



# BOARD OF HEALTH MEETING

MEETING MINUTES

November 15, 2021

## Board Members Present

Martha Mooney, DVM      Shad Gallogly      Holly Trainer, RPH      David Zaghlool, DO

## MCHD Personnel and Guests Present

Stephanie Bragg      Morgan Kocher      Stephanie Bragg      Jill Thompson  
 Karrie Hursey      Norm Miller

### 1.0 CONVENTION

- 1.1. Martha Mooney, Board President, called the meeting to order at **6:05 p.m.**
- 1.2. A quorum of Board members **WAS** present (4 of 5)

### 2.0 STANDING AGENDA ITEMS

#### 2.1. MOTION TO APPROVE: October 18, 2021 Minutes

The motion to accept the October 18, 2021 Minutes was made by **Shad Gallogly** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

#### 2.2. MOTION TO APPROVE: November 15, 2021 Agenda

##### 2.2.1. Changes to agenda

- 5.1 – Motion to change action category in funds added
- 6.3 – Resolution for 2022 EH Fees added

The motion to accept the November 15, 2021 Agenda was made by **David Zaghlool** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

### 3.0 PUBLIC PARTICIPATION

- 3.1. As of November 11, 2021, **No one** had requested to address the Board at this meeting.

**4.0 BOH REQUIREMENTS**

**4.1.** Karrie Hursey, HR Coordinator provided updates regarding BOH member requirements, including how to log on to the BOH section of the website, the number of continuing education required for BOH members, and how to submit them to her.

**5.0 FINANCIALS**

**5.1. MOTION TO: Change the Action Category in the Following Funds**

Change the action category from “Advance” to “Transfer” for the amounts in the following funds:

- Fund 8546 – CD&D Landfill - \$50,000.00
- Fund 8546 – CD&D Landfill - \$7,500.00
- Fund 8546 – CD&D Landfill - \$15,000.00
- Fund 8564 – Get Vaccinated Ohio - \$10,000.00
- Fund 8576 – COVID-19 Contact Tracing - \$12,000.00

The motion to Change the Action Categories for the Above Funds was made by **David Zaghlool** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

**5.2. MOTION TO: Accept 2022 MCHD Budget.** This is the finalized version of the 2022 MCHD Budget. The preliminary budget was approved during the May 2021 BOH meeting.

The motion to Accept the 2022 MCHD Budget was made by **David Zaghlool** and seconded by **Holly Trainer**. All Ayes – Motion Carried.

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

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

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

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

**6.0 ACTION ITEMS**

**6.1. RESOLUTION# 2021-019-EH: 2022 Environmental Health Food Program Fee Schedule.** This is the **THIRD** and **FINAL** of the required three readings of the proposed fees. The **FIRST** reading took place on September 18, 2021. The **SECOND** reading took place on October 18, 2021.

The resolution for the third reading of the 2022 Environmental Health Food Program Fee Schedule was made by **Holly Trainer** and seconded by **David Zaghlool**. All Ayes – Motion Carried.

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

**6.2. RESOLUTION# 2021-022-EH: Constance Variance.** Mr. Travis Constance 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 9274 Township Road 4, Mansfield OH 44903. His septic designer has determined that this will allow for the best placement of his septic system. (This variance was approved via special meeting on 10/21/2021).

The resolution to approve the Constance Variance 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	---	Linda Fisher	Y

**6.3. RESOLUTION# 2021-023-EH: 2022 Environmental Health Program Fee Schedule.** The is the **FIRST** of the required three readings of the fee schedule. The **SECOND** reading and public hearing will take place on December 20, 2021. The **THIRD** and **FINAL** reading will take place on January 10, 2022. The proposed fees are included in the BOH packet, and only include changes to the Bathing Beach License Fee, and the Individual and Additional Swimming Pool Fees. No other EH Non-Food Program Fee changes are proposed for 2022.

The resolution to approve the 2022 EH Program Fee Schedule 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	Y	Linda Fisher	---
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**6.4. MOTION to APPROVE: 2022 DKMM Contract.** This is a renewal of the contract between the BOH and the DKMM Solid Waste District. Morrow County Health District will receive \$22,272.38 for completion of this contract.

The motion to approve the 2022 DKMM Contract was made by **David Zaghlool** and seconded by **Shad Gallogly**. All Ayes – Motion Carried.

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

**6.5. MOTION to APPROVE: Half Day Closure to the Public on Monday, December 13, 2021.** If approved, MCHD would be open to the public from 7:15 am until 12:00 pm on December 13, 2021. The remainder of the day will be spent conducting staff development and training activities.

The motion to approve the Half Day Closure to the Public on December 13, 2021 for training purposes was made by **David Zaghlool** and seconded by **Holly Trainer**. 2 Ayes, 1 Nay – Motion Carried.

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

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

**7.1. Environmental Health Division**

*Stephanie Bragg*

7.1.1. STS Abandonment Report

7.1.2. EH Program Report – See attached document

**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

- Accreditation – Have started work on ACAR
- Workforce Grant – awaiting guidance from ODH
- Health Commissioner evaluation – Karrie will be sending out the evaluation for the Health Commissioner’s performance to the BOH member and to the MCHD

staff. After compiling the data, it will be sent out to the BOH for review prior to the November meeting.

## 8.0 EXECUTIVE SESSION

**Reason to go into Executive Session:** I, **Shad Gallogly**, make the motion to go into executive session for the following reason: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

The motion to enter Executive Session was seconded by **Holly Trainer**.

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to ENTER Executive Session.

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

Non-BOH members requested to attend Executive Session: **Stephanie Bragg**

The Board of Health ENTERED Executive Session at: **7:12 p.m.**

The motion to RETURN FROM Executive Session was made by **Holly Trainer** and seconded by **David Zaghlool**.

Each BOH member was asked individually by the BOH secretary for an “Aye” or “Nay” vote to RETURN FROM Executive Session.

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

The Board of Health RETURNED FROM Executive Session at: **7:41 p.m.**

### **Actions taken by the Board following Executive Session:**

A motion to renew the Health Commissioner’s Employment Contract for a Term of Five Years with the Option for Annual Pay Change Amendments was made by **Holly Trainer**, and seconded by **David Zaghlool**. All Ayes – Motion Carried

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

**9.0 MEETING ADJOURNMENT**

The next regular Board of Health meeting will be held **Monday, December 20, 2021, 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 **David Zaghlool**. All Ayes – Motion Carried.

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

**This meeting was adjourned at 7:43 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*