

# **The Lehigh Valley Board of Health**

*An Historic Public Health Partnership between the Counties of Lehigh and Northampton*

## **MINUTES OF REGULAR MEETING MAY 19, 2010**

Public Hearing Room  
Lehigh County Government Center

The meeting was called to order by Dr. Lyon at 6:05 PM.

Board members present: David T. Lyon, MD, MPH  
David K. Bausch  
David G. Beckwith, PhD  
Robert B. Black, MS  
Eric J. Gertner, MD, MPH  
Vicky Kistler, MEd  
Carol A. Kuplen, RN, MSN  
Judith K. Maloney, JD, MPH  
Ilene S. Prokup, RN, MS  
Halyna I. Stegura, RN, MSN

Also in attendance: Michael A. Gaul, Esq.  
Gerald M. Barron, MPH  
Amy Holtz

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OPPORTUNITY FOR PUBLIC COMMENT The meeting having been duly announced, Dr. Lyon welcomed members of the public and offered the opportunity for public comment. There was none.

APPROVAL OF MINUTES Dr. Lyon called for any additions or corrections to the April 12, 2010 minutes. Hearing none; and upon motion duly made by Dr. Beckwith and seconded by Ms. Kuplen, the minutes were approved as distributed.

REPORT OF SURVEY OF JOINT COUNTY HEALTH DEPARTMENTS Dr. Gertner requested that this report be deferred until the June Meeting. The Board concurred.

PRESENTATION AND APPROVAL OF LVHD PROGRAM PLAN Ms. Prokup presented a projected services plan, including all services required by Act 315. The Plan anticipates a central administrative Health Department Office and five satellites. Discussion ensued that the satellite locations would likely be in existing Allentown and Bethlehem Health Bureaus, Easton, the Slatington area, and the Slate Belt. Ms. Prokup reviewed the staffing model at initial start-up and over time. Dr. Beckwith emphasized the need to clearly define mandatory Act 315 services and those additionally offered by the current Health Bureaus. Dr. Gertner suggested better clarification between public and personal health services. Following further discussion, Ms. Prokup moved approval of the attached Plan. The motion was seconded by Mr. Black and unanimously carried.

REPORT OF THE FINANCE COMMITTEE Dr. Beckwith presented a detailed budget assumptions document. Following discussion, he reviewed the Committee's proposed budget,

with an effective date of July 1, 2011. The staffing document was also reviewed; and the following points were made:

- services will be based on focal needs assessment;
- projections are subject to change if one or more of the assumptions are altered; and
- county contributions will be largely dependent on the cities.

Dr. Beckwith moved acceptance of the attached financial model. The motion was seconded by Ms. Stegura and unanimously carried.

Dr. Beckwith reported on current expenditures of the Foundation dollars and budget which is set to expire on 6/16/10 and stated that only \$100,000 has been spent as of 04/01/10. Dr. Beckwith moved to request an extension of the existing budget to 01/15/11. The motion was seconded by Ms. Stegura and unanimously approved. Finally, Dr. Beckwith moved that approval also be sought to move money between budget lines as necessary; and this motion was unanimously approved following seconding by Ms. Stegura.

STATUS REPORT ON HEALTH CODE & ORDINANCE DEVELOPMENT Ms. Stegura reported that in order to establish a Health Department, ordinances need to be solidified. Rules and Regulations have been drafted in accordance with Act 315 with no diminution of services. These are general and the Health Department will need to address any exceptions. Mr. Gaul noted that this is one set of rules and regulations that will apply to all but that the Allentown and Bethlehem specific ordinances are not reflected in the draft; and some may fall under the category of Public Nuisances. Ms. Stegura stated that intergovernmental agreements will need to be drafted to handle the exceptions, unique ordinances and to reflect no diminution of services. A lengthy discussion followed with Ms. Kistler providing specific examples of the special ordinance needs of the cities. Mr. Barron pointed out that most will be food or public nuisance related. Mr. Gaul stated that a public hearing will be needed to afford municipalities the opportunity to ask questions and vote. Mr. Barron informed those present that completed ordinances will be required to carry the program plan forward; but they can be modified at a later date. Ms. Kistler advised that the ordinances will affect staff and offered the example that solid waste in Allentown is handled by the Sanitation Department and in Bethlehem by the Health Department. According to Ms. Stegura, this subject will not be on the agenda for June 8<sup>th</sup>.

REPORT OF PUBLIC HEALTH CONSULTANT Mr. Barron reported that he has been working with the Finance Committee and the Ordinance Work Group. He has been also developing on job descriptions for review of the Personnel Committee, supporting the Board in preparing for the 06/08/10 Health Commission meeting, and clarifying SEO issues.

