



**BOARD OF HEALTH MEETING
MINUTES
MARCH 19, 2018**

LOVE LIFE. LIVE HEALTHY

Board Members Present:

Shad Gallogly – (SG) Martha Mooney, DVM – (MM)
Grant Galbraith, MD – (GG) Jeff Polzin, RPh
David Woodward (DW)

Management Present:

Pamela Butler, MPH Karrie Hursey
Stephanie Shaver, Director of Nursing Lynne Keesey
Stephanie Zmuda, Interim Director of Environmental Health

Staff Present:

Brandy Brewer

Guests Present:

Joseph Durham, Attorney at Law Norm Miller
Russ Brown Joe Sherman
Lynn Shinaberry

There may have been others who did not sign in to the meeting.

The Board President (DW) called the meeting to order at 6:06 PM and welcomed everyone to the meeting. Everyone welcomed the newly appointed board of health member, Shad Gallogly. The Board President spoke about the issues regarding the Health District Licensing Council appointment. As Dave Woodward, HDLC appointee, felt that for the integrity of the Board and until such time as issues are resolved, he was stepping down as the representative. Marty Mooney, as President Pro Tempore, stepped up to take over as President.

1.0 APPROVAL OF MARCH 19, 2018 AGENDA

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None

ALL AYES – MOTION PASSED

2.0 MARCH 2018 AGENDA ADDITIONS / CHANGES

The agenda was changed and accepted with the addition of *Wage Schedule*.

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None

ALL AYES – MOTION PASSED

3.0 APPROVAL OF FEBRUARY 12, 2018 MINUTES

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None

ALL AYES – MOTION PASSED

4.0 APPROVAL OF FINANCIALS

4.1 Motion to increase appropriations

See the memo from Jill Thompson to increase appropriations as noted.

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None

ALL AYES – MOTION PASSED

4.2 Motion to approve the monthly financials as presented

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None

ALL AYES – MOTION PASSED

5.0 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 changes in sewage requirements. An active discussion among several participants took place. Discussion included the development of a checklist / template that will be released by Vicky Elliott from the Development Office. The idea is to eliminate potential issues and to provide better communication.
- Shad Gallogly suggested a step-by-step process between Vicky Elliott and Sanitarians. Consider a checklist.

6.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

6.1 MOTION TO UPDATE WAGE SCALE WITH DEFINITIONS AND OTHER INFORMATION INCLUDING WHAT EDUCATION AND EXPERIENCES FOR EACH:

Added definitions and maximum amounts

Motion by: Grant Galbraith Second by: Shad Gallogly Abstentions: None

Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – MOTION PASSED

6.2 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: Jeff Polzin Second by: Grant Galbraith Abstentions: None

Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

6.3 RESOLUTION # 2018-014-EH: RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER TO IMMEDIATELY SUSPEND RETAIL FOOD ESTABLISHMENT LICENSE IN EMERGENCY SITUATIONS:
 This resolution is under Section 3717.29(D)(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 retail food establishments and that the violation presents a clear and present danger to the public’s health, the Board may suspend the retail food establishment 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: Jeff Polzin Second by: Grant Galbraith Abstentions: None
 Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES - RESOLUTION PASSED

6.4 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: Jeff Polzin Second by: Grant Galbraith Abstentions: None
 Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES - RESOLUTION PASSED

6.5 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 to Table by: Shad Gallogly Second by Grant Galbraith

ALL AYES - RESOLUTION TABLED

- 6.6 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 to Table by: Shad Gallogly Second by Grant Galbraith

ALL AYES – RESOLUTION TABLED

- 6.7 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 to Table by: Shad Gallogly Second by Grant Galbraith

ALL AYES – RESOLUTION TABLED

- 6.8 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 to Table by: Shad Gallogly Second by Grant Galbraith

ALL AYES – RESOLUTION TABLED

- 6.9 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: Jeff Polzin Second by: Grant Galbraith Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

- 6.10 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: Grant Galbraith Second by: Shad Gallogly Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

- 6.11 RESOLUTION #2018- 025-ADM: RESOLUTION TO APPROVE THE CREATION OR APPOINTMENT 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. **As an addition and amended in Red**

Resolution by: Jeff Polzin Second by: Grant Galbraith Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

7.0 NURSING ACTION ITEMS

STEPHANIE SHAVER

- 7.1 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.

Resolution by: Jeff Polzin Second by: Shad Gallogly Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

- 7.2 **RESOLUTION #2018-023-N: 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: Grant Galbraith Second by: Jeff Polzin Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

- 7.3 **RESOLUTION #2018-024-N: 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: Jeff Polzin Second by: Grant Galbraith Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – RESOLUTION PASSED

8.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

- 8.1 **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: Shad Gallogly Second by: Grant Galbraith Abstentions: None
Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES – MOTION PASSED

9.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. Accreditation Activities Update – Brandy Brewer

- ✓ Community Health Improvement Plan Meeting – Scheduled for March 22, 2018
- ✓ 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)
 - *STD Grant* (to be applied for 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 needed to be shortened and must be approved by the Health Commissioner prior to sending it out to local health departments across the state.
Mr. Benick brought up the question as why this was being done and to know the intent of adding this information to the past record.
- ✓ **2017 MCHD Annual Report** – available – see report
- ✓ **See the DAC Notes from January 23, 2018 meeting**
This meeting was held to set up
- ✓ **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 EMS 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

Reason to go into Executive Session I, Jeff Polzin, make a motion to go into executive session to consider the employment, dismissal, discipline, or demotion, of a public employee

Person(s) Requested to Attend Executive Session:

Joe Durham – Attorney at Law – Eastman & Smith

Motion to go into Executive Session: Time 8:40 PM - Roll Call Vote

Motion by Jeff Polzin

Second by Grant Galbraith

Abstentions NONE

Mooney YES

Gallogly YES

Polzin YES

Galbraith YES

ALL AYES – ROLL CALL VOTE - MOTION PASSED

Motion to return from Executive Session: Time 9:50 PM Roll Call Vote

Motion by Jeff Polzin

Second by Grant Galbraith

Abstentions NONE

Mooney YES

Gallogly YES

Polzin YES

Galbraith YES

ALL AYES – ROLL CALL VOTE - MOTION PASSED

Approved Minutes

The Board of Health came out of Executive Session and Jeff Polzin made the motion to terminate Brian Benick, Director of Environmental Health, from employment. Grant Galbraith seconded the motion.

Mooney YES Gallogly YES Polzin YES Galbraith YES

ALL AYES - MOTION PASSED

Meeting Adjourned following Executive Session 10:00 P.M.

Motion by Jeff Polzin

Second by Grant Galbraith

ALL AYES - MOTION PASSED

Marty Mooney
President, Board of Health

Date

Pamela Butler
Health Commissioner
Secretary to the BOH

Date