



BOARD OF HEALTH MEETING
REVISED MINUTES
June 18, 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 – (JP)
Glenn Bragg (GB)

Management Present:

Pamela Butler, MPH
Stephanie Bragg, Director of Nursing
Brian Benick, Director of EH

Staff Present:

Karrie Hursey Stephanie Zmuda
Lynne Keesey Jill Thompson
Rodney Brewer

Guests Present:

Russ Brown Norm Miller
Monica Rollins Drew Fowler
Tim Hack

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

1.0 INTRODUCTIONS AND WELCOME

2.0 APPROVAL OF JUNE 18, 2018 AGENDA

The agenda was approved as amended: 1) Shad Gallogly would like for Pamela Butler to read the minutes; 2) Change Stephanie Shaver name to Stephanie Bragg (12.0); 3) Delete Motion to increase appropriations – no changes (5.1); change in date from 2108 to 2018 for resolution #40-ENV

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

All AYES – Motion Passed

3.0 APPROVAL OF MAY 21, 2018 MINUTES

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

All AYES – Motion Passed

4.0 APPROVAL OF FINANCIALS

4.1 Motion to increase appropriations – *Standing Agenda Item*
Not Applicable - Deleted – no increases for this month

4.2 Motion to approve the monthly financials as presented - *Standing Agenda Item*
Motion by Grant Galbraith Second by Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

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.

No requests were made to participate in this part of the meeting.

6.0 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**.

Information was provided.

7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

7.1 RESOLUTION # 2018-033-ADM: This resolution is to approve the implementation of an individual to be elevated to the Deputy Health Commissioner position as a 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.

A proactive succession plan can make all the difference, providing teams and clients with a smooth transition and giving retiring advisors greater peace of mind. Thoughtful planning is critical to creating a successful transition.

Discussion took place regarding the title of this position. The title was changed to Assistant Health Commissioner rather than Deputy. Grant Galbraith asked the

question regarding “who will be the appointing person?” Health Commissioner replied that she would like to be able to be the one to name the person.

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

All AYES – Motion Passed

7.2 RESOLUTION # 2018-034-ADM: This resolution is to approve and adopt an *Internal Record Audit* policy for different programs across the agency including vital statistics, administrative, EH and nursing programs.

NOTE: The principles underlying records management (i.e. creation, retention, disposal) apply equally to information in any media (e.g. paper, electronic, voice, video, digital, photographic etc). This means that procedures for e-mail, information held on shared and personal hard drives, information held on other recording devices (e.g. palmtops, laptops, data sticks) need to be clearly set in the context of managing records.

Auditing your records management process ensures that your business meets legal and regulatory requirements. The process also provides a window into the effectiveness of your operations. Whether an internal audit or one conducted by an external body, the procedure is similar. The ultimate goal of the audit varies, but it typically focuses on ensuring that your business follows the procedures for records management as defined by your operational controls and the regulatory requirements of your industry.

Resolution by Shad Gallogly Second by Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

7.3 RESOLUTION # 2018-032-ADM: This resolution is to approve and adopt a *Time Keeping* policy for all employees. This policy sets forth the requirements to accurately record time that an employee begins and ends their work on their daily time sheets. It discusses documentation for meals, beginning and ending of work periods, overtime/compensatory time requires approval before working, It includes temporary changes to work schedule such as overtime, flex time, overtime, compensatory time. The policy discusses tardiness, holidays, jury duty, court leaves, blood donations leave, and volunteer/unpaid time.

Resolution by Shad Gallogly Second by Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 7.4 **RESOLUTION # 2018-035-ADM: This resolution is to approve and adopt a Dress Code for all employees.** The original policy was developed and adopted in 2010, updated in 2016 and has been reviewed, updated and policy developed in 2018. Employees all had the opportunity to participate in the development of the policy.

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

All AYES – Motion Passed

- 7.5 **RESOLUTION # 2018-036-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. MCHD agrees to refer transportation requests of elderly and wheel chair bound to Morrow County Services for Older Citizens, when appropriate; refer request for access and nutrition services; review agreement annually. Agreement may be terminated by written notice by either agency, to be effective 30 days after receipt of termination.

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

All AYES – Motion Passed

- 7.6 **RESOLUTION # 2018-038-ADM: This resolution is to develop, approve and adopt an independent contractor relationship 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 based on time, number of measures and complexity.

The BOH asked that this be reassessed in three (3) months (September 30, 2018). The contractor will provide written summary to Board of Health.

Resolution by Shad Gallogly Second by Glenn Bragg Abstentions: None
Bragg X Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

- 7.7 **RESOLUTION #2018-039-ADM: This resolution is to provide payment to Jonathan Edwards for completing PHAB deliverables related to emergency preparedness activities up to a total of \$1000.00.** He will track his time and a deliverable based system will be developed. He has been working on these for some time and deserves to be compensated for his hard work.

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

All AYES – Motion Passed

Update – Mr. Edwards would prefer to document volunteer hours (which he is and has been tracking since January 1, 2018). He does not want this payment to change his tax bracket. Volunteer hours can be taken as a tax break.

