

## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> September 20, 2022		<b>Start Time:</b> 3:36pm	<b>Stop Time:</b>
<b>Recorded by:</b> Terri Argent, REHS		<b>Opened by:</b> Mayor Kathy Catazaro-Perry, President of the Board	
<b>Attendees:</b> Ann Palaski Cathy Heitger Jeff Thorneberry Cyrus Ausar		<b>Staff Present:</b> Mayor Kathy Catazaro-Perry Terri Argent	
<b>MINUTES</b>			
<p>1. Approve the April 19, 2022, Motion by Cathy Heitger,2<sup>nd</sup> by Jeff Thornberry, and July 19, 2022 meeting minutes, Motion by Cathy Heitger,2<sup>nd</sup> by Ann Palaski and May 25, 2022, Motion by Jeff Thornberry, 2<sup>nd</sup> by Cathy Heitger, June 10, 2022, Motion by Ann Palaski, 2<sup>nd</sup> by Cathy Heitgeri, and June 28, 2022, Motion by Cathy Heitger, 2<sup>nd</sup> by Ann Palaski, special meeting minutes as e-mailed. *</p> <p>2. Pay the April, May, June, and July bills. The April bills for the Health department in the amount of \$28,290.97 and for the WIC department in the amount of \$11,383.61for a total amount of \$40,304.58 for April 2022. The May bills for the Health department in the amount of \$10,211.42 and for the WIC department in the amount of \$14,726.09 for a total amount of \$24,937.51 for May 2022. The June bills for the Health department in the amount of \$14,349.64 and for the WIC department in the amount of \$11,255.40 for a total amount of \$25,605.04 for June 2022. The July bills for the Health department in the amount of \$23, 154.80 and for the WIC department in the amount of \$14,218.04 for a total amount of \$37,372.84 for July 2022.</p> <p>Motion by Cathy Heitger, 2<sup>nd</sup> by Jeff Thornberry</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for April, May, and June, and July and August 2022</p>			
<b>ACTION ITEMS</b>			
<u><b>Old Business</b></u>			
<p>1. Re-vote of rental fees increase</p> <p>Our current rent is being increased to \$7,300.00 per month on a month-to-month basis until we move. Motion made by Cathy Heitger, 2<sup>nd</sup> by Jeff Thornberry</p> <p>2. Re-vote on legal contract</p>			

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We would like approval to sign a contract with Plakas Mannos law firm for occasional legal questions, they are not charging us a retainer fee. Motion made by Jerry Thornberry and 2<sup>nd</sup> Cathy Heitger

### New Business

1. Request for Executive Session to discuss an employee issue

In - Ann Palaski, Cathy Heitger

Out-Ann Palaski, Cathy Heitger

Approval to require a pre-disciplinary hearing and termination of employment if assignments are not completed for a previously disciplined employee.

Motion made by Ann Palaski, 2<sup>nd</sup> by Cathy Heitger

2. Re-vote of additional grant money for COVID vaccines

We have been given an additional \$57,000.00 for COVID vaccine work. Need approval to accept this additional grant money.

Motion made by Ann Palasky, 2<sup>nd</sup> by Cathy Heitger

3. Re-vote of updated Strategic Plan

Everyone has received it by email – changes are mostly in titles added the executive assistant position.

Motion made by Jeff Thornberry, 2<sup>nd</sup> by Cathy Heitger

4. Approval to renew O.D.A. Public Operators licenses

Terri Argent and Bethany Perkowski request approval for \$35.00 each to obtain O.D.A. public operator/mosquito control licenses.

Motion by Cathy Heitger, 2<sup>nd</sup> by Ann Palaski

5. Approval of Resolution 03-2022, NECO Mutual Agreement during an emergency

This is a standard agreement with the NECO district - 23 health departments. This agreement will allow us to assist them and for them to assist us during an emergency. This is for personnel & equipment. It does not include monetary assistance.

Motion by Ann Palaski, 2<sup>nd</sup> Cathy Heitger

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6. Approval for Terri Argent, and Dr. S. Lata Wiggins to attend the Fall Health Commissioners Conference

It is being held in Columbus on September 14<sup>th</sup> through the 16<sup>th</sup> and is not to exceed \$600.00 for both of us. AOHC is paying 1 night of the hotel and supplementing part of the conference fees.

Motion by Ann Palaski ,2<sup>nd</sup> Cathy Heitger

7. Approval of Resolution 04-2022. Food Service and Body Art Licensing fees for 2023 and 1<sup>st</sup> Reading of new fees.

We are seeking approval for an increase of license fees for Food operations and body art Operations for 2023. Cost are determined by a cost methodology formula required by O.R.C., which show that we need to increase our fees to support our program. See handout.

Motion made by Jeff Thornberry, 2<sup>nd</sup> by Cathy Heitger with Cyrus Ausar abstaining

8. Approval to provide a “call-in” minimum of 2 hours pay for an inspector/employee to be called in last minute for emergencies when no flex time is left in the week. (week ends)

Motion made by Ann Palaski, 2<sup>nd</sup> by Cathy Heitger

### ADJOURNMENT

The meeting ended at 4:15pm

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

Meeting minutes submitted by:

Karen L Myers

10/04/2022

  
Mayor Kathy Catazaro-Perry

President of the Board

  
Terri D. Argent, Health Commissioner

Secretary of the Board