

LEHIGH VALLEY BOARD OF HEALTH

Minutes of Meeting - May 11, 2009

A meeting of the Lehigh Valley Board of Health (LVBOH) convened at 6:05 p.m. on this date in the Public Hearing Room of the Lehigh County Government Center, with Dr. David Lyon presiding as Chair.

Board Members Present: David T. Lyon, MD, MPH, Chair
 Ilene S. Prokup, RN, MS, Vice Chair
 David K. Bausch
 David G. Beckwith, Ph.D.
 Robert B. Black, MS
 Eric J. Gertner, MD, MPH
 Vicky Kistler, MEd
 Carol A. Kuplen, RN MSN
 Judith Maloney, JD, MPH
 John F. Reinhart, MEd
 Halyna I. Stegura, RN, MSN

Public Comment There was no public comment at this time.

Review of April 13, 2009 Minutes

Dr. Lyon announced that approved minutes of the Lehigh Valley Board of Health's meetings are being posted at the website of Renew Lehigh Valley.

Upon the motion of Dr. Beckwith and Ms. Kuplen and a unanimous voice vote, the minutes of the 04/13/09 meeting were unanimously approved.

Correspondence

Dr. Lyon said he has given each member a packet that includes correspondences that he would like to address.

Lehigh Valley Health Commission

Dr. Lyon reviewed a letter dated 04/18/09 to Ann McHale, Northampton County Council President. A copy of which is attached as Exhibit A. He said he has had several conversations with her since the letter.

Dr. Lyon said the Two Rivers Health & Wellness Foundation and the Dorothy Rider Pool Trust have generously made \$1 million in grant funds available to the LVBOH to be used over three years. He said he does not anticipate that we will draw down that entire sum of money. He said we have been working very hard to access those funds consistent with the requirements of Act 315.

Dr. Lyon said what is required has been discussed at length with the Department of Health and the Deputy Secretary of Health in Harrisburg. He said the Lehigh Valley Health Commission must meet and designate the Two Rivers Health & Wellness Foundation as the fiduciary intermediary. He said both foundations have agreed that Two Rivers Health & Wellness will function as the conduit. He said once that is done the funds will become available to the LVBOH to be used in accordance with a budget that also has to be approved by the health commission.

Revisiting the current budget

Dr. Lyon said upon the recommendation of the Finance Committee a six month budget was approved. He said he asked if the Finance Committee should revisit that budget so that it accurately reflects our needs as we now better understand them and also extend it to an eight month budget. He said this could be done before the budget goes to the health commission.

Dr. Beckwith agreed and said if the budget needs to go before the health commission he would prefer to make the budget for a longer period of time. Mr. Black agreed.

Lehigh Valley Health Commission

Mr. Black said it is somewhat outrageous if the work of this board is delayed for even one day in trying to establish a board of health due to the lack of a health commission meeting.

Dr. Lyon reviewed the contacts he has had with members of the health commission. He said he has encouraged members of the LVBOH to contact their elected members of the health commission. He said he is open to any reasonable and professional way that we can move this process forward. Several issues and options were discussed with regard to the need for the health commission to schedule a meeting.

It was agreed that members of the LVBOH will attend the Lehigh County Board of Commissioners' meeting on 05/13/09 and Northampton County Council's meeting on 05/21/09, unless the LVBOH is informed that a meeting is scheduled. It was also agreed that a letter will be sent to every member of the health commission on this issue.

Mr. Reinhart asked if the health commission formally approved Vicky Kistler and Judith Maloney as advisors to the LVBOH. Vicky Kistler said that Lehigh County made the formal approval, but she does not know if the approval took place at Northampton County or if we need to be approved by Northampton County. Dr. Lyon said if there is any question it should be done. It was agreed that this would be added to the list of items for consideration by the health commission.

