



Meeting Minutes

Meeting Name: Board of Health		Location: Massillon City Health Department	
Date: August 17, 2021		Start Time: 3:30pm	Stop Time: 4:00pm
Recorded by: Terri Argent, REHS		Opened by: Mayor Kathy Catazaro-Perry, President of the Board	
Attendees: Jeff Thornberry Cathy Heitger Dr. Sonia Ullum		Staff Present: Mayor Kathy Catazaro-Perry Terri Argent	Visitor: Vanessa Perry
MINUTES			
<p>1. On a motion by Jeff Thornberry, and seconded by Cathy Heitger, approval was given to approve the July 2021 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Dr. Sonia Ullum, and seconded by Cathy Heitger, approval was given to pay the July bills for the Health department in the amount of \$28,350.56 and for the WIC department in the amount of \$14,582.69 for a total amount of \$42,933.25 for July 2021. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for July 2021 were accepted and approved without comment.</p>			
ACTION ITEMS			
<u>Old Business</u>			
<ol style="list-style-type: none"> 1. COVID-19 update <ol style="list-style-type: none"> a) The city is requiring employees to wear masks again inside all city buildings. We are asking but not requiring visitors to wear masks. b) We will be hosting a Vax-to-School event in September giving Phizer vaccine to age 12 and over as well as free school supplies. Grant money will pay for some supplies and we will accept donations. 2. Sanitarian hiring <ol style="list-style-type: none"> a) The Massillon City Health Department welcomes Kristie Kopache, EHSIT, who began work on August 9, 2021. She will serve 2 years internship and take her State REHS Exam to move up to REHS. 			

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3. Accreditation Update

- a) We have submitted all documents and are awaiting for our site visit to be scheduled

New Business

1. Approval to attend AOHC Fall Conference

- a) The conference is September 13-15th in Columbus. The hotel for 2 nights is \$312.40, the conference is \$330.00, food is \$105.00 for a total of \$747.40. Dr. Wiggins is \$220.00 plus mileage and food total not to exceed \$1,200.00. This is required by ORC. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was given to attend the AOHC Fall Conference. Motion carried.

2. Approval to license 3 ODA public operators for mosquito control

- a) Terri Argent, Bethany Perkowski, and Kristie Kopache request a license for \$35.00 each, for a total cost of \$105.00. On a motion by Jeff Thornberry, and seconded by Cathy Heitger, approval was given for 3 ODA public operator licenses for mosquito control. Motion carried.

3. Approval to purchase a printer for archiving birth and death records

- a) It is requested by Terri Argent to table this item until next month. Terri did not receive the quotes for the price of the printer in time for the meeting. On a motion by Dr. Sonia Ullum, and seconded by Cathy Heitger, approval was given to table this item until next month. Motion carried.

4. Approval to purchase fentanyl test strips

- a) The Massillon City Health Department would like to purchase fentanyl test strips with each of our Narcan kits. The strips test opioids for dangerous fentanyl which could prevent deaths from accidental ingestion of fentanyl. Test strips are about \$1.00 per strip. On a motion by Cathy Heitger, and seconded by Jeff Thornberry, approval was given for the purchase of fentanyl test strips. Motion carried.

5. Approval to purchase vaccine incentive cards

- a) The Massillon City Health Department would like to purchase gift cards as incentives for receiving vaccines, this is all paid for by grant money and is being encouraged by Governor DeWine. We are purchasing \$50.00 cards from 5 different businesses where you can buy food and/or school supplies. We have budgeted \$18,000.00 for gift cards. On a motion by Jeff Thornberry, and seconded by Cathy Heitger, approval was given to purchase vaccine incentive cards. Motion carried.

6. Approval to accept additional funds to COVID-21 grant

- a) We have received an additional \$29,946.00 in our COVID-21 grant. To be used on personnel, supplies, incentives, etc. We are looking into an information hub where



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people can sign up for Medicaid, receive Narcan, and CPR training – from a computer in our lobby. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was given to accept additional funds to the COVID-21 grant. Motion carried.

7. Approval to accept a new Workforce Development Grant

a) The Massillon City Health Department will receive a grant in September for \$180,000.00 for developing our public health workforce. It is for 2 years and at least 50% must be used for new hires. We are considering 2 new contracted temporary positions, 2 intern positions, and office computers and equipment for the new hires. On a motion by Cathy Heitger, and seconded by Jeff Thornberry, approval was given to accept the Workforce Development Grant. Motion carried.

8. Approval to hire an Administrative Assistant with new grant funds.

a) We would like to hire a full time temporary contracted position to manage our current grants, seek out new grant opportunities, engage with community partners through Narcan, CPR training, and Medicaid sign ups, etc. The position will pay \$20.50/hour and no benefits. On a motion by Jeff Thornberry, and seconded by Dr. Sonia Ullum, approval was given to hire an Administrative Assistant. Motion carried.

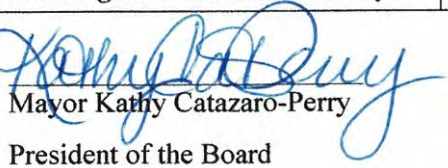

9. Approval of contract change for a clerk with grant funds

a) The Massillon City Health Department would like to change the contract with Karen Myers, our current contact tracing clerk, and start a new contract for a general clerk. This would be a 2 year part-time contracted position for phones, data entry, filing, etc. The position will pay \$18.50/hour, with no benefits. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was given to begin a new contract for a general clerk. Motion carried.

10. Approval of new cleaning service

a) The company that we chose is Ajax Cleaning Co. out of Cuyahoga Falls. Cleaning for 2 times per week at \$600.00/month. On a motion by Dr. Sonia Ullum, and seconded by Jeff Thornberry, approval was given to hire Ajax Cleaning Co. as the cleaning company for the Massillon City Health Department. Motion carried.

These minutes represent a true and accurate record of this meeting to be the best of my knowledge.

Meeting minutes submitted by:	Dr. Sonia Ullum	8/17/2021
Meeting minutes submitted by:	Cathy Heitger	8/17/2021
 Mayor Kathy Catazaro-Perry President of the Board	 Terri D. Argent, Health Commissioner Secretary of the Board	