



BOARD OF HEALTH MEETING

MEETING MINUTES

May 15, 2023

Board Members Present

Martha Mooney Shad Gallogly Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Shirley Stephanie Zmuda Tory Miller Dan Huddleston
 Bob Fisher Justin Nelson Travis Smith Abe Swartzentruber
 Mike Heston Tim Rainey

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:06 p.m.**
- 1.2. A quorum of Board members **WAS** present (3 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: April 17, 2023 Minutes

The motion to accept the April 17, 2023 Minutes was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

2.2. MOTION TO APPROVE: May 15, 2023 Agenda

2.2.1. Changes to agenda

- *None*

The motion to accept the May 15, 2023 Agenda was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

3.0 PUBLIC PARTICIPATION

- 3.1. **BOH Action Regarding: Building Nuisance 7170 CR 37 Mansfield.** The structure located at 7170 CR 37, Mansfield, Ohio 44904 in Troy Township. This is a continuation of the Board action that was introduced at the February 2023 meeting.

Stephanie Zmuda, EH Director, provided an update on actions taken to remediate the building nuisance at this property. Current photos are included with the Board packet.

Megan Rockas made the motion to take no action further action with this property as it no longer is a public health nuisance. **Shad Gallogly** seconded the motion. All Ayes – Motion Carried.

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

- 3.2. RESOLUTION 2023-008-EH. Gravitt Variance for Under Utility Service Line.** Martie Gravitt is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow them to pass their septic line under a utility service line. This property is located at 3671 Township Road 115, Mount Gilead, Ohio 43338. This is a new STS installation, and their septic designer has determined that this is the best placement for the STS. Conditions for this installation have been provided by the utility company, TC Energy.

Shad Gallogly made the resolution to approve the Gravitt Variance for Under Utility Service Line. **Megan Rockas** seconded the resolution. All Ayes – Motion Carried.

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

- 3.3. RESOLUTION 2023-009-EH. Carter Variance for Under Driveway Line.** John and Deanna Carter are requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow them to pass their septic line under their driveway. This property is located at 1444 County Road 24, Marengo, Ohio 43334. This is a new STS installation, and their septic designer has determined that this is the best placement for the STS.

Shad Gallogly made the resolution to approve the Carter Variance for Under Driveway Line. **Megan Rockas** seconded the resolution. All Ayes – Motion Carried.

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

- 3.4. RESOLUTION 2023-010-EH. Smith Variance for Under Driveway Line.** Travis Smith is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow him to pass his septic line under his driveway. This property is located at 7587 County Road 183, Fredericktown, Ohio 43019. Due to various issues associated with the installation of

this STS, a variance is the only cost-effective option to ensure that this STS is in compliance. If the variance is granted, the installer **must** dig up the line that had previously been run under the driveway and **must** re-install the line in accordance with the variance resolution.

Stephanie Zmuda, Tory Miller, Shad Gallogly, Travis Smith, and Justin Nelson discussed the issues involved with the STS on this property, including installation errors. It was decided that for the STS to be in compliance with the STS rules, and for the variance to be granted, the following conditions **must** be met.

- The water line must be moved a minimum of 10 ft from the septic tank;
- The driveway must be moved a minimum of 10 ft from the septic tank;
- The pipe under the driveway must be a schedule 40 or equivalent sleeved in a pipe of schedule 40 or equivalent;
- The pipe running from tank to tank must be a schedule 40 or equivalent;
- The old tank must be pumped and inspected;
- The inspection well for the reduced leach must be repaired; and
- The property must be entered into the O&M program on an annual inspection frequency.

Shad Gallogly made the resolution to approve the Smith Variance for Under Driveway Line, provided that the above conditions are met. **Megan Rockas** seconded the resolution. All Ayes – Motion Carried.

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

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	---
David Zaghlool	---	Megan Rockas	Y

4.2. MOTION TO: Increase Appropriations in Fund 8578: Vaccine Equity. Increases need made in the following line items for a total of \$23,713.75.