JUNE 8, 2010 HEALTH COMMISSION PRESENTATION Dr. Lyon reviewed the proposed agenda and reminded board members of the timeline for written materials to be delivered to the Commission (two weeks in advance of meeting). Mr. Black and Dr. Beckwith expressed serious reservations regarding the Board's ability to meet that deadline. Significant changes to the agenda were also proposed – including the elimination of the brief overview of community support, the addition of a discussion by Mr. Black of the business imperative behind the establishment of a regional health department, and a change in the ordering of the presentations. Dr. Lyon voiced concern that it is very late to be making substantive changes to an agenda which has already gone through three drafts over the past two months. It was the sense of the Board to rewrite the agenda; and Ms. Prokup agreed to oversee this. Dr. Lyon

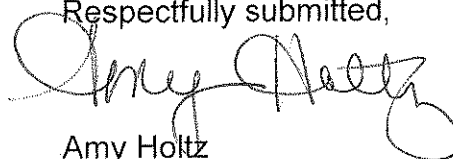
agreed to notify Health Commission Chairman Dougherty that the Board would not be able to deliver background materials by May 25<sup>th</sup>. Dr. Lyon stressed the importance of finalizing the presentations, materials for prior distribution, and powerpoint slides as expeditiously as possible. Ms. Prokup reiterated her acceptance of the responsibility for coordinating the finalization of the agenda and presentation materials for the meeting.

Mr. Black announced that he and Dr. Lyon would be meeting with the two county executives and the three mayors on May 27<sup>th</sup>. The goal of the meeting is to solidify their support as a group. Mr. Bausch offered that the Health Commission assigned us to present so let's present the plan as best we can and Dr. Beckwith added we are going to present our best but it's not the only option. Mrs. Prokup

ADDITIONAL PUBLIC COMMENT Dr. Lyon invited additional public comment. Mary Ensslin, VP of Government and Legal Affairs at LVHN and past Northampton County Councilwoman stated that the BOH is to be commended for the outstanding work done thus far. She offered suggestions about the presentation including emphasis on what's going to be different with new Health Department is that no one will be denied service because of geography, thereby ensuring universal access. Ms. Joan Stevenson, of Allentown, expressed her pleasure with all that she has heard about the development of a bi-county health department and pledged her full support. Mr. Steven Bliss announced that he is in the process of compiling a list of supporting organizations and also working on getting supporters to attend the meeting on 06/08/10.

There being no further business, the meeting was adjourned at 8:10 PM. The next Board meeting is scheduled for 6:00 PM on Monday, June 14<sup>th</sup> at the Northampton County Courthouse.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Holtz", written in a cursive style.

Amy Holtz  
Administrative Assistant

Lehigh Valley Health Department  
Programs and Staffing  
Proposal

The goal of the Lehigh Valley Health Department will be to assure that the three core public health functions are implemented in the Lehigh Valley: assessment of the population's health status; development of public policies to maintain and promote health; and assurance that the population has access to public health services.

The Lehigh Valley Health Department will ensure that the ten essential public health services are provided in the Lehigh Valley:

- Monitor health status to identify and solve community health problems;
- Diagnose and investigate health problems and health hazards in the community;
- Inform, educate, and empower people about public health issues;
- Mobilize community partnerships and actions to identify and solve health problems;
- Enforce laws and regulations that protect health and ensure safety;
- Link people to needed personal health services and assure the provision of healthcare when otherwise unavailable;
- Assure a competent public health and personal healthcare workforce;
- Evaluate effectiveness, accessibility, and quality of personal and population-based health services;
- Develop policies and plans that support individual and community health efforts; and
- Encourage research for new insights and innovative solutions to health problems.

This proposal describes a model for programs/services and staffing for the proposed Lehigh Valley Health Department, a joint venture between Lehigh and Northampton Counties. The programs/services are based on Act 315 Pennsylvania's Local Health Administration Law, and Act 12 of 1976, an amendment to Act 315 of 1951. The staffing model was developed by Gerry Barron, consultant to the Lehigh Valley Board of Health.

The subcommittee which formulated the plan agreed on the following:

- 1) The program and staffing proposals should be presented as the final totals for the Lehigh Valley Health Department which would be in place at the completion of the transition period.
- 2) It will take time to reach the full level of programming and staffing, but this should be the model to be presented to the Health Commission and to the Pennsylvania Department of Health as the final model to be in place at the end of the transition period.
- 3) Staff currently employed by the Allentown Health Department and the Bethlehem Health Department will be employed by the Lehigh Valley Board of Health. Additional staff will be hired as programs are implemented throughout the counties.

- 4) The identified programs currently in operation at the Allentown Health Department and the Bethlehem Health Department should be continued, so that there is no diminution of services to these populations.
- 5) Programs identified within the Service Plan Proposal will be phased in valley-wide.
- 6) It will be the responsibility of the Director of the Lehigh Valley Health Department to implement the model.

The program/services model presented below is based on having one central administrative office and five clinical sites. Lehigh County clinical sites will be located in Allentown and Slatington; Northampton County clinical sites will be located in Bethlehem, Easton, and Bangor. Staffing projections for each site are described below.

Based on the above, the subcommittee is recommending the following programs for the Lehigh Valley Board of Health. The specific services/programs identified and the timing of their implementation will be developed by the Director of the Lehigh Valley Health Department.

