



BOARD OF HEALTH MEETING

MEETING MINUTES

July 18, 2022

Board Members Present

Martha Mooney Shad Gallogly Holly Trainer Megan Rockas

MCHD Personnel and Guests Present

Stephanie Bragg Stephanie Zmuda Morgan Shirley Joe Sherman

1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:02 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

2.0 STANDING AGENDA ITEMS

2.1. MOTION TO APPROVE: June 13, 2022 Minutes

The motion to accept the June 13, 2022 Minutes 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

2.2. MOTION TO APPROVE: July 18, 2022 Agenda

2.2.1. Changes to agenda

- 4.1 – Increase appropriations in Fund 8550
- 4.2 – Increase appropriations in Fund 8575
- 5.8 – Resolution to adopt Performance Management and Quality Improvement Plan

The motion to accept the July 18, 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	---	Megan Rockas	Y

3.0 PUBLIC PARTICIPATION

- 3.1. As of **July 14, 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:

- Transfers Out - \$30,125.76
 - \$10,125.76 to Fund 8515: Public Health Workforce
 - \$7,500.00 to Fund 8580: Tobacco Cessation
 - \$12,500.00 to Fund 8581: STI Prevention

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

4.2. MOTION TO: Increase Appropriations in Fund 8575: Public Health Emergency Preparedness. Appropriations need to be increased in the following line item:

- Remit to Political Entity - \$27,709.02

The motion to Increase Appropriations in Fund 8575: Public Health Emergency Preparedness 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

4.3. 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# 2022-025-EH. Edgel Variance for Under Driveway Line. Greg Edgel is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow him to pass his septic line under his driveway. This property is located at 3621 County Road 20, Cardington, Ohio 43315. His septic designer has determined that this will allow for the best placement of his septic system. This is a replacement system.

The resolution for the Edgel Variance for Under Driveway Line 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# 2022-022-EH (REVISED). Perkins Variance for Under Driveway Line.** Peggy Perkins was granted a variance from OAC 3701-29-06 (G)(3)(a) to allow her to pass her septic line under her driveway on June 13, 2022. This resolution revision updates her variance requirements to reflect the best practices for running a sewer line under a driveway. The updated requirements are: *Instead of maintaining a 10-foot isolation distance from the driveway, the building sewer will pass under the driveway. The building sewer shall be **either** schedule 80 pipe (or equivalent) to be placed under the driveway, **OR** the building sewer shall be schedule 40 pipe (or equivalent) and be placed in a sleeve of schedule 40 pipe (or equivalent), to be placed under the driveway.*

The revised resolution for the Perkins Variance for Under Driveway Line 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

- 5.3. RESOLUTION# 2022-024-EH (REVISED). Williamson Variance for Under Driveway Line.** Mary Williamson was granted a variance from OAC 3701-29-06 (G)(3)(a) to allow her to pass her septic line under her driveway on June 13, 2022. This resolution revision updates her variance requirements to reflect the best practices for running a sewer line under a driveway. The updated requirements are: *Instead of maintaining a 10-foot isolation distance from the driveway, the building sewer will pass under the driveway. The building sewer shall be **either** schedule 80 pipe (or equivalent) to be placed under the driveway, **OR** the building sewer shall be schedule 40 pipe (or equivalent) and be placed in a sleeve of schedule 40 pipe (or equivalent), to be placed under the driveway.*

The revised resolution for the Williamson Variance for Under Driveway Line 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

5.4. RESOLUTION# 2022-026-EH. Past Under Driveway Line Variances Revision. From 8/19/2019 to 5/16/2022, the Board granted 18 Under the Driveway Variances by resolution (see attached document for the resolution numbers and property addresses). In these resolutions the following is stated, *“The building sewer shall be schedule 40 pipe or equivalent and shall be placed in a sleeve of schedule 80 pipe or equivalent to accommodate service without digging up the driveway.”* After discussion with the Ohio Department of Health, we have learned that this requirement is far beyond the best practice requirements for an under the driveway line.

This resolution will amend the previously granted resolutions identified in the attached document to the following requirement, *“At a minimum, the building sewer shall be either schedule 80 pipe (or equivalent), OR schedule 40 pipe (or equivalent), and be placed in a sleeve of schedule 40 pipe (or equivalent) to be placed under the driveway.”*

The resolution for the Past Under Driveway Line Variances Revision 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. RESOLUTION# 2022-027-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 \$0.58 per mile as of July 1, 2022. This resolution is to revise the MCHD 2022 Mileage Reimbursement rate to \$0.58 per mile to reflect the rate increase adopted by OBM.

