



**Meeting Minutes:**

**Date and Time of Meeting:** December 17, 2015 - 5:00pm

**Type of Meeting:** Regular Meeting of the Marion Public Health Board

**Meeting Called to Order:**

Angie Yazel called the meeting of the Board of Health of Marion Public Health to order at 5:00 pm on Thursday, December 17, 2015.

**Roll Call- Members Present:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Members Absent:**

None

**Others Present:**

MPH Staff and Others- Thomas Quade, Health Commissioner; Katrina Harwood, WIC Director; Tyler Pigman, EH Director; Abbey Trimble, Population Health Director; Lisa Cook, Executive Administrative Assistant; Dr. Janchar, Medical Director

**Adoption of the Agenda:**

**Motion: To adopt the agenda of the December 17, 2015 Marion Board of Health meeting.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Rob Lill

**Approved By Voice Vote**

**Minutes:**

**Motion: To approve the minutes of the November 19, 2015.**

**Motion Made By:** Butch Smith

**Motion 2nd By:** Laurie Wise

**Approved By Voice**

**Forum for Public Comment:**

There was no one was present to address the board.

**Financial Report/Administrative Report:**

Report presented by Thomas Quade as Traci Kinsler was on vacation.



All expenditures and revenues have been reconciled with the County Auditor's Reports for the month of November.

Vital Statistics update: Births in Marion: 79; Birth Certificates issued: 204; Deaths in Marion: 54; Death Certificates Issued: 179; Burial Permits: 26

Financial reports and revenue and expense reports were available for board review and questions. The immunization tracking report was also available.

Requesting board approval to contract with Limbach to replace contactors, supply motors, bearings, and sheaves on the Trane RTU that servers the second floor. The cost will be \$4,525.00 and will come from the Public Health Facility Fund.

The Year End 2015 financials will be presented at the January 2016 meeting.

#### **WIC:**

Katrina Harwood presented the WIC report to include the Certificate of Appreciation and the Ohio Partners for Smoke Free Families 5A's Perinatal Smoking Cessation Program.

#### **Public Health Nursing Report:**

Report presented by Thomas Quade as Kristy Lee was on medical leave.

The Nursing report included an update on the New Public Health RN; the Immunization Clinic; and the IAP Grant

The EPI Report/Communicable Disease Handout was made available.

#### **Environmental Report**

Tyler Pigman provided information Ohio EPA Solid Waste Survey which reflected no violations or after action work required.

The 11/30/15 Boil Advisory: All Licensed Food businesses notified with Safe Water Tips, All Schools and Nursing Homes called, Kept a phone log of businesses who called into Health Department, Emailed when lifted

Strategic Plan: Standard Operating Guidelines completed.

The 2016 DKMM Solid Waste Grant was awarded a 3% increase in funding.

Tyler also reported 1 of the 2 prosecution requests presented at the November meeting has been abated and removed from prosecution.

#### **Population Health Report:**

Abbey Trimble presented the Population Health with information on the contract request for the administrative oversight with Franklin County for the Medical Reserve Corp Grant; Creating Healthy



Communities Travel Request; National Association of Chronic Disease Directors Grant Opportunity: Reaching People with Disabilities through Healthy Communities; and the CHC Video

**Medical Director's Report:**

No additional report.

**Health Commissioner's Report:**

Thomas Quade provided updates and information on the following:

Staff involvement with mobile home park included 12 staff at 164 hours at \$5,373 personnel cost.

Community Health Improvement Plan: Maternal and Child Health Workgroup update & Housing Workgroup update

The annual policy manual revision process is complete and Mr. Quade is requesting board approval of the 2016 Policy Manual as revised.

Performance Management Plan

All-Staff Meeting will be Friday, December 18 from 1:00-4:15

Mr. Quade presented the Proclamation for Elaine Lawson's retirement

**President's Comments:**

No additional comments at this time.

**Action Items:**

**Resolution: 2015-069**

**Be it resolved that the District Board of Health approves the financial transactions and payments of bills as presented.**

**Resolution moved by:** Scott Ballenger

**Seconded by:** Dr. Patel

**For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015-070**

**Be it resolved that the District Board of Health approves the travel reimbursement as presented and the travel request for Erin Creeden to attend the Transforming Food Access in Atlanta, GA. January 11-13, 2016 paid for with the Creating Healthy Communities Grant.**

**Resolution moved by:** Butch Smith

**Seconded by:** Laurie Wise

**For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel



**Abstentions:** None  
**Disposition:** Carried

**Resolution: 2015-071**

**Be it resolved that the District Board of Health approves a contract between Marion Public Health and Franklin County Public Health whereby Franklin County Public Health coordinates administrative activities of the Marion County Medical Reserve Corps (MRC) in calendar year 2016 and is reimbursed for services in an amount not to exceed \$3,500. Funding for the contract will come from the existing MRC budget.**

**Resolution moved by:** Butch Smith  
**Seconded by:** Dr. Patel  
**For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel  
**Abstentions:** None  
**Disposition:** Carried

**Resolution: 2015-072**

**Be it resolved that the Board of Health does hereby approve the revisions to the Personnel Policy Manual as presented.**

**Resolution moved by:** Scott Ballenger  
**Seconded by:** Dr. Patel  
**For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel  
**Abstentions:** None  
**Disposition:** Carried

**Resolution: 2015-073**

**The Board of Health will enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. At the conclusion of the Executive Session, the Board of Health may return to an open session to take further action as needed.**

**Resolution moved by:** Scott Ballenger  
**Seconded by:** Rob Lill  
**Roll Call For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel  
**Against:** None  
**Abstentions:** None  
**Disposition:** Carried

**Roll Call to return from Executive Session.**

**Roll Call For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel  
**Against:** None  
**Abstentions:** None  
**Disposition:** Carried



Minutes From the Regular Meeting of the  
Marion Public Health Board  
Conference Room of Marion Public Health

**Adjournment:**

Having no further business, the meeting was adjourned.

Minutes respectfully prepared by Lisa Cook, Executive Administrative Assistant,  
and submitted by Thomas Quade, Health Commissioner

**NEXT MEETING OF THE MARION PUBLIC HEALTH BOARD:**

**January 21, 2015 5:00pm in Conference Room 128 of Marion Public Health  
located at 181 S. Main Street; Marion, OH 43302**