



LOVE LIFE. LIVE HEALTHY

BOARD OF HEALTH MEETING
AGENDA
MARCH 19, 2018

PLEASE SIGN IN!

CALL THE MEETING TO ORDER _____ P.M.

1.0 INTRODUCTIONS AND WELCOME

WELCOME TO NEW BOARD OF HEALTH MEMBER – SHAD GALLOGLY

2.0 APPROVAL OF MARCH 2018 AGENDA

Motion by _____ Second by _____

Abstentions _____

Passed Failed

3.0 MARCH 2018 AGENDA ADDITIONS / CHANGES

1. _____ 2. _____

Motion by _____ Second by _____

Abstentions _____

Passed Failed

4.0 APPROVAL OF FEBRUARY 12, 2018 MINUTES

Motion by _____ Second by _____

Abstentions _____

Passed Failed

5.0 APPROVAL OF FINANCIALS

5.1 Motion to increase appropriations – *Standing Agenda Item*

See the memo from Jill Thompson to increase appropriations to the following accounts from the unappropriated certified monies. See the two below and information contained on the memo.

HD Reimbursement	\$10,000
Supplies – RX	\$9,600.00

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

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

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ 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.
- Mr. Glenn Bragg, sewage contractor, completed the appropriate paperwork in order to speak to the Board of Health on implementing requirements.

7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

7.1 RESOLUTION # 2018 - 020 - ADM: RESOLUTION TO APPROVE THE CONTRACT WITH EASTMAN AND SMITH, LTD AND THE MORROW COUNTY BOARD OF HEALTH: This contract is for legal services and effective immediately and shall not exceed seventy-five hundred dollars (\$7,500.00) and continues through the year ending December 31, 2018. No amendments to the contract will be effective unless in writing and signed by both parties.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

7.2 RESOLUTION # 2018-015-EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER TO IMMEDIATELY SUSPEND A FOOD SERVICE OPERATION LICENSE IN EMERGENCY SITUATIONS: This resolution is under Section 3717.49(C)(1) stipulates that on determining that a license holder is in violation of any requirement of Chapter 3717 of the ORC or the rules adopted under it applicable to food service operations and that the violation presents an immediate danger to the public's health, the licensor may suspend the food service

operation license without giving written notice or affording the license holder the opportunity to correct the violation. This suspension takes effect immediately and remains in effect until the licensor lifts the suspension.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed

Failed

7.3 RESOLUTION # 2018-016-EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER, ENVIRONMENTAL HEALTH DIRECTOR, REGISTERED SANITARIAN/SANITARIAN-IN-TRAINING TO INITIATE ENFORCEMENT ACTIONS LEADING TO RETAIL FOOD ESTABLISHMENT LICENSE SUSPENSION OR REVOCATION IN NON-EMERGENCY SITUATIONS:

This resolution under Section 3717.29(B) of the ORC stipulates that a BOH may suspend or revoke a retail food establishment license on determining that the license holder is in violation of any requirement of Chapter 3717 or the rules adopted under it applicable to retail food establishments, including a violation evidences by documented failure to maintain sanitary conditions within the establishment and the BOH shall give the license holder written notice specifying each violation and a reasonable time for corrections of the violation(s). If the license holder fails to correct the violation in the time granted the BOH may initiate action to suspend or revoke the retail food establishment licensure.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed

Failed

7.4 RESOLUTION # 2018-017-EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER, ENVIRONMENTAL HEALTH DIRECTOR, REGISTERED SANITARIAN/SANITARIAN-IN-TRAINING TO INITIATE ENFORCEMENT ACTIONS LEADING TO FOOD SERVICE OPERATION LICENSE SUSPENSION OR REVOCATION IN NON-EMERGENCY SITUATIONS: This resolution under Section 3717.49(A) of the ORC stipulates that a licensor may suspend or revoke a food service operation licensure on determining that the license holder is in violation of any requirement of ORC Chapter 3717 or the rules adopted under it applicable to food service operations, including a violation evidences by the documented failure to maintain sanitary conditions within the operation. Section 3717.49(B)(1) stipulates that the licensor shall give the license holder written notice specifying each violation and a reasonable time within which each violation must be corrected to avoid suspension or revocation of the license. If the license holder fails to correct the violation(s) in the time granted, the licensor may initiation action to suspend or revoke the food service operation license.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed

