

**ERIE COUNTY BOARD OF HEALTH (BOH)**  
**Monday, October 24, 2016**  
**5:00 P.M.**  
**ERIE COUNTY DEPARTMENT OF HEALTH**

**PRESENT:**

Richard A. Ortoski, D.O., Chair  
Carolynn Masters, Ph.D., Vice-Chair  
Bishop Clifton McNair, III  
Carla Picardo, M.D., MPH  
Joy E. Taylor, Esq., MPH

**IN ATTENDANCE:**

Melissa Lyon  
Charlotte Berringer  
Karen Tobin  
Valerie Bukowski  
Pamela Brunner  
Chelsey Ricketts  
David Bruce

**GUEST:** County Executive Kathy Dahlkemper  
Shannon Kleckner, Dental Hygienist

- I. **Tour of Dental Office at ECDH** by Shannon Kleckner, Dental Hygienist
- Subcontracted Dental Hygienist, Shannon Kleckner, reported on the \$100,000 dental grant provided by Highmark BC/BS. These funds will be used to provide dental services to mothers and children in the Maternal/Child Health grant (MCH) and the Nurse Family Partnership (NFP) grant, TB clients seen at the Health Dept., as well as clients at Community Health Net. Funds will also be used to pay the subcontracted dental hygienist and to provide the dental operatory at the Erie Co. Dept. of Health and the dental supplies needed to perform dental cleanings. The grant was written to also include educational materials to help clients understand the importance of dental health at all age levels. Health Dept. clinic hours will be Mon. & Wed. 9 AM - 1 PM; Tues. & Thurs. 1 - 4 PM. Additionally, home visits will take place with clients in the MCH and NFP programs.
  - The first clients were seen at the Health Dept. on 10/24/16. A teen client, with siblings, was brought to clinic by their grandfather who was glad to know where to go for dental services for the children. The parents do not have insurance.
    - Goals: to reach 3-5 children per day; 1-2 adults per day.
  - The Health Dept. will refer clients to community agencies for other expanded health services, including Community Health Net for both dental and medical; and LECOM for expanded dental services.
  - Additional community education on the importance of dental health that will be conducted at area agencies by the subcontractor, Shannon Kleckner, will include:
    - Community Health Net
    - WIC offices
    - MCRC for the refugee population
    - Erie County Public Schools
  - Clients in the Health Dept. clinics, such as Maternal Child Health, Nurse Family Partnership, TB and STD/HIV, will also receive education and dental health screenings
  - Board of Health members offered to help spread the news about the dental services offered at the Health Dept.
  - Public announcements have been through:
    - Erie Times News
    - Press Conference on Oct 11, 2016
    - Health Dept. social media: Face Book, Twitter
    - Brochure distribution
- II. **Call to Order:** Chairperson, Richard A. Ortoski, D.O., called the meeting to order at 5:13 PM. Dr. Ortoski welcomed County Executive Kathy Dahlkemper to the Board meeting. The County Executive thanked the Board members for their commitment to serve on the Board.
- III. **Public Comments:** None to report.
- IV. **Approval of Minutes:** Meeting minutes from July 25, 2016 were approved on a motion from Bishop Clifton McNair, III, and seconded by Joy Taylor, Esq., MPH. All in favor.

V. **Director's Report:**

➤ Budget Report - 2017 Budget Proposal to County Council

- Health Department's 2017 proposed budget was submitted to County Administration for review and discussion. Items to note are:
  - The overall budget for FY 2017 increased by \$161,476; however the FY 2017 budget was presented to County Administration at a reduced amount from the FY 2016 County budget.
  - ACT 315 was realigned, indicating a decrease of \$83,000 in expected revenue for 2017. This reflects doubling the ACT 315 funds received to date in 2016 from the PA Dept. of Health. ACT 315 funds are calculated yearly based on expenditures the previous year and projected expenses for the upcoming year as outlined in the Health Dept.'s Program Plan. The formulary is not what County Council prefers, therefore, for FY 2017, actual ACT 315 payments received in FY 2016 were doubled. ACT 315 funds received in FY 2017 can be adjusted accordingly to reflect a more accurate accounting of monies received from the PA Dept. of Health.
  - Point of Sales - use of credit cards for fees for licenses is being established as an easier process for the public
  - Insurance Billing - increase revenue by billing co-pays to individual insurance companies for services received in clinics, and at tobacco cessation classes; individuals would not have to pay for services received. In addition, charge Medicare for administrative fees for clinical services. A third-party vendor is working with all local health departments in PA on this new billing process. Also working on the process to sign individuals up on the ACA insurance plan by connecting them with an ACA navigator. A model is in place at the Bethlehem Health Dept. which can be replicated.
  - All current staffing positions have been retained. Two (2) positions were proposed to be added to the FY 2017 budget; they were eliminated by Co. Admin. One staff position proposed at 40 hours per week was also rejected. 1) Grant Writer - To research and obtain funding from a variety of revenue sources, which in turn would reduce the need for both ACT 315 PA Dept. of Health funds and County funds. Due to limited manpower, current staffs do not have available time to research other streams of revenue. A list of grant funds lost due to limited manpower and resources has been shared with County Administration. 2) Sewage Enforcement Officer (SEO) - Two (2) Sewage Enforcement Officers currently cover all of Erie County; the wait list time is long before either SEO can perform the inspection and paperwork needed per inspection. Municipalities have been asked to provide support for an additional SEO for Erie County, either monetarily or by contacting County officials to support the hiring of at least one additional SEO. One of the current SEO's has plans to retire in 2017; this will increase the backlog for sewage enforcement inspections until another SEO is hired, trained, and receives their specialized certifications. The one remaining SEO will not be able to handle the increased workload.

