



LOVE LIFE. LIVE HEALTHY

BOARD OF HEALTH MEETING
MARCH MEETING MINUTES
April 15, 2019

Board Members Present

Martha Mooney, DVM – (MM) Shad Gallogly (SG)
Jeff Polzin, RPh – (JP) Grant Galbraith, MD – (GG)
Glenn W. Bragg

Management Present:

Pamela Butler, MPH
Stephanie Bragg, Asst HC/Director of Nursing
Stephanie Zmuda, Interim EH Director
Aaron Decker, New EH Director

Staff Present:

Karrie Hursey Jill Thompson
Lynne Keeseey

Guests Present:

Norm Miller David Woodward Steve Kidwell
Lynn Shinaberry Micael Heston Dan May
Warren Davis Burgess Castle Tom Whiston
Tim Raney

- 1.0 The meeting was called to order beginning at 6:03 P.M.
- 1.1 A quorum of board members were present

2.0 STANDING AGENDA ITEMS

2.1 INTRODUCTIONS AND WELCOME

2.2 APPROVAL OF FEBRUARY 11, 2019 MEETING MINUTES

Motion by Grant Galbraith Second by Shad Gallogly Abstentions NONE
Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

2.3 APPROVAL OF MARCH 18, 2019 AGENDA (with changes as noted below)

A. Edits to agenda (additions, deletions or movement of agenda items)

- 1. Changed 2.4 A to - Increase Appropriations
- 2. Addition to the agenda – To have discussion of rent versus move to Wilhelm Building – inserted at additional information section at 2.8
- 3. Deleted - BOH training for March 2019
- 4. Change - the numbering under agenda items #5

- 5. Addition to agenda of Resolution #2019-019-EH: Approve and Adopt the Household Sewage Treatment System Variance Policy (OAC 3701-29-22)

Motion by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Abstentions_____

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

2.4 FINANCIALS

A. Motion to **INCREASE** appropriations

See the memo from Jill Thompson to **increase** appropriations to the following accounts from the unappropriated certified monies. See below and information contained on the memo. **Need BOH signature on document. Original to Auditor.**

| <u>Acct #</u> | <u>Description</u> | <u>Requesting</u> |
|------------------|-------------------------------|-------------------|
| 8575-8575-530336 | Health District Reimbursement | \$4,500.00 |
| 8568-8568-830370 | Remit to Political Entity | \$9876.88 |

Motion by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Eragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

B. Motion to approve the monthly financials as presented.

Motion by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

FYI - Financials are being put on the BOH Insight webpage for review.

C. Motion to approve payments.

None to approve at this time.

2.6 CONTRACTS / MOUS

Motion to Approve: The minor word changes made to Tracie Bakewell’s contract.

Motion by Grant Galbraith Second by Glenn W. Bragg Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

2.7 PERSONNEL

MOTION TO APPROVE: Approve Aaron Decker as the Morrow County Health District Environmental Health Director.

Motion by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

2.8 ADDITIONAL INFORMATION

2.8.1 MOTION TO CONTINUE DISCUSSION WITH MORROW COUNTY COMMISSIONERS CONCERNING THE “DONATION” OF THE CURRENT SPACE OCCUPIED BY MCDH IN THE COMMUNITY SERVICES BUILDING.

Motion by Grant Galbraith Second by Jeff Polzin Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

Active discussion with information presented by Warren Davis, county commissioner. A letter of “intent” will be drafted outlining information/details of the \$72,000 for donation of cost for space.

3.0 PUBLIC PARTICIPATION

Presentation of plaques to Board of Health members

Dave Woodward, a previous BOH member, and Jeff Polzin, a current BOH member leaving, were presented with plaques of appreciation. Jim Albertson, a previous BOH member, was not able to attend.

Reminder: If you wish to address the Board of Health, please fill out the Public Participation Form (webpage: <http://www.morrowcountyhealth.org/about-us/board-of-health/>) and mail, email or fax to (419) 946-6807. **Note:** The form is being re-designed so that it will be able to be submitted electronically. Currently, this feature is not active.

Deadline for form submission is the Thursday immediately prior to the scheduled Board meeting, no later than 5:00 pm.

As of March 14, 2019 at 5:00 PM, **NO ONE** asked to attend the meeting and speak to the Board of Health.

4.0 TRAINING ON PUBLIC HEALTH

STEPHANIE BRAGG

Board of Health Education/training

Sec. 3701.342 (G) Annual completion of two hours of continuing education by each member of a board of health. The minimum standards shall provide that continuing education credits shall pertain to ethics, public health principles, and a member’s responsibilities. Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. The director of health may assist local boards of health of general and city health districts in coordinating approved continuing education programs sponsored by health care licensing boards, commissions or associations. The minimum standards also shall provide that continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

Topic for Discussion: Deleted for this month

5.0 AGENCY ACTION ITEMS

5.1 Administrative (Agency) Resolutions

Pamela Butler

5.1.1 RESOLUTION #2019-013-ADM: Approve and Adopt the CULTURAL AND LINGUISTICALLY APPROPRIATE SERVICES COMPETENCY POLICY.

This policy will be used for Domain 11.1.4 example #1: Develop and maintain an operational infrastructure to support the performance of Public Health functions.

The Morrow County Health District (MCHD) is committed to developing and maintaining health services that are culturally competent, consumer-guided and community-based. Cultural competence is an essential requirement for health care providers to provide effective services to our diverse populations.

