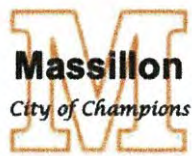




Meeting Minutes

Meeting Name: Board of Health		Location: Massillon City Health Department	
Date: October 19, 2021		Start Time: 3:30pm	Stop Time: 4:15pm
Recorded by: Terri Argent, REHS		Opened by: Jeff Thornberry, President pro-tem of the Board	
Attendees: Jeff Thornberry Cathy Heitger Ann Palaski Dr. Sonia Ullum		Staff Present: Terri Argent	
MINUTES			
<p>1. On a motion by Dr. Sonia Ullum, and seconded by Ann Palaski, approval was given to approve the September 2021 meeting minutes as mailed. Motion carried.</p> <p>2. On a motion by Cathy Heitger, and seconded by Ann Palaski, approval was given to pay the September bills for the Health department in the amount of \$21,156.57 and for the WIC department in the amount of \$13,175.92 for a total amount of \$34,332.49 for September 2021. Motion carried.</p> <p>3. The monthly Vital Statistics, Environmental, and Nursing Division reports for September 2021 were accepted and approved without comment.</p>			
ACTION ITEMS			
THIS MEETING HAS BEEN RECORDED			
<u>Old Business</u>			
<ol style="list-style-type: none"> 1. COVID-19 update <ol style="list-style-type: none"> a) We are still giving a small number of first doses of vaccine, we are currently giving Pfizer boosters and gearing up for Moderna boosters when they are approved b) We have at-home test kits available for callers needing testing, they are free but must be proctored on-line for official results 2. Accreditation Update <ol style="list-style-type: none"> a) The entire staff is studying our documents in preparation for our site visit 			



Health Department

Meeting Minutes

New Business

1. Overview of the MAPP (Mobilizing for Action through Planning and Partnership) process for our Community Health Assessment (CHA)
 - a) Audrey Sylvester presented the process that we use to gather our data for our Community Health Assessment

2. Approval to create a new position in the Health Department list of class titles – Administrative Assistant, part-time temporary at \$15 - \$20 per hour, to fulfill the Workforce Development Grant
 - a) If approved we would ask the Civil Service Commission to add the title of Administrative Assistant to classify these positions and submit an eligibility list for these positions, for competitive examination
 - On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, it was approved to create the position of Administrative Assistant, part-time temporary/seasonal at \$15 - \$20 per hour in the Health Department. Motion carried.
 - On a motion by Ann Palaski, and seconded by Dr. Sonia Ullum, it was approved to request that the Civil Service Commission add the position of Administrative Assistant in the Health Department to the classified service of the Massillon City Health District. Motion carried.
 - On a motion by Cathy Heitger, and seconded by Dr. Sonia Ullum, it was approved to request that the Civil Service Commission certify a list of persons eligible for appointment to the position of Administrative Assistant in the Massillon Health Department after competitive examination. Motion carried.

3. 1st Reading of food service license fee changes for 2022 licensing year
 - a) Our annual cost analysis determines licensing costs by sanitarian's salaries and hours spent inspecting. Due to the COVID shutdowns, both Health Department and Food Services, our hours inspecting were reduced. This will cause our licensing fees for the 2022 licensing year to be reduced, hopefully to return to current levels in 2023

4. Approval of 2021 Quality Improvement projects and asking for suggestions for new projects
 - a) Anita Combs presented our new QI projects for the Board's approval and ask if the Board members have any suggestions for future projects. On a motion by Ann Palaski, and seconded by Dr. Sonia Ullum, approval was given of the 2021 QI projects and asking for suggestions for new projects. Motion carried.

Meeting Minutes

5. Approval of 2021 Performance Management initiatives and suggestions for areas of focus

a) Erin Wise presented our PM initiatives and asked the Board members for ideas for any new areas to focus on. On a motion by Dr. Sonia Ullum, and seconded by Ann Palaski, approval was given of the 2021 Performance Management initiatives and asking for suggestions for new areas of focus. Motion carried.

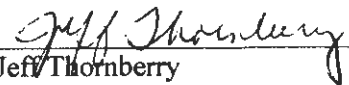
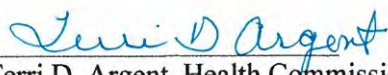
6. Presentation of Fentanyl research findings

a) We will be presenting research findings on health related topics to the Board throughout the year. The current research is about the importance of testing opioids for Fentanyl, which is pertinent since we started providing the test strips with our Narcan kits.

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

Meeting minutes submitted by:	Cathy Heitger	10/19/2021
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Meeting minutes submitted by:	Dr. Sonia Ullum	10/19/2021
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 Jeff Thornberry President pro-tem of the Board	 Terri D. Argent, Health Commissioner Secretary of the Board
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Massillon City Board of Health

RESOLUTION 02 - 2021

A Resolution to Establish the License Fees for Retail Food Establishments Food Service Operations and Mobile Operations

WHEREAS, the Board of Health of a City Health District may make such orders and regulations as are necessary for its own government, for the public health, the prevention of disease, and the prevention, abatement or suppression of nuisances; and

WHEREAS, section 3717.25 and 3717.45 of the Ohio Revised Code allows a licensor to charge fees for issuing and renewing Retail Food Establishment and Food Service Operation licenses; and

WHEREAS, section 3717.25 and 3717.45 of the Ohio Revised Code allows the licensor to charge fees for the administration and enforcement of the provisions of Chapter 3717 of the Ohio Revised Code and the rules adopted applicable to Retail Food Establishment and Food Service Operations;

NOW, THEREFORE, BE IT RESOLVED, that upon motion by _____, and seconded by _____, that the annual licensing fee for each Retail Food Establishment and Food Service Operation in the Massillon City Health District, plus any additional state fees, as required, shall be as follows:

Level 1	0-24,999 square feet	Local fee:	\$140.00
Level 2	0-24,999 square feet	Local fee:	\$155.00
Level 3	0-24,999 square feet	Local fee:	\$250.00
Level 4	0-24,999 square feet	Local fee:	\$375.00
Level 1	over 25,000 square feet	Local fee:	\$200.00
Level 2	over 25,000 square feet	Local fee:	\$210.00
Level 3	over 25,000 square feet	Local fee:	\$630.00
Level 4	over 25,000 square feet	Local fee:	\$690.00
Mobiles		Local fee:	\$100.00
Vending		Local fee:	\$34.00
Temporaries		Local fee:	\$ 0.00

This Resolution supersedes all previous Resolutions passed by the Massillon City Board of Health. The food establishment regulations previously passed by the Massillon City Board of Health are hereby rescinded.

BE IT FURTHER RESOLVED, that a summary of this resolution be published once a week for two consecutive weeks in a paper of general circulation in the Massillon City Health District, and that this resolution will become effective on _____.

First Reading: **October 19, 2021**
Public Hearing: **November 22, 2021**
Second Reading: **November 16, 2021**
Third Reading: **December 21, 2021**

Resolution approved by roll call vote of the board members as follows:

Jeffrey Thornberry
Cathy Heitger
Ann Palaski
Cyrus Ausar
Dr. Sonia Ullum

Adopted by the Board of Health of the Massillon City Health District on _____.

I hereby certify that the foregoing is a true and correct record of the Resolution of the Massillon City Board of Health, adopted this day of , 20 .

Mayor Kathy Catazaro-Perry
President of the Board

Terri D. Argent
Health Commissioner, Secretary of the Board