



BOARD OF HEALTH MEETING

MEETING MINUTES

February 14, 2022

Board Members Present

Martha Mooney, DVM Shad Gallogly Holly Trainer, RPH Linda Fisher
 David Zaghlool, DO – (arrived at 6:45 pm)

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson
 Karrie Hursey Cecilia Llamas Miguel Llamas Lee Bonar
 Bernard Arndt Charles Daiber Dale Butts Joe Sherman

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 (5 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: January 10, 2022 Minutes

The motion to accept the January 10, 2022 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	Y

2.2. MOTION TO APPROVE: January 26, 2022 Special Meeting Minutes

The motion to accept the January 26, 2022 Special Meeting Minutes 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	---	Linda Fisher	Y

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*
- *Add 4.1 – Public Participation*

The motion to accept the February 14, 2022 Agenda 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

3.0 BOARD OF HEALTH HEARING

3.1. BOH Hearing – Highland Pizza and Ice Cream. La Cabanita is located at 47 South Main St., Mt. Gilead, Ohio 43338. Managers Miguel and Cecilia Llamas were 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. and Mrs. Llamas cited various reasons for the violations including: the walk-in cooler breaking down, lack of space in the kitchen, lack of staffing, and others. Further discussion regarding the ongoing issues occurred between the BOH, Mr. and Mrs. Llamas, 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. Further discussion took place regarding potential actions and duration of closure necessary to correct the food safety issues. Shad Gallogly additionally requested that another administrative conference be held between Mr. and Mrs. Llamas, Stephanie Zmuda, and Stephanie Bragg for the purpose of creating a new action plan to correct the ongoing issues.

The motion for A One (1) Day Closure of La Cabanita for 2/15/2022 was made by **Shad Gallogly** and seconded by **Linda Fisher**. Mr. and Mrs. Llamas are required to attend an administrative conference with Stephanie Zmuda and Stephanie Bragg to develop a revised corrective action plan for the restaurant. This meeting is scheduled for 2/15/2022 at 10:00 am at the MCHD office. 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. On February 14, 2022, Dale Butts requested to address the Board regarding Hidden Lakes at this meeting. Mr. Butts reported that a plumber conducted an inspection of the kitchen facility at Hidden Lakes. He stated that the plumber found issues with the

temperature controls of the showers, and that these issues lead to the plumber saying that the kitchen could not be in operation. Stephanie Zmuda clarified that the commercial plumber is contracted from Richland County, and that this is why someone from Richland completed an inspection in Morrow County. Shad Gallogly clarified that when a commercial plumbing inspection is completed, the inspector will look at all water supply lines etc., even if the supply is beyond the kitchen. Stephanie Zmuda will follow up with the plumbing inspector regarding Mr. Butts' questions. Mr. Butts also stated that he thought Tory Miller, EHSIT, had a list of Hidden Lakes properties needing cleaned up. Stephanie Zmuda will follow up with Tory about this as well.

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

The motion to Adjust Appropriations in Fund 8550: General Fund 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

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

The motion to Adjust Appropriations in Fund 8565: Solid Waste 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

5.3. MOTION TO: Accept Monthly Financials as Presented.

The motion to Accept Monthly Financials 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

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. They include changes to the Bathing Beach License Fee, the Individual and Additional Swimming Pool Fees, and the Tattoo and Body Art Fees. No other EH Non-Food Program Fee changes are proposed for 2022.

The resolution to approve the Second Reading of the 2022 EH Program Fee Schedule 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

- 6.2. RESOLUTION# 2022-003-EH: Environmental Health Programs License Transfer Policy.** This resolution is to adopt the agency policy regarding the transfer of MCHD-issued licenses between individuals and/or locations.

The resolution to approve the Environmental Health Programs License Transfer Policy 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

- 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.

The resolution to approve the Penalty Fees for EH Programs 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

- 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.

After discussion, the BOH has decided that CEU Variances will only be granted one time for contractors. The Health Commissioner will update the Variance Policy to reflect this, and will bring it to the BOH for approval at the March Meeting.

The resolution to approve the Daiber Variance for CEUs 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

- 6.5. RESOLUTION# 2022-006-EH: Sherman Variance for CEUs.** Joel 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.

The resolution to approve the Sherman Variance for CEUs 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	---	Linda Fisher	Y

- 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.

The resolution to approve the Credit Card Use Policy 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

- 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.

The resolution to approve the Remote Work Policy 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

- 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.

The resolution to approve the Employee Discipline Policy 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

- 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.

The resolution to approve the County Wellness Program Services Agreement 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

- 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.

The resolution to approve the Hiring of a Temporary Administrative Assistant, Emergency Response Coordinator, and Health Educator was made by **Linda Fisher** 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

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

- Food program is busy as it is the end of the license year.
- Highland Pizza recheck was satisfactory to remain open at this time. Will recheck at a later date.
- STS and Solid Waste programs are moving along, without issue. Money that was returned back to DKMM was less than in the previous year. Should be even less next year as we have the staff available to spend more time in the program.

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

- CHIP released on 1/18/2022
- Levy – I mistakenly jumped ahead of myself. Because it is a renewal of the current levy, we cannot put it on the ballot until the November election.
- DAC meeting is scheduled for March 3, 2022. Linda’s position is up for reappointment this year. She has decided not to seek reappointment for this term, as the time commitment conflicts with her work schedule. She will be missed.
- Upcoming agency projects – annual report, revised salary schedule and position descriptions, strategic plan.
- ACAR is progressing, currently staff meet monthly to continue projects.

8.0 EXECUTIVE SESSION

Reason to go into Executive Session: I, **Holly Trainer** 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. The motion to enter Executive Session was seconded by **Linda Fisher**. All Ayes, by roll call vote – Motion Carried.

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

Non-BOH members requested to attend Executive Session: **Stephanie Bragg and Karrie Hursey**. The Board of Health ENTERED Executive Session at **8:03 pm**.

The motion to return from Executive Session was made by **David Zaghlool** and seconded by **Linda Fisher**. All Ayes, by roll call vote – Motion Carried

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

The Board of Health RETURNED FROM Executive Session at: **8:34 pm** with no new actions taken.

9.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, March 21, 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 **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 8:35 p.m.

Martha Mooney, DVM
President, Board of Health

Date

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

Date