MORROW COUNTY BOARD OF HEALTH
Meeting Minutes

September 16, 2019

BOARD OF HEALTH MEETING
MEETING MINUTES
APPROVED __________

9:00 AM

LOVE LIFE. LIVE HEALTHY

Per August 19, 2019 Signature Sheet

Board Members Present
Martha Mooney, DVM – (MM)
Holly Trainer, RPH (HT)
Glenn Bragg – (GB)

Shad Gallogly – (SG)
Grant Galbraith, MD – (GG)

MCHD Personnel Present
Pamela Butler, H.C.
Stephanie Bragg, AHC/DON
Aaron Decker, EH Director
Jill Thompson
Lynne Keesey

Guests Present - No one signed in

1.0 CALL THE MEETING TO ORDER 6:04 P.M.
1.1 QUORUM PRESENT NO YES NUMBER PRESENT: 5

As of 08.13.2019, NO board of health member provided regrets.

2019 August Attendance (Yes or No)

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Present</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shad Gallogly</td>
<td></td>
<td>Glenn W. Bragg</td>
<td></td>
</tr>
<tr>
<td>Grant Galbraith</td>
<td></td>
<td>Holly Trainer</td>
<td></td>
</tr>
</tbody>
</table>

2.0 STANDING AGENDA ITEMS

2.1 INTRODUCTIONS AND WELCOME
All individuals in the room were welcomed by the Board of Health President.

2.2 APPROVAL OF JULY 15, 2019 MEETING MINUTES
Motion to approve the July 15, 2019 meeting minutes was made by Holly followed by a second from Shad Gallogly.

2019 July Meeting Minutes - Voting Record

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shad Gallogly</td>
<td>Yes</td>
<td>Glenn W. Bragg</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Galbraith</td>
<td>Yes</td>
<td>Holly Trainer</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed
2.2 Approval of August 19, 2019 Agenda

Refer to the changes from original draft as noted below

The addition of 6.1 regarding food cost was made at this time and inserted after 6.0 Training on Public Health. Items #3.1 and #3.2 were both deleted from the agenda.

Motion was made by Holly Trainer to approve the July 15, 2019 meeting minutes followed by a second from Shad Gallogly.

<table>
<thead>
<tr>
<th>August 2019 Agenda - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed.

2.4 Edits to 08.19.2019 Agenda (additions, deletions or movement of agenda items)

1. Additions to agenda
   - Added attendance box at beginning of BOH agenda
   - Added the information in the record boxes for each voting record
   - Added executive session(s)

2. Deletions to the agenda
   - Items #3.1 and #3.2 were deleted from the agenda.
   - No Voting took place for 3.5

3. Changes to Agenda
   - Numbering changes for headings from beginning to end
   - Added the attendance record box following quorum present
   - Made some formatting changes throughout including the addition of voting record information
   - 3.2. - added the words (Additional motion if needed)
   - 4.0. - added the words - Administrative Policies for identification purposes
   - 4.1. - Resolution # changed from 033 to 029 - Equal Employment Opportunity Policy
   - 4.2. - Resolution # changed from 0034 to 034 (deleted a zero)
   - Before 4.3. - added the word Agency
   - Resolution #2019-035-ADM changed to 4.4.
   - Before 4.5. - added the words Environmental Health
   - PEP Motion changed to motion 4.6.

4. Addition of Resolutions
   - 4.3 - Resolution #2019-033-ADM: Resolution to Approve and adopt IT Contract

3.0 Financials

3.1 Deleted

3.2 Deleted

3.3 Motion to Approve - Monthly Financials as presented (Standing Agenda Item).
Financials are being put on the BOH Insight webpage for review prior to the meeting date. Refer to your documents provided.
Holly Trainer made the motion to approve the August 2019 monthly financials presented during the meeting and Grant Galbraith seconded the motion.

<table>
<thead>
<tr>
<th>August 2019 Monthly Financial - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed.