Failed

- 7.6 RESOLUTION # 2018 – 018 - EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER, ENVIRONMENTAL HEALTH DIRECTOR AND REGISTERED SANITARIAN/SANITARIAN-IN-TRAINING TO REQUIRE CEASE USE OF ARTICLES IN A RETAIL FOOD ESTABLISHMENT:** Section 901:3-4-12 (A) of the Administrative Code stipulates that any article such as a utensil, material, or piece of equipment may be removed from use in a retail food establishment by the licensor if it presents a public health hazard, and by its use can reasonably be expected to result in the contamination or adulteration of a food product based upon its state of repair, cleanliness, location, or construction. The licensor may tag any such article and prohibit its use by the license holder.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed

Failed

- 7.7 RESOLUTION # 2018 – 019 – EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER, ENVIRONMENTAL HEALTH DIRECTOR, AND REGISTERED SANITARIAN/SANITARIAN-IN-TRAINING TO EMBARGO FOOD:** Section 901:3-4-15(B) of the Administrative Cod stipulates that whenever the licensor finds or has cause to believe within a retail food establishment or food service operations in their jurisdiction that nay food is adulterated, or so misbranded as to be dangerous or fraudulent, within the meaning of Sections 3715.01 and 3715.52 to 3715.72 of the ORC, infant formula, or baby food is expired, the licensor shall affix to the item a tag giving notice that the item is, or is suspected or being, adulterated, misbranded, or expired and has been embargoed.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed

Failed

- 7.8 RESOLUTION # 2018-021-EH: RESOLUTION TO DECLARE A HOME UNFIT FOR HABITATION LOCATED AT 3671 SR 529 LINCOLN TOWNSHIP – PARCEL J24-001-00-233-00:** Resolution

to declare a home located at 3671 SR 529 Lincoln Township (Parcel J24-001-00-233-00) unfit for habitation under ORC 505.86 and ORC 3707.01. This request was made by the Lincoln Township Trustees so that they may order the removal of the structure.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

7.9 RESOLUTION # 2018-022-EH: RESOLUTION TO DECLARE A HOME UNFIT FOR HABITATION LOCATED AT 3712 TR 161 LINCOLN TOWNSHIP – PARCEL J24-001-00-024-07:

Resolution to declare a home located at 3712 TR 161 Lincoln Township (Parcel J24-001-00-024-07) unfit for habitation under ORC 505.86 and ORC 3707.01. This request was made by the Lincoln Township Trustees so that they may order the removal of the structure.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

7.9.1 RESOLUTION #2018- 025-ADM: RESOLUTION TO APPROVE THE CREATION OF A HEALTH DISTRICT LICENSING COUNCIL:

This resolution by the Board of Health is to approve the development and implementation of a District Licensing Council as set forth in 3709.41.

Resolution by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___

Passed Failed

8.0 NURSING ACTION ITEMS

STEPHANIE SHAVER

8.1 MOTION TO ACCEPT THE VOLUNTARY RESIGNATION OF Katelin Stuttler, Public Health Nurse-Highland Local Schools:

This motion is to accept the voluntary resignation of Katelin Stuttler as the public health nurse assigned to Highland Local Schools. This resignation was effective on February 28, 2018.

Motion by _____ Second by _____

Abstentions_____

Mooney __ Gallogly __ Polzin __ Woodward __ Galbraith __
Passed Failed

DRAFT

8.2 RESOLUTION TO ACCEPT THE CONTRACT FROM ODH TO MCHD FOR LEAD POISONING PREVENTION ACTIVITIES: This contract is a three (3) month lead education and prevention activities contract from April 01, 2018 through June 30, 2018. MCDH will be paid \$10,000 provided all deliverables have been met. This was done last year at this same time.

Resolution by _____ Second by _____
Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___
Passed Failed

8.3 RESOLUTION TO ACCEPT THE CONTRACT BETWEEN ODH AND MCHD TO DO MEDICAID ADMINISTRATIVE CLAIMING (“MAC” BILLING): This contract allows for MCHD to participate in and bill for Medicaid Administrative billings. This allows for the transfer of federal funds from ODH for those administrative services. Providing MAC billing is part of the quality indicators that a LHD must meet annually.

