



BOARD OF HEALTH MEETING

MEETING MINUTES

January 10, 2022

Board Members Present

Martha Mooney, DVM Shad Gallogly Holly Trainer, RPH Linda Fisher

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson
 Norm Miller Kenneth Stuff

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:00 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: December 20, 2021 Minutes

The motion to accept the December 20, 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	---	Linda Fisher	Y

2.2. MOTION TO APPROVE: January 10, 2022 Agenda

2.2.1. Changes to agenda

- 5.1 – *Transfer of Funds to Fund 8550: General Fund added*
- 5.2 – *Increase Appropriations in Fund 8550: General Fund added*
- 5.3 – *Establish Budget for Public Health Work Force (WF22) added*
- 5.4 – *Establish Budget for COVID-19 Vaccination (CN22) added*
- 5.5 – *Transfer of Funds to Fund 8570: Enhanced Operations added*

The motion to accept the January 10, 2022 Agenda 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	---	Linda Fisher	Y

3.0 BOARD OF HEALTH HEARING

3.1. BOH Hearing – Highland Pizza and Ice Cream. This was the rescheduled BOH hearing from the original hearing date of December 20, 2021. Highland Pizza and Ice Cream is located at 6530 State Route 229, Sparta, Ohio 43350. The owner, Kenneth Stuff, was in attendance this evening. Stephanie Zmuda provided a history of the food safety issues that have been ongoing at this establishment. Food code violations, both critical and non-critical, have been discovered during each food safety inspection conducted. Often, the same violations are repeated and remain uncorrected. See the attached report included in the BOH packet for more specific details. When asked by the BOH about the repeat violations, Mr. Stuff cited “training issues” and “lack of oversight” as the cause. Further discussion regarding the ongoing issues occurred between the BOH, Mr. Stuff, and Stephanie Zmuda.

According to the current policy, when an establishment is brought before the BOH for a hearing, a mandatory closure of the establishment of at least one day is to occur; however, the BOH has the option to close the establishment for a longer period of time if deemed necessary. Shad Gallogly made the motion to close Highland Pizza for a period of two weeks to allow for the violations to be corrected. Following discussion, the motion died on the table without a second. Mr. Stuff stated that he would not close the restaurant, and will continue to operate, regardless of a BOH-ordered closure. He was reminded that the BOH is the food service licensing authority, and that by law, he has to abide by the BOH’s decision.

Further discussion took place regarding potential actions and duration of closure necessary to correct the food safety issues. The BOH additionally made the statement that, given the long history of issues with this establishment, if further BOH involvement is deemed necessary, the BOH will not be lenient in their future decisions.

The motion for The Immediate Closure of Highland Pizza and Ice Cream for a Period of 2.5 days, Upon Which Time a Food Safety Inspection Will be Conducted was made by **Shad Gallogly** and seconded by **Holly Trainer**. On January 13, 2022, Stephanie Zmuda will conduct a food safety inspection at Highland Pizza and Ice Cream, and make the determination as to whether the establishment will be able to reopen for business, or remain closed. All Ayes – Motion Carried.

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

4.0 PUBLIC PARTICIPATION

4.1. As of **January 6, 2022**, **No One** had requested to address the Board at this meeting.

5.0 FINANCIALS

- 5.1. MOTION TO: Transfer \$10,000.00 from Fund 8564: GVO, and \$12,000.00 from Fund 8576: Contact Tracing into Fund 8550: General Fund.** These transfers will repay the balance of the loans made from the General Fund to Funds 8564 and 8576.

The motion to Transfer Funds from Fund 8564 and 8546 into Fund 8550 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	Y

- 5.2. MOTION TO: Increase Appropriations in Fund 8550: General Fund.** This increase will allow MCHD to provide loans to other funds that receive funds via ODH reimbursement. Increases need made to the following line item:

- Advances – Out - \$25,000.00

The motion to Increase Appropriations in Fund 8550 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	---	Linda Fisher	Y

- 5.3. MOTION TO: Establish a Budget of \$190,000.00 for the Public Health Work Force Fund (Fund Number T.B.D.).** The Ohio Department of Health has awarded MCHD \$180,000.00 in funding for this grant. These funds are received via expense reimbursement from ODH. In order to allow work to be completed under this grant, \$10,000.00 is loaned from the General Fund into this fund under the “Transfer – Out” line item.

The Public Health Work Force Fund budget will be assigned to the following line items:

- Employee Wages - \$125,000.00
- OPERS Employer Share - \$17,500.00
- Medicare Employer Share - \$1,812.50
- Workers Compensation - \$2,500.00
- Mileage Reimbursement - \$2,000.00
- Training Services - \$500.00
- Professional Organizations Dues & Fees - \$5,000.00
- Shared/Indirect Costs - \$7,000.00
- Health District Reimbursement - \$7,000.00
- Communications – Advertising & Printing - \$2,500.00
- Supplies & Materials - \$4,187.50
- Computers/Equipment/Furniture - \$5,000.00

- Transfer – Out - \$10,000.00

The motion to Establish a Budget of \$190,000.00 for the Public Health Work Force Fund 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	---	Linda Fisher	Y

5.4. MOTION TO: Establish a Budget of \$85,000.00 for the COVID-19 Vaccination Fund (Fund Number T.B.D.). The Ohio Department of Health has awarded MCHD \$75,000.00 in funding for this grant. These funds are received via expense reimbursement from ODH. In order to allow work to be completed under this grant, \$10,000.00 is loaned from the General Fund into this fund under the “Transfer – Out” line item.

The COVID-19 Vaccination Fund budget will be assigned to the following line items:

- Employee Wages - \$55,000.00
- OPERS Employer Share - \$7,700.00
- Medicare Employer Share - \$797.50
- Workers Compensation - \$1,100.00
- Mileage Reimbursement - \$1,000.00
- Shared/Indirect Costs - \$2,500.00
- Health District Reimbursement - \$2,500.00
- Supplies & Materials - \$4,402.50
- Transfer – Out - \$10,000.00

The motion to Establish a Budget of \$85,000.00 for the COVID-19 Vaccination Fund 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	---	Linda Fisher	Y

5.5. MOTION TO: Transfer \$5,000.00 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 \$5,000.00 from Fund 8550 to Fund 8570 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	---	Linda Fisher	Y

5.6. 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 Zaghlool	---	Linda Fisher	Y

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 shorted 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. The proposed fees 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# 2022-001-ADM: 2022 Employee Benefits. This resolution is for the adoption of the MCHD employee fringe benefits for 2022. These benefits include the BOH’s contribution to: OPERS, Workers Compensation, Medicare, Insurance, and Stipends.

The resolution to approve the 2022 Employee Benefits 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	---	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

- Staff morale is being drained with the continued pandemic response
- Desk audit for Help Me Grow
- Desk audit for four Coronavirus grants (CO20, CO21, CT20, CT21)
- CHIP nearly finalized – Intend to seek other options for next CHA and CHIP cycle
- DAC meeting is scheduled for March 3, 2022. Linda’s position is up for reappointment this year

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, February 14, 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 **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	Y

This meeting was adjourned at 7:43 p.m.

*Martha Mooney, DVM
President, Board of Health*

Date

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

Date