



# BOARD OF HEALTH MEETING

JUNE MEETING MINUTES

June 21, 2021

## Board Members Present

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

## MCHD Personnel Present

Stephanie Bragg      Jill Thompson      Stephanie Zmuda      Morgan Kocher

## Guests Present

Norm Miller

### 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 (5 of 5)

### 2.0 STANDING AGENDA ITEMS

- 2.1. Welcome
- 2.2. Introduction of New BOH members.
- 2.3. **MOTION TO APPROVE: May 20, 2021 Minutes**

The motion to accept the May 20, 2021 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	---	Linda Fisher	---

### 2.4. MOTION TO APPROVE: June 21, 2021 Agenda

#### 2.4.1. Changes to agenda

- *Action items: Remove Resolution to Declare a Building Nuisance in Westfield Twp.*
- *4.15: Addition of Motion to Amend Declaring a Building Nuisance Policy*

The motion to accept the June 21, 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	Y	Linda Fisher	Y

### 3.0 FINANCIALS

#### 3.1. MOTION TO: Accept Monthly Financials as Presented

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

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

### 4.0 ACTION ITEMS

4.1. **RESOLUTION# 2021-007-EH: Declare Structure located at 1776 County Road 137, Cardington, Ohio 43315 in Cardington Township, Parcel: C07-001-00-279-09 as a Nuisance.** This property was referred by the Cardington Township trustees for nuisance declaration. Environmental Health staff have inspected the structure and have determined it to be a public health nuisance.

The resolution to approve the Declare the Structure located at 1776 County Road 137 was made by **Holly Trainer** and seconded by **Linda Fisher**. All Ayes – Motion Carried

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

4.2. **RESOLUTION# 2021-008-EH: Declare Structure located at 3890 State Route 309, Galion, Ohio 44833 in Washington Township, Parcel: Q40-001-00-197-00 as a Nuisance.** Environmental Health staff have inspected the structure and have determined it to be a public health nuisance.

4.3. **RESOLUTION# 2021-009-EH: Declare Structure located at 3476 State Route 229, Marengo, Ohio 43334, in Peru Township, Parcel: M34-001-00-234-02 as a Nuisance.** Environmental Health staff have inspected the structure and have determined it to be a public health nuisance.

After discussion, the BOH determined that they would like a more thorough approach to notifying property owners that their property and/or structures located on their property is going to be brought before the BOH as a nuisance.

The motion to TABLE Resolutions 2021-008-EH and 2021-009-EH until the July 2021 meeting was made by **Holly Trainer** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

**4.4. RESOLUTION# 2021-010-ADM: Employee Recognition Policy.** This policy allows for the recognition of MCHD employees for their achievements and their contributions to the agency mission and vision. Recognized employees will be mentioned during BOH meetings and will have their name listed on the employee recognition wall.

The resolution to approve the Employee Recognition Policy was made by **Shad Gallogly** and seconded by **Linda Fisher**. All Ayes – Motion Carried

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

**4.5. RESOLUTION# 2021-011-ADM: Removal and Disposal of Additional Equipment from the 2021 Morrow County Health District Inventory.** The equipment and/or supplies listed in Addendum A of the resolution and attached to this agenda has been deemed as obsolete or otherwise unneeded by MCHD. These items are in addition to the items removed from inventory in March 2021. This resolution will allow these items to be removed from the agency’s inventory and disposed of in an appropriate manner as needed.

The resolution to approve the Removal and Disposal of Additional Equipment from the 2021 MCHD Inventory was made by **Holly Trainer** and seconded by **David Zaghlool**. All Ayes – Motion Carried

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

**4.6. MOTION TO APPROVE: Help Me Grow Provider Agreement.** This is a renewal of the agreement between the BOH and ODH for MCHD to administer the Help Me Grow program in Morrow County. This agreement will be for a two-year term.

