

**ERIE COUNTY BOARD OF HEALTH (BOH)**  
**Monday, October 26, 2015**  
**5:00 P.M.**  
**ERIE COUNTY DEPARTMENT OF HEALTH**

**PRESENT:**

Richard A. Ortoski, D.O., Chair  
Carolynn Masters, Ph.D., Vice-Chair  
Richard Dreyfus, M.D.  
Carla Picardo, M.D.  
Reverend Nettie Smith

**IN ATTENDANCE:**

Melissa Lyon  
Charlotte Berringer  
Karen Tobin  
Nicole Bolash

R. Anthony, Snow, M.D.  
Pamela Brunner  
Chelsey Ricketts

**GUESTS:**

-Kate Ebersole, KEE Concepts, Consultant for Health Dept. Strategic Plan  
-Sarah Morgan, Supervisor, Tobacco Grant, and Health Promotion/Quality Improvement  
-Deborah Mongenel, Public Health Nurse, Health Dept. Strategic Planning Committee  
-Tammy Trump, Public Health Nurse, Health Dept. Strategic Planning Committee  
-Janet Mankowski, Public Health Nurse, Health Dept. Strategic Planning Committee

- I. **Call to Order:** Chairperson, Richard A. Ortoski, D.O., called the meeting to order at 5:02 PM.
  - Approval of Minutes: Meeting minutes from July 27, 2015, were approved on a motion from Richard Dreyfus, M.D., and seconded by Carolynn Masters, PhD. All in favor.
  
- II. **Public Comments:** None to report.
  
- III. **Presentations:**
  - Presentation - Strategic Plan (SP) Overview – Kate Ebersole, Consultant
    - Introduction of ECDH Strategic Plan (SP) Team: Public Health Nurses, Deborah Mongenel, Janet Mankowski, and Tammy Trump. Additional clerical and professional staffs from the Health Dept. are also part of the SP Team. The Team was instrumental in helping to develop the language for the ECDH Priorities and Measures.
    - Kate Ebersole reviewed the Strategic Plan Priorities and Measures which were chosen after various meetings with Department staff and community partners.
      - Priority #1 – Assure consistency, strength and retention of the knowledge base and staffing levels to support fulfillment of the ECDH Mission.
        - Measures: Medial years of service; Number of training hours per staff; Quartiles by years of service.
      - Priority #2 – Provide long term sustainability of the ECDH through programming, fees for service, grants, other leveraged revenue streams and strengthened community level collaborations.
        - Measures: Increase percentage of non-county dollars; Increase amount of fees collected annually; Track funding opportunities applied for and participated in; Track missed funding opportunities and reason missed.
      - Priority #3 – To create greater understanding of the value of the ECDH to the Erie County community through raised awareness of programs and services and enhanced community level collaborations.
        - Measures: Count number of hits on webpage, Facebook, and Tweets during the airing of Time Warner messages; Measure monthly counts of mentions of ECDH in media outlets, on Google, and iterations of ECDH; Increase the number of community collaborations/partnerships annually. (Note: ECDH divisions will decide on what types of collaborations fit their needs and this info will be recorded in the ECDH Time & Travel database.)

- Divisional level process for tracking Priorities and Measures will be completed by ECDH management with work plans developed by 12/4/15.
  - Final documentation will be shared divisionally and at ECDH Staff Meetings so that staff can continue to be engaged and informed on the aspects of the Strategic Plan.
- Reverend Nettie Smith praised the Department staff and leadership for promoting and working towards a functional and measurable Strategic Plan.
- Stated by Melissa Lyon, the SP, as part of the Accreditation process, will enable ECDH opportunities for additional funding. Additionally, she is working with the PA Dept. of Health to change the formula for Act 315 reimbursements. The Fee Schedule for environmental processes will be reviewed and changed in the near future, and a new fee for services in the Community Health Services division is being developed.
- Presentation – Tobacco Grant Programs – Sarah Morgan, Supervisor, Tobacco Grant and Health Promotion/Quality Improvement
  - Sarah Morgan presented information on the 13-county northwest Pennsylvania regional Tobacco Grant. The five (5) staff in the grant consists of three (3) health educators, a secretary, and Sarah.
  - PA will receive 3% of the settlement funds over 25 years amounting to \$13,945 million.
  - Funding for the Tobacco Grant is received from the PA Dept. of Health as part of the Master Settlement Agreement (MSA) from 1998, which was an agreement reached between the State Attorneys General of 46 states, 5 U.S. territories, D.C., and the 5 largest tobacco companies. The agreement restricts advertising to children, marketing, and sale of cigarettes to minors.
  - The health educators conduct programming in the four program focus areas: Cessation, Prevention, Enforcement and Advocacy. To cover the 13-county region, subcontracts were developed to perform services in the same four focus areas.
    - Cessation: Tobacco staff provides personal cessation classes to groups or individuals; 1-800-QUIT-NOW or PA Free Quitline which is a telephonic cessation program; NWPA.Quitnet.com is a web-based cessation program.
    - Prevention: Tobacco Resistance Unit (TRU) Youth Advocacy Program; Smoke-free multi-housing units and worksite policies; Young Lungs at Play (YLAP)-smoke-free outdoor play areas.
    - Enforcement: FDA compliance checks; Act 112 compliance checks; SYNAR surveys; and Clean Indoor Air Act compliance.
    - Advocacy: Strengthen tobacco laws; Education on the importance of tobacco cessation, prevention and enforcement as part of CDC programming effort.
  - E-Cigarettes: E-cigarettes are not currently regulated by the FDA. The FDA is working towards implementing regulations regarding e-cigarettes. Legislation is being developed. A state-wide evaluation team noted that the sale of e-cigarettes among youth tripled, while the sale of cigarettes declined sharply.

