

# Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> December 20, 2022		<b>Start Time:</b> 3:36pm	<b>Stop Time:</b> 4:20
<b>Note Taker:</b> Terri Argent, REHS		<b>Facilitator:</b>	
<b>Attendees:</b> <div style="display: flex; justify-content: space-between;"> <div> Jeff Thornberry  Ann Palaski  Dr. Sonia Ullum </div> <div> Terri Argent  Mayor Kathy Catazaro-Perry </div> </div>			
<b>MONTHLY ITEMS</b>			
1. On a motion by Dr. Sonia Ullum and seconded by Ann Palaski, approval was given to approve the December 2022 meeting minutes as emailed. Motion carried.			
2. On a motion by Dr. Sonia Ullum and seconded by Jeff Thornberry, approval was given to pay the December bills for the Health Department in the amount of \$16,425.94 and for WIC department for \$11,208.58 for a total amount of \$25,634.52 for December 2022. Motion carried.			
3. The monthly Vital Statistics, Environmental, and Nursing Division reports for December 2022 were accepted without comment.			
<b>MINUTES</b>			
<b>THIS MEETING IS BEING RECORDED</b>			
<p><u><b>Old Business</b></u></p> <ol style="list-style-type: none"> <li>1. Moving update. <ol style="list-style-type: none"> <li>a) Terri announced “the flooring is Bob &amp;Pete’s. Paint will be SE Johnson.”</li> <li>b) Post cards sent out to local residents.</li> <li>c) Moving boxes were delivered last week.</li> </ol> </li> </ol>			

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## New Business

1. 3<sup>rd</sup> reading of Food Service fees
  - a) Mayor Kathy Catazaro-Perry explained the importance of fees. A roll call was taken and passed unanimously.
2. Quality Improvement presentation.
  - a) Terri introduced 2 QI projects for 2023- Ann Palaski asked if vaccines could be given at the schools due to transportation issues with ESL students. Terri will discuss this with nursing staff.
3. Announcement of new Deputy Registrar.
  - a) Our Deputy Registrar is Mindy Edwards and she will be starting December 27, 2022. She is currently a Deputy Registrar with Wayne County and will be starting at a 1 year salary range. This was previously approved by the board.
4. Approval to move into Executive Session to discuss employee wages.
  - a) Board approved to start Heather Houston at 10 year experience level as EHSIT salary and vacation, carrying over sick time already earned at Parks Department.
5. Approval to take all employee step increases to years of service instead of calendar years of service. This is to also clarify the step increases that went into effect March 2022.
  - a) On a motion by Jeff Thornberry and seconded by Ann Palaski. Approval was given. Motion carried.

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6. Approval of schedule of Board of Health meetings and in-service dates for 2023

- a) On a motion by Ann Palaski and seconded by Dr. Sonia Ullum. Approval was given. Motion carried.

7. Reminder to complete “Health Equity and Environmental Justice” module for Board CEU’s. This is per Ohio Revised Code 3701.342

- a) On a motion by Jeff Thornberry, and seconded by Dr. Sonia Ullum. Approval was given. Motion carried.

**APPROVAL**

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

**Person Responsible:** Karen Myers

**Date:**12/27/2022

**Meeting minutes submitted by:**

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