

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Board of Health Meeting
Kuhlman Auditorium

June 23, 2011 – 8:30 A.M.

Roll Call

A roll call was taken of Board members for attendance.

Present: Barbara Conover, Reynald Debroas, Matthew Heyrman, Donald Murray, A. Debra Nicotra, Robert Reinbolt, Jane Ringlein, Dr. Christopher Sherman, and Dr. Donna Woodson

Absent: Darlene Chaplin, Mary Gregory, Theodore Rowen (all excused)

Guests: Cathy Noble, ONA Representative; Paul Bauman, Union Steward, AFSCME Local 7; John Farag, MPH Student, University of Toledo Medical College; Rachel Newbury, Intern.

BLADE Reporter: Julie McKinnon

Staff: Barbara Gunning, Mary Frank, Dr. David Grossman, Joanne Melamed, Alan Ruffell, Larry Vasko and Patti Fraker (for Eric Zgodzinski)

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

Introduction of Guests

Larry Vasko introduced the following guests: Cathy Noble, Paul Bauman, John Farag, Rachel Newbury and Julie McKinnon. He said that Danielle Stratton, Public Health Nurse, would make a presentation today on the “Get the Lead Out” 5K Race event.

Minutes of May 26, 2011

The minutes of the May 26, 2011 meeting were reviewed. The following changes were made: On page 5, under Update-ODH 35% Fringes, line 4, change sentence from “ODH decided not to implement this, it will be for sub-grants only.” to “ODH decided not to implement this for sub-grants.” Eliminate line 5. Add sentence: “Most of our grants are sub-grants.” On page 6, under BCMH Program Discussion and Recommendation, paragraph 6, add two new sentences: “It was recommended that this be done more frequently.” “There was agreement.”

Robert Reinbolt made a motion to approve the minutes as amended. Donald Murray seconded the motion. A vote was taken of those present. Motion passed.

Agenda

Dr. Donna Woodson noted that an executive session would be held to discuss department finances, including the 2012 budget.

(Dr. Christopher Sherman arrived at 8:45 a.m.)

Vouchers

Larry Vasko noted that there had been a question at the recent Audit/Finance Committee on the purchase of a Crown Lift Truck. This item had been identified as a necessity in the after action report for H1N1. This battery operated lift truck will be used in our building and is

funded from the PHER grant funds. A. Debra Nicotra said that was the only major question raised at the meeting. The vouchers were reviewed and found to be satisfactory.

Barbara Conover made a motion to approve the payment of the June vouchers. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Executive Session

Jane Ringlein made a motion that the Board go into Executive Session to discuss department finances. Dr. Christopher Sherman seconded the motion. A roll call vote was conducted. Motion carried. The Board went into session at 8:50 a.m. and returned from executive session at 9:20 a.m. There was a request for Larry Vasko, Dr. Grossman and Joanne Melamed to attend.

Confirmation of Employees

Larry Vasko reported that there three new employees and one separation this past month. Debra Damman, was hired as a Clerk, effective June 8, 2011, at a rate of \$10.05 per hour. Erica Howard was hired as a Medical Assistant, part-time, effective June 9, 2011, at a rate of \$12.77 per hour. Dawn Henderson was hired as a Lab Assistant, part-time, effective June 13, 2011 at a rate of \$12.77 per hour. Cynthia Topel, Health Information Specialist, resigned on June 1, 2011. All positions are in Health Services.

Dr. David Grossman reported that both he and Dave Miller participated in an exit interview with Cynthia Topel. He said that Ms. Topel had spoken on both positive and negative items. These items will be addressed with the Director of Health Services.

Robert Reinbolt asked about the Lab Assistant position. Larry Vasko explained that there were two part-time Lab positions. One was vacant for a while and filled by a temporary person. Now it is filled on a permanent basis. Mr. Reinbolt stated it would be helpful to know who previously held positions.

Jane Ringlein made a motion to approve the report. A. Debra Nicotra seconded the motion. A vote was taken: 9 yeas, 0 nay. Motion carried.