The motion to approve the Help Me Grow Provider Agreement 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	Y	Linda Fisher	Y
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**4.7. MOTION TO APPROVE: Contract for the Provision of Tier 2 Epidemiologic Services.**

This is a renewal of the annual contract between the BOH and Franklin County Public Health for FCPH to provide Tier 2 epidemiologic services to MCHD on an as-needed basis. This is a requirement of the PHEP grant, and no member of the MCHD triad may serve as the Tier 2 Epi.

The motion to approve the Tier 2 Epidemiologic Services Contract was made by **Holly Trainer** and seconded by **Linda Fisher**. All Ayes – Motion Carried

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

**4.8. MOTION TO APPROVE: Contract to Provide School Nursing Services.** This is a renewal of the contract between the BOH and the Tomorrow Center School for MCHD to provide school nursing services on an hourly, as-needed basis. The terms of this contract remain unchanged.

The motion to approve the Contract to Provide School Nursing Services 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	Y	Linda Fisher	Y

**4.9. MOTION TO APPROVE: Contract for Public Health Nursing Services.** This is a renewal of the contract between the BOH and Kelly Worstell, RN, BSN for the provision of public health nursing services. Ms. Worstell administers the Help Me Grow program at MCHD.

The motion to approve the Contract to Provide School Nursing Services 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	Y	Linda Fisher	Y

**4.10. MOTION TO APPROVE: Agreement for the Use of the Mosquito Sprayer.** This agreement is between the BOH and the Village of Cardington to allow the village the use of MCHD’s mosquito sprayer. In return for the use of the equipment, the Village of Cardington will pay MCHD a sum of \$400.00 per each month used. The village will be responsible for the fuel, aduaticide, and regular upkeep of the equipment while it is in their possession.

There is a clause in the agreement that allows for MCHD to take immediate possession of the equipment in the event of a public health emergency that requires mosquito control.

It was discussed that MCHD does not have the capability to conduct “mosquito spraying for hire” for communities who wish to have areas sprayed as nuisance control. MCHD would only spray as a means of mosquito control during a vector-borne illness outbreak, such as a LaCrosse or West Nile cluster of cases. MCHD does not have the capacity to conduct routine mosquito collection and testing at this time. The agency does agree that more education to the public about mosquito control, including why MCHD does not routinely spray, and how individuals can control mosquitoes, is needed.

The motion to approve the Mosquito Sprayer Use Agreement, upon the condition that this agreement is also approved by the Morrow County Prosecutor, 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	Y	Linda Fisher	Y

- 4.11. MOTION TO APPROVE: Changing the Employment Status of Tiffany Richardson from Temporary to Permanent.** Ms. Richardson began employment with MCHD in January 2021 as a temporary employee conducting contact tracing. Since that time, she has been reclassified as an administrative assistant, and has proven herself to be a valuable member of the team.

The motion to approve Changing Tiffany Richardson’s Employment Status from Temporary to Permanent was made by **David Zaghlool** and seconded by **Holly Trainer**. All Ayes – Motion Carried

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

- 4.12. MOTION TO APPROVE: Leave Without Pay for Tiffany Carpenter.** Ms. Carpenter is not able to use accrued vacation until the end of her six-month introductory period. She is requesting to take July 7, 2021 off without pay.

The motion to approve Leave Without Pay for Tiffany Carpenter 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	Y	Linda Fisher	Y

- 4.13. MOTION TO ACCEPT: Tiffany Carpenter’s Resignation.** Ms. Carpenter has accepted a position as a full-time medical assistant in a physician’s office. Her last day of employment will be July 28, 2021.

The motion to accept the Tiffany Carpenter’s Resignation was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried

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

- 4.14. MOTION TO ACCEPT: Sadie Stoots’ Resignation.** Mrs. Stoots has accepted a position as a staff nurse in a hospital setting. Her last day of employment will be June 30, 2021.

