



BOARD OF HEALTH MEETING
MAY MEETING MINUTES
 June 17, 2019
 (DRAFT FOR APPROVAL)

Board Members Present

Martha Mooney, DVM – (MM)
Holly Trainer, RPH (HT)

Shad Gallogly – (SG)

Grant Galbraith, MD – (GG)

Absent

Glenn Bragg – (GB)

MCHD Personnel Present

Stephanie Bragg, AHC/DON
Stephanie Zmuda

Aaron Decker, EH Director

Lynne Keeseey

Jill Thompson

Guests Present

Russ Brown Norman Miller

Note: Pamela Butler, Health Commissioner and Secretary to the Board is absent this evening. Stephanie Bragg, Assistant Health Commissioner/Director of Nursing shall serve as Secretary to the Board for this meeting.

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 INTRODUCTIONS AND WELCOME

Guests were welcomed.

2.2 APPROVAL OF APRIL 15, 2019 MINUTES – AS AMENDED

Minutes were amended to include the following changes:

- Addition of Aaron Decker, EH Director as invited into executive session,
- Change Motion to go into Executive Session to Grant Galbraith
- Change Annual Financial Report submitted on date to May 01, 2019

The motion to accept the April 15, 2019 Minutes, as amended 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

2.3 APPROVAL OF MAY 20, 2019 AGENDA – AS AMENDED

2.3.1 Additions to agenda

- 2.4 D – Present the Proposed Budget for 2020

2.3.2 Deletions to the agenda

- Remove 2.6.3 – Melissa Ebel update

2.3.3 Change - the numbering under agenda items #5

- None

2.3.4 Addition of Resolutions

- None

The motion to approve the May 20, 2019 agenda, 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

2.4 FINANCIALS

2.4.1 MOTION to INCREASE or DECREASE appropriations

Not applicable – No changes

2.4.2 MOTION to APPROVE the Monthly Financials as presented.

Jill Thompson discussed financials, including DKMM funds, Hinkle Report, license costs, etc.

The motion to approve the monthly financials as presented by 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

2.4.3 MOTION to APPROVE Payments

Not applicable – No changes

2.4.4 MOTION to APPROVE 2020 Proposed Budget

Jill Thompson presented the proposed agency preliminary budget for 2020. The final budget will come before the Board in the fall, likely in October or November, depending on the County Commissioners.

The motion to approve the proposed 2020 budget 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

2.5 CONTRACTS / MOUS

2.5.1 MOTION TO APPROVE AND ACCEPT: The contract under development between Franklin County Public Health and MCHD for Emergency Preparedness Planner services. After discussion, the Board decided to Table this contract until the June 2019 meeting so that they may review the contract before approval.

The motion to table approval of this contract until June 17, 2019 was made by Shad Gallogly, and seconded by Grant Galbraith. All Ayes – Motion Carried.

2.5.2 MOTION TO APPROVE AND ACCEPT: The Contract between the BOH and the Ohio Department of Commerce which will allow MCHD to conduct manufactured home park inspections for the next year. These inspections are usually completed in the late spring/early summer; however, this year the Department of Commerce will have them conducted later in the summer so that the inspections are aligned with their fiscal duties. Stephanie Zmuda discussed how these inspections have been conducted in the past, and emphasized that MCHD would only do the inspection aspect of the parks, and any enforcement activities would be conducted by the Ohio Department of Commerce.

The motion to approve and accept the contract between the Board and the Ohio Department of Commerce for manufactured home park inspections 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

2.5.3 MEMORANDUM OF AGREEMENT FOR MCHD OCCUPANCY OF COMMUNITY SERVICES BUILDING: This MOA that was signed by the Board of Health went before the Morrow County Commissioners. The Commissioners signed the MOA with NO changes or additions to the document. Legal opinion was received from the county prosecutor stating that it is legal for MCHD to pay the Commissioners in return for space occupancy. A copy of this opinion is included in your packets.

The motion to accept the signed MOA for MCHD occupancy of the Community Services Building 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

2.6 PERSONNEL

2.6.1 MOTION TO APPROVE AND ACCEPT: The increase of hours for Sadie Stoots from 27 hours per week. Stephanie Bragg proposed increasing Sadie’s hours by 11 hours per week beginning June 10, 2019. This would have her working 38 hours per week while Cardington School is in session, and 11 hours per week during the summer months. The additional 11 hours per week would be used for Reproductive Health and Wellness marketing and social media, and for medical billing purposes. Stephanie also discussed how this increase in hours may be funded.

The motion to approve the increase in hours as proposed for Sadie Stoots 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

2.6.2 MOTION TO APPROVE AND ACCEPT: The increase of hours from 38 hours per week to 40 hours per week for both Rodney Brewer and Stephanie Zmuda. Aaron Decker discussed his rationale for this hour increase, including the fact that the sanitarians are already working the increased hours, and that the latest personnel survey indicated that MCHD has a shortage of sanitarians. Increasing Rodney and Stephanie’s hours will reduce the amount of compensatory time that they are earning.

