



## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department via Teleconference Dial-In (330) 362-8327	
<b>Date:</b> May 18, 2021		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 3:48pm
<b>Recorded by:</b> Terri Argent, RS, REHS		<b>Opened by:</b> Mayor Kathy Catazaro-Perry, President of the Board	
<b>Attendees:</b> Jeff Thornberry Cathy Heitger Dr. Sonia Ullum		<b>Staff Present:</b> Mayor Kathy Catazaro-Perry Terri Argent Dr. S. Lata Wiggins	
<b>MINUTES</b>			
<p>1. On a motion by Jeff Thornberry, and seconded by Dr. Sonia Ullum, approval was given to approve the April 2021 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Dr. Sonia Ullum, and seconded by Cathy Heitger, approval was given to pay the April bills for the Health department in the amount of \$25,841.08 and for the WIC department in the amount of \$10,932.88 for a total amount of \$36,773.96 for April 2021. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for April 2021 were accepted and approved without comment.</p>			
<b>ACTION ITEMS</b>			
<p><b><u>Old Business</u></b></p> <p style="margin-left: 40px;">a) COVID-19 update</p> <ol style="list-style-type: none"> <li>1. We now have walk-in clinics every Tuesday and Thursday.</li> <li>2. Our contact tracing numbers are down but county numbers are up – we are still at a red alert level.</li> <li>3. Clinics - we are going to our homeless shelter Thursday, June 3, 2021, and are having a 12 year old and up Pfizer clinic the first Saturday in June which is on June 5, 2021.</li> </ol> <p style="margin-left: 40px;">b) HB 110 update</p> <ol style="list-style-type: none"> <li>1. The Massillon City Health Department sent in 2 testimonies to the Senate – one to the Health committee and one to Senate leadership. AOHC reports that the senators were very receptive to our testimonies and many voiced support. Terri Argent will update the board as we receive news</li> </ol>			

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### New Business

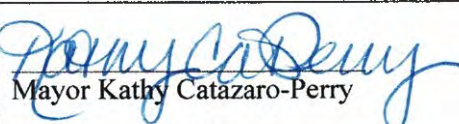
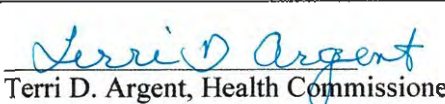
- a) Announcement of Registered Environmental Health Specialist job posting
  - 1. The Board approved the hiring of a sanitarian in September 2019, which was delayed due to COVID, etc. We are going ahead with that now. Applications are due the end of this month
  
- b) Quality improvement project – NARCAN distribution and training
  - 1. The Massillon City Health Department is partnering with Stark MHAR to distribute Narcan kits from the Massillon City Health Department. The entire staff will be trained to administer the kits at all hours that the health department is open. This will be very helpful for our police to have somewhere closer than North Canton to get their Narcan kits
  
- c) Quality improvement project – electronic budget and billing
  - 1. Up to date we have been doing our cash intake and billing on paper. We need to upgrade to electronic billing and accounting for efficiency, transparency, and ease of auditing and reporting. Our new Registrar is familiar with how to switch over and has begun the process.
  
- d) Approval to purchase an electronic P.O.S. register system
  - 1. This is an over-the-counter electronic cash register system, it prints reports for us which will help us balance out our cash drawer – which we do by hand on paper now, which takes a lot of time daily. It is the same system used by Canton City Public Health department and the same company that does our credit card scanner. Initial cost for the equipment and 1 year service is \$5,275.00, then \$98.00 monthly. On a motion by Cathy Heitger, and seconded by Jeff Thornberry, approval was given to purchase the electronic P.O.S. register system. Motion carried.

### **APPROVAL**

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

<b>Meeting minutes submitted by:</b>	Jeff Thornberry	5/18/2021
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<b>Meeting minutes submitted by:</b>	Dr. Sonia Ullum	5/18/2021
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 Mayor Kathy Catazaro-Perry President of the Board	 Terri D. Argent, Health Commissioner Secretary of the Board
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