



BOARD OF HEALTH MEETING
MEETING MINUTES
July 19, 2018

LOVE LIFE. LIVE HEALTHY

DON'T FORGET TO SIGN IN

Board Members Present:

Shad Gallogly – (SG)
Jeff Polzin, RPh – (JP)
Glenn W. Bragg (GB)

Martha Mooney, DVM – (MM)
Grant Galbraith, MD – (GG) - *Absent*

Management Present:

Pamela Butler, MPH
Stephanie Bragg, Director of Nursing

Staff Present:

Karrie Hursey
Lynne Keesey
Rodney Brewer
Stephanie Zmuda
Jill Thompson
Morgan Kocher

Brian Benick, Director of EH - Attended meeting but did not sign in

Guests Present:

Russ Brown
Larry Smith
Tim Hack
Burgess Castle – County Commissioner
Joe Sherman
Alberta Stozkovic

Norm Miller
Kenneth Keen
Tom Whiston – County Commissioner
Warren Davies – County Commissioner
Tim Keen
Charles Howland – County Prosecutor

CALL THE MEETING TO ORDER 6:02 P.M.

1.0 INTRODUCTIONS AND WELCOME

2.0 APPROVAL OF JULY 19, 2018 AGENDA

3.0 JULY 19, 2018 AGENDA ADDITIONS / CHANGES

The following were added to the agenda at this time:

- 1) 5.1 Added amount; 2) 8.5 New resolution; 3) 8.6 New resolution; 4) 9.1 New resolution

Motion by Jeff Polzin Second by Glenn W. Bragg Abstentions None

Bragg Y Mooney ___ Gallogly Y Polzin Y Galbraith Absent

All AYES – Motion Passed

4.0 APPROVAL OF JUNE 18, 2018 MINUTES

Discussion included the possibility of having a taping device and suggested that more information be included.

Due to lack of motion the minutes will be tabled until the next month (August)

Motion by Jeff Polzin Second by Glenn W. Bragg Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

All AYES – Motion Passed

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.

Increase: To the following accounts from the unappropriated certified monies
85508550-530310 Budgeted 11,339.00 Requesting \$15,000
Total = \$26,339.00

Motion by Jeff Polzin Second by Shad Gallogly Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

All AYES – Motion Passed

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

Motion by Jeff Polzin Second by Shad Gallogly Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

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.

Tim Hack, Mt. Gilead, Ohio, completed the public participation form. The topic for discussion will be septic systems. Active discussion regarding sewage survey and problems associated with the sewage program overall. Concerns over where to go from here and what needs to be done.

7.0 DELETED - TRAINING ON PUBLIC HEALTH for this month

STEPHANIE BRAGG

8.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

- 8.1 RESOLUTION # 2018-041-EP: This resolution is to approve the professional services contract by and between the Morrow County Office of Homeland Security and Emergency Management (EMA) with the Morrow County Board of Health:** The Morrow County Health District's Emergency Preparedness Coordinator will be to assist with emergency response planning, grant writing and reporting, and coordination of emergency response drills and/or exercises. An invoice including an itemized statement listing services provided, dates of services, and any other services provided as well as amount of payment due and signature of contractor will be submitted on a monthly basis. Compensation to MCHD is up to maximum of 416 hours (8 hours per week X 52 weeks) at a cost of up to a maximum amount of \$17,056 during effective dates of this contract.

Resolution by Jeff Polzin Second by Shad Gallogly Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

All AYES - Motion Passed

- 8.2 RESOLUTION # 2018-042-N: This resolution is to approve the FY2018-2019 Memorandum of Agreement for Get Vaccinated Ohio Grant Administrative Support Services between Union County Health District and Morrow County Health District:** This MOU is to allow MCHD to provide grant services through Union County Health District for vaccination services including reminder/recall contacts, disparities identification and evaluation, pediatric and adolescent AFIX processes, MOBI education processes, training and educating across the county for Impact SIIS, and others. MCHD will follow the OGAPP policies, procedures, and requirements including other guidelines and deliverables set forth in this grant and total value of this agreement will not exceed \$28,957.

Resolution by Jeff Polzin Second by Shad Gallogly Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

All AYES - Motion Passed

- 8.3 RESOLUTION # 2018-043-ADM: This resolution is to approve the Personal Service Agreement by and between Morrow County Health District and Anne Goon, MS, RD, LD:** MCHD is in need of a qualified public health professional with expertise in public health accreditation activities and Ms. Anne Goon has the expertise to lead and provide support to move through the accreditation process. This contract will take effect June 19, 2018 and remain in effect through December 31, 2018 or until contract suspended or terminated. It can be renewed for additional periods of time if both parties agree. Refer to Resolution #2018-039-ADM for further information.

Resolution by Glenn W. Bragg Second by jeff Polzin Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent

All AYES - Motion Passed

Glenn W. Bragg wants to have a summary of how much money has been spent on her to date.

8.4 RESOLUTION # 2018-044-N: This resolution is to provide school nursing services to Cardington- Lincoln Local Schools. The contract provides details on how this contract is to be administered including hours per week, payment, type of nursing services, etc. the total cost to be paid to MCHD will be monthly upon receipt of a detailed invoice submitted by MCHD. The total cost for school year FY 2018-2019 will be for \$26,475.59 including wages, Medicare, OPERS, and Workers' Compensation. MCHD has provided school nursing services to Cardington-Lincoln for many years.

