



**BOARD OF HEALTH MEETING**

**MINUTES**

**October 16, 2017**

LOVE LIFE. LIVE HEALTHY

**Board Members Present:**

Grant Galbraith, MD – (GG)  
David Woodward - (DW) - President

**Board Members Absent:**

Jim Albertson – (JA)  
Martha Mooney, DVM – (MM)

**Management Present:**

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

**Staff Present:**

Lynne Keesey  
Jill Thompson  
Stephanie Zmuda, RS  
Amy Briski, RN

**Guests Present:**

Russ Brown            Agnes Birmelin  
Dale L. Butts        Deborah Mattix  
Dennis Brocklesby   Shad Gallogly  
Clarence Atkinson  
Bill Birmelin

**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. GG made changes/additions to the agenda as compared to the Draft Agenda document.

**3.0** The following changes/additions were made to the agenda. JP made the motion to accept the changes with a second GG. No abstentions. All ayes – motion passed.

Section 5.3    Motion to change names of current funds to match the state and/or Ohio Department of Health name

Section 7.3    Resolution #2017-053-ADM

Section 7.5    Motion to accept Ashira Vantrees' resignation

Section 7.6    Motion to complete the 3 year contract with Skillsoft (training for employees)

Section 9.3    Resolution #2017-052-EH – Household Sewage Disposal Systems Fee Schedules for 2018

**4.0 APPROVAL OF SEPTEMBER 18, 2017 MINUTES**

The Board President (DW) asked for a motion to approve the September 18, 2017 minutes as written.

No additions, deletions or changes were made to the minutes. Motion was made by JP with a second by GG. No abstentions. 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 – for vaccinations and health insurance.

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

**5.2** The Board President (DW) asked for a motion to approve the financials as presented. *See documents.*

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

**5.3** This section was one of the additions/changes made to the agenda. The Motion was to change the names of MCHD current funds to match the state and/or Ohio Department of Health names.

<u>Current Fund Name</u>	<u>Change to</u>	<u>State Fund Name</u>
Swimming Pools		Public Swimming Pools
Food		Food Safety
Parks		Campgrounds
Sewage		Household Sewage Treatment Systems
Public Health Infrastructure Grant		Emergency Preparedness Fund
Public Health Nursing (Fund 8551)		District Public Health Nursing
Marinas (Old fund)		District Environmental Health Fund (8549)
Solid Waste		Solid Waste Enforcement
Welcome Home (Stays same)		Welcome Home
Residential Day Camps (Stays same)		Residential Day Camps

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

JP made the motion to approve the motion followed by GG who seconded the motion. No abstentions. 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.

**7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS**

**PAMELA BUTLER**

**7.1 Motion to Transfer Funds from the ODNR Fund #66 to the County Commissioners.**

The total amount transferred was \$6,791.94. Refer to attached letter dated 09.20.2017

The Board President (DW) asked for a motion to approve the transfer of funds as presented.

JP stated the motion to approve with GG who seconded the motion. No abstentions. All ayes – motion passed.

**7.2 Resolution #2017-053-ADM to Have an Independent Contractor Relationship With Caitlin Trainer to Provide the County Wellness Program until December 31, 2017.**

Caitlin will receive payment based on completion of each of the specified deliverables in the contract. Once the deliverable has been met she will submit an invoice for payment along with documentation of completion.

If this is completed satisfactorily and a mutually agreeable contract can be developed, we will look to implement contract for deliverables for 2018 Wellness Program.

The Board President (DW) asked for a resolution to approve the independent contractor relationship with Caitlin Trainer for the Wellness program.

GG stated the resolution to approve and JP who seconded the motion. No abstentions. All ayes – resolution passed.

**7.3 Motion to Approve and Adopt the Workforce Development Plan.** This plan is needed to meet PHAB *Domain 8 - Measure 8.2.1A*: Health departments must have a competent workforce with the skills and experience needed to perform their duties and carry out the health department's mission. Workforce development strategies support the health department, individual staff members, staff development, and the overall workplace environment. Employee training and core staff competencies assure a competent workforce.

The Board President (DW) asked for a motion to approve the adoption of the Workforce Development Plan.

JP stated the motion to approve followed by a second by GG. No abstentions. All ayes – motion passed.

**7.4 Motion to change Jessica Garver's Position from a Public Health Nurse 2 to Epi 1 / Clinical Nurse Manager.** This change increase Jessica's hours from 38.0 hours to 40 hours and change her status to exempt. She will have three (3) employees to supervise, thus decreasing the number of direct reports to Stephanie, DON. This also allows for succession and contingency planning in the nursing division. Jessica will be able to step up as division leader when Stephanie may be off. Due to adding new responsibilities a \$0.50 increase is justified, followed by another \$0.50 increase after

six months of probation and then \$0.50 increase after completing the full one year probation.

