



BOARD OF HEALTH MEETING

AGENDA

November 20, 2017

LOVE LIFE. LIVE HEALTHY

PLEASE SIGN IN!

CALL THE MEETING TO ORDER _____ P.M.

1.0 INTRODUCTIONS

2.0 APPROVAL OF AGENDA

Motion by _____ Second by _____

Abstentions _____

Passed Failed

3.0 AGENDA ADDITIONS / CHANGES

1. _____ 2. _____

Motion by _____ Second by _____

Abstentions _____

Passed Failed

4.0 APPROVAL OF OCTOBER 20, 2017 MINUTES

Motion by _____ Second by _____

Abstentions _____

Passed Failed

5.0 APPROVAL OF FINANCIALS

5.1 Motion to increase appropriations - see documents

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

5.2 Motion to approve the monthly financials as presented. See documents.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

5.3 Motion to approve the 2018 MCHD budget.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

5.4 Motion to approve the 2018 insurance rates for MCHD employees. The choice to approve is either the insurance rates of 85/15 versus 80/20. See documents.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

5.5 Motion to approve inclusion of rent monies into the 2018 budget for MCHD. This amount would equal to \$ _____ plus telephone costs of \$ _____.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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/>)
- Deadline for form submission is the Thursday immediately prior to the scheduled Board meeting, no later than 5:00 pm.
- Keep your comments and/or questions brief so that others may speak or to move on through the agenda.

6.1 KATRINA HARWOOD INTERNSHIP DISCUSSION: "Health Impact Assessment of Transportation in Morrow County"

6.2 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.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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.

Resolution by _____ Second by _____

Abstentions_____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed **Failed**

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.

Resolution by _____ Second by _____

Abstentions_____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed **Failed**

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.

Resolution by _____ Second by _____

Abstentions_____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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.

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

8.0 NURSING ACTION ITEMS
8.1 None

STEPHANIE SHAVER

9.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

9.1 RESOLUTION # 2017-048-EH: Approve and Adopt 2018 Individual Public Swimming Pool, Public spa, or Special Use Pool, Service Operation and Retail Establishment Food License Fee 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 (as listed above) for the year 2018.

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.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed **Failed**

9.2 RESOLUTION # 2016-052-EH: Approve and Adopt 2018 Household Sewage Disposal Systems Fee Schedules: The **second reading of Resolution #2017-052-EH** will have the public hearing November 20, 2017 for any and all concerns earlier on this date.

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

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

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Albertson ___ Polzin ___ Woodward ___ Galbraith ___

Passed **Failed**

10.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

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”)

DRAFT Agenda

- ✓ 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

11.0 MEETING ADJOURNED _____ P.M.

Motion by _____ Second by _____

Abstentions _____

Passed Failed

Reason to go into Executive Session: _____

Motion to go into Executive Session: Time _____ (As Needed) - Roll Call Vote

Motion by _____ Second by _____

Abstentions _____

Mooney __ Albertson __ Polzin __ Woodward __ Galbraith __

Passed Failed

Motion to return from Executive Session: Time _____ (As Needed) Roll Call Vote

Motion by _____ Second by _____

Abstentions _____

Mooney __ Albertson __ Polzin __ Woodward __ Galbraith __

Passed

Failed

Meeting Adjourned following Executive Session _____ P.M.

Motion by _____

Second by _____

Abstentions _____

Passed

Failed

**NEXT MEETING
December 18, 2017 at 6:00 PM**

DRAFT