

# Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> February 21, 2023		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:05pm
<b>Note Taker:</b> Terri Argent, REHS		<b>Facilitator:</b>	
<b>Attendees:</b> Jeff Thornberry                      Terri Argent Cathy Heitger                      Mayor Kathy Catazaro-Perry Dr. Sonia Ullum			
<b>MONTHLY ITEMS</b>			
1. On a motion by Dr. Sonia Ullum, and seconded by Jeff Thornberry, approval was given to approve the December 2022 & January 2023 meeting minutes as emailed. Motion carried.			
2. On a motion by Jeff Thornberry, and seconded by Dr. Sonia Ullum approval was given to pay the December & January bills for the Health department in the amount of \$67,262.18 and for the WIC department in the amount of \$28,237.00 for a total amount of \$95,499.18 for December 2022 & January 2023. Motion carried.			
3. The monthly Vital Statistics, Environmental, and Nursing Division reports for December 2022 & January 2023 were accepted and approved without comment.			
<b>MINUTES</b>			
<b>THIS MEETING IS BEING RECORDED</b>			
<u><b>Old Business</b></u>  1. Letter from St. James  Terri Argent states “we have received a letter from St James saying they are very pleased with the cleanliness and the condition we left the building in, and no further action was needed. So that was nice to hear. We got it cleaned after we got everything out, they were happy.” Sonia Ullum and Mayor Kathy stated “that is great.”			

# Meeting Minutes

## New Business

### 1. Swearing in of Board Member Cathy Heitger

Mayor Kathy stated "For new business, prior to the meeting, we swore in Cathy Heitger. So she is member official now. She was able to vote on the first three items."

Mayor Kathy states " Next on the agenda is approval of face-masking policy" Terri says she would like the Board to start approving some of our policies regarding face masking. All clients and participants must be masked that are two years or older when receiving services of WIC or nursing during the months of October 1<sup>st</sup> through March 31<sup>st</sup>, and this is to prevent the spread of illness, especially flu, Covid and that kind of thing. Those are kind of the danger months, so we would like the Board to approve this masking policy. WIC and nursing both are really close, if you are giving vaccines right up in the face we think that is a good policy to uphold.

Dr. Ullum asked "what were the dates again? You said October?" "October 1<sup>st</sup> through March 31<sup>st</sup> every year" Terri replied. Kathy says "and that is for the children that are not exempt from their physician"

Terri says "right." Dr. Ullum asks "as well as adults?" Terri says "yes as well as adults. There are some exceptions for disability and doctor's approval, but in general we'd like everyone to be masked if possible." Sonia asked if that meant everyone coming in the building and Terri Argent said "no just for WIC and Nursing. WIC are the ones that do the blood draws and weights, nursing of course are giving vaccines. Protect our staff as much as the public." Cathy asked if it was a onetime thing and Terri said no it is a permanent policy.

Dr. Ullum made a motion to approve the face masking policy from Oct 31<sup>st</sup> to March 31<sup>st</sup> for the WIC and Nursing departments. Jeff Thornberry seconded. The policy has been approved.

### 2. Approval of renewal contract and compensation for Medical Director

Terri states "Our medical director has been with us for 3 years now at a rate of 437. 87 bi-weekly and over the past three years the staff has gotten 3% raises

## Meeting Minutes

across the board so I'd like to get approval to renew her contract for another year and raise her compensation from 437.87 to 480.00 bi-weekly." Cathy asked if it was a one year renewal and Terri stated yes. Cathy Heitger and Sonia Ullum asked what percent that was. Terri stated it was about 9%.

Cathy Heitger made a motion to renew Dr. Wiggins contract for one year at the rate of 480.00. Dr. Ullum seconded it. Mayor Kathy asked if there was any further discussion. Motion approved.

3. Approval of renewal contract and compensation for Clerk through the Workforce Development Grant

Terri says we have a clerk who is paid 100% by this grant so it doesn't come out of our money. Our part-time clerk has also been here three years. She has been at \$19.50 for three years, and I'd like to approve her compensation to \$20.50 an hour, and renew her contract for one year. She's not gotten raises either. Mayor Kathy asks if there is any discussion. Is there a motion.

