BOARD OF HEALTH MEETING
AGENDA
May 20, 2019

1.0 CALL THE MEETING TO ORDER ___________ P.M.

1.1 QUORUM PRESENT YES NO

2.0 STANDING AGENDA ITEMS

2.1 INTRODUCTIONS AND WELCOME

2.2 APPROVAL OF APRIL 15, 2019 MEETING MINUTES

Motion by ________________ Second by ________________
Abstentions ________________
Bragg ___ Mooney ___ Gallogly ___ Trainer ___ Galbraith ___
Passed Failed

2.3 APPROVAL OF MAY 20, 2019 AGENDA (with changes as noted below)
Edits to agenda (additions, deletions or movement of agenda items)
1. Additions to agenda
2. Deletions to the agenda
3. Change - the numbering under agenda items #5
4. Addition of Resolutions

Motion by ________________ Second by ________________
Abstentions ________________
Bragg ___ Mooney ___ Gallogly ___ Trainer ___ Galbraith ___
Passed Failed

2.4 FINANCIALS
A. MOTION to INCREASE or DECREASE Appropriations (Standing Agenda Item)
See the memo from Jill Thompson regarding 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.

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Description</th>
<th>Requesting</th>
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<tr>
<td>XXXXXX</td>
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There are NO changes needed for Appropriations this month.

B. **MOTION to Approve the monthly financials as presented (Standing Agenda Item)**.
Financials are being put on the BOH Insight webpage for review.

Motion by ______________________ Second by ______________________
Abstentions____________________
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___
Passed       Failed

C. **MOTION to Approve Payments (Standing Agenda Item)**

Motion by ______________________ Second by ______________________
Abstentions____________________
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___
Passed       Failed

2.5 **CONTRACTS / MOUs**

2.5.1 **MOTION to APPROVE: Motion to Approve the Contract under development from Franklin County Health Department.** Due to the loss of the Emergency Preparedness Planner, and the need to continue the Public Health Emergency Preparedness (PHEP) Grant including the Cities Readiness Initiative CRI portion, it was decided that the best would be to contract with another agency who does this grant and its deliverables. This contract will be to complete the July 01, 2019 through June 30, 2020 PHEP grant using a contractor. Franklin County Health Department will be developing a contract and payment will be approximately 50% of the funding received paid to Franklin County Health Department. Details are almost completed.

Motion by ______________________ Second by ______________________
Abstentions____________________
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___
Passed       Failed

2.5.2 **MOTION to APPROVE and ACCEPT: Motion to Approve the Contract between the Board of Health and the Ohio Department of Commerce.** This agreement is to allow the Morrow County Health District EH division to conduct manufactured home park inspections for the next year.

Motion by ______________________ Second by ______________________
Abstentions____________________
2.5.3 **MEMORANDUM OF AGREEMENT FOR MCHD OCCUPANCY OF COMMUNITY SERVICES BUILDING:**
This MOA has been signed and executed by both the BOH and the Morrow County Commissioners with NO changes to the contract. Legal opinion has been received by the county prosecutor stating that it is legal for MCHD to pay the Commissioners in order to occupy space at the Community Services Building.

2.6 **PERSONNEL**

2.6.1 **MOTION TO APPROVE AND ACCEPT:** Motion to Approve and Accept the increase of Sadie Stoots from 27 hours per week. She would work 38 hours per week throughout the school year, and 11 hours per week during the summer months. She currently is the Cardington School nurse. This increase in hours will allow Sadie to serve as our medical billing personnel, and to conduct marketing activities, particularly for the Reproductive Health program.

Motion by _______________  Second by _______________

Abstentions______________________

Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___

Passed  Failed

2.6.2 **MOTION:** Motion to Approve and Accept the hourly increase from 38 hours per week to 40 hours per week for Rodney Brewer and Stephanie Zmuda. This change will decrease the overtime and compensatory time for each of them.

Motion by _______________  Second by _______________

Abstentions______________________

Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___

Passed  Failed

2.6.3 **ONGOING PERSONNEL ISSUES:** Melissa Ebel from Eastman & Smith to give an update regarding ongoing personnel issues.

3.0 **PUBLIC PARTICIPATION**

**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/](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 to the office or to the Health Commissioner.
As of 05/16/2019 by 5:00 PM, **NO ONE** has asked to attend the meeting and speak to the Board of Health.

It has been mentioned that there may be individuals who will be attending the meeting regarding the Reenergy issue in Morrow County.

