



**BOARD OF HEALTH MEETING**

AGENDA  
December 20, 2021

**1.0 CONVENTION**

- 1.1. Call the meeting to order: \_\_\_\_\_
- 1.2. Quorum Present                      **Yes**                      **No**

**2.0 STANDING AGENDA ITEMS**

**2.1. MOTION TO APPROVE: November 15, 2021 Meeting Minutes.**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**2.2. MOTION TO APPROVE: December 20, 2021 Agenda**

**2.2.1. Changes to agenda**

- ...

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**3.0 BOARD OF HEALTH HEARING**

**3.1. BOH Hearing - Highland Pizza and Ice Cream.** According to the MCHD Food Program Enforcement Policy, food facilities found to have repeated critical violations are entered into the Food Enhanced Program. In this program, if critical food violations remain following the administrative hearing with the EH director, implementation of corrective action plan, and repeated inspections, the food facility in question is brought to the Board of Health for Board action regarding the food facility’s licensure. Highland Pizza and Ice Cream is located at 6530 State Route 229, Sparta, Ohio 43350. Representing the facility is Kenneth Stuff, Owner.

**4.0 PUBLIC PARTICIPATION**

**4.1.** As of December 16, 2021, **No One** has requested to address the Board at this meeting.

**5.0 FINANCIALS**

**5.1. MOTION TO: Accept Monthly Financials as Presented.**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**6.0 ACTION ITEMS**

**6.1. RESOLUTION# 2021-023-EH: 2022 Environmental Health Program Fee Schedule.** The FIRST of the required three readings took place on November 15, 2021. **Due to the lack of the required 30-day public hearing notice, the SECOND reading and public hearing that was scheduled for December 20, 2021 will now take place on January 10, 2022.** The THIRD and FINAL reading will take place on February 14, 2022. The proposed fees are included in the BOH packet, and only include changes to the Bathing Beach License Fee, and the Individual and Additional Swimming Pool Fees. No other EH Non-Food Program Fee changes are proposed for 2022.

**6.2. RESOLUTION# 2021-024-ADM: 2022 Delegation of Authority.** This resolution allows for the delegation of administrative duties to the Health Commissioner for 2022 in accordance with the agency’s Delegation of Authority Policy. This resolution is updated annually.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**6.3. RESOLUTION# 2021-025-ADM: 2022 Mileage Reimbursement Rate.** This resolution sets the 2022 mileage reimbursement rate for employees driving for MCHD business. This resolution will keep the current reimbursement rate of \$0.52 per mile. This resolution may be amended by the Board of Health if the state reimbursement rate changes during the year.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**6.4. MOTION to APPROVE: A 1% Wage Increase for the Following Employees: Jessica Garver, Teresa Hoffman, Karrie Hursey, Lynne Keesey, Morgan Kocher, Victoria**

**Miller, Nicole Moseley, Tiffany Richardson, Jill Thompson, and Stephanie Zmuda.** These staff members have received their annual performance evaluations for their work in 2021. Based on their scores, and the current budget, each person qualifies for a 1% wage increase as described in the Employee Wage Increase Policy. This increase should begin with the first pay of 2022. The total annual cost (including wages and fringes) for each of the listed employees for this increase does not exceed \$659.96 per person per year. This cost of this increase was included in the 2022 Agency Budget that was adopted by the Board in November 2021.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

- 6.5. MOTION to APPROVE: 2022 Medical Director Services Contract.** This contract is 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.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

- 6.6. MOTION to APPROVE: 2022 Health Commissioner Employment Contract.** This contract is between the BOH and Stephanie Bragg, RN, BSN, MHA. It describes the terms, conditions, and responsibilities for the employment of the Health Commissioner. The term of this contract is for a period of five years.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**7.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS**

**7.1. Environmental Health Division**

*Stephanie Zmuda*

**7.1.1. STS Abandonment Report**

**7.1.2. EH Program Report**

**7.2. Nursing and Community Health Division**

**Morgan Kocher**

7.2.1. Communicable Disease Report

7.2.2. Nursing Program Report

**7.3. Health Commissioner**

**Stephanie Bragg**

7.3.1. Agency Updates/Information

- Agency training day – productive, able to get in all the required trainings
- Workforce Grant – working with leadership to determine the best ways to allocate the funds of this project. At least \$60,000.00 (50% of the per capita award) is required to be spent on hiring new staff. Looking at what the agency needs are for staffing, training, etc.
- CO21 and CT20 grants will end 12/30 – able to spend most of the allocation, with an approx. \$6,000.00 lapse (going back to the state)
- EO21 grant budget submitted and approved
- Applied for RHWP grant – competitive this year, funding is less that in the past. Will be evaluating the program this year to determine if it is beneficial to continue the project for 2023, or if the agency should seek other avenues such as an STI testing/treatment program.
- ACAR activities on hold until after the first of the year
- Projects slated for the upcoming year: updating/revising salary schedule, strategic plan, QI plan, performance management plan.
- DAC meeting is scheduled for Thursday March 3, 2022. Linda’s position on the BOH is up for reappointment this year.

**8.0 EXECUTIVE SESSION (if needed)**

**9.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **Monday, January 10, 2022 at 6:00 pm.** The 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.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Voting Record			
Martha Mooney		---	
Shad Gallogly		Holly Trainer	
David Zaghlool		Linda Fisher	

**This meeting was adjourned at \_\_\_\_\_ p.m.**