Diane Neiper's resignation

Dr. Lyon said Diane Neiper has served as Northampton County Council's liaison to the LVBOH since the board's inception. He said she has been a stalwart supporter of improved public health services in the Lehigh Valley. He said she resigned from

Northampton County Council effective 05/31/09. He said he has already written to Neiper and thanked her for her service. He said he has discussed a liaison to the LVBOH with Ann McHale.

National Association of Local Board of Health

Dr. Lyon reviewed portions of an email thread with Tim Tegge, Membership Director of the National Association of Local Boards of Health; which is attached and labeled as Exhibit B.

Bethlehem City Council

Dr. Lyon reviewed an invitation to meet with Bethlehem City Council and Mayor Callahan on 06/16/09; a copy of which is attached as Exhibit C. He said Dr. Beckwith will join him at that meeting. He said it is his understanding that the Mayor and Bethlehem City Council are interested in a report on what we have been doing and where we think we are going.

Report of the Chairman

Availability of Grant Funds - Two Rivers Board Meeting

Dr. Lyon said last week he met with the Two Rivers Health & Wellness Foundation. He said it was a wonderful opportunity to express appreciation on behalf of the LVBOH for their generous financial support. He said he gave them an update on what we are doing and what we plan to accomplish. He said they were extraordinarily supportive and complimentary of the LVBOH. He said they are frustrated because they set aside this money in November 2007. He said they share many of our frustrations.

2009 NALBOH Conference

Dr. Lyon said NALBOH is the National Association of Local Board's of Health. He said their annual meeting is being held in July in Philadelphia. He encouraged the members of the LVBOH to consider attending. He said they have sessions specifically for new board of health members.

Dr. Lyon has paid the LVBOH's membership's dues and will submit for reimbursement when funds can be accessed. Dr. Lyon said he believes that long before July the health commission will convene a meeting and grant us access to these funds.

Mr. Reinhart said this is a great opportunity for our board to gain valuable experience and network. He said it is unfortunate that we would be down to the wire for anyone to make plans to attend. He said any member who can attend should be encouraged to go.

Mr. Black said this is a very unique opportunity for all of us; certainly for those of us new to this field. He said we should all make an effort to attend. He said he will personally

underwrite this for the entire board and Vicky Kistler and Judy Maloney with the full confidence that he will be reimbursed.

Reports of Standing Committees

Finance Committee No report.

Personnel Committee

Dr. Gertner said the Personnel Committee met in executive session on 05/06/09 to discuss the proposals for a public health consultant. The committee reviewed all of the received RFPs and used the scoring tool that was approved. He said the recommendation to the LVBOH is to convene an executive session or sessions of the entire board for the purpose of interviewing the top two candidates for the position of public health consultant. He said the anticipation is to vote on the acceptance of a proposal at the June meeting or as soon as possible.

Dr. Lyon said he thinks that we need to indicate the proposals that were reviewed and a specific recommendation to the LVBOH. Dr. Gertner said he is conscious of the obligation to those who have sent us proposals. He said this could end up with a public discussion on issues that have not yet been conveyed to individuals who submitted proposals. He said that three proposals were received and the committee is recommending that the top two candidates be interviewed.

Mr. Reinhart said there was a clear consensus on the two proposals. He said the committee's decision to narrow the field to two was a very easy one.

Vicky Kistler said she has no legal expertise, but it would be a disservice to allow any of the individuals who applied to find out whether they are being considered or not for the first time in the newspaper.

Dr. Lyon said he cannot ask the LVBOH to vote on a candidate without having details on the candidates. He said he also respects the points that have been made. He said in the interest of moving things forward he would suggest holding an executive session at the end of tonight's public meeting. He said that will give Dr. Gertner an opportunity to disclose the applicants and the LVBOH can deal with it as it sees fit.

Board of Health Solicitor

Dr. Lyon said an RFP was disseminated in conjunction with the bar associations of Lehigh and Northampton Counties and to specific firms that approached us or were recommended to us. He received six proposals all of which are credible. He said he asked Mr. Bausch, Ms. Kuplen and Mr. Reinhart to review the full proposals and see if the list can be narrowed to three proposals to be brought before the LVBOH. He said if any other members would like to see the proposals they should let him know.