Environmental Health Issues Committee

Donald Murray reported that the committee met on June 15, 2011. Attendees included Dr. David Grossman, Larry Vasko and Alan Ruffell. The committee addressed proposed changes to the "Pink Slip" program. This program was established to bring septic systems and wells up to current code standards for those homes that apply for building permits through the Lucas County Department of Building Regulations. Newly codified state regulations prohibit this activity unless the sewer treatment system is creating a public health nuisance. ORC 3718.011 defines conditions under which sewage treatment systems cause a public health nuisance.

Mr. Ruffell stated that the Health Department was overreaching in some areas of the "Pink Slip" program. Dr. Grossman said that this issue recently came to light when Andy Glenn (Springfield Township) brought it to his attention. There was consensus that the Health Department would review all appropriate issues when addressing "Pink Slips", but it would also draft a recommendation-type list for the homeowner as an additional service. This action item will also keep the Health Department in compliance with Ohio Revised Code regulations. The new ORC rules changed in October 2010. Dr. Grossman pointed out that the

Health Department would still charge for services accordingly. Mr. Reinbolt commented that the issue of fee structures would be reviewed sometime next year.

Alan Ruffell presented a proposed revision to the current policy to the committee. After discussion, a final policy was agreed upon. (See Attached Policy)

Robert Reinbolt made a motion that the Board approve the Environmental Health Issues Committee report, including the new proposed policy regarding "Pink Slips". Reynald Debroas seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Audit/Finance Committee

Dr. Christopher Sherman said the Audit/Finance Committee met on June 21, 2011 and discussed the following items: 2010 Audit Engagement-Exit Interview, May 2011 Financial Status, June Bill Schedule, Grant Funded Programs, Contracts, Update-BCMh Program Discussion and Recommendation, Other Items-Programs from Prior Years.

2010 Audit Engagement

Bob Bobeck, CPA from the accounting firm Gilmore, Jasion & Mahler, Ltd., conducted an exit interview of the 2010 audit. The firm audited financial statements and two federal grants (WIC and PHEP) and discovered no findings. The preliminary finding will become a final audit. The issue of general fund expenditures exceeding appropriations was cleared up. Overall, it was an excellent audit.

June 2011 Financial Status

Figures were provided for both the revenue and expenditures of the Health Department.

Grant Funded Programs

Regarding the Consolidated Financial Report, this report was not sent with Board packets. Our intention is to send it out ahead of time for your review. It will be sent out when it becomes available.

Regarding highlighted areas on grant report, these are changes that occurred since last month. Basically we had total applications of \$6,915,894.00 for 2010-2011 fiscal year and we have received \$5,711,431.00.

In May one Notice of Award was received and a total of five grants were submitted. There are four grant applications in process.

We received an award for the Refugee Health Services Program for \$25,200.00. Ms. Melamed said if anyone knows of any refugees that we could provide that service for; please submit names to either Dr. Grossman or Mr. Vasko.

Contracts

The committee reviewed two contracts. Michael Allison will provide professional services as a Mobile Vision Program Coordinator. He will receive \$25.00 per hour. The contract will be covered by a grant fund (United Way) and will run from July 1, 2011 to June 30, 2012. This is a \$100,000.00 grant with United Way. Dr. Grossman was instrumental in obtaining this grant.

Joel Levitan, Pharmacist, will provide professional services for the Pharmacy while Evelyn Schreier is on temporary leave. He will receive \$39.00 per hour. Dr. Grossman spoke about

actual working hours of Mr. Levitan, including when Mrs. Schreier returns. This will avoid a backlog and will allow for continuity of service.

Update-Bureau of Children with Medical Handicaps (BCMh) Program Discussion and Recommendation

Administration presented data from the BCMh Program that had occurred over the past month. All prior and current billing has resulted in \$30,000.00 of "billable" hours; this is the outstanding accounts receivable as of week ending June 17, 2011. It is calculated that a full-time nurse can bill 150 units per week, generating \$1,500.00 in revenue. With part-time nurse can bill 120 units per week, generating \$1,200.00 in revenue. A best-case scenario billing, with maximum hours per two nurses, could generate \$110,280.00 annually. Salaries and fringe benefits total \$136,919.14. The general fund would be responsible for at least \$26,639.14 annually.

