

**ERIE COUNTY BOARD OF HEALTH (BOH)**

**Monday, October 28, 2019**

**5:00 P.M.**

**ERIE COUNTY DEPARTMENT OF HEALTH  
(ECDH)**

**PRESENT:**

Richard A. Ortoski, DO, Chair  
Bishop Clifton McNair, III  
Carla Picardo, MD, MPH  
Mary Jean Taylor, PhD

**IN ATTENDANCE:**

Melissa Lyon  
Breanna Adams  
Charlotte Berringer  
Nicole Bolash  
Valerie Bukowski  
Kathy Fatica, Co. Council Liaison  
Mark Matlock  
Pamela Brunner

**ABSENT:**

Carolynn Masters, Ph.D., Vice-Chair

**I. Call to Order:**

- Richard A. Ortoski, DO, Board Chairperson, called the meeting to order at 5:03 PM.

**II. Public Comments:** None to report.

**III. Presentations:** None.

**IV. Approval of Minutes:**

- The Board of Health meeting minutes and division reports from July 22, 2019 were approved on a motion from Carla Picardo, MD, and seconded by Bishop Clifton McNair, III. All in favor.

**V. Division Reports & Board Updates:**

- Formal Written Reports Provided in Advance of Board Meeting
  - Q&A
    - Mosquitos - Dr. Picardo inquired about a seasonal temperature that kills off mosquitos. Per Breanna Adams, Director of Environmental Health Services, a frost usually kills most of the mosquito population, however, seasonal patterns are changing resulting in longer warmer weather patterns.
    - Sarah Morgan, Supervisor, Health Prevention & Quality Improvement, discussed enhanced quality improvement programs/processes at the Erie Co. Dept. of Health (ECDH). During the reaccreditation process, it was revealed that the QI process was management-driven, not staff-driven.
    - ◇ A Quality Improvement (QI) Team that is staff-driven has been established and has proven to be very effective. The Team exists of staff from various departments and one management member; Sarah serves in the management capacity for the QI Team as a liaison between staff and management.
  - Improvements/projects:
    - Customer feedback surveys related to programming both in-house and external to include clinics, environmental processes, and health educational teachings. Data obtained from the surveys is being assessed to incorporate suggestions from the public.
    - Executive Summary of the Culture of Quality Assessment which is posted on the ECDH website. Scoring of the Assessment revealed that ECDH is at "Phase 4: Formal QI in Specific Areas". Final goal of "Phase 6: Quality Culture" will be achieved through transition strategies to include better communication between leadership and staff, trainings, activities, programming, and culture of quality awareness on all levels within ECDH.
    - Become more representative of all populations in the community
      - Gender neutral restrooms
      - LGBTQA magazines in the ECDH lobby

- Refugees
- Cultural competency awareness through education and trainings to address barriers
- Annual report to PHAB must include updates on QI improvements. ECDH is working towards the goals of cultural competency amongst staff and providing linguistically appropriate services in developing strategies for improvements within ECDH.
- ◊ Dr. Ortoski praised ECDH for their work in the field of Quality Improvement at ECDH.
- ◊ Mary Jean Taylor advised to tell the story of what is happening in-house and in the community; it is important to know with what is being done in the community.
- Public Health Nurse in the Nurse Family Partnership Grant has been hired and will start on November 18, 2019. Her background and experience are a good fit for the position.
- A motion was made by Bishop McNair, III, to approve the Board of Health Division Reports, seconded by Mary Jean Taylor, PhD. All in favor.

