



BOARD OF HEALTH MEETING

December 18, 2017

APPROVED MINUTES

LOVE LIFE. LIVE HEALTHY

Board Members Present:

Grant Galbraith, MD – (GG)
Martha Mooney, DVM – (MM)
Jeff Polzin, RPh
David Woodward - (DW) - President

Board Members Absent:

Jim Albertson – (JA)

Management Present:

Pamela Butler, MPH
Brian Benick, RS, MPH
Stephanie Shaver, RN, BSN

Staff Present:

Lynne Keeseey Brandy Brewer
Karrie Hursey Stephanie Zmuda, RS
Jill Thompson

Guests Present:

Daniel Fowler Hubert R. Hodge
Dale L. Butts Shad Gallogly
Ronald Hodge

CONVENTION CALL TO ORDER:

The meeting was called to order at 6:04 PM by Dave Woodward, Board President.

1.0 INTRODUCTIONS

Everyone in the room introduced themselves and were reminded to sign in on the attendance sheet located in the back of the room.

2.0 APPROVAL OF AGENDA

The Board President (DW) asked for a motion to approve the agenda as written. MM made motion to make the changes/additions to the agenda as compared to the Draft Agenda document. The following were added to the agenda and approved:

- | | | | |
|-----|--|-----|--|
| 5.1 | Motion to Certify Funding | 5.3 | Motion to decrease PHEP funding |
| 5.5 | Motion to approve and change Appropriations for conference | 5.6 | Motion to approve \$10,000 transfer |
| 7.3 | Resolution 2017-062-ADM | 7.7 | Motion to Approve HIPAA Business Agreement with Delaware |
| 7.4 | Resolution 2017-063-ADM | 7.6 | Resolution 2017-065-ADM |
| 7.5 | Resolution 2017-064-ADM | 9.2 | Discussion regarding RFE survey |
| 8.1 | Emergency Preparedness Planner
Jocelyn Fykes | | |

3.0 APPROVAL OF NOVEMBER 20, 2017 MINUTES

The Board President (DW) asked for a motion to approve the November 20, 2017 meeting minutes.

No additions, deletions or changes were made to the minutes. Motion was made by JP with a second by MM. No abstentions. All ayes – motion passed.

4.0 APPROVAL OF FINANCIALS

5.1 Motion to Certify Funding: \$20,000 for Solid Waste Revolving Loan fund – *see documents*

The Board President (DW) asked for a motion to approve Motion 5.1 to certify funding for the Solid Waste Revolving Loan fund.

There will need to be 2018 budget appropriations for this item.

Motion was made by JP with a second by GG. No abstentions. All ayes – motion passed.

5.2 Motion to decrease Public Health Emergency Preparedness (PHEP) fund: Monies to be decreased in salary line item. New funding of \$3,136.66 has also been provided based on past years non-usage in the state– *see documents*

The Board President (DW) asked for a motion to approve Motion 5.2 to decrease the salary line item for the PHEP fund.

Motion was made by MM with a second by JP. No abstentions. All ayes – motion passed.

5.3 Motion to approve the monthly financials as presented. *See documents.*

The Board President (DW) asked for a motion to approve Motion 5.3 to approve the monthly financials as presented at the meeting.

Motion was made by MM with a second by GG. No abstentions. All ayes – motion passed.

5.4 Motion to approve and accept the 2015 – 2016 Ohio State Audit for Morrow County Health District. The final and completed audit will be available on line at the state auditor’s website. All BOH members were provided the draft documents by email for their review.

The final signed version is now available for review on the State Auditor’s website. It has also been provided to the Ohio Department of Health as required for grants and contracts received from them.

The Board President (DW) asked for a motion to approve Motion 5.4 to accept and approve the 2015-2016 financial audit completed by the State Auditor.

Motion was made by JP with a second by MM. No abstentions. All ayes – motion passed.

5.5 Motion to approve monies and change appropriations, if available due to a two day conference that Brian Benick and Rodney Brewer would like to attend in Deer Creek State park Lodge. This is the 2018 OOWA Annual Conference.

Cost includes approximately 160 miles roundtrip and 2 full day registration (including \$35.00 buffet dinner) and membership dues to lower cost. Approximate total cost would be \$720.00. This meeting includes an overnight stay that needs BOH approval.