Dr. Grossman explained that the Health Department only receives \$40.00 an hour for salary and fringe benefits for each nurse. There is a fee structure in place, making it difficult to break even. He noted that other communities such as Dayton-Montgomery do not pay as high as Lucas County; consequently, they break even. Dr. Grossman praised Kathy Holmes, Public Health Nurse, who works in this program, as she is billing thoroughly and consistently. Vicki Myerholtz, Public Health Nurse, is also doing well in this program. He predicts that the Health Department will receive matching funds for both positions. Dr. Grossman noted that the Director of Health Services could choose to move another nurse into this program to cover absences such as vacation, sick time, etc.

Robert Reinbolt asked if the Health Department were unable to fund this program, could another agency pick up the program? Larry Vasko replied that potentially they could and that discussions were held at the State level regarding options. Dr. Grossman noted that the State was very complimentary with the job we are doing. It feels that the local Health Department and the public health nurses are key to this program.

Barbara Gunning reported that there are only a couple of other health departments that are actually making money. A suggestion was made to review the concept of utilizing a Billing Clerk for billing in this program. The State had provided other suggestions to improve billing, such as, billing for travel time to BCMh seminars if part of that time is used to solve problems regarding BCMh cases.

After a brief discussion, the Board made the following motions:

Motion #1

Matthew Heyrman made a motion that the Board transfer \$198,164.10 from the general fund to the grant fund to extinguish the deficit of the BCMh program. Reynald Debroas seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Motion #2

A. Debra Nicotra made a motion that the Board increase the appropriation by \$96,183.14 in the general revenue fund to cover expenditures for the BCMh program. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Motion #3

Robert Reinbolt made a motion that the Board amend BCMh revenue estimate by increasing the appropriation on the revenue side of the general revenue fund by \$96,183.14, part of that

will be supplemented by general fund dollars and revenue from the billing under the BCMH program. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Other Items – Programs from Prior Years

As mentioned last month, Joanne Melamed and staff members have been delving into some of our programs from prior years. General Fund and Special Revenue Grants contain some inactive programs. It is necessary to close two programs—Healthy Communities Foundation for \$466.88 and Mobile Health Command Center for \$371.75.

Motion #1

Donald Murray made a motion that the Board approve the additional appropriation for \$466.88 for the Healthy Communities Foundation. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Motion #2

Donald Murray made a motion that the Board approve appropriation for \$317.75 for the Mobile Health Command Center. Jane Ringlein seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Additional Item

Dr. Sherman stated that Ross Buckingham has officially retired and Scott Francis is stepping into his role, as well as expanding it. Administration has proposed moving Scott Francis into Ross Buckingham's role and hiring a Network System Technician to replace Scott Francis. The proposal is to increase salary for Scott Francis by approximately \$2,982.72 as he makes this transition. The Network System Technician, which is an open position, would receive an annual salary of \$45,000.00. The end result will be a cost savings for the IT department and our budget of \$12,628.48. The committee is in favor of this proposal and seeks the Board's recommendation and approval. Board members received two job descriptions—Information Services Manager (E5) and Network System Technician (E3) for review and approval.

Barbara Conover made the following motions:

1. That the Board approve two job descriptions—Information Services Manager (E5) and Network System Technician (E3).
2. That the Network System Technician position will have an annual salary of \$45,000.00.
3. That Scott Francis assume the Information Services Manager position, and that his salary will increase by approximately \$2,982.72 during transition.

Robert Reinbolt seconded the motions. A vote was taken: 9 yeas, 0 nays. Motion carried.

Donald Murray inquired about the auditor's exit interview and a management letter? He asked about the release of this material. Dr. Sherman replied that a draft form could be distributed to Board members for viewing only. However, the documents must be returned, as they are not final copies.