Office Space

Dr. Lyon said Ms. Prokup, Mr. Reinhart and Mr. Black have been helpful in trying to identify administrative office space. He reported on the four properties that were visited. He said two properties are in Allentown, one downtown Allentown and one on College Heights Boulevard. He said the property in Easton is across from the Northampton County Government Center in a building currently owned by the county. He said the fourth location is in the Fowler Building on 3rd Street in South Bethlehem and is owned and operated by Northampton County Community College.

Dr. Lyon said we are going to be entering into an agreement with a consultant. He said he expects that consultant to have a significant presence and not to be working for us from a distance.

Board Meeting Minutes

Dr. Lyon said he already mentioned that meeting minutes are now online through the Renew Lehigh Valley website.

Board Education

Dr. Lyon said he thinks it would be worthwhile for us to set aside time at each meeting to educate ourselves on a number of topics; sewerage enforcement being the one most often mentioned. He said he will coordinate the educational presentations if members would let him know what topics they would like. It was agreed that this should be pursued at future meetings.

Health Needs Assessment

Dr. Lyon said he passed the information he had from prior health needs assessments to Ms. Prokup who will head up this effort.

Ms. Prokup said the LVBOH has discussed the need to look at the public health needs of the Lehigh Valley. She said she is gathering demographic and health risk data. She said demographically the counties are very similar. She said her next step is to setup a needs assessment committee. She said Halyna Stegura has agreed to serve and she will ask for one more person to serve.. She said the development of a public health code, program considerations, and budget considerations will to some extent be driven by the public health needs of the Lehigh Valley.

Dr. Beckwith suggested that the findings of prior studies could be a future “board education” topic.

Ms. Prokup answered Dr. Gertner that she will be using existing data. Dr. Gertner said it is important this assessment can be done parallel with other projects and not sequentially.

Other Business

Dr. Lyon thanked Gloria Hamm, Lehigh County Commissioner, for attending. He asked that she convey to her colleagues how important it is for a meeting of the health commission to be held.

Halyna Stegura asked if there have been any meetings related to the bi-county health code and personnel issues. Judith Maloney said she and Vicky Kistler have set two work sessions for June 2 and June 4. Stegura said there may be board members interested in attending and asked that a notice to be sent to the board. Maloney said we could; these are management team work sessions. She said depending on the number of board members attending we would need to advertise the meeting publicly.

Dr. Beckwith and Dr. Gertner thanked Kistler and Maloney for their efforts on behalf of the LVBOH.

Additional Public Comment

Judith Lieberman, President of the Lehigh Valley TRIAD, asked what will happen to smaller boards of health like Emmaus and Alburtis. She questioned if they will be asked to participate. Dr. Lyons said they will be more than welcome and encouraged to participate, but the decision whether to opt out or not will ultimately be with them.

Lieberman said Project Life Saver is a device for anyone that has a tendency to wander. She said as an information item we now have a Project Life Saver in Lehigh County.

A member of the audience asked Dr. Gertner how his timeline from a few months ago fits in now. Dr. Gertner said we are a little behind the schedule for a public health consultant. He said he believes we can be established by year end or shortly thereafter.

Stephanie, from the East Penn Press, questioned if the office space would be free of cost. Dr. Lyon said of the four locations: one has a commitment of being free of cost, we believe the other two would be either free of cost or very low rent, and the fourth location has had no discussion as to rent.

Adjournment – Next Meeting June 8th in Northampton County

Dr. Lyon asked the board members remain for an executive session.

The public portion of the meeting adjourned at 7:15 p.m.

