

ERIE COUNTY BOARD OF HEALTH (BOH)
Monday, July 22, 2019
5:00 P.M.
ERIE COUNTY DEPARTMENT OF HEALTH (ECDH)

PRESENT:

Richard A. Ortoski, DO, Chair
Carolynn Masters, Ph.D., Vice-Chair
Carla Picardo, MD, MPH
Mary Jean Taylor, PhD

IN ATTENDANCE:

Melissa Lyon
Breanna Adams
Charlotte Berringer
Nicole Bolash
Valerie Bukowski

R. Anthony Snow, MD
Mark Matlock
Pamela Brunner

ABSENT:

Bishop Clifton McNair, III

- Call to Order:
 - Richard A. Ortoski, DO, Board Chairperson, called the meeting to order at 5:04 PM.
- Public Comments: None
- Presentations: None
- Approval of Minutes: April 29, 2019
 - Meeting minutes from April 29, 2019 were approved on a motion by Carla Picardo, MD and seconded by Carolynn Masters, PhD. All in favor.
- Division Reports & Board Updates:
 - Formal Written Reports Provided in Advance of Board Meeting
 - Q&A
 - Electronic Medical Records (EMR)
 - Charlotte Berringer, Director, Community Health Services, stated that ECDH will continue to use the current vendor for EMR. The vendor will use a cloud-based program for record storage. Co. IT is working on changing the requirements for transferring medical records to a cloud-based program. After researching other vendors, it was decided to keep the current vendor who specializes in medical record retention, and to assure that no data was lost.
 - Food Policy Council (FPAC)
 - Nicole Bolash, Manager, Health Promotion/Quality Improvement, spoke about personnel changes and how those affect the FPAC. The VISTA will transfer to another organization July 2019. The health educator who has been working on the FPAC will be out of the office in early 2020. Plans are to bring in another VISTA at a later date utilizing Americorp's VISTA rolling admission process. In addition, if a Gannon work-study is available during the college term, they will also assist with the FPAC.
 - Carolynn Masters, PhD, discussed the possibility students at Penn State being able to be meaningfully engaged with the FPAC. She and Nicole will discuss further.
 - Environmental Division Update:
 - Breanna Adams, Director, Environmental Health Services, reported that there has been one positive West Nile Virus mosquito found in Erie County. There have been other reports of WNV-carrying mosquitoes found in PA.
- Director's Report:
 - NACCHO Workgroup - Public Health Transformation
 - Public Health 3.0 (PH 3.0) is a national movement. ECDH will begin pursuing a PH 3.0 structure. County Council passed Resolution 20, 2019 in support of ECDH to move from traditional public health practices and align with the national 21st Century Public Health model (PH 3.0), as well as provide financial support in this quest.

- Melissa Lyon, Director, ECDH, has been elected by NACCHO (National Association of County and City Health Officials) to be on a public health transformation workgroup for mid-sized health departments. This is a 2-year commitment that will entail monthly webinars and face-to-face meetings. The goal is to assist health departments across the nation to ensure that they have the resources and tools for a public health transformation process.
 - Directors/Managers at ECDH received training from NACCHO on adaptive leadership to understand the differences between technical vs. adaptive challenges in daily work processes. This training will be essential and shared in the PH 3.0 pursuit.
 - NACCHO Consultant Proposal
 - NACCHO is developing a process for the ECDH transformation to PH 3.0 to ensure a positive approach and outcome for the department and community. This will prepare the department to develop a roadmap.
 - Note: Board of Health members were pleased that NACCHO is providing the consultant services to the ECDH.
 - SACCHO / NACCHO Conference, July 7-11, 2019
 - Melissa Lyon was asked to be a speaker at both the SACCHO (State Association of County and City Health Officials) and NACCHO conferences held July 7 - 11, 2019, Orlando, FL.
 - Melissa will co-chair Pennsylvania SACCHO with the Chief Operations Officer of the Philadelphia Department of Health. SACCHO is a new organization for Pennsylvania's 10 city, county and municipal health departments.
 - Monthly conference calls will center on priorities and strategies regarding public health policy.
 - Networking with national SACCHO leaders who will provide mentoring.
 - Karen Hacker, former director at Allegheny Health Department, now at the CDC, summarized the transformation to PH 3.0 as, 'hard work, messy work, but it has to be done'.
 - Representatives from National Blue Zones shared community transformation information at the conference.
 - Speakers from South Florida spoke to the importance and how BZ has improved their community.
 - Melissa spoke about health concepts and evidence-based practices.
 - Melissa had the opportunity to meet with Public Health Accreditation Board (PHAB) members who are panel reviewers for health department's applying for accreditation or reaccreditation. The information received will be valuable for the ECDH.
- Financial Report:
- Mark Matlock, Budget & Grant Fiscal Officer, discussed the following:
 - Letter was received from the PA Department of Health (PADOH) adjusting the ACT 315 payment for the 1 & 2 quarters by \$99,000. This adjustment will not have an overall impact on the ECDH due to various staff vacancies and attrition.
 - A six-month spend-down of all bureaus is under review.
 - State budget was approved on 6/28/2019; request to PADOH on proposed funding level.
 - AFSCME 2019-2022 contracts were ratified by County Council in July.
 - Retro pay effective Jan 1, 2019 will be paid in September.
 - New pay matrix; rates adjusted for 2019 only
 - County 2020 budget prep starts in August 2019
 - PH 3.0 - personnel and capital improvements will be presented to County Council.
 - Melissa is working with Council members to help them understand ACT 315, the calculations, and full-funding requests from the PADOH to support PH 3.0.
 - Based on expenditures, the ECDH is eligible for \$6 per capita in ACT 315 funding, if PADOH were able to provide full funding.
 - The 2020 state budget may be more aggressive.