#### IV. Director's Report:

- Resignation of Board Members: Both Richard Dreyfus, M.D., and Reverend Nettie Smith resigned from the Board of Health at the end of their terms. "Thank You" to both members for their commitment to the Erie County Board of Health. They were presented with an engraved travel mug as a remembrance gift for their service to the Board.
- ECDH Budget: Melissa Lyon reviewed the 2016 Proposed ECDH County Budget that will be presented to County Council in November. Melissa described the importance of the overall budget that reflects the effective use of funds within the department to meet the needs of programming while slightly decreasing the request of county funds by \$16,000. The proposal includes the hiring of a new position, Accreditation/Quality Improvement Coordinator, and retaining the position of Refugee Coordinator. The Accreditation Coordinator is needed to assure PHAB (Public Health Accreditation Board) Standards and Measures are being met to retain our Accreditation status at ECDH. The County Executive is in full support of the ECDH budget proposal. A tax increase is imminent due to the use of County Reserve Funds in 2015.
- Refugee Health Coordinator: The Refugee Coordinator position, previously 100% grant funded, was preserved and restructured as a 100% county-funded position in October 2015 due to PA Dept. of Health

grant funding eliminations. This position provides coordination of services which includes healthcare navigation support and translation services intervention to the refugee population in Erie County which increases by nearly 700 yearly.

- Cooperative Extension at ECDH: Penn State Cooperative Extension staffs are scheduled to relocate to the ECDH in early November 2015. The coordination of their office and the ECDH will serve dual purposes for the public.
- The ECDH Reception Area: This area was restructured to accept multiple departmental transactions. During the construction phase, the contractor cut a water line resulting in damage to offices in Environmental; the contractor is paying for the repairs and with additional funding from ECDH upgrades to lighting and flooring will be installed in Environmental.

**V. Old Business:** None to report

**VI. Board Updates:**

- Division Reports (Reviewed prior to meeting)
  - On two motions by Richard Dreyfus, M.D., and duly seconded byCarolynn Masters, PhD., the Division Reports will become part of the official minutes of the Erie County Board of Health, along with all edits and corrections that are discussed or reported on during the official Board of Health meetings.
- Division Reports Updates:
  - Environmental Programs – Karen Tobin, Director, ENV
    - Carla Picardo, M.D., questioned the fines incurred during restaurant inspections. Karen Tobin replied that a \$100 fine per violation, plus court costs, is charged against the perspective restaurant. However, violations have decreased. County Solicitor fees are not charged directly to the ECDH, but are most likely incurred within the County Indirect Costs system. Previously fines assessed went to the County General Fund, but now are transferred to the ECDH revenue line. The ECDH Fee Schedule will be reviewed and restructured in the near future.
    - New Drinking Water Regulations – all training has stopped due to the state budget impasse; Pennsylvania does not have regulations in place and was adopting the regulations of the DEP; the inspectors at ECDH will not be trained prior regulations going into effect February 2016.

**VI. New Business:**

- Election of Board of Health Meetings for 2016: On a motion from Carolynn Masters, PhD., and seconded by Carla Picardo, M.D., the following dates were elected for the 2016 Erie County Board of Health meetings, which will be held the fourth Monday of the month, on the dates listed below, 5:00 PM, at the Erie County Department of Health, Second Floor Conference Room.
  - February 22, 2016
  - April 25, 2016
  - July 25, 2016
  - October 24, 2016

**VII. Adjournment:**

- The meeting was adjourned at 6:03 p.m., on a motion by Carla Picardo, M.D., and seconded by Carolynn Masters, PhD.

