



## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department via Teleconference Dial-In (330) 520-8408	
<b>Date:</b> November 17, 2020		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 3:55pm
<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 Pastor Reginald Hye		<b>Staff Present:</b> Mayor Kathy Catazaro-Perry Terri Argent Dr. S. Lata Wiggins	
<b>MINUTES</b>			
<p>1. On a motion by Dr. Sonia Ullum, and seconded by Pastor Reginald Hye, approval was given to approve the October 2020 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Pastor Reginald Hye, and seconded by Dr. Sonia Ullum, approval was given to pay the October bills for the Health department in the amount of \$21,061.48 and for the WIC department in the amount of \$9,650.62 for a total amount of \$30,712.10 for October 2020. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for October were accepted and approved without comment.</p>			
<b>ACTION ITEMS</b>			
<p><b><u>Old Business</u></b></p> <p>1. COVID-19 Update</p> <ol style="list-style-type: none"> <li>1. Increasing numbers, increasing contact tracing, increasing outbreaks</li> <li>2. We are putting out messages for Thanksgiving safety</li> <li>3. New orders are out involving businesses enforcing masking, and gathering in groups</li> <li>4. Monitoring of weekly alert levels and mass gathering concerns</li> <li>5. Alert levels explanation</li> <li>6. The Mayor commended the Massillon City Health Department staff on a job well done</li> <li>7. The Mayor asked where people can get tested. The Massillon City Health Department is telling people to call their doctor for testing.</li> </ol>			



Health Department

# Meeting Minutes

## New Business

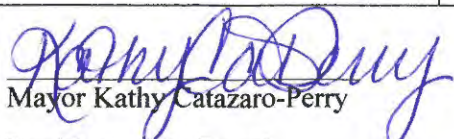
1. Approval to raise fees for ServSafe classes
  - a. Our fees are \$125.00 per class that lasts 3 days. We are significantly cheaper than other Health departments, averaging around \$200.00 per class. Terri Argent requests to raise the fees to \$150.00 to be more competitive and provide greater incentive for our instructor. At the suggestion of Cathy Heitger, the ServSafe class fee should be raised to \$175.00 to be more competitive. On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum the fees for the ServSafe class will be \$175.00. Motion carried.
  
2. Announcement of new server installation
  - a. The new server was installed Friday, November 13, 2020, and will allow security and back up. This is paid for by the COVID-19 Grant
  
3. Approval of uniform jackets for vaccine clinics
  - a. The Massillon City Health Department would like to purchase matching sweaters with the Health department logo for ease of identifying our staff during mass vaccine clinics and 2 orange safety jackets for outside work, not to exceed \$800.00 which will be paid for by the COVID-19 funds. On a motion by Jeff Thornberry, and seconded by Cathy Heitger, approval was given to purchase uniform sweaters and 2 safety jackets. Motion carried.
  
4. Approval to hire a second contact tracer/COVID coordinator
  - a. The Massillon City Health Department would pull job candidates from our previous list of all interviews that were done by phone. The salary is \$18.50 per hour and is a full-time contracted position. On a motion by Cathy Heitger and seconded by Jeff Thornberry, approval was given to hire a second contact tracer. Motion carried.
  
5. Approval of promotion
  - a. Our current contact tracer's contract with the Massillon City Health Department expires on December 31, 2020. We would like to issue her a new contract as contact tracing supervisor and raise her salary to \$20.00 per hour, and renew her contract in December of 2020. On a motion by Jeff Thornberry, and seconded by Dr. Sonia Ullum, approval was given to promote Jodie Good to Contact Tracer Supervisor and renew her contract with the Massillon City Health Department. Motion carried.

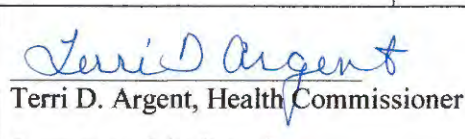
## **APPROVAL**

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

<b>Meeting minutes submitted by:</b>	Cathy Heitger	11/17/2020
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<b>Meeting minutes submitted by:</b>	Dr. Sonia Ullum	11/17/2020
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 Mayor Kathy Catazaro-Perry  
 President of the Board

  
 Terri D. Argent, Health Commissioner  
 Secretary of the Board