Respectfully submitted,

Halyna I. Stegura, RN, MSN /s/

The Lehigh Valley Board of Health

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

David T. Lyon, MD, MPH
Chairman

April 18, 2009

Hon. Ann McHale, President
Northampton County Council
Northampton County Courthouse
669 Washington Street
Easton, Pennsylvania 18042

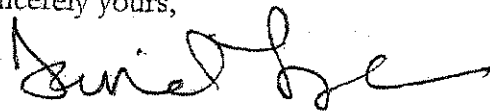
Dear President McHale:

Allow me to take this opportunity to follow up on our recent telephone conversation concerning the Board of Health's request that a meeting of the Lehigh Valley Health Commission be convened to consider the process by which the Board may access grant funds made available by the Two Rivers Health & Wellness Foundation and The Dorothy Rider Pool Health Care Trust – monies awarded to support the Board's planning and developmental activities in preparation for state approval to operate a bi-county health department in accordance with Local Health Administration Law Act 315 of the Commonwealth of Pennsylvania.

The Board of Health is specifically proposing that the Commission authorize the Two Rivers Health & Wellness Foundation to function as fiduciary intermediary for the disbursement of funds prior to the establishment of a health department, within the limits of a budget approved by the Commission, and contingent upon the submission of periodic reports as requested by the Commission. This process is consistent with state law and regulation, is acceptable to the Pennsylvania Department of Health, and meets all requirements imposed by the grantors.

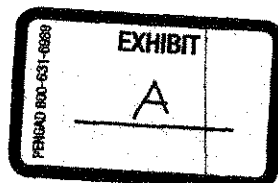
On behalf of all Board of Health members, please accept my thanks for your ongoing support and encouragement. With kindest regards,

Sincerely yours,



David T. Lyon, MD, MPH, FACP
Clinical Professor of Medicine
Drexel University College of Medicine

cc: Ilene Prokup, RN, MS



David Lyon/EastonPA/CHS
05/06/2009 04:19 PM

To "Tim Tegge" <tim@nalboh.org>
cc
bcc
Subject RE: NALBOH Conference Registration

Hi Tim. Thank you for your message. The electronic invoice is fine. Rest assured that I have already encouraged all of our Board members to join me in Philadelphia at the NALBOH Conference; and I shall also pass along the availability of the NewsAlerts. See you in July.

David T. Lyon, MD, MPH, Chairman
Lehigh Valley Board of Health
Easton Hospital, 250 South 21st Street
Easton, Pennsylvania 18042
610-250-4015

"Tim Tegge" <tim@nalboh.org>



"Tim Tegge"
<tim@nalboh.org>
04/30/2009 04:22 PM

To "David Lyon" <David_Lyon@CHS.net>
cc
Subject RE: NALBOH Conference Registration

Dave,

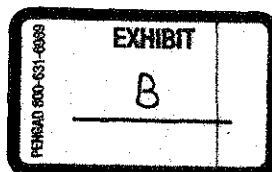
Thanks for agreeing to join NALBOH. I have attached an invoice (PDF) for convenience, but if it is more convenient for you to have us mail it, just let me know. Also, we will now process your conference registration at the Member rate of \$300 instead of \$400.

On a slightly different note, have you had any discussion with other board members about attending the conference? When I had a conference call a couple months ago with Steve Bliss and Ron Dendas, Ron sounded very supportive of the entire board going to the conference. He indicated that this was something they would likely cover as a way to get the new board up and running as quickly as possible. Let me know if you have questions about this.

I also encourage you to have your board members sign up for NALBOH NewsAlerts, a new service for people who serve on boards of health. It is a great way to stay connected to issues important to them. Information is available on our website at www.nalboh.org.

Let me know if you need anything, and thanks for joining NALBOH.

