



BOARD OF HEALTH MEETING

MEETING MINUTES

November 21, 2022

Board Members Present

Martha Mooney Shad Gallogly Holly Trainer Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Shirley Stephanie Zmuda Gina Dougherty

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:02 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: October 17, 2022 Minutes

The motion to accept the October 17, 2022 Minutes 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

2.2. MOTION TO APPROVE: November 21, 2022 Agenda

2.2.1. Changes to agenda

- *Removed 2023 Operating Budget – postponing until December's meeting*
- *5.5 – Removed sewage contractor registration fees*
- *5.8 – Added the DKMM contract*

The motion to accept the November 21, 2022 Agenda 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

3.0 PUBLIC PARTICIPATION

- 3.1. Gina Dougherty, attorney for Joe Aguirre, was in attendance to provide an update on La Cabanita for the Board. Ms. Dougherty provided a summary of the efforts that have been underway at La Cabanita to correct ongoing issues at the restaurant. These efforts

include bringing in a consultant that is certified as a Food Safety instructor to conduct additional training and monitoring and treating the facility for pest infestation.

4.0 FINANCIALS

4.1. MOTION TO APPROVE: Monthly Financials as Presented.

The motion to Approve Monthly Financials 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

5.0 ACTION ITEMS

5.1. RESOLUTION# 2022-036-EH: 2023 Environmental Food Program Fee Schedule.

There is a change to these fees from the previous reading. Per ODH, the fee for the vending program should be frozen at the current 2022 fee. This is the public hearing and the **SECOND** of the required three readings of the proposed fees. The **FIRST** of the required three readings of the proposed fees took place on October 17, 2022. The **THIRD** and **FINAL** reading will take place on December 19, 2022.

The resolution to approve the Second Reading of the 2023 EH Food Fee Schedule was made by **Shad Gallogly** 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. RESOLUTION# 2022-038-ADM: 2023 Holiday Schedule. This resolution is to set the MCHD Holiday schedule for 2023.

The resolution to approve the 2023 Holiday Schedule was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

5.3. RESOLUTION# 2022-039-ADM: 2023 Board of Health Meeting Schedule. This resolution is to set the Board of Health's monthly meeting schedule for 2023.

The resolution to approve the 2023 Board of Health Meeting Schedule was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

- 5.4. RESOLUTION# 2022-040-EH: 2023 Environmental Health Camps, Pools, and Water Samples Fee Schedule.** This resolution is to adopt the 2023 fees for the Camp and Pool programs, and water sample collections. This is the FIRST of three readings of the proposed fees. The second reading will take place at the December 19, 2022 meeting. The third and final reading will take place at the January 23, 2022.

The resolution to approve the 2023 EH Camps, Pools, and Water Samples Fee Schedule 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

- 5.5. RESOLUTION# 2022-041-EH: 2023 Environmental Health Body Art Program Fee Schedule.** This resolution is to adopt the 2023 fees for the Body Art program. These proposed fees have all been lowered from the previous fee schedule. Per ORC 705.15, the Board may waive the required 3 readings with a $\frac{3}{4}$ majority vote when adopting fees. Due to the unusual circumstance of all the proposed fees being lowered, we suggest possible waiver of the three readings.

The resolution to Waive the 3 Readings and adopt the 2023 EH Body Art Fee Schedule 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

- 5.6. RESOLUTION# 2022-042-ADM: Refund Policy.** This resolution is to adopt an official agency policy regarding issuing refunds.

The resolution to approve the Refund Policy 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

- 5.7. MOTION TO APPROVE: Hiring Annette Goodrich, LPN as a Licensed Practical Nurse.** We have conducted interviews for this position and believe that Mrs. Goodrich will be a great fit for the agency. She begins employment on November 21, 2022 at a rate of \$19.00 per hour to start. This position replaces the Health Educator position previously established by the Public Health Work Force Grant and is full-time at 38 hours per week. This position is 100% funded by the PHWF grant.

The motion to approve a Hiring Annette Goodrich, LPN 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

- 5.8. MOTION TO APPROVE: 2023 DKMM Contract.** This is a renewal of the contract between the Board and DKMM for MCHD to perform solid waste enforcement and monitoring within Morrow County. DKMM will pay the Health District \$23,491.32 for these services in 2023.

The motion to approve the 2023 DKMM Contract was made by **Shad Gallogly** 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*

- 6.1.1. STS Abandonment Report – see attached document
- 6.1.2. EH Program Report – see attached document

6.2. Nursing and Community Health Division *Morgan Shirley*

- 6.2.1. Communicable Disease Report – see attached document
- 6.2.2. Nursing Program Report – see attached document

6.3. Health Commissioner *Stephanie Bragg*

6.3.1. Agency Updates/Information

- Accreditation – received notice that MCHD achieved accreditation status as of 11/4/2022. Will need to report to PHAB annually. Reaccreditation in 5 years.
- Levy – we passed the levy with 54% in favor of the renewal. This levy will run for 10 years.
- Phones – have updated the call handling messaging
- “Fall” in Love with Morrow County Photo Contest – taking submissions until 12/12/22
- Salary Schedule Project – planning on doing a complete overhaul on the workforce structure and salary schedule. Will conduct job analysis and create a pay band pay structure.
- HC performance evaluation – HC evaluation completed and signed. Will return original copy to HR. HC requests that any changes to current pay rate wait until after the salary schedule project is completed for all staff.

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, December 19, 2022, at 6:00 pm**. This meeting will be held in person in the Community Services Building. If in-person meetings are inadvisable, the meeting will be held virtually via Zoom.

The motion to adjourn this meeting 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

This meeting was adjourned at 8:31 p.m.

Martha Mooney, DVM
Board of Health President

Date

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

Date