



BOARD OF HEALTH MEETING

NOVEMBER MEETING MINUTES

December 21, 2020

Note: Due to COVID-19, this meeting was held virtually via Zoom Teleconference

Board Members Present

Martha Mooney, DVM Shad Gallogly Grant Galbraith, MD
 Glenn Bragg Holly Trainer, RPh

MCHD Personnel Present

Stephanie Bragg Stephanie Zmuda Jill Thompson

Guests Present

Brian Bachelder Sandy Lyman

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:03 p.m.**
- 1.2. A quorum of Board members **WAS** present (5 of 5)

2.0 STANDING AGENDA ITEMS

- 2.1. **Introductions and Welcome**
- 2.2. **MOTION TO APPROVE: November 16, 2020 Minutes**

The motion to accept the November 16, 2020 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	Y

2.3. MOTION TO APPROVE: December 21, 2020 Agenda

- 2.3.1. Additions to agenda
 - 4.8 – Motion to Approve Coronavirus Supplement Grant Purchases
- 2.3.2. Deletions to agenda
 - None
- 2.3.3. Changes to agenda
 - 3.1 – Added details for appropriations amounts

The motion to approve the December 21, 2020 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 Appropriations in FUND 8574 – Coronavirus Supplemental..

Increases need made in the following line items:

- Employee Wages - \$20,000.00
- OPERS Employer Share - \$2,800.00
- Medicare Employer Share - \$290.00
- Workers Comp - \$397.50
- IT Professional Services - \$16,877.32
- Health District Reimbursement - \$456.92
- Communications Ads and Printing - \$20,233.30
- Supplies and Materials - \$11,654.35
- Computers/Equip/Furniture - \$115,646.43

Decreases need made in the following line item:

- Purchased Services – 8,355.52

The motion to Increase Appropriations 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

3.2. MOTION TO APPROVE: Pay Back Loan from Coronavirus Response Fund to the General Fund in the Amount of \$5,000.00. This loan was completed on 6/22/2020, with warrant number 227071.

The motion to approve the Loan Repayment to General Fund 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

3.3. MOTION TO APPROVE: The Monthly Financials as presented

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	Y

4.0 ACTION ITEMS

- 4.1. **RESOLUTION# 2020-026-EH: Bachelder Variance for Under Driveway Septic Line.** Dr. Brian Bachelder is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow him to pass his septic line under his driveway. His septic designer determined that this will allow for the best placement of his septic system.

The resolution to approve the Bachelder Variance was made by **Holly Trainer** and seconded by **Grant Galbraith**. 3 Ayes, 2 Abstentions – Motion Carried

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

- 4.2. **RESOLUTION# 2020-025-EH: 2021 Environmental Food Program Fee Schedule.** This is the **THIRD and FINAL** of the required three readings of the proposed rules. The **FIRST** reading took place on October 19, 2020. The **SECOND** reading took place on November 16, 2020.

The resolution to approve the 2021 EH Food Program Fee Schedule (3rd Reading) 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# 2020-027-ADM: Delegation of Authority.** This resolution allows for the delegation of administrative duties to the Health Commissioner for 2021 in accordance with the agency’s Delegation of Authority Policy. This resolution is updated annually.

The resolution to approve the Delegation of Authority 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

- 4.4. RESOLUTION# 2020-028-ADM: 2021 Mileage Reimbursement Rate.** This resolution sets the mileage reimbursement rate for employees driving on MCHD business. This resolution will keep the current reimbursement rate of \$0.45 per mile.

The resolution to approve the 2021 Mileage Reimbursement Rate 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

- 4.5. MOTION TO APPROVE: 2021 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 resolution to approve the 2021 Contract with DKMM 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: 2021 Medical Director Services Contract.** This contract is between the BOH and Dr. Thomas Freundlich, MD for the provision of medical director services for the agency. It describes the terms, conditions, and responsibilities required of the Medical Director. This contract will be taken to the Morrow County Prosecutor for legal review and approval.

The resolution to approve the 2021 Medical Director Services Contract, provided the contract is approved by the Morrow County Prosecutor, 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

- 4.7. MOTION TO APPROVE: 2021 Health Commissioner Employment Contract.** This contract is between the BOH and Stephanie Bragg, RN, BSN, MHA. It describes the terms, conditions, and responsibilities for the employment of the Health Commissioner. This contract will be taken to the Morrow County Prosecutor for legal review and approval. The BOH discussed the Health Commissioner’s performance over the past year and evaluated

her performance as satisfactory. Moving forward, the Health Commissioner will receive an annual performance evaluation at the regular November BOH meetings.

