



## Meeting Minutes

<b>Meeting Name:</b> Board of Health	<b>Location:</b> Massillon City Health Department	
<b>Date:</b> July 23, 2019	<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:10pm
<b>Recorded by:</b> Terri Argent	<b>Opened by:</b> Jeff Thornberry, President Pro-tem of the Board	
<b>Attendees:</b> Jeff Thornberry Jim Johnson Dr. Sonia Ullum	<b>Staff Present:</b> Terri Argent	
<b>MINUTES</b>		
<p>1. On a motion by Jim Johnson, and seconded by Dr. Sonia Ullum, approval was given to approve the June 2019 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Dr. Sonia Ullum, and seconded by Jim Johnson, approval was given to pay the June bills for the Health department in the amount of \$19,824.89, and for the WIC department in the amount of \$10,710.29 for a total amount of \$30,535.18. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for June were accepted and approved without comment.</p>		
<b>ACTION ITEMS</b>		
<b><u>Old Business</u></b>		
<ol style="list-style-type: none"> <li>1. Accreditation update               <ol style="list-style-type: none"> <li>a. Terri Argent handed out updates</li> </ol> </li> <li>2. Tobacco 21 update               <ol style="list-style-type: none"> <li>a. The Governor passed Tobacco 21 in his budget bill, making it illegal to purchase tobacco products under the age of 21 in Ohio.</li> </ol> </li> </ol>		
<b><u>New Business</u></b>		
<ol style="list-style-type: none"> <li>1. Approval to renew Terri Argent's REHS license               <ol style="list-style-type: none"> <li>a. The Registered Environmental Health Specialist license is a national license. On a motion by Dr. Sonia Ullum, and seconded by Jim Johnson, approval was given to renew Terri Argent's license for 3 years at a cost of \$100.00. Motion carried.</li> </ol> </li> <li>2. Approval to renew Bethany Perkowski's RS license.               <ol style="list-style-type: none"> <li>a. The Registered Sanitarian license is a state license. On a motion by Jim Johnson, and seconded by Dr. Sonia Ullum, approval was given to renew Bethany Perkowski's license for 1 year at a cost of \$92.50. Motion carried.</li> </ol> </li> </ol>		

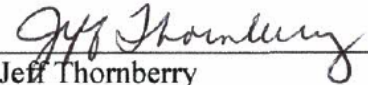

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3. Approval to reinstate the Neighborhood pest program
  - a. The Massillon City Health Department is getting calls about raccoons and feral cats. With rabies documented in Summit and Tuscarawas counties, we need to eliminate pests in overrun neighborhoods and abandoned homes. Our first bill will be \$1,200.00 for Complete Pest Solutions. On a motion by Jim Johnson, and seconded by Dr. Sonia Ullum, approval was given to reinstate the Neighborhood pest program. Motion carried.
4. An orientation book will be provided to all Board members
  - a. For accreditation, we need to show that we have provided orientation books for all Board Members. Terri Argent handed out the orientation books.
5. Presentation of proposed Board of Health by-laws to be considered for adoption
  - a. Terri Argent handed out copies of the proposed by-laws to the Board members. Please take a look at the proposed by-laws for the Board of Health. By-laws were adopted in 1996, but we cannot find a copy of the document. New by-laws have been drafted. We can vote on adoption at the August meeting.
6. Presentation of “Duties of a Health Department, and the 10 Essential Services”, for 1 CEU credit
  - a. See attached handout. This will qualify as 1 CEU credit, completing the required annual CEU requirements for Board members. The Board members reviewed the “Duties of a Health Department, and the 10 Essential Services” handout. This completed the annual CEU Requirement.
7. Announcement of ODH Stipend for HEP A activities
  - a. The Massillon City Health Department applied for and received \$5,200.00 from the Ohio Department of Health for Hepatitis A activities. We provide vaccines at homeless shelters, soup kitchens, etc.
8. Board members will receive e-mailed flu and epi reports to fulfill accreditation requirements
  - a. EPI GRAM reports are generated monthly, and FLU reports during flu season, will be e-mailed to Board members.
9. Measles update
  - a. There are currently no reported measles cases in Massillon.



Health Department

# Meeting Minutes

APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Meeting minutes submitted by:	Dr. Sonia Ullum	7/23/19
Meeting minutes submitted by:	Jim Johnson	7/23/19
 <hr/> Jeff Thornberry President pro-tem of the Board		 <hr/> Terri D. Argent, Health Commissioner Secretary of the Board



## **July Board of Health Accreditation Update 7/23/2019**

6/20/19- Terri and Vicki attended Cultural Competency training on immigrants and New Americans at Malone University, presented by Stark MHAR.