The motion to Revise the 2022 Mileage Reimbursement Rate 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

5.6. RESOLUTION# 2022-028-ADM. Employee Retention Bonus Under 2022 Public Health Workforce Grant. The PHWF grant is focused on building the public health employee workforce through employee training and development, retention of existing staff, and recruitment of new staff. Under this grant, it is an allowable expense to provide a one-time, non-recurring bonus to employees to incentivize them to remain employed at MCHD. This bonus was included as an expense in MCHD’s PHWF budget that has been approved by ODH. The breakdown for cost, timeline, and employee eligibility are included in your packet.

The motion to Approve the Employee Retention Bonus Under the 2022 Public Health Workforce Grant 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. **RESOLUTION# 2022-029-ADM. Driving Policy.** This resolution is to adopt a driving policy for employees who drive on behalf of MCHD or on agency business.

The motion to Adopt the Driving 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

- 5.8. **RESOLUTION# 2022-030-ADM. Performance Management and Quality Improvement Plan.** This resolution is to adopt a revised Performance Management and Quality Improvement (PMQI) Plan for the agency. This plan revises and combines the separate and previously adopted Performance Management and Quality Improvement Plans. The PMQI Plan will be used to monitor important aspects of MCHD’s programs, systems, and processes, compare our performance against standardized benchmarks, and to identify opportunities for improvement.

The motion to Adopt the MCHD Performance Management and Quality Improvement Plan 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

- 5.9. **MOTION TO APPROVE: Agreement Between BOH and Franklin County Public Health for PHEP Grant Services.** This is a renewal of the agreement for Franklin County Public Health to perform work on the Public Health Emergency Preparedness grant on behalf of MCHD.

The motion to Approve the Agreement Between BOH and Franklin County Public Health for PHEP Grant Services 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

- 5.10. MOTION TO APPROVE: Agreement Between BOH and Franklin County Public Health for Tier 2 Epidemiological Services.** This is a renewal of the agreement for Franklin County Public Health to provide Tier 2 level Epi services for MCHD on an as needed basis. This position cannot be filled by a member of the MCHD triad and is a requirement under the PHEP grant.

The motion to Approve the Agreement Between BOH and Franklin County Public Health for Tier 2 Epidemiological 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

- 5.11. MOTION TO APPROVE: Contract Between BOH and The Tomorrow Center School.** This is the renewal of the current contract for MCHD to provide school nursing services on an as needed basis for the Tomorrow Center School.

The motion to Approve the Contract Between BOH and Tomorrow Center School for School Nurse Services 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

- 5.12. MOTION TO ACCEPT: Administrative Assistant Tiffany Richardson’s Resignation.** Ms. Richardson was offered a great opportunity and has decided to take a position that is closer to home and better aligned with her needs. Her last day will be July 20, 2022. We do not plan to hire an additional staff person to fill this vacancy at this time.

The motion to Accept Tiffany Richardson’s Resignation 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

5.13. MOTION TO APPROVE: Justine Lester Leave without Pay. Ms. Lester has requested leave without pay for 7/11/2022 – 7/15/2022 due to medical reasons. As a newly hired employee, she has not accrued enough sick leave to cover this time off with paid leave.

The motion to Approve the Justine Lester’s Leave without Pay 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

5.14. MOTION TO APPROVE: Agreement Between BOH, Fayette County Public Health, and Pickaway County Public Health for Get Vaccinated Ohio Grant Partnership. MCHD is unable to be a stand-alone agency for administration of the Get Vaccinated Ohio grant and must partner with at least one other agency. We have partnered with Union County Public Health in the past; however, they are not continuing this grant anymore. This agreement will allow MCHD to partner with Fayette and Pickaway counties and continue work in this grant.

The motion to Approve the Agreement Between BOH, Fayette County Public Health, and Pickaway County Public Health for the Get Vaccinated Ohio Grant 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 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 Shirley**

6.2.1. Communicable Disease Report – see attached document

6.2.2. Nursing Program Report – see attached document

6.2.3. Updated COVID-19 guidance – see attached document

6.3. Health Commissioner **Stephanie Bragg**

6.3.1. Agency Updates/Information

- Website update – currently working on the site-mapping process
- ACAR progress – continues, and is on track for completion on time
- Power outage incident – changes to notification process to include the BOH regarding agency closures, updating vaccine transportation plan.
- Levy – the County Commissioners passed resolution to put the requested renewal levy on the November ballot. Commissioners send the required documentation to the Board of Elections.

7.0 MEETING ADJOURNMENT

The next regular Board of Health meeting will be held **Monday, August 15, 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 **Megan Rockas** All Ayes – Motion Carried.

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

This meeting was adjourned at 7:14 p.m.

Martha Mooney, DVM
Board of Health President

Date

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

Date