- Old Business: None
- New Business:
 - City Council Testimony - Mary Jean Taylor, PhD
 - City Council is pursuing making all parks alcohol and tobacco-free.
 - Mary Jean Taylor, PhD gave testimony related to the importance of tobacco-free parks.
 - This is a positive movement for the City of Erie.
 - Niki Knopsnyder, Public Health Educator, ECDH Tobacco Use Prevention Grant, spoke to the importance of the tobacco-free movement. Her speech was very well received.
 - Melissa reminded the Board members of the impact they can make to the community, and organizations, when they support programs/projects of the ECDH at the local, state, and national levels.
 - Board of Health - Citrix Sharefile for Board information retrieval
 - Board members were in favor of using the Sharefile link to obtain Board of Health information.
 - Sharefile will be forum for Board of Health correspondence.
 - Board Membership Terms ending December 31, 2019
 - Richard A. Ortoski, Board of Health Chairperson, will contact Bishop McNair regarding his Board membership commitment. Bishop McNair's term expires December 2019.
 - Mary Jean Taylor, PhD, whose term also expires in December 2019, expressed her desire to remain as a Board member.
 - Board members will make a final decision on memberships at the October Board meeting.
 - The "Member Vetting" procedures, located in Sharefile, will be utilized for new member selection.
 - Ethics Advisory Committee
 - The drafted template was presented to the Board members.
 - On a motion byCarolynn Masters, PhD, and seconded by Carla Picardo, MD, the Board of Health voted to serve in the capacity as the Ethics Advisory Committee and all were in favor of forming the Ethics Advisory Committee as a specific activity of the Board of Health. All in favor.
 - Board members present to vote were: Richard A. Ortoski, DO; Carolynn Masters, PhD; Carla Picardo, MD; and Mary Jean Taylor, PhD.
 - The Board members will review the drafted template and formalize the process at the October Board of Health meeting.
 - Board of Health By-Laws
 - Use NALBOH as a research tool by the Board Members re: By-Laws for Boards
 - Items discussed and for consideration regarding the by-laws:
 - Inclusion of the Ethics Advisory Committee
 - What the final meeting of the year should entail
 - Holding Board meetings 4 times per year
 - Review of by-laws on a specified timeline
 - Decide the number of Board members and their profession
 - County Ordinance would need to be adopted to revise the County Administrative Code if changed physician requirement.
 - Mary Jean Taylor, PhD, will research NALBOH (National Association of Local Boards of Health) for information related to by-laws.
- Adjournment:
 - The meeting was adjourned at 6:05 PM on a motion by Mary Jean Taylor, PhD, and seconded by Richard A. Ortoski, DO. All in favor.

Respectfully submitted,
 Pamela K. Brunner, Recording Secretary

The next Health Board meeting is scheduled for MONDAY, OCTOBER 28, AT 5:00 P.M.