Barbara Conover made a motion to approve the Audit/Finance Committee report. Robert Reinbolt seconded the motion. A vote was taken: 9 yeas, 0 nays. Motion carried.

Facility Committee

A. Debra Nicotra reported that the committee did not meet this past month.

Contracts to the Board

Dr. Grossman said that there are no additional contracts.

Division Reports

Administrative Services

Joanne Melamed reported as follows. The 2010 audit went well and was complimentary of our department. We were informed that everything was done by the book and done correctly.

Kronos

We are moving right along as far as the Kronos project is concerned, which is the electronic time keeping system. This coming week two educational sessions are planned for managers. The next step is to build interphases between Kronos and the County payroll system. Scott Francis has completed setup of the FTP server for Kronos data import. Hopefully, this project will be rolled out this summer.

Fiscal Administration

The focus will be in the future months to prepare next year's budget. We are moving toward a departmental type of structure, using electronic reports directly from the system.

Plans included meeting with directors and supervisors establishing proper ways to track revenue and expenses. A new financial structure for the agency will be structured for three funds—the general fund, environmental health fees and the trust fund. Dr. Sherman commented that Ms. Melamed is doing a good job and her efforts are appreciated.

Environmental Health Services

Alan Ruffell reported on the following items: 2011 Swimming Pool Season, Product Recall (Main Drain Covers), Annual Environmental Health Forum, Debbie Dacquisto, Bed Bugs, Educational Seminars, Food Protection Unit, "Get the Lead Out" 5K Race, Lead Advisory Council Meeting, Lead and Healthy Homes Presentation and Stimulus Summer Youth Worker Program.

Mr. Ruffell highlighted a couple of items. Mr. Ruffell said the 10th Annual Forum of Environmental Health would take place tomorrow, June 24, 2011 at St. Luke's Hospital. Board members were invited to this event. Dr. Grossman commented that the agenda for this event is interesting.

Danielle Stratton, Public Health Nurse, presented a powerpoint presentation on the "Get the Lead Out" 5K Race event, which took place on June 12, 2011 at Ottawa Park. She said the event also included a 1K for children under age 10. Karim Baroudi initiated the process by informing us about this funding opportunity from ODH and tying it in with our Lead grant. Dr. Morris Jenkins from the University of Toledo Medical College was invited, as he was involved in a study to see how lead poisoning affects older children. Board member Matt Heyrman, Director Barbara Gunning, Director Eric Zgodzinski and several staff participated in the 5K run.

Dr. Woodson requested a list of sponsors, volunteers and volunteer organizations to give them Barry's Bagel's or donuts to thank them on behalf of the Health Department. She also thanked everyone who participated. Dr. Grossman said that Toledo still remains number two

in lead poisonings in the State. Mr. Ruffell said that some of the other jurisdictions are planning to follow our lead regarding the 5K Race.

Community Services, Response and Preparedness

Patti Fraker, Epidemiologist, reported for Eric Zgodzinski, who is at a meeting in Portland, Maine, regarding Advanced Practice Center. She noted the attachment of his report— Attachment B: Delegation of Authority and accompanied by the ORC section on the Board of Health's authority and responsibilities in regards to quarantine and isolation. Today will serve as a brief training. This material will also be utilized next month on a tabletop exercise on August 26 regarding the Board's responsibilities and authority in regards to isolation and quarantine.

(Jane Ringlein left at approximately 10:30 a.m.)

Ms. Fraker reported on what epidemiologists do in terms of investigation and assisting with Quarantine and Isolation issues. She distributed a list of 93 reportable diseases, which are to be reported to the State of Ohio.

Robert Reinbolt asked a question regarding Attachment B, policy under notification section, Health Commissioner upon enacting Quarantine or Isolation during an emergency section and notifying board of health members. How would Board members be notified?

Dr. Grossman said that Lance Keiffer, Assistant Prosecutor, had brought this up sometime ago. We were going to meet and codify this, as Mr. Keiffer had some real concerns. Dr. Grossman explained that this Board would have to meet and vote to carry out the Quarantine process because of the ramifications. This is also an ORC requirement. Dr. Grossman thought meetings could be held via conference calls or in person. Details would have to be worked out.

