



**BOARD OF HEALTH MEETING**

MEETING MINUTES

June 13, 2022

**Board Members Present**

Martha Mooney      Shad Gallogly      Holly Trainer      Megan Rockas      David Zaghlool

**MCHD Personnel and Guests Present**

Stephanie Bragg      Stephanie Zmuda      Morgan Kocher      Martin Cramer      Tim Hack  
 Joe Erdy

**1.0 CONVENTION**

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:07 p.m.**
- 1.2. A quorum of Board members **WAS** present (5 of 5)

**2.0 STANDING AGENDA ITEMS**

**2.1. MOTION TO APPROVE: May 16, 2022 Minutes**

The motion to accept the May 16, 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	Y	Megan Rockas	Y

**2.2. MOTION TO APPROVE: June 13, 2022 Agenda**

**2.2.1. Changes to agenda**

- 4.2 – Budget creation for Fund 8579: MC Healthcare Coalition
- 4.3 – Budget creation for Fund 8580: Tobacco Cessation
- 4.4 – Budget creation for Fund 8581: STI Prevention
- 5.7 – Schedule change for Nicole Moseley

The motion to accept the June 13, 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	Y	Megan Rockas	Y

**3.0 PUBLIC PARTICIPATION**

- 3.1. As of June 9, 2022, **No One** had requested to address the Board at this meeting.

**4.0 FINANCIALS**

**4.1. MOTION TO: Increase Appropriations in Fund 8550: General Health District Fund.**

Appropriations need to be increased in the following line items:

- Supplies Medical - \$7,148.67
- Advances Out - \$6,605.59

The motion to Increase Appropriations in Fund 8550: General Health District 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	Y	Megan Rockas	Y

**4.2. MOTION TO: Establish a Budget for Fund 8579: Morrow County Healthcare Coalition.**

Appropriations are requested in the following line items:

- Employee Wages - \$2,580.00
- OPERS Employer Share - \$420.00
- Medicare Employer Share - \$43.20
- Workers Comp - \$27.00
- Mileage Reimbursement - \$9.00
- Health District Reimbursement - \$420.00
- Supplies and Materials - \$10,105.59

The motion to Establish a Budget for Fund 8579: Morrow County Healthcare Coalition was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

**4.3. MOTION TO: Establish a Budget for Fund 8580: Tobacco Cessation.**

Appropriations are requested in the following line items:

- Employee Wages - \$21,500.00
- OPERS Employer Share - \$3,500.00
- Medicare Employer Share - \$362.50
- Workers Comp - \$225.00
- Mileage Reimbursement - \$250.00
- Health District Reimbursement - \$3,500.00
- Supplies and Materials - \$662.50
- Transfer Out - \$7,500.00

The motion to Establish a Budget for Fund 8580: Tobacco Cessation was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

**4.4. MOTION TO: Establish a Budget for Fund 8581: STI Prevention.** Appropriations are requested in the following line items:

- Employee Wages - \$36,760.00
- OPERS Employer Share - \$5,600.00
- Medicare Employer Share - \$580.00
- Workers Comp - \$360.00
- Mileage Reimbursement - \$100.00
- Health District Reimbursement - \$5,600.00
- Supplies and Materials - \$1,000.00
- Transfer Out - \$12,500.00

The motion to Establish a Budget for Fund 8581: STI Prevention was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

**4.5. 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	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

**5.0 ACTION ITEMS**

**5.1. RESOLUTION# 2022-021-EH: Cramer Variance for CEUs.** Martin Cramer is requesting a one-time variance from OAC 3701-29-03(C)(5) to use the CEU’s earned in 2022 toward his 2022 his sewage registration. Mr. Cramer is aware that he is unable to conduct work in Morrow County until he completes his CEUs, and his registration is renewed. 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 Cramer Variance for CEUs was made by **Holly Trainer** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.2. RESOLUTION# 2022-022-EH. Perkins Variance for Under Driveway Line.** Peggy Perkins is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow her to pass her septic line under her driveway. This property is located at 7580 County Road 14, Mount Gilead, Ohio 43338. Her septic designer has determined that this will allow for the best placement of her septic system. This is a replacement STS and is a mound-type system.

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

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.3. RESOLUTION# 2022-024-EH. Williamson Variance for Under Driveway Line.** Mary Williamson is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow her to pass her septic line under her driveway. This property is located at 2874 County Road 170, Marengo, Ohio 43334. Her septic designer has determined that this will allow for the best placement of her septic system. This is a new STS installation.