### 3.4 Motion to Approve Payments - 06/01/2019 to 06/30/2019 (Standing Agenda Item)

**Unusual and Occasional Payments (not routine)**

**ADMIN**
- OPHA Membership: $200.00
- Morrow County Chamber Membership: $100.00
- Amazon-Cooling Fan for Server: $21.95
- Amazon-Portable External Hard Drive: $62.99

**COMMUNITY HLTH**
- PHEP Match-applied for on-line EPI course: $15.00
- Supplies for Tomorrow Center Gift Basket: $99.09
- Amazon-Fitness Supplies for JFS: $196.00

**EH (water)**
- Software Maintenance Agreement (Baldwin Group): $247.61

**EH (sewage)**
- Software Maintenance Agreement (Baldwin Group): $442.84

**NURSING-School**
- (2) Audiometer Calibration: $98.00

**NURSING-Clinic**
- LLC Membership (4th Installment): $2009.25
- Glaxo Smith Kline: $1564.18
  - GSK Discount: ($30.38)
- Merck Sharpe & Dohme Corp.:
  - Merck Sharpe & Dohme Corp Discount: ($86.55)

**RHWP**
- Amazon - poster frame: $109.90
- Return of Grant Funds: $109.22
- Henry Schein, Inc. Medical Supplies: $89.18

Holly Trainer made the motion to approve the unusual and occasional payments (not routine). Grant Galbraith seconded the motion.

<table>
<thead>
<tr>
<th>August 2019 Approve Payments - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed.

### 3.5 Informational Items - Revenues (Not Usual or Routine)

**ADMIN**
- General Property Tax (Levy): $149,434.97
- Personal Property Utility (Levy): $12,912.03
- Subdivision Fees: $13,215.29
- Subdivision Fees: $3284.61
4.0 CONTRACTS / MOUs / RESOLUTIONS

Agency:

4.1 RESOLUTION #2019-029-ADM: RESOLUTION TO APPROVE AND ADOPT THE UPDATED AND REVISED EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO): This policy is to ensure that MCHD, the Board of Health members, and all employees conduct every employment practice in a manner that is consistent with an equal opportunity workplace.

Grant Galbraith moved to approve the resolution for the updated and revised Equal Employment Opportunity policy. Holly Trainer seconded the motion.

<table>
<thead>
<tr>
<th></th>
<th>Martha Mooney</th>
<th>Shad Gallogly</th>
<th>Yes</th>
<th>Glenn W. Bragg</th>
<th>Yes</th>
<th>Grant Galbraith</th>
<th>Yes</th>
</tr>
</thead>
</table>
#2019-029-ADM - Voting Record

All ayes - No abstentions. Motion passed.

4.2 RESOLUTION #2019-034-ADM: RESOLUTION TO APPROVE AND ADOPT POLICY FOR LEGAL SERVICES FOR MCHD BOARD OF HEALTH: This Ohio Revised Code - Chapter 3709. In general health districts the prosecuting attorney of the county constituting all or a major part of such district shall act as the legal advisor of the board of health. In a proceeding in which the board is a party the prosecuting attorney of the county in which such proceeding is instituted shall act as the legal representative of the board. (Reference http://codes.ohio.gov/orc/3709).

Shad Gallogly moved to approve the resolution for the policy for legal services for MCHD Board of Health. Grant Galbraith seconded the motion.

<table>
<thead>
<tr>
<th></th>
<th>Martha Mooney</th>
<th>Shad Gallogly</th>
<th>Yes</th>
<th>Glenn W. Bragg</th>
<th>Yes</th>
<th>Grant Galbraith</th>
<th>Yes</th>
</tr>
</thead>
</table>
#2019-034 - ADM - Voting Record

All ayes - No abstentions. Motion passed.

4.3 RESOLUTION #2019-033-ADM: RESOLUTION TO APPROVE AND ADOPT IT CONTRACT BY AND BETWEEN THE MORROW COUNTY AUDITOR’S OFFICE AND MORROW COUNTY HEALTH DISTRICT: This independent services contract will provide informational technology services/deliverables; provide a flexible work plan, complete an inventory of hardware and software, recommendations for upgrades, on-going IT support and other IT services as needed and agreed upon between the two parties. This contract will provide and complete several requirements for PHAB in Domain 11.

Holly Trainer moved to approve the resolution for the IT contract between MCHD and the Morrow County Auditor’s office. Shad Gallogly made the second.
#2019-033-ADM - Voting Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
<th>Opponent</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shad Gallogly</td>
<td>Yes</td>
<td>Glenn W. Bragg</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Galbraith</td>
<td>Yes</td>
<td>Holly Trainer</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed.

4.4 **Resolution to Approve #2019-035-ADM: The Agreement to Approve the Contract to Purchase and Pay Monthly Monitoring Fee for ADT Security System:** This contract is with ADT Security Systems for safety and security which includes monthly monitoring. Total cost of the system is approximately $2500.00 and monthly monitoring will be approximately $80.00 or less.

