



LOVE LIFE. LIVE HEALTHY

BOARD OF HEALTH MEETING
MINUTES
April 16, 2018

Board Members Present:

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

Management Present:

Pamela Butler, MPH

Staff Present:

Karrie Hursey Rodney Brewer

Stephanie Bragg, Director of Nursing Lynne Keesey
Stephanie Zmuda, Interim Director of Environmental Health

Guests Present:

Burgess Castle, County Commissioner Norm Miller
Glenn Bragg Joe Sherman
Lynn Shinaberry Russ Brown
Dan Fowler Tim Hack
Brent Russell

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

CALL THE MEETING TO ORDER 6:00 P.M.

1.0 INTRODUCTIONS AND WELCOME

2.0 APPROVAL OF APRIL 16, 2018 AGENDA

The agenda was amended.

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

ALL AYES – MOTION PASSED

3.0 APRIL 16, 2018 AGENDA ADDITIONS / CHANGES

The agenda was changed and accepted with the addition of *Meeting Minutes from April 03, 2018.*

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

ALL AYES – MOTION PASSED

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4.0 APPROVAL OF MARCH 19, 2018 MINUTES

Motion by: Jeff Polzin Second by: Shad Gallogly Abstentions: None

ALL AYES – MOTION PASSED

5.0 APPROVAL OF APRIL 03, 2018 MINUTES

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

ALL AYES – MOTION PASSED

6.0 APPROVAL OF FINANCIALS**6.1 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.

Lead Awareness	\$7,000.00 (<i>New grant funding</i>)
Employee Wages	\$3,000.00 (<i>Employee wages</i>)
Supplies – RX	\$1,500.00 (<i>Purchase Narcan</i>)

Motion by: Jeff Polzin Second by: Shad Gallogly Abstentions: None

ALL AYES – MOTION PASSED

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

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

ALL AYES – MOTION PASSED

5.3 Motion to accept additional RHWP Funds: Morrow County Health District is eligible to receive \$22,221.00 in additional RHWP funds. This additional funding should support services through the extended grant period of August 31, 2018. A revision to the grant budget is to be submitted.

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

ALL AYES – MOTION PASSED

7.0 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.

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Burgess Castle brought up the discussion regarding why this is in the agenda since all meetings are public meetings. Stephanie Bragg, Director of Nursing, gave information on what the rule/law actually says. People are permitted to speak only if the public entity allows for them to do so.

The Board of Health stated that they do not ever remember denying someone a chance to speak, if they so desired.

8.0 ADMINISTRATIVE / AGENCY ACTION ITEMS**PAMELA BUTLER**

- 8.1 RESOLUTION # 2018-026-EH: RESOLUTION ACCEPTING THE 2018 MANUFACTURED HOME PARK INSPECTION AGREEMENT:** This resolution is to accept the Agreement by and between the Ohio Department of Commerce, Division of Industrial Compliance and Morrow County Health District. ORC Chapter 4781 grants authority to the Ohio Department of Commerce to license manufactured home communities in Ohio. OR and OAC required annual inspection of each manufactured home community for licensing compliance and the Boards of Health have the right of first refusal to contracts to inspect manufactured home communities. The term of this Agreement shall be effective April 1, 2018 through December 31, 2018.

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

ALL AYES – RESOLUTION PASSED

8.2 Tabled on March 19, 2018

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.

NOTE: Sanitarian in Trainings was deleted in this resolution.

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

Shad Gallogly OPPOSED this resolution.

RESOLUTION PASSED BY MAJORITY

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8.3 Tabled on March 19, 2018

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.

NOTE: Sanitarian in Trainings was deleted in this resolution.

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

Shad Gallogly OPPOSED this resolution.

RESOLUTION PASSED BY MAJORITY**8.4 Tabled on March 19, 2018**

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.

NOTE: Sanitarian in Trainings was deleted in this resolution.

Resolution by Jeff Polzin Second by: Shad Gallogly Abstentions: None

ALL AYES - RESOLUTION PASSED**8.5 Tabled on March 19, 2018**

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

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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.

NOTE: Sanitarian in Trainings was deleted in this resolution.