- Supplies – \$11,838.75
- Equipment – \$11,875.00

The motion to Increase Appropriations in Fund 8578: Vaccine Equity was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

4.3. MOTION TO: Transfer Funds from 8550: General Fund to the Funds Listed Below.

- 8503: Public Health Nursing – \$37.29
- 8504: Vital Statistics – \$1,014.00
- 8560: Plumbing – \$176.00
- 8567: Help Me Grow – \$1,522.95

The motion to Transfer Funds from Fund 8550: General Fund to Funds 8503, 8504, 8560, and 8567 was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

4.4. MOTION TO: Adjust Appropriations in the Funds and Amounts Listed Below

- 8501: DAC – \$43,000.00
- 8503: Clinic – \$47,354.18
- 8504: Vital Statistics – \$47,668.43
- 8559: Body Art – \$600.00
- 8560: Plumbing – \$4,168.80
- 8561: Camps – \$430.00
- 8572: Integrated Harm Reduction – \$7,600.00

Please see your Board packet for the budget details for each fund.

The motion to Create Budgets for Funds 8501, 8503, 8504, 8559, 8560, 8561, and 8572 was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

4.5. MOTION TO APPROVE: Preliminary Operating Budget for 2024.

The motion to Approve the Preliminary 2024 Operating Budget was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

5.0 ACTION ITEMS

5.1. RESOLUTION 2023-011-N. Integrated Harm Reduction/Project DAWN Policy. This resolution is to adopt the policy for the Integrated Harm Reduction program.

The resolution for the Integrated Harm Reduction/Project DAWN Policy was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

5.2. MOTION TO APPROVE: Agreement Between BOH and Fayette County Public Health for Get Vaccinated Ohio Grant Administrative Services. This is a renewal of the agreement between the BOH and Fayette County to allow MCHD to partner with Fayette County in the administration of the GVO grant.

The motion to approve the Agreement Between the BOH and Fayette County Public Health for GVO Grant Administration was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

5.3. MOTION TO APPROVE: Agreements Between BOH and Lind Media to Advertise for Program Services. These are two 3-year agreements for the BOH to advertise for MCHD services and messaging on Lind Media’s new digital billboard that will be constructed in Morrow County. This will allow for 78 advertising spots over the course of the contracts (39 spots per agreement). Each ad space is \$1,000.00, and this cost will be paid for by grant funds and/or grant project income.

The motion to approve the Agreements Between the BOH and Lind Media for Advertisement was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

- 5.4. MOTION TO ACCEPT: Tracie Bakewell’s Resignation.** Tracie Bakewell, NP has submitted her resignation, with her last day being July 31, 2023. She has accepted a job offer at Kenyon College.

The motion to accept Tracie Bakewell’s Resignation was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

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

- 5.5. MOTION TO APPROVE: Hiring a Contracted Healthcare Provider.** This position is to fill the vacancy created due to Tracie Bakewell’s resignation. Incumbent may be a physician, physician assistant, or a nurse practitioner. This person will be contracted to fulfill the healthcare provider duties for the Reproductive Health and STI Prevention grants.

The motion to approve the Hiring a Contracted Healthcare Provider was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	---
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
- 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
 - Workforce restructure project update – Still working on the project. Have completed time study, market data analysis, position scoring and ranking. On track to present proposal at the June 12th meeting

- Building – Leadership team did a walkthrough of the building with Commissioners Abraham and Siegfried and Jamie Brucker. Proposed space would be 6,000 sq ft. We can see the potential for the space to work well for MCHD. Next step would be to do a walkthrough with BOH members to hear their thoughts. Suggested date to propose to Commissioners is June 1st in the afternoon. Stephanie will email Jamie to set up a visit.

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, June 12, 2023, at 6:00 pm.** This meeting will be held in person in the Community Services Building.

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	---
David Zaghlool	---	Megan Rockas	Y

This meeting was adjourned at 7:35 p.m.

 Martha Mooney, DVM
 Board of Health President

 Date

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

 Date