The motion to accept Sadie Stoots’ Resignation was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried

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

- 4.15. MOTION TO AMEND: Declaring a Building as a Nuisance Policy.** Following discussion regarding declaring a building nuisance, the Board wishes to amend the current policy to include more thorough notification via certified mail to the property owner of record regarding the nuisance complaint, and intent to take the matter to the Board.

The motion to amend the Declaring a Building as a Nuisance Policy was made by **David Zaghlool** and seconded by **Shad Gallogly**. All Ayes – Motion Carried

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

## 5.0 BOARD OF HEALTH OFFICER ELECTIONS

According to the BOH Bylaws, the BOH must elect a President and President Pro Tempore annually. Nominations may be made from the floor and will be chosen by majority vote. Elected

officers serve a one-year term; however, there is no limit to the number of terms to which a BOH member may be elected officer.

**5.1. ELECTION OF BOH PRESIDENT:** The BOH President serves as the chief executive officer of the BOH. Their duties include conducting and presiding over all BOH meetings, signing all records and documents thereof, being the primary spokesperson of the BOH, serving as an ex officio member of all committees except for the nominating committee, having the right to vote on all issues brought before the BOH, and performing any other duties performed by presidents of like bodies.

**Holly Trainer** nominated **Martha Mooney** to serve as the Board’s 2021 president. **David Zaghlool** seconded the nomination. No other nominations received. All Ayes – President Elected

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

**5.2. ELECTION OF BOH PRESIDENT PRO TEMPORE:** The BOH President serves as the second in command officer of the BOH. Their duties include assuming the BOH President’s duties in the President’s absence, performing any other duties delegated to them by the BOH President, having the right to vote on all issues brought before the BOH, and finally, in the event that the BOH President office becomes vacant, the President Pro Tempore will become President for the remainder of the term, and a new President Pro Tempore will be elected.

**David Zaghlool** nominated **Shad Gallogly** to serve as the Board’s 2021 president pro tempore. **Linda Fisher** seconded the nomination. No other nominations received. All Ayes – President Pro Tempore Elected

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

**6.0 PUBLIC PARTICIPATION**

As of **June 17, 2021, NO ONE** has requested to address the Board at this meeting.

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

**7.1. Environmental Health Division**

**Stephanie Zmuda**

**7.1.1.** STS Abandonment Report – Will be revised for easier reading in the future

**7.1.2.** EH Program Report

- The applicant for SIT position withdrew her application due to relocating out of state. Division is focusing on using time and resource in the most effective manner.
- Two new food operations opened and have done well on their 30-day inspections
- Two community pools with issues. Follow up has occurred, and operators have been instructed to repair.
- O&M program stakeholders' meeting – scheduled for end of June
- Food enforcement update will be given at July's meeting.
- Questions regarding GAP training to sell at Farmer's Market – Stephanie Zmuda to follow up.

**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

- Annual Report – Presentation of 2020 Annual Report
- COVID Vaccine Billing – Progressing. All of January has now been submitted. Generally, takes between 30-60 days for reimbursements to arrive.
- Accreditation site visit was conducted from 5/18/21 – 5/20/21. Awaiting our SWOT report from our site visitors. Can take up to 6 weeks.
  - Report will then go to the PHAB committee for review at their next meeting in August. We should have our determination by mid-September.
- DAC – Meeting was June 3, 2021.
  - Next meeting is Thursday, March 3, 2022 at 6:30 pm
  - Planning to provide info at the a quarterly Twp meeting regarding the responsibilities of DAC
- CHIP – First meeting is 6/22/2021
- County Fair – Planning for outreach that does not involve a tent due to poor return on investment with cost of personnel, tent rental, etc.

**8.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **July 19, 2021**, 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 **David Zaghlool**. All Ayes – Motion Carried.

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



**This meeting was adjourned at 8:23p.m.**

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*Martha Mooney, DVM  
President, Board of Health*

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*Date*

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

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*Date*

DRAFT