Dr. Woodson spoke about the need for updated Bylaws; especially when they become critical. Movement on this item is necessary. Larry Vasko said that training on this is scheduled in July and a tabletop exercise in planned in August. Answers to some of these questions would be provided at that time.

Health Services

Barbara Gunning reported on the following items: Building Improvement, HIV Testing, Guard Care, BCMH, Health Needs Assessment, Tobacco Prevention and Creating Healthy Communities.

Dale Raczkowski received an energy savings rebate for \$599.69 for our agency. He has been very helpful to us.

Jerry Kerr has been working with various radio stations to advertise National HIV Testing Day on June 27th. He obtained a grant for \$1,160.00.

Guard Care was here in Lucas County in 2005 and they will return on August 20 and 21. They will provide a variety of health services to our local community. Guard Care is a program where Ohio National Guard medical units provide direct services to a local community as part of their continued training/readiness.

The Lucas County Health Needs Assessments are being returned. Response rates were provided. The youth survey will be completed by December 2011.

Health Commissioner's Comments

Dr. Grossman commented as follows. Larry Vasko just returned from Columbus, where he was working to secure funds for our Regional Coordination project. He also attended a District Advisory Council meeting on May 18. Dr. Grossman said he was comfortable with our current budget proposal, which identified our budget needs. Dr. Grossman thanked Joanne Melamed and Scott Francis for their ongoing work.

Two summer youth workers have been assigned to the Health Department. Mary Frank is the coordinator for this project. Rachel Newbury, an undergrad student, will also be serving as his intern for a couple of months. Dr. Grossman cited another intern who had spent some time in the Health Department years ago and is now in the field of Public Health Law.

There is still a concern with the continuation of grants in the Health Department. If the Ohio Department of Health discontinues certain grants, layoffs are inevitable. Administration is preparing to issue 6 or 7 layoff notices to employees. A meeting is scheduled with union leaders regarding bumping sessions.

Donald Murray inquired about layoffs and the payment of unemployment benefits. Dr. Grossman replied that (we) the employer continue to pay these benefits.

Robert Reinbolt inquired about the posting and distribution of Board minutes and if they are sent to the DAC? Larry Vasko replied that once the minutes are reviewed and finalized they are posted on the Health Department website at www.lucascountyhealth.com. Dr. Grossman said that the minutes are available on line.

Donald Murray commented that this question arose the other night at a meeting that he attended. It was noted that John Jennewine (Sylvania Township), DAC secretary, has everyone's e-mail address. If we choose, we could send the minutes to Mr. Jennewine and he could distribute them accordingly.

Dr. Donna Woodson suggested sending a notice of when the minutes are available on our website. It would then be their responsibility to look them up. She felt strongly that they should be notified of that information.

Donald Murray further commented that at the last meeting he attended that a trustee requested a report of Board proceedings from DAC representatives (appointed by the townships). This issue, however, fell by the wayside. Mr. Murray said he agreed with informing them of the minutes being available on our website. It was not clear whether these reports would be provided every month or just at the DAC meeting. But he sensed after the meeting that they wanted representatives to attend every meeting and give a report of what happened here at these Board meetings.

Dr. Grossman pointed out that Mr. Murray attends both township meetings and DAC meetings. He said that Mr. Murray's report should only be required for the DAC meeting, which is normally held annually. The actual report appears as minutes, which are lengthy. He said he would notify Andy Glenn, Chairman, and/or John Jennewine of this new process, which includes a notification of when the minutes are posted on the website. They in turn

could notify their constituents. Mr. Jennewine is presently informing others of meeting dates and times via e-mail.

Dr. Sherman suggested sending a certified letter to all DAC members of when the minutes are posted on line. Furthermore, if minutes are requested electronically, Mary Frank may be contacted and she will provide them. Matt Heyrman also suggested providing a link of when the minutes are posted. Dr. Sherman concurred that in doing this we would be doing our part and then it would be their responsibility to look up the minutes if they so desire. There was agreement.