7/8/19- Terri met with Isaac Baez, Inclusion Coordinator, for Stark MHAR, who will help us connect with a cultural ambassador to reach the Mayan and Hispanic population of Massillon.

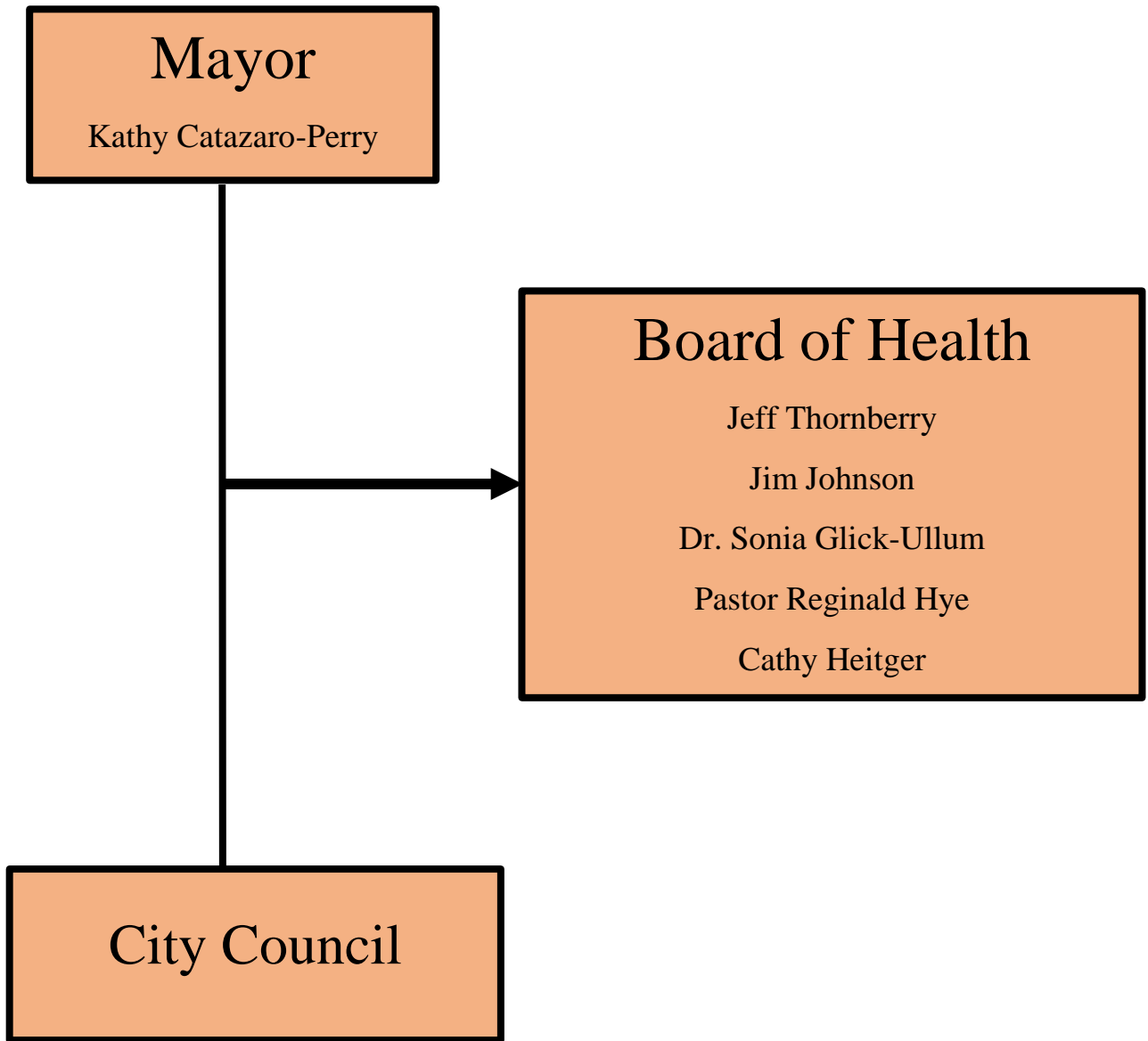
7/13/19- The entire MCHD participated in the SE Neighborhood Fair to promote public health careers and present MCHD programs in English and Spanish.

7/15/19- Terri and Audrey met with Walsh University to discuss an agreement to partnership and share interns and research opportunities.

7/17/19- MCHD staff is finalizing Domains 3, 6, 8, and 11 and are beginning Domains 1 and 5.

