

June 2018 revised minutes were presented at the August 2018 regular BOH meeting and accepted as written.

Motion by Glenn W. Bragg Second by Shad Gallogly Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

All AYES – Motion Passed

3.1 APPROVAL OF JULY 19, 2018 MINUTES

The minutes were approved as written.

Motion by Grant Galbraith Second by Jeff Polzin Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

All AYES – Motion Passed

3.2 APPROVAL OF AUGUST 09, 2018 MINUTES

The minutes were approved as written.

Motion by Glenn W. Bragg Second by Jeff Polzin Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

All AYES – Motion Passed

4.0 APPROVAL OF FINANCIALS

4.1 Motion to INCREASE appropriations – *Standing Agenda Item*

See the memo from Jill Thompson to increase appropriations to **PROFESSIONAL SERVICES** from the unappropriated certified monies. See below and information contained on the memo.

Increase: To the following accounts from the unappropriated certified monies
8550-8550-530310 Budgeted \$26,339.00 Requesting \$43,000.00
Total = \$69,339.00

Motion by Grant Galbraith Second by Jeff Polzin Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

All AYES – Motion Passed

The increase is due to the new Community Health Assessment (CHA) to be completed by the Hospital Council of Northwest Ohio (HCHO). The total cost of the CHA will be \$43,000. Local public health districts/departments are required to complete an assessment every three (3) years with their multiple community partners including the hospitals, schools, mental health, and other agencies/organizations. The Morrow County Hospital and Delaware-Morrow Mental Health and Recovery Service Board have both agreed to contribute \$10,000 as they have in the past. The Health Commissioner will solicit additional funds from agencies within the Family Children's First Council (FCFC).

MCHD received funding (approximately \$16,500) from the Ohio Department of Health to provide and complete the CHA in the required time frame per Ohio Revised Code so that all agencies are on the same cycle.

The first CHA meeting is scheduled for October 04, 2018 beginning at 10:00 AM to 2:00 PM. This meeting will be to develop the survey for both adults and youth. All board members are invited as well as public.

4.2 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 Y

All AYES - Motion Passed

A discussion took place regarding funding sources. If there is no funding source for different programs and/or services and/or personnel the MCHD levy is the source of funding. EX: The sewage program (restricted fund) is only able to pay for individuals who provide this service or assist in the program.

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.

As of August 16, 2018 at 5:00 PM, no one had requested to attend the meeting and speak before the Board of Health. It was discovered that the *public participation form* does not submit to the agency as it is supposed to do – apparently due to a glitch in the website software. This will be looked into and corrected as soon as possible.

The BOH allowed several individuals to discuss the Hidden Lakes issues.

Dan Fowler, Hidden Lakes, spoke before the board members. There is a contract issue for \$1.00 to cover insurance. This process to tear down housing units unfit for habitation has been discussed for several months – even back to January 2018. The Franklin Township Trustees are ready to go forward.

- The Health Commissioner spoke to Faith Kunze (Franklin Township) about the issues on that day. She talked about the revamping of the funding process so that it is fair and equitable across the county for every township and village. The townships will receive information when the meeting is scheduled so that there is active participation from the development of the process to implementation of the process.

- The Health Commissioner will call Charles Howland, County Prosecutor, in the morning (08/21/2018) to get his opinions on the issues and how to move forward. She will then contact Mr. Fowler at 567-231-9032 as soon as she discusses with Charles Howland to give him the updates.
- On 08/21/2018, she did have a conversation with Mr. Howland and then contacted Mr. Fowler and Dan May, Franklin Township trustee with the results of the conversation.
- Questions – who oversees this project? Who is responsible? Hidden Lakes would like the contract to be with MCHD and for them to provide oversight.
- The Health Commissioner also called Dan May at 419-946-5214 as requested regarding the conversation with the prosecutor. A good discussion took place on the changes that MCHD would like to develop and implement. Mr. May agreed on the phone that he would like to participate in the process.
- Hidden Lakes is ready to sign the contract to tear down structures as discussed for \$1.00. The process – contract with MCHD for Hidden Lakes to fulfill the contract deliverables and reports to Franklin Township that the structures were cleaned up.