Matt Heyrman noted that certain township trustees had inquired about the septic tank program, including its profitability. Dr. Grossman replied that this item is currently being addressed. The program costs approximately \$200,000.00 (personnel costs), and we generate about \$100,000.00. Mr. Murray added that the Board is in the process of reviewing all programs that are not self-funded. Mr. Heyrman suggested addressing these items with a one-page summary, similar to the BCMH program.

Mr. Murray said it might be a good idea to let the contractors decide the types of systems to install. A suggestion was made to implement some type of training program for those contractors coming into the process. Dr. Grossman agreed, as plan approval is needed from this department.

Mr. Murray said that if the Board would choose to get out of this program it would be because it is more expensive, as it costs more than the revenue generated. We could at least reduce our exposure slightly. We could present the systems that work in Lucas County to the contractors. The contractors could then pass this information on to the homeowner and they could decide together. He noted that this is an expense to the Health Department. Dr. Woodson agreed with his ideas. The ideas could be presented to them, along with the plan and options.

Other Items

Robert Reinbolt inquired about a follow up item from last month regarding contacting local veterinarians concerning a product for dogs. Alan Ruffell replied that he is working on this item and would report next month.

Matt Heyrman inquired about the need for a motion regarding the 1% increase in the 2012 budget that will ultimately be presented to the Budget Commission? There was a brief discussion. Dr. Grossman agreed that the Board should vote on this item. He noted that the original vote from the Board was a 5% increase in the budget. The Board had decided on a change from a 5% increase to a 1% increase. Robert Reinbolt suggested that the Board vote on this matter, voting on a 1% increase in the budget, due to the recent change from the State regarding fringe benefits. The amount of this increase is not arguable or debatable; it is necessary for our overall operation. There was agreement.

Motion

Robert Reinbolt made a motion that the Board approve a 1% increase, down from a 5% increase (previously sought) in the 2012 budget. Dr. Christopher Sherman seconded the motion. A vote was taken: 8 yeas, 0 nays. Motion carried. *[This motion was later rescinded at the July 28, 2011 meeting.]*

Public Health in the News

Dr. Donna Woodson commented on public health in the news. She reported on a news release (Prevent Heat Related Illnesses), E. coli Outbreak, American Medical Association (AMA) Items (Mercury Emissions, National Drug Shortage, X-rays Body Scanners, Representation, Resolution (Pharmacists' Scope of Practice) and other items.

Recently, there was a worldwide problem with bean sprouts resulting with an E. coli outbreak. The contaminated bean sprouts came from an organic farm in Germany.

Dr. Woodson just returned from an American Medical Association in Chicago. There appears to be a large national drug shortage affecting hospitals and the AMA has been requested to provide a report on this item. Dr. Robin Chapman, a family physician from the Dayton area, who was not there that long but did a spectacular job, gave an emergency speech at the meeting. Subsequently, she was elected to the Council on Public Health and Science. Perhaps we can utilize her for some of our local issues in the near future. About 17 medical students from Toledo attended the meeting. One of their main focus items was childhood obesity. They are providing innovative things to help in our fight against this disease. Sean Figy, one of our students from the University of Toledo Medical College, also attended the meeting as a delegate of the medical student section.

Dr. Woodson announced that she had submitted a resolution regarding the Pharmacists' Scope of Practice. This has to do with the Ohio Pharmacy Association and Association of Hospital Pharmacists, promoted by big box companies, that pharmacists and they are already lobbying. They are asking to be able to order tests on patients, interpret those tests, and write their own prescriptions. This is not acceptable. The AMA will be looking at ways to promote State legislation. Patients deserve to have someone who has also been fully trained in clinical medicine.

Next Meeting

The next meeting will be held on July 28, 2011 at 8:30 a.m. at the Health Building, Board Room #252, 635 N. Erie Street, Toledo, Ohio.

Adjournment

A. Debra Nicotra made a motion to adjourn the meeting. Matt Heyrman seconded the motion. The meeting adjourned at approximately 11:05 a.m.

Signed:

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

Attested By:

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