



BOARD OF HEALTH MEETING

APRIL MEETING MINUTES

April 19, 2021

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD 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 **6:05 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

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

The motion to accept the March 15, 2021 Minutes as amended 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

2.2. MOTION TO APPROVE: April 19, 2021 Agenda

2.2.1. Changes to agenda

- *Add 3.2 – Adjust Appropriations in Fund 8574*
- *Add 3.3 – Adjust Appropriations in Fund 8577*
- *5.8 – Updated to include cost of quote*
- *5.9 – Updated to include cost of quote*

The motion to approve the April 19, 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 FINANCIALS

3.1. MOTION TO: Adjust Appropriations in Fund 8550 – General Fund

Increases need made in the following line items:

- Auditor/Treasurer Fees from Settlement - \$4,455.00
- DRETAC Fees from Settlement - \$1,410.77
- IT Professional Services - \$5,000.00
- Computers/Equipment/Furniture - \$3,127.00

The motion to Adjust Appropriations in Fund 8550 was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

3.2. MOTION TO: Adjust Appropriations in Fund 8574 – Coronavirus Response

Increases need made in the following line items:

- Employee Wages - \$110,000.00
- OPERS Employer Share - \$15,400.00
- Medicare Employer Share - \$1,595.00
- Workers Comp - \$990.00
- Mileage Reimbursement - \$420.00
- IT Professional Services - \$5,000.00
- Health District Reimbursement - \$3,646.35
- Supplies - \$5,000.00

The motion to Adjust Appropriations in Fund 8574 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

3.3. MOTION TO: Adjust Appropriations in Fund 8577 – Vaccine Needs Assessment

Increases need made in the following line items:

- Computers/Equipment/Furniture - \$20,000.00

The motion to Adjust Appropriations in Fund 8577 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

3.4. MOTION TO: Accept Monthly Financials as Presented.

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

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

4.0 PRESENTATION

Presentation on Funding Streams, Budgeting, and Cost Allocation by Stephanie Bragg, Health Commissioner. This presentation was focused on grant funding and budgeting. A copy of the presentation handout is included in the Board packet.

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 Keeseey, 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.

The motion to approve the 1% Wage Increase for the Employees Listed was made by **Grant Galbraith** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

5.2. 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. The Health Commissioner and Fiscal Specialist discussed the process by which this policy was developed, which included review of the ODH Grants Administration Policies and Procedures (OGAPP) manual, discussions with ODH, and a meeting with the county Auditor and Prosecutor.

The resolution to approve the MCHD Essential Worker Supplement Policy 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

- 5.3. 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.

The motion to approve the FCPH Contract for EPP 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

- 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.

The motion to approve Jean Smith’s Resignation was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

- 5.5. 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.

The motion to approve Kyleigh Bonnette's Resignation was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

- 5.6. 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.

The motion to approve the Increase in Hours for Tiffany Richardson was made by **Grant Galbraith** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 5.7. 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. If these duties are able to be accomplished by existing staff, we will not hire for this position.

The motion to approve the Hiring of a Temporary, Part-time Administration Assistant 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

- 5.8. 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 \$ 14,790.71. This will allow for a new chair for each workspace in the office.

The motion to approve the Purchase of Desk Chairs was made by **Grant Galbraith** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 5.9. 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 \$8,376.00

The motion to approve the Purchase of a Color Copier was made by **Grant Galbraith** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 5.10. 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. According to MCHD’s Accrued Leave Policy, time off without pay must be BOH approved prior to taking it.

The motion to approve the Leave without Pay for Kyleigh Bonnette 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

- 5.11. 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. According to MCHD’s Accrued Leave Policy, time off without pay must be BOH approved prior to taking it.

The motion to approve the Leave without Pay for Tiffany Richardson 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

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. Program Updates

- STS plans are still coming in
- Discussion regarding Amish Food businesses continues
- Hidden Lakes county workgroup meetings continue – issues at the campground continue to evolve
- EH team had an O&M strategy session to discuss and plan next steps for moving forward

7.2. Nursing and Community Health Division

Morgan Kocher

7.2.1. Communicable Disease Report

- COVID cases are beginning to increase again

7.2.2. Program Updates

- COVID Vaccine Clinics – beginning to slow down, evening clinic scheduled for next week, have been in contact with Cardington Yutaka and Dollar General Distribution to conduct on-site clinics, planning on-site student clinics
- Non-COVID vaccine clinics – have restarted
- RHWP clinics – outreach activities continue, Amish clinic planning continues

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: no damage done to MCHD servers/computers, unemployment fraud: has happened to 2 staff, but is random and happening all over the state
- Information regarding SB22 and its impact on local public health
 - Passed in General Assembly, Governor vetoed, General Assembly voted and overturned the veto. Will take effect in June 2021. Limits ODH and local BOH's authorities. See slides from Eastman & Smith presentation for more detail.

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **May 17, 2021, at 6:00 pm.** in the Community Services Building. 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	Y

This meeting was adjourned at 8:15 p.m.

*Martha Mooney, DVM
President, Board of Health*

Date

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

Date

DRAFT