Tim Tegge
Director of Membership & Affiliate Relations
National Association of Local Boards of Health
1840 E. Gypsy Lane Road
Bowling Green, OH 43402
(419) 353-7714
tim@nalboh.org



From: David Lyon [mailto:David_Lyon@CHS.net]
Sent: Thursday, April 30, 2009 12:22 PM
To: Tim Tegge
Cc: iproakup@rcn.com; prokup@kutztown.edu
Subject: Re: NALBOH Conference Registration

Thank you for your very kind e-mail. On behalf of the Lehigh Valley Board of Health, I would like to accept your invitation to join NALBOH as an Institutional Member. If you would kindly invoice me at the address below, I will be happy to send along our first year's dues. I look forward to speaking with you further and to meeting you in Philadelphia in July. Kindest regards, Dave Lyon

David T. Lyon, MD, MPH, Chairman
Lehigh Valley Board of Health
c/o Easton Hospital, 250 South 21st Street
Easton, Pennsylvania 18042
610-250-4015

"Tim Tegge" <tim@nalboh.org>

04/29/2009 05:22 PM

To <david_lyon@chs.net>
Cc: "Tim Tegge" <tim@nalboh.org>
Subject: NALBOH Conference Registration

Hello Dr. Lyon,

Thank you for registering to attend the 17th Annual Conference of the National Association of Local Boards of Health (NALBOH), which is being held in Philadelphia from July 1-3. I'm glad you have chosen to attend this conference, especially since Lehigh Valley is a brand new board of health. I have been talking with Steve Bliss and Ron Dendas and they have provided me with some background on this exciting effort you are involved in. As the national voice for effective and competent public health governance, we want to offer our support and assistance to you and your entire board.

As the Director of Membership, I invite the Lehigh Valley Board of Health to join NALBOH as an Institutional Member. This membership, which is \$120 per calendar year, entitles you and all of your fellow board members to the benefits of NALBOH Membership. One of the immediate benefits is a significant discount on conference registration (almost enough to pay for the membership itself). I will hold off on processing your conference payment until I hear back from you on the membership issue, because it will save you \$100.

The major benefit of Membership is being connected to information, resources, and peers that can help a board and its members continually develop. NALBOH is the only national organization specifically dedicated to boards of health and the people who serve on them. We are an organization that is made up of your peers, so we speak the same language and share similar goals. I would like to talk to you about the specific benefits of membership and to learn more about the unique challenges the Lehigh Valley Board of Health faces in the coming months. Please call me at your convenience or let me know a good time to call you. I can be reached at 419-353-7714 (office) or 419-494-1637 (cell).

Thanks again for registering for the conference. I look forward to talking with you soon and to meeting you in Philadelphia!

Tim

Tim Tegge
Director of Membership & Affiliate Relations
National Association of Local Boards of Health
1840 E. Gypsy Lane Road
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NALBOH 2009 Invoice - Lehigh Valley (PA).pdf



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

OFFICES OF CITY COUNCIL

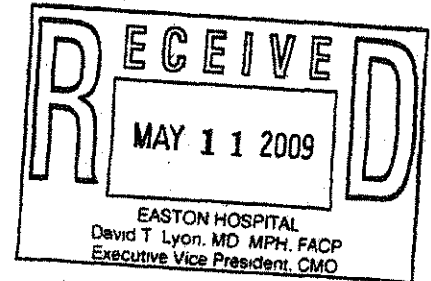
Phone: 610-865-7130

Fax: 610-997-5738

TDD: 610-865-7130

May 8, 2009

David T. Lyon, MD, MPH
Easton Hospital
250 South 21st Street
Easton, PA 18042



Dear Dr. Lyon:

This is to confirm that Bethlehem City Council will meet as a Committee of the Whole on Tuesday, June 16, 2009 at 6:00 PM in Town Hall, 10 East Church Street, Bethlehem PA 18018, prior to the City Council Meeting that will begin at 7:00 PM.

The subject of the meeting is the presentation on the Bi-County Health Department Development.

Thank you for agreeing to participate in this presentation.

Sincerely,

Robert J. Donchez
President of Council

cc: Members of Council
Mayor Callahan
Tony Hanna
Judith Maloney

