



BOARD OF HEALTH MEETING
NOVEMBER MEETING MINUTES
 November 18, 2019

Board Members Present

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

Shad Gallogly – (SG)
 Glenn Bragg – (GB)

Grant Galbraith, MD – (GG)

MCHD Personnel Present

Stephanie Bragg, AHC/DON

Jill Thompson

Karrie Hursey

Guests Present

Norman Miller Kenneth Keen

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 **6:01 p.m.**
- 1.2. A quorum of Board members was present (**5 of 5**)

2.0 STANDING AGENDA ITEMS**2.1. Introductions and Welcome**

Guests were welcomed.

2.2. MOTION TO APPROVE: OCTOBER 21, 2019 MINUTES – AS AMENDED

Minutes were amended to include the following changes:

- Change September Agenda’s voting record for Glenn Bragg from “Not Available” to “Yes”
- Under the motion to return from Executive Session, change “go into” to “return from” executive session
- Change Return from Executive Session #1’s voting record for Glenn Bragg from “Not Available” to “Yes”
- Change Meeting Adjourned’ s voting record for Glenn Bragg from “Not Available” to “Yes”

The motion to accept the October 21, 2019 minutes as amended was made by **Holly Trainer**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried.

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

2.3. MOTION TO APPROVE: NOVEMBER 18, 2019 AGENDA

2.3.1. Additions to agenda

- *None*

2.3.2. Deletions to agenda

- *None*

2.3.3. Changes to agenda

- *None*

2.3.4. Addition of Resolutions

- *None*

The motion to approve the November 18, 2019 agenda was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried.

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

3.0 FINANCIALS

3.1. MOTION TO INCREASE or DECREASE appropriations

- Not applicable – No changes

3.2. MOTION TO APPROVE: THE MONTHLY FINANCIALS AS PRESENTED.

- Jill Thompson discussed financials that were presented in the BOH packet.

The motion to approve the monthly financials as presented was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

3.3. MOTION TO APPROVE: PAYMENTS

- Not applicable – No changes

3.4. MOTION TO APPROVE: 2020 PROPOSED BUDGET

- This item is tabled until the December 16, 2019 meeting
- The forming of an internal budget and fee setting committee was discussed. Jill Thompson, Karrie Hursey, and Stephanie Bragg will work together to establish fees and agency budget.

4.0 ACTION ITEMS

4.1. RESOLUTION# 2019-052-EH: ENVIRONMENTAL HEALTH VARIANCE FOR HOMEOWNER, JOHNATHAN SCOHY. The homeowner requests a sewage variance from OAC 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.*

The resolution to approve the Environmental Health Variance for Johnathan Scohy was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes, 1 Abstention – Motion Carried

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

4.2. MOTION TO ACCEPT: AARON DECKER’S RESIGNATION, Effective November 8, 2019.

The motion to accept Aaron Decker’s resignation was made by **Grant Galbraith**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

4.3. MOTION TO APPROVE: INTERVIEWING AND HIRING OF ONE OF FIVE (5) POTENTIAL CANDIDATES FOR THE NURSING DIVISION ADMINISTRATIVE ASSISTANT POSITION. Each of the five candidates have been interviewed via telephone after being chosen from the larger candidate pool.

The motion to approve interviewing the five candidates and hiring one of them was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

4.4. MOTION TO APPROVE: THE RENEWAL OF PITNEY BOWES LEASE AGREEMENT. This agreement is for the usage of the agency’s postage machine.

The motion to approve the renewal of the Pitney Bowes Lease Agreement was made by **Grant Galbraith**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

4.5. RESOLUTION# 2019-053-ADM: PROPOSED WAGE INCREASE PLAN. This proposal describes a plan to implement wage increases for MCHD staff for 2020. There has not been a standardized way to allow for staff wage increases in some time. This plan for wage increases will be based on individual employee performance evaluations. Employees who average less than a 2.0 (on a 3.0 scale) on the evaluation will be ineligible for a wage increase. Those who score an average of 2.0 – 2.6 will be eligible for a 2% wage increase. Those employees who have an average score of over 2.6 will be eligible for a 2.5% wage increase. These increases would be effective during the first quarter of the calendar year, provided that the budget will support the increase in wages. During the years where the budget is unable to allow for wage increases, staff will be notified prior to the beginning of the first quarter of the year.

The resolution to accept the Wage Increase Plan as proposed was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

4.6. MOTION TO APPROVE: AMENDMENT TO THE ACCRUED LEAVE POLICY. This amendment is in allows an employee to transfer up to 480 hours of accrued sick leave time into MCHD from another public service employer, as long the duration of time since their last public service job does not exceed 10 years. This leave will be ineligible for employee payout upon separation from MCHD.

The motion to approve the amendment to the Accrued Leave Policy was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

4.7. RESOLUTION# 2019-054-EH: RESOLUTION TO INTERVIEW AND HIRE A PART-TIME S.I.T/R.S. AT 24 HOURS PER WEEK. This position would be a part-time generalist position in addition to

the current sanitarian staffing in the EH division. Salary will follow the established wage scale for each position.

