



**BOARD OF HEALTH MEETING**

MEETING MINUTES  
September 18, 2023

**Board Members Present**

Martha Mooney      Shad Gallogly      Holly Trainer      Megan Rockas

**MCHD Personnel and Guests Present**

Stephanie Bragg      Morgan Shirley      Stephanie Zmuda      Matt Baer

**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: August 21, 2023 Minutes**

The motion to accept the August 21, 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: September 18, 2023 Agenda**

**2.2.1. Changes to agenda**

- *Removed Food Fee Schedule*

The motion to accept the September 18, 2023 Agenda 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

**3.0 PUBLIC PARTICIPATION**

- 3.1. As of **September 14, 2023**, there have been **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 **Holly Trainer**. All Ayes – Motion Carried.

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

**4.2. MOTION TO: Increase Appropriations in Fund 8558: Bathing Beaches.** Increases need to be made in the following line items.

- Employee Wages - \$49.50
- Lab Services - \$334.20

The motion to Increase Appropriations in Fund 8558 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

**4.3. MOTION TO: Increase Appropriations in Fund 8550: General Health District.** Increases need to be made in the following line items for a total of \$64,037.00.

- Professional Organizations - \$8,0370.00
- Equipment - \$38,500.00
- Transfer – Out \$17,500.00

The motion to Increase Appropriations in Fund 8550 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

**4.4. MOTION TO: Adjust Appropriations in Fund 8571: Lead.** Adjustments need to be made in the following line items.

Decrease

- Employee Wages - \$389.57
- OPERS - \$145.83
- Medicare - \$23.74
- Worker’s Compensation - \$23.02
- Mileage Reimbursement - \$5.80

- Purchased Services - \$300.00
- Health District Reimbursement - \$188.50
- Supplies - \$23.87
- Transfer Out - \$12,900.00

Increase

- Advance Out - \$14,947.69

The motion to Adjust Appropriations in Fund 8571 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

- 4.5. MOTION TO: Transfer Funds from Fund 8550 to Fund 8515.** This motion is to transfer funds in the amount of \$17,500.00 from Fund 8550: General Health District to Fund 8515: Public Health Workforce.

The motion to Transfer Funds from Fund 8550 to Fund 8515 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

- 4.6. MOTION TO: Transfer Funds from Fund 8581 to Fund 8550.** This motion is to transfer funds in the amount of \$15,000.00 from Fund 8581: STI to Fund 8550: General Health District.

The motion to Transfer Funds from Fund 8581 to Fund 8550 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

- 4.7. MOTION TO: Transfer Funds from Fund 8554 to Fund 8550.** This motion is to transfer funds in the amount of \$9,753.80 from Fund 8554: COVID 19 Vaccination to Fund 8550: General Health District.

The motion to Transfer Funds from Fund 8554 to Fund 8550 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

- 4.8. MOTION TO: Advance Funds from Fund 8571 to Fund 8550.** This motion is to advance funds in the amount of \$14,947.69 from Fund 8571: Lead to Fund 8550: General Health District.

The motion to Advance Funds from Fund 8571 to Fund 8550 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

**5.0 ACTION ITEMS**

- 5.1. RESOLUTION 2023-017-ADM: WF23 Grant Employee Retention Bonus - 2023.**

The Workforce grants are focused on building the public health employee workforce through employee training and development, retention of existing staff, and recruitment of new staff. Under this grant, it is an allowable expense to provide a bonus to employees for each calendar year of the grant project to incentivize them to remain employed at MCHD. These bonuses were included as an expense in MCHD’s WF23 budget that has been approved by ODH. The breakdown for cost, timeline, and employee eligibility are included in your packet. The bonuses under this grant will be presented as new resolution for each calendar year that they are allowable.

The resolution for the WF23 Grant Employee Retention Bonus - 2023 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

- 5.2. MOTION TO APPROVE: Pharmacy Services Agreement between BOH and PMQ Group.** This agreement will allow MCHD to purchase pharmaceuticals for HIV prevention and maintenance. The term of this agreement is 12 months.

The motion to approve the Pharmacy Services Agreement between BOH and PMQ Group 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

**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 – reviewed first draft of proposed floor plans with Jamie Brucker; made some suggestions for changes and sent them back to architect for revisions.
  - Moved Jill to the old community health area and Kelly Pack to Tory’s old workstation for the Commissioners to build an area for Board of Election storage in that space.
  - Budget revisions for both Workforce grants submitted.
  - Attended Fall Conference 9/13 – 9/15
  - Quarterly Township meeting scheduled for 9/21/23.
  - Working on updating position descriptions
  - Received an email from Dr. Zaghlool regarding his inability to attend the BOH meetings due to other commitments. BOH discussed and determined that the Health Commissioner should reach out to Dr. Zaghlool to see if he would be willing to stay on until the March 2024 DAC meeting, then the DAC can appoint another physician to finish his term.

**7.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **Monday, October 16, 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 **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

**This meeting was adjourned at 7:05 p.m.**

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*Martha Mooney, DVM*  
*Board of Health President*

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*Date*

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

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*Date*