

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

**December 23, 2010 – 8:30 A.M.**

**Roll Call**

A roll call was taken of Board members for attendance.

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

*Absent:* A. Debra Nicotra, Dr. Christopher Sherman, Patricia Wilcox (all excused)

*Guests:* Cindy McLeod, ONA Representative; Paul Bauman, Union Steward, AFSCME Local 7; John Borell, Assistant Prosecutor

*Staff:* Ross Buckingham, Mary Frank, Barbara Gunning, Bob Pongtana, Alan Ruffell, Konni Sutfield, and Larry Vasko

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

**Introduction of Guests**

Larry Vasko introduced John Borell, Paul Bauman, Cindy McLeod and Konni Sutfield, Supervisor-Community Services, who will be retiring this month. Dr. Donna Woodson asked Konni Sutfield to comment about his time at the Health Department. Mr. Sutfield acknowledged his co-workers and commented that employees are the Board's greatest assets. He encouraged Board members to go out in the field with inspectors to gain first-hand experience. Dr. Woodson also thanked Mr. Sutfield for his involvement with the Annual Environmental Health Spring Forum.

**Minutes of November 18, 2010**

The minutes of the November 18, 2010 meeting were reviewed. On page five, paragraph one, a question was raised about revamping the Board Bylaws relative to off-site meetings or attendance by electronic media. A suggestion was made that this might be included in the contingency plan. Eric Zgodzinski is to report on this item. Darlene Chaplin made a motion to approve the minutes as presented. Robert Reinbolt seconded the motion. A vote was taken of those present. Motion carried.

**Agenda**

Dr. Donna Woodson noted that an executive session was necessary for personnel issues. There was agreement.

**Vouchers**

Board members reviewed the December vouchers. Barbara Conover said that the Audit/Finance Committee reviewed the vouchers and found them to be satisfactory. Robert Reinbolt made a motion to approve the payment of the December vouchers. Ted Rowen seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

**Old Business**

**Prosecutor’s Update**

John Borell reported on Stone Oak Carryout. Alan Ruffell provided an update and said that orders have been issued to the owner to supply a proper grease trap. The Prosecutor’s Office offered a suggestion to drop court action on this particular case, due to the fact that the original nuisance regarding a septic tank has been corrected. Dr. Grossman suggested this item to the Environmental Health Issues Committee. Mr. Borell indicated that no decision on this case was necessary today.

**New Business**

**Confirmation of New/Separated Employees**

Larry Vasko reported that there was one separation this past month. Heather Randall, Public Health Nurse, resigned effective 11/30/10. Barbara Gunning said that Mrs. Randall resigned due to the need to care for her medically fragile child. Jane Ringlein made a motion to accept this report. Ted Rowen seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

**Maternity Unit Licensures**

Larry Vasko presented one maternity unit licensure for the Board’s consideration and approval. Jane Ringlein made a motion to approve maternity unit licensure for Toledo Hospital. Ted Rowen 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
Donald Murray	Yea
A. Debra Nicotra	Not Available
Robert Reinbolt	Yea
Jane Ringlein	Yea
Theodore Rowen	Yea
Dr. Christopher Sherman	Not Available
Patricia Wilcox	Not Available
Dr. Donna Woodson	Yea

Vote: 7 yeas, 0 nays. 1 Abstained. Motion carried.

**Executive Session**

Donald Murray made a motion that the Board go into executive session to discuss personnel issues. Robert Reinbolt seconded the motion. A roll call was taken. The Board went into executive session at 8:50 a.m. and returned to regular session at approximately 9:20 a.m. Board members requested the presence of Administrative staff members.

**Environmental Health Issues Committee**

Donald Murray reported that the committee met on December 14, 2010 to address two issues—a policy for tapping into sanitary sewers and request for an extension to tap into sanitary sewers (Dale and Jerri Musser).

A Draft policy titled “Sanitary Sewer Tap Orders, Board Policy” was distributed. It will be distributed to all local jurisdictions for comment.