6.0 DELETED - TRAINING ON PUBLIC HEALTH for this month

STEPHANIE BRAGG

7.0 ADMINISTRATIVE / AGENCY ACTION ITEMS

PAMELA BUTLER

7.1 RESOLUTION # 2018-50-ADM: Resolution for 2019 Employee Health Insurance Benefits - Costs

Motion by Shad Gallogly Second by Glenn W. Bragg Abstentions None
Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

Resolution Tabled until September 2018 Meeting

All AYES – Motion Passed

Multiple versions of the county health insurance costs were provided to the board members to review and discuss. MCHD currently pays 85% - employees pay 15% of the costs and the county employees pay 20% - county pays 80%. The county would like all employees to pay the same percentage. Refer to the attachments for additional information.

- 7.2 MOTION:** Approve the following equipment to be taken out of MCHD inventory.
Sensaphone 2000 (old) – tracking for temperature of vaccine refrigerator/freezer
Sensaphone 400 (newer, unusable) – cannot be used for freezer temperatures

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

All AYES – Motion Passed

- 7.3 MOTION:** Approve the selling of the Sensaphone 400 on EBay to pay for the new one. This will allow us to use the money to assist in payment of the new Sensaphone, which has been received.

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

All AYES - Motion Passed

8.0 NURSING ACTION ITEMS

STEPHANIE BRAGG

8.1 Motion to approve the hiring of Sadie Stoots RN, BSN so that MCHD can begin the hiring process for her to begin working as of August 02, 2018 for the Cardington-Lincoln Schools school nurse for the FY2018-FY-2019.

Motion by Grant Galbraith Second by Glenn W. Bragg Abstentions None

Bragg Y Mooney __ Gallogly Y Polzin Y Galbraith Y

All AYES - Motion Passed

All costs for this school nursing position are part of and covered by the contract between Cardington-Lincoln School District and MCHD. Ms. Stoots employee costs are covered by the contract. Mr. Brian Petrie, Superintendent of Cardington-Lincoln School District, was part of the interview process. This way of doing school contracts will continue into the future.

9.0 ENVIRONMENTAL HEALTH ACTION ITEMS

STEPHANIE ZMUDA

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: Pamela Butler, Health Commissioner, was invited into the Executive Session with the BOH members by Jeff Polzin.

Motion to go into Executive Session: Time 6:41 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 Y

All AYES - Motion Passed

Motion to return from Executive Session: Time 7:08 PM (As Needed) *Roll Call Vote*

Motion by Glenn W. Bragg Second by Grant Galbraith 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 NOW BACK IN SESSION AT 7:10 PM

9.1 RESOLUTION #2018-051-EH: This resolution is to move Stephanie Zmuda, R.S. into the position of Interim Director of Environmental Health until further notice.

Refer to Ohio Revised Chapter 3701-36-36: Local Health Departments 3701-36-03 Minimum Standards – employing a registered sanitarian as environmental health director (page 2 of 11) <http://codes.ohio.gov/oac/3701-36>.

This can be considered a component of the succession plan for Environmental Health. All BOH members were provided the ORC requirements.

The discussion of why /why not centered on the word *Interim*. The definition found online states the following: *in or for the intervening period; provisional or temporary.*

Resolution by Grant Galbraith Second by Jeff Polzin Abstentions Shad Gallogly
Bragg N Mooney Y Gallogly AB Polzin Y Galbraith Y

Resolution Passed

9.2 RESOLUTION # 2018 - 052-EH: This resolution is to provide an environmental health regulation variance request for Brandy and Richard Reece (septic system).

Resolution by Glenn W. Bragg Second by Jeff Polzin Abstentions Shad Gallogly
Bragg Y Mooney Y Gallogly Ab Polzin Y Galbraith Y

Resolution Passed

9.3 RESOLUTION #2018 - 053-EH: This resolution is to provide an environmental health regulation food variance request for Hawaiian shaved Ice.

