



BOARD OF HEALTH MEETING

MEETING MINUTES

December 19, 2022

Board Members Present

Martha Mooney Shad Gallogly Holly Trainer Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Shirley Stephanie Zmuda

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: November 21, 2022 Minutes

The motion to accept the November 21, 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: December 19, 2022 Agenda

2.2.1. Changes to agenda

- 4.1 – Increase appropriations in Fund 8574
- 4.2 – Increase appropriations in Fund 8576
- Removed 2023 Budget due to no changes needed from initial budget adopted in May 2022
- Removed resolution for mileage

The motion to accept the December 19, 2022 Agenda 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

3.0 PUBLIC PARTICIPATION

- 3.1. There was no public participation at this meeting

4.0 FINANCIALS

4.1. MOTION TO APPROVE: Increase Appropriations in Fund 8574: Coronavirus Response. Appropriations need to be increased in the following line items:

- Health District Reimbursement - \$1,901.31

The motion to Increase Appropriations in Fund 8574: Coronavirus Response 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

4.2. MOTION TO APPROVE: Increase Appropriations in Fund 8576: Contact Tracing. Appropriations need to be increased in the following line items:

- Health District Reimbursement - \$89.97

The motion to Increase Appropriations in Fund 8576: Contact Tracing 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

4.3. MOTION TO APPROVE: Monthly Financials as Presented.

The motion to approve Monthly Financials 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

5.0 ACTION ITEMS

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

There are no changes to these fees from the previous reading. This is the **THIRD** and **FINAL** 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 **SECOND** reading took place on November 21, 2022.

The resolution to approve the Third Reading of the 2023 EH Food 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

- 5.2. 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. There have been no changes to these fees from the previous reading. This is the SECOND reading and public hearing of three readings of the proposed fees. The FIRST reading took place at the November 21, 2022 meeting. The THIRD and FINAL reading will take place at the January 23, 2022 meeting.

The resolution to approve the Second Reading of the 2023 EH Camps, Pools, and Water Samples 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

- 5.3. RESOLUTION# 2022-43-ADM: 2023 Delegation of Authority.** This resolution allows for the delegation of administrative duties to the Health Commissioner for 2023 in accordance with the agency’s Delegation of Authority Policy. This resolution is updated annually.

The resolution for the 2023 Delegation of Authority 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. RESOLUTION# 2022-044-ADM: 2023 Employee Benefits.** This resolution is for the adoption of the employee fringe benefits for 2023. These benefits include the BOH’s contribution to: OPERS, Workers Compensation, Medicare, Insurance, and Stipends.

The resolution to approve the 2023 Employee Benefits 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
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5.5. MOTION TO APPROVE: 2023 Medical Director Services Contract. This is a renewal of the contract 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. The term of this contract is for one year.

The motion to approve 2023 Medical Director Services 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

- Conflict of Interest forms – each BOH member needs to complete an updated form annually
- BOH CEUs – need to be submitted to Karrie. Members are required to complete 2 hours each year

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, January 23, 2023, 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. Reminder that this meeting is scheduled for the 4th Monday of January due to Martin Luther King Jr. Day.

The motion to adjourn this meeting 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

This meeting was adjourned at 6:33 p.m.

*Martha Mooney, DVM
Board of Health President*

Date

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

Date

DRAFT