



Meeting Minutes

Date: December 17, 2024	Start Time: 3:30pm	Stop Time: 3:46pm
Note Taker: Terri Argent, REHS	Facilitator: Mayor Jamie Slutz	
Attendees: Sonia Glick Margaret Elum Terri Argent		Guests: Mayor Jamie Slutz Dr. Lata Wiggins Cathi Heitger Kathryn Markham Audrey Sylvester Vicki Porter
Minutes		
On a motion by Margaret Elum, seconded by Sonia Glick. Approval was given to approve November 2024 meeting minutes as emailed. Motion carried.		
On a motion by Sonia Glick, seconded by Margaret Elum. Approval was given to pay the November 2024 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for November 2024 were accepted and approved without comment.		
MINUTES		
MEETING IS BEING RECORDED		
<u>New Business</u>		
1. Presentation of WIC and Nursing Quality Improvement Projects *Terri added Outreach as well		
<ul style="list-style-type: none"> ○ Katie Markham, MCHD Outreach Coordinator presents: <ul style="list-style-type: none"> ● Partnership with Heart of Ohio diaper bank ● Passed around handouts containing race statistics and diaper bank use. The health department is researching ways to increase awareness to minorities, such as more signage in both English and Spanish. ○ Audrey Sylvester, Director of Nursing presents: <ul style="list-style-type: none"> ● QI for the Community Garden ● The first years' harvest in 2023 was 26 pounds. ● Looked for ways to increase harvest such as adding a fence, increasing volunteers, planted more vegetables, held more meetings. ● Increase to 339 pounds of food in 2024 		



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- Vicki Porter, WIC Clinical assistant presents:
 - QI to decrease missed appointments for food issuance
 - Calls/ texts were sent to participants the day before appointments and also the day after missed appointments
 - How can we improve the numbers?
 - Increase notifications to participants before appointments
 - By increasing texts to participants with more advanced notice- there is a direct correlation to higher attendance rates for WIC appointments

2. Approval to renew AOHC membership

- Association of Ohio Health Commissioners membership is \$1370.00 for one year
- Pays for discounted AOHC conferences and hotels for Terri and Dr. Wiggins
- AOHC's purpose is to advocate for Public Health

Move by Margaret Elum, seconded by Cathi Heitger to approve renewal of AOHC membership. Motion carried.

3. Approval of dates of 2025 Board meetings and In-Services

- Currently Board of Health meetings are held the 4th Tuesday of each month January through October. In November and December, the meetings will be held on the 3rd Tuesdays of the month.
- On In-service days we close until about 2pm. We hold them 4 times a year
- Trainings and education at that time is for all staff

Move by Cathi Heitger, seconded by Sonia Glick to approve 2025 Board meeting and In-Service dates. Motion carried.



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4. Accreditation update- Community Health Assessment, Workforce Development
 - Community Health Assessment: CMOR Company
 - Contracting with CMOR for a Community Health Assessment
 - CMOR is in partnership with all Stark Co. 4 health departments
 - CMOR was hired for our last accreditation and did an excellent job
 - Interviewed three companies. CMOR was not only the cheapest, but also the best fit
 - Terri will revisit the decision as the purchase date approaches
 - Workforce Development: Mark Plaster
 - In talks with Mark Plaster for Workforce Development
 - Markwood Partners was used previously for the Strategic Plan and did a great job
 - Lots of experience with many other health departments
 - Adding another building block to accreditation
 - The state will be giving us \$50,000.00 towards accreditation only
 - These funds will more than cover the Community Health Assessment and Workforce Development

5. Approval for Environmental Health Specialist certification test
 - It is \$330.00 after serving for 2 years of internship, which she will have done that on January 9, 2025.
 - Must pass state boards
 - We pay for the first state boards. After passing the exam, she will be eligible to be promoted from REH2 to REHS (Registered Environmental Specialist) So the training drops off.
 - She will go from a level 12S to 14S
 - If she doesn't pass the state boards, she would have to pay for the retake

Motion made by Margaret Elum, seconded by Sonia Glick for approval to pay \$300.00 for the Environmental Health Specialist test and promote her to the next level. Motion carried.



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6. Public speaks
(No comments)

ADJOURNMENT

Motion made to adjourn by Cathi Heitger, seconded by Sonia Glick.
Meeting adjourned at 3:46pm.

APPROVAL

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

Meeting minutes submitted by:

Terri Argent

Date: 12/17/2024

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board