Resolution by Glenn W. Bragg Second by Jeff Polzin Abstentions None
Bragg Y Mooney ___ Gallogly Y Polzin Y Galbraith Y

Resolution Passed

This is a conditional variance for approval. It is approved only if the Ohio Department of Health agrees that it is an acceptable and approved variance. Refer to the following conditions for approval by the BOH:

1. Proof of Delco service to the property
2. Satisfactory inspection of ice making and storage facilities and equipment
3. Proof of bags being food grade
4. Written procedures agreed upon by operator, food program sanitarian
5. Departure from written procedures without prior approval will nullify/void variance
6. Ice is not for retail sale or other use besides in his mobile FSO (food service operator)

10.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

- ✓ **Laws and Rules Regulating the Practice of Environmental Health as of October 1, 2014** *Source Accessed 08/201/2018: <http://sanitarian.ohio.gov/pdfs/SANLaws.pdf>*
4736.15 Registration required for practice of environmental health. No person shall engage in, or offer to engage in, the practice of environmental health without being registered in accordance with sections 4736.01 to 4736.16 of the Revised Code. A sanitarian-in-training may engage in the practice of environmental health for a period not to exceed five years, provided he is supervised by a registered sanitarian. No person except a registered sanitarian shall use the title "registered sanitarian" or the abbreviation "R.S." after his name, or represent himself as a registered sanitarian. Whoever violates this section is guilty of a misdemeanor of the fourth degree. (1987 H 129, 07-20-1987; 1977 H 137).
- ✓ **Refer to Ohio Revised Chapter 3701-36-36: Local Health Departments**
 - Minimum standards (3701-36-03) – see page 2 of 11 – employing a registered sanitarian as environmental health director
- ✓ Sewage program issues and concerns
 - Health Commissioner to contact Steve Miller about Glenn W. Bragg's problem system.
 - Update as of 09/06/2018: Mr. Miller is looking into a redesign and will make suggestions of potential fixes for the problem.
- ✓ Turned over the Small Flow Systems to OEPA (hiatus at this time) – recommended by ODH following site survey
 - As required by code, notified both OEPA and ODH Directors via mail.
 - Update as of 09/04/2018: Health Commissioner received written acknowledgement (letter) from OEPA and is taking back the small flow systems program. MCHD will provide a list of all small flow systems in the county.
- a. **Nursing and Community Health Division Update – Stephanie Bragg**
 - ✓ La Crosse Cases and Information
 - Had 4700 Facebook hits regarding this subject
 - No new cases – total of 7 since 2010
 - Update: Multiple locations throughout county with mosquitoes testing positive for West Nile virus
 - ✓ Communicable Disease Report
 - Vaccination for the Amish at Owl Creek Auction House
 - ✓ Fair update and cost of personnel at the fair
 - BOH members - Sign up as volunteers
 - Consider getting out of tent to talk and draw people into tent
 - How much or how little cost to work the booth? Average cost of \$34.95 per hour for employee to work the fair booth
 - Will tally the number of people who enter the tent
 - Bullet points to be created for everyone to use during their time at the fair booth regarding MCHD services

b. Clinic and BCMH - Jessica Garver

- ✓ Clinic days filling up fast with school time here
- ✓ In-school immunization clinics begin this week. First is Highland. Also scheduled for Cardington, Northmor, and the Tomorrow Center schools
 - Mt. Gilead schools did not want to participate in the immunization clinics at the schools
- ✓ Reproductive Health – ending current grant year on 08/31/2108 and beginning the next grant cycle on 09/01/2018.
 - 207 patients for next year
- ✓ BCMH – current caseload = 141 clients

c. Health Commissioner:

