



# BOARD OF HEALTH MEETING

## FEBRUARY MEETING MINUTES

February 8, 2021

*\*Note: Due to COVID-19, this meeting was held virtually via Zoom Teleconference\**

### Board Members Present

Martha Mooney, DVM      Shad Gallogly      Grant Galbraith, MD      Glenn Bragg  
 Holly Trainer, RPh

### MCHD Personnel Present

Stephanie Bragg      Morgan Kocher      Stephanie Zmuda      Jill Thompson

### Guests Present

Matt Crum      Sandy Lyman      Dana Estep      Alex Morgan

### 1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:03 p.m.**
- 1.2. A quorum of Board members **WAS** present (**5** of 5)

### 2.0 STANDING AGENDA ITEMS

#### 2.1. Welcome

#### 2.2. MOTION TO APPROVE: January 11, 2021 Minutes as amended

The motion to accept the January 11, 2021 Minutes as amended was made by **Glenn Bragg** and seconded by **Grant Galbraith**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

#### 2.3. MOTION TO APPROVE: February 8, 2021 Agenda

##### 2.3.1. Changes to agenda

- *Addition of 3.1 – Adjust Appropriations in Fund 8568*
- *Updated 4.2 – Contract with Custom Staffing to include rate and term highlights*

The motion to approve the February 8, 2021 Agenda was made by **Holly Trainer** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

### 3.0 FINANCIALS

#### 3.1. MOTION TO: Adjust Appropriations in Fund 8568.

Increases need made in the following line items:

- Employee Wages - \$483.06
- OPERS Employer Share - \$67.62
- Medicare Employer Share - \$7.02
- Mileage Reimbursement - \$73.54
- Remit to Political Entity - \$13,003.33

The motion to Adjust Appropriations in Fund 8568 was made by **Shad Gallogly** and seconded by **Holly Trainer**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

#### 3.2. MOTION TO: Accept Monthly Financials as Presented.

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

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

### 4.0 ACTION ITEMS

4.1. **RESOLUTION# 2021-001-EH: Newsome Variance.** Mr. Harvey Newsome Jr. is requesting a variance from OAC 3701-29-06 (G)(3)(a) to allow him to pass his septic line under his driveway. The property owner is represented by Mr. Rick Sedlacek, Mr. Newsome Jr.'s Power of Attorney. This property is located at 4307 State Route 42, Cardington, Ohio 433315. His septic designer, Matt Crum, has determined that this will allow for the best placement of his septic system. Matt Crum is in attendance this evening to speak on the property owner's behalf.

The resolution to approve the Newsome Variance was made by **Glenn Bragg** and seconded by **Holly Trainer**. All Ayes, 1 Abstention – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	A	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

**4.2. MOTION TO APPROVE: Contract with Custom Staffing for the Provision of TWO Administrative Assistants.** This contract is with Custom Staffing, 1288 Delaware Ave., Marion, Ohio 43302 to provide MCHD with two temporary administrative assistants. These individuals will help with phone call handling, appointment scheduling, and other duties as needed throughout the COVID-19 response and vaccine administration. These positions will be 30-38 hour per week per position, on a temporary basis during the COVID-19 response.

The rate charged by Custom Staffing is \$16.08 per hour per employee. This rate includes: the employee’s hourly wage, FICA, Federal and State unemployment contribution, Worker’s Compensation contribution, Liability Insurance, and all advertising, recruiting, and interviewing costs. MCHD will have no payroll liability, and Custom Staffing will absorb all risks related to Worker’s Compensation and Unemployment claims. Additionally, since these employees would be obtained via a temp agency, MCHD will not be required to offer insurance or leave benefits.

The resolution to approve the Contract with Custom Staffing for Two Administrative Assistants was made by **Holly Trainer** and seconded by **Grant Galbraith**. All Ayes – Motion Carried

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

**5.0 PUBLIC PARTICIPATION**

There was no public participation at this meeting

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

**6.1. Environmental Health Division**

*Stephanie Zmuda*

6.1.1. STS Abandonment Report

- No new abandonments
- 2 cases of solid waste charges have been sent on to the prosecutor for enforcement action
- Update on Eagle’s Nest – held an event in May 2020, against the orders from MCHD and ODH. MCHD sent the case to the prosecutor’s office. Case went to court and found facility was guilty
- There has been a decrease in solid waste reports
- Food enforcement – Edison Depot meeting was last week. Castle’s Deli is scheduled for next week
- A well driller put in a well without first obtaining a permit. Property failed the inspection for this well
- STS plans are still coming in

**6.2. Nursing and Community Health Division**

**Morgan Kocher**

6.2.1. Communicable Disease Report

6.2.2. Outbreak Updates

- ODH continues to provide 1 contact tracer and 2 epis to take part of the case load each day to assist with investigation.
- Vaccination clinics are going well, have given approximately 1100 vaccines so far
- School vaccination clinics are scheduled for this Tuesday, Wednesday, and Thursday

**6.3. Health Commissioner**

**Stephanie Bragg**

6.3.1. Agency Updates/Information

- DAC – still determining if we need to postpone
  - Dr. Galbraith and Glenn Bragg both think they may be up for reappointment this year. HC will check in with them to see what their plans are
- Accreditation site visit has been postponed until May 18 - 20
- BOH CEU hours – Glenn and Holly still missing hours for 2020. Please submit to Karrie asap

**7.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **March 15, 2021, at 6:00 pm.** in the Community Services Building, if possible. If in-person meetings are still inadvisable, the meeting will be held virtually via Zoom.

The motion to adjourn this meeting was made by **Glenn Bragg** and seconded by **Grant Galbraith.** All Ayes – Motion Carried.

Voting Record			
Martha Mooney		---	
Shad Gallogly	Y	Glenn Bragg	Y
Grant Galbraith	Y	Holly Trainer	Y

**This meeting was adjourned at 7:01 p.m.**

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Martha Mooney, DVM  
President, Board of Health

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date