



Meeting Minutes

Date: April 23, 2024	Start Time: 3:30pm	Stop Time: 4:12pm								
Note Taker: Terri Argent, REHS	Facilitator: Mayor Jamie Slutz									
<p>Attendees:</p> <table border="0"> <tr> <td>Dr. Sonia Ullum</td> <td>Mayor Jamie Slutz</td> </tr> <tr> <td>Cathy Heitger</td> <td>Terri Argent</td> </tr> <tr> <td>Margaret Elum</td> <td>Dr. Lata Wiggins</td> </tr> <tr> <td>Ann Palaski</td> <td></td> </tr> </table>			Dr. Sonia Ullum	Mayor Jamie Slutz	Cathy Heitger	Terri Argent	Margaret Elum	Dr. Lata Wiggins	Ann Palaski	
Dr. Sonia Ullum	Mayor Jamie Slutz									
Cathy Heitger	Terri Argent									
Margaret Elum	Dr. Lata Wiggins									
Ann Palaski										
Minutes										
<p>On a motion by Margaret Elum, seconded by Sonia Ullum. Approval was given to approve March 2024 meeting minutes as emailed. Motion carried.</p>										
<p>On a motion by Ann Palaski, seconded by Cathy Heitger. Approval was given to pay the March bills for the Health Department in the amount of \$7,635.22, and for the WIC Department for \$12,440.32. For a total amount of \$20,075.54 for March 2024 bills. Motion carried.</p>										
<p>The monthly Vital Statistics, Environmental, and Nursing Division reports for March 2024 were accepted and approved without comment.</p>										
MINUTES										
<p style="text-align: center;">THIS MEETING IS BEING RECORDED</p> <p style="text-align: center;">**Error occurred while recording. Recording began on issue 2. Notes supplementing meeting minutes given by the Secretary</p> <p><u>Old Business</u></p> <ol style="list-style-type: none"> 1. (None) <p><u>New Business</u></p> <ol style="list-style-type: none"> 1. Strategic Plan presentation <ol style="list-style-type: none"> a) Terri Argent introduces Mark Plaster “Mark Plaster from Markwood Partners will be giving a short presentation on our next steps for the strategic plan work.” b) *See attached slides c) (No questions) 										



Meeting Minutes

2. Approval of building repair

- a) Estimates have been submitted and approved by the Board of Control using Eberhardt Construction to cover a deteriorating block wall at the back of the building with steel siding. The estimate given is \$8,400.00.

Motion by Ann Palaski to approve building repair by Eberhardt construction. Seconded by Sonia Ullum. Motion carried.

3. Election of President Pro-Tem

- a) Terri Argent states "Actually this is my mistake. I thought we elected one then I looked it up in the by-laws and we don't. The by-laws say that it automatically, according to the by-laws, the senior member of the board becomes the President Pro-Tem. What that is, is just in case the mayor can't make it to lead the board meeting then the President Pro-Tem takes over. That is Sonia Ullum. I hope that is OK. We don't have to vote on that. Thought I'd let you know. Congratulations."
- b) Mayor Slutz asks "Do you accept that?" Sonia Ullum responds "Yes." Mayor Slutz responds "Great. Thank you."

Meeting Minutes

4. Approval of vacation change for Outreach Coordinator

- a) Terri states “Our Outreach Coordinator started on July 31st of 2023. But she actually already had her vacation planned for this year. Her vacation is for July 1st-5th. That’s actually, she wouldn’t get her vacation until July 31st. So we have done this before. She would like approval to move her vacation forward to accommodate her vacation. So it would be one week moved forward. She wouldn’t get that week back then. She would use up that week for her year. We’d like to ask the board to allow her to move her vacation forward so that she can take it July 1st-5th.”
- b) Cathy Heitger asks “So it doesn’t conflict with anyone else’s vacation?” Terri responds “No I already checked.”
- c) Margaret Elum asks “How many weeks does..?” Terri responds “They get 2 weeks.” Margaret replies “They get 2. Do they have to accrue that time?” Terri responds “You get that, yeah they do accrue that while you’re working and then the first year you get the 2 weeks. She will be taking 1 week ahead of time then she will still have the other week.”
- d) Mayor Slutz asks “You said July 1st?” Terri responds “July 1st through the 5th.”

Motion made by Ann Palaski to move vacation time for the Outreach Coordinator. Seconded by Sonia Ullum. Motion carried.

5. Approval of activation of our phone intercom system for staff emergency notification

- a) Terri states “We found out that we have the capacity on all of our phones here in the department for intercoms. What that it is, is if there is an emergency somebody can call on the phone and it’ll call all the phones in the Health Department. All we have to do for that is have it connected. So Connect USA, that has our phones, can activate them for just the charge of the labor. So they won’t charge anything



Meeting Minutes

for equipment. That's \$105.00 per hour. It will take 1-3 hours. We would like to approve that spending so that we can get the emergency intercoms hooked up on our phones. Any questions?"

