



Meeting Minutes

Date: February 25, 2025	Start Time: 3:30pm	Stop Time: 4:05pm
Note Taker: Terri Argent, REHS	Facilitator: Mayor Jamie Slutz	
Attendees: Sonia Glick Mayor Jamie Slutz Lew Garrett Margaret Elum Dr. Lata Wiggins Mike Reed Terri Argent Cathi Heitger		
Minutes		
On a motion Margaret Elum, seconded by Lew Garrett. Approval was given to approve January 2025 meeting minutes as emailed. Motion carried.		
On a motion by Lew Garrett, seconded by Sonia Glick. Approval was given to pay the January 2025 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for January 2025 were accepted and approved without comment.		
MINUTES		
<div><div>MEETING IS BEING RECORDED</div><div>Old <u>Business</u></div><div><div>1. Pop-Up Pantry update</div><div><div><div></div><div>The Pop-Up pantry is a drive-thru food giving event in collaboration with the Akron-Canton Regional food bank and Massillon City Schools.</div><div></div><div></div><div>The health department has had two Pop-Up pantries so far, serving over 200 families.</div><div></div><div></div><div>The health department is aiming to help 300 families in the future</div></div></div><div><div>2. Logo update</div><div><div><div></div><div>All old logos within the building and electronically have been updated to reflect the new Massillon City Health department logo</div><div></div><div></div><div>Wacker signs will have the front street sign finished by March 3, 2025.</div><div></div><div></div><div>Lew inquires about the cost of the new sign</div><div></div><div></div><div>Terri responds that Wacker can use the existing sign with just changing the fronts. In total, the cost will be around \$3,000.00.</div></div></div></div></div></div>		



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- The cost of the street sign will come out of services & Contracts
- Margaret inquires about the garden logo on the webpage
- Terri responds that the garden sign itself is being ordered and that she will make sure the garden webpage is updated as well.

New Business

1. Approval to attend Midwest workshop for Environmental Health

- March 10-11th, 2025 in Columbus
- Seeking approval for Environmental director to attend
- The conference is \$50.00 plus food and mileage
- It does give CEU's

Motion made by Cathi Heitger to approve the environmental director to attend the Midwest workshop. Sonia Glick seconds the motion. Motion carried.

2. Approval to purchase new infant scale for WIC division

- The current infant scale is over 20 years old and cannot be calibrated
- A new scale is \$2,563.30. It was approved for funding under the WIC grant and would be paid for through the WIC grant.

Margaret Elum makes a motion to approve the purchase of a new infant scale for the WIC division. Cathi Heitger seconds the motion. Motion carried.

3. Approval of policies

- Terri handed out policies to review.
- Policies include:
 - HD105- Employee credentialing
 - HD106- Alternative Work Schedule
 - HD107- Human Subject Research Protection
 - HD108- HIPAA Privacy and Security



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- HD131- Employee Children
- Margaret requests information on Policy HD106- Alternative Work Schedule. The hours of operation are 8:30am-4:30pm. Why would that need changed?
- Terri explains that the health department periodically allows a small change such as working 8:00am-4:00pm. The staff member must submit a request and have approval by Terri after review. It is a privilege, not a right and if no longer practical or abused, can be terminated at the discretion of the health commissioner.
- Mayor Slutz brings up the issue about working from home. There was a memo put out May 18, 2023 allowing staff to work from home during Covid. This is no longer the case. If staff are home with sick children they are to use sick, personal, vacation time. Working on the computer from home is not to be permitted.
- Margaret states that health department staff were given an additional 5 years of benefit time which included sick and vacation time, which could be used in those situations.

Margaret Elum makes a motion to table HD Policy106, Alternative Work Schedule. Sonia Glick seconds the motion. Motion carried.

4. Budget discussion

- Margaret passes out handouts containing comparisons to what the board approved and what was on the budget item list
- The board would like ensure to all credit card transactions are listed for monthly approval
- Terri explains that some items on the bill breakdown may show the vendor name rather than listing paid by "credit card"
- The board would like a list of vendors and the services they provide to the health department

5. Public speaks

- Terri announces the health department hired a new Registrar
 - His name is Salvatore Russo and he will be starting in the next couple weeks



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- All of the candidates were impressive and interviewed well. Selection was based off ranking scores
- Terri requests the next board meeting be moved up a week
 - She requests that the March board of health meeting be held on Tuesday March 18th

Margaret Elum makes a motion to change the next board of health meeting to March 18th. Lew Garrett Seconds the motion. Motion carried.

- Lew states the excel spreadsheets were difficult to go through
 - Explore ways to make the spreadsheets easier to understand for the board members

ADJOURNMENT

Motion made