Dale and Jerri Musser at 155 South Stadium Road submitted a request for an extension of time to tap into the sanitary sewer. This request was originally heard at the July 8, 2010 meeting of the committee. The committee did receive an explanation from the City of Oregon regarding the original five-year extension. The City of Oregon had no objections to extending the timeline for one additional year. It was the decision of the committee based on advice from the Prosecutor's Office to recommend to the Board to deny this request and require that the tap be completed in 60 days.

Robert Reinbolt made a motion that the Board of Health deny the request of Dale and Jerri Musser at 155 South Stadium Road for an extension of one year to tap into sanitary sewer, but instead grant an extension of 60 days to tap. Jane Ringlein seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

Donald Murray asked if there was any additional input regarding the Draft policy regarding Sanitary Sewer Tap Orders? Board members were urged to contact Mr. Murray if there were any additional recommended changes.

Jane Ringlein made a motion to approve the Environmental Health Issues Committee report. Donald Murray seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

### **Personnel Committee**

Ted Rowen reported that the committee did not meet this past month. However, the Personnel Committee has been informed that two AFSCME grievances were recently submitted for arbitration and a ruling has been made. One is #118-10 (Debbie Dacquisto) and the other one is #119-10 (Class Action). It is our recommendation that that the Board resolve these two grievances as recommended by the Federal Mediator.

- Grievance #118-10 (Debbie Dacquisto):

The Board motioned and voted that:

1. Dismiss the written reprimand to Ms. Dacquisto.
2. Ms. Dacquisto is not required to pay for the stolen computer. However, she has agreed to file a claim under her personal insurance policy for the value of the computer. In addition, if Ms. Dacquisto receives any reimbursement, the amount of the reimbursement be paid to the Health Department.
3. Further, that Administration work with the Union (AFSCME 7) and establish an updated policy on the use of and securing of agency issued equipment.

- Grievance #119-10 (Class Action):

The Board motioned and voted that:

1. The grievance be resolved by sanitarians Kerry Stanley and Nick Kusina being awarded two hours of overtime at the appropriate overtime rate for a total of three hours each.

2. That the department generate a list of all persons interested in conducting investigations. As this is not bargaining unit work, that this list be comprised of any willing and able AFSCME workers, ONA Nurses and Non Bargaining Unit employees (“List of the Willing”) interested in being involved in this process either on overtime.
3. When the need to conduct an investigation arises that, the list be reviewed and the most appropriate person(s) be selected to complete the work.
4. That periodic review be made to the “List of the Willing” and related matters and updates be made as needed.
5. Diversity of staff is found as being necessary to assure that the best person is selected to complete any given investigation. It was noted that a sanitarian will not simply be “forced” to complete after hour investigations.

Robert Reinbolt made a motion that the Board resolve the two AFSCME grievances as recommended by the Federal Mediator. Reynald Debroas seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried.

#### Audit/Finance Committee

Barbara Conover reported that the committee met on December 20, 2010 and reviewed the following items: November 2010 Financial Status, December Bill Schedule, Grant Funded Programs, Contracts, 2011 Operating Budget, New Positions (Physician Assistant, Marketing PIO Coordinator) and other items.

#### Grant Funded Programs

The committee reviewed the grants with applications in the amount of \$8,840,687.95 and the Health Department received \$6,504,820.95 in grant funds for 2010 fiscal year. For the fiscal year 2011, the grant application was \$7,025,983.00 and to date the agency has received \$4,063,236.00.

#### Contracts

The committee reviewed and approved three contracts: Lilly Ariss-Shehab, Pharmacist, \$39.00 per hour; Adell Shehab, Pharmacist, \$39.00 per hour; and Lucas County Family and Children First Council (Teen Pregnancy Prevention Program), \$21,563.00.

#### 2011 Operating Budget

The committee reviewed and approved the total operating budget for fiscal year ending December 31, 2011 in the amount of \$14,437,497.00. A breakdown was provided.

Robert Reinbolt noted that as a result of a discussion at a recent DAC meeting and agreement with representatives from the DAC, that an 8% reduction in the budget for 2011 would be made. Dr. Grossman said that the original proposal was a 20% reduction and that it was a difficult battle to lower that amount to 8%, which totals \$280,000.00. Dr. Grossman said that though difficult, we would operate within those constraints. Also, there will be no raises. He noted that if an emergency type situation would arise that the emergency response fund is already low.

