



**BOARD OF HEALTH MEETING**

**January 22, 2018**

**APPROVED MINUTES**

LOVE LIFE. LIVE HEALTHY

**Board Members Present:**

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

**Management Present:**

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

**Staff Present:**

Lynne Keesey  
Jill Thompson  
Stephanie Zmuda, RS

**Guests Present:**

Daniel May  
Daniel E. Fower  
Shad Gallogly

**CONVENTION CALL TO ORDER:**

The meeting was called to order at 6:02 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. JA made the motion followed by a second from JP to accept the agenda as written with no changes.

No abstentions. All ayes – motion passed.

**3.0 APPROVAL OF JANUARY 22, 2018 MINUTES**

The Board President (DW) asked for a motion to approve the January 22, 2018 meeting minutes as written.

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

**4.0 APPROVAL OF FINANCIALS**

**4.1 Motion to increase Appropriations: *No appropriation changes for this month***

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

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

Motion was made by JA with a second by MM. 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 # 2018-001-EH: To Approve the Contract with Board of Directors of the Delaware, Knox, Marion, Morrow Solid Waste District (DKMM).** This contract is to provide monitoring or enforcement activities for 2018 by MCHD prioritizing sites, facilities and situations that pose immediate and/or long range public health threat. For example but not limited to the following: 1) public complaint review and follow-up (solid waste related only); 2) tire dumpsite inspection and enforcement; 3) Maintain up-to-date list of known solid waste haulers; 4) illegal dumpsite inspection, enforcement, and clean-up and 5) others as listed in the contract and resolution itself.

The Board President (DW) asked for a resolution to approve Resolution 2017-001-ADM to contract with Board of Directors of DKMM.

Resolution was made by MM with a second by JA. No abstentions. All ayes – resolution passed.

**6. 2 RESOLUTION # 2018-002-N: To Approve Agreement with the Morrow County Commissioners to Provide County Wellness Program Services.** This resolution is the agreement for Morrow County Health District to become the Service Provider and complete the mandatory requirements (see Exhibit A). this agreement to be in effect from January 01, 2018 to December 31, 2018.

The Board President (DW) asked for a resolution to approve Resolution 2017-002-N for the County Wellness Program Services.

Resolution was made by JA with a second by JP. No abstentions. All ayes – resolution passed.

- 6.3 **RESOLUTION # 2018-003-N: To Approve the FY2017-2018 Reallocation for the Immunization Action Plan Grant Administrative Support Services (through Union County General Health District).** This document provides Scope of Services and deliverables by each party as provided in the Memorandum of Understanding.

The Board President (DW) asked for a resolution to approve and adopt the revised Resolution 2017-003-N entitled *Reallocation for IAP Grant Administrative Support*.

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

- 6.4 **RESOLUTION # 2018-004-ADM: To Adopt the Document Entitled; Principles of the Ethical Practice of Public Health.** This document lays the foundation for MCHD practices of public health to assure and protect the public's health. This code defines to the communities the ideals of the Morrow County Health District and its practitioners' and sets standard to which they can be held accountable.

**PHAB Standards & Measures, Version 1.5** guidance document for LHDs seeking accreditation. The requirements specific to public health ethics are found in Measure 11.1.2 A (p. 235) and focus on LHD strategies for resolving ethical issues and documentation demonstrating such problems have been considered and addressed. *See attachments.*

The Board President (DW) asked for a resolution to approve the Resolution 2017-004-ADM entitled Principles of Ethical Practice of Public Health.

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

- 6.5 **RESOLUTION # 2018-005-ADM: To Adopt the Infant-At-Work Policy for the Agency.** This document is to provide a positive work environmental that recognizes parent's responsibilities to their jobs and to their infants. This policy will allow an infant to stay with a parent, benefiting the baby, the family and society and encourages eligible employees to return to work more quickly.

The Board President (DW) asked for a resolution to approve the Resolution 2017-005-ADM entitled *Infant at Work Policy*.

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

- 6.6 **RESOLUTION # 2018-006-N: To Adopt a No-Show Policy for Patients Utilizing the MCHD Clinical Nursing Services:** This policy impacts a patient who becomes a "no-show" for their scheduled appointment. This will impact a client who does not arrive for their scheduled appointment and/or does not cancel the appointment. This

leaves unexpected openings in the schedule, impacts staff time, reduces revenue and creates access problems for anyone who would have kept their appointment.

