



BOARD OF HEALTH MEETING

AGENDA
April 19, 2021

1.0 CONVENTION

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

2.0 STANDING AGENDA ITEMS

2.1. Welcome

2.2. MOTION TO APPROVE: March 15, 2021 Meeting Minutes as amended.

Motion by: _____ Second by: _____

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

2.3. MOTION TO APPROVE: April 19, 2021 Agenda

2.3.1. Changes to agenda

- *None*

Motion by: _____ Second by: _____

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

3.0 FINANCIALS

3.1. MOTION TO: **Adjust Appropriations in Fund 8550**

Increases need made in the following line items:

- Auditor/Treasurer Fees from Settlement - \$4,455.00
- DRETAC Fees from Settlement - \$1,410.77

Motion by: _____ Second by: _____

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y

Grant Galbraith	Y	Holly Trainer	Y
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3.2. MOTION TO: Accept Monthly Financials as Presented.

Motion by: _____ Second by: _____

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

4.0 PRESENTATION

Presentation on Funding Streams, Budgeting, and Cost Allocation by Stephanie Bragg, Health Commissioner.

5.0 ACTION ITEMS

5.1. MOTION TO APPROVE: A 1% Wage Increase for the Following Employees: Rodney Brewer, Jessica Garver, Teresa Hoffman, Karrie Hursey, Lynne Keesey, Morgan Kocher, Victoria Miller, Nicole Moseley, Jill Thompson, and Stephanie Zmuda. These staff members have received their annual performance evaluations for their work in 2020. Based on their scores, and the current budget, each person qualifies for a 1% wage increase as described in the Employee Wage Increase Policy. This increase should be retroactive to the first pay period of 2021. The total annual cost (including wages and fringes) for each of the listed employees for this increase does not exceed \$660.00 per person per year. This cost of this increase was included in the 2021 Agency Budget that was adopted by the Board in November 2020.

Motion by: _____ Second by: _____

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

5.2. RESOLUTION# 2021-005-ADM: MCHD Essential Worker Supplement Policy. This policy allows for temporary compensation of the MCHD essential workforce as they continue to experience an increase in responsibilities and workload while performing emergency response for Morrow County. This policy describes who is eligible for the supplement, as well as the amount and duration. The cost of this supplement will be allocated according to the MCHD Cost Allocation Plan.

Motion by: _____ Second by: _____

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

5.3. MOTION TO APPROVE: Contract with Franklin County Public Health to Provide Emergency Preparedness Planner Services. We have contracted with FCPH for the past few years to provide EPP services for the PHEP grant. Their agency supplies two staff members who work on the various deliverables required of the grant. The funding for this contract is split by the percentages of work done by MCHD vs. FCPH for each deliverable. A break-down of cost per deliverable can be found in Attachment B of the proposed contract, which is included in your packet.

Motion by: _____ Second by: _____

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

5.4. MOTION TO ACCEPT: Jean Smith’s Resignation as Volunteer Coordinator. Mrs. Smith has met the goals that she set in the role of Volunteer Coordinator, and has chosen to resign from her position, effective March 29, 2021. She intends to continue to volunteer with MCHD as needed.

Motion by: _____ Second by: _____

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

5.5. MOTION TO ACCEPT: Kyleigh Bonnette’s Resignation as Contact Tracer. Ms. Bonnette will be leaving for college in August and will be resigning from her position as Contact Tracer, effective August 5, 2021.

Motion by: _____ Second by: _____

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

- 5.6. MOTION TO APPROVE: Increase in Hours for Tiffany Richardson to 38 Hours per Week.** Because Jean Smith has resigned as the Volunteer Coordinator, the duties of this role will be unfulfilled. Increasing Ms. Richardson’s hours to 38 hours per week will allow her to assume this role in addition to her role as an Administrative Assistant. The funds for this portion of her role come from COVID-19 funding as well as Emergency Preparedness grant funding.

Motion by: _____ Second by: _____

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

- 5.7. MOTION TO APPROVE: Hiring a Temporary, Part-time Administrative Assistant.** This position would be a temporary position of 24 hours per week, with primary responsibilities focused on capturing COVID-19 vaccine reimbursement, data entry, and POD assistance. This position will be 100% funded via grant funding.

Motion by: _____ Second by: _____

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

- 5.8. MOTION TO APPROVE: Purchase of Desk Chairs.** The chairs currently in the office have reached the end of their use. The cost to purchase new desk chairs is \$ XXXX (waiting for official quote).

Motion by: _____ Second by: _____

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

- 5.9. MOTION TO APPROVE: Purchase of a Color Copier.** This copier will be used in the medical division of the agency. The cost to purchase this copier is \$ XXXX (waiting for official quote).

Motion by: _____ Second by: _____

Voting Record			
Martha Mooney		---	

Shad Gallogly		Glenn Bragg	
Grant Galbraith		Holly Trainer	

5.10. MOTION TO APPROVE: Leave Without Pay for Kyleigh Bonnette. Ms. Bonnette intends to take a vacation from June 19, 2021 through June 26, 2021. She has not earned paid vacation leave in her current role at MCHD. She is requesting to take this time off without receiving pay.

Motion by: _____

Second by: _____

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

5.11. MOTION TO APPROVE: Leave Without Pay for Tiffany Richardson. Ms. Richardson intends to take a vacation from June 28, 2021 through July 2, 2021. She has not earned paid vacation leave in her current role at MCHD. She is requesting to take this time off without receiving pay.

Motion by: _____

Second by: _____

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

6.0 PUBLIC PARTICIPATION

As of **April 15, 2021, 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

- Food enforcement status report (see attached for list of facilities)
- Food inspections update
- Discussion regarding Amish Food businesses – there is a need to develop a plan for these types of facilities

7.2. Nursing and Community Health Division

Morgan Kocher

7.2.1. Communicable Disease Report

7.2.2. Program Updates

- COVID Vaccine Clinics
- RHWP clinics – activities continue

7.3. Health Commissioner

Stephanie Bragg

7.3.1. Agency Updates/Information

- COVID – working on budget revisions for the grant extensions
- Accreditation site visit is approaching. Staff working to prepare for the visit
- DAC – Meeting is scheduled for June 3, 2021.
 - Recruitment for BOH physician position continues
- Technology issues update– Microsoft Exchange hack, unemployment fraud
- Information regarding SB22 and its impact on local public health

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, May 17, 2021 at 6:00 pm**. The meeting will be held in person in the Community Services Building if possible. If in-person meetings are still inadvisable, the meeting will be held virtually via Zoom.

Motion by: _____

Second by: _____

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

This meeting was adjourned at _____ p.m.