➤ Yearly Update on Strategic Plan

- During the development of the Strategic Plan, facilitator Kate Ebersole had presented to the Board of Health the divisional priorities, as decided upon by Health Department staff:
  - Administration Priorities: 1) Increase Revenue, 2) Retain Staff / Reduce Turn-over, 3) Brand ECDH
    - Increase Staff: Proposed to hire a grant writer; Increase budget by 2% yearly to hire staff and provide for program expansions
    - Retain Staff / Reduce Turn-over: Cross-train staff so they are familiar with various duties
    - Brand ECDH: Use of NACCHO Public Health Logo; standardize email signature block; developing phone message responses for incoming calls and out of office messages
  - Environmental Priorities: 1) Re-evaluate workload, 2) Funding Opportunities, 3) Community Involvement
    - Re-evaluate workload: Additional SEO needed to maintain, improve processes for County
    - Funding Opportunities: Collaborate with County offices to apply for grants (Greenway grant w/ Co. Planning); Increase awareness through stakeholders via P.R. campaigns, pharmacy bag messages with Tops Markets, media segments with Time Warner Cable and Millcreek Channel; Increase Environmental Fee Schedule (last revision in 2011) to increase departmental revenue
    - Community Involvement: Participate on task forces and boards to collaborate on and obtain grants.

- EPI / Public Health Preparedness Priorities: 1) Community Involvement, 2) CHIP (Community Health Improvement Plan)
  - Community Involvement: Keep abreast with changes at CDC and PA Dept. of Health related to certification standards and trainings; collaborate with community partners
  - CHIP: Erie Community Foundation and various community partners provided funding to begin the BRFSS (Behavioral Risk Factor Surveillance Survey) at the end of September 2016. Land-line and cell phone survey to public on health-related topics; scheduled final report in August 2017. BRFSS ties directly with CHIP. CHIP initiative: Obesity -Involvement with development of Gannon Wellness Directory as a resource for programs on nutrition and physical activity.
- Community Health Services Priorities: 1) Media Interaction, 2) Medical Billing, 3) Staff Training
  - Media Interaction: Publicize health topics; collaborate with community task forces to increase public knowledge
  - Medical Billing: Work with third-party vendor to establish medical billing to increase departmental revenue
  - Staff Training: Increase access to training for staff; track training needs met and to achieve; hold in-services routinely
- Health Promotion/Quality Improvement (HPQI) Priorities: 1) Staff Training, 2) Media Interactions, 3) Funding Opportunities
  - Staff Training: Implement staff trainings, participate on various task forces and boards, for an overall increase of 15% by 2017
  - Media Interactions: Provide opportunities for staff to increase public awareness of programs available through various media outlets including social media. Strengthen county collaborations and develop media plans with Seawolves and Bayhawks to promote education and awareness of health education programs available to the public.
  - Funding Opportunities: Enlist staff to be on various mailing lists for notifications of grant funds available and seek opportunities to apply for funding.

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

VII. **New Business:**

➤ Board of Health Meeting Schedule for 2017

- On a motion from Carolynn Masters, PhD., and seconded by Carla Picardo, M.D., the following dates were elected for the 2017 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 27, 2017
  - April 24, 2017
  - July 24, 2017
  - October 23, 2017

➤ Discussion about a Half-Day 2017 Board of Health Retreat

- By-laws; Ethics; Engagement; Meeting Dates/Times
- A half-day Board of Health Retreat will be planned for early 2017. Board members were asked to consider designing what the Retreat would entail, including commitment to the Department, engagement in its programs, and actively advocating for the Department. Members were asked to consider meeting with Melissa Lyon to develop the agenda for the Retreat, or to email ideas to her. The Health Dept.'s 2017 budget will provide funds to sponsor Board members to attend conferences to provide support of, and engagement in, the Health Department and its mission.