7/20/19- Our community assessment is finished and our community improvement plan will be developed from that data.

# Massillon City Board of Health Organizational Chart



# **MASSILLON CITY BOARD OF HEALTH BY-LAWS**

Adopted: August 20, 2019

## **ARTICLE I – MISSION & VISION**

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.

The vision of the Massillon City Health Department is “A community where all residents have access to services to achieve a healthy lifestyle both mentally and physically”.

## **ARTICLE II – BOARD DUTIES**

### Section 1:

The role of the Board of Health is to adopt policies and to make such orders and regulations as are necessary for the promotion of health and prevention of disease and the abatement or suppression of nuisances. The Board shall make such orders and establish such policies as are needed for the administration of the health district in meeting the stated mission, goals, and standards of the Ohio Department of Health, and requirements of the Ohio Public Health Council. Power and authority to perform such quasi-legislative, executive, and administrative functions are specified or implied in appropriate sections of the Ohio Revised Code.

### Section 2:

The Board may hear appeals from public health orders issued by health district staff for extenuating circumstances with a view to either affirm, grant extensions of time, provide waivers where allowable, or refer to the local legal authority for appropriate legal action.

## **ARTICLE III – MEETINGS**

### Section 1:

The regular meeting of the Board of Health shall be held monthly. If there is not a quorum, said meeting shall be held at the discretion of the President of the Board, but may be held in conjunction with the next scheduled meeting month.

Section 2:

Special meetings may be called by the President of the Board, or by any three members of the Board of Health. All special meetings shall be held at the Health Department or at a location determined by the President of the Board. At least 72 hours prior notice shall be provided for each special meeting unless an emergency condition warrants meeting with shorter notification.

Section 3:

A majority of the members of the Board shall constitute a quorum. An action of the Board of Health shall be effective if a majority of the quorum consents. Members whose position is vacant due to death, resignation, or failure to appoint will not count for the purpose of determining a quorum for that meeting.

Section 4:

All meetings of the Board and committee meetings are open meetings. Executive sessions may be held that meet the requirements of Section 121.22 of the Ohio Revised Code – provided that requisite motion with statement of purpose is passed by a roll-call vote in open session.

## **ARTICLE IV – MEMBERS**

Section 1: Election

- A. The President of the Board of Health shall be the Mayor. The senior member of the Board of Health shall be the President pro-tem.
- B. The Health Commissioner shall serve as Secretary to the Board of Health as required by the Ohio Revised Code.

Section 2: Duties

- A. The President shall conduct all meetings of the Board, sign records thereof, and perform generally all the duties performed by presidents of like bodies or commissions. The President shall not have a vote on issues unless a tie vote is necessary.
- B. The Pro-tem shall perform the duties of the President in his or her absence and provide the President with assistance required.
- C. The Board shall be composed of five members to be appointed by the Mayor, each member serving five years.

Section 3: Authority

An individual Board of Health member has no authority to order or direct health district staff. The Board's authority comes by a majority vote of the Board at a meeting of the Board.

#### Section 4: Orientation of New Members and Continuing Education

Board of Health members are expected to become knowledgeable about the duties, operations, and functions of the health district through reading of materials provided to members at Board of Health meetings, consultation with the Health Commissioner, staff presentations at Board of Health meetings, and when available, participation in Ohio Department of Health training. The President may appoint an orientation committee for new members.

Each Board of Health member must complete two hours of continuing education annually. The continuing education credits shall pertain to ethics, public health principles, and a member's responsibilities. Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. Continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

### **ARTICLE V – PROCEDURE**

The Board shall adopt its own rules of procedure but shall rely on Robert's Rule of Order for questions of parliamentary procedure, except where they are inconsistent with the standing rules of the Board or are contrary to existing laws of the State of Ohio.

### **ARTICLE VI – COMPENSATION AND EXPENSES**

Board of Health members voluntarily forgo compensation for their service.

Members shall receive reimbursement for travel expenses at rates established by the Director of Budget and Management pursuant to section 126.31 of the Ohio Revised Code for attendance at up to 18 regular and special meetings each year, and for attendance at meetings and seminars authorized by the Board of Health.

### **ARTICLE VII – AMENDMENTS**



These by-laws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing at the previous regular meeting.

This document supersedes any previously approved by-laws.

# THE 10 ESSENTIAL SERVICES

The below framework provides a foundation for public health activities at the state and local level, and includes the 10 Essential Services. It is used as the foundation for the National Public Health Performance Standards (NPHPS), and provides structure for public health accreditation.

