

## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> December 17, 2019		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 3:58pm
<b>Recorded by:</b> Terri Argent		<b>Opened by:</b> Jeff Thornberry, President pro-tem of the Board	
<b>Attendees:</b> Jeff Thornberry Pastor Reginald Hye Cathy Heitger		<b>Staff Present:</b> Terri Argent	
<b>MINUTES</b>			
<p>1. On a motion by Pastor Reginald Hye, and seconded by Cathy Heitger, approval was given to approve the November 2019 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Cathy Heitger, and seconded by Pastor Reginald Hye, approval was given to pay the November bills for the Health department in the amount of \$6,549.31, and for the WIC department in the amount of \$10,440.57 for a total amount of \$16,989.88. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for November were accepted and approved without comment.</p>			
<b>ACTION ITEMS</b>			
<u><b>Old Business</b></u>			
<p>1. Accreditation update</p> <p>a. Terri Argent stated Domains 3, 10, and 12 are being submitted this month. Domains 6, 8, and 11 have been approved by our Accreditation Coordinator.</p>			
<u><b>New Business</b></u>			
<p>1. Approval to renew Terri Argent’s RS license</p> <p>a. The Massillon City Health Department requests renewal of Terri Argent’s Registered Sanitarian license. On a motion by Pastor Reginald Hye, and seconded by Cathy Heitger, approval was given to renew Terri Argent’s RS license at a cost of \$95.00 for one year which is due by January 31, 2020. Motion carried.</p>			
<p>2. Approval for 2020 Board Meeting Dates and In-Service Dates</p> <p>a. The Massillon City Health Department requests approval for the 2020 Board Meeting and In-Service meeting dates presented as a handout at the meeting. On a motion by Cathy Heitger, and seconded by Pastor Reginald Hye, approval was given for the 2020 Board Meeting and In-Service dates. Motion carried.</p>			

## Meeting Minutes

### 3. Discussion of Septic/Water Wells Agreement

- a. Bethany Perkowski, Environmental Director, requests a discussion of the Septic/Water Wells agreement. On a motion by Pastor Reginald Hye, and seconded by Cathy Heitger, approval was given to table the discussion of the Septic/Water Wells agreement until the next board of health meeting on January 21, 2020 due to the need to obtain more information. Motion carried.

### 4. Discussion of School Nursing Options

- a. The Nursing Division of the Massillon City Health Department currently provides limited Nursing services for Massillon Christian School free of charge. Due to increasing budgets and the demand on our present workforce, we propose ending our free Nursing services either completely, or begin charging a fee. We will meet with the school and inform them of the Board's decision.

### 5. Presentation of 2020 Staff goals

- a. Terri Argent presented a handout of the 2020 Staff goals to the Board members.

### 6. Announcement of Dr. Louis Schaner's retirement

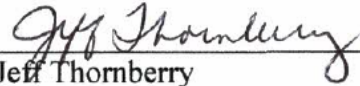
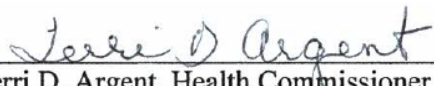
- a. The Massillon City Health Department is seeking to hire a new Medical Director as the current Medical Director, Dr. Louis Schaner, has announced his retirement. On a motion by Pastor Reginald Hye, and seconded by Cathy Heitger, approval was given to hire a new Medical Director to replace Dr. Louis Schaner. Motion carried.

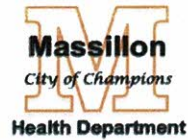
### 7. Approval to establish a Nuisance/Rabies Enforcement Committee

- a. The Massillon City Health Department is seeking approval to establish an enforcement committee for environmental health non-compliance. A request was submitted for 3:30pm of the 4<sup>th</sup> Tuesday, of every other month for 2 Board members? On a motion by Jeff Thornberry, and seconded by Pastor Reginald Hye, approval was given to establish an Environmental Health enforcement committee which will meet the 4<sup>th</sup> Tuesday of every other month at 3:30pm. Motion carried. Jeff Thornberry and Pastor Reginald Hye have volunteered to serve on the enforcement committee.

