



BOARD OF HEALTH MEETING

MEETING MINUTES

January 22, 2024

Board Members Present

Martha Mooney Shad Gallogly Holly Trainer Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Shirley Stephanie Zmuda Matt Baer Lyndsey Krownapple
 Dillard Smith Scott Myers Brian King Tina Pangborn Tina Deskins

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 (4 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: December 18, 2023 Minutes

The motion to accept the December 18, 2023 Minutes was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

2.2. MOTION TO APPROVE: December 18, 2023 BOH Hearing Minutes

The motion to accept the December 18, 2023 BOH Hearing Minutes was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

2.3. MOTION TO APPROVE: January 22, 2024 Agenda

2.3.1. Changes to agenda

- 5.5 – Resolution 2024-002-EH: Addition of low-risk mobile food fees
- 5.6 – Approval to hire Rachel Perry as an EH Tech

The motion to approve the January 22, 2024 Agenda was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

3.0 PUBLIC PARTICIPATION

3.1. As of **January 18, 2024**, there were **NO** requests to address the Board at this meeting.

4.0 FINANCIALS

4.1. MOTION TO APPROVE: Monthly Financials as Presented.

The motion to Approve the Monthly Financials was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.0 ACTION ITEMS

5.1. RESOLUTION 2024-001-EH: Decision Regarding Hidden Lakes Community Association Licensure Following the BOH Hearing. This is for the BOH’s decision regarding whether to affirm or rescind their previous decision for HLCA’s license revocation.

The resolution to Affirm the BOH Decision to Revoke Hidden Lakes Community Association’s Licensure was made by **Megan Rockas** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.2. BOH ACTION NEEDED: Enforcement Action According to Contractor Enforcement Policy. A provision in the campground rules (OAC 3701-26-04(K)(5)) allows a licensee to haul septage from individual holding tanks on site within the campground, but Hidden Lakes is no longer a licensed campground. Hidden Lakes Community Association has gone on record to say the association paid an unregistered individual 4 times to haul septage, and he used both his own equipment and equipment provided by HLCA to do so. Proposed enforcement action will be presented for consideration.

According to the current Contractor Enforcement Policy, a penalty should be assessed for operating as a septage hauler without a registration. The cost of this penalty is the cost of registration (\$230.00) + an additional 25% (\$57.50) for a total of **\$287.50**.

The motion to Assess the Penalty for Operating as a Septage Hauler without a Registration was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

MCHD will take this issue to the prosecutor’s office to determine which entity, HCLA or the individual who hauled the septage, should be assessed the penalty fee.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

- 5.3. MOTION TO: Require HCLA to Make a Decision Regarding Handling of Their Facility’s Septage.** Following discussion between the BOH and HCLA, the BOH needs HCLA to decide if they want to become registered to haul their own septage or enter into a service contract with a registered septage hauler. The BOH is requiring HLCA to communicate their decision to MCHD no later than February 26, 2024.

The motion to approve the Require HCLA to Make a Decision Regarding Handling of Their Facility’s Septage was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

- 5.4. BOH ACTION: Requirements for Proof of Experience for Body Art Licensing.** The BOH has the authority to set standards that must be met for the Body Art program. Stephanie Zmuda to provide more detail during the meeting.

No BOH action taken. Stephanie Zmuda will refine the standards for Body Art inspections and will include at a minimum visualizing a procedure set up during the time of inspection, and a required signed attestation of completed apprenticeship.

- 5.5. MOTION TO APPROVE: STS Rule Supplement Policy Revisions.** This is to approve minor changes to the STS Rule Supplement Policy. MCHD will develop a standard operating procedure for sampling NPDES systems that will be used for both MCHD staff, and any contractors that have been delegated to sample these systems.

The motion to approve the STS Rule Supplement Policy Revisions was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.6. RESOLUTION 2024-002-EH: Addition of New Low Risk Mobile Food Category and Associated Fee to the 2024 Food Fees. Ohio Department of Agriculture (ODA) hosted a food safety conference call on January 21st, to notify local health districts (LHDs) of retail food rule (OAC 901:3-4) revisions that will become effective February 12, 2024. The new language is not available yet on the ODA or Legislative Service Commission website. A new fee category, “low risk mobile,” will be added and the fee shall be 50% of the fee established for mobile food units. Boards of health are required to charge the reduced fee when the rule becomes effective, however they do have some discretion in how they establish the fee category. No board in the State of Ohio has the time to adopt a fee by the usual process (notification, public hearing, publication). This leaves two options for establishing the fee: 1) Take no action and begin assessing the fee for affected entities; or 2) Adopt the fee as an emergency measure as provided in Revised Code 3717.45(A). ODA advised that LHDs consult their health commissioners and local prosecutors for guidance. The process a board follows to establish the fee will not be grounds for corrective action on survey, but assessing an incorrect fee will be. The recommendation and request is that the board establish the fee category and fee by emergency measure at this meeting.

The resolution to approve the Addition of a Low-Risk Mobile Food Category and Associated Fee to the 2024 Food Fees was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.7. MOTION TO APPROVE: Hiring Rachel Perry as an Environmental Health Technician. This is a full-time position, and her starting pay will \$18.00 per hour. Her first day of employment will be February 12, 2024. Ms. Perry is in her final semester of her MPH program. In May, she will have the required credit hours to qualify as an Environmental Health Specialist in Training. Once she is qualified as an EHSIT, she will move into that position.

The motion to approve the Hiring Rachel Perry as an Environmental Health Technician was made by **Megan Rockas** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

6.1. Environmental Health Division

Stephanie Zmuda

- STS Abandonment Report
- EH Program Report – see attached document

6.2. Nursing and Community Health Division

Morgan Shirley

- Communicable Disease Report – see attached document
- Nursing Program Report – see attached document

6.3. Health Commissioner

Stephanie Bragg

- Agency Updates/Information
 - 480 Douglas Building update – pre bid walk through of building scheduled for 1/23/24. Bid opening date is 2/14/2024.
 - Continuing to update position descriptions

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, February 26, 2024, at 6:00 pm**. This meeting will be held in person in the Community Services Building.

**Don't forget, this meeting is on the 4th Monday of the month due to the holiday! **

The motion to adjourn this meeting was made by **Megan Rockas** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

This meeting was adjourned at 7:45 p.m.

*Martha Mooney, DVM
Board of Health President*

Date

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

Date