



**BOARD OF HEALTH MEETING**  
**FEBRUARY MEETING MINUTES**  
 February 10, 2020

**Board Members Present**

Martha Mooney, DVM                      Grant Galbraith, MD  
 Holly Trainer, RPH                      Glenn Bragg

**MCHD Personnel Present**

Stephanie Bragg                      Jill Thompson                      Lynne Keeseey                      Morgan Kocher

**Guests Present**

Norm Miller                              Pat Davies

**1.0 CONVENTION**

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:04 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. MOTION TO APPROVE: January 13, 2020 Minutes**

The motion to accept the January 13, 2020 was made by **Holly Trainer** and seconded by **Glenn Bragg**. All Ayes – Motion Carried.

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

**2.3. MOTION TO APPROVE: Date Agenda**

- 2.3.1. Additions to agenda
  - *None*
- 2.3.2. Deletions to agenda
  - *None*
- 2.3.3. Changes to agenda
  - *4.3 – Change policy title to: Performance Management Policy*
  - *Add date of next BOH Meeting*
- 2.3.4. Addition of Resolutions

- None

The motion to approve the February 10, 2020 was made by **Holly Trainer**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried.

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

### 3.0 FINANCIALS

#### 3.1. MOTION TO APPROVE: The Monthly Financials as Presented

- Jill Thompson discussed financials, including renewals, memberships/dues, auditor’s bill for IT services, server expense, and apportionment to go to the Budget Commission.

The motion to approve the Monthly Financials as presented was made by **Glenn Bragg**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

### 4.0 Board Member to Address the Board

- 4.1. Glenn Bragg stated that as far as him voting on anything regarding Stephanie Bragg, regardless of her status as the Health Commissioner, he obtained an opinion from the Ohio Ethics Commission that stated that he has no restrictions on voting due to the Health Commissioner, Stephanie Bragg, not being a blood relative of his, and not living in the same household as him. He provided a handout from the Ohio Ethics Commission to the BOH, and stated that they can call the Ohio Ethics Commission if they had further questions.

### 5.0 ACTION ITEMS

- 5.1. **RESOLUTION# 2019-058-EH: 2020 Environmental Health Program Fee Schedule.** This is the THIRD and FINAL reading of the required three readings of the fee schedule. The FIRST reading was completed on December 16, 2019. The SECOND reading was completed on January 13, 2020. There have been no changes made to this fee schedule since the December 16, 2019 meeting.

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

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

- 5.2. **RESOLUTION# 2020-004-ADM: Allowable Expenses Policy.** This policy describes what travel expenses are reimbursable to employees who need to travel to conduct Health District business. This policy originally became effective in 1997, and had not been revised in many years. This resolution is to adopt the policy as revised.

The resolution to approve the Allowable Travel Expenses Policy was made by **Glenn Bragg**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 5.3. **RESOLUTION# 2020-005-ADM: Performance Management Policy.** This policy describes the process and procedures related to employee performance management, performance appraisals, and performance planning. It replaces the original policy adopted in 2017.

The resolution to approve the Performance Management Policy was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 5.4. **RESOLUTION# 2020-003-ADM: 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 was enclosed in the BOH’s January 13, 2020 BOH packet. This resolution was tabled at the January 13, 2020 meeting. The current MCHD policy regarding vacation leave payout is that an employee can only be paid out accrued vacation leave up to the amount that they would earn in one years’ time. Mr. Howland provided his legal opinion that the BOH should pay Ms. Butler her leave according to our policy. Ms. Butler had 127.92 hours of vacation hours that are eligible for payout. The wage value of these hours is \$5,412.30. Discussion surrounding the payout occurred.

The resolution to approve the Payout of Pamela Butler’s Accrued Vacation Leave was made by **Grant Galbraith**, and seconded by **Holly Trainer**. 2 Ayes, 1 Nay – Motion Carried

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

**5.5. MOTION TO APPROVE: Hiring of Morgan Kocher as Director of Nursing.** Morgan was one of two candidates interviewed by a panel of MCHD staff. The panel unanimously decided that she would be the best candidate to fulfill the role.

The motion to approve the Hiring of Morgan Kocher as Director of Nursing was made by **Grant Galbraith**, and seconded by **Glenn Bragg**. All Ayes – Motion Carried

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

**6.0 PUBLIC PARTICIPATION**

**6.1.** The deadline for form submission is the 5:00 pm on the Thursday immediately prior to the scheduled Board meeting.

As of **February 6, 2020**, **NO ONE** had requested to address the Board at this meeting.

**7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS**

**7.1. Environmental Health Division** *Stephanie Bragg/Stephanie Zmuda*

7.1.1. STS Abandonment Report

- On hold until the March meeting

7.1.2. EH Program Updates

- Dollar General is under construction in Fulton, Shell station under construction
- Meeting with Plumbing inspector and fire chief regarding unsafe water heating systems in Amish food establishments. There were elevated, repurposed water heater suspended over an unvented, propane heat source being used.
- Food Program Enforcement – Highland Pizza and Castle’s Deli. In contact with Ohio Ag and ODH to follow up from the joint inspections. There are 15 facilities in our enhanced enforcement program, in varying stages in the process.
- Pool Site Visit – Remain on approved status
- Sewage Installers Meeting – was well-received.

- Still seeking an EH Director – trying to be creative in finding coverage. Otherwise, we are delegating duties to cover the position.

#### 7.1.3. Additional Information

- Update about Innovative Organics – We heard from OEPA that there are multiple issues surrounding this project. As of now, the project is halted with no immediate plan to move it forward.

### 7.2. Nursing and Community Health Division

*Stephanie Bragg*

#### 7.2.1. Communicable Disease Report

- Influenza rates are up across Ohio. We are working with the school districts to see about their closure policies related to illness.

#### 7.2.2. Outbreak Updates

- EVALI (Vaping Illness) Update – As of 1/21/2020 there have been 2711 hospitalized cases in 50 states, with 60 deaths. There has been a gradual, but persistent decline in cases across the US. As on 2/6/2020, there have been 99 cases in Ohio, with 94% of those cases hospitalized. Ohio has had no deaths, and Morrow County has had no cases.
- 2019 nCoV Outbreak – As of 2/10/2020 the CDC reports 12 cases of 2019 nCoV illness in 6 states. Ohio has no cases at this time. This outbreak is due to a novel coronavirus that originated in China in 2019. The US saw its first cases in January 2020. Currently, the general public is at low risk.

#### 7.2.3. Nursing Program Updates

- Teresa Hoffman is doing well in her role and we are lucky to have her on board. Jessica has transitioned into working the clinic.
- Help Me Grow site visit scheduled for next week.

### 7.3. Health Commissioner

*Stephanie Bragg*

#### 7.3.1. Agency Updates

- Accreditation process – PHAB has chosen our reviewers. They will contact us when they are ready to do our site review.

#### 7.3.2. Agency Information

- Hidden Lakes – We have been attending a monthly meeting with elected officials regarding the issues surrounding Hidden Lakes. The group is trying to find ways to improve upon the situation out there.
- The “Tire House” – Morrow County house was featured in the television program Homestead Rescue. Have had questions from the community regarding it. MCHD only permits their well. Their septic system is a small-flow system that is regulated by the OEPA.
- CHA Public Release – Wednesday, February 12, 2020
- DAC Meeting – Tuesday, March 24, 2020

## 8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **March 16, 2020**, at **6:00 pm**. 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	---	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

**This meeting was adjourned at 7:25 p.m.**

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*Martha Mooney, DVM*  
*President, Board of Health*

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*Date*

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

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*Date*