



BOARD OF HEALTH MEETING

MINUTES

November 20, 2017

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
Karrie Hursey
Jill Thompson
Brandy Brewer

Guests Present:

William Bermilin
Katrina Harwood
Glenn Bragg
Hubert R. Hodges
Norman Miller
Agnes Birmelin
Russ Brown
Daniel Fowler
Ronald Hodges

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.

2.0 APPROVAL OF AGENDA

The Board President (DW) asked for a motion to approve the agenda as written. Changes/additions to the agenda as compared to the Draft Agenda document were discussed and presented. GG made the motion to approve followed by a second from JP.

3.0 The following changes/additions were made to the November 2017 agenda. JP was added since his name was inadvertently left off the agenda. GG made the motion to accept the changes with a second by JP. No abstentions. All ayes – motion passed.

4.0 APPROVAL OF OCTOBER 31, 2017 MINUTES

The Board President (DW) asked for a motion to approve the October 20, 2017 minutes as written. JP made the motion and GG seconded. All ayes – motion passed.

The Board President (DW) asked for a motion to approve the October 31, 2017 minutes as written. JP made the motion and GG seconded. All ayes – motion passed.

5.0 APPROVAL OF FINANCIALS

- 5.1** The Board President (DW) asked for a motion to increase appropriations as provided in the attached documents.
Motion was made by JP with a second by MM. No abstentions. All ayes – motion passed.
- 5.2** The Board President (DW) asked for a motion to approve the financials as presented.
See documents.

MM made the motion to approve the financials as presented. JP seconded the motion. No abstentions. All ayes – motion passed.
- 5.3** The Board President (DW) asked for a motion to approve the 2018 MCHD budget as presented.

MM made the motion to approve the financials as presented. JP seconded the motion. No abstentions. All ayes – motion passed.
- 5.4** The Board President (DW) asked for a motion to approve the 2018 insurance rates for MCHD employees. The choice also include approval of rates between 85/15 percentages versus 80/20 percentages. This was discussed during the October 31, 2017 meeting with no conclusion on that date being reached.

MM made the motion to approve the 2018 insurance rates of 85/15 percentages. MM made the motion and JP seconded the motion. No abstentions. All ayes – motion passed.
- 5.5** The Board President (DW) asked for a motion to include in the 2018 MCHD budget a line item for donation monies of \$15,000.00 plus telephone costs of \$6,025.00 to assist the county with building maintenance and operations.

JP made the motion to approve inclusion of donation monies into the 2018 MCHD budget followed by a second from GG. All ayes – motion passed

6.0 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/>). OR
- Contact the Health Commissioner at 419.947.1545 extension 308 with the request (topic) to be put on the agenda for addressing the BOH members.
- Deadline for form submission is the Thursday immediately prior to the scheduled Board meeting, no later than 5:00 pm.

The Board President (DW) asked if anyone wanted to participate in this public hearing.

Katrina Harwood provided brief update on her internship project entitled: "Health Impact Assessment of Transportation in Morrow County". (Complete Streets Policy)

William Birmelin, from Hidden Lakes community, expressed his appreciation to Brian Benick, Director of Environmental Health for his assistance in getting Hidden Lakes cleaned up. He stated that Mr. Benick was doing an excellent job. Mr. Birmelin stated that Hidden Lakes is an operational campground. Mr. Birmelin made a comment that many bylaws were not being followed nor enforced. The security team was let go due to fund shortages.

Rick Hodge responded with "what bylaws are not being enforced?" He would like a list of those things not being taken care of by the board of Hidden Lakes.

It was discussed that only about 50% of the lots pay assessments as required. Appears to be about \$80,000 short.

Glenn Bragg thanked Brian for bending over backwards to assist the contractors. Mr. Bragg was here to discuss increase in sewage fees for 2018.

Public Hearing for 2018 Environmental Health Fees:

The second reading of Resolution #2017-052-EH entitled, 2018 Household Sewage Disposal Systems Fee Schedules. This is the required public hearing from anyone who would like to discuss the cost methodology and the fees associated with each of the Environmental Health programs as they pertain to HSTS fees. These changes represent the costs associated with doing each of the programs. In order to meet the code requirements, it is brought before the Board of Health during this meeting, November 20, 2017, that anyone will be able to bring their concerns/issues regarding the changes in fees. The new fees will begin in 2018.

The third and final reading will be completed at the December 18, 2017 Board of Health Meeting.

7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

7.1 RESOLUTION # 2017-055-ADM: This resolution sets forth the 2018 Board of Health meeting schedule from January 01, 2018 through December 31, 2018.

