



BOARD OF HEALTH MEETING

MARCH MEETING MINUTES

March 15, 2021

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

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD Holly Trainer, RPh
 Glenn Bragg – arrived late after the action items were completed on the agenda

MCHD Personnel Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson Rodney Brewer

Guests Present

Tyler Griffith Brent Russell Joe Erdy Rock Bonecutter Jeff Stuttler
 Cheyenne Peck Tim Hass Daniel Swartz Shawn Rhoads Jarrod Bichon
 Miles Hardesty Lynn Shinaberry Sandy Lyman

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:10 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

- 2.1. **Welcome:** Guests present were introduced and added to the attendance
- 2.2. **MOTION TO APPROVE: February 8, 2021 Minutes as amended**

The motion to accept the February 8, 2021 Minutes as amended was made by **Grant Galbraith** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

2.3. MOTION TO APPROVE: March 15, 2021 Agenda

2.3.1. Changes to agenda

- *None*

The motion to approve the March 15, 2021 Agenda 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	Y

3.0 PUBLIC PARTICIPATION

3.1. **Tim Hass and Jarrod Bichon** requested to address the Board at this meeting regarding the permitting process for building in Morrow County. Discussion took place regarding general lot split and sewage treatment systems questions. Mr. Hass had a specific question regarding an individual property without a recorded STS. Stephanie Bragg, Health Commissioner stated she would follow up with her contacts at ODH for this issue. MCHD staff spoke about current staffing and the plan to bring on another RS, and encouraged those present to reach out to either Stephanie Bragg, or Stephanie Zmuda, EH Director if other questions or concerns come up.

4.0 FINANCIALS

4.1. MOTION TO: Accept Monthly Financials as Presented.

The motion to Accept the Monthly Financials was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

5.0 ACTION ITEMS

5.1. **RESOLUTION# 2021-002-EH: N. Albanese Variance.** Nick Albanese is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow him to pass his septic line under his driveway. This property is located 1345 County Road 208, Marengo, Ohio 43334. His septic designer, Joe Erdy, has determined that this will allow for the best placement of his septic system.

The resolution to approve the N. Albanese Variance was made by **Holly Trainer** and seconded by **Grant Galbraith**. All Ayes, 1 Abstention – Motion Carried

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

5.2. **RESOLUTION: 2021-003-EH: Garris Variance.** Roberta Garris is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow her to pass her septic line under her driveway. This property is located 4212 State Route 314, Mount Gilead, Ohio 43338. Her septic designer, Jim Cogar, has determined that this will allow for the best placement of her septic system

The resolution to approve the Garris Variance was made by **Grant Galbraith** and seconded by **Holly Trainer**. All Ayes, 1 Abstention – Motion Carried

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

- 5.3. **RESOLUTION# 2021-004-ADM: Removal and Disposal of Equipment from the Morrow County Health District’s Inventory for 2021.** The equipment listed in Addendum A of the resolution and attached to this agenda has been deemed as obsolete or otherwise unneeded by MCHD. This resolution will allow these items to be removed from the agency’s inventory, and disposed of in an appropriate manner as needed.

The resolution to approve the Removal and Disposal of Equipment was made by **Grant Galbraith** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

- 5.4. **MOTION TO APPROVE: Job Title Change and Increase in Hours for Tiffany Richardson from Part-Time (24 hours per week) Contact Tracer to Part-Time (29 hours per week) Administrative Assistant I.** Due to the constantly evolving pandemic response, the duties and responsibilities of positions have needed to be readjusted to best meet the needs of the agency. Moving Ms. Richardson into the entry-level Administrative Assistant role will allow us to increase the range of her job duties and best use her abilities. Additionally, increasing Ms. Richardson’s hours from 24 per week to 29 per week will better suit the coverage needs of the agency. Following the current MCHD Wage Scale, adopted in 2018, this position change will constitute a pay rate of \$14.50 per hour, which is the minimum salary for an AA1.

If approved, this position will eliminate the need to fill one of the Administrative Assistant positions through the temp agency, Custom Staffing. The cost difference for making these changes vs. using a person from Custom Staffing is a savings of \$480.00 per month.

The motion to approve the Job Title Change and Increase in Hours for Tiffany Richardson was made by **Shad Gallogly** and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

- 5.5. **MOTION TO APPROVE: Hiring of a Full-Time Registered Sanitarian or Sanitarian-in-Training.** The Environmental Health Division workload continues to increase, and is

surpassing the capacity of the division as it is currently. To effectively meet the EH needs of the county, it is necessary to seek an additional full-time sanitarian or SIT for the division. This position will be a generalist position that can be trained to work in various programs as deemed necessary by the EH Director. The salary for this position will follow the established wage scale for the position hired, and has already been built into the current MCHD 2021 budget that was approved 11/16/2020.

The motion to approve the Hiring of a Full-Time Sanitarian 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	Y

5.6. MOTION TO APPROVE: Contract for Nurse Practitioner Services. This contract is between the BOH and Tracie Bakewell, NP for the provision of nurse practitioner services for the Reproductive Health and Wellness Program. This contract is a renewal of the current contract with no changes to the terms. It will expire on March 31, 2022.

The motion to approve the Contract for Nurse Practitioner Services was made by **Grant Galbraith** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

6.1. Environmental Health Division

Stephanie Zmuda

6.1.1. STS Abandonment Report

- No new abandonments
- Food enforcement – status report (see attached for list of facilities)
- Update provided for food inspections
- STS plans are still coming in
- Discussion regarding Amish Food businesses – there is a need to develop a plan for these types of facilities

6.2. Nursing and Community Health Division

Morgan Kocher

6.2.1. Communicable Disease Report

6.2.2. Program Updates

- COVID Vaccine Clinics – going well. Held at Community Services Building conference room
- Non-COVID vaccine clinics – beginning to restart

- RHWP clinics – activities continue, Amish clinic planning continues

6.3. Health Commissioner

Stephanie Bragg

6.3.1. Agency Updates/Information

- COVID – working on budget revisions for the grant extensions
- MRC – Jean Smith has been an asset in recruiting and deploying volunteers to help with COVID response. From 2/18/21 – 3/5/21 there have been 42 volunteer hours logged, for an economic value of \$1,244.36.
- Preliminary tax revenue data – Morrow County collected an additional \$1.7 million in 2020 compared with 2019. This will mean an increase in MCHD tax revenue earned.
- DAC – Had executive session meeting on 3/4/2021. Voted to postpone the full meeting until June 3, 2021. Dr. Galbraith is willing to stay on as a BOH member until after the DAC
 - Legal opinion received regarding BOH physician position
 - Glenn Bragg not due for reappointment until 2022
- Issues with technology – Microsoft Exchange hack, unemployment fraud
 - Need to update our insurance coverage

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **April 19, 2021, 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	Y
Grant Galbraith	Y	Holly Trainer	Y

This meeting was adjourned at 8:25 p.m.

 Martha Mooney, DVM
 President, Board of Health

 Date

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

 Date