

Erie County Board of Health

Monday, March 2, 2020

Erie County Department of Health, 606 W. 2nd St., Erie, PA
2nd Floor Conference Room

5:00 pm

Present:

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

Excused:

Carla Picardo, MD, MPH

Absent:

Bishop Clifton McNair, III

In Attendance:

Melissa Lyon
Charlotte Berringer
Nicole Bolash

David Bruce, Times News
Valerie Bukowski
David George
Mark Matlock
R. Anthony Snow, MD
Tina Burling

1. Call to Order: Richard A. Ortoski, DO, Board Chairperson, called the meeting to order at 5:07 p.m.
2. Public Comments: none
3. Presentations: none
4. Approval of Minutes: The Board of Health meeting minutes and division reports from October 28, 2019 were approved on a motion from MJ Taylor, and seconded by C. Masters. All in favor.
5. Board Updates:
 - a. Division Reports - Formal Written Reports Provided in Advance of Board Meeting
 - i. M. Lyon updated the board on her experience at the meeting of Council of State Association of County and City Health Officials.
 1. Public Health Capitol Hill Day was focused on public health loan forgiveness for recruitment and retention of new staff, increased CDC funding 22% by 2022, and increased public health emergency supplemental appropriation.
 - ii. Dr. Ortoski inquired about the tabletop exercise at Saint Vincent Hospital that focused on the hospital's response to a coronavirus case. He asked if anyone else was invited. Valerie Bukowski explained that Saint Vincent hosted the activity and invited ECDH staff.
 - iii. Dr. Ortoski expressed interest in the LGBTQIA Conference. N. Bolash will send registration information to the Board. She also pointed out that a physician, a nurse, and a physician assistant is needed for the Advisory Committee in order to provide continuing education credits. The time commitment involves bi-monthly phone calls. She asked that anyone interested contact Sarah Morgan.
6. Director's Report:
 - a. Tina Burling Introduction – M. Lyon introduced Tina as the new Public Health Office Administrator. Tina has worked at ECDH for three years and began her new position February 10, 2020. She will serve as the Executive Secretary to the Board.
 - b. Reaccreditation Recap to-date – Application and documentation have been submitted. Twelve measures were reopened and required resubmission. All are now accepted as complete. Two site visitors have been assigned. After the documentation is reviewed, a conference call will be held with the two site visitors.

7. Financial Report: Presented by Mark Matlock, Fiscal Officer
 - a. The Total Health Department budget for 2020 was presented. M. Matlock pointed out that a new grant was received, but only three of the four requested new positions were approved. He is working on submitting an ordinance to re-request the one position, and is hopeful that by April ECDH can establish the grant revenue and obtain the new position. Dr. Ortoski asked how this is hurting ECDH. M. Lyon explained that it is still business as usual even though ECDH is short-staffed, but she is disappointed in the lack of investment in the health department. This makes it difficult to be innovative with the restructure into Public Health 3.0. Pennsylvania is one of only 5 states in the country to receive this CDC to Action grant to address the opioid epidemic.
8. Old Business:
 - a. Board of Health Bylaws
 - i. It has been over six years since the bylaws were revised. MJ Taylor asked if five members are enough. Board members expressed interest in potentially adding more members, such as allies in the community. Other boards were contacted for input on their bylaws, but little response was received. Responses included: having no bylaws, only following Roberts Rules of Order, and reporting to council members. The board would like to update the language of the current bylaws to reflect that of the County's Administrative Code. T. Burling will prepare a revision for review at the next meeting.
9. New Business:
 - a. Resignation (not on agenda) – C. Masters is resigning from the board as she will soon be moving to Rhode Island. This is her last meeting. She expressed how energized, engaged, and empowered this board has been over the last few years, and has also been an advocate for public health. The board thanks her for her many years of service.
 - b. Election of BOH Chairperson and Vice-Chairperson
 - i. Dr. Ortoski was elected to another year as the chairperson on a motion by C. Masters and seconded by MJ Taylor. All in favor.
 - ii. Election of a vice-chairperson is tabled until the next meeting.
 - c. County Admin Code: Travel Expenses – M. Lyon reminded board members that they can be reimbursed for their mileage to attend board meetings. There is also funding available for two members to attend the annual conference.
 - d. Public Health Champion Award (not on agenda) – The first annual Public Health Champion Award ceremony will be held on Tuesday April 7 at 10:30 am in the Hirt Auditorium. The criteria for nominations will be posted on the ECDH website.
 - e. COVID-19 (not on agenda) – C. Berringer gave an update on COVID-19 as to what is known today. She also added that the County Executive held a meeting last week, and has posted information on the county's external website as well as the internal website for county employees.
10. Adjournment: The meeting adjourned at 6:14 p.m. on motion by C. Masters and seconded by MJ Taylor. All in favor.

Respectfully submitted,
Tina Burling, Recording Secretary

The next Board of Health meeting is scheduled for Monday, April 27, at 5:00 pm.