### APPROVAL

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

<b>Meeting minutes submitted by:</b>	Pastor Reginald Hye	12/17/19
<b>Meeting minutes submitted by:</b>	Cathy Heitger	12/17/19
 Jeff Thornberry President pro-tem of the Board		 Terri D. Argent, Health Commissioner Secretary of the Board



## MASSILLON CITY HEALTH DEPARTMENT BOARD MEETINGS FOR 2020

Massillon City Board Meetings are conducted on the third Tuesday of each month, 3:30PM at the Massillon City Health Department, 111 Tremont Ave. SW, Massillon, OH 44647, Conference Room

Jan. 21st

Feb. 18<sup>th</sup>

Mar. 17<sup>th</sup>

Apr. 21<sup>st</sup>

May 19<sup>th</sup>

June 16<sup>th</sup>

July 21<sup>st</sup>

Aug. 18<sup>th</sup>

Sept. 15<sup>th</sup>

Oct. 20<sup>th</sup>

Nov. 17<sup>th</sup>

Dec. 15<sup>th</sup>

Massillon City Health Department In-Service days (The office is closed for training) are:

Jan. 13<sup>th</sup>, 9AM-2PM

March 16<sup>th</sup>, 9AM-12Noon

Apr. 20<sup>th</sup>, 9AM-2PM

Oct. 9<sup>th</sup>, 9AM-2PM

Dec. 16<sup>th</sup>, 8AM-12Noon

12/18/19



The Enforcement Committee is scheduled on the 4<sup>th</sup> Tuesday, every-other month, as needed, and meets at the Health Department Conference Room at 3:30PM. The dates are as follows:

Jan 28<sup>th</sup>

March 24<sup>th</sup>

May 26<sup>th</sup>

July 28<sup>th</sup>

Sept 22<sup>nd</sup>

Nov 24<sup>th</sup>

## Personal Professional Developmental Goals 2020

11/20/2019

Staff Member	GOAL	ANTICIPATED COMPLETION DATE	DATE OF COMPLETION
<b>Terri Health Commissioner</b>	Assemble focus groups to complete CHA for Domain1, Build relationships with Lifecare, Walsh U, Aultman Mass., Health improvement committee	2/15/2020	
	Complete ethics, cultural competency training	6/15/2020	
<b>Bethany Environmental Health Director/ Registered Sanitarian</b>	Have Healthspace in full use, and learn the features of the database Develop Smoking cessation program	1/1/2020 11/30/2020 1/10/2020	
	Complete ethics, cultural competency training	6/15/2020	
<b>Erin Wise WIC Director/ Registered Dietician</b>	Become trained as a certified safe-sleep trainer/teacher for Cribs for Kids	7/1/2020	
	Complete ethics, cultural competency training	6/15/2020	
<b>Accreditation</b>	6 domains submitted to Emily All domains Approved	1/31/2020 6/1/2020	

	All domains uploaded, awaiting site visit	8/1/2020	
Staff Member	GOAL	Anticipated Completion Date	Date of Completion
Vicki Theis Registrar	Conduct 2 more matter of balance classes for seniors, Complete ethics, cultural competency training	11/1/2020 6/15/2020	
Vicky Porter WIC clinical Assistant	Become trained as a certified safe-sleep trainer/teacher for Cribs for Kids, Complete ethics, cultural competency training	7/1/2020 6/15/2020	
Crystal Gardner Deputy Registrar	Be completely switched to Healthspace for all food service, pool, tattoo programs	1/2/2020	
	Complete ethics, cultural competency training	6/15/2020	
Audrey Sylvester Public Health Nurse	Develop a Harm Reduction program	2/1/2020	
	Complete ethics, cultural competency training	6/15/2020	