The resolution to approve the 2021 Health Commissioner Employment Contract, provided the contract is approved by the Morrow County Prosecutor, was made by **Glenn Bragg** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

4.8. MOTION TO APPROVE: Purchases for the Coronavirus Response Supplemental Grant.

This grant was awarded additional funding that needs to be spent prior to the end of 2020. These purchases listed below were submitted to ODH in the revised grant budget to distribute the additional funds. These suggested purchases would ONLY be made upon approval from ODH. The purchases are as follows:

Item	Quantity	Cost per Unit	Total Cost
IT Personnel Services	1	\$ 5,000.00	\$ 5,000.00
Software Licenses	8	\$ 229.99	\$ 1,839.92
Email Security Licenses	5	\$ 54.79	\$ 273.95
Phone System Install	1	\$ 1,725.00	\$ 1,725.00
Server Software Upgrade	1	\$ 1,795.42	\$ 1,795.42
Insurance Card Scanner Software	4	\$ 599.00	\$ 2,396.00
Hursa Billing Software	1	\$ 600.00	\$ 600.00
Desktop Computers	4	\$ 625.36	\$ 2,501.44
Computer Monitors	8	\$ 112.49	\$ 899.92
Phones	25	\$ 95.00	\$ 2,375.00
Wireless Headsets	10	\$ 462.00	\$ 4,620.00
PC Video Cameras	15	\$ 50.00	\$ 750.00
PC Microphones	15	\$ 50.00	\$ 750.00
Standup Desk Converters	10	\$ 118.99	\$ 1,189.90
Agency Jackets	30	\$ 100.00	\$ 3,000.00
Trailer Logo Decals	2	\$ 859.50	\$ 1,719.00
10,000 Pens	1	\$ 9,000.00	\$ 9,000.00
10,000 Hand Sanitizers	1	\$ 8,545.00	\$ 8,545.00
1,000 Static Cling Stickers	1	\$ 1,269.00	\$ 1,269.00
PPE (Goggles, KN95, Face Shields)	1	\$ 7,300.00	\$ 7,300.00
Dry Ice PPE	1	\$ 600.00	\$ 600.00
Treatment and Utility Carts	6	\$ 571.48	\$ 3,428.88
Lap Top Computers	4	\$ 849.86	\$ 3,399.44
Card Scanner Equipment	4	\$ 506.34	\$ 2,025.36
Barcode Label Printers	8	\$ 458.44	\$ 3,667.52
Computers for Mobile Stations	4	\$ 420.96	\$ 1,683.84
Handheld Scanners	4	\$ 213.25	\$ 853.00
Anti-fatigue Mats	12	\$ 50.00	\$ 600.00
Propane Tank Heaters	8	\$ 329.00	\$ 2,632.00
Office Supplies	1	\$ 3,399.53	\$ 3,399.53
HIPPA Compliant Laptop Bags	10	\$ 54.99	\$ 549.90
Mobile Computer Stations	4	\$ 2,602.18	\$ 10,408.72
Large Shredder	1	\$ 1,541.65	\$ 1,541.65
Server Infrastructure Upgrade	1	\$ 21,132.38	\$ 21,132.38
Copiers/Printers	2	\$ 6,854.93	\$ 13,709.86
Temperature Kiosk Readers	2	\$ 2,250.00	\$ 4,500.00
Vaccine Refrigerator	1	\$ 5,485.99	\$ 5,485.99
Vaccine Freezer	1	\$ 4,767.49	\$ 4,767.49
Portable Vaccine Freezer	1	\$ 8,000.00	\$ 8,000.00
Cargo Trailers	2	\$ 5,000.00	\$ 10,000.00
Programmable LED Signs	2	\$ 15,000.00	\$ 30,000.00

The resolution to approve the Purchases for the Coronavirus Response Supplemental Grant 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

5.0 PUBLIC PARTICIPATION

There was no public participation at this meeting

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

6.1. Environmental Health Division

Stephanie Zmuda

6.1.1. STS Abandonment Report

- No new abandonments

6.1.2. EH Program Updates

- Highland Pizza Admin hearing
 - Admin hearing went well. Follow up visit was completed on 12/21/20. There had been a lot of cleaning done. There were still 3 remaining critical violations. Discussed with owner, will revisit in 30 days. If no improvement, the next step in the enforcement process will be bringing the owner before the BOH.
- There are currently 26 food facilities in the county that meet the criteria for implementation of the enhanced enforcement process.
- ODH food program surveys on hold until summer 2021
- Jim Jahn submitted 11 properties to declare as nuisances. In the process of working out the details.
- Discussion regarding potential credit for unused 2020 licensures.
 - People who would like reimbursement for unused licensure can follow the refund process currently in place.
- Discussion regarding reports of septic contractors not spending enough time on inspections.
 - Will need to begin auditing of properties for quality assurance

6.2. Nursing and Community Health Division

Stephanie Bragg

6.2.1. Communicable Disease Report

- Currently 1589 Morrow County COVID Cases, with 83 hospitalizations

6.2.2. Outbreak Updates

- ODH Strike Team will be coming at no cost to assist MCHD with case investigation
- 2 contact tracers to begin after January 1, 2021
- Interviews continue for medical assistant position
- ODH Bridge Team available to assist long term care facilities with staffing

6.3. Health Commissioner

Stephanie Bragg

6.3.1. Agency Updates/Information

- COVID Vaccine Update anticipate vaccine soon. Will begin with phase 1a people (EMS, vaccinators, staff and residents of group homes)
- Update about CR 170 property. This issue was resolved between the homeowner and neighbor.

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **January 11, 2021**, at **6:00 pm.** in the Community Services Building, if possible. If in-person meetings are still inadvisable, the meeting will be held virtually via Zoom.

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	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

This meeting was adjourned at 8:05 p.m.

Martha Mooney, DVM
President, Board of Health

Date

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

Date