The Board President (DW) asked for a motion to approve the change in position for Jessica Garver.

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

- 7.5 Motion to accept Ashira Vantrees resignation as the Morrow County Health Emergency Preparedness Planner and Outreach Coordinator.** Ms. Vantrees accepted a position with Franklin County Public Health as the Franklin County Cities Readiness Initiative Planner. Ms. Vantrees stated in her resignation letter, provided to her manager of Tuesday, September 26, 2017, that her last day of working would be September 28, 2017. It also stated that her last day of work using accumulated vacation and compensatory time would allow her last day to be October 12, 2017.

The Board President (DW) asked for a motion to accept Ashira Vantree’s resignation as MCHD Emergency Preparedness Planner.

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

- 7.6 Motion to complete the end of the three (3) year contract with Skillsoft (through AOHC) to provide online trainings for employees.** This contract will be finished at the end of 2018.

The Board President (DW) asked for a motion to continue the three (3) years contract with Skillsoft under the guidance of AOHC.

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

**8.0 NURSING ACTION ITEMS**

**STEPHANIE SHAVER**

**8.1 None**

**9.0 ENVIRONMENTAL HEALTH ACTION ITEMS**

**BRIAN BENICK**

**9.1 Resolution #2017-051-EH: Memorandum of Understanding between Galion City Health Department, Morrow County Health District, and Shelby City Health Department for Evaluation of Sanitarians’ Performance in Food Service Operation and Retail Food Establishment Programs.**

This MOU’s purpose is to evaluate (audit for compliance) sanitarians’ performance in the food service operation and retail food establishment programs. Each health department will perform field evaluation of the others’ performance in the area of communication, inspection equipment, code knowledge, demonstration of good inspection practices and report writing. This MOU is intended to be compliant with

ORC Chapter 3717, OAC Chapter 3717 and all applicable federal, state, and local laws, regulations, and policies of GCHD, MCHD, and SCHD.

The Board President (DW) asked for a resolution for a MOU between GCHD, SCHD and MCHD for evaluation of sanitarians' performance in food service inspections.

JP resolved to approve 9.1 followed by a second by GG. No abstentions. All ayes – resolution passed.

**9.2 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 **second reading of Resolution #2017-048-EH** was preceded by a public hearing for all concerns. Resolution to approve the revised Morrow County Health District's Environmental Health Services Fee Schedule (as listed above) for the year 2018.

- Today's date, October 16, 2017, conforms to the required public hearing process per Ohio code (see section 6.1 above).
- The BOH hereby approves and adopts the second reading of the environmental health fees on October 16, 2017 with a roll call vote.

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

GG resolved to approve 9.2 followed by a second by JP. No abstentions. All ayes – resolution passed.

**9.3 Resolution #2017-0052-EH: Approve and Adopt 2018 Household Sewage Disposal Systems Fee Schedules: The first reading of Resolution #2017-052-EH**

is October 16, 2017. 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.

- Today's date, October 16, 2017, conforms to the required first (1st) process per Ohio code.
- The BOH hereby approves and adopts the first reading of the environmental health sewage fees on October 16, 2017 with a roll call vote.

The Board President (DW) asked for a resolution to approve the first reading of the changes in 2018 Household Sewage / Environmental Health fees.

JP requested the resolution and GG seconded it. No abstentions. All ayes – resolution passed.

**10.0 INFORMATION ITEMS AND COMMENTS**

**a. Environmental Health Division**

- ✓ Franklin Township Updates – Hidden Lakes
- ✓ Sewage Contractors' Training – Tuesday, December 5, 2017

**b. Nursing Division:**

- ✓ Communicable Disease Report
- ✓ School immunization Dates – all completed

**c. Health Commissioner**

- ✓ Preparations Underway for Version 2.0 of the Standards and Measures (*Currently working with PHAB Version 1.5*)
- ✓ Setting up Sewage fund per Ohio Revised Code – will need to move monies into the fund when set-up completed
- ✓ Quality Improvement / PHAB
- ✓ County Wellness Program
- ✓ Budget Update
- ✓ Building Rent – 2018
  - Rent discussion included space versus cost
  - More information is needed in order to be fair with county commissioners
- ✓ AOHC Fall Conference
- ✓ Discussion about future programs / services and funding sources

**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.

**d. Board Members**

N/A

**Meeting to discuss 2018 budget - Scheduled for October 31, 2018 beginning at 6:00 PM.**

**10.0 THE MEETING WAS ADJOURNED AT 7:10 PM.**

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

**No Executive Session took place.**

**NEXT BOARD OF HEALTH MEETING  
November 20, 2017  
6:00 PM**

---

David Woodward  
President, Board of Health

---

Pamela Butler  
Health Commissioner

