



BOARD OF HEALTH MEETING

MEETING MINUTES

April 18, 2022

Board Members Present

Shad Gallogly Holly Trainer, RPH Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Morgan Kocher Stephanie Zmuda Jill Thompson
Leonard Parsons

1.0 CONVENTION

- 1.1. Shad Gallogly, Board President Pro Tempore, called the meeting to order at **6:00 p.m.**
- 1.2. A quorum of Board members **WAS** present (3 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: March 21, 2022 Minutes

The motion to accept the March 21, 2022 Minutes 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

2.2. MOTION TO APPROVE: April 18, 2022 Agenda

2.2.1. Changes to agenda

- 5.1 – Correction to last name

The motion to accept the April 18, 2022 Agenda 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

3.0 PUBLIC PARTICIPATION

- 3.1. As of April 14, 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 **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

5.0 ACTION ITEMS

- 5.1. RESOLUTION# 2022-013-EH: Parsons Variance for CEUs.** Leonard Parsons 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. Parsons 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 Parsons Variance for CEUs 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# 2022-014-ADM: Revise the 2022 Mileage Reimbursement Rate.** The State of Ohio Office of Budget and Management has completed their quarterly review of the mileage reimbursement rate as required in the OBM travel rule, and has determined that the rate shall increase to \$0.55 per mile as of April 1, 2022. This resolution is to revise the MCHD 2022 Mileage Reimbursement rate to \$0.55 per mile to reflect the rate increase adopted by OBM.

The resolution to approve the Revise the 2022 Mileage Reimbursement Rate 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

- 5.3. RESOLUTION# 2022-015-ADM: Request Placement of a Renewal Levy on the November 2022 General Election Ballot.** The amount of tax within the ten-mill limit is not sufficient to provide for the operating expenses of MCHD’s public health programs, including communicable disease, food and EH safety, public health nursing, and health education. As such, the Health District has had a special levy to help

supplement the operations of the agency for a number of years. The current 0.5 mill levy was passed on 11/5/2013 and will expire at the end of 2022.

A request from the Board to the County Commissioners must be made to place on the ballot for the November 2022 election a 0.5 mill renewal levy to run for a 10-year period of time.

The resolution to Request Placement of a 0.5 mill Renewal Levy on Ballot for the November 2022 General Election 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

- 5.4. MOTION TO AMEND: Background Check Policy.** Some of the requirements listed in the current policy are more stringent than what is necessary. The changes proposed are to: remove the requirement for a background check for all Board members, remove the requirement for all MCHD employees to undergo a background check every five years while employed at the agency, and change the requirement for background checks every five years to only fiscal staff and staff who provide direct patient care. The requirement for every new MCHD staff member to complete a background check upon hire will remain unchanged.

The motion to amend the Background Check Policy 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

- 5.5. MOTION TO ACCEPT: Board of Health Bylaws as Written.** The current bylaws for the governance of the Board were adopted in October 2020. These bylaws remain unchanged, with the exception of minor reformatting to include a change log.

The motion to accept the Board of Health Bylaws 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

6.0 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.

6.1. 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.

Martha Mooney was nominated as BOH President by made by **Holly Trainer**. The nomination was seconded by **Megan Rockas**. No other nominations received. Voted to elect Martha Mooney as BOH President: All Ayes – Motion Carried.

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

6.2. 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.

Shad Gallogly was nominated as BOH President Pro Tempore by made by **Holly Trainer**. The nomination was seconded by **Megan Rockas**. No other nominations received. Voted to elect Shad Gallogly as BOH President Pro Tempore: All Ayes – Motion Carried.

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

7.1.3. Follow up information provided regarding La Cabanita Restaurant reinspection. Seven critical violations noted at the time of inspection. **Holly Trainer** made the motion to hold a Special Meeting on Thursday, April 21, 2022 at 6:00 pm for the purpose of a Second Hearing for BOH Action with La Cabanita’s Operators. **Megan Rockas** seconded the motion. All Ayes – Motion Carried.

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

Note: On April 19, 2021, due to the appeal process allowed by ORC to facility owners when faced with license suspension, **Shad Gallogly** made the motion via email to Cancel the Special Meeting Scheduled for April 21, 2022, and to Hold the BOH Hearing at the Next Regular BOH Meeting on May 16, 2022. **Holly Trainer** seconded the motion via email. Three Ayes, two non-responses – Motion Carried.

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

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

- Upcoming agency projects –revised salary schedule and position descriptions, strategic plan
- CHA cycle to begin again this year. Researching options for completion.

8.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, May 16, 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 **Megan Rockas**. All Ayes – Motion Carried.

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

This meeting was adjourned at 7:25 p.m.

Shad Gallogly
President Pro Tempore, Board of Health

Date

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

Date

DRAFT