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:** Bill Review - Medicaid

5.0 AGENCY ACTION ITEMS

5.1 Administrative (Agency) Resolutions  
*Pamela Butler/Stephanie Bragg*

5.1.1 MOTION: MOTION TO APPROVE THE SMALL CHANGE IN LANGUAGE OF THE BACKGROUND CHECK POLICY. The background check is paid by the employee. MCHD has always reimbursed the employee for having it completed. This wording is being added for clarification into the newly adopted policy to include reimbursement to the employee for payment of his/her background check costs.

Motion by ______________________  
Second by ______________________  
Abstentions______________________  
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___  
Passed Failed

5.1.2 RESOLUTION #2019-022-ADM: RESOLUTION TO APPROVE THE EQUIPMENT ISSUANCE POLICY: This policy will allow MCHD to issue MCHD-owned equipment, such as laptops and CPR manikins, to certain staff to conduct work outside of the office setting. The policy describes the responsibilities of the employee, and includes a form that must be filled out by the employee before the equipment is issued.

Motion by ______________________  
Second by ______________________  
Abstentions______________________  
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___
5.2 Environmental Health Resolutions

5.2.1 RESOLUTION #2019-023-EH: RESOLUTION TO APPROVE THE HOUSE LOCATED AT 7460 COUNTY ROAD 242 IN PERRY TOWNSHIP - PARCEL: L32-004-00-056-00 TO BE DECLARED UNINHABITABLE: Refer to the pictures. This house is missing all windows and doors. It has debris located all through the house and strewn across the property. This house is unfit for habitation.

Motion by ______________________  
Second by ______________________

Abstentions____________________
Bragg __  Mooney __  Gallogly __  Trainer __  Galbraith __

Passed  Failed

5.2.2 MOTION: MOTION TO AMEND THE 2019 ENVIRONMENTAL FEE SCHEDULE: This motion is to remove the following language from the Variance section of the 2019 EH Fee Schedule: “If a variance is approved, fee will be applied to cost of permit, license, or service.” The variance fee should apply, regardless of other costs associated with the property as it is meant to cover the employee time and resources involved with issuing a variance.

Motion by ______________________  
Second by ______________________

Abstentions____________________
Bragg __  Mooney __  Gallogly __  Trainer __  Galbraith __

Passed  Failed

5.2.3 MOTION: MOTION TO AMEND THE STS SUPPLEMENTAL RULE POLICY: This motion is to change some of the language within the policy. This amendment should be the final change to this policy.

Motion by ______________________  
Second by ______________________

Abstentions____________________
Bragg __  Mooney __  Gallogly __  Trainer __  Galbraith __

Passed  Failed

6.0 ADDITIONAL OR MISCELLANEOUS ACTION ITEMS

6.1 MOTION TO APPROVE:

Motion by ______________________  
Second by ______________________

Abstentions____________________
Bragg __  Mooney __  Gallogly __  Trainer __  Galbraith __

Passed  Failed

7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS
a. Environmental Health Division
   **Aaron Decker**
   Refer to Sewage Program Updates
   - STS Abandonment Report – Updated report in packet
   - Discussion regarding potential upcoming variance requests
   - Dogs and Outdoor Dining Areas – review and update
   - Solid Waste Program Report – 2018

b. Nursing and Community Health Division
   **Stephanie Bragg**
   Refer to Nursing and Community Health Update documents
   - Communicable Disease Report – Updated report in packet
   - Hepatitis A outbreak update
   - Measles update
   - Update on Reproductive Health and Wellness Program and its deliverables
   - Medicaid bill and updates discussion
   - School Nurse contracts in progress for the 2019-20 school year

c. Health Commissioner:
   **Pamela Butler/Stephanie Bragg**
   Refer to Health Commissioner Update documents
   - Sign the Bylaws document and turn in the last page for personnel file (you received the document and others via email). The documents are also available on the BOH Insight area of MCHD website
   - Review and discuss the “Accreditation” power point on governance by the Board of Health. If you have questions, please ask. The complete orientation notebook will be available beginning of June 2019 for your use. It will be put on the BOH Insight.

8.0 **MEETING ADJOURNED __________ P.M.**

Motion by ______________________  Second by ______________________  
Abstentions ____________________
Bragg ___  Mooney ___  Gallogly ___  Trainer ___  Galbraith ___  
Passed  Failed
REASON TO GO INTO EXECUTIVE SESSION:

I, ____________________________________________________, 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:

<table>
<thead>
<tr>
<th>Motion to go into Executive Session: Time ______</th>
<th>Roll Call Vote</th>
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<tbody>
<tr>
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<td>Passed</td>
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<th>Motion to return from Executive Session: Time ______</th>
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