



BOARD OF HEALTH MEETING
DECEMBER MEETING MINUTES
 December 16, 2019

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD Glenn Bragg

MCHD Personnel Present

Stephanie Bragg Jill Thompson Karrie Hursey Lynne Keeseey

Guests Present

Tim Hack

Note: Pamela Butler, Health Commissioner and Secretary to the Board was 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 **6:02 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. Reminder that the January and February BOH meetings will be held on the 2nd Monday of the month due to the holidays.

2.2. MOTION TO APPROVE: November 18, 2019 Minutes

The motion to accept the November 18, 2019 Minutes 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	---

2.3. MOTION TO APPROVE: DECEMBER 16, 2019 AGENDA

2.3.1. Additions to agenda

- *None*

2.3.2. Deletions to agenda

- *None*

2.3.3. Changes to agenda

- *Change 4.4 from a resolution for a new policy to a Motion to Amend the current Time Keeping Policy*

2.3.4. Addition of Resolutions

- *4.13 – Resolution to Approve Agreement to Administer the County Wellness Program*

The motion to approve the December 16, 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	---

3.0 FINANCIALS

3.1. MOTION TO INCREASE: Appropriations

3.1.1. Request to appropriate \$7,885.00 of unappropriated certified monies in the PHEP Fund to the Political Entity Expense line item. This will be used to reimburse this line item in order to have Morgan Kocher’s payout be out of the PHEP fund.

The motion to Increase Appropriations was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

3.2. MOTION TO APPROVE: The Monthly Financials as Presented

- Jill Thompson discussed financials, including payments, income, and unusual expenses and revenue.

The motion to approve the Monthly Financials as presented 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	---

4.0 ACTION ITEMS

4.1. RESOLUTION# 2019-037-EH: 2020 Service Operation and Retail Establishment Food License Fee Schedule for the Morrow County Health District. This is the THIRD AND FINAL reading of the required three (3) readings necessary to meet state code. The first reading was completed on October 21, 2019. The second reading was completed on

November 18, 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 approve the 2020 Food Service Fee Schedule was made by **Shad Gallogly** and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

- 4.2. RESOLUTION# 2019-055-ADM: 2020 Employee Benefits.** This resolution sets the MCHD employee benefits rates for 2020. Jill Thompson discussed the changes related to the cost of health insurance benefits.

The resolution to approve the 2020 Employee Benefits 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	---

- 4.3. RESOLUTION# 2019-056-ADM: Delegation of Authority and Responsibility.** This resolution is for the annual delegation of authority from the BOH to the Health Commissioner for the purposes of carrying out the daily operations of the Health District. The attached Delegation of Authority Policy describes in detail the authorities and responsibilities that are delegated. This policy gets updated annually with this resolution.

The resolution to approve The Delegation of Authority and Responsibility was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

- 4.4. MOTION TO APPROVE AND ADOPT: Amendment to the Time Keeping Policy.** This amendment clarifies the specific details regarding the earning and use of compensatory leave for employees of MCHD. These changes include:

- Limiting all compensatory leave accumulation to no more than 40 hours at any given time, regardless of employee status of exempt or non-exempt
- Once an employee reaches their 40 hour accumulation limit, all overtime work will be denied until their compensatory bank has decreased
- All compensatory time must be taken as time off before December 31 of each year, resulting in employees beginning with a zero hour compensatory leave balance as of January 1st each year.

The motion to approve and adopt the Amendment to the Time Keeping Policy was made by **Shad Gallogly**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

- 4.5. RESOLUTION# 2019-058-EH: 2020 Environmental Health Fee Schedule for the Morrow County Health District.** This is the FIRST of the required three (3) readings necessary to meet state code. The second reading will be completed on January 13, 2020. These fees include all EH fees except for the Food Program.