Holly Trainer moved to approve the resolution for the ADT security system and the monthly monitoring fee. Grant Galbraith followed with a second.

#2019-035-ADM - Voting Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
<th>Opponent</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shad Gallogly</td>
<td>Yes</td>
<td>Glenn W. Bragg</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Galbraith</td>
<td>Yes</td>
<td>Holly Trainer</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All ayes - No abstentions. Motion passed.

**Environmental Health:**

4.5 **Resolution to Approve #2019-036-ADM: The EH Regulation for A Variance Request for Robert & Eileen Chappel:** This variance is for the property located at 1365 County Rd. 149, Westfield Twp., Cardington, Ohio. Reference 3701-29-06(G)(3)(a). Instead of maintaining a 10 foot isolation distance from the driveway, the building sewer will pass under the driveway. The building sewer shall be schedule 40 or equivalent and shall be placed in a sleeve of schedule 80 pipe or equivalent to accommodate service without digging up the driveway.

Holly Trainer moved to approve the resolution for the ADT security system and the monthly monitoring fee. Grant Galbraith followed with a second.

#2019-036-ADM - Voting Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
<th>Opponent</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shad Gallogly</td>
<td></td>
<td>Glenn W. Bragg</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Galbraith</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Four ayes - One (1) abstention. Resolution passed.

4.6 **Motion to Accept Public Entities Pool (PEP) Recommendations:** This motion is to accept the PEP recommendations regarding the risk assessment that was conducted regarding the MCHD space.

Shad Gallogly moved to approve the motion to accept the recommendations from Public Entities Pool (PEP). Holly Trainer made the second.
I: BOARD OF HEALTH
II: 2019 Board of Health
III: July 2019

5.0 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/) 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 08/13/2019 by 5:00 PM, Environmental Health (variance) has asked to speak to the Board of Health.

It has been mentioned that there may be individuals who will be attending the meeting regarding lawsuit against county agencies and individuals in Morrow County.

6.0 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: None

6.1 Resolution for Food Fees added here.

RESOLUTION #2018-037-EH: This resolution is to Approve and Adopt the First (1st) Reading of the Food Service, 2020 Fee Schedule for Morrow County Health District:

This resolution is to approve and adopt the Environmental Health food service fee schedule for the year 2020. August 19, 2019 is the first of the required three (3) readings necessary to meet state code and was completed. The second reading and public participation will take place September 16, 2019 with the last and final reading of the fee schedule to take place October 21, 2019.

NOTE: A public hearing will take place during the September 16, 2019 Board of Health meeting for anyone who would be interested in the process. Following approval at the last and final of the three readings (October 21, 2019), the food fees will be accepted and put in place for the 2020 fee schedule.
Refer to the 2019 Food Fee Recommendations Document based on ODH/ODA Cost Methodology as required by ORC.

Holly Trainer moved to approve the 1st reading of the food fee resolution for 2020 and Grant Galbraith seconded the motion.

<table>
<thead>
<tr>
<th>Public Entities Pool - Motion Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly: Yes</td>
</tr>
<tr>
<td>Grant Galbraith: Yes</td>
</tr>
<tr>
<td>Glenn W. Bragg: Yes</td>
</tr>
<tr>
<td>Holly Trainer: Yes</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Resolution passed.

7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

7.1 Environmental Health Division

Aaron Decker

- STS Abandonment Report – No changes from last BOH meeting
  - Discussion that this report should be provided at every BOH meeting even if there have been no changes.
- Update on sewage and food issues
  - Discussion that some minor variances be approved by the Health Commissioner with recommendations by the Environmental Health Director. Aaron Decker to provide a proposal at the next BOH meeting.

7.2 Nursing and Community Health Division

Stephanie Bragg

- Communicable Disease Report – Updated report in packet
  - Stark County (07.12.2019) had the first case of measles confirmed in Ohio.
- Hepatitis A outbreak update
  - Ohio - increasing in numbers
- Update on Reproductive Health and Wellness Program and its deliverables
  - Completed - some policy changes and updates to be done
- Clinic / Immunizations Update
  - Meningococcal vaccine approved
  - Vaccines for Children (VFC) site visit completed in August
- School immunizations:
  - Cardington
  - Tomorrow Center (09.22.2019)
  - Highland (10.22.2019)
- County wide flu clinic at the EMS building (09.28.2019)
- Morgan Kocher completed her required Epidemiology course for the PHEP grant.
- Fair Committee working on what to provide, times staff to be present, final details
- Reproductive Health and Wellness Program (RHWP) has a naming contest. What do we name the clinic. Looking for suggestions.
7.3 Health Commissioner: Pamela Butler
- Public Entities Pool of Ohio (PEP) - Refer to document
- PEP to conduct training on “Situational awareness” - setting up dates
- Applying for $1000.00 from PEP (will be able to apply it towards security system)
- ADT Letter regarding security issues
- AOHC Fall Conference scheduled for September 16 - 18, 2019
- DAC meeting scheduled for 09.26.2019 has been rescheduled for 11.07.2019 at the Trinity Church in Mt. Gilead