The Board President (DW) asked for a motion to approve the 2018 meeting scheduled as presented.

MM made the motion to approve the 2018 BOH meeting calendar as presented. GG seconded the motion. No abstentions. All ayes – motion passed.

7.2 RESOLUTION # 2017 - 056 - ADM: This resolution sets forth the 2018 Board of Health official holiday schedule from January 01, 2018 through December 31, 2018.

The Board President (DW) asked for a motion to approve the 2018 holiday schedule as presented.

JP made the motion to approve the 2018 BOH holiday calendar as presented. MM seconded the motion. No abstentions. All ayes – motion passed.

- 7.3 RESOLUTION # 2017 – 057 – ADM:** This resolution is the acknowledgement by the Morrow County Board of Health that they received the information from Public Entities Pool (PEP), have reviewed all property and vehicle schedules and confirms that all information provided is complete and accurate. The cost of this policy is approximately \$3,316.00 which is authorized under this resolution.

The Board President (DW) asked for a motion to approve the PEP property and vehicle schedules and provide payment for this coverage in 2018.

MM made the motion to approve the PEP resolution as presented. GG seconded the motion. No abstentions. All ayes – motion passed.

- 7.4 RESOLUTION # 2017 – 058 – ADM:** This resolution is to pay 2018 dues for the Ohio Association of Boards of Health. The 2018 annual cost is \$215.00 which includes the cost of a DVD providing required 2.0 continuing education credits that board members must have per ORC annually.

The Board President (DW) asked for a motion to approve the PEP property and vehicle schedules and provide payment for this coverage in 2018.

MM made the motion to approve the OABH resolution as presented. GG seconded the motion. No abstentions. All ayes – motion passed

- 7.5 RESOLUTION # 2017 – 059 – ADM:** This resolution is to authorize the Health Commissioner to sign as the MCHD agent for the three (3) year agreement between AOHC and Morrow County Health District. This is for provision of licenses for Skillsoft, an online learning and e-learning solutions. This will provide for 50 business (example – excel, power point, access, etc.) and desktop courses from the course catalog and five (5) courses from the compliance catalog in each of the three years of this contract. Midyear, ten (1) original courses will be switched for ten (10) new courses and one (1) compliance course will be switched as well. This provides a total number of courses available for each license (person) to be 60 per year plus 6 compliance course. Compliance courses are those that need to be provided annually.

This will allow compliance with the Workforce Development Plan for PHAB. The annual cost for employees equals \$30.00 per person. Total cost for 20 licenses equals \$600.00 *Examples of the compliance courses include:* 1) HIPAA Privacy Essentials; 2) Bloodborne Pathogen Awareness; 3) Emergency Response in the Workplace; 4) Manager's guide to Discipline and Documentation; and the half year courses include 1) Workplace Harassment Prevention for Employees, version 2.0; and 2) Sexual Harassment Prevention for Employees.

Total number of employees equals 16 and adding the Board of Health members, who are also eligible, comes to a total of 21 people who will have access to all of these courses. Up to a total cost for all 21 individuals would be \$630.00 annually.

The Board President (DW) asked for a motion to approve the Skillsoft trainings provided through AOHC for the next three (3) years.

MM made the motion to approve the as presented. GG seconded the motion. No abstentions. All ayes – motion passed

- 7.6 MOTION TO APPROVE HIRING OF JOCELYN BALDOUR AS THE EMERGENCY PREPAREDNESS PLANNER:** Ms. Baldour has been interviewed and meets all qualifications necessary to step into the role when Ashira Vantrees submitted her resignation. Ms. Baldour's pay will be \$22.00 per hour for a 30 hour work week. This does allow for insurance coverage at this number of hours per the county health care plan. AS we bring in additional funding streams, Ms. Baldour will increase her hours to 38.0 which is full time. Ms. Baldour will begin her duties on November 30, 2017.

The Board President (DW) asked for a motion to approve Ms. Jocelyn Baldour Fykes as the new emergency preparedness planner for MCHD..

JP made the motion to approve the as presented. GG seconded the motion. No abstentions. All ayes – motion passed

- 7.7 MOTION TO APPROVE REQUEST FOR LEAVE WITHOUT PAY:** This motion will allow Stephanie Zmuda to take 28.5 hours of leave without pay from dates between 12.26.2017 and 12.29.2017 as stated in policy section 5.12.

This motion was deleted and not put forth to the BOH at this time.