Personal Health Services:

- Chronic Disease\*
  - Cancer prevention
  - Heart disease/cardiovascular prevention
  - Tobacco cessation and prevention
  - Diabetes prevention
  - Obesity prevention
- Maternal and Child Health\*
  - Child and adolescent advocacy, home visitation
  - Childhood lead poisoning and prevention
  - Dental/oral health
  - Teen pregnancy prevention
  - Child death review
- Communicable Disease Control\*
  - Tuberculosis control
  - STD prevention and management
  - HIV/AIDS prevention
  - Immunization (child and adult)
  - Communicable disease surveillance
  - Hepatitis C – counseling and education
  - Rabies surveillance
- Public Health Nursing\*
- Other Programs
  - Nutrition promotion
  - Osteoporosis prevention
  - Physical activity promotion
  - Injury prevention\*\*
  - Public health preparedness and bioterrorism\*\*

### Environmental Health Services\*

- Food protection
- Water supply
- Water pollution control
- Bathing places
- Vector control
- Solid waste
- Institutional environment and schools
- Recreational environment, campgrounds, organized camps
- Housing environment and mobile home parks
- Lead based paint assessment and abatement
- Responsive services

It is the responsibility of the Health Department to insure that the above programs are in place and to monitor their effectiveness, but the department may choose to contract with private providers for implementation rather than providing the service directly itself.

\*The major program areas are mandated by Act 315 and Act 12, but the specific services may vary depending on community need.

\*\*These programs are not mandated, but the Allentown and Bethlehem Health Departments have chosen to include them in their scope of services.

Initially, the Lehigh Valley Health Department staff will include a Health Director, Assistant Directors, and current staff from the Allentown and Bethlehem Health Departments. Other staff will be phased in, or contracted for, over the transition period at the discretion of the Health Director. At the end of the transition period, final staffing, based upon Gerry Barron's proposal, will be:

### Administrative and Assessment Staff

- Health director
- Assistant directors
- Medical director (Part-time, if Health Director is not a physician)
- Public information officer
- Attorney (Part-time)
- Administrative and fiscal officer
- Biostatistician
- Epidemiologist
- Quality assurance manager/grantwriter
- IT support/webmaster
- Human resources manager
- Support staff
  - Office manager

- Accountant
- Administrative assistant
- Human resource technician
- Clerks
- Fiscal clerk
- Vital records clerk

#### Personal Health Services Staff

- Director of nursing
- Chronic disease manager
- Maternal and child health manager
- Injury prevention manager (may include PH preparedness/bioterrorism)
- Communicable disease control manager
- Nutritionist
- Communicable disease investigator
- Public health educator
- Public health nurses
- Community health specialists
- Clerks

#### Environmental Health Services Staff

- Director of environmental health
- Environmental health programs manager
- Senior sanitarian
- Sanitarian
- Sewage enforcement officers (may be contracted with existing township SEO's)
- Technician
- Clerk

	Allentown 2009	Bethlehem 2009	A+B Combined (Baseline)	TRAN July - Dec 2011	SITION 2012	FULL 2013	SERVICE 2014	MODEL 2015
<b>REVENUES</b>								
Act 315	643,233	435,827	1,079,060	1,483,982	3,067,964	3,282,964	3,282,964	3,282,964
Act 12	120,639	108,750	229,389	476,082	952,164	952,164	952,164	952,164
Act 537	0	0	0	35,000	70,000	70,000	70,000	70,000
Fees/License/Permits	170,013	206,366	376,379	375,000	850,000	1,065,000	1,065,000	1,065,000
Grants	1,280,919	1,265,968	2,546,887	1,400,000	3,000,000	3,200,000	3,500,000	3,500,000
Other	0	0	0	125,000	250,000	250,000	250,000	250,000
City share (hypothetical)	644,743	809,268	1,454,011	358,982	717,964	717,964	717,964	717,964
Local share balance	0	0	0	750,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Revenues	2,859,547	2,826,179	5,685,726	5,004,046	10,408,092	11,038,092	11,338,092	11,338,092
<b>STAFF LEVELS</b>								
Executive/Admin	3	2.5	5.5	11	11	12	12	12
Personal Health	24.5	19.5	44	61.5	63.5	65.5	68.5	68.5
Assessment	0	0	0	4	4	4	4	4
Environmental Health	8	4	12	30	30	30	30	30
Preparedness	0	5	5	5	5	5	5	5
Total staff (FTEs)	35.5	31	66.5	111.5	113.5	116.5	119.5	119.5
<b>EXPENSES</b>								
Salaries & Benefits	2,284,778	2,043,392	4,328,170	3,820,545	8,036,230	8,568,978	8,768,978	8,768,978
Operations:	574,769	782,787	1,357,556	1,183,501	2,371,862	2,469,114	2,569,114	2,569,114
TOTAL	2,859,547	2,826,179	5,685,726	5,004,046	10,408,092	11,038,092	11,338,092	11,338,092
Budget per capita	26.66	39.12	31.67	7.88	16.40	17.38	17.86	17.86
Start-up Costs				200,000		67,500		