



**BOARD OF HEALTH MEETING**  
**February 12, 2018**  
**MEETING MINUTES**

LOVE LIFE. LIVE HEALTHY

**PLEASE SIGN IN!**

**Board Members Present:**

Jim Albertson – (JA)  
Grant Galbraith, MD – (GG)  
Martha Mooney, DVM – (MM)  
Jeff Polzin, RPh (JP)

**Board Members Absent:**

Dave Woodward (DW)

**Management Present:**

Pamela Butler, MPH  
Stephanie Shaver, RN, BSN

**Staff Present:**

Lynne Keeseey  
Jill Thompson  
Stephanie Zmuda, RS

**Guests Present:**

Shad Gallogly

**CONVENTION CALL TO ORDER:**

The meeting was called to order at 6:00 PM by Jim Albertson, President Pro Tempore.

**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 Pro Tempore (JA) asked for a motion to approve the agenda as written. MM 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 AGENDA ADDITIONS / CHANGES**

The Board President Pro Tempore (JA) 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 JP with a second by GG. No abstentions. All ayes – motion passed.

**4.0 APPROVAL OF FINANCIALS**

No appropriation changes for this month. This is a *Standing Agenda Item*.

**5.0 MOTION TO APPROVE THE MONTHLY FINANCIALS AS PRESENTED - *STANDING AGENDA ITEM***

The Board President Pro Tempore (JA) asked for a motion to approve the monthly financials as presented at the meeting. See documents.

Motion was made by GG with a second by MM. 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/>)
- Deadline for form submission is the Thursday immediately prior to the scheduled Board meeting, no later than 5:00 pm.

No one from the public wanted to participate.

**7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS**

**PAMELA BUTLER**

**7.1 RESOLUTION # 2018-009-EH: To Approve the Contract with Morrow County Commissioners to Conduct Water Samples/Septic Inspections by the Morrow County Health District:** This contract is to provide water samples/septic inspections to be conducted at a homeowner's property by MCHD employee. The service provision process begins when an authorized ORDC employee notifies MCHD of the need for samples/inspections at the homeowner's property. The agreement shall be in effect from date of execution by both Parties and either party may terminate with or without cause with a 30 day written notice. Morrow County Commissioners' Office will provide payment for services within 30 days of invoice. The signature listed for MCHD is the Health Commissioner.

The Board President Pro Tempore (JA) asked for a resolution to approve Resolution #2018-009-EH to contract with Morrow County Commissioners to conduct water samples/septic inspections.

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

**7.2 RESOLUTION # 2018-010-ADM: To Adopt and Approve a Morrow County Health District Inclement Work Policy for Bad Weather:** This resolution is to adopt the written policy for MCDH employees to complete work when employees may not be able to get into work due to inclement weather situations. This policy will include what types of work is acceptable, log time of working and for how long. This provides employees with guidelines on safety for traveling during bad weather.

The Board President Pro Tempore (JA) asked for a resolution to approve #2018-010-ADM to approve and adopt the Inclement Weather Policy.

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

**7.3 RESOLUTION # 2018-011-N: To Adopt and Approve a Policy for Unreachable Clients in the Nursing Division (Lost to Follow-up):** This resolution of this policy will do some of the following for personnel as well as clients:

- Provide information and guidelines on how to release clients that have not come to the clinic for services
- Provide process for unreachable clients on any reportable disease;
- Prevent misunderstanding and lack of communication;
- Eliminate hasty, unrefined decisions in personnel matters; and
- Assure uniformity and fairness throughout the practice.

The Board President Pro Tempore (JA) asked for a resolution to approve #2018-011-N to approve the Unreachable Clients Policy.

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

**7.4 RESOLUTION # 2018-012-ADM: To Approve and Establish an Incentive for the MCHD Employee to Support United Way fund Campaign:** This resolution supports the tradition of the agency to hold a fund drive among employees for the United Way Fund Campaign. MCHD incentivizes employees who donate at least \$50.00 for the year to be part of a drawing to win one (1) block of five (5) hours of personal leave. This leave is to be scheduled in advance and approved in accordance with the Personnel Policy. The leave hours will be placed in the winning employee's leave bank for use in the year that they give and meet the requirements for participation.

The Board President Pro Tempore (JA) asked for a resolution to approve #2018-012-ADM to approve the Support United Way Fund Campaign.