Resolution by Glenn W. Bragg Second by Jeff Polzin Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.2 RESOLUTION #2017-044-ADM: APPROVE AND ADOPT THE REVISED CONTINUOUS QUALITY IMPROVEMENT & PROCEDURES POLICY

This is the original BOH resolution number and date. The policy has been updated and revised to reflect continuous improvement and employee responsibilities.

This policy is to promote a culture of quality within Morrow County Health District that includes an agency-wide management and staff philosophy of continuous quality improvement (QI) in programs, service delivery and population health outcomes.

Resolution by Grant Galbraith Second by Shad Gallogly Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.3 RESOLUTION #2019-014-2019: APPROVE AND ADOPT THE HEALTH EQUITY POLICY

The purpose of this policy is to provide high-level guidance for the inclusion of health equity in all policies, procedures, services and interventions at Morrow County Health District.

Domain 11.1.4 #1: Develop and Maintain an Operational Infrastructure to Support the Performance of Public Health Functions

Resolution by Jeff Polzin Second by Shad Gallogly Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.4 RESOLUTION #2019-015-ADM: APPROVE AND ADOPT THE BACKGROUND CHECK POLICY.

Many public and private employers require background checks for employment purposes. State law mandates that schools, day care centers, health care facilities, and others require such checks as part of the hiring process. Some individuals are also required to have a background check to obtain professional licensure.

Resolution by Glenn W. Bragg Second by Shad Gallogly Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.5 RESOLUTION #2019-016-ADM: APPROVE AND ADOPT THE REVISED AGENCY CELL PHONE POLICY.

This revised policy was developed to provide clarification on the use of cell phones for the agency.

Resolution by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.6 RESOLUTION #2019-017-ADM: APPROVE AND ADOPT THE BOARD OF HEALTH JOB/POSITION DESCRIPTIONS.

The National Association of Local Boards of Health created a Governance Document for boards. Refer to the handout. This information goes along with the revised bylaws.

Resolution by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.1.7 RESOLUTION #2019-018-ADM: APPROVE AND ADOPT THE REVISED BOARD OF HEALTH BYLAWS.

The bylaws are based on older versions including new updates, re-formatting and references to ORC and OAC. It will become a major component of the BOH orientation and policy book.

Bylaws should define, control and set the basic principles and manner by which the organization will be operated. Bylaws are rules or laws established by an organization or community to regulate itself, as allowed or provided for by some higher authority. The higher authority, generally a legislature or some other government body, establishes the degree of control that the by-laws may exercise. By-laws may be established by entities such as a business corporation, a neighborhood association, or depending on the jurisdiction, a municipality.

Resolution by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.2 Environmental Health Resolutions

Stephanie Bragg

RESOLUTION #2019-019-EH: APPROVE AND ADOPT THE HOUSEHOLD SEWAGE TREATMENT SYSTEM VARIANCE POLICY (OAC 3701-29-22)

The variance policy is based on the Ohio Administrative Code regarding allowable variances.

Resolution by Glenn w. Bragg Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Resolution passed

5.3 Nursing Resolutions

Stephanie Bragg

Currently there are NO nursing and/or community health resolutions.

6.0 ADDITIONAL OR MISCELLANEOUS ACTION ITEMS

6.1 MOTION TO APPROVE: The ability for Stephanie Zmuda's to continue to hold the 2018 compensatory time that she has not had time to use. It is requested that she have until June 01, 2019 to be able to use rather than paying the time out.

This was first done in December 2018 to allow a longer time to use her compensatory time.

Motion by Jeff Polzin Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

a. Environmental Health Division **Stephanie Zmuda/Aaron Decker**
Comments only

b. Nursing and Community Health Division **Stephanie Bragg**
Refer to Nursing and Community Health Update documents

- *Communicable Disease Report*
- *Apply for continuation of the vaccine grant – this new grant year MCHD will be the lead agency and not Union County Health Department*

Refer to Sewage Program Updates

- *STS Abandonment Report (No additions to the report)*
- *ODH STS visit – This will be repeat visit and not a re-survey*
- *Discussion of payment of SSSF water sampling*
- *Contractors meeting and discussion held*

c. Health Commissioner: **Pamela Butler**
Refer to Health Commissioner Update documents

- *Quality Indicators Report – discussed – see the report*
- *District Advisory Council Meeting – scheduled for March 21, 2019*
- *Child Fatality Review (CFR) Report – Report due to ODH by 04/01/2019*
- *Annual Report – to be put on website and passed out at DAC meeting*
- *Home Visitation Report – Pilot Project Announced – Refer to document*
- *To date – Joe Sherman has not repaid the money.*

REASON TO GO INTO EXECUTIVE SESSION:

I, Shad Gallogly, make a motion to go into executive session to consider the employment, dismissal, discipline, or demotion, of a public employee.

Person(s) Requested to Attend Executive Session: Health Commissioner – Pamela Butler

Motion to go into Executive Session: Time 8:10 PM

Roll Call Vote Called

The Health Commissioner asked for a voice vote by each board of health member and recorded each response below to move into executive session.

Motion by Shad Gallogly Second by _____ Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

Motion to return from Executive Session: Time 8:43 PM

Roll Call Vote Called

The Health Commissioner asked for a voice vote by each board of health member and recorded each response below to move out of executive session into regular session.

Motion by Grant Galbraith Second by Shad Gallogly Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed

MEETING ADJOURNED 8:45 P.M.

Motion by Glenn W. Bragg Second by Grant Galbraith Abstentions NONE

Bragg Y Mooney Y Gallogly Y Polzin Y Galbraith Y

All Ayes - Motion passed