



BOARD OF HEALTH MEETING

CORRECTED

**APPROVED MEETING MINUTES FOR
May 21, 2018**

LOVE LIFE. LIVE HEALTHY

DON'T FORGET TO SIGN IN

Board Members Present:

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

Management Present:

Pamela Butler, MPH
Stephanie Bragg, Director of Nursing
Brian Benick, Director of Environmental Health

Staff Present:

Stephanie Zmuda
Jill Thompson

Guests Present:

Patti Ray
Dan Fowler Russ Brown
Joe ?

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

1.0 INTRODUCTIONS AND WELCOME

2.0 APPROVAL OF MAY 21, 2018 AGENDA

The agenda was approved as amended: 1) Personnel – 9.5 Duplication of Brandy Brewer resignation; 2) Resolution #2018-031-ADM Leave Policies added; 3) Motion to approve 2019 preliminary budget to be submitted to Budget Commission;

Motion by: Grant Galbraith Second by: Shad Gallogly Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

3.0 APPROVAL OF APRIL 16, 2018 MINUTES,

Motion by: Jeff Polzin Second by: Grant Galbraith Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

BOH Bylaws are being revised along with Environmental Health 2017 figures that have been requested are being developed and compiled by Brian Benick, EH Director.

4.0 APPROVAL OF FINANCIALS

5.1 Motion to increase appropriations - *Standing Agenda Item*

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

Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES - Motion Passed

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

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

Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES - Motion Passed

5.3 Motion to approve the 2019 annual preliminary budget

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

Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES - Motion Passed

5.0 SHORT EXECUTIVE SESSION

6.1 Reason to go into Executive Session:

I, Jeff Polzin, make a motion to go into executive session to consider and receive updates regarding the employment, dismissal, discipline, or demotion, of a public employee.

6.2 Person(s) Requested to Attend Executive Session:

All Board of Health members and legal advisory Joe Durham, Attorney from Eastman and Smith.

6.3 Motion to go into Executive Session: Time 6:13 PM - *Roll Call Vote was done*

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

Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES - Motion Passed

6.4 Motion to return from Executive Session: Time 7:00 PM *Roll Call Vote was done*

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

Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES - Motion Passed

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.

There was NO public participation during this time.

7.0 TRAINING ON PUBLIC HEALTH

STEPHANIE BRAGG

Will provide continuing education certificate. Every 30 minutes equals 0.5 credits. Each BOH member must complete specific topics – see below in the information provided. MCHD has information / websites that we can provide for you to use.

FYI - Board Training

(<https://www.odh.ohio.gov/localhealthdistricts/Futures/Board%20Training.aspx>)

Background

The [2012 Legislative Committee on Public Health Futures](#) recommended that local health district board members shall participate in continuing education requirements **related to public health practice, ethics, and governance**. The 130th General Assembly codified this recommendation in 2013.

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.**

Reference Documents and Resources

- [Ohio Association Boards of Health](#)
- [National Association Local Boards of Health](#)
- [UNC Gillings School of Global Public Health](#)
- <http://naccho.org/topics/infrastructure/ethics/training.cfm>
- <http://www.odh.ohio.gov/localhealthdistricts/Futures/Board%20Training.aspx>

Final Rules: [OAC 3701-36-03](#)

Training began at 7:05 PM initiated by Stephanie Bragg, Director of Nursing. She provided a power point handout for all board of health members. Presentations will be put on the website for others to review.

8.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

- 8.1 MOTION TO ACCEPT THE VOLUNTARY RESIGNATION OF Brandy Brewer, PHAB Accreditation Coordinator:** This motion is to accept the voluntary resignation of Brandy Brewer as the PHAB Accreditation Coordinator assigned to complete the accreditation documents due by August 23, 2018. This resignation to be effective on May 31, 2018.

Motion by: Grant Galbraith Second by: Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 8.2 MOTION TO PROVIDE A PAY RAISE OF \$0.50 FOR Morgan Kocher, RN:** Morgan Kocher will be doing the epidemiology work previously being done by Jessica Garver. Morgan has one (1) year to complete all of the necessary requirements that are Public Emergency Preparedness (PHEP) required. She will be working under Jessica and Stephanie to learn the new responsibilities. This pay raise conforms to the wage schedule adopted recently for the epidemiologist position for MCHD.