- ✓ FYI - Resolution from April 2008 – Giving Health Commissioner authority to hire and terminate – this to be updated as new policies are being developed
- ✓ Letter to County Commissioners regarding rent and moving health department from the Community Services Building – see response document
- ✓ Update from Anne Goon – accreditation summary and cost
- ✓ AOHC Fall Conference September 26 – 28
 - Medical Director is required by ORC to attend a Meeting per year
 - Suggested that Dr. Freundlich attend the Medical Director’s University
- ✓ FYI - Parliamentary Procedures At a Glance Table provided to all BOH members
- ✓ Request for Proposal by State Auditor to Complete MCHD Audit
- ✓ FYI – INVITATION TO OABH ANNUAL MEETING

Saturday, September 15, 2018, 10 am

Health Commissioners, please pass along this registration information to your local board of health members. Thank you for your assistance.

Location: Orange Branch of the Delaware County Library, 7171 Goodling Blvd., Delaware, OH 43015

To view the agenda, click [here](#). Register for the meeting [here](#). If you need further assistance, please email oabh_2@yahoo.com. We hope to see you there!

- ✓ Letter from ODH to provide Environmental Health Personnel Needs Analysis/Program Inventory for MCHD
 - ODH results – final report to come and included the following:
 - Field Sanitarians – minus RFE Program 3.027 FTE
 - Supervision – minus RFE Program 0.075 FTE
 - Total minus RFE Program 3.77 FTE
 - RFE Program
 - Risk 0.328 FTE
 - Mobile & Temporaries 0.017 FTE
 - Plan Review 0.005 FTE
 - Total 0.350 FTE
- Total of the Two (2) above 4.12 FTE
 - Proposed HSTS and O&M Program
 - Service Providers Inspections 0.113 FTE
 - Supervision 0.012 FTE
- Total of the Two (2) above 0.125

Grand Total 4.12 FTE + 0.125 = 4.245 FTE

d. Board of Health Updates

- ✓ Glenn W. Bragg discussed a property located at 490 Township Road 198, South Bloomfield regarding some sewage issues found during 10 year inspection
 - About ¼ of system is on the neighbor's property
 - Leach field and curtain drain run into the neighbor's pond
 - No easement at this time
- ✓ Glenn W. Bragg discussed another property that he was doing a 10 year inspection
 - Mr. Bragg probed the field (18" – 20" below ground)
 - The field system goes over /under another system
 - Illegal system – not in compliance
 - To fix – will need to reroute and go around new system
 - Jerry West did the original system
 - Steve Miller did the design and soil evaluation for the new system
 - Note: Soil scientist does not carry bond for his/her work
 - The new system bumped the other up to 3 bedroom system
 - No way to tell which system is bleeding
 - Who is responsible?
 - Potential fix: reroute; new inspection port to be put in; cut off on opposite side of the field.
 - Update: Health Commissioner along with Rodney Brewer has discussed this issue with Steve Miler

Following Motions by Board of Health Members

Jeff Polzin made the motion followed by Grant Galbraith with a second to do the following:

MOTION - *Keep Brian Benick on paid administrative leave*

Bragg N Mooney _ Gallogly Y Polzin Y Galbraith Y

Motion Passed

Jeff Polzin made the motion followed by a second from Grant Galbraith to do the following:

MOTION – Contract with Delaware County or Knox County (which ever one is better) to assist in the sewage review process prior to sending to Ohio Department of Health.

Bragg N Mooney Y Gallogly Abstain Polzin Y Galbraith Y

Motion Passed

Last resolution for the meeting was as follows: Jeff Polzin made the resolution to pay up to \$1000.00 to make up the difference for the alterations to replacements. This was followed by a second from Glenn W. Bragg.

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion Passed

11.0 MEETING ADJOURNED 9:22 P.M.

Motion by Glenn W. Bragg

Second by Jeff Polzin

Abstentions None

Bragg Y

Mooney _

Gallogly Y

Polzin Y

Galbraith Y

ALL AYES - motion passed

DRAFT

12.0 MEETING ADJOURNED 9:22 P.M.

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

All Ayes - Motion Passed

Martha Mooney - MCHD President

Date

Pamela Butler - MCHD Health Commissioner

Date

DRAFT