



Meeting Minutes

Meeting Name: Board of Health – Special Meeting		Location: Massillon City Health Department	
Date: August 20, 2025		Start Time: 9:02am	Stop Time: 9:32am
Note Taker: Terri Argent, RS, REHS		Facilitator:	
Attendees: Lew Garrett Mayor Slutz Margaret Elum Terri Argent Cathy Heitger Lori Kotagides-Boron (special guest – city Budget Director) Dr, Wiggins			
MINUTES			
<p style="text-align: center;">THIS MEETING IS BEING RECORDED</p> <p><u>New Business</u></p> <p>1. Present FY26 Expense Budget for Discussion</p> <p>Terri asked how the Board would like to have the previously provided FY 26 budget numbers presented and discussed. Lew Garrett suggested going over the big items and then, if there are questions, those would be posed by the group. Terri agreed.</p> <p>The Indigent Burial budget for FY26 is being kept consistent with previous year. Margaret Elum asked what the cost of an Indigent Burial was. It was confirmed it is \$450 which has been the cost for a long time.</p> <p>Salary and wages has increased. Lew Garrett questioned the jump. It was mentioned that something might be double-counted. The budget will be approved formally in next week’s Board Meeting, so this number may change. Fringe Benefits are set with the % increase provided by the Auditor’s Office.</p> <p>Other Services & Charges relates to our liability insurance. It was under \$6k. Utilities are paid through the Auditor’s Office. Lew Garrett questioned Lori on if there would be an increase in rates. The Auditor’s Office pays the bills and we don’t see them. There will likely be a rate increase but the magnitude is unknown at this time. Margaret Elum asked how much electric costs went to powering the greenhouse as it runs all winter. Terri was unsure. If rate increases are overall going to be high, Margaret suggested this is something that could be cut. Terri said she would find out more details.</p> <p>The Travel/Seminars/Schooling FY26 budget has been reduced slightly from the FY25 budget based on where we expect to land on forecasted spend by the end of FY25.</p> <p>Services & Contracts FY26 budget is up just slightly. The investigation costs are estimated in the FY25 forecast. Accreditation is a bit less in FY26 as this is a one-time payment and spend.</p>			



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The Building Rent, Maintenance and Utilities Budget for FY25 got us through what we needed for the new building. The budget was increased for these purposes. We anticipate FY25 full-year forecasted spend of just under \$20k which is the basis for the FY26 budget, a substantial decrease. The building is overall in pretty good condition. Lori explained the budget was higher at first because it was a new building and we did not know what we were going to find. All maintenance needed on the new building has now been addressed.

Supplies/Materials/Postage is forecasted to spend out at ~\$10k for full year 2025, so we have based the 2026 budget off of this with a slight increase for inflation. This was greatly reduced from the FY25 budget.

The grant expense account budget was at \$100k in FY25 given there were several grants in operation. Now, with the Workforce Grant as the only Health Department Grant remaining, we have been able to substantially reduce the budget for FY26. Salaries covered by the Workforce Grant are covered by the city salary line. The Auditor's Office handles the revenue received on the salaries and other expenses charged to the Workforce Grant.

State Subsidy is monies the state sends us. This amount has been budgeted in FY26 consistent with FY25 (\$19k). We do not know the money we will receive in advance and we as such assume we will receive at least the same amount as last year.

The Community Garden is completely donation funded and we have kept the budget for FY26 consistent with FY25 assuming we will receive at least the same donations as last year.

Gas/Oil budget was increased by 5% in FY-26 for inflation, as have most areas.

WIC is mostly Salary and Benefits. They also have some miscellaneous supplies budget. They spend what they bring in from the state in revenue.

Lori mentioned that if she has any concerns with the Health Department submitted numbers that are due to her in September after receiving the numbers from all city departments, she will come back to the Health Department to discuss. The Auditor's Office does the certification and Lori is told what the city has to spend, at which point Lori does her best to make it work in the parameters of the "wish lists" of the individual departments. The Mayor thanked Lori for her diligence and work on the budget and said she does a great job. Margaret Elum asked Terri to thank Sal for his work on the presented materials.

The Mayor requested to enter into executive session with the Board Members to discuss an issue. Motion was made by the Mayor in alignment with Ohio Revised Code 121.22 G1 to consider the appointment, employment, dismissal, discipline, promotion, or demotion of a public employee or official. Board Members Heitger, Garrett, Elum and the Mayor will be included in the Executive Session. Motion was made by Lew Garrett, seconded by Margaret Elum, to enter into executive session. Motion was carried by all Board Members in attendance. Motion was made by Mayor Slutz, seconded by Lew Garrett, to come out of executive session. Motion was carried by all Board Members in attendance.



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Related to the Health Department complaint and investigation that is upcoming, the Mayor asked to bring it forward to vote on whether or not to do an investigation. This investigation would involve bringing in outside legal counsel to investigate the alleged Hostile Work Environment at the Health Department. Motion was made by Cathy Heitger, seconded by Margaret Elum, and carried by all Board Members to proceed with the investigation. The Mayor said he would get in touch with our city legal department to work with the outside law firm on commencing their work. Terri mentioned the outside legal firm has already been in touch with her a few times. Terri will email them to let them know the Board has now approved of the investigation moving forward.

Motion to adjourn was made by Margaret Elum, seconded by Cathy Heitger. Motion was carried by all Board Members in attendance.

APPROVAL

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

Person Responsible: Terri Argent

Date: 8/20/2025

Meeting minutes submitted by:

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