



BOARD OF HEALTH MEETING

MEETING MINUTES

March 21, 2022

Board Members Present

Martha Mooney, DVM Shad Gallogly Holly Trainer, RPH Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson
 Kim Schroeder Rebecca Book

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: February 14, 2022 Minutes

The motion to accept the February 14, 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	---	Megan Rockas	Y

2.2. MOTION TO APPROVE: March 21, 2022 Agenda

2.2.1. Changes to agenda

- 5.6 – *Updated proposed pay rates*

The motion to accept the March 21, 2022 Agenda was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

3.0 PUBLIC PARTICIPATION

- 3.1. As of **March 17, 2022, No One** had requested to address the Board at this meeting.

4.0 FINANCIALS

4.1. MOTION TO: **Accept Monthly Financials as Presented.**

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

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.0 ACTION ITEMS

5.1. RESOLUTION# 2021-023-EH: 2022 Environmental Health Program Fee Schedule. This is the THIRD and FINAL of the required three readings. . The FIRST reading took place on November 15, 2021. The SECOND reading took place on February 14, 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 Third Reading of the 2022 EH Program Fee Schedule was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

5.2. RESOLUTION# 2022-010-EH: Kurtzman Variance for CEUs. Steve Kurtzman 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. As of February 16, 2022, he has completed the total number of hours needed for his 2022 registration. Mr. Kurtzman is 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 one-time Kurtzman Variance for CEUs 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	---	Megan Rockas	Y

5.3. RESOLUTION# 2022-011-EH: Book Variance for Under Driveway Line. Rebecca and Sean Book are requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow them to pass their septic line under their driveway. This property is located at 2330 County Road 24, Cardington, Ohio 43315. Their septic designer has determined that this will allow for the best placement of their septic system.

The resolution to approve the Book Variance for Under Driveway Line was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

- 5.4. **RESOLUTION# 2022-012-ADM: Catastrophic Leave Donation Policy.** This resolution is to adopt a policy allowing for staff members to donate sick leave to eligible employees in the event of a catastrophic illness or injury. Donations of leave would be only done on a volunteer basis.

The resolution to approve the Catastrophic Leave Donation Policy was made by **Megan Rockas** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

- 5.5. **MOTION TO APPROVE: Amendment to Variance Policy.** This motion is to amend the current Variance Policy to specify that a variance for contractor CEUs will only be granted one time for any contractor. Variances are tracked by MCHD, and a separate log will be maintained to ensure that each contractor is only granted a maximum of one CEU variance request. This issue had been previously discussed at the February BOH meeting.

The motion to approve the Amendment to the Variance Policy 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	---	Megan Rockas	Y

- 5.6. **MOTION TO APPROVE: Pay Increases for the Environmental Health Specialist in Training Positions.** The current salary schedule was last revised in 2018. As we work to bring the salaries to a rate more comparable to other local health district pay scales, we have found that the pay rate for these positions is well below the current average. This motion is to set the starting pay rate for EHSITs at \$20.00 per hour, and to adjust the current EHSIT staff's pay rate to reflect the new rate. This would have Michaela Byler and Daniel Huddleston both at \$20.00 per hour, and Victoria Miller at \$20.40 per hour.

The motion to approve the Pay Increases for the EHSIT Positions was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Holly Trainer	Y
David Zaghlool	---	Megan Rockas	Y

- 5.7. MOTION TO APPROVE: Contract for Nurse Practitioner Services.** This contract is between the BOH and Tracie Bakewell, NP for the provision of nurse practitioner services for the Reproductive Health and Wellness Program. This contract is a renewal of the current contract with no changes to the terms. It will expire on March 31, 2023.

The motion to approve the Contract for Nurse Practitioner 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	---	Megan Rockas	Y

- 5.8. MOTION TO APPROVE: Contract for Agency Website Design and Maintenance.** This contract is between the BOH and Revize Websites for the complete overhaul of MCHD’s website, and the annual maintenance of the new website.

The motion to approve the Contract for Agency Website Design and Maintenance 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	---	Megan Rockas	Y

6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS

- 6.1. Environmental Health Division** **Stephanie Zmuda**

- 6.1.1. STS Abandonment Report
- 6.1.2. EH Program Report – see attached document

- 6.2. Nursing and Community Health Division** **Morgan Kocher**

- 6.2.1. Communicable Disease Report
- 6.2.2. Nursing Program Report – See attached document

- 6.3. Health Commissioner** **Stephanie Bragg**

6.3.1. Agency Updates/Information

- Annual Report
- Upcoming agency projects – annual report, revised salary schedule and position descriptions, strategic plan.
- BOH Bylaws – will go out with next month’s packet
- BOH officer elections – will be completed at the April meeting as per bylaws

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, April 18, 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 **Megan Rockas** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

This meeting was adjourned at 8:02 p.m.

*Martha Mooney, DVM
President, Board of Health*

Date

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

Date