



BOARD OF HEALTH MEETING

SEPTEMBER MEETING MINUTES

September 20, 2021

Board Members Present

Martha Mooney, DVM Shad Gallogly David Zaghlool, DO Linda Fisher, CRNA

MCHD Personnel Present

Stephanie Bragg Stephanie Zmuda Morgan Kocher

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:04 p.m.**
- 1.2. A quorum of Board members **WAS** present (3 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: August 16, 2021 Minutes

The motion to accept the August 16, 2021 Minutes was made by **Shad Gallogly** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

2.2. MOTION TO APPROVE: September 20, 2021 Agenda

2.2.1. Changes to agenda

- 4.2 – *Transfer of Funds to Fund 8550 added*
- 4.3 – *Transfer of Funds from Fund 8550 to Fund 8570 added*
- 4.4 – *Establishment of Budget for Fund 8570 added*

The motion to accept the September 20, 2021 Agenda was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

3.0 PUBLIC PARTICIPATION

- 3.1. **John Flenner** had requested to address the Board at this meeting; however, he was not in attendance during this meeting.

4.0 FINANCIALS

4.1. MOTION TO: Accept Monthly Financials as Presented.

The motion to Accept Monthly Financials was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

4.2. MOTION TO: Transfer \$5,000.00 from Fund 8575 – Coronavirus Response and \$5,000.00 from Fund 8576 – Contact Tracing into Fund 8550 – General Fund.

These transfers will pay back the balance of the loans made from the General Fund to Funds 8575 and 8576.

The motion to Transfer \$5,000.00 from Fund 8575 and \$5,000.00 from Fund 8576 to Fund 8550 was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

4.3. MOTION TO: Transfer \$10,000.00 from Fund 8550 – General Fund to Fund 8570 – Enhanced Operations.

Funding from Enhanced Operations Grant is paid via reimbursement of expenses from ODH. This transfer will provide a loan from the General Fund to Fund 8570 to allow work to be completed under the grant, which will then be submitted for reimbursement.

The motion to Transfer \$10,000.00 from Fund 8550 to Fund 8570 was made by **Shad Gallogly** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

4.4. MOTION TO: Establish Budget of \$100,000.00 for Fund 8570: Enhanced Operations. The Fund 8570 budget will be assigned to the following line items:

- Employee Wages - \$50,000.00
- OPERS Employer Share - \$7,000.00
- Medicare Employer Share - \$725.00

- Worker’s Compensation - \$450.00
- Mileage Reimbursement - \$500.00
- IT Professional Services - \$3,00.00
- Remit to Political Entity - \$7,000.00
- Supplies and Materials - \$25,325.00
- Computers/Equipment/Furniture - \$6,000.00

The motion to Establish Budget for Fund 8570 was made by **David Zaghlool** and seconded by **Linda Fisher** All Ayes – Motion Carried.

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

5.0 BOARD OF HEALTH HEARING

5.1. 1st BOH Hearing – Legacy Restaurant & Bar. 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. Legacy Restaurant & Bar is located at 618 US 61, Marengo, Ohio 43334. Representing the facility is Emma Lister, General Manager.

Stephanie Zmuda, Environmental Health Director, discussed the food safety violations that have occurred up to this point, and that while an action plan had been initiated, it had only been followed to some extent. Ms. Lister reported issues that she has been having in the restaurant, including staffing levels, and staff accountability. Options to help improve issues were discussed, including implementation of a limited menu, additional training, and increased front and back of house manager involvement.

According to the MCHD Program Enforcement Policy, a mandatory one-day closure of the restaurant will be issued by the Board, followed by a repeat inspection by MCHD EH staff to determine the status of critical violation corrections.

The motion to Order a One Day Closure of Legacy Restaurant was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes, 1 Abstention – Motion Carried.

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

6.0 ACTION ITEMS

6.1. RESOLUTION# 2021-008-EH: Declare Structure located at 9626 County Road 40, Galion, Ohio 44833 in North Bloomfield Township, Parcel: K30-001-00-485-00 as a Public Health Nuisance. Environmental Health staff have inspected the structure and have determined it to be a nuisance to public health.