Resolution by Glenn W. Bragg Second by Shad Gallogly Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent
All AYES - Motion Passed

8.5 RESOLUTION # 2018-045-N: This resolution is to provide school nursing services to Northmor Local Schools. The contract provides details on how this contract is to be administered including hours per week, payment, type of nursing services, etc. the total cost to be paid to MCHD will be monthly upon receipt of a detailed invoice submitted by MCHD. The total Northmor Schools' cost for school year FY 2018-2019 will be for \$34,000 including wages, Medicare, OPERS, and Workers' Compensation and percentage of insurance payable to MCHD. MCHD has provided school nursing services for Northmor for many years.

Resolution by Jeff Polzin Second by Shad Gallogly Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent
All AYES - Motion Passed

8.6 RESOLUTION # 2018-046-N: Rule 3701-29-15(G & H): Vertical Separation Distance to be changed: When a seasonal water table is present, the board of health may establish a vertical separation distance no less than six (6) inches and no greater than twelve (12) inches, with a required minimum thickness of in situ soil within the infiltrative distance of no less than six inches when effluent is discharged to the soil absorption component. Unless otherwise established by the board of health, the vertical separation distance to the seasonal water table shall be twelve (12) inches and the required minimum thickness of in situ soil beneath the infiltrative surface shall be six (6) inches when effluent is discharged to the soil absorption component.

In reference to 3701-29-15 (G) of the Ohio Administrative Code, whereas the board of health may establish a vertical separation distance no less than six inches and no greater than eighteen inches, with a required minimum thickness of in situ soil within the infiltrative distance of no less than six inches, the Board shall maintain a vertical separation distance of no fewer than twelve (12) inches as prescribed in 3701-29, without justification based on significant limitations in county soils.

Resolution by Jeff Polzin Second by Glenn W. Bragg Abstentions Shad Gallogly

Bragg Y Mooney Y Gallogly Abstain Polzin Y Galbraith Absent
All AYES – Motion Passed

- 8.7 MOTION:** Approve the following equipment to be taken out of MCHD inventory.
800-068 Vaccine refrigerator (Helmer) – Serial #977851
3 Old Mosquito Sprayers

Motion by Jeff Polzin Second by Shad Gallogly Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent
All AYES – Motion Passed

9.0 NURSING ACTION ITEMS

STEPHANIE BRAGG

- 9.1 Motion to approve the hiring of Sadie Stoots RN, BSN to begin the hiring process to start on August 02, 2018 for the Cardington-Lincoln Schools as the school nurse for the FY2018-FY-2019.** The resolution to hire will be provided at the next BOH following all background checks are acceptable.

Motion by Jeff Polzin Second by Glenn W. Bragg Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Absent
All AYES – Motion Passed

10.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

11.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

- a. **Environmental Health Division Update**
- b. **Nursing and Community Health Division Update – Stephanie Bragg**
Communicable Disease Report
- c. **Jessica Garver**
- d. **Health Commissioner:**
 - ✓ Continuation of the HCF Program – through the Rural Health Care Program for connect funding. This provides reimbursement to MCHD for Internet and/or Phone services.
 - ✓ SERB Mediation Conference Notice dated and mailed 07/13/2018 – Charles Howland to attend the meeting at SERB
 - ✓ SERB Letter, Report and Recommendation dated 07/06/2018
 - ✓ NALBOH Annual Conference – Raleigh, NC
- e. **Board of Health Updates**

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: Charles Howland, Prosecutor, was invited into the Executive Session.

Motion to go into Executive Session: Time 7:30 PM (As Needed) - Roll Call Vote

Motion by Jeff Polzin Second by Shad Gallogly Abstentions None

The Health Commissioner did a roll call vote to which each BOH member in attendance agreed.

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Absent

All AYES – Motion Passed

Motion to return from Executive Session: Time 8:35 PM_ (As Needed) Roll Call Vote

Motion by Shad Gallogly Second by Glenn W. Bragg Abstentions None

The Health Commissioner did a roll call vote to which each BOH member in attendance agreed.

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Absent

All AYES – Motion Passed

THE MEETING IS BACK IN SESSION AT 8:35 PM

Jeff Polzin made a motion that Brian Benick would stay on administrative leave until the August meeting and at the next regularly scheduled (August) BOH meeting that a disciplinary hearing would take place.

Bragg N Mooney Y Gallogly Abstain Polzin Y Galbraith Absent

Three votes, majority, are needed to pass a motion. Motion failed due to lack of quorum.

Jeff Polzin restated the motion with a second by Glenn W. Bragg and was as follows:

To continue administrative leave for Brian Benick until August BOH meeting.

Bragg N Mooney Y Gallogly Y Polzin Y Galbraith Absent

Motion Passed

Jeff Polzin restated the second part of the original motion with a second by Glenn W. Bragg and was as follows:

To have a disciplinary hearing scheduled at the next BOH meeting (August)

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Absent

Motion Passed

12.0 MEETING ADJOURNED 9:22 P.M.

Motion by Glenn W. Bragg Second by Shad Gallogly Abstentions None

All Ayes – Motion Passed