7.8 MOTION: To Approve Stephanie Bragg, BSN, RN, Director of Nursing, as the Assistant (not Deputy) Health Commissioner for Morrow County Health District. Stephanie has stepped up and has been functioning in this capacity for several months. These added responsibilities should include a raise based on the increased duties. Performance appraisals shall take place in 3 and 6 month intervals during probationary time.

This person will fill in for the Health Commissioner when needed. The BOH would like research for increase in pay for salary for this position.

Originally, Glenn Bragg seconded this motion but following discussion regarding potential conflict of interest, Glenn Bragg decided to abstain and withdraw his second. After GB made the comment that Ms. Bragg was the mother of his grandchildren, a member of the public raised the question of a conflict and that he should not vote on this motion. Mr. Bragg is the ex-father-in-law of the Director of Nursing.

Motion by Grant Galbraith Second by Jeff Polzin Abstentions: Glenn Bragg
Bragg --- Mooney X Gallogly X Polzin X Galbraith X

All AYES – Motion Passed

7.9 MOTION: (There are two different motions as found below):

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 |

The added duties/responsibilities needs to provide an increase of \$0.50 per hour with performance evaluation to take place in 3 and 6 month intervals.

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

All AYES – Motion Passed

| NAME | CURRENT JOB TITLE | NEW JOB TITLE |
|---------------|-------------------|-----------------------|
| Rodney Brewer | Sanitarian I | Registered Sanitarian |

The added duties/responsibilities needs to provide a pay increase to bring his pay to \$22.00. Rodney stepped up and is taking on more duties and responsibilities. Based on adopted 2018 Wage Scale an increase to \$22.00 per hour with performance evaluation to take place in 3 and 6 month intervals. It is the minimum pay for RS-2. He will be adding the responsibility of completing standard operating procedures/forms for the programs he currently is responsible for.

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

All AYES – Motion Passed

7.10 MOTION: Approve the following equipment to be taken out of MCHD inventory.

600-159 Printer ID Badges
900-10 Meter-Oxygen Ultra-Meter YSI 550A
500-1 Bookcase-wood library style

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

All AYES – Motion Passed

8.0 NURSING ACTION ITEMS

STEPHANIE BRAGG

8.1 RESOLUTION # 2018-037-ADM: This resolution is to purchase a new vaccine refrigerator as needed to store and protect our vaccine inventory. The present one is 10 years old and has been having difficulty keeping temperature stable.

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

All AYES – Motion Passed

Dr. Galbraith offered his refrigerator in his office as a backup system when and if needed.

9.0 ENVIRONMENTAL HEALTH ACTION ITEMS

BRIAN BENICK

9.1 RESOLUTION #2018-040-ENV: This resolution is to allow a variance for Edison Quick Stop regarding a handwashing sink. This will allow use of the new food prep area and temporary use of the existing handwashing facilities. Refer to your attachment (letter) from the owner, Monica Rollins.

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

All AYES – Motion Passed

Monica Rollins, owner of the Edison Quick Stop, requested a variance in writing to the BOH regarding the sink. The Board approved the variance with a beginning date of the opening of the new area on July 2, 2018 and then she has 90 days to correct the issue.

10.0 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*

Brian was questioned over his statistics report regarding sewage. And the O & M program.

620 Non-mechanical letters
269 Aerations letters
366 Done – Non- mechanical
656 Done – Aerations

Brian Benick stated that inspections are not taking place annually it is taking more than one year – more like 2 years between inspections.

b. Nursing and Community Health Division Update – Stephanie Bragg (changed name from Shaver to Bragg)

- ✓ *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 Records Audit 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. **Jessica Garver**
- *Tracie and I are reviewing the marketing materials that we received from the Project Directors meeting and trying to plan new advertising for the clinic. Our number of visits have remained steady but we have slowed down on LARCS. I have provided Tracie with the information to contact Jo Taylor at CPH for IUD training. I created a new tracking sheet to streamline all of our information that needs reported.*
 - **BCMH:** *I met with Janice to familiarize myself with Megan's caseload. I will be working this month to make contact with everyone and complete any outstanding billing.*
 - **Clinic:** *I think Morgan has updated you on all the clinics that have been scheduled. I will work with her to update the school clinic forms.*
- d. **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*
 - *Fair Board Update*
 - ✓ **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*
 - *Countywide Flu Clinic Scheduled at EMS Building (Mt. Gilead) 09/29/2018*
 - *Consideration of change to BOH meeting date and times*
- e. **Board of Health Updates**
- ✓ *Leadership meeting held on June 5, 2018 beginning at 8:00 AM. All three (3) members of the Leadership Team were in attendance as well as two (2) Board of Health members (Marty Mooney and Shad Gallogly).*

11.0 MEETING ADJOURNED 8:39 P.M.

Motion by Glenn Bragg

Second by **Shad Gallogly**

Abstentions: None

Passed

Failed

Reason to go into Executive Session: NOT APPLICABLE

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**

Martha Mooney - MCHD President

Date

Pamela Butler - MCHD Health Commissioner

Date