The effective date will begin February 01, 2018 following multiple venues to let MCHD client base receive the information.

The Board President (DW) asked for a resolution to approve the Resolution 2017-006-N entitled *No-show Policy*.

Resolution was made by JA with a second by GG. No abstentions. All ayes – resolution passed.

- 6.7 RESOLUTION # 2018-007-N: To Adopt an Insurance and Photo ID Policy for Utilizing the MCHD Clinical Nursing Services:** This policy impacts is intended to address issues regarding patient identification and insurance verification when providing clinical services at MCHD.

The effective date will begin February 01, 2018 following multiple venues to let MCHD client base receive the information.

The Board President (DW) asked for a resolution to approve the resolution 2018-007-N entitled, *Insurance and Photo ID for Utilizing Clinical Nursing Services*.

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

- 6.8 RESOLUTION # 2018-008-N: To Approve and Adopt a Delegation of Tasks Policy:** in order to describe and delineate the proper procedures for the delegation of nursing tasks to unlicensed personnel. This policy is derived from Chapter 4723-13 of the Ohio Administrative Code, Delegation of Nursing Tasks.

This policy will permit all registered nurses who have a current, valid nursing license with the Ohio Board of Nursing, and any unlicensed personnel to whom they delegate tasks. The patient care situations where this policy will be implemented the most is by our MCHD nursing staff who are practicing within the school systems.

The Board President (DW) asked for a resolution to approve the resolution 2018-008-N entitled, *Delegation of Tasks Policy for Nursing Services*.

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

**7.0 NURSING ACTION ITEMS**

**STEPHANIE SHAVER**

- 7.1 Refrigerator and Vaccine storage Update:** Stephanie Shaver, DON, discussed the issue when the vaccine refrigerator became non-functional to handle our vaccines. MCHD followed the Vaccine Policy and moved the inventory to the refrigerator in the

hospital. The good news is that our vaccine policy on movement worked but that with potential changes in personnel in the hospital, they don't used a data analyzer for temperature, and possibly the door was left ajar causing the temperature to increase. We lost \$1,221.78 worth of vaccine but it could have been worse.

Our refrigerator was fixed and is now operational again and vaccine in place here.

- 7.2 **MOU Update:** The MOU between MCH and MCHD is being reviewed and to be updated in order to have another place for vaccine storage.

8.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

8.1 None

9.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. **Environmental Health Division**

- ✓ Franklin Township Updates – Hidden Lakes Updates  
Dale Butts and Brian Benick will be going out to look at more lots at Hidden Lakes.
- ✓ Discussion on House Bill 65

b. **Nursing Division:**

- ✓ Communicable Disease Report
- ✓ Influenza Updates for 2018
- ✓ Amy Briski – Became Certified Nurse Educator

c. **Health Commissioner**

- ✓ Annual MCHD Strategic Plan Update – *See document*
- ✓ Letter to Morrow County Commissioners for review
- ✓ Sanitarian Registration Board moved to ODH – beginning mid-January 2018
- ✓ 2018 OABH Training DVD for board members available

**Upcoming Meeting Dates**

- ✓ Child Fatality Review Meeting – February 28, 2018
- ✓ District Advisory Council Meeting – March 15, 2018 beginning at 6:30 PM
- ✓ Annual Financial Report to ODH – by March 1, 2018
- ✓ Quality Indicators Report to ODH – by March 1, 2018
- ✓ Food Safety program to be held here in March 2018.
- ✓ 2015-2016 MCHD State audit – available on State Auditor's website for review

- ✓ **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.
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Approved Minutes

**Executive Session:**

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

The Board of Health moved into Executive Session beginning at 7:36 PM.

The motion to return from Executive Session following a roll call voice vote that took place at 8:10 PM. 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 February 12, 2018 beginning at 6:00 PM.

**10.0** The meeting adjourned at 8:15 PM with a motion by MM followed by a second from JA. All ayes – motion passed. No abstentions.

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Dave Woodward  
President, Board of Health

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Date

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Pamela Butler  
Health Commissioner  
Secretary to the BOH

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Date