The resolution to Declare Structure Located at 9626 County Road 40 as a Public Health Nuisance was made by **David Zaghlool** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

6.2. RESOLUTION# 2021-009-EH: Taylor Variance. Mr. Gary Taylor is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow his home to be 7.5 ft. from his septic system rather than the required 10 ft. This property is located at 4255 Twp. Rd. 118, Mt. Gilead, OH 43338. Mr. Taylor’s home was built too close to the existing septic tank that his designer wants to use for an altered STS. His contractor, Tim Hack, has determined that this is the best option for the property.

The resolution to approve the Taylor Variance was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

6.3. RESOLUTION# 2021-018-EH: Bollinger Variance. Mr. Albert Bollinger 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 2967 State Route 746, Cardington, Ohio 43315. His contractor, Joe Sherman, has determined that this is the best option for the property.

The resolution to approve the Bollinger Variance was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

- 6.4. RESOLUTION# 2021-019-EH: 2022 Environmental Food Program Fee Schedule.** This is the **FIRST** of the required three readings of the proposed fees. The **SECOND** reading, and public hearing will take place on October 18, 2021. The **THIRD** and **FINAL** reading will take place on November 15, 2021.

The resolution to approve the **FIRST** reading of the 2022 Environmental Food Program Fee Schedule was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

- 6.5. MOTION TO ACCEPT: Rodney Brewer’s Resignation.** Mr. Brewer submitted his resignation, in writing, on September 7, 2021, and left the office immediately after. Although he had mentioned in July that he was intending to leave the agency, he had not submitted anything in writing with a final date of employment.

The motion to accept Rodney Brewer’s Resignation was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

- 6.6. MOTION TO APPROVE: Hiring a Registered Environmental Health Specialist or Environmental Health Specialist in Training.** Due to the resignation of Rodney Brewer, we now have another vacancy in the Environmental Health Division that must be filled for the continuation of effective EH services.

The motion to approve Hiring a Registered Environmental Health Specialist or EH Specialist in Training was made by **David Zaghlool** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

- 6.7. MOTION TO APPROVE: Hiring of Daniel Huddleston as a Registered Environmental Health Specialist in Training.** We have conducted interviews for this position, and feel that Mr. Huddleston will be a good fit for the agency. He holds a

Bachelor’s Degree in Environmental Science and meets the required qualifications needed as an REHSIT. Mr. Huddleston will be paid \$17.00 per hour to start, and will begin his employment with MCHD on October 18, 2021.

The motion to approve Hiring Daniel Huddleston as a Registered Environmental Health Specialist in Training was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

- 6.8. MOTION TO APPROVE: Hiring of Michaela Walker as a Registered Environmental Health Specialist in Training.** We have conducted interviews for this position, and feel that Ms. Walker will be a good fit for the agency. She holds a Bachelor’s Degree in Public Health and meets the required qualifications needed as an REHSIT. Ms. Walker will be paid \$17.00 per hour to start, and will begin her employment with MCHD on September 27, 2021.

The motion to approve Hiring Michaela Walker as a Registered Environmental Health Specialist in Training was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

- 6.9. MOTION TO APPROVE: Hiring 3 Temporary, Part-time Communicable Disease Investigators.** These positions would be temporary positions with no more than 24 hours per week for each position. One of these positions would be dedicated to COVID-19 disease investigations in the general population. The other two positions would be dedicated to investigation and disease mitigation of COVID-19 in congregate settings such as schools, long term care facilities, and the jail. These positions will be 100% funded via grant funding.

The motion to Hire Three Temporary, Part-time Communicable Disease Investigators was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

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

- Accreditation – PHAB Committee has decided that MCHD has additional documentation that needs to be submitted to demonstrate our ability to meet the standards. There are 12 out of 100 domains that we will need to address by 8/27/2022
- Workforce Grant – Waiting on ODH to release additional information. Funds will be able to be used retroactively to September 1, 2021.

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, October 18, 2021, 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 **David Zaghlool** and seconded by **Linda Fisher**. All Ayes – Motion Carried.

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

This meeting was adjourned at 7:49 p.m.

Martha Mooney, DVM
President, Board of Health

Date

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

Date