



BOARD OF HEALTH MEETING

AGENDA

June 18, 2018

LOVE LIFE. LIVE HEALTHY

DON'T FORGET TO SIGN IN

CALL THE MEETING TO ORDER _____ P.M.

1.0 INTRODUCTIONS AND WELCOME

2.0 APPROVAL OF JUNE 18, 2018 AGENDA

Motion by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

3.0 JUNE 18, 2018 AGENDA ADDITIONS / CHANGES

1. _____ 2. _____

Motion by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

4.0 APPROVAL OF MAY 21, 2018 MINUTES

Motion by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

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 below and information contained on the memo.

Motion by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

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

Motion by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ 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.

8.0 TRAINING ON PUBLIC HEALTH

STEPHANIE BRAGG

Will provide continuing education certificate. Every 30 minutes equals 0.5 credits. Topic for this meeting will be on **Accreditation**

9.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

9.1 RESOLUTION # 2018-XXX-ADM: This resolution is to approve the implementation of an individual to be elevated to the Deputy Health Commissioner position as means for overall agency succession planning.

NOTE: Succession planning is a process for identifying and developing new leaders who can replace old leaders when they leave, retire or die. Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. Taken narrowly, "replacement planning" for key roles is the heart of succession planning. In business, succession planning entails developing internal people with the potential to fill key business leadership positions in the company and to have them ready at a moment's notice.

Resolution by _____ Second by _____

Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.2 RESOLUTION # 2018-XXX-ADM: This resolution is to approve and adopt an *Internal Record Audit* policy.

Resolution by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.3 RESOLUTION # 2018-XXX-ADM: This resolution is to approve and adopt a *Time Keeping* policy.

Resolution by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.4 RESOLUTION # 2018-XXX-ADM: This resolution is to approve and adopt the Memorandum of Understanding (MOU) between the Senior on Center and the Morrow County Health District. This MOU has been in existence for many years.

Resolution by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.5 RESOLUTION # 2018-XXX-ADM: This resolution is to approve and adopt the contract for the Accreditation Coordinator, who will fill in as the replacement for Brandy Brewer who resigned her position. The cost will be \$60.00 per hour and mileage for up to 20 round trips from her home to MCHD. A deliverable based system will be developed and implemented for the standards and measures.

Resolution by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.6 MOTION: TO UPDATE MORROW COUNTY HEALTH DISTRICT'S DRESS CODE POLICY (AS previously adopted by the BOH).

Motion by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.7 MOTION: To Approve Stephanie Bragg, BSN, RN, Director of Nursing, as the Deputy Health Commissioner for Morrow County Health District.

Motion by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.8 MOTION: To Approve Job title changes within the agency based on job duties/responsibilities to include the following personnel. This includes a pay raise and performance appraisals/probation as this includes new duties.

Name	Current Job Title	New Job title
Karrie Hursey	Registrar/Admin. Assist/EH	HR Coordinator/Deputy Registrar
Lynne Keesey	Reception/Admin. Assist/EH	Registrar/Admin. Assist

Motion by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

9.9 MOTION: To Approve the possibility to asking for a 3 - 6 month extension from the Accreditation Board to complete the requirements that have not been completed. This extension will be used only in the event that documents have not been created or are not accessible due to changes within the coordinator position.

Motion by _____ Second by _____
Abstentions _____

Bragg ___ Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

10.0 NURSING ACTION ITEMS

STEPHANIE BRAGG

11.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

12.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. Environmental Health Division Update- Brian Benick

- ✓ *Brian undertaking CDC EATS Training, an in-depth training how to conduct a foodborne disease investigation*
- ✓ *The timeframe for the evaluation of our HSTS sampling study for grant approval, as follows:*
 - *08/09/2018—First public meeting, applications presented*
 - *08/30/2018—Second public meeting, applications presented*

- 09/27/2018—Regularly scheduled Board meeting, approval of grants
- ✓ We have already received a request from the Village of Sparta to provide mosquito adulticiding. Brian needs to quickly get up to speed regarding the operation of the new machine.
 - Will be using new accounting software to complete invoice
- ✓ As a board member of SoMoCo, along with Roger Larrison of Heartland, Jack Fishburn and Jon Mason, there has been significant discussion regarding the details of transferring operation of the sewage plant to the County Commissioners, as required by the owner of the new 26 acre warehouse building to be constructed at the I-71/SR 61 interchange.
- ✓ June 18th, Brian attending ODA/ODH meeting to discuss use of new inspection form
- ✓ June 28th, Brian attending meeting at ODOT on Broad Street with Division of Industrial Compliance regarding the inspection process for MHPs
- b. Nursing and Community Health Division Update – Stephanie Shaver:**
 - ✓ Accreditation Training for BOH
 - ✓ Communicable Disease Report
 - ✓ A report summary of my strategic plan for PR for the agency (Glenn and Shad had asked for this after the ethics training)
 - ✓ **ADMIN:**
 - Dress Code Policy Update
 - Internal Record Audits Policy
 - Timekeeping Policy
 - MOA with Morrow County Services for Older Citizens re: assistance getting older community members in and out of the building
 - ✓ **PHEP & CRI**
 - End of Emergency Preparedness Grant for this year
 - ✓ **SCHOOL NURSING**
 - Contract for Cardington sent to Mr. Petrie
 - Receiving resumes for school nursing
- c. Health Commissioner:**
 - ✓ **ACCREDITATION ACTIVITIES UPDATE**
 - Process to replace Accreditation Coordinator
 - Community Health Improvement Plan Meeting – June 14, 2018
 - Community Health Improvement Planning Committee – June 14, 2018
 - ✓ **ADMINISTRATION**
 - Ethics Training completed - May 30, 2018
 - Attendance at Township Officials Meeting
 - Westfield Township 06/04/2018
 - Harmony Township 06/05/2018
 - Gilead Township 06/07/2018
 - Cardington Township 06/11/2018
 - Peru Township 06/14/2018
 - Consideration of change to BOH meeting date and times

11.0 MEETING ADJOURNED _____ P.M.

Motion by _____

Second by _____

Abstentions _____

Passed Failed

Reason to go into Executive Session:

I, _____, 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: _____

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

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

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

Motion by _____ Second by _____

Abstentions _____

Mooney ___ Gallogly ___ Polzin ___ Galbraith ___

Passed Failed

**NEXT MEETING
July 16, 2018 at 6:00 PM**