Joy Taylor, Esq., MPH, attended a Public Health Law conference in August that was sponsored by the Health Department. Joy will recap the presentations she attended and share that information at the Board of Health Retreat. PowerPoint presentations from the conference could be shared on Google docs.

Joy will also review the current Board of Health by-laws for future discussion.

VIII. **Board Updates:**

- **Division Reports - Q&A** - Formal Written Reports Provided in Advance of Board Meeting
  - Community Health Services (CHS): 1) As of 10/19/2016 no confirmed flu cases in Erie County; 2) Immi Conference attendance was 204; 3) CDC representative spoke to all CHS staff the day after the Immi Conference.
  - Other business not listed on the Division Reports: 1) No TB physician other than Dr. Snow. LECOM physician referral follow-up needed; St. Vincent physician referral for Carla Salvador, MD. Char Berringer will follow-up with LECOM and St. Vincent's. Physicians would need to provide 6 hours per month of clinic time and phone consultations in between. This is an opportunity to work with educational institutes to educate medical professionals on TB. 2) Zika - automatic referral for appropriate testing of women who traveled where Zika virus is occurring. 3) Flu Season - following CDC recommendations to get vaccine as soon as possible. 4) Pneumonia vaccine recommended at age 65 for healthy adults; sooner for adults and children with compromised immune systems. 5) HIV prevention education campaign targeting barbershops, WIC offices, MHEDS, MCRC, Diabetes Association, etc.

Above additions/corrections to Division Reports accepted on a motion byCarolynn Masters, PhD., and seconded by Bishop Clifton McNair, III. All in favor.

- IX. **Adjournment:** Richard A. Ortoski, D.O., thanked Valerie Bukowski for her presentation to the students at LECOM. The meeting was adjourned at 6:20 p.m., on a motion by Carolynn Masters, PhD., and seconded by Carla Picardo, M.D. All in favor.

Respectfully submitted,  
Pamela K. Brunner, Recording Secretary

**The next Health Board meeting is scheduled for MONDAY, FEBRUARY 27, 2017 AT 5:00 P.M.**

# DIVISION REPORTS - OCT 24, 2016

Monday, October 17, 2016  
7:28 AM

## ERIE COUNTY DEPARTMENT OF HEALTH DIVISION REPORTS

### Prepared for the Erie County Board of Health

#### Administration Division Report

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

- a. The dental program has launched. The equipment has been installed. Clients will be schedule starting October 24, 2016. A tour and program introduction will be conducted on Monday, Oct 24th.
- b. The Baby and Me Tobacco Free program is still in process of scheduling the required training with community partners. It has been difficult to identify dates that work for all partners.

**2. New Business:**

- a. The Community Health Improvement Plan will be showcased along with other community plans at the Erie Together Forum on November 15th at the Bayfront Convention Center. The forum will demonstrate how plans work together to accomplish community goals. The forum is also designed to debunk the myth that the plans are duplicative and dysfunctional. This is an exciting opportunity to discuss how agencies that address social determinants of health are truly impacting public health outcomes and community health status.
- b. The 2017 Budget was submitted to Administration on time. A few, expected changes were requested by administration. These will be discussed at the meeting. A meeting with County Council has been scheduled for November to present the budget and discuss the overall impact of total budget in correlation to public programming and requirements.

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

- a. None at this time

#### Community Health Services Division Report

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

- a. Zika testing continues for appropriate pregnant women. No confirmed Zika cases in Erie County as of 10/19.

**2. New Business:**

- a. Flu season officially began 10/2/16 per the CDC. No confirmed flu cases in Erie County as of 10/19. Vaccine components are changed from the 15-16 season. Quadvalent has a change in a Type A. Trivalent has changes in an A and a B. Ample vaccine supply this year.
- b. The HIV Prevention Coalition is conducting an enhanced condom distribution program. The ECDH is partnering with the coalition to prepare condom distribution packets and assist with the distribution of the packets. ECDH is also networking within the community to identify additional non-traditional partners that would be willing to distribute the packets. Twenty-five (25) sites are now participating with these efforts. Total number of condoms have been distributed between 8/22/16-10/13/16 is 9768. The campaign has been positively received by the community.
- c. The Immunization Nurse Supervisor is on the planning committee for the annual Professional Immunization Conference that occurred on October 20th. This training typically draws 275-300 professionals and includes both state nationally recognized immunization educators. 204 was actual attendance this year.
- d. The CHS Division Director is on the planning committee for the local domestic violence conference that will take place on October 28th. This conference is held every 3 years and is expected to attract 100-150 professionals. Local and state educators are faculty along with a domestic violence survivor from Pennsylvania.