Respectfully submitted,  
Pamela K. Brunner, Recording Secretary

**The next Health Board meeting is scheduled for MONDAY, FEBRUARY 22, 2016 AT 5:00 P.M.**

# DIVISION REPORTS - OCT 26, 2015

Wednesday, October 07, 2015  
1:05 PM

## **ERIE COUNTY DEPARTMENT OF HEALTH** **DIVISION REPORTS**

### **Prepared for the Erie County Board of Health**

#### **Administration Division Report**

##### **1. Old Business/Current Projects:**

- a. Public Health insurance billing project with UPP Technology is currently in the data collection phase. We met with Ann Sweeney, UPP Technology representative, and provided her with information about ECDH services, processes for clinical visits, staffing patterns and insurance providers. This data will be used to develop a strategy and timeline for implementation of billing for services. We are currently in the planning phase.

##### **2. New Business:**

- a. The 2016 proposed budget has been reviewed with County Executive, Kathy Dahlkemper, Director of Administration, Gary Lee and the Director of Finance, Jim Sparber and his managers. Everything went very smoothly this year. We were requested to stay within the 2015-2016 Act 315 projected payments. We will review the budget with BOH members at the meeting.
- b. Construction is occurring in the front lobby to accommodate two Customer Service Reps (Project Secretary II). The reception desk will become a Customer Service Area where daily transactions occur for environmental services and eventually Community Health Services.
- c. Construction and remodeling has begun in the basement portion of the building and hopefully will be a short lived disruption. Eight Erie County Cooperative Extension employees will be housed in the eastside of the basement. Cooperative Extension has to vacate their space at Pleasant Ridge East and will be permanently housed within the Health Department. This is a great opportunity for future collaboration. There are a number of overlapping programs that can be enhanced with the support of ECDH.
- d. Refugee Health grant funding has ceased, as of September 30, 2015. We have preserved the Refugee Health Coordinator position through 2015 with available funds from the administration and community health services bureaus. The position has also been retained in the 2016 budget and will be funded with Act 315 and local general fund match, upon County Council's approval.

##### **3. Future Planning/Areas of Concern:**

- a. The 2016 ECDH budget will be presented to County Council on Monday November 9, 2015. There is one new grant writer position proposed in the budget along with the refugee health coordinator position.
- b. The State budget impasse is a concern and we have been having contingency planning conversations with the County Executive.

#### **Community Health Services Division Report**

##### **1. Old Business/Current Projects:**

- a. Flu-3 cases reported already by 10/2, all adolescents, All type A. They will actually be part of the 14-15 season counts as the official start of the flu season for the CDC is 10/4/15 this year.
- b. Immunization contract with PA DOH - is renewed at flat funding for 2016. Funds 3 FTE Public

- Health Nurses (PHN). 1.5 clerical positions and a .5 outreach worker position.
- c. HIV contract with PA DOH-is renewed at flat funding for 1/1/16-6/30/17. Funds 1 PHN.

**2. New Business:**

- a. ECDH is partnering with Saint Vincent Hospital and UPMC Hamot on the 2015 Immunization Seminar: the Power to Protect. It will be held on 10/29/15 at the Bayfront Convention Center. Info on the event can be found at:  
[https://ccehs.upmc.com/courses/brochure\\_5761.pdf](https://ccehs.upmc.com/courses/brochure_5761.pdf)  
Presenters will include Capt. Raymond Strikas, MD, MPH, a Medical Officer from the National Center for Immunization and Respiratory Diseases (NCIRD) at the CDC.

**3. Future Planning/Areas of Concern:**

- a. ECDH uses the PA National Electronic Disease Surveillance System (NEDSS) to receive and document disease investigations for communicable diseases. On July 1, 2015, PA DOH migrated the report function of NEDSS into a different platform. Since that time, ECDH, along with all of the local/municipal health depts. in PA, can no longer pull accurate disease counts at the local level. We are working with a PA DOH epidemiologist to obtain accurate disease numbers on a monthly and as needed basis.

**Environmental Health Services Division Report**

**1. Old Business/Current Projects:**

- a. We received the 2016 Beach Grant notice from EPA that we were awarded \$219,176 (up slightly from the 2015 grant of \$214,000)
- b. Update on legal cases
  - i. Palm Market, 2702 Parade Street, was temporarily closed for 16 food safety violations; charges filed and owners pled guilty to all 16 citations
  - ii. Taste of India, 5618 Peach Street-facility was closed for 14 food safety violations, including a cockroach and mouse infestations; facility surrendered their license. Charges filed to obtain a guilty plea on record, hearing pending
  - iii. Constance George-On-lot Sewage violation-case was filed in Commonwealth Court. The family agreed to install a new sewage system to repair the violation; system has been installed and a Discontinuance was filed to end the Court case. The sewage system had been dysfunctional since 1/6/12.