The motion to approve the increase in hours as proposed for Rodney Brewer and Stephanie Zmuda 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

3.0 PUBLIC PARTICIPATION

There were no requests to address the Board for this meeting.

4.0 TRAINING ON PUBLIC HEALTH

Stephanie Bragg presented Senate Bill 29 for discussion. This is a proposed bill to amend Section 5162.20 of the Ohio Revised Code regarding Medicaid copayment requirements. She discussed the bill in summary, and relayed the recommendations from the Association of Ohio Health Commissioners regarding the bill.

5.0 AGENCY ACTION ITEMS

5.1 Administrative/Agency Resolutions

5.1.1 MOTION TO APPROVE: The small change in language of the Background Check Policy. This policy was approved at the March 2019 meeting. Historically, MCHD has reimbursed employees for the cost of their background checks. This language needs to be added to the newly adopted policy.

The motion to approve the language change for the Background Check Policy as proposed 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

5.1.2 RESOLUTION # 2019-022-ADM: Resolution to Approve the Equipment Issuance Policy. This policy creates a standard process for issuance of MCHD-owned equipment to employees for use outside of the agency offices.

The resolution to approve the Equipment Issuance Policy as proposed was made by Holly Trainer, and seconded by Grant Galbraith. All Ayes – Resolution Carried.

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

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. Aaron Decker discussed the condition and provided photos of the house and property, and provided copies of the Ohio Revised Code that gives the Board authority to declare a home uninhabitable.

The resolution to approve the house located at 7460 County Road 242 in Perry Township to be declared as uninhabitable was made by Shad Gallogly, and seconded by Holly Trainer. All Ayes – Resolution Carried.

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

5.2.2 MOTION TO ACCEPT: An amendment to the 2019 Environmental Fee Schedule. This amendment is to remove the following language from the Fee Schedule: “If a variance is approved, fee will be applied to cost of permit, license, or service.” Stephanie Bragg and Aaron Decker explained the rationale behind this change, specifically the fact that it takes staff time and resources to address variance requests regardless of whether the variance ends up approved or not. Aaron also discussed the variance processes and rules associated with them.

The motion to accept the amendment to the 2019 Environmental Fee Schedule as proposed 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

5.2.3 MOTION TO ACCEPT: Amendments to the STS (Sewage Treatment Systems) Supplemental Rules Policy. Aaron Decker reviewed the policy in full, and proposed some amendments to the current policy. A copy of the changes and rationale was included in the Board packets. These changes include: clarification of “small flow systems” vs. “semipublic systems,” removal of discharging systems meeting quality standards set forth in 3701-29-14 (A), establishing a minimum vertical separation distance to 1 inch for pretreated effluent. Aaron discussed the rationale for the proposed changes.

The motion to accept the amendments to the STS Supplemental Rules Policy as proposed was made by Grant Galbraith, and seconded by Holly Trainer. Shad Gallogly Abstained. All Ayes, with One Abstention – Motion Carried.

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

5.3 Nursing Resolutions

There were no Nursing Division resolutions this evening.

6.0 ADDITIONAL OR MISCELLANEOUS ITEMS

There were no additional items this evening.

7.0 INFORMATION ITEMS AND COMMENTS

Environmental Health Division

- The updated STS Abandonment Report was included in the Board packet.
- Aaron Decker discussed two potential variance requests that may be brought in front of the Board next month. This discussion was to provide a background of the potential variances, and to determine if the Board would be willing to hear the requests next month.

The motion to hear the proposed variance requests at the next regular Board meeting 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

- Stephanie Zmuda discussed the proposed law and rule regarding the allowance of dogs in outdoor dining areas. She provided updates and discussed issues that can arise with this law.
- Stephanie Zmuda presented the 2018 Solid Waste Program Report, and discussed key findings from her presentation.

Nursing and Community Health Division

- The updated Communicable Disease Report was included in the Board packet.
- Stephanie Bragg provided updates regarding the ongoing Hepatitis A outbreak, including data about Morrow County case counts and county vaccination efforts.
- Stephanie Bragg discussed the current Measles outbreak that is occurring across the country. Ohio does not have any cases at this time; however, health districts are planning and preparing for when a case does occur.
- Stephanie Bragg provided an update regarding the Reproductive Health and Wellness program and discussed the marketing plan that will be put in place for the program. The Ohio Department of Health has requested that we work to increase our client visit numbers, including developing a plan for how we can do so. Our approved plan has a large focus on marketing, including rebranding, a social media presence, and website development.
- School Nursing contracts are being finalized and will go to the school superintendents by June 1, 2019.

Health Commissioner

- The Board Bylaws that were adopted in March were discussed among the Board members. Suggestions for clarification of the document language and typo corrections were discussed. Following the discussion, Stephanie Bragg stated that she would correct the typos as suggested, and would then email the Board a fresh copy to keep.

- Stephanie Bragg provided a review of the Accreditation presentation on governance that was sent to the Board prior to the meeting.

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held Monday, June 17, 2019 at 6:00 p.m. in the Community Services Building.

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 8:35 p.m.

Martha Mooney, DVM
President, Board of Health

Date

Stephanie Bragg, RN BSN MHA
Acting Secretary to the Board

Date