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

- a. Two (2) Public Health Nurse Vacancies currently. In process of interviewing for the TB position. Will repost and advertise again for the Nurse-Family Partnership position. Clerical posting for a Public Health Records Clerk came down 10/21. Waiting for notice from County Human Services re: bidders/applicants.

**Environmental Health Services Division Report**

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

- a. County Council approved a new Environmental Fee Schedule August 23, 2016
- b. County Council approved new Organized Camp and Campground Regulations July 26, 2016
- c. ECDH was awarded a Zika Virus Control Program grant of \$12,180.50 from the PA Department of Environmental Protection. The funds were used to purchase mosquito repellent and mosquito dunks. Funds were also used to set special mosquito traps at 4 locations weekly in Erie County to determine if the two species of mosquitoes that can carry the Zika virus are present in Erie County. Only one Aedes albopictus was collected in Erie County.
- d. The Greenways Grant of \$2,400 was used to print Lyme disease brochures and tick cards. Funds were also used to purchase sign posts and hardware. We currently have requests for 65 signs to be placed on trails throughout the County to provide tick awareness.

**2. New Business:**

- a. Corry Water Supply-Corry recently experienced several water line breaks that completely drained their 3.1 million gallon reservoir of all drinking water. Residents, businesses, the hospital, a nursing home, and schools were all impacted at first with no water and then with a boil water advisory. ECDH set up a dedicated phone line to handle all the incoming phone calls. Many inspectors spent the week in Corry to work with food facilities, the hospital, nursing home, schools and residents. Many agencies worked together throughout the community to provide sources of potable water, non-potable water, and portable toilets. After a week, the boil water advisory was lifted.

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

- a. One of our Sewage Enforcement Officers (SEO) is considering retirement this spring. The remaining SEO will not be able to handle the workload. This will greatly impact development, municipalities, and corrections to sewage malfunctions. The hiring of a third SEO was proposed for 2017, but was removed from the budget by County Administration. We are hopeful that we can post the job early and have someone lined up before the position becomes vacant.

**Public Health Preparedness/Epidemiology Division Report**

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

- a. University of Pittsburgh began calls for the Erie County Behavioral Risk Factor Survey in October 2016 and will continue until April 30, 2017
- b. ECDH continues to monitor and provide guidance concerning the changing landscape of the Zika virus infection.

**2. New Business:**

- a. Three Shingles Point Of Dispensing Exercises (POD) were conducted on August 15, 29, and 31. A total of 258 vaccines were administered to members of the general public. These were used as a practice exercise to demonstrate public health emergency preparedness capabilities.

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

- a. None at this time.

**Health Promotion & Quality Improvement Division Report**

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

- a. The Americorps VISTA Volunteer has started work at ECDH. She is working with BEST on the Eats and Arts Market and will now shift her focus to establish a Food Policy Advisory Council for Erie County. This volunteer appointment will be about one year in duration.
- b. The tobacco Request For Proposal (grant) was awarded to ECDH again. The contract was delayed at the State level but we received notification on 10/17/2016 that the contract was executed 10/13/2016. It's a 33 month contract in the amount of \$2,271,740 to provide tobacco control program services to 13 counties in the NW Region.

**2. New Business:**

- a. The U.S. Supreme Court has declined to hear the tobacco arbitration dispute in regards to the 1998 tobacco master settlement agreement. This means that the prior court decision holds and Pennsylvania is able to keep \$125 million that the tobacco companies had demanded to be returned. See article at <http://www.reuters.com/article/us-usa-court-tobacco-idUSKCN12B1P7>
- b. HPQI, working with Emerge 2040, plans to apply for the 2017 *Local Foods, Local Places* national initiative. Local foods, Local Places helps communities create walkable, healthy, economically vibrant neighborhoods through local food enterprise. A team of experts from the U.S. Department of Agriculture, U.S. Environmental Protection Agency, U.S. Centers for Disease Control and Prevention, U.S. Department of Transportation, Delta Regional Authority, and Appalachian Regional Commission will help community members set goals and plan projects. Projects include farmers markets, local food cooperatives, community gardens, and other food-related enterprises that can boost local economies and drive downtown and neighborhood revitalization. By promoting better health and stronger economies, *Local Foods, Local Places* supports the White House Rural Council efforts to alleviate poverty and boost wellness among children. *Local Foods, Local Places* helps communities to implement their plans by accessing federal programs and attracting private investment.
- c. The QI team and Cooperative Extension were awarded a mini-grant to create a pollinator garden on the front lawn of ECDH. This garden will serve as a demonstration garden for the community and PSU cooperative extension.

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

- a. We are waiting on the fully executed Subsequent Available Funds (SAF) in the chronic disease program to begin a project with the Erie Bayhawks. Project Fit is a yearlong initiative designed to educate and promote healthy living through interactive camps, clinics and fan contests during the 20-16-2017 season.