant Coordinator).

Mr. Reinbolt explained that a grievance was filed on behalf of a Public Health Nurse who was laid off indicating a violation of the contract services being provided by the registered nurses was being done by others. The committee decided that there was no violation of the ONA contract.

Mr. Reinbolt also explained that the committee had reviewed and approved the Community Health Worker and Grant Coordinator job descriptions. The Community Health Worker is a new 19-hour position under Health Services. The position will be responsible for enrolling pregnant women in the Pregnancy Pathway program and connecting them to prenatal care.

The Grant Coordinator position is a revised job description. The current employee, Sue Lyons, is retiring in December. In addition, the Personnel Committee recommended that all future job descriptions reflect only the minimum acceptable characteristics, not desirable. There was agreement.

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

New Business

Confirmation of Employees

Larry Vasko reported there was one newly-hired employee and one separation this month. Irma Santiago, M.D., was hired as a physician on December 12, 2011 at a rate of \$46.14 per hour. Peggy Daoust, Public Health Nurse, retired effective December 1, 2011. Dr. Grossman stated that an exit conference was held for Peggy Daoust.

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

Environmental Health Issues Committee

Donald Murray said that the committee did not meet this month.

Audit/ Finance Committee

Dr. Christopher Sherman was not present today. Matt Heyrman reported in his absence and said that the committee met on December 15, 2011. Also in attendance were Dr. Christopher Sherman, Donald Murray, Dr. Donna Woodson, Larry Vasko and Joanne Melamed. The committee reviewed the following items: November 2011 Financial Status, December Bill Schedule, Grant Funded Programs, Contracts, 2012 Budget and other items (Flu Clinic, BCMH).

November 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department including General Fund and Special Revenue Fund-Grants.

The committee reviewed the Bureau for Children with Medical Handicaps (BCMh) area. The program collected \$11,610.00 from billings in 2011.

Grant Funded Programs

We received notice of award for the Immunization Action Plan grant (\$155,171.00) and Area Office on Aging Sixty Plus contract (\$101,625.00). The latter is a reduction of \$2,666.00. We also received a notice of award for Creating Healthy Communities grant (\$110,856.00). This is a reduction of \$8,144.00. We did not receive the Poison Control contract from the Area Office on Aging (\$30,000.00) nor T.B. Case Management grant (\$46,000.00). We have two grant application opportunities—Ohio Healthy Homes and Lead Poisoning Prevention Regional Support (\$30,000.00) and Tobacco Prevention: Policy, System, and Environmental Change (\$52,000.00).

Barbara Gunning explained that regarding the Poison Control contract, they (poison control) receive donations from many organizations. The Health Department was providing dollars from the Area Office on Aging to Poison Control. However, now Poison Control will need to conduct fund raising or provide another proposal regarding funding. Dr. Grossman noted that we were not notified about the decrease in funding until recently. The Poison Control Center has about \$20,000.00 less funding. This will become an issue after January. Dr. Grossman felt that this item should be a community-wide donation effort, as this would be fair. It was noted that hospitals should be contacted first.

Matt Heyrman noted that this is an important issue to discuss at our next meeting. While this is not our sole responsibility, the Board has taken on the responsibility to continue to coordinate things to make sure that in January the Board would review/figure out how this issue was being addressed. There was agreement.

Dr. David Grossman commented on the significant loss of the T.B. Case Management grant. This will affect one of our employees who is funded by over 50% under this program. Dr. Grossman said he plans to approach the County Commissioners regarding funding as their office is responsible for T.B. control in Lucas County.

The committee reviewed and approved 13 new contracts: Sue Lyons, Pathology Laboratories, Ohio Vision of Toledo, Inc., St. Vincent Mercy Medical Center, ProMedica Toledo Hospital, Allen County Health Department, Defiance County Health Department, Henry County Health Department, Mercer County Health Department, Sandusky County Health Department, St. Luke's Hospital, Hospital Council of Northwest Ohio and Bowling Green State University.

Sue Lyons is our current Grant Coordinator. This is a vital position as approximately \$7 million comes from grants. Current efforts involve the hiring of a new Grant Coordinator and this position should be filled sometime in January. The time [six months] will be used to phase in the new employee and it will be used on an as needed basis. This position is currently in the budget and there will be a slight cost savings. Sue Lyons will not be paid benefits as she will be a contractor.

Robert Reinbolt asked about current guidelines under the Public Employment Retirement System regarding re-employment.

Joanne Melamed will check with PERS regarding re-employment guidelines.

Mr. Heyrman said that the other 12 contracts are disbursement contracts.

Other Items – 2012 General Fund Budget

A Budget Commission meeting was rescheduled on December 8, 2011 and they came back with a zero (0) percent increase. The Board addressed and supported this issue today by signed resolution. Also, the Board passed a resolution to maintain a zero (0) percent increase for 2013. Additionally, the Board passed a resolution to approve the General Fund budget for 2012 at \$6,638,726.00.

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

Facility Committee

The committee did not meet this month.

Contracts

Dr. David Grossman said there were no additional contracts.

Division Reports

Community Services, Response & Preparedness

Eric Zgodzinski said that due to time constraints, his report would be brief. A conference call was held with Centers for Disease Control (CDC) regarding our Point of Dispensing (POD) Site.

Health Services

Barbara Gunning tabled her report until next month.

Administrative Services

Joanne Melamed said there was no further report.

Environmental Health Services

Larry Vasko, Deputy Health Commissioner/Acting Director of Environmental Health Services, reported on the following items: Bed Bugs, Neighborhood Stabilization Program, Byrnehill Mobile Home Park, Old King Road Landfill, "Pink Slip" Violations, Flooding, Solid Waste Policy Committee and Staff Training.

Staff "cleared" the last of six Neighborhood Stabilization Program funded demolitions at 244 N. Dorcas. There is concern for the residents in the immediate area of the old King Road Landfill who remain on well water. The County Engineer is looking into getting everyone connected to the city water supply. About 12 families are affected.

There are two violators who appeared for a summons on November 17 regarding the well and septic systems. One is asking for a variance for their well to be 1 foot from the house instead of 10. Administratively this has been denied; however this issue may come before the Board.

Barbara Sarantou asked about a requirement to obtain a building permit.

Larry Vasko to follow up on this item.

Health Commissioner's Comments

Dr. David Grossman thanked everyone on the Board for their hard work and their support. He wished everyone happy holidays. He said that this has been a difficult year regarding the budget, but we will go forward. Plans include fulfilling our mission statement. We are looking forward to new projects next year. Dr. Grossman invited everyone to a Health Department Holiday get together this evening.

Other Items

Robert Reinbolt noted that Board members had received a draft "Communication Protocol" and asked them to review it and/or make comments. Dr. Grossman said it would be included on the agenda next month.

Public Health in the News

Dr. Donna Woodson reported on public health in the news. She cited a newspaper article in THE BLADE (12/9/11) titled "Panel won't give Health Department Funding Hike". The article stated that Lucas County's Budget Commission on Thursday approved 2-1 giving the Health Department a zero (0) percent increase from the municipalities. Dr. Woodson thanked Board members and others who attended the meeting. Dr. Woodson also thanked and again welcomed the newest Board member of the Board, Barbara Sarantou. A reminder was given to all Board members of the District Advisory Committee meeting on Wednesday, March 28, 2012 at 7:00 p.m. at Springfield Township Administration Building, 7617 Angola Road, Holland, Ohio. Please place this meeting on your calendar.

Next Meeting

The next meeting will be held on Thursday, January 26, 2012 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. Matt Heyrman seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 12:30 p.m.

Signed:

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

Attested By:

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