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

**7.6 RESOLUTION # 2018 - 013 - ADM: TO REVIEW AND ADOPT THE OPERATIONAL DEFINITIONS OF A FUNCTIONAL LOCAL HEALTH DEPARTMENT:** Resolution to review the document and adopt the Operational Definitions of a Functional Local Health Department as created by NACCHO. The Operational Definition of a Functional Local Health Department defines what people in any community can reasonably expect from their local governmental public health presence. It sets forth a series of standards based on the Ten Essential Public Health Services and serves as the framework for the standards of the national voluntary accreditation program operated by the Public Health Accreditation Board (PHAB).

NACCHO supports voluntary accreditation for health departments through PHAB and encourages the use of the Operational Definition as an accreditation preparation tool. The functions outlined in this framework are directly aligned with the ten domains outlined in Part B of the PHAB standards. Aspiring local health departments (LHDs) that assess the degree to which they fulfill the functions outlined in this framework and engage in capacity-building quality improvement (QI) activities will likely be better prepared for national accreditation. Beyond the launch of the national accreditation program, the Operational Definition will continue to remain valuable in defining the work of local public health practice.

The Board President Pro Tempore (JA) asked for a resolution to approve #2018-013-ADM to adopt the *Operational Definitions of a Functional Local Health Department*.

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

**8.0 NURSING ACTION ITEMS**

**STEPHANIE SHAVER**

No items.

**9.0 ENVIRONMENTAL HEALTH ACTION ITEMS**

**BRIAN BENICK**

Refer to email

**10.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS**

**a. Environmental Health Division**

- ✓ Franklin Township Updates – Hidden Lakes

**b. Nursing Division:**

- ✓ Communicable Disease Report
- ✓ Influenza updates
- ✓ PEP \$500.00 funding for Emergency Preparedness
- ✓ Went to schools about flu and review the school – the epidemiologist and a sanitarian
- ✓ Morgan Kocher is now on the Advisory Committee at the Tomorrow Center
- ✓ Training provided at health fair

**c. Health Commissioner**

- ✓ United Way of Morrow County *Enrollment Form for Giving*
- ✓ Letter to Morrow County Commissioners – regarding donation
- ✓ Quality Indicators Report to ODH – by March 1, 2018
  - 2015-2017 Previous Years Quality Indicators Report - *see report*
  - Discussion on the Operational Definitions of a functional local health department – what is it and why is it important - *see resolution*
  - Update of the Strategic Plan – reviewed the plan and where the agency is in completion
  - CHIP Year end recap – reviewed the plan and where the agency is in completion

- There will be a Board of Health portal on the MCHD website for board members to find information and complete trainings

**Upcoming Dates to Remember**

- ✓ Child Fatality Review Meeting – February 28, 2018
- ✓ District Advisory Council Meeting – March 15, 2018 – registration beginning at 6:30 PM
- ✓ Annual Financial Report to ODH – by March 1, 2018
- ✓ **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**

**Reason to go into Executive Session:** The reason to go into executive session was for personnel issues – To consider the employment of a public employee.

**Motion to go into Executive Session: Time 6:35 PM - Roll Call Vote**

The motion to go into executive session was made by MM and followed by a second from JP. A roll call vote was completed by the Health Commissioner and results are as follows:

Mooney YES Albertson YES Polzin YES Woodward Absent Galbraith YES

The motion passed by all.

**Motion to return from Executive Session: Time 7:45 PM - Roll Call Vote**

The motion to go into executive session was made by JP and followed by a second from GG. A roll call vote was completed by the Health Commissioner and results are as follows:

Mooney YES Albertson YES Polzin YES Woodward Absent Galbraith YES

The motion passed by all.

A motion was made by MM to have Charles Howland to allow the Board of Health to find another attorney or attorneys to assist them in dealing with the personnel issue as discussed. JP seconded the motion. The Health Commissioner would contact the prosecutor the following day to move this process forward and then try to engage with the chosen law firm.

**Meeting Adjourned following Executive Session 7:50 PM**

MM made the motion to adjourn the meeting with a second from JP. All ayes – motion passed. No abstentions.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Commissioner

\_\_\_\_\_  
Date

**NEXT MEETING**  
**March 19, 2018 at 6:00 PM**