8.0 NURSING ACTION ITEMS
8.1 None

STEPHANIE SHAVER

9.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

- 9.1 RESOLUTION # 2016-048-EH: Approve and Adopt 2018 Individual Public Swimming Pool, Public spa, or Special Use Pool, Service Operation and Retail Establishment Food License Fell Schedules.**

The **third reading of Resolution #2017-048-EH** was preceded by a public hearing on October 16, 2017 for any and all concerns. Resolution to approve the revised Morrow County Health District's Environmental Health Services Fee Schedule for the year 2018.

The Board President (DW) asked for a resolution to approved and adopt 2018 fee schedules during the third reading of the environmental health fees.

JP made the motion followed by a second from MM. No abstentions. All ayes – motion passed

The BOH hereby approves and adopts the third and final reading of the above environmental health fees on November 20, 2017 with a roll call vote.

- 9.3 Resolution #2017-0052-EH: Approve and Adopt 2018 Household Sewage Disposal Systems Fee Schedules:** This resolution will have its public hearing November 20, 2017 for any and all concerns. Resolution to approve the revised Morrow County Health District's Environmental Health Services Household Sewage Fee Schedule (as listed above) for the year 2018.

The **second reading of Resolution #2017-052-EH** took place following public participation on November 20, 2017 for any and all concerns earlier on this date.

The third and final reading of this resolution to approve the revised Morrow County Health District's Environmental Health Services Household Sewage Fee Schedule (as listed above) for the year 2018 will take place on December 18, 2017.

Today's date, November 20, 2017, conforms to the required second (2nd) process per Ohio code.

The Board President (DW) asked for a resolution to approve and adopt 2018 fee schedules during the second reading of the environmental health fees.

JP made the motion followed by a second from GG. No abstentions. All ayes – motion passed

The BOH hereby approves and adopts the second reading of the environmental health sewage fees on November 20, 2017 with a roll call vote.

10.0 INFORMATION ITEMS AND COMMENTS

a. Environmental Health Division

- ✓ Franklin Township Updates – Hidden Lakes
- ✓ Sewage Contractors' Training – Tuesday, December 5, 2017
- ✓ MCHD Placement on the Director's approved lists for Solid & Infectious Waste Program and the C&DD Program – *See document*
- ✓ Approval by Ohio Department of Health for MCHD's swimming pool program.
- ✓ Rodney Brewer received notice that he passed the Sanitarian Board's test.

b. Nursing Division

- ✓ Communicable Disease Report
- ✓ Received an additional \$3,074.00 for Emergency Preparedness funding
- ✓ Applying for the Project DAWN multi-county project again
- ✓ Received the Lead Education and Awareness contract with ODH again (\$10,000)

c. Health Commissioner

- ✓ 2017 Morrow county Township Association Winter Quarterly Meeting – This meeting is scheduled for Thursday, December 7, 2017 beginning at 6:30 PM at the Perry Congress Fire Department ("New Johnsville Fire Department")
- ✓ Morrow County Health District *Employee Recognition Program Guidelines*
- ✓ Anniversary information of the Smoke Free Workplace Law - *see documents*

- ✓ PHAB Document Review by Ohio State University
 - Community Health Assessment - 1.1.2 Review Summary
 - Community Health Improvement Plan - 5.2.2 Review Summary
 - Workforce Development Plan – 8.2.1 Review Summary
 - Quality Improvement Plan – 9.2.1 Review Summary
- ✓ PHAB Accreditation will now include vulnerability audits. This is part of Measure 11.1.6a. *See information on cyber security.*
- ✓ Letter to Congressman Pat Tiberi regarding the Children’s Health Insurance Program (CHIP) – to its continue funding
- ✓ Morrow County Commissioners cost allocation plan
- ✓ *Role of Local Health Departments in Opioid Epidemic* policy adopted by AOHC.
- ✓ Cultural Competence Definitions
- ✓ FYI - Ohio Revised Code regarding Executive Sessions
- ✓ **Reminder** – Don’t forget to provide continuing education credits annually to meet the BOH requirements by 12/31/2017.
 - Jim Albertson Needs 2.0 credits for 2016 and 2.0 credits for 2017
 - Jeff Polzin Needs 0.5 credit for 2017
 - Dave Woodward Needs 2.0 credits for 2015 and 2.0 credits for 2017
 - Grant Galbraith Needs 2.0 credits for 2017

d. Board Members

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.

10.0 THE MEETING WAS ADJOURNED AT 7:32 PM.

MM made the motion to adjourn and seconded by JP. No abstentions. All ayes – motion passed

No Executive Session took place.

**NEXT BOARD OF HEALTH MEETING
December 18, 2017
6:00 PM**

David Woodward
President, Board of Health

Pamela Butler
Health Commissioner