The Board President (DW) asked for a motion to approve Motion 5.5 to accept and approve the 2015-2016 financial audit completed by the State Auditor.

Motion was made by JP with a second by GG. No abstentions. All ayes – motion passed.

5.6 Motion to approve \$10,000 transfer from general fund to newly created sewage fund so that salaries and other costs can be taken from the correct account.

The Board President (DW) asked for a motion to approve Motion 5.6 to transfer monies from general fund to created sewage fund.

Motion was made by MM with a second by GG. No abstentions. All ayes – motion passed.

5.0 PUBLIC PARTICIPATION

- **Reminder:** If you wish to address the Board of Health, please fill out the Public Participation Form below, and submit via the embedded Submit Form Now button. (webpage: <http://www.morrowcountyhealth.org/about-us/board-of-health/>)
- Deadline for form submission is the Thursday immediately prior to the scheduled Board meeting, no later than 5:00 pm.

6.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

6.1 RESOLUTION # 2017-060-ADM: Resolution to Approve the Morrow County Health District Performance Appraisal Policy. This policy sets out the system of procedures and timelines for annual employee appraisals. It will identify performance goals necessary to achieve MCHD's mission and evaluate employees' accomplishments toward those goals.

The Board President (DW) asked for a resolution to approve Resolution 2017-060-ADM the Morrow County Performance Appraisal Policy.

Resolution was made by JP with a second by MM. No abstentions. All ayes – motion passed.

- 6.2 RESOLUTION # 2017- 061- ADM: Resolution to Approve and Adopt the Morrow County Health District Performance Management Plan.** This plan will meet the requirements of PHAB Domain 9.0. This document is one of the core documents needed for PHAB accreditation. This plan will systematically collect customer and performance feedback. By using this feedback it will enhance and improve performance and quality to foster a culture of continuous improvement within the agency.

The Board President (DW) asked for a resolution to approve Resolution 2017-061-ADM the Morrow County Health District Performance Management Plan.

Resolution was made by MM with a second by GG. No abstentions. All ayes – motion passed.

- 6.3 RESOLUTION #2017- 062-ADM: Resolution to Revised Version of the Adopt the Board of Health Conflict of Interest Policy and Disclosure Statement.** The original adoption date and resolution number of this policy and disclosure statement was #2016-008 on 04/18/2016. The key changes are in red font. Major changes include the following: 1) how often to review and why; 2) change in format for policy to match all policies being revised and/or developed; and 3) “department” language was changed to “district as it relates to Morrow County Health District. The documents should be completed and turned in by all management, fiscal and board of health members no later than January 22, 2018.

The Board President (DW) asked for a resolution to approve and adopt the revised Resolution 2017-062-ADM entitled *Board of Health Conflict of Interest Policy and Disclosure Statement*.

Resolution was made by JP with a second by GG. No abstentions. All ayes – motion passed.

- 6.4 RESOLUTION #2017-063-ADM: Resolution to Update Employee Benefits for Year 2018.** This resolution sets out MCHD benefits available to employees and their costs to both the BOH and employees – including insurances, leaves such as vacation, personal, and sick time available and accrued, and others as found in the resolution itself.

The Board President (DW) asked for a resolution to approve the Resolution 2017-062-ADM entitled *Update Employee Benefits for Year 2018*.

Resolution was made by MM with a second by JP. No abstentions. All ayes – motion passed.

Approved Minutes

- 6.5 RESOLUTION #2017-064-ADM: Resolution to Delegate Authority for Routine Expenses in 2018.** This document lays out the authority for routine expenses that the Health Commissioner and/or Fiscal Specialist can pay or manage the appropriations. This is updated annually.

The Board President (DW) asked for a resolution to approve the Resolution 2017-064-ADM entitled *Delegate Authority for Routine Expenses in 2018*.

Resolution was made by GG with a second by MM. No abstentions. All ayes – motion passed.

- 6.6 RESOLUTION #2017-065-ADM: Resolution to Set Mileage Reimbursement Rate for 2018.** This document lays out the authority for routine expenses that the Health Commissioner and/or Fiscal Specialist can pay or manage the appropriations. This is updated annually.

The Board President (DW) asked for a resolution to approve the Resolution 2017-065-ADM entitled *Set Mileage Reimbursement Rate in 2018*.