- b) Mayor Slutz asks "How many emergencies have we had in the last year?" Terri responds "None" Mayor Slutz goes on "that you would need to use this? In the last 5 years?" Terri replies "Let's see. Probably just one. Had a lady very angry at the front door, that's what this would help with. Then you can call and let people know. We have emergency levels that go by color. So like I can put on the intercom, somebody get me the red folder and then everybody will know what that means. We have a violet folder and if it's a violet 2, then that means everyone is to leave the building. That way everybody will be out of harm's way and they'll know without having me, to without having another way to say that. If there is a problem, I come up front and then I take care of that. But I would tell the secretary behind the board then to get me the green folder, get me the red folder, you know. One of them is a medical emergency. The other was just like an irate customer. Another one is a shooter."
- c) Ann Palaski asks "There is no like perpetual charge then for this service?" Terri responds "No it's just connecting it up. It's already on the phone system. Just the labor to hook it up."
- d) Dr. Wiggins asks "Do you have one for tornados?" Terri responds "Umm No we don't." Dr. Wiggins replies "I think you should also add that with another color, black would be fine." Terri states "I think green is the color for weather emergencies. I take that back. I believe it is. Blue, green, red and purple and all I can remember is purple because that is the bad one...the person that is causing trouble. So I'll check that out. Any questions?"

Cathy Heitger makes a motion to activation of our intercom system for staff emergency notification. Seconded by Ann Palaski. Motion carried.



Meeting Minutes

6. Approve the purchase for fencing for our community garden

- a) Terri states “Our fence costs \$7900.00. We have to have a fence. We have been losing more of our crops, and we didn’t know why. These all go to food giveaways and that. Well it’s the deer. We have put up trail cams. They ate I bet 3 quarters at least, of our produce last year. We give it to 3 different places on the southeast side all of our produce, we don’t keep any of it. Well the deer do not need it, some of our people do. We have to put up a fence this year. We have tried scent put around the garden and a couple other things. Nothing else has worked. The fence costs \$7900.00. We have raised \$6,100.00 through donations from foundations in the area. We are still waiting on a few more donations that said they’d like to give, we haven’t gotten their checks yet. So it leaves us approximately \$1,800.00 which we have in our state subsidy for outreach so that is perfect. We have \$3,000.00 still in our state subsidy. So \$1,800.00 of that would go on the rest of the fence. We still could get a few more checks coming in so it might be a little bit less than that. But I’d like to ask the board to approve the spending of not more than \$1,800.00 subsidy for the rest of the fence.”
- b) Cathy Heitger states “I saw in yesterday’s paper where Massillon rotary was taking applications.” Terri responds “We’ve got one in for charity outreach. We are waiting to hear on that one. We’ve gotten a lot of stuff. Volunteers from the school, and then General Rent-All is giving us the rototiller rental for free. As a donation Bachtel Excavating is doing all of the groundwork. Plants this year are being donated by a local business. Last year all of that was funded by Austin Bailey. Everything else is covered. It’s barely costing us anything. Just this little bit for the fence.”
- c) Cathy Heitger asks “The \$1800.00 is coming from where?” Terri responds “That would be from our state subsidy money for outreach and projects. We have \$3,000.00 in there so it won’t wipe us out.”

Cathy Heitger makes a motion to approve purchase of fencing for the community garden. Seconded by Ann Palaski. Motion carried.

Meeting Minutes

7. Licensing concern

- a) Terri states “We have a licensing concern. It is Massillon City Carry out on Amherst rd. It is not in compliance with the Health Department orders. These are State laws that they’re not in compliance with. What happened is... I will actually read this real quick. Our inspector on a routine inspection went there and upon arrival she found out they had made extensive remodel changes. Whenever there is a remodel change, they have to submit plans to us. That is State law. They haven’t submitted anything. Now we don’t make them take them down or anything, we just work with them to find out what they’ve got out there. The building and fire department were there, they also were contacted. A follow up inspection was conducted 2 weeks later. At the time of the inspection the licensee has still not yet contacted the Environmental Health director. Which they were told in the inspection report that they had to in the last 2 visits. A second follow up inspection, which is the third visit was conducted a week later by Heather. At this time a hearing with the Environmental Health director and the Health Commissioner was scheduled. That’s our procedure. That was scheduled for last Tuesday at 2:30pm. Well they called us and said they couldn’t make it on Tuesday and could we please make it for Friday. So we made it for last Friday at 2:30pm and no one showed up.”
- b) Ann Palaski asks “So what is Massillon Carry Out again? Is it on Wales?” Terri responds “I call it just an in and out store.” Ann asks “Is it across from Kendal’s?” Mayor Slutz says “No it’s on Amherst.” Terri “Its right by Kraus’s pizza.”
- c) Terri states “Friday they didn’t show up at all. So that’s where we are now. We’ve got a couple other options. We’ve actually never had this brought to the board before. No one has ignored us like this before. So we have a couple options. We can either notify them basically today that their license is temporarily suspended. So we will just stop until they submit all they have to do or we can give them another week or so to find out. I can try to get ahold of them if that’ll make any difference. After that if they don’t respond then we do away with their food service license. What I’d like to do and this is just my opinion on the board, I’d like to give them another week maybe. We have 3 ways to get ahold of them: email, which we’ve done, phone



Meeting Minutes

and go in person. So maybe give them another week and then after that week I say we take it to the Law director.”