Ted Rowen suggested sending a reminder about a potential emergency type situation, that under the current statutes, the various jurisdictions would be responsible for payment. Robert

Reinbolt said there was limited attendance at the above-stated meeting. He suggested mentioning in the letter the inevitable challenges in 2012 regarding the budget. Dr. Grossman said once the budget is passed he would send a letter and include that the budget would not be sustainable. Ted Rowen suggested sending the letter with a return receipt requested. Donald Murray also suggested the inclusion the Fiscal Officers of the various jurisdictions. There was agreement.

(Mary Gregory arrived at 9:30 a.m.)

### New Positions

The committee reviewed and approved two new positions: Physician Assistant - \$36.00 per hour and Marketing PIO Coordinator - \$43,271.00 - \$56,252.00 annually. These positions are funded already. Dr. Grossman provided justification for these positions. The majority of the Marketing PIO Coordinator position would be funded under the PHI grant, with the exception of 5%.

Jane Ringlein made a motion to approve the two positions—Physician Assistant and Marketing PIO Coordinator and the report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Contracts to the Board

Dr. Grossman presented one contract for the Board's consideration and approval—Lucas County Children Services contract for \$8,000.00 for period 01/01/11-12/31/11 to provide Child Fatality Review Board Coordinator Services.

Donald Murray made a motion to approve the above noted contract. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

### Division Reports

#### Health Services

Barbara Gunning reported on the following items: 60+, Minority Health, Worksite Health Scorecard Study, Healthy Childcare Ohio, Director of Nursing Conference, and HIV.

#### 60+ Program

The 60+ Program secured \$122,345.70 in funding.

#### Minority Health

An Adolescent Health Day event occurred on December 4<sup>th</sup> at which over 100 parents and youth were present.

#### Worksite Health Scorecard Study

The Health Department made application to CDC to participate in the Worksite Health Scorecard Study. This tool may be used to assess health promotion programs, identify gaps and prioritize interventions aimed at preventing heart disease, stroke, and related health conditions.

#### Director of Nursing Conference

The Nursing Director attended the Director of Nursing Conference in Dublin, Ohio. Topics included improving infrastructure throughout the State and an expanding role regarding legislation.

## HIV

Five staff members attended the World AIDS Day Event at Westfield Mall on December 2, 2010. A flu clinic was also provided, 13 vaccinations were given.

## Building Upgrades

The following upgrades are currently in motion: Stairwells, bathroom valves, asbestos assessment and/or removal, second floor renovations, and training room. The carpet is on back order. There are other projects scheduled after the first of the year. The Board Room will likely be completed by the end of March and the Board will probably meet at the Western Lucas County Clinic during that time.

## Administrative Services

Bob Pongtana reported as follows:

### Building Upgrades

The necessary funds were encumbered in 2010 for building upgrades.

### Allscripts

Allscripts began in October and there are no major issues to report.

### Windows 7

Scott Francis and Ross Buckingham continue to evaluate Windows 7 and establish a default configuration for systems to be deployed in the building.

### Kronos

The Data Processing Review Board tabled action on the installation of the system until January. A decision was made to obtain and house our own server. Consideration for the use of this software is being given to field personnel.

### Dentrix Software Package

A Dentrix software demonstration program is scheduled for our dental clinic, as the Allscripts software program could not accommodate this clinic.

There were nine grant applications pending including a New-Healthy Homes Production Program for \$1,000,000.00. A total of \$461,381.61 was received in grant funds in November. Bob Pongtana attended two Federal Mediation & Reconciliation Services meetings—ONA and AFSCME.

## Environmental Health Services

Alan Ruffell reported on the following items: Lead, Food Safety Unit, Person-In-Charge Classes, Mercury Spill Training, Bedbugs and Junkyard.

### Lead

CDC has expressed interest in our Lead program and has requested to come on-site to explore new ideas that could be replicated nationwide. CDC also invited our Lead Staff to present on our accomplishments at the National Healthy Homes Conference in Denver, Colorado in June 2011.