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

ALL AYES – RESOLUTION PASSED

- 8.6 RESOLUTION #2018- 027-ADM: RESOLUTION TO APPROVE THE AUTOMATED DEFIBRILLATOR AGREEMENT BETWEEN MCHD AND MORROW COUNTY EMS:** This resolution by the Board of Health is to approve the Agreement between MCHD and Morrow County EMS. Morrow County EMS will switch out AED pads for the MCHD defibrillator. MCHD will be responsible for the maintenance repairs while the defibrillator is in their possession. This Agreement is made March 29th, 2018 and will remain in force until terminated in writing by either party.

The AED's are checked monthly.

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

ALL AYES – RESOLUTION PASSED

- 8.7 RESOLUTION #2018-028-ADM: RESOLUTION TO APPROVE AND ADOPT THE CULTURAL AND LINGUISTIC APPROPRIATE SERVICES PLAN (CLAS PLAN):** This resolution is to adopt, educate and practice throughout the agency culturally and linguistically appropriate services. This applies to all aspects/programs including but not limited to oral and written documents. It provides a checklist for building inclusivity in public health programs.

PHAB Domain 7 focuses on the population's access to needed health care services. An important role of public health is the assessment of the population's access to health care services and the capacity of the health care system to meet the health care needs of the population. Public health also has a role in efforts to increase access to needed health care services, particularly primary care. The focus of this Domain is not on health care or clinical services that the health department may provide directly, though those services are part of the analysis of access to health care

The purpose of this measure is to assess the health department's involvement in the incorporation of cultural competence, language, or literacy in efforts to address the health care service needs of populations who experience barriers to access to health care. **Measure 7.2.3 A:** Implemented culturally competent initiatives to increase access to health care services for those who may experience barriers to care due to cultural, language, or literacy differences. **Significance:** Cultural differences can present serious barriers to receipt of health care services. Cultural differences must be addressed in strategies to improve access to health care services, if those strategies are to be successful. For example, some cultures discourage women from talking about personal issues with people outside of their families, discourage men from

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seeking care, may not trust health care providers, or may rely on community providers who are not trained in medical care. Language and low literacy can also limit access to care.

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

ALL AYES – RESOLUTION PASSED

8.8 RESOLUTION #2018-029-ADM: RESOLUTION TO APPROVE AND ADOPT THE COUNCIL ON LINKAGES BETWEEN ACADEMIA AND PUBLIC HEALTH PRACTICE –JUNE 2014 VERSION OF THE CORE COMPETENCIES FOR PUBLIC HEALTH PROFESSIONALS AS A COMPONENT OF THE WORKFORCE DEVELOPMENT PLAN: The *MCHD Workforce Development Plan* was approved and adopted by the BOH and is currently being implemented across the agency. In order to meet Standard 8.2 – Measure 8.2.1A MCHD must adopt standardized core competencies of which the Council of Linkages Between Academia and Public Health Practice is the one that health department across Ohio have adopted and implementing. There are eight (8) core competencies that are in three (3) tiers as listed below. They will be used to develop new job position descriptions as well as provide basis for trainings, performance development skills per employee and employee performance appraisals:

1. Analytical/Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences Skills
7. Financial Planning and Management Skills
8. Leadership and Systems Thinking Skills

Standard 8.2 Measure 8.2.1A: The health department must provide a health department-specific workforce development plan. The workforce development plan must:

- Address the collective capacity and capability of the department workforce and its units.
- Address gaps in capacity and capabilities and include strategies to address them.
- Be responsive to the changing environment and include consideration of areas where the technology advances quickly such as information management and (digital) communication science.
- Be responsive to the changing environment and include considerations of areas where the field is advancing, for example, emergency preparedness training, health equity, and cultural competence. The plan must include:
- An assessment of current staff competencies against the adopted core competencies.

NOTE: An example of nationally adopted core competencies is the *Core Competencies for Public Health Professionals* from the Council on Linkages between Academia and Public Health Practice. The plan may also use state developed or specialty focused

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sets of competencies, for example, nursing, public health preparedness, informatics, and health equity competencies.

PHAB Domain 8 focuses on the need for health departments to strategically approach the development of a competent workforce to perform public health duties. Effective public health practice requires a well prepared workforce. A multi-disciplinary workforce that is matched to the specific community being served facilitates the interdisciplinary approaches required to address health equity and the population's public health issues. The manner in which services are provided to the public determines the effectiveness of those services and influences the population's understanding of, and appreciation for, public health. A strategic workforce includes the alignment of workforce development with the health department's overall mission and goals and the development of strategies for acquiring, developing, and retaining staff.

