



# Meeting Minutes

<b>Meeting Name:</b> Board of Health	<b>Location:</b> Massillon City Health Department	
<b>Date:</b> April 19, 2022	<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:07pm
<b>Recorded by:</b> Terri Argent, REHS	<b>Opened by:</b> Jeff Thornberry, President pro-tem of the Board	

<b>Attendees:</b> Jeff Thornberry Dr. Sonia Ullum Cathy Heitger Cyrus Ausar	<b>Staff Present:</b> Terri Argent
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## MINUTES

1. On a motion by Dr. Sonia Ullum, and seconded by Cathy Heitger, approval was given to approve the March 2022 meeting minutes as mailed. Motion carried.
2. On a motion by Dr. Sonia Ullum, and seconded by Cathy Heitger approval was given to pay the March bills for the Health department in the amount of \$2,149.62 and for the WIC department in the amount of \$11,077.16 for a total amount of \$32,247.78 for March 2022. Motion carried.
3. The monthly Vital Statistics, Environmental, and Nursing Division reports for March 2022 were accepted and approved without comment.

## ACTION ITEMS

**THIS MEETING HAS BEEN RECORDED**

**Old Business**

1. Hiring Status
  - a) We had no luck on our first announcement for Administrative Assistant so we have re-posted and have 4 candidates testing
  - b) We only had 1 candidate for EHSIT who did not qualify so we will re-post the position in August when summer students are graduating
2. COVID Update
  - a) We are giving 2<sup>nd</sup> boosters of Moderna, as well as first, second, and 1<sup>st</sup> boosters. We ask people to schedule on-line for 2<sup>nd</sup> boosters and we can do that for them if they don't have computer access

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### New Business

1. Approval for executive session for a property/lease issue
  - a) On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, it was approved to begin the executive session. Motion carried.  
On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, it was approved to end the executive session. Motion carried.
  
2. Review of current law/HB296
  - a) The Massillon City Health Department calls this the “Naloxone vending machine” law, which allows the Naloxone and Fentanyl test strips to be distributed by machine so as to be obtained easily by anyone needing it. The machine must meet certain conditions and must be monitored by Public Health or Law Enforcement staff. AOHC is in support of this bill
  
3. Presentation of 2022 Quality Improvement Projects
  - a) The Massillon City Health Department is in need of a new phone system to create more lines. At this time callers get a busy signal and are directed to a general voicemail. A new phone system would add an auto attendant so after 3 rings the caller is directed to the proper department instead of leaving a general voicemail. The goal is to have a line for each staff member and additional available lines for incoming calls.
  - b) The Nursing Division currently sees a “no show” rate of greater than 25% at childhood vaccine clinics. To improve this rate, the Nursing Division will review their appointment reminder procedure, “no show” follow-up procedure, and communicate with the school systems about upcoming appointments. They will also seek other avenues to remind parents of upcoming appointments such as text messages and post card options.
  
4. State WIC review results
  - a) The Stark County State Management evaluation of all USDA policies and procedures for the WIC program was performed virtually in April. Erin Wise and Vicki Porter were interviewed for many hours in April and passed their evaluation with flying colors! There were no corrective actions or recommendations for improvement. This is the first time this has happened for the Stark WIC project and the second time for the Massillon WIC department. Congratulations!

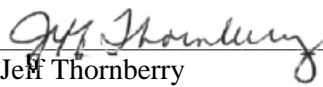
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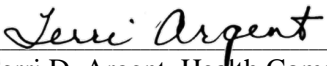
5. 2<sup>nd</sup> Reading of sewage and recreational camp fees
  - a) This will serve as the 2<sup>nd</sup> reading of the new septic and recreational camp fees
  
6. Approval to attend the Spring/Health Commissioners Conference
  - a) The conference is May 23-25<sup>th</sup>, AOHC is paying for 1 night hotel so costs would be 1 night hotel, food, and mileage. The conference fee will be covered by our workforce development grant. The total costs are not to exceed \$900.00, but \$380.00 will be reimbursed. The total will be about \$520.00 and Terri Argent's attendance is required by ORC. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was given for Terri to attend the Spring/Health Commissioners Conference. Motion carried.
  
7. Approval of fees to offer a ServSafe review class
  - a) ServSafe participants have been requesting new classes before testing to improve passing scores. Proposed fees are \$30.00 per hour for supplies and teacher's fees. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was given to charge fees for a ServSafe review class. 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 4/19/2022

**Meeting minutes submitted by:** Cathy Heitger 4/19/2022

  
Jeff Thornberry  
President pro-tem of the Board

  
Terri D. Argent, Health Commissioner  
Secretary of the Board