### Junkyard

Jodi Vaughan, Solid Waste Specialist, gained compliance at a junkyard on Consaul Street after a two-year court case.

Dr. Donna Woodson suggested that the new Marketing PIO person could possibly be utilized for program arrangements regarding the Annual Environmental Health Spring Forum next year.

### **Community Services - Response & Preparedness**

Larry Vasko reported for Eric Zgodzinski. A written report was provided covering the activities of the Epidemiology/Communicable Disease, Disaster Planner, APC Coordinator, and Vital Statistics. Mr. Vasko pointed out notable improvements in the Office of Vital Statistics, which include new mobile shelving, painting, electrical upgrades, new phone lines, etc. After the first of the year, central issuance of birth certificates will take effect statewide and Lucas County will be part of the “first wave” of this effort.

### **Health Commissioner's Comments**

Dr. David Grossman commented as follows. It's been an interesting, intriguing, intense past year. There was an abundance of flu shots. The Health Department will remain at the same location; henceforth, it is undergoing a series of building improvements.

The Electronic Medical Records is a good system. The system for the Dental Clinic will be different, however, as Allscripts does not provide for dental.

The Kronos System, a timekeeping system, is currently used in many other places nationally. It will enable to check employees in and out of the office and will have three time clocks and a remote clock-in feature. It will track vacation and other time and will allow for more accurate timekeeping.

The Xora System consists of a web-based program, cell phones and employee tracking system. A pilot team of employees is being developed. If it goes well, the system will be contracted on a month-to-month basis. The use of this system will allow for off site/remote clock in and off more employee accountability including more flexibility of the record keeping system. It will also make the Health Department more electronic.

It is anticipated that no services will need to be cut and that no one will be laid off in 2011. Current renovations that were encumbered and budgeted in 2010 for 2011 will be completed. However, we will not be able to accomplish everything we had planned.

There is a wage re-opener for ONA nurses coming up. Brenda Meyer, Assistant Prosecuting Attorney, will be our legal representative.

Dr. Grossman commented that he wants people to come to a clean, upgraded building for services. Employees should feel better at a place they are proud of. This will be a better environment and with appropriate upgrades the Health Department will provide for a more efficient system for both the general public and its employees.

Donald Murray inquired about flu shots for first responders and a fee? Dr. Grossman said that there is a fee of \$20.00.

Barbara Conover commented that she is privileged to serve on this Board and appreciates the work of administration, employees, and Board members. She acknowledged the many functions and services that the Health Department provides to our residents, including preventive and wellness programs. She urged Board members to share their knowledge among the members of the community and thanked everyone for the things that they do.

Dr. Donna Woodson thanked Barbara Conover and others for all that they do. She said that in March, plans involve working toward informing/convincing others of what the Health Department actually does. Next month Board members will be asked to submit a list of items that they think might be useful to the common citizen in order to improve their day and make it safer because of what the Health Department does. The list would consist of a few key items that constituents and communities should know and may not be aware of. The new Marketing PIO person may assist in this project.

### **Other Items**

The Nomination Committee comprised of Ted Rowen and Donald Murray will provide a slate of officers for the positions of President and Vice President at the January meeting.

### **Public Health in the News**

Dr. Donna Woodson commented on the following items of public health in the news. The U.S. Senate gave the go ahead for the largest overhaul of the nation's food safety laws since the 1930's. This would give the Federal Drug Administration authority to recall food.

There was a large study in 192 countries regarding the effects of passive, second-hand smoke that shows significant number of deaths in the areas of heart disease, lower respiratory disease, pneumonia, asthma and lung cancer. Dr. Woodson also noted that parents seem to underestimate that many of their children smoke and the need to bring this item to the forefront. In the news today, unfortunately, the Ohio Supreme Court ruled the money that the State had set aside for tobacco prevention education would now be spent for other items.

Dr. Woodson urged Board members to sign up for field trips with personnel especially in the Environmental Health Services Division.

### **Next Meeting**

The next meeting will be held on Thursday, January 27, 2011 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 11:45 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**