



**BOARD OF HEALTH MEETING**

AGENDA  
February 14, 2022

**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: January 10, 2021 Meeting Minutes.**

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

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

**2.2. MOTION TO APPROVE: January 26, 2021 Special Meeting Minutes.**

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

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

**2.3. MOTION TO APPROVE: February 14, 2022 Agenda**

**2.3.1. Changes to agenda**

- *Move 6.4 and 6.5 Variance Resolutions to be decided immediately after approval of Special Meeting Minutes*
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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 – La Cabanita Restaurant.** La Cabanita is located at 47 South Main St., Mt. Gilead, Ohio 43338. According to the MCHD Food Program Enforcement Policy, food facilities found to have repeated critical violations are entered into the Enhanced Enforcement Program. In this program, if critical violations remain following

repeated/follow up inspections, an administrative hearing with the Health Commissioner and EH Director, and implementation of a corrective action plan, the food facility in question is brought to the Board of Health for Board action regarding the facility's license. Managers Miguel and Cecilia Llamas are to be in attendance this evening.

**4.0 PUBLIC PARTICIPATION**

**4.1.** As of **February 10, 2022, No One** has requested to address the Board at this meeting.

**5.0 FINANCIALS**

**5.1. MOTION TO: Adjust Appropriations in Fund 8550: General Fund.** Appropriations adjustments need made to the following line item(s).

- Supplies – Other – \$7,000.00

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

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

**5.2. MOTION TO: Adjust Appropriations in Fund 8565: Solid Waste.** Appropriations adjustments need made to the following line item(s).

- Remit to Political Entity – \$8,175.72

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

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

**5.3. 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.**

This is the SECOND of the required three readings. Additionally, this is the public hearing for the proposed fees. The FIRST reading took place on November 15, 2021.

The THIRD and FINAL reading will take place on March 21, 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# 2022-003-EH: Environmental Health Programs License Transfer Policy.** This resolution is to adopt the agency policy regarding the transfer of MCDH-issued licenses between individuals and/or locations.

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

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

- 6.3. RESOLUTION# 2022-004-EH: Penalty Fees for EH Programs.** This resolution is to adopt and set the amount of penalty fees to be assessed in the event of late application submission, operating without a registration, or conducting work without a permit.

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

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

- 6.4. RESOLUTION# 2022-005-EH: Daiber Variance for CEUs.** Charles Daiber is requesting a variance from OAC 3701-29-03(C)(5) to use the CEU's earned in 2022 toward his 2022 his sewage registration. He was able to earn the required number of CEUs by the end of January 2022. He is also aware that he must still earn the additional required number of CEUs in 2022 needed to renew his registration for 2023.

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

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

- 6.5. RESOLUTION# 2022-006-EH: Sherman Variance for CEUs.** Joseph Sherman is requesting a variance from OAC 3701-29-03(C)(5) to use the CEU's earned in 2022 toward his 2022 his sewage registration. He will have earned the required number of CEUs by March 31, 2022. He is aware that he may not perform any work until he completes his CEUs and is issued his sewage registration for 2022. He is also aware that

he must still earn the additional required number of CEUs in 2022 needed to renew his registration for 2023.

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

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

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

- 6.6. RESOLUTION# 2022-007-ADM: Credit Card Use Policy.** This resolution is to adopt the revised agency policy regarding the use of MCHD credit cards for work-related purposes.

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

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

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

- 6.7. RESOLUTION# 2022-008-ADM: Remote Work Policy.** This resolution is to adopt the agency policy regarding alternative working arrangements for employees who meet eligibility requirements.

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

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

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

- 6.8. RESOLUTION# 2022-009-ADM: Employee Discipline Policy.** This resolution is to adopt the agency policy regarding the corrective action for misconduct of employees. This policy is a complete overhaul of the previous policy adopted in 2010.

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

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

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

- 6.9. MOTION TO APPROVE: County Wellness Program Services Agreement.** This agreement is a renewal of the agreement between the BOH and the County Commissioners for MCHD to provide the wellness program services for the county. In

return for the administration of the county wellness program in 2022, MCHD will receive a sum of \$4,000.00.

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

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

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

**6.10. MOTION TO APPROVE: Hiring of 3 Temporary Positions – Administrative Assistant, Emergency Response Coordinator, and Health Educator.** These positions will all be temporary positions established by the Public Health Work Force Grant. The Administrative Assistant will be full-time at 38 hours per week. Either the Emergency Response Coordinator or the Health Educator will be full-time at 38 hours per week, and the other will be part-time at no more than 30 hour per week. The determination of this will be dependent on the job duties as they are distributed between the two positions. All three of these positions will be 100% funded by the PHWF grant. If there is funding available after the end of the grant period for any or all of these positions, a proposal to make said position(s) permanent will be presented to the BOH.

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

- CHIP released
- DAC meeting is scheduled for March 3, 2022. Linda’s position is up for reappointment this year.
- Upcoming agency projects – annual report, revised salary schedule and position descriptions, strategic plan
- ACAR progress

**8.0 EXECUTIVE SESSION (if needed)**

**Reason to go into Executive Session:** I, \_\_\_\_\_ make the motion to go into executive session for the following reason: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Seconded by \_\_\_\_\_

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

Non-BOH members requested to attend Executive Session: \_\_\_\_\_

The Board of Health ENTERED Executive Session at: \_\_\_\_\_

RETURN FROM Executive Session

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

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

The Board of Health RETURNED FROM Executive Session at: \_\_\_\_\_

**9.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **Monday, March 21, 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 adjourned at \_\_\_\_\_ p.m.**