#### VI. **Director's Report:**

- Public Health Champion Award Nominees
  - Joy Knapp, Erie County Planning Department, and ECDH Environmental Health Services staff nominated 2 staff from the S.O.N.S. of Lake Erie, Ed Kissel and Jerry Skypczak for their dedication to improving and promotion equitable public access to the Coastal Resources of Presque Isle Bay and Lake Erie through educational programs and events for local groups and schools, instilling the value and benefit of outdoor recreation and environmental stewardship for Erie's natural resources, and encouraging agencies and individuals to continue to support this vital mission into the future.
    - The Public Health Champion Award Resolution will be signed by Dr. Ortoski and Dr. Masters as Chair and Vice-Chair of the Board of Health.
    - Recognition of both awardees will be conducted in the near future and will include the County Executive as a presenter along with Board of Health members.
  - Recognition of future awardees may be conducted at the Health Dept. during Public Health Week in April. Board members will be invited to present the Public Health Champion awards.
  - Motion to approve the Public Health Champion Award Resolutions was made by Richard A. Ortoski, DO, and seconded by Bishop Clifton McNair, III. All in favor.

#### VII. **Financial Report:**

- Overview of the ECDH budget presented to County Administration and County Council revealed that the increase in expenditures for 2019 and 2020 is due to changes in the AFSCME pay plan, effective 2019, along with increases in health benefits and retirement costs. The overall ECDH budget closely aligns with previous budget projections.
  - Grant fund increases/changes include: 1) GLRI (Great Lakes Restoration Initiative) grant approved for 3 years totaling \$251,000; 2) Tobacco Use Prevention grant increase of \$82,000; 3) CDC Data to Action, a new 3-year grant, totaling \$560,000; these funds will build upon data collection and dissemination capacities.
  - Kathy Fatica, County Council liaison for ECDH, stated that the budget was presented to Council in a manner that helped explain the fund increases, expenditures, and grant processes. She supported the ECDH budget as proposed.

#### VIII. **Old Business:**

- Ethics Advisory Committee
  - Ethics Review Process Finalized
    - As a requirement in Domain 11 for PHAB reaccreditation, the Board of Health agreed to, and will act as, the Ethics Review Committee for the ECDH.
    - The Board of Health accepted the finalized "Ethics Review Process" on a motion from Mary Jean Taylor, PhD, and seconded by Bishop Clifton McNair, III. All in favor.
      - ◊ The "Ethics Review Process" was signed by Richard A. Ortoski, DO, and Carla Picardo, MD, to confirm the official acceptance of the document as required by PHAB.

- **By-Laws Discussion**
  - The Board of Health by-laws will be reviewed by Board members and discussed at the next meeting in February 2020.
    - Board members will research board by-laws on NALBOH (National Association of Local Boards of Health) or other venues, to assist with decision-making on updating the current by-laws.
      - ◇ PA Dept. of Health requires that two (2) physicians must be board members. This requirement is also part of the County Administrative Code.
      - ◇ Melissa Lyon will contact members of PA SACCHO (State Association of City and County Health Officials) regarding board of health by-laws within their health departments.
  
- **Board of Health Membership and Terms Discussion and Finalized**
  - Bishop Clifton McNair, III
  - Mary Jean Taylor
    - Both Board members terms are expiring on 12/31/2019.
      - ◇ A motion to accept Bishop Clifton McNair, III, and Mary Jean Taylor, PhD, for another 4-year term was made by Richard A. Ortoski, DO, and seconded by Carla Picard, MD. All in favor.
    - Melissa Lyon will inform the County Executive and request that notification be given to County Council to extend their terms.

**IX. New Business:**

- **Board of Health Meeting Schedule for 2020**
  - On a motion from Richard A. Ortoski, DO and seconded by Mary Jean Taylor, PhD, the following dates were elected for the 2020 Erie County Board of Health meetings, which will be held on the dates listed below, 5:00 PM, at the Erie County Department of Health, Second Floor Conference Room. All in favor.
    - February 24, 2020
    - April 27, 2020
    - July 27, 2020
    - October 26, 2020

**X. Adjournment:**

- The meeting was adjourned at 6:05 p.m., on a motion by Bishop McNair, and seconded by Mary Jean Taylor, PhD. All in favor.

Respectfully submitted,  
Pamela Brunner, Recording Secretary

**The next Health Board meeting is scheduled for Monday, FEBRUARY 24, 2020, AT 5:00 P.M.**