



BOARD OF HEALTH MEETING

JANUARY MEETING MINUTES

January 13, 2020

Board Members Present

Martha Mooney, DVM
Holly Trainer, RPH

Shad Gallogly
Glenn Bragg

Grant Galbraith, MD

MCHD Personnel Present

Stephanie Bragg

Jill Thompson

Karrie Hursey

Guests Present

Jamie Brucker

Norm Miller

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:00 p.m.**
- 1.2. A quorum of Board members **WAS** present (5 of 5)

2.0 STANDING AGENDA ITEMS

2.1. Introductions and Welcome

Jamie Brucker introduced himself as the new mayor for Mt. Gilead. He and other guests were welcomed.

2.2. MOTION TO APPROVE: December 16, 2019 Minutes

The motion to accept the December 16, 2019 Minutes was made by **Grant Galbraith**, and seconded by **Shad Gallogly**. Holly Trainer opted to abstain as she did not attend the December meeting. All Ayes, 1 Abstention – Motion Carried.

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

2.3. MOTION TO APPROVE: January 13, 2020 Agenda

2.3.1. Additions to agenda

- 3.1.1 Appropriations adjustments
- 3.1.2 Appropriations adjustments
- 5.9 – Contract with Julian & Grube, Inc.

2.3.2. Deletions to agenda

- *None*

2.3.3. Changes to agenda

- Remove 3.0 and use 9.0 at the end of the meeting instead
- Remove the “Yes” votes that were in the voting records for Mooney in 4 places

2.3.4. Addition of Resolutions

- *None*

The motion to approve the January 13, 2020 Agenda 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	Y	Holly Trainer	Y

3.0 FINANCIALS

3.1. MOTION TO: Adjust Appropriations

3.1.1. These appropriation adjustments are necessary due to the December budget not getting updated with the County Auditor and Commissioners in time. We are operating on the original budget adopted in May. These are the adjustments to correct the issue.

- Fund 8545: Add \$12,265.67
- Fund 8550: Subtract \$38,303.93
- Fund 8552: Add \$11,967.61
- Fund 8553: Subtract \$958.96
- Fund 8555: Add \$2,860.79
- Fund 8556: Add \$59,053.22
- Fund 8557: Add \$48.00
- Fund 8564: Add \$59,297.63
- Fund 8565: Add \$3,190.56
- Fund 8568: Subtract \$2,476.30
- Fund 8569: Subtract \$4,390.78
- Fund 8575: Add \$16,693.91

The motion to Increase Appropriations 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

3.1.2. These appropriation amounts are for changes to the new budget that was adopted in December.

- Fund 8550: Add \$1,186.64
- Fund 8552: Add \$200.00
- Fund 8555: Add \$400.00
- Fund 8556: Add \$1,000.00
- Fund 8569: Add \$813.16
- Fund 8575: Add \$290.00

The motion to Increase Appropriations 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

3.2. MOTION TO APPROVE: The Monthly Financials as Presented

Jill Thompson discussed the monthly financials, including: cash balances, payments, revenue, and carryover.

The motion to approve the Monthly Financials as presented 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

4.0 ACTION ITEMS

4.1. RESOLUTION# 2019-058-EH: 2020 Environmental Health Program Fee Schedule. This is the **SECOND** of the required three readings of the fee schedule. The **FIRST** reading was completed on December 16, 2019. The **THIRD** and **FINAL** reading will take place on February 10, 2020. There have been no changes made to this fee schedule since the previous reading.

The motion to approve the Second Reading of the 2020 Environmental Program Fee Schedule was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. All Ayes, 1 Abstention – Motion Carried

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

- 4.2. RESOLUTION# 2020-001-ADM: 2020 Mileage Reimbursement Rate.** This resolution sets the travel reimbursement rate for employees who travel for MCHD on business related matters. This resolution will keep the current reimbursement rate of \$0.52 per mile. Although the IRS sets the mileage rate at a higher rate, MCHD traditionally follows the Ohio State Budget Management rate.

The resolution to approve the 2020 Mileage Reimbursement Rate 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

- 4.3. RESOLUTION# 2020-002-EH: Rescind Resolution# 2017-024-EH: Declaration of a Home Unfit for Habitation 2833 County Road 26, Harmony Township – Parcel H21-001-00-216-00.** This home was declared unfit for habitation by BOH resolution # 2017-024-EH on June 19, 2017. The Harmony Township Trustees passed a resolution on October 2, 2018 to have the home torn down; however, the home was never demolished. This property was sold at Sheriff’s sale on July 12, 2019, with the house still standing. Upon the recommendation of the Morrow County Prosecutor, the structure was inspected for structural damage on December 23, 2019, and the structure was deemed sound. MCHD conducted a visual inspection on January 13, 2020, and deems the home as improved from its prior state, and as such, wishes the Board to rescind its prior declaration of being unfit for habitation.

Norm Miller, Harmony Twp. Trustee, and Stephanie Bragg both described the situation surrounding this property.

The resolution to approve the Rescinding of Resolution 2017-024-EH 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

- 4.4. RESOLUTION# 2020-003-ADM: Payout of Pamela Butler’s Accrued Vacation Leave.** Pamela Butler, former Health Commissioner, is requesting a payout of her accrued vacation leave that she has remaining upon her separation from the agency. Charles Howland, Morrow County Prosecutor was contacted regarding the issue, and his opinion was received. A copy of both his opinion, and Ms. Butler’s contract is enclosed in your BOH packet.