Cathy Heitger makes the motion to renew her contract for the next year at the rate of \$20.50 an hour. Dr. Ullum seconds it.

4. Approval and discussion of Workforce Development positions

Terri expressed "We've just found out we will be getting another \$360,000 for workforce development. We still have money left in this grant that will take us through the end of June. Starting July 1<sup>st</sup> we will be getting that new grant for \$360,000, and that's good for four and a half years. So we'd like to fill some empty spots in our staffing." Then Terri reads "It has been announced July 1<sup>st</sup> 2023, we will be receiving \$360,000 for workforce development. That money will be available through 11/30/27 so it's right at about 4 ½ years. The positions that we need are a fulltime outreach coordinator, a part-time language services coordinator and we'd like to get seasonal interns. These positions have to be added to the city's list of class titles to be approved by City Counsel, and that is set in stone for now. There is a list of class titles you have to fit into that list, if the title exists, to be able to hire. We'd like to bring these coordinator positions on as a level 11S or approximately \$18.62 per hour. We'd ask for the Board's approval to begin hiring process. I'd like to ask Council for Board support with a letter to City Council from the Board members if you feel that is a good idea.

## Meeting Minutes

The full-time outreach coordinator position we had for a little while and that didn't work out. That was part-time, we really need someone full-time. If you'll see on our annual reports there, there are four pages of outreach events that we've been doing. We'd really like to strengthen that. Continue with that. It's been great getting us out in the community, going to different fairs, and presentations. We work with the schools, just about everybody. The mayor knows how much we have been out in the community and we'd like to do even more. This person can research, find out where they are. We've done job fairs, festivals, we take our Narcan, and we take our CPR education. Pretty much everything the Health Department does. It is also required by accreditation to promote the Health Department for people to see what our jobs are and what we do, and to reach out to the community.

Then the language services coordinator is self-explanatory. Our Hispanic population increases more and more. Right now we use the phone App. It takes time to get the phone and get a translator. Of course that costs money. If we want anything written, they do that too, but that is relatively expensive. Whereas if we get a part-time person, we can schedule them anytime we have WIC & Nursing clinics. They'd be available right here on the premises, and they'd be able to translate for us and it wouldn't cost extra. Seasonal interns can fill in the gaps. It's a good way to promote future jobs, and we've never had any before.

"Approval to ask City Council to add these three positions to the list of class titles and approval to go ahead and start the hiring process?"

Jeff Thornberry makes a motion to approve of the three positions. Dr. Ullum seconds the motion. No further discussion.

5. Approval of MOU for Canton Public Health emergency vaccine storage at Massillon City Health Department

Terri says this is for the memorandum of understanding. Canton Public health would like to renew that for their health department to use our health department as an emergency alternative vaccine storage if their location would become compromised. We did this when we moving those three days. All health departments do that for each other. You have to have that secondary location in case the electric goes out, and we only have so much time."

Cathy Heitger makes a motion for approval and Dr. Ullum seconds it, No further discussion.

## Meeting Minutes

6. Approval for Terri to renew membership to Ohio Environmental Health Association

Terri states she was in this for years, but kind of got out of it because she wasn't as involved in Environmental Health. But for the new Accreditation we will have to do something with Global Warming and weather change patterns. Environmental Health has a lot of that- climate change, healthy housing, food safety etc. She would like to get back into it, get a project going, probably on climate change. Some places look at planting trees where there aren't any, providing shade, and lowering temperatures. She'd like to get more involved with the Environmental Health association and find out what they offer. It is \$60.00 annually.

Dr. Ullum makes a motion to approve Terri's membership, Jeff Thornberry seconds the motion. No further discussion.

7. New building tour

Mayor Kathy states how proud and excited we all are for our new building.

### **Meeting Adjourned**

Motioned by Jeff Thornberry, seconded by Cathy Heitger. The meeting ended at 4:05pm.

### **APPROVAL**

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

**Person Responsible:**

**Date:**

**Meeting minutes submitted by:**

# Meeting Minutes

Meeting minutes submitted by:		
-------------------------------	--	--