The resolution to interview and hire a part-time SIT or RS was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

- 4.8. RESOLUTION# 2019-037-EH: RESOLUTION TO APPROVE AND ADOPT THE SECOND READING OF THE REVISED 2020 FOOD SERVICE FEE SCHEDULE FOR MORROW COUNTY HEALTH DISTRICT.** This is the second of the required three (3) readings necessary to meet state code. The first reading was completed on October 21, 2019. The THIRD and FINAL reading will take place on December 16, 2019.

Refer to the 2019 Food Fee Recommendations document based on ODH/ODA Cost Methodology as required by ORC. **State fees can be changed at any time.**

NOTE: Vending fee was changed because vending fees cannot increase more than the Consumer Price Index of **1.9%** (provided by ODH letter dated 1/15/2019). The 2020 amount will be **\$15.02**, which is increased from **\$14.74**

The resolution to accept the second reading of the 2020 Food Service Fees was made by **Shad Gallogly**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 4.9. RESOLUTION: 2019-050-ADM: 2020 MCHD HOLIDAY SCHEDULE.** This resolution adopts the holiday schedule for the Health District and its employees.

The resolution to adopt the 2020 Holiday Schedule was made by **Holly Trainer**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

4.10. RESOLUTION# 2019-051-ADM: 2020 BOH MEETING SCHEDULE. This resolution adopts the BOH meeting schedule for 2020.

The resolution to adopt the 2020 BOH Meeting Schedule was made by **Shad Gallogly**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

4.11. RESOLUTION# 2019-055-ADM: MCHD EMPLOYEE BENEFITS. This resolution was tabled until the December 16, 2019 meeting.

5.0 PUBLIC PARTICIPATION

No members of the public requested to address the BOH.

6.0 TRAINING ON PUBLIC HEALTH

No training provided at this meeting.

7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

7.1. Environmental Health Division

Stephanie Bragg

7.1.1. EH Program issues update

- EH Director Position is posted until 11/29/19. If there are no good candidates, it will be reposted
- Have not heard any updates from ODH regarding STS program evaluation visit
- Sewage Installers' Meeting scheduled for 12/6/19 will be cancelled. We plan to have an informational meeting for them after the first of the year.
- Reached out to other agencies to get help for Stephanie Zmuda with Food Inspections

7.1.2. STS Abandonment Report

- Karrie Hursey will review the 5228 CR 121 property to ensure that all documentation is complete.

7.2. Nursing and Community Health Division

Stephanie Bragg

7.2.1. Communicable Disease Report

7.2.2. Nursing issues update

- Morgan has transitioned out, and has set up the remaining staff to take over her duties
- Stephanie Bragg will be working in the immunization clinic until an administrative assistant has been hired
- Medical Director update – will bring a new contract to the BOH for approval

7.2.3. Vaping Illness update

- National Cases – 2172 confirmed, 42 deaths, cases in 49 states (all but Alaska)
- Ohio Cases – 55 confirmed, 35 additional under investigation, 0 deaths
- Vitamin E acetate has been identified as possible chemical concern that has been associated with all confirmed cases. Still under investigation.

7.3. Health Commissioner

Stephanie Bragg

7.3.1. Agency update

- Pam is using up leave time
- Reminder that BOH members need to have their required CEUs

7.3.2. **MOTION TO: CLOSE AT 12:00 PM ON DECEMBER 31, 2019.** It was discussed that Job and Family Services still does not know what their office hours will be for New Year’s Eve. If they are closed, our office will likely not have heat. The motion was made to close the office at 12:00 pm on 12/31/19. Employees will need to use leave time to cover the hours closed.

The motion to close the office at 12:00 pm on 12/31/2019 was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

7.3.3. DAC Meeting 11/7/19 update

8.0 EXECUTIVE SESSION

Reason to go into Executive Session: I, **Shad Gallogly**, make the motion to go into executive session for the following reason: To consider the employment of a public employee or official.

Non-BOH members requested to attend Executive Session: None

MOTION TO ENTER Executive Session: Time 7:15 pm. – Roll Call Vote

Motion by: Shad Gallogly **Seconded by:** Grant Galbraith

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to ENTER Executive Session.

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

MOTION TO RETURN FROM Executive Session: Time 7:43 pm. – Roll Call Vote

Motion by: Glenn Bragg Seconded by: Grant Galbraith

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to RETURN FROM Executive Session.

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

Executive Session was terminated, with no new motions made by the BOH members.

9.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held MONDAY DECEMBER 16, 2019, at 6:00 p.m. in the Community Services Building.

The motion to adjourn this meeting was made by **Glenn Bragg**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

This meeting was adjourned at 7:46 p.m.

 Martha Mooney, DVM
 President, Board of Health

 Date

 Stephanie Bragg, RN BSN MHA
 Assistant Health Commissioner/DON
 Acting Secretary to the Board

 Date