8.0 EXECUTIVE SESSION
Board of Health - Executive Session Policy
Executive sessions are closed sessions. Executive sessions of the board of directors (health) are provided by statute so boards can address issues involving privileged information and matters of a private nature. An “executive session” is a conference between members of a public body from which the public can be excluded. Executive sessions are for the purpose of deliberations only. NO action of any kind can be taken during an executive session.

1. First, there are limited reasons for which an executive session may be called.
2. Second, there is a specific procedure that must be followed when a public body adjourns into an executive session.

EXECUTIVE SESSION #1

Reason to go into Executive Session: I, Grant Galbraith, make the motion to go into executive session for the following reason: To consider the employment of a public employee or official;
Person(s) Requested to Attend Executive Session #1: Pamela Butler, Health Commissioner

Motion to go into Executive Session: Time 7:53 PM - Roll Call Vote
Grant Galbraith made the motion to go into executive session. Shad Gallogly followed with a second. Roll call was completed by the Health Commissioner to go into executive session and all responded with “yes”

<table>
<thead>
<tr>
<th>Entering into Executive Session #1 - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Motion passed.

Motion to return from Executive Session #1: Time 8:21 PM - Roll Call Vote
Holly Trainer made the motion to go out of executive session and return to regular session. Shad Gallogly followed with a second. Roll call was completed by the Health Commissioner and all responded with “yes”.

<table>
<thead>
<tr>
<th>Return from Executive Session #1 - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Motion passed.

The Board moved out of executive session and back to regular session. No decisions were made following executive session #1.
EXECUTIVE SESSION #2

Reason to go into Executive Session #2: I, Grant Galbraith, make the motion to go into executive session for the following reason: To consider the appointment of a public employee or official; Grant Galbraith made the motion to go into executive session. Holly Trainer followed with the second. Roll call was completed by the Health Commissioner to go into executive session and all responded with “yes”. All ayes - No Abstentions. Motion passed.

Person(s) Requested to Attend Executive Session #2: Pamela Butler, Health Commissioner

Motion to go into Executive Session: Time 8:24 PM - Roll Call Vote
Holly Trainer made the motion to go out of executive session and return to regular session. Shad Gallogly followed with a second. Roll call was completed by the Health Commissioner and all responded with “yes”.

<table>
<thead>
<tr>
<th>Entering into Executive Session #2 - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
<tr>
<td>Glenn W. Bragg</td>
</tr>
<tr>
<td>Holly Trainer</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Motion passed.

Motion to return from Executive Session #2: Time 9:15 PM Roll Call Vote
Grant Galbraith made the motion to go out of executive session and return to regular session. Holly Trainer followed with a second. Roll call was completed by the Health Commissioner and all responded with “yes”.

<table>
<thead>
<tr>
<th>Return from Executive Session #2 - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
<tr>
<td>Glenn W. Bragg</td>
</tr>
<tr>
<td>Holly Trainer</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Motion passed.

The Board moved out of executive session and back to regular session. No decisions were made following executive session #2.

No Executive Session #3. The President asked for a motion to adjourn the meeting.

MEETING ADJOURNED 9:20 P.M.

Grant Galbraith made the motion to adjourn the meeting and Holly Trainer followed with the second.

<table>
<thead>
<tr>
<th>Meeting Adjourned - Voting Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Martha Mooney</td>
</tr>
<tr>
<td>Shad Gallogly</td>
</tr>
<tr>
<td>Grant Galbraith</td>
</tr>
<tr>
<td>Glenn W. Bragg</td>
</tr>
<tr>
<td>Holly Trainer</td>
</tr>
</tbody>
</table>

All ayes - No Abstentions. Motion passed.
The Board adjourned the meeting. Next meeting scheduled for September 16, 2019 at 6:00 PM.

Submitted;

________________________________________
Pamela Butler
Health Commissioner
Secretary to the BOH

________________________________________
Marty Mooney, DVM
President - Board of Health