Jill Thompson discussed the reasoning for the proposed fees. There was a concern voiced regarding changes to two fees in particular due to the large increase in pricing (Tank Replacement and Tank Abandonment). Open discussion occurred about how to approach these fees to make them more reasonable. Grant Galbraith suggested costing the four fees with an amortization process to spread the cost out. At the encouragement of the Board, Jill left the meeting to rework those fees in question. When Jill returned to the meeting, she proposed new fees for Tank Replacements and Tank Abandonments. These new fees were discussed and met with BOH approval. The cost for a 10 year O&M Inspection, and for the Aeration Inspection fees was brought up as a concern. After open discussion, Jill left the meeting to rework those two fees. A short time later, Jill returned to the meeting and presented her proposed fees for the O&M and Aeration Inspections. After discussion, the BOH was satisfied with the changes and proposed fee schedule.

The resolution to approve the 2020 Environmental Health Fee Schedule was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

- 4.6. RESOLUTION# 2019-059-ADM: Payout of Stephanie Zmuda's Accrued Compensatory Leave.** This resolution allows for the payout of up to 100 hours of accrued compensatory

leave for Stephanie Zmuda. Any compensatory leave remaining after the 100 hour payout will be carried over into 2020, and must be used according to the Compensatory Leave Policy. Stephanie Bragg discussed the reasoning behind Ms. Zmuda's accrued comp leave including previous supervisor issues, workload, and other circumstances beyond her control. As Ms. Zmuda is a non-exempt employee, she needs to be paid her compensatory leave, or must be able to use it. Allowing her to carry over this much leave will pose a burden both her and the agency as she will continue to have issues using the leave.

The resolution to approve the Payout of Stephanie Zmuda's Accrued Compensatory Leave was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. 2 Ayes, 1 Nay – Motion Carried

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

- 4.7. MOTION TO APPROVE: The 2020 Proposed Budget.** This budget includes the approved EH fees presented this evening. After the EH Fee Schedule was approved following the discussions and changes, the proposed budget was brought to the Board.

The motion to approve the 2020 Proposed Budget 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	---

- 4.8. MOTION TO APPROVE: Hiring Teresa Hoffman as an Administrative Assistant I for the Nursing Division.**

The motion to approve Hiring Teresa Hoffman as Administrative Assistant 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	---

- 4.9. MOTION TO APPROVE AND ACCEPT: The Contract with Dr. Thomas Freundlich to serve as a contracted Medical Director for the Health District.** Dr. Freundlich has been the agency's Medical Director for some time now. His contract was due for an update, and now includes a more detailed listing of his responsibilities to the Health District.

The motion to approve and accept the Contract for Medical Director was made by **Shad Gallogly**, and seconded by **Glenn Bragg**. 2 Ayes, 1 Abstention – Motion Carried

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

- 4.10. MOTION TO APPROVE: An Overnight Stay for Kelly Worstell.** This overnight stay is so that Kelly may attend a Public Information Officer's training in Cincinnati, Ohio in January 2020. This training is necessary for her role, and is required by the PHEP grant.

The motion to approve Kelly Worstell's Overnight Stay 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	---

- 4.11. MOTION TO APPROVE AND ADOPT: The Wage Increase Policy (Resolution# 2019-053-ADM).** This makes a formal policy for the implementation of the Wage Increase Plan that was approved by the BOH at the November 18, 2019 meeting.

The motion to approve and adopt the Wage Increase Policy was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. 2 Ayes, 1 Nay – Motion Carried

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

- 4.12. MOTION TO: Specify the Details of the Current Health Commissioner's Contract.** At the September 16, 2019 BOH meeting, the motion was made to extend Pamela Butler's Health Commissioner contract for an additional three months. There was no concrete date given for the end of the contract extension. A final date is necessary for agency and fiscal purposes. BOH members discussed the current contract, and agreed that they had been under the impression that the contract would end on December 31, 2019.

The motion to approve the Health Commissioner's Contract End Date of: December 31, 2019 was made by **Shad Gallogly**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

- 4.13. RESOLUTION# 2019-057-ADM: Approval of the Agreement between the Morrow County Commissioners and the Board of Health for the Administration of the County Wellness Program.** MCHD has been the administrator of the County Wellness Program for a number of years. This agreement allows for the continuance of this administration for 2020.