Motion by: Shad Gallogly Second by: Jeff Polzin Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 8.3 MOTION TO PROVIDE A PAY RAISE OF \$0.50 FOR Amy Briski, RN:** Amy Briski completed her school nurse licensure and can be legally called a school nurse. She has been here since August 2015 and this \$0.50 raise will put her at the top for the wage schedule for Public Health Nurse I.

Motion by: Glenn Bragg Second by: Jeff Polzin Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 8.4 MOTION TO BEGIN THE PROCESS TO SEARCH FOR A PUBLIC HEALTH NURSE FOR CARDINGTON SCHOOL DISTRICT AS VACATED BY MEGAN CLAY:** This position has been in existence and this motion initiates the steps to advertise, interview and hire before the 2018-2019 school year begins. This will be a MCHD contract employee and not an employee of MCHD.

Motion by: Jeff Polzin Second by: Shad Gallogly Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 8.5 ORIGINAL MOTION (to accept Brandy Brewer’s resignation) deleted due to duplication as noted above**

8.5 RESOLUTION #2018-031-ADM: This resolution is to adopt and approve the updated Personnel Leave Policies including FMLA.

Motion by: Glenn Bragg Second by: Grant Galbraith Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

9.0 NURSING ACTION ITEMS
N/A

STEPHANIE BRAGG

10.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

10.1 MOTION TO APPROVE GRANT SUBMISSION FOR A GRANT FROM OHIO WATER DEVELOPMENT AUTHORITY: Refer to the MCHD Grant and/or Program Approval Form that shows estimated costs to develop and implement grants/programs. There is an in-kind match of \$40,000 (50% of the grant). Funding to meet the match will come from sewage program income. This is a 5 year commitment. A tracking and data analysis to be developed.

Motion by: Jeff Polzin Second by: Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

12.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. Accreditation Activities Update – Brandy Brewer

- ✓ *Process to replace Accreditation Coordinator*
- ✓ *Community Health Improvement Plan Meeting – Scheduled for June, 2018*
- ✓ *Morgan applied for United Way funding to purchase AEDs and provide CPR – Calling program – Morrow County First Responder Readiness*

b. Environmental Health Division Update– Brian Benick

- ✓ *Mosquito Sprayer – process and Standard Operating Procedure to be developed for standardization –*
 - Every year the sprayer must be calibrated. There is a free inspection/calibration that will be conducted in Westerville by Clarke Mosquito and Brian will take care of this process.
 - Glenn Bragg, as a member of the board of a campground, will talk to Marengo next week about spraying for mosquitoes.
- ✓ *Trainings Completed:*
 - *CDC—Health Care Provider Counseling for Weight Loss Among U.S. Adults with Arthritis and Overweight or Obesity -1 CEU*
 - *NEHA—Industry Foodborne Illness Investigation Training and Recall Response (IFIIT) – 6 CEUs*
 - *FEMA—Workplace Security Awareness – still awaiting receipt of certificate*
 - *WiCPHET—Professionalism for Public Health Workers – completed 5/16/2018*

- *IPHP—Implementing and Sustaining Continuous Quality Improvement (CQI) in an Organization – completed 5/17/2018*
- *NCIPH—HIPAA: An Overview- currently underway*
- ✓ *The following grant application is underway: OWDA HSTS R&D Grant – due 6/1/2018*

Brian has been asked to update annual report with sewage data. The next quarterly report to the DAC members will be sent out by July 15, 2018.

c. Nursing and Community Health Division Update – Stephanie Shaver:

- ✓ *Communicable Disease Report*
- ✓ **ADMIN:**
 - *Worked with Jill and Division staff members to complete the primarily budget for 2019*
 - *Job restructuring with in the division*
 - Will include the Cardington S. N. at a reduced position of 27 hours/week (25 in the school and 2 in the office)
 - *Working on revised job descriptions for each staff member to reflect the restructuring*
 - *Plan to complete individual performance evaluations by 5/31/2018*
- ✓ **GRANTS MANAGEMENT:**
 - *RHWP grant has extended to August 31, 2018. The new cycle will begin September 1, 2018.*
 - Just submitted the interim program report to ODH
 - *Lead grant activities are underway*
 - Will end June 2018
 - *IAP grant is nearly through, then will transition to the Get Vaccinated Ohio grant*
 - GVO provides a better return on time investment than IAP did
 - Morgan will receive approx. \$3 for every reminder postcard she sends
- ✓ **PHEP**
 - *Jocelyn is doing well with the management of this grant, and submits reports etc. as needed*
- ✓ **CRI**
 - *Some sort of odd distribution mix up is happening from ODH's end*
 - *Will find out more after July 1, 2018*
- ✓ **Safe Communities**
 - *Decided to not apply this year*
 - *Many mandatory deliverables (2 special events, 12 campaigns, 14 educational sessions, plus coalition-building etc.)*
 - *Did not want to apply and get the grant and then not be able to sustain it throughout the grant year*
- ✓ **Early Intervention (Part C)**
 - *Will not re-apply this year*
 - *Did it for 2017-18 on a trial basis*
 - Operated at a large loss to continue it

- Kelly would need to get recertified in all the supervisor and service coordinator trainings, even though she's leaving in a year
- Steph has no experience/time/desire to become certified
- ✓ **BCMh:**
 - Jessica has taken Megan's caseload
 - Current caseload: 132
 - Janice Potts, RN from ODH BCMh Program is scheduled to come on 5/31
- ✓ **CLINIC:**
 - School-based immunization clinics have been scheduled for Highland, Cardington, Northmor and Tomorrow Center
- ✓ **OUTREACH**
 - Morgan continues to network and build relationships with MCHD and law enforcement and EMS
 - Jocelyn is building relationships with law enforcement and EMA
- ✓ **RHWP:**
 - Project Director Meeting 5/22
 - We are hoping to get more information on LARC and 5 A's training
 - Has been steady in patient loads
- ✓ **SCHOOL NURSING**
 - Contract for Cardington will be sent to Mr. Petrie this week in order for him to take to the school board for approval
 - Have met with him already to discuss terms
 - Will be one nurse at 27 hours per week (25 in the school and 2 in the office)
 - Contract for Tomorrow Center will go to their next board meeting
 - Have met with the admin to discuss terms
 - Will be Morgan Kocher on an hourly, as needed basis
 - Currently working on contract for Northmor
 - Will need to discuss need for Highland contract or not

d. Health Commissioner:

- ✓ Ethics Training scheduled for May 30, from 1000 AM to 1:00 PM (from the Ethics Commission)
- ✓ Ohio Public Health Combined Conference – May 14 – 16, 2018
- ✓ Consideration of change to BOH meeting date and times
- ✓ Sunshine Laws Training Document for times and dates
- ✓ Standard Operating Procedures (SOP) are being developed for all aspects and across the age. They can be used for training purposes, standardization between employees, compliance/audits, etc.
 - FYI - Clarify the difference between the Policy and procedure in order to have us all on the same page. Basically, a policy says what MCHD is going to do, and a procedure describes how it will be done.
 - **A policy** is a clear statement that describes how we will conduct business, provide services, and take action. They are a set of guiding principles to direct decision making within the agency.

- **Procedures**, also called **Standard Operating Procedures (SOPs)**, describe how each policy will be put into action within MCHD. They outline who will do what, what steps they need to take, and what forms or documents must be used.
- For example: It is MCHD's policy to follow ACOG guidelines, CDC recommendations, etc., in the RHWP clinic. This policy is supported by numerous procedures like: How and who to screen with certain tests; How to provide lab services, etc.

We will roll out all of the new policies and procedures as they are approved by the BOH, incrementally. The first set of policies will go to the BOH for approval next week. At each monthly staff meeting, Karrie and I will present the policy batch that was approved by the BOH for the month. Everyone will be able to review them, and sign off on their review. When the whole manual is complete, we will only need to review it annually thereafter.

What this means for you - if you are better equipped to write an SOP during this process, I will delegate that task to you. Such as- asking Amy to write the SOP for hearing screenings for the school. She is the subject matter expert for this, so she is the best person to write it.

e. Board of Health

11.0 MEETING ADJOURNED 8:10 P.M.

Motion by: Shad Gallogly

Second by: Glenn Bragg

Abstentions: None

Bragg X

Mooney X

Gallogly X

Polzin X

Galbraith X

NEXT MEETING
June 18, 2018 at 6:00 PM