A motion to table this resolution until the next BOH 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

- 4.5. MOTION TO APPROVE: 2020 Contract with DKMM.** This is a renewal contract between the BOH and DKMM to provide funding for the Health District for solid waste enforcement activities and monitoring services.

The motion to approve adopt the 2020 DKMM Contract 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

- 4.6. MOTION TO APPROVE: 2020 Software Maintenance Agreement with Primary Solutions.** This agreement is a renewal to continue using the agency’s accounting software.

The motion to approve the 2020 Primary Solutions Software Maintenance Agreement 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

- 4.7. MOTION TO APPROVE: 2020 Health Commissioner Employment Contract.** This contract is between the BOH and Stephanie Bragg. It describes the terms, conditions, and responsibilities for the employment of the Health Commissioner. The contract is still at the Prosecutor’s office waiting for his approval of the format of the document.

The motion to approve the 2020 Health Commissioner Employment Contract was made by **Grant Galbraith**, and seconded by **Holly Trainer**. Glenn Bragg asked if it would be a problem if he voted on this issue. Other members of the Board stated that yes it would be. Glenn stated that he was not abstaining and that he had people looking into the issue of whether it was appropriate for him to vote on things related to the Health Commissioner or not. All Ayes, with no Abstentions and no Nays– Motion Carried

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

- 4.8. MOTION TO APPROVE: Interviewing and Hiring of Director of Nursing.** The Director of Nursing is a position required by ORC for all local health districts. The position vacancy was posted internally and externally on January 6, 2020, with the application period to close at 5:00 pm on January 13, 2020. We have had qualified candidates, including a current employee (Amy Briski) and a former employee (Morgan Kocher). These two employees are the top two candidates. The Health Commissioner would like to conduct interviews during the week of January 13, 2020. The cover letters and resumes for Amy and Morgan are included in the BOH packet. Following successful interviews the Health Commissioner would like to offer the position to one of these two candidates.

The motion to approve the Interviewing and Hiring of a Director of Nursing 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	Y

- 4.9. MOTION TO APPROVE: 2020 Contract with Julian & Grube, Inc.** This contract is a renewal to continue to allow Julian & Grube to conduct the required annual financial reporting (Hinkle Report) for a period of three (3) years. The total cost for this agreement is \$2,820.00, at a rate of \$950.00 per year.

The motion to approve the 2020 Julian & Grube Contract 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

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 JANUARY 8, 2020, NO ONE had requested to address the Board at this meeting.

6.0 TRAINING ON PUBLIC HEALTH

6.1. No training was 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

- There was one tank abandoned in December.

7.1.2. EH Program Updates

- The EH Director position will be revised and reposted. Stephanie Zmuda will function as an interim EH Director as needed.
- No new updates regarding Castle’s Deli or Highland Pizza

7.1.3. Additional Information

- OEPA was in to discuss Innovative Organics, and let us know that the owner hasn’t moved forward with the project yet. Therefore, OEPA is on hold for now too.

7.2. Nursing and Community Health Division

Stephanie Bragg

7.2.1. Communicable Disease Report

- Included in the packet. Already had 5 hospitalized influenza cases in December.
- Working on a better way of tracking influenza cases as currently only hospitalized cases are reportable.

7.2.2. Outbreak Updates

- There were 23 cases of Hepatitis A in 2019 in Morrow County as a part of the national outbreak.
- As of 1/7/2020 there have been a total of 2600 cases of hospitalized cases of EVALI in all 50 states, with 57 deaths in 27 states. The outbreak began in June of 2019, and peaked in September 2019. It has been on the decline since September, but new cases continue to be reported. Vitamin E Acetate is still the most likely cause of the illness.
- In Ohio, there have been 92 cases with a 92% hospitalization rate. There are another 11 cases under investigation. There have been zero Ohio deaths and zero Morrow County cases.

7.2.3. Nursing Program Updates

- PHEP grant application is in process.
- Teresa is doing a great job and will be good for transitioning to working on her own by February 1.
- MCHD still has influenza vaccine for private and VFC. Schedule an appointment and we will get you in.

7.3. Health Commissioner

Stephanie Bragg

7.3.1. Agency Updates

- Working to transition into the role
- Started a master spreadsheet to get a handle on what is coming due
- All training certificates need sent to Karrie Hursey for documentation

8.0 EXECUTIVE SESSION

Reason to go into Executive Session: I, **Holly Trainer**, make the motion to go into executive session for the following reason: to discuss employment reasons.

Non-BOH members requested to attend Executive Session: Stephanie Bragg

Motion to ENTER Executive Session at 6:45 p.m. – Roll Call Vote

Motion by: **Holly Trainer** 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		Y	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

Motion to RETURN FROM Executive Session at: 7:30 p.m. – Roll Call Vote

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

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		Y	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

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 **February 10, 2020**, at **6:00 pm.** in the Community Services Building.

The motion to adjourn this meeting was made by **Glenn Bragg**, 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

This meeting was adjourned at 7:32 p.m.

*Martha Mooney, DVM
President, Board of Health*

Date

*Stephanie Bragg, RN, BSN, MHA
Secretary to the Board*

Date