Resolution was made by MM with a second by GG. No abstentions. All ayes – motion passed.

- 6.7 MOTION: Motion to Approve HIPAA Business Associate Agreement between Delaware General Health District and Morrow County Health Department for Fax Machine Use by WIC Program.** This document lays out the obligations and activities of a business associate regarding protected health information of use or disclosure.

The Board President (DW) asked for a motion to approve the-HIPAA Business Associate Agreement between Delaware General Health District and MCHD.

Motion was made by JP with a second by GG. No abstentions. All ayes – motion passed.

7.0 NURSING ACTION ITEMS

STEPHANIE SHAVER

- 7.1** Stephanie Shaver introduced MCHD's new Emergency Preparedness Planner – Jocelyn Fykes.

8.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

- 8.1 RESOLUTION # 2017-052-EH: Approve and Adopt 2018 Household Sewage Disposal Systems Fee Schedules**

The **third and final reading of Resolution #2017-048-EH** tonight was preceded by a public hearing held on November 20, 2017 for any and all concerns.

Approved Minutes

Resolution to approve the revised Morrow County Health District's Household Sewage Disposal Systems Fee Schedules for the year 2018.

The BOH hereby approves and adopts the third and final reading of the Household Sewage Disposal Systems Fee Schedules on December 18, 2017 with a roll call vote.

Resolution was made by JP with a second by GG. No abstentions. All ayes – motion passed.

8.2 Discussion Regarding Retail Food Establishment and Ohio Department of Health Survey

This discussion was moved to the end of the agenda.

9.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. 2017 - Accreditation Updates – Brandy Brewer

- ✓ Community Health Improvement Plan Year End Report
- ✓ 2017 Year end - VSMG Dashboard Report
- ✓ Complete Streets Report completed by Katrina Harwood, MPH intern from Kent State University.
- ✓ Miscellaneous

b. Environmental Health Division

- ✓ Franklin Township Updates – Hidden Lakes Updates
- ✓ Sewage Contractors' Training – Took place on Tuesday, December 5, 2017
- ✓ The school was taken down in Edison on Route 95. The contractor took debris out to Route 76 – intentionally ground up red oak – dumped. Article in the Sentinel regarding this issue. Mr. Howland, prosecutor, gave the green light to commence clean up.
- ✓ Brian to attend the 01/08/2018 Trustees Meeting regarding 5 lots.

c. Nursing Division:

- ✓ Communicable Disease Report

d. Health Commissioner

- ✓ **HelpLine 211** – if you know of anyone who has not been helped by another agency with Christmas toys next week and needs assistance contact Mary Damico at mdamico@helplinedelmor.org
- ✓ They need to call the hotline for screening and appointments.
- ✓ Morrow county Township Association Winter Quarterly 2017 Meeting – Took place on Thursday, December 7, 2017 beginning at 6:30 PM at the Perry Congress Fire Department (“New Johnsville Fire Department”). MCHD attendees included: Brian Benick – Director of Environmental Health, Pamela Butler – Health Commissioner, and Jim Alberston – BOH member
- ✓ **Reminder** – Don't forget to provide continuing education credits for 2016 to meet the BOH requirements.
- ✓ **Reminder** - Board members need 2 continuing education credits for 2017 by 12.31.2017.
- ✓ **Food Safety program** to be held here in March 2018.

Approved Minutes

Executive Session:

The Board of Health moved into Executive Session beginning at 7:17 PM with a roll call vote to discuss personnel issues in the Retail Food Establishment program.

The motion to go into executive session was made by JP followed by a second from by GG. The Health Commissioner called for a voice vote from each member. All ayes – motion passed. No abstentions.

The motion to return from Executive Session took place at 9:10 PM with a roll call vote. The Health Commissioner called for a voice vote from each member. All ayes – motion passed. No abstentions.

No further discussions, activity or actions completed following Executive Session.

Next meeting is scheduled for January 22, 2018 beginning at 6:00 PM.

10.0 The meeting adjourned at 9:11 PM with a motion by MM followed by a second from JP. All ayes – motion passed. No abstentions.

Dave Woodward
President, Board of Health

Date

Pamela Butler
Health Commissioner
Secretary to the BOH

Date