**2. New Business:**

- a. New Drinking Water Regulations-  
Beginning on April 1, 2016 Seasonal Public Water Supplies (campgrounds, ice cream stands, golf courses) will have to have a startup procedure submitted and reviewed by the Department; submit a certification form that states that they did the procedure as written; and collected a bacteria sample prior to opening for the season. Seasonal water supplies had been allowed to open without a startup procedure and without a sample submitted to the Department. Also beginning on April 1, 2016 all Public Water Supplies will be required to begin monthly total coliform sampling. This is a change for many of our water supplies which only had to sample for total coliform on a quarterly basis. Training sessions are being held with the owners/operators of these systems.

**3. Future Planning/Areas of Concern:**

- a. N/A

**Epidemiology/PHP Division Report**

**1. Old Business/Current Projects**

- a. The POD (Point of Dispensing exercise will be held at Perry Hi-Way Hose Company, 8281 Oliver Road on March 31, 2016 from 12:00PM to 4:00PM. Pre-registration will be from December 2015 through March 2016. 'Closed' POD for Erie County Emergency Responders will be from 12:00PM to 2:00PM and 'Open to Public' POD for the farming community will be from 2:00PM - 4:00PM.
  - b. A Flu Throughput observation will take place Wednesday 10/21/15, at Multicultural Community Resource Center. This allows PHP (Public Health Preparedness) to evaluate high-risk populations and the role they play in PHP.
  - c. The Public Relations Team has been identified. First meeting to begin trainings will be held in November 2015.
  - d. A new Executive Board is in place for the Erie County Community Health Improvement Plan (CHIP). This is the first step in an organizational restructuring that will enhance the community impact of the CHIP.
2. **New Business:**
- a. The COOP (Continuing Of Operations Plan) for ECDH All Hazard Plan is in updating process. The Division Directors are part of this first review.
3. **Future Planning/Areas of Concern:**
- a. N/A

**Health Promotion & Quality Improvement Division Report**

1. **Old Business/Current Projects:**
- a. Awarded \$120,089 for the 2015-2016 Highway Safety Grant
  - b. PHAB (Public Health Accreditation Board) Annual Report-Section 1 submitted 9/28/15
  - c. The QI Team is flourishing with a list of projects they are currently working on, as well as, future projects.
2. **New Business:**
- a. Greenways/Let's Move Outside (LMO)  
The Let's Move Outside (LMO) initiative was awarded \$14,000 from the Erie County Greenways Program (ECGP) to be used for the design of 3 new bike racks along with the manufacturing and installation of 20 bike racks in LMO communities throughout the county.
  - b. LECOM/LIGHT GRANT  
LECOM received \$2.2 million (HRSA) dollars over three years to support quality care for older Americans. As a partner and a member of the Health Subcommittee, led by Lifeworks Erie, we anticipate future expansion of existing programs, as well as the implementation of new ones.
  - c. Bayfront East Side Taskforce (BEST) urban farm  
BEST will be working under a subcontract through the community garden initiative under the Safe and Healthy Communities grant to install an urban farm that will be maintained by the St. Benedict Refugee population. The land is being donated by Erie Insurance to be used for this purpose. Technical assistance will be provided by the Penn State Extension Master Gardeners. This initiative will be coupled with a workshop series including safe food handling, preserving foods, and promotion of the unique foods grown and harvested by the refugees.
  - d. The Tobacco Control Program (TCP) has been requested to take part in a Diabetes Prevention Program (DPP) through PADOH. DPP is an evidence based and includes a lifestyle change program in which people at risk for developing type 2 diabetes meet with a trained lifestyle coach in a small group setting to learn how to make lifestyle changes to prevent type 2 diabetes. Sessions are weekly for 6 months and then monthly for 6 month. The TCP will receive a SAF (Subsequently Available Funds) for \$ 59,500 to spearhead this program in the following counties: Jefferson, Lawrence, Clearfield, Crawford, Cameron, and Mercer.

**3. Future Planning/Areas of Concern:**

- a. The biggest concern continues to be the state budget impasse. We are in jeopardy of losing some of the subcontractors we have a good history of working with if the budget does not pass soon. This can cause a disruption in services which is a concern for the communities that are served outside of Erie County.
- b. PHAB annual report section 2-due 10/27/15.
- c. Working with the QI leaders to update the QI Plan and templates.