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

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.4. RESOLUTION# 2022-023-ADM. Social Media Policy.** This policy provides the guidance for administering the MCHD social media sites, and for employee use of their personal social media as it relates to the agency.

The motion to approve the Social Media Policy was made by **Megan Rockas** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
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Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.5. **MOTION APPROVE: Agreement Between BOH and The Baldwin Group.** This is the annual renewal of the agreement for The Baldwin Group to provide software maintenance and support for HDIS for the Health District.

The motion to approve the Agreement Between BOH and The Baldwin Group was made by **Shad Gallogly** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.6. **MOTION APPROVE: Schedule Change for Jessica Garver.** Mrs. Garver has requested to reduce her working hours to 20 hours per week, effective July 4, 2022. Reducing Mrs. Garver’s hours will not create a need for MCHD to seek another nurse to hire at this time due to duty realignment within the division.

The motion to approve the Schedule Change for Jessica Garver was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.7. **MOTION APPROVE: Schedule Change for Nicole Moseley.** Mrs. Moseley has requested to reduce her working hours to 30 hours per week, effective July 4, 2022. Reducing Mrs. Moseley’s hours will not create a need for MCHD to seek another nurse to hire at this time due to duty realignment within the division.

The motion to approve the Schedule Change for Nicole Moseley was made by **David Zaghlool** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.8. **MOTION APPROVE: Revised Vision, Mission, and Values Statements.** As part of the strategic planning process, MCHD’s current vision, mission, and values statements were evaluated for relevancy to our current and future direction. We conducted surveys and

discussions with the staff to revise these agency statements. The new proposed statements are as follows:

**Vision**

Morrow County: Living Well in a Healthy Community

**Mission**

To protect the health of Morrow County by preventing disease and injury, and promoting healthy choices through leadership, education, and collaboration.

**Values**

These Values are our core beliefs and principles that influence all of the work we do.

- **Accountability:** We take ownership of our words and actions.
- **Community Focused:** We put the best interests of our community first.
- **Fairness:** We serve everyone equally no matter the situation.
- **Integrity:** We do what is right, even when no one is looking.
- **Respectful:** We treat others how we want to be treated.
- **Trustworthy:** We are honest and dependable.

Discussion regarding the methods used to develop the revised statements occurred. Board members expressed opinions that the revisions make the agency's statements more relatable and representative of MCHD's purpose.

The motion to approve the Revised Vision, Mission, and Values Statements was made by **David Zaghlool** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

- 5.9. MOTION APPROVE: MOTION TO APPROVE: 2022 Strategic Plan.** This is a comprehensive plan that was created by data collection of issues impacting MCHD and our residents, and analysis and prioritization of those issues to determine our future direction. Our strategic plan sets the agency's priority goals over the next three years, and the methods for achieving them.

The Health Commissioner discussed the processes used to create the strategic plan which included internal and external stakeholder participation. Board members expressed opinions that this plan appropriately identifies MCHD key strategic priorities, and is an actionable and usable document to direct the agency forward.

The motion to approve the 2022 Strategic Plan was made by **Holly Trainer** and seconded by **Megan Rockas**. All Ayes – Motion Carried.

Voting Record			
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Martha Mooney		---	
Shad Gallogly	Y	Shad Gallogly	Y
David Zaghlool	Y	David Zaghlool	Y

**6.0 INFORMATION ITEMS AND COMMENTS – REFER TO ATTACHMENTS**

**6.1. Environmental Health Division**

*Stephanie Zmuda*

6.1.1. STS Abandonment Report – see attached document

6.1.2. EH Program Report – see attached document

**6.2. Nursing and Community Health Division**

*Morgan Kocher*

6.2.1. Communicable Disease Report – see attached document

6.2.2. Nursing Program Report – See attached document

**6.3. Health Commissioner**

*Stephanie Bragg*

6.3.1. Agency Updates/Information

- Trainings – Morgan and Jill: Leadership Essentials; Stephanie B.: Finance for Health Depts., Megan and Tiffany: PIO training
- Website update
- New accounting platform
- ACAR progress

**7.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **Monday, July 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	Y	Megan Rockas	Y

**This meeting was adjourned at 7:45 p.m.**

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 Martha Mooney, DVM  
 Board of Health President

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 Date

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

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 Date