



Massillon City Health Department
 111 Tremont Ave. SW
 Massillon, Ohio 44647
 Phone: 330-830-1712

Board Meeting Minutes

Board of Health Meeting, February 19, 2019	Health Department Conference Room, 3:30pm
Start Time: 3:32pm	Stop Time: 3:53pm
Members Present:	Staff Present:
Jeff Thornberry	Terri Argent
Jim Johnson	Dr. Louis Schaner
Dr. Sonia Ullum	
Pastor Reginald Hye	
Cathy Heitger	
Recorded by: Terri Argent, Health Commissioner	Opened by: Jeff Thornberry, President Pro-tem of the Board

Minutes

1. On a motion by Jim Johnson, and seconded by Dr. Sonia Ullum, approval was given to approve the January 2019 meeting minutes as mailed. Motion carried.
2. On a motion by Dr. Sonia Ullum, and seconded by Jim Johnson, approval was given to pay the January bills for the Health department in the amount of \$11,005.43 and for the WIC department in the amount of \$10,247.75 for a total amount of \$21,253.18. Motion carried.
3. The monthly Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

Action Items - Old Business

1. None

Action Items - New Business

1. Approval of benefits for WIC Director

Our WIC Director, Erin Wise, was hired at a 5 year level due to her experience as WIC director at another health department. The auditor needs approval to match benefits to the 15 year salary level, upon 10 years employment at City of Massillon. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was granted to provide benefits at the 15 year salary level.

2. Approval for tune-up and upgrade of MARCs radios

It will be \$140.00 to tune and upgrade our emergency radios, which has never been done since we got them in 2012. This will tune-up the radios and add 2 talk groups. On a motion by Dr. Sonia Ullum, and seconded by Pastor Reginald Hye, approval was granted for the tune-up and upgrade in the amount of \$140.00.

3. Approval of fee for large-group Level 1 Food Service education classes

We charge \$20.00 per person, but would like to give large groups a discount - 15 or more for a flat fee of \$250.00 at their location, using their equipment. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, approval was granted to charge \$250.00 for class attendance of 15 or more students.

4. Approval of changes to Food License Operation investigation procedures

We need to add reasons for declining to investigate a restaurant complaint to our investigation procedures - this is required by the Ohio Department of Health. See the attached form. On a motion by Jim Johnson, and seconded by Cathy Heitger, approval was granted to adopt the changes to the investigation procedures effective February 19, 2019.

Approval

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

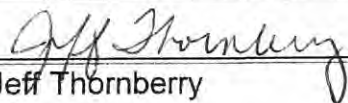
Submitted by: Jim Johnson

Date: February 19, 2019

Submitted by: Cathy Heitger

Date: February 19, 2019

Next Meeting Date: March 19, 2019

x 

Jeff Thornberry


Terri D. Argent, Health Commissioner

President Pro-tem of the Board

Secretary of the Board