



**BOARD OF HEALTH MEETING**

AGENDA  
November 16, 2020

**1.0 CONVENTION**

- 1.1. Call the meeting to order: \_\_\_\_\_
- 1.2. Quorum Present                      **Yes**                      **No**

**2.0 STANDING AGENDA ITEMS**

**2.1. Introductions and Welcome**

**2.2. MOTION TO APPROVE: October 19, 2020 Meeting Minutes**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**2.3. MOTION TO APPROVE: November 16, 2020 Agenda**

- 2.3.1. Additions to agenda
  - XXX
- 2.3.2. Deletions to agenda
  - XXX
- 2.3.3. Changes to agenda
  - XXX

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**3.0 FINANCIALS**

**3.1. MOTION TO: Increase Appropriations**

- 3.1.1. Increase appropriations in the amount of \$6,930.95 in the PHEP Fund.

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**3.2. MOTION TO APPROVE: The 2021 Budget.**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**3.3. MOTION TO APPROVE: The Monthly Financials as presented**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**4.0 ACTION ITEMS**

**4.1. RESOLUTION# 2020-025-EH: 2021 Environmental Food Program Fee Schedule.** This is the **SECOND** of the required three readings of the proposed rules. The **FIRST** reading took place on October 19, 2020. The **THIRD** and **FINAL** reading will take place on December 21, 2020.

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**4.2. MOTION TO: Hire a Part-Time Medical Assistant.** This motion will allow for the searching, interviewing, and hiring of a part-time medical assistant for the Nursing Division. This position will be 24 hours per week, and will be responsible for assisting the nursing staff in clinical duties, case management, disease investigation, and other tasks.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

- 4.3. MOTION TO: Hire Up to Three Temporary, Part-Time Contact Tracers.** The COVID-19 Pandemic continues to put a strain on the MCHD staffing levels. The number of cases and their contacts has been steadily increasing since the beginning of October. MCHD has now reached the point that the number of new cases has surpassed staffing capacity to conduct contact tracing as recommended by the Ohio Department of Health. This motion will allow for the searching, interviewing, and hiring of up to three (3) individuals on a temporary and part-time basis to conduct COVID-19 contact tracing and quarantine activities. These positions will only be utilized during the pandemic, and only while the current staffing capacity is overwhelmed.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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

**5.0 NOTICE OF ADMINISTRATIVE CONFERENCE**

- 5.1.** Highland Pizza and Ice Cream has been scheduled for an administrative conference on November 30, 2020 at 9:00 am. This facility was entered into the Enhanced Enforcement Program on October 24, 2019 due to recurrent and uncorrected critical and non-critical violations. Subsequent standard inspections on November 19, 2019 and October 19, 2020, showed that the recurrent and uncorrected critical violations persist. The upcoming administrative conference with the Health Commissioner and Environmental Health Director will provide the licensee with an opportunity to show cause for the facility’s failure to achieve compliance. The licensee will be asked to provide a reasonable time frame for achieving compliance, and to sign a corrective action plan. A follow-up inspection will be conducted at the agreed-upon time. If violations have been corrected, a 3-month follow-up inspection will be conducted to ensure the facility has maintained compliance. If compliance has not been achieved, the matter will be brought forth to the Board of Health for a Board hearing where the Board will consider taking action against the facility’s license as per MCHD policy.

**6.0 PUBLIC PARTICIPATION**

As of **November 12, 2020, NO ONE** has requested to address the Board at this meeting.

**7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS**

**7.1. Environmental Health Division**

**Stephanie Zmuda**

7.1.1. STS Abandonment Report

7.1.2. EH Program Updates

- ...
- ...

**7.2. Nursing and Community Health Division**

**Morgan Kocher**

7.2.1. Communicable Disease Report

7.2.2. Outbreak Updates

- ...

7.2.3. Nursing Program Updates

- ...
- ...

**7.3. Health Commissioner**

**Stephanie Bragg**

7.3.1. Agency Updates/Information

- DAC Meeting - 11/19/2020 CANCELLED
- ...
- ...

**8.0 EXECUTIVE SESSION [If necessary]**

**Reason to go into Executive Session:** I, \_\_\_\_\_, make the motion to go into

executive session for the following reason: \_\_\_\_\_.

**Seconded by:** \_\_\_\_\_

**Non-BOH members requested to attend Executive Session:** \_\_\_\_\_

**Motion to ENTER Executive Session at:** \_\_\_\_\_ **p.m. – Roll Call Vote**

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to ENTER Executive Session.

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

**Motion to RETURN FROM Executive Session at:** \_\_\_\_\_ **p.m. – Roll Call Vote**

**Motion by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to RETURN FROM Executive Session.

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

Executive Session was terminated, with \_\_\_\_\_ new motions made by the BOH members.

**9.0 MEETING ADJOURNMENT**

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

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**This meeting was adjourned at \_\_\_\_\_ p.m.**