



BOARD OF HEALTH MEETING

MEETING MINUTES

December 20, 2021

Board Members Present

Martha Mooney, DVM Shad Gallogly Holly Trainer, RPH

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Kocher Stephanie Bragg Jill Thompson
 Norm Miller

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:09 p.m.**
- 1.2. A quorum of Board members **WAS** present (3 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: November 15, 2021 Minutes

The motion to accept the November 15, 2021 Minutes 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	---	Linda Fisher	---

2.2. MOTION TO APPROVE: December 20, 2021 Agenda

2.2.1. Changes to agenda

- *None*

The motion to accept the December 20, 2021 Agenda 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	---	Linda Fisher	---

3.0 BOARD OF HEALTH HEARING

- 3.1. **BOH Hearing – Highland Pizza and Ice Cream.** Kenneth Stuff, owner, was not in attendance for this BOH meeting as requested. MCHD sent the notice of hearing, a copy of which is included in the BOH packet, to Mr. Stuff via certified mail on December 1, 2021. On December 3, 2021, the USPS attempted delivery of the letter, but was

unsuccessful. A notice of certified letter pick up was left at Mr. Stuff's residence; however, he neglected to go pick up the letter. The letter remains at the Sparta post office. Stephanie Zmuda reached out to the Morrow County Prosecutor for an opinion regarding notification of a BOH hearing. The opinion received is that if a certified letter goes unanswered, in order to be deemed "proper notification," MCHD will either need to post the letter on the entrance of the place of business, and take a photo as proof of delivery, or hand deliver the letter to the business owner, and obtain the owner's signature as proof of delivery.

At the BOH's request, Stephanie Zmuda provided a history and update of the food safety issues that have been ongoing at this establishment. Multiple violations, both critical and non-critical, have remained uncorrected. See the attached report included in the BOH packet for more specific details. After discussion, the BOH wishes to reschedule this hearing with Mr. Stuff for Monday, January 10, 2022 at the next regular BOH meeting. MCHD will ensure that proper notification of the hearing is provided by one or more of the three notification methods listed above. The letter will also be clear that if the business owner fails to appear at this hearing, they will forfeit their right to provide argument on their behalf.

4.0 PUBLIC PARTICIPATION

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

5.0 FINANCIALS

5.1. MOTION TO: Accept Monthly Financials as Presented.

The motion to Accept Monthly Financials 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 Zaghlood	---	Linda Fisher	---

6.0 ACTION ITEMS

6.1. RESOLUTION# 2021-023-EH: 2022 Environmental Health Food 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, and the shortened time between BOH meetings, the SECOND reading and public hearing that was scheduled for December 20, 2021 will now take place on February 14, 2022.** The THIRD and FINAL reading will take place on March 21, 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.

The resolution to approve Delegation of Authority 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	---	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.

The resolution to approve the 2022 Mileage Reimbursement Rate 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	---	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.

The motion to approve the 1% Wage Increase for the Listed Employees 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	---	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. This contract will also include an attachment that specifically lists the BOH-required activities that Dr. Freundlich will need to be completed during the 2022 contract year.

The motion to approve the 2022 Medical Director Services Contract 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	---	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.

The motion to approve the 2022 Health Commissioner Employment Contract 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	---	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 – See attached document

7.2. Nursing and Community Health Division

Morgan Kocher

7.2.1. Communicable Disease Report

7.2.2. Nursing Program Report – See attached document

7.3. Health Commissioner

Stephanie Bragg

7.3.1. Agency Updates/Information

- Agency training day – was productive, we were 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 than 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. Next accreditation meeting scheduled for mid-January. Will be having Kelly Worstell take lead on keeping staff moving on finishing action plan requirements as HC needs to revise some large agency plans as part of the action plan
- Projects slated for the upcoming year: updating/revising salary schedule, strategic plan, QI plan, performance management plan, employee performance evaluations. Will be working with Karrie Hursey closely this year on these projects
- DAC meeting is scheduled for Thursday March 3, 2022. Linda's position on the BOH is up for reappointment this year. Meeting with Lynn Shinaberry after the holidays to begin planning

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, January 10, 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 **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

This meeting was adjourned at 7:41 p.m.

Martha Mooney, DVM
President, Board of Health

Date

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

Date