



BOARD OF HEALTH MEETING

AUGUST MEETING MINUTES

August 17, 2020

Board Members Present

Martha Mooney, DVM Shad Gallogly Glenn Bragg Holly Trainer, RPH

MCHD Personnel Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson Lynne Keeseey
 Karrie Hursey Rodney Brewer

Guests Present

Tim Hack Norm Miller Jim Jahn

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:01 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

2.1. Introductions and Welcome

Guests were welcomed and reminded to sign in. The use of social distancing and masks was asked of all meeting attendees in order to reduce the risk of COVID-19 spread at the meeting.

2.2. MOTION TO APPROVE: July 20, 2020 Minutes

The motion to accept the July 20, 2020 Minutes was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes, 1 Abstention – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	A
Grant Galbraith	---	Holly Trainer	Y

2.3. MOTION TO APPROVE: August 17, 2020 Agenda

2.3.1. Additions to agenda

- *None*

2.3.2. Deletions to agenda

- *None*

2.3.3. Changes to agenda

- *4.5 – Updated Information Regarding Candidate Presented to the BOH*

The motion to approve the August 17, 2020 Agenda was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

3.0 FINANCIALS

3.1. MOTION TO: Adjust Budget for FUND 8569 – RHWP. This is to adjust the appropriated monies in the budget for this fund as follows:

- Employee Wages – Increase \$15,763.28
- OPERS Employer Share – Increase \$2,077.77
- Medicare Employer Share – Increase \$201.63
- Workers Comp – Decrease \$244.38
- Mileage Reimbursement – Increase \$250.00
- Training Services – Decrease \$250.00
- Lab Services – Decrease \$500.00
- Communications – Advertising & Printing – Increase \$3,000.00
- Remit to Political Entity – Decrease \$600.00
- Supplies: RX – Increase \$10,135.39
- Supplies: Medical – Increase \$500.00
- Computers/Equipment/Furniture – Increase \$2,000.00
- Transfer Out - \$5,000.00

The motion to approve the Budget Adjustment for FUND 8569 was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

3.2. MOTION TO: Adjust Budget for FUND 8574 – COVID-19 Response. This is to adjust the appropriated monies in the budget for this fund as follows:

- Employee Wages – Increase \$30,300.56
- OPERS Employer Share – Increase \$4,242.08
- Medicare Employer Share – Increase \$481.26
- Workers Compensation – Increase \$398.28
- Mileage Reimbursement - \$1,852.60
- Purchased Services – Increase \$15,750.00
- Communications: Advertising & Printing – Increase \$240.04
- Supplies and Materials – Increase \$3,245.18
- Computers/Equipment/Furniture – Increase \$8,490.00

- Transfer Out - \$5,000.00

The motion to approve the Budget Adjustment for FUND 8574 was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

3.3. MOTION TO: Adjust Budget for FUND 8576 – Contact tracing. This is to adjust the appropriated monies in the budget for this fund as follows:

- Employee Wages – Increase \$44,724.00
- OPERS Employer Share – Increase \$6,261.36
- Medicare Employer Share – Increase \$626.64
- Workers Compensation – Increase \$888.00
- Mileage Reimbursement - \$1,542.25
- Purchased Services – Increase \$2,500.00
- Supplies and Materials – Increase \$3,147.75
- Computers/Equipment/Furniture – Increase \$20,340.00
- Transfer Out - \$17,000.00

The motion to approve the Budget Adjustment for FUND 8576 was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

3.4. MOTION TO APPROVE: The Monthly Financials as presented

The motion to approve the Monthly Financials as presented was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

4.0 ACTION ITEMS

- 4.1. RESOLUTION# 2020-017-EH: Environmental Health Beach Rules.** This is the **SECOND** of the required three readings of the proposed rules. These proposed rules were sent to permit-holding operators for review. These operators were also invited to attend this

meeting. The FIRST reading took place on July 20, 2020. The THIRD and FINAL reading will take place on September 21, 2020.

The resolution to approve the Second Reading of the Environmental Health Beach Rules was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.2. MOTION TO APPROVE: 2020-21 School Nursing Contract with the Tomorrow Center School.** This is a renewal of the previous contract to provide school nursing services on an as-needed basis at a rate of \$41.00 per hour for the Tomorrow Center School. The terms of this contract have not changed from last year.

The motion to approve the School Nursing Contract with the Tomorrow Center School was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.3. MOTION TO APPROVE: 2020-21 School Nursing Contract with Cardington-Lincoln School District.** The terms of this contract have changed from previous years. Cardington-Lincoln School District wishes to have a nurse full-time in their schools for 184 days per year. In compensation for providing a school nurse with the terms and conditions described, Cardington-Lincoln School District will pay a sum of \$56,857.02 plus the cost of any other miscellaneous expenses that arise in the school year. This sum includes the employee’s wages, PERS contribution, Medicare contribution, and insurance contribution. Sadie Stoots, RN, BSN will be the employee who fulfills the terms of this contract.

The motion to approve the School Nursing Contract with Cardington-Lincoln School District was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.4. MOTION TO ACCEPT: The Resignation of Amy Briski, RN, BSN, LSN.** Ms. Briski has been offered a position to be Board-hired for Northmor School District as their school nurse. Her last day in the office will be on August 20, 2020.

The motion to accept Amy Briski's Resignation was made by **Shad Gallogly** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.5. MOTION TO APPROVE: Hiring Nicole Moseley as a Public Health Nurse/Epidemiologist I.** We have conducted interviews for candidates for this position and believe that Ms. Moseley is the best fit for the role and for the agency. Ms. Moseley holds a nursing licensure and a master's degree in public health and will meet the necessary qualifications to function as an epidemiologist. She has prior experience working in public health and with grant management. Ms. Moseley will be paid \$21.00 per hour to start and will begin her employment on August 31, 2020.

