



BOARD OF HEALTH MEETING
MONTH MEETING MINUTES
 March 16, 2020

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD
 Holly Trainer, RPH

MCHD Personnel Present

Stephanie Bragg Jill Thompson Karrie Hursey
 Stephanie Zmuda Morgan Kocher

Guests Present

Jim Jahn Norm Miller Lynn Shinaberry
 Tim Hack

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:10 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 introduced and welcomed.

2.2. MOTION TO APPROVE: February 10, 2020 Meeting Minutes

The motion to accept the February 10, 2020 Meeting Minutes was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes, 1 Abstention – Motion Carried.

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

2.3. MOTION TO APPROVE: Date Agenda

2.3.1. Additions to agenda

- *4.1.2: Increase Appropriations to PHEP fund*
- *4.2: Motion to Increase Spectrum Data*
- *5.9: Motion to Approve Inventory for Disposal*

2.3.2. Deletions to agenda

- *Delete 3.0: Executive session with attorney*
- *Delete 5.1: Agreement with Eastman & Smith*

The motion to approve the March 16, 2020 Agenda was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

3.0 FINANCIALS

3.1. MOTION TO: Increase Appropriations

3.1.1. Motion to increase appropriations in the amount of \$4,811.85 from the unappropriated certified monies to the “Remit to Political Entity” line item.

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

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

3.1.2. Motion to increase appropriations in the amount of \$1,000.00 from the unappropriated certified monies to the “PHEP” line item.

The motion to Increase Appropriations was made by **Holly Trainer**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

3.2. MOTION TO APPROVE: The Increase of Data from 25MB to 50MB for Spectrum. This will allow us to provide an offsite back up for our server. The backups will be housed at the county court house. In addition, the court house will have their backups housed here.

The motion to approve the Increase of Data from 25MB to 50MB for Spectrum was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

3.3. MOTION TO APPROVE: The Monthly Financials as Presented

- Jill Thompson discussed financials, including:

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	---
Grant Galbraith	Y	Holly Trainer	Y

4.0 ACTION ITEMS

4.1. MOTION TO APPROVE: Contract for Nurse Practitioner Services. This contract between the BOH and Tracie Bakewell, NP to provide nurse practitioner services for the Reproductive Health and Wellness Program. This contract is a renewal of the current contract, and will expire on March 31, 2021.

The motion to approve the Contract for Nurse Practitioner Services was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

4.2. MOTION TO APPROVE: Contract for Public Health Nursing Services. This contract is between the BOH and Kelly Worstell, RN, BSN to provide public health nursing services. She will serve as a contracted, part-time, unclassified employee. Her hours will not exceed 150 hours per month, unless extenuating circumstances occur. This contract will begin July 1, 2020, and run through June 30, 2021.

The motion to approve the Contract for Public Health Nursing Services was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

4.3. MOTION TO APPROVE: CHIP Project Coordinator Services. This agreement is between the BOH and the Hospital Council of Northwest Ohio (HCNO) to provide project coordinator services for the Morrow County Community Health Improvement Plan. This will allow HCNO to lead and facilitate the activities surrounding the CHIP process that is required for Accreditation. The total cost for this contract will be \$10,000.

The motion to approve the CHIP Project Coordinator Services was made by **Grant Galbraith**, and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

- 4.4. MOTION TO APPROVE: Hiring of a Part-Time Sanitarian-in-Training.** In November 2019, the BOH made the resolution (2019-054-EH) to post and hire for a part-time Sanitarian-in-training. We had an applicant who came into MCHD to express interest in the position, and who subsequently applied for and obtained her SIT registration. As such, we propose hiring Victoria Miller to work as an SIT for 24 hours per week.

The motion to approve the Hiring of a Part-Time Sanitarian was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

- 4.5. MOTION REGARDING: The BOH’s Interpretation of “Routinely Change Location,” When Applied to Mobile Food Service Operations.** It is a requirement for mobile Food Service Operations (FSOs) to change location at least every 40 days; however, procedure for moving locations is left open to Board of Health interpretation as licenser. When discussing the issue with Joe Harrod, Environmental Health Director at Richland Public Health (RPH), he advised that RPH does allow mobile units to be moved from the premises where they operated, only to come right back to the same location. Although we don’t necessarily want to have the same type of operation here just because RPH and others are already doing so, we hope that this will provide a frame of reference for the Board to decide on their own interpretation.

The motion to define “Routinely Change Locations” as “move operation off site for a reasonable amount of time.” was made by **Holly Trainer**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

- 4.6. MOTION REGARDING: Membership to the Ohio Association of the Boards of Health.** The BOH joined the OABH in 2013. Dues are \$215.00 per year, and the informational DVD

is \$50.00 per year. The membership is currently lapsed as we have been unable to obtain a W9 form that the Auditor's office requires from vendors.

The motion to Not Participate in the Ohio Association of the Boards of Health was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

- 4.7. **MOTION TO ACCEPT: MCHD 2019 Annual Report.** Annual report for the 2019 activities of MCHD.

The motion to accept the MCHD 2019 Annual Report was made by **Shad Gallogly**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 4.8. **MOTION TO ACCEPT: Inventory for Disposal.** List of items for disposal was included in the BOH packet.

The motion to accept the Inventory for Disposal was made by **Grant Galbraith**, and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 4.9. **MOTION TO APPROVE: Issuance of Emergency Public Health Nuisance Orders.** There is a trailer parked at 3661 State Route 309, Galion. The person who is living in this trailer, Joseph Cox, is discharging sewage into the yard and the yard of the neighboring property.

The motion to approve the Issuance of Emergency Public Health Nuisance Orders was made by **Shad Gallogly**, and seconded by **Grant Galbraith**. All Ayes – Motion Carried

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

5.0 PUBLIC PARTICIPATION

5.1. Jim Jahn, Franklin Twp. Trustee addressed the BOH regarding properties at Hidden Lakes. He provided a list of properties that were deemed uninhabitable by the BOH in 2017, and stated that no further action had been done with the properties. Stephanie Bragg stated that she would check into the issue with the county prosecutor’s office, and then contact Mr. Jahn.

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

6.1. Health Commissioner *Stephanie Bragg*

6.1.1. Emergency Response

- Discussed the COVID-19 pandemic response being conducted by MCHD, ODH, and CDC. Provided the numbers that are current as of today. Social media will be the main way that MCHD communicates information to the public.

6.1.2. Agency Updates

- CHA – Had the public release in February
- PHAB – All activities from PHAB are on hold due to the pandemic

6.2. Environmental Health Division *Stephanie Zmuda*

6.2.1. STS Abandonment Report

6.2.2. EH Program Updates

6.2.3. Additional Information

6.3. Nursing and Community Health Division *Morgan Kocher*

6.3.1. Communicable Disease Report

7.0 EXECUTIVE SESSION

Reason to go into Executive Session: I, Grant Galbraith, make the motion to go into executive session for the following reason: to discuss the discipline of a public official.

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

Motion to ENTER Executive Session at: 8:11 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 ENTER Executive Session.

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

Motion to RETURN FROM Executive Session at: 9:00 p.m. – Roll Call Vote

Motion by: **Holly Trainer**

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	---
Grant Galbraith	Y	Holly Trainer	Y

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

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **April 20, 2020**, at **6:00 pm** in the Community Services Building.

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

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

This meeting was adjourned at 9:01 p.m.

Martha Mooney, DVM
President, Board of Health

Date

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

Date