



BOARD OF HEALTH MEETING

NOVEMBER MEETING MINUTES

November 16, 2020

Note: Due to COVID-19, this meeting was held virtually via Zoom Teleconference

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD
 Glenn Bragg Holly Trainer, RPh

MCHD Personnel Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson

Guests Present

None

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 (5 of 5)

2.0 STANDING AGENDA ITEMS

- 2.1. **Introductions and Welcome**
- 2.2. **MOTION TO APPROVE: October 19, 2020 Minutes**

The motion to accept the October 19, 2020 Minutes was made by **Holly Trainer** and seconded by **Grant Galbraith**. All Ayes – Motion Carried.

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

2.3. MOTION TO APPROVE: October 19, 2020 Agenda

- 2.3.1. Additions to agenda
 - *None*
- 2.3.2. Deletions to agenda
 - *None*
- 2.3.3. Changes to agenda
 - *None*

The motion to approve the November 16, 2020 Agenda was made by **Grant Galbraith** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

3.0 FINANCIALS

- 3.1. MOTION TO: Increase Appropriations.** This motion is to increase appropriations in the amount of \$6,930.95 in Fund 8575 – PHEP.

The motion to Increase Appropriations 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	Y	Holly Trainer	Y

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

The motion to approve the 2021 Budget was made by **Glenn Bragg** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 3.3. 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 **Shad Gallogly**. All Ayes – Motion Carried

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

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.

The resolution to approve the 2021 EH Food Program Fee Schedule (2nd Reading) 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	Y	Holly Trainer	Y

- 4.2. MOTION TO: Hire a Part-Time Medical Assistant.** This motion allows 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.

The resolution to approve the Hiring of a Part-Time Medical Assistant was made by **Grant Galbraith** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

- 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 allows 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.

The resolution to approve the Hiring of Three Temporary Contact Tracers 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	Y	Holly Trainer	Y

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

There was no public participation 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

- No new abandonments

7.1.2. EH Program Updates

- Tory completing Serve Safe course
- Solid Waste survey 11/17/2020

7.2. Nursing and Community Health Division

Morgan Kocher

7.2.1. Communicable Disease Report

7.2.2. COVID-19 Update

- Cases continuing to rise in the county and across the state
- All schools and all LTC facilities have cases reported

7.3. Health Commissioner

Stephanie Bragg

- DAC Meeting – 11/19/2020 CANCELLED
- MCHD visitor protocol – Back to by appointment only
- Potential for staffing and/or scheduling changes

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **December 21, 2020**, at **6:00 pm.** in the Community Services Building, if possible. If in-person meetings are still inadvisable, the meeting will be held virtually via Zoom.

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

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

This meeting was adjourned at 6:57 p.m.

*Martha Mooney, DVM
President, Board of Health*

Date

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

Date

DRAFT