The resolution to approve Agreement between the BOH and Morrow County Commissioners for Wellness Program Administration 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	---

5.0 PUBLIC PARTICIPATION

- 5.1.** If you wish to address the Board of Health, please fill out the Public Participation Form located at: <http://www.morrowcountyhealth.org/about-us/board-of-health/> and send to the Morrow County Health District office. The deadline for form submission is the 5:00 pm on the Thursday immediately prior to the scheduled Board meeting.

As of **DECEMBER 12, 2019, NO ONE** has requested to address the Board at this meeting.

6.0 TRAINING ON PUBLIC HEALTH

- 6.1.** There was 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. STS Abandonment Report – Included in the packet

7.1.2. EH Food Enforcement Update

- Stephanie Zmuda is still working with the owner of Highland Pizza, and is not quite ready for an administrative hearing with them yet
- Castle's Deli is making progress in the right direction and is following the plan discussed in their administrative hearing. If they continue in this positive direction, they will not need to progress further in the Enforcement process.
- Stephanie Zmuda will continue to monitor both facilities

7.1.3. Upcoming Sewage Contractors' Meeting – January 2020

- This will be an information-only meeting

7.1.4. EH Program Updates

- Both sanitarians are very busy wrapping things up for the year. EH Director position has been reposted. Will keep it posted until we get good candidates for the position.

7.1.5. Innovative Organics

- This is a composting company looking to move into Peru Twp. They have had a facility in Franklin Co. and are looking to relocate. Included in the BOH packet are copies of law and rule related to the BOH responsibilities with this sort of facility. The facility is mostly regulated by the OEPA; however, the BOH does grant licensure for this type of place. Stephanie Bragg and Stephanie Zmuda will create an informational packet regarding this facility for the BOH to review prior to the January 2020 meeting.

7.2. Nursing and Community Health Division

Stephanie Bragg

7.2.1. Communicable Disease Report – Included in packet

7.2.2. Vaping Illness Update

- 2409 cases in all 50 states, 52 deaths in 26 states.
- The number of cases is declining, but there are still cases reported daily
- Ohio has had 87 cases, with none in Morrow so far
- Vitamin E acetate is still the most likely cause for the outbreak

7.2.3. RHWP Outreach Event

- Morrow County Under W.R.A.P.S. launched 12/9 with a meet and greet event. There was a decent turnout for the day despite the poor weather. We are thinking of making these events a quarterly thing.

7.2.4. FY 21 Grant Applications

- The application for the FY 21 RHWP grant was submitted. The notice of intent to apply for the FY 21 PHEP grant was submitted, with the application due in January.

7.3. Health Commissioner

Stephanie Bragg

7.3.1. Agency Updates

- Incomplete documents for Accreditation were completed and resubmitted.

8.0 Prosecutor Discussion: Charles Howland, Morrow County Prosecutor, requested to ask questions related to the relationship between Stephanie Bragg and a BOH member. Mr. Howland asked to address the BOH in open session, in order to make a record of the discussion.

8.1. Mr. Howland asked Stephanie Bragg, “Mr. Bragg is your former father-in-law, is that right?” Ms. Bragg replied, “That is correct.”

8.2. Mr. Howland asked, “You are now divorced, is that right?” Ms. Bragg replied, “Correct.”

8.3. Mr. Howland asked, “You were married to his son, is that right?” Ms. Bragg replied, “Correct.”

8.4. Mr. Howland asked, “Were there any children of issue of this marriage?” Ms. Bragg replied, “Yes.”

8.4.1. Then Mr. Howland asked, “How many?” Ms. Bragg replied, “Two.”

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

Shad Gallogly stated that Glenn Bragg left the meeting early in order to have the decision regarding the new health commissioner be done fairly without his vote. After discussion, it was decided that Stephanie Bragg’s contract for Health Commissioner would be presented to the BOH at the January 13, 2020 meeting, and the agreed-upon pay would be retroactive to January 1, 2020.

10.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **JANUARY 13, 2020 at 6:00 p.m.** in the Community Services Building.

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

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

This meeting was adjourned at **9:32 p.m.**

 Martha Mooney, DVM
 President, Board of Health

 Date

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

 Date