The motion to approve Hiring Nicole Moseley as a Public Health Nurse/Epidemiologist I was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.6. MOTION TO APPROVE: Reducing the hours of Jessica Garver, RN, BSN from 38 hours per week to 32 hours per week.** Mrs. Garver has requested to reduce her hours in order to better accommodate her family life. Her proposed new schedule will be Monday through Thursday 9:00 am – 5:30 pm.

The motion to approve Reducing Jessica Garver's Hours to 32 Hours per Week was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

- 4.7. MOTION TO APPROVE: Increasing the hours of Victoria Miller, SIT from 32 hours per week to 38 hours per week.** Ms. Miller has continued to learn and take on new

responsibilities beyond the normal roles of her position. She is learning the duties of a Contact Tracer and will be added to the budget for that grant.

The motion to approve the Increasing Victoria Miller’s Hours to 38 Hours per Week was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes, 1 Nay – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	N
Grant Galbraith	---	Holly Trainer	Y

- 4.8. MOTION TO APPROVE: A 2% Wage Increase for the Following Employees: Rodney Brewer, Amy Briski, Jessica Garver, Karrie Hursey, Lynne Keeseey, Jill Thompson, and Kelly Worstell.** These staff members have received their annual performance evaluations and, based on their scores, would qualify for a 2% wage increase as described in the Employee Wage Increase Policy. This cost of this increase was included in the 2020 Agency Budget that was adopted by the Board in 2019. The total annual cost (including wages and fringes) for each of the listed employees for this increase does not exceed \$1,100.00 per person per year.

The motion to approve a 2% Wage Increase, Retroactive to January 1, 2020 for: Rodney Brewer, Amy Briski, Jessica Garver, Karrie Hursey, Lynne Keeseey, Jill Thompson, and Kelly Worstell was made by **Holly Trainer**, and seconded by **Shad Gallogly**. All Ayes, 1 Nay – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	N
Grant Galbraith	---	Holly Trainer	Y

- 4.9. MOTION TO APPROVE: A Wage Increase for Director of Nursing, Morgan Kocher, RN, BSN.** Ms. Kocher has gone above and beyond for her position during her time as a division director. She has exhibited exemplary work performance and work ethic. When she was first hired for this role, she started at a lower pay rate than other division directors. She has proven herself to be an excellent leader for her division, and as such, should be compensated at the same rate as other division directors. The total annual cost (including wages and fringes) for this increase is \$2,035.96 per year.

The motion to approve a Wage Increase for Morgan Kocher was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

4.10. MOTION TO APPROVE: Purchase and Contract with ADT for Swipe Card Entry on Three Doors. This purchase is to add swipe card entry on the two doors to the server room, and to replace the keypad entry on the office door from the lobby at Door B. This will provide for additional security for the building and the server. The cost for this purchase is \$2,474.99 to be paid from grant funding. **Pending grant budget approval from ODH.**

The motion to approve a Purchase and Contract with ADT for Swipe Card Entry on Three Doors was made by **Shad Gallogly** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

4.11. MOTION TO APPROVE: Purchase and Contract with ADT for Swipe Card Entry on Two Doors. This purchase is to add swipe card entry on the door to the clinic lab/medication room, and to replace the keypad entry on the office door from the lobby at Door C. This will provide for additional security for the building and medical supplies. The cost for this purchase is \$1,724.99 to be paid from grant funding. The monthly fee for all current and new doors (7 doors in total) will be \$151.00 for equipment insurance and monitoring. **Pending grant budget approval from ODH.**

The motion to approve a Purchase and Contract with ADT for Swipe Card Entry on Two Doors was made by **Shad Gallogly** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	---	Holly Trainer	Y

5.0 PUBLIC PARTICIPATION

There was no public participation at this meeting.

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

6.1. Environmental Health Division

Stephanie Zmuda

6.1.1. STS Abandonment Report

6.1.2. EH Program Updates

- Cardington Village Pool – Has employed additional lifeguards for remainder of season, and plans to repaint the pool bottom before opening again next year
- Hidden Lakes Update – Meetings continue, will attend the upcoming meeting on 8/20/20 as an observer only
- Need for an “Unfit for Habitation” Policy – Stephanie Bragg will develop

6.2. Nursing and Community Health Division

Morgan Kocher

6.2.1. Communicable Disease Report

6.2.2. COVID-19 Update

- Morrow County – 196 cases, with 2 deaths.
- Highland plans to start school on a hybrid model (half in school and half virtual) all other school districts plan to start in person for now.
- Working on Contact Tracing training for other staff members

6.2.3. Nursing Program Updates

- Meetings underway to plan and prepare for Amish Reproductive Health Clinics

6.3. Health Commissioner

Stephanie Bragg

- Epi Report released for case data through July 31,2020
- Mid-Ohio – Had to cancel their Honda Indy 200 Scheduled for this month as instructed by ODH. They will try to reschedule this event in September
- Received additional \$15,000.00 to contract with someone to help with enforcement activities
- Morrow County Fair is coming up at the end of the month. They will be on a 4-day, truck in – truck out schedule. Livestock sale will be done by pledge.
- Discussion regarding office hours – BOH requests that MCHD remain open on Fridays from 8:00 am until noon

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **September 21, 2020**, at **6:00 pm.** in the Community Services Building.

The motion to adjourn this meeting was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	---
Grant Galbraith	Y	Holly Trainer	Y

This meeting was adjourned at 8:08 p.m.

Martha Mooney, DVM
President, Board of Health

Date

Stephanie Bragg, RN, BSN, MHA
Secretary to the Board

Date