



**BOARD OF HEALTH MEETING**

**AGENDA**

**February 12, 2018**

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 JANUARY 22, 2018 MINUTES**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

**Passed**

**Failed**

**5.0 APPROVAL OF FINANCIALS**

**5.1 Motion to increase appropriations - *Standing Agenda Item***

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

5.2 **Motion to approve the monthly financials as presented - *Standing Agenda Item***  
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.

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.

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed Failed**

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.

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed Failed**

**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.

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

**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.

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

**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.

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

**7.7 RESOLUTION # 2018-XXX:**

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

**7.8 RESOLUTION # 2018-XXX:**

Resolution by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

Mooney \_\_\_ Albertson \_\_\_ Polzin \_\_\_ Woodward \_\_\_ Galbraith \_\_\_

**Passed**

**Failed**

**8.0 NURSING ACTION ITEMS**

**STEPHANIE SHAVER**

**8.1**

**9.0 ENVIRONMENTAL HEALTH ACTION ITEMS**

**BRIAN BENICK**

**9.1**

**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

**c. Health Commissioner**

- ✓ United Way of Morrow County *Enrollment Form for Giving*
- ✓ Letter to Morrow County Commissioners
- ✓ 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 – see resolution
  - Update of the Strategic Plan
  - CHIP Year end recap

**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**

**11.0 MEETING ADJOURNED \_\_\_\_\_ P.M.**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Abstentions \_\_\_\_\_

**Passed**                      **Failed**

**Reason to go into Executive Session:** \_\_\_\_\_

**Person(s) Requested in 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**  
**March 19, 2018 at 6:00 PM**