



BOARD OF HEALTH MEETING

MINUTES

September 18, 2017

LOVE LIFE. LIVE HEALTHY

Board Members Present:

Jim Albertson – (JA)
Martha Mooney, DVM – (MM)
Jeff Polzin, RPh – (JP)
David Woodward - (DW) - President

Board Members Absent:

Grant Galbraith, MD – (GG)

Management Present:

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

Staff Present:

Lynne Keeseey
Jill Thompson
Stephanie Zmuda, RS

Guests Present:

Russ Brown
Dale L. Butts
Normal Miller
Shad Gallogly

CONVENTION CALL TO ORDER:

The meeting was called to order at 6:03 PM by Dave Woodward, Board President.

1.0 INTRODUCTIONS

Everyone in the room introduced themselves and were reminded to sign in on the sheet.

2.0 APPROVAL OF AGENDA

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

3.0 Section 7.3 and 7.4 were changed and a couple of items in the information section (county wellness, CPR training, sewage program) were added. Motion was made by JA with a second by MM to approve the agenda as changed.

4.0 APPROVAL OF AUGUST 28, 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 JA. 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.

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

6.0 PUBLIC PARTICIPATION

As of Thursday, September 14, 2017, Dale Butts, board member from Hidden Lakes, has requested to come before the Board.

- Brian Benick, Director of Environmental Health, has pictures from Hidden Lakes and a discussion on “declaration of unfit for human habitation” on some of the homes. There is an attached list of the homes that should be declared unfit.
- Active discussion regarding Hidden Lakes and the many issues that take place including cleaning up properties.
- It was asked that the BOH adopt the resolution to clean up multiple properties in the Hidden Lakes Campground.
- See photographs.

7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

7.1 Resolution #2017-048-EH to Approve the First Reading of the Food Service, Household Sewage, Private Water and Bathing Beach 2018 Fee Schedule for Morrow County Health District.

This resolution is to approve and adopt the Environmental Health food service, household sewage, private water, and bathing beach fee schedule for the year 2018. September 18, 2017 is the first of the required three (3) readings necessary to meet state code. The second reading will take place October 16, 2017 with the last and final reading of the fee schedule to take place November 20, 2017. A public hearing will take place during the October 16, 2017 Board of Health meeting for anyone who would be interested in the process. December 18, 2017 meeting will be the final adoption date for the 2018 fee schedule.

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

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

7.2 Resolution #2017-049-ADM to Approve Charles Howland, County Prosecutor, to Initiate Legal Proceedings Against *Streamliner Solutions* for Non completion of Contractual Work.

This resolution by the BOH will give Mr. Howland, County Prosecutor and Legal Counsel for the BOH, the ability to initiate legal actions against Streamliner Solutions for money that was paid to them for the Website Design project. This project was not and has not been completed to date.

The Board President (DW) asked for a resolution to approve Resolution #2107-049-ADM.

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

- 7.3 Motion to Transfer the Accumulated Sick Leave from Highland Local School District To Morrow County Health District.** See the documentation (letters dated September 15, 2017) from the school system (assistant treasurer) asking for this transfer to take place for the following two (2) people.

- Erin Carpenter – transfer 59.5 days
- Katelin Stuttler - transfer 20.5 days

This allows the two school nurses to add their sick time while on personal contract with MCHD to the balances above. If and when this contract goes away, the sick leave will be transferred back to Highland Schools.

The Board President (DW) asked for a motion to approve the above motion (7.3). JP made the motion and followed by a second from MM. No abstentions. All ayes – motion passed.

- 7.4 Motion to increase Jill Thompson’s from 38.0 hours to 40.0 hours per week.** This will allow more work to be completed without increased compensatory time which leads to flexing (not available during work hours) or taking time off. This increase in hours will be instead of her raise provided to her earlier this year.

The Board President (DW) asked for a motion to approve the above motion (7.4). MM made the motion and followed by a second from JP. No abstentions. All ayes – motion passed.

NURSING ACTION ITEMS

STEPHANIE SHAVER

- 8.1 None**

8.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

- 9.1 Resolution #2017-050-EH to Declare Multiple Home Sites Unfit for Habitation in Hidden Lakes – See Attachment for List of Lots.**

This topic has been discussed several times and now has reached the critical stage of asking for “unfit for habitation for multiple sites at Hidden Lakes”. Brian Benick, Director of Environmental Health, as pictures as documentation to show the decay and deterioration of the multiple places within Hidden Lakes.

The Board President (DW) requested resolution #2107-050-EH to be approved. MM made the motion and followed by a second from JA. No abstentions. All ayes – motion passed

9.0 INFORMATION ITEMS AND COMMENTS

a. Environmental Health Division

- ✓ Pool Survey Scheduled – 09.15.2017 Completed

b. Nursing Division:

- ✓ Communicable Disease Report
- ✓ Discussion regarding contract to do CPR trainings – Not completed yet
- ✓ School immunization Dates:
 - Northmor School – 09.11.2017 Completed
 - Highland Schools – 09.18.2017 Completed
 - Tomorrow Center – 09.21.2017

c. Health Commissioner

- ✓ Setting up Sewage fund per Ohio Revised Code – will need to move monies into the fund when set-up completed
- ✓ State Audit Update
- ✓ County Wellness Program
- ✓ AOHC Fall Conference 09.25.2017 – 09.27.2017
- ✓ Molly Buttons - Ordered
- ✓ **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

10.0 THE MEETING WAS ADJOURNED AT 7:21 PM.

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

No Executive Session took place.

David Woodward
President, Board of Health

Pamela Butler
Health Commissioner

**NEXT MEETING
OCTOBER 16, 2017 at 6:00 PM**