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

ALL AYES – RESOLUTION PASSED

- 8.9 RESOLUTION #2018-030-ADM: RESOLUTION TO APPROVE INVOICE FROM THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES (GENERAL SERVICES DIVISION):** The Department of Administrative Services invoice dated 04.06.2018 for \$170.00 to enable MCHD to be part of the state cooperative purchasing program. This provides leverage purchasing power in volume discounts and administrative savings; us of formal bidding processes may not be necessary; DAS negotiates favorable terms and conditions; assist in resolving supplier compliance disputes; access thousands of registered vendors to increase MCHD's sources of supply. This will be helpful in purchase of IT, communication equipment, emergency response supplies, and others.

Resolution by Jeff Polzn Second by: Grant Galbraith Abstentions: None

ALL AYES – RESOLUTION PASSED

- 8.10 RESOLUTION #2018-031-ADM: RESOLUTION TO UPDATE VACATION, SICK AND PERSONAL LEAVE TO A FOUR (4) DIGIT NUMBER:** This is a resolution that updates Resolution #2017-063-ADM approved and adopted by the Board of Health on 12.18.2017. This updates just the sick, vacation and personal leave accruals to a four (4) digit number. This is to allow the new time keeping software to track more efficiently and effectively.

Resolution by: Jeff Polizin Second by: Grant Galbraith Abstentions: None

ALL AYES – RESOLUTION PASSED**9.0 NURSING ACTION ITEMS****STEPHANIE SHAVER**

- 9.1 MOTION TO ACCEPT THE VOLUNTARY RESIGNATION OF Megan Clay, Public Health Nurse:** This motion is to accept the voluntary resignation of Megan Clay as

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the public health nurse assigned to Cardington School District. This resignation is to be effective May 04, 2018.

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

ALL AYES – MOTION PASSED

- 9.2 MOTION TO INCREASE JOCELYN FYKES NUMBER OF HOURS FROM 30.0 HOURS PER WEEK TO 38.0 HOURS PER WEEK EFFECTIVE THIS PAY PERIOD:** This motion is to approve the increase in hours from 30.0 hours per week to 38.0 hours per week. Jocelyn Fykes will be assigned additional duties such as the Lead Education Grant for these additional hours.

Motion by Jeff Polzin Second by: Shad Gallogly Abstentions: None

ALL AYES – MOTION PASSED

- 9.3 MOTION TO APPROVE THE COST OF BATTERIES AND PADS FOR THE AED SHARED BY DELAWARE GENERAL HEALTH DISTRICT AND MORROW COUNTY HEALTH DISTRICT:** Based on signed MOU Morrow County Health District is responsible for purchasing the batteries and pads for AED equipment. They expire every two (2) years.

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

ALL AYES – MOTION PASSED

- 10.0 ENVIRONMENTAL HEALTH ACTION ITEMS**
N/A

STEPHANIE ZMUDA

11.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

- a. Accreditation Activities Update – Brandy Brewer**
- ✓ Performance Management VMSG Dashboard update
 - ✓ Quality Improvement projects
- b. Environmental Health Division Update– Stephanie Zmuda**
- c. Nursing Division Update – Stephanie Shaver:**
- ✓ Communicable Disease Report
 - ✓ Upcoming Grants:
 - *Safe Communities Grant* (to be applied soon)
 - ✓ Reproductive Health and Wellness Program – numbers increasing
 - ✓ Influenza updates
- d. Health Commissioner:**
- ✓ *Ohio Public Health Combined Conference – May 14 – 16, 2018*
 - ✓ *Annual Report – Sent via email to BOH members, provided to DAC members and available on website*

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- ✓ **Special Meeting of the District Advisory Council Meeting** – Scheduled for April 19, 2018 at EMS Building at 7:00 PM

e. **Board of Health**

- ✓ **Reminder** - Board members need 2 continuing education credits for 2018 by 12.31.2018 – Refer to the information found below.

11.0 MEETING ADJOURNED 7:35 P.M.

Motion by Jeff Polzin Second by: Shad Gallogly Abstentions: None

ALL AYES – MOTION PASSED

NOTICE: Brian Benick, Director of Environmental Health is on FMLA until May 04, 2018. Special meeting of the BOH scheduled for Monday, May 07, 2018.

**NEXT MEETING
May 21, 2018 at 6:00 PM**

Martha Mooney, President Board of Health

Date

Pamela Butler, Secretary Baord of Health

Date