Resolution by _____ Second by _____
Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___
Passed Failed

9.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

9.1 MOTION TO MAKE CHANGES TO THE WATER SYSTEMS PERMIT COSTS: The total cost of the *Installation – new – single family dwelling permits* for water systems will not change. The County Fee will decrease by \$2.00 from \$237.00 to \$235.00 and the State Fee for Ohio Department of Natural Resources changes from \$18.00 to \$20.00. The total amount does not change and continues as \$329.00. Per the Director of Environmental Health, this change does not need three (3) readings.

Motion by _____ Second by _____
Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Woodward ___ Galbraith ___
Passed Failed

10.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

- a. Accreditation Activities Update – Brandy Brewer**
 - ✓ Performance Management VMSG Dashboard update
 - ✓ Quality Improvement projects
 - ✓ *Just did It!* forms completed
 - ✓ *Employee Satisfaction Survey Results* – Part of Performance Management also
- b. Environmental Health Division**
- c. Nursing Division:**
 - ✓ Communicable Disease Report

- ✓ Upcoming Grants:
 - *Immunization Action Plan Grant (IAP)* – now known as *Get Vaccinated Ohio* – to be done in conjunction with Union County as the lead agency
 - *Safe Communities Grant* (to be applied soon)
 - *Lead Grant* (3 month education grant regarding lead)
 - Morgan applying for grants (4) to purchase AEDs and provide CPR – Calling program – *Morrow County First Responder Readiness*
- ✓ Reproductive Health and Wellness Program – numbers increasing
- ✓ Influenza updates
- d. **Health Commissioner:**
 - ✓ **Correction to the January 2018 Board of Health Minutes** – that the letter created and provided to the board members from Brian Benick, EH Director, regarding the Food issues needs to be amended as follows:
The Board of Health specified that the letter and survey was to be shortened and must be approved by the Health Commissioner prior to sending it out to local health departments across the state.
 - ✓ **2017 MCHD Annual Report** – available – see report
 - ✓ **See the DAC Notes from January 23, 2018 meeting**
 - ✓ **Amy Briski's new credentials** – In January 2018 BOH minutes it stated that she was a Certified Nurse Educator. However, she had four (4) classes to finish before that title can be used. She is a Licensed School Nurse. She is preparing to site for the National Certification of School Nurse Examination.
 - ✓ **Next Meeting of the District Advisory Council Meeting** – April 19, 2018 at EMS Building at 7:00 PM
 - ✓ **Dates to Remember**
 - Child Fatality Review Meeting – February 28, 2018 - **Completed**
 - District Advisory Council Meeting – March 15, 2018 – registration beginning at 6:30 PM – **Completed**
 - **District Advisory Council Meeting Scheduled for April 19, 2018 at 7:00 PM at the EMB Building**
 - Annual Financial Report to ODH – by March 1, 2018 - **Date for Submission Changed to March 23 - To be Completed**
- e. **Board of Health**
 - ✓ **Reminder** - Board members need 2 continuing education credits for 2018 by 12.31.2018 – Refer to the information found below.
 - <https://www.odh.ohio.gov/localhealthdistricts/Futures/Board%20Training.aspx>
 - **Final Rules** - <http://www.odh.ohio.gov/localhealthdistricts/lhdlaws.aspx>
 - Sec. 3701.342 (G) Annual completion of two (2) hours of continuing education by each member of a board of health. **The minimum standards shall provide that continuing education credits shall pertain to ethics, public health principles, and a member's responsibilities.** Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. The director of health may assist local boards of health of general and city health districts in coordinating approved continuing education programs sponsored by health care licensing boards, commissions or associations. The minimum standards also shall

provide that continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

- The Ohio Ethics Commission may be coming to Morrow County to provide training/education this year
- ✓ The Ohio Ethics Law E-Course can be found at the following website:
<http://www.ethics.ohio.gov/education/elearning/ecourses.html>
- ✓ The Ohio Ethics Overview can be found at the following website:
<http://www.ethics.ohio.gov/education/factsheets/Ethics%20Law%20Overview.pdf>
- ✓ The Ohio Ethics Helpful Guidance Fact Sheet can be found at the following website:
http://www.ethics.ohio.gov/education/factsheets/board_and_commission_member_dos_and_donts.pdf

11.0 MEETING ADJOURNED _____ P.M.

Motion by _____ Second by _____

Abstentions _____

Passed **Failed**

Reason to go into Executive Session: _____

Person(s) Requested to Attend 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
April 16, 2018 at 6:00 PM

FIRST DAY OF SPRING – MARCH 20, 2018

DRAFT