- d) Ann Palaski asks “What kind of food service do they have? Like hot dogs?” Terri responds “Any food at all is actually food service. They wouldn’t be able to sell any food at all out of there. Pop even.” Ann responds “But it’s not because of any violations. It is because they’ve added on to this building.” Terri responds “It is actually a violation that they didn’t send us the programs.”
- e) Mayor Slutz asks “They added on to the building? I can’t picture where?” Terri responds “Yes they moved some walls around, they changed the building around on the inside. They changed where some of the coolers were and all that. Any major changes like that. By food service law they have to be submitted to us for approval.” Mayor Slutz responds “Just within the walls of the building they remodeled.”
- f) Margaret Elum asks “Terri, so they’re aware their license will be suspended?” Terri responds “Yes. They write that in the reports. Plus Bethany emailed them yesterday too to let them know they’re welcome to come here today and talk to the board. Again no show.”
- g) Cathy Heitger states “One of the things I’m worried about is you can send them an email, maybe it got caught in their spam.” Terri responds “we’ve done email, phone, and Heather has been there 3 times.” Cathy asks about registered mail and Terri confirms the next time will be registered mail.
- h) Terri states “I might go myself. Maybe because I’m the Health Commissioner, see if that makes any difference. After that, I would probably say send it to the Law Director. What do you think? Ten if the Law Director agrees we will probably suspend their food service license. But I want to give them one more chance.”
- i) Ann Palaski states “Yeah we want to keep as much business open and active as we can. They’re probably trying to do something good to remodel the inside of their store.”
- j) Cathy Heitger states “I’m sorry if I missed it but you said they submitted plans to the...” Terri responds “No. Building and Fire were notified. They inspected but they don’t have to submit plans for them. They just do for us.”



Meeting Minutes

- k) Ann Palaski asks “So they sent them to the wrong place?” Terri responds “They didn’t send any at all.” Ann asked “Do they not understand? Is there any kind of language barrier that might be unclear of what’s happening” Terri responds “No. We have talked to the manager and the owner.”
- l) Terri states “If the Board agrees we will give them a little bit more time and then take it to the Law Director and see about suspension.”
- m) Margaret Elum states “Maybe if they get a letter from the Law Director.” Terri responds “I was thinking that too. Usually we go straight to the board for suspension. But I’m wondering if the Law director won’t come on a little bit more. That’s my idea too. I should probably get approval for that procedure.”

Motion by Cathy Heitger to give the business a week from today to submit plans. Seconded by Sonia Ullum. Motion carried.

ADJOURNMENT

Motion to adjourn at 4:12pm made by Cathy Heitger. Seconded by Margaret Elum. Motion carried.

APPROVAL

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

Meeting minutes submitted by:

Date:

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board

Strategic Planning Overview

April 23, 2024



Project Objectives

Update Massillon Health Department's strategic plan:

- Define the future direction of the organization
- Identify where the department will invest its time and resources
- Develop action plans to outline the work needed to achieve the desired future

Strategic Planning – *Two Components*

Strategic
Guideposts



WHERE YOU WANT TO GO



Strategic
Priorities

HOW YOU WILL GET THERE

Strategic Guideposts



We invite the input of key stakeholders:

- Board Members
- Department Staff
- Program Participants
- Community Partners

WHERE YOU WANT TO GO

Strategic Guideposts

Vision

Declares what the health department aspires to be

Mission

Defines the core service(s) the organization provides

Values

Describes the way you work with each other and those you serve

Impact

Acknowledges the difference the department makes in the community

Strategic Guideposts

Vision

A community where all residents have access to services to achieve a healthy lifestyle both mentally and physically.

Mission

The mission of the Massillon City Health Department is to help promote and protect the health and well-being of the citizens in the Massillon Community.

Values

M – Mission and vision driven
C – Community focused

H – Health equity for all
D – Disease prevention and education

Impact

To Be Determined

Strategic Guideposts

- What do you see as the greatest strengths of the organization?
- What keeps the health department from being as effective as it could be?
- What external trends or factors does the health department need to acknowledge and plan for?
- What do you see as the department's biggest opportunity in the next 3 years?

Strategic Priorities

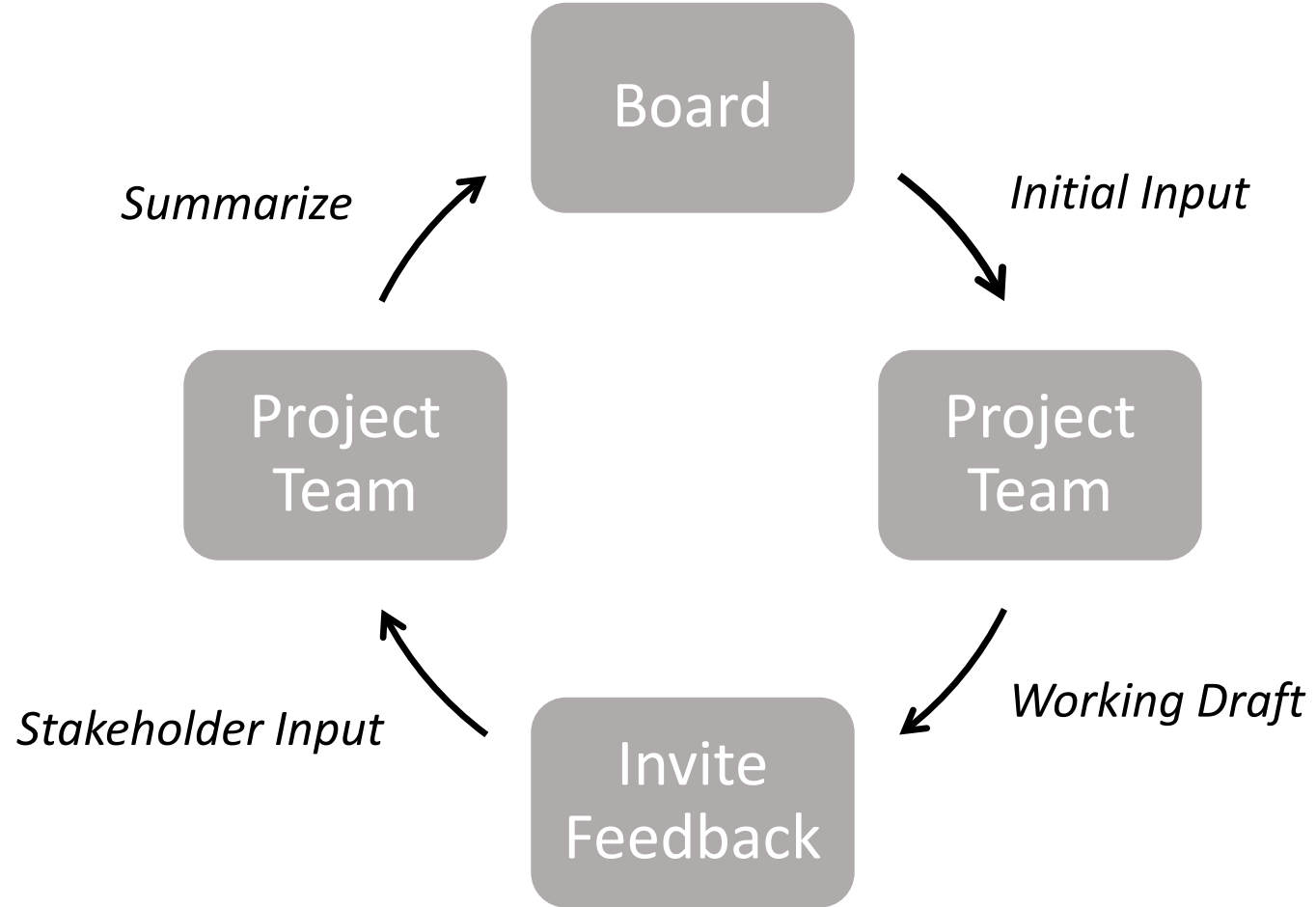


HOW YOU WILL GET THERE

3 to 5 areas of focus that:

- Lead to your desired future
- Outline where you will intentionally invest your resources— *not the work that will happen anyway*
- Balance strategic focus with resources and capacity

Input/Review Cycle



Proposed Timeline

	April				May				June				July				Aug				Sep			
Solicit Stakeholder Input				23																				
Update/Approve Strategic Guideposts												25												
Leadership Team Drafts Strategic Priorities																								
Board Approves Strategic Priorities																23								
Leadership Team Completes Action Plans																								
Board Reviews/Approves Strategic Plan																								24



Getting Started

- ✓ Determine project team members
- ✓ Confirm project timeline
 - Solicit board input on Strategic Guideposts
 - Identify the stakeholders from whom you would like to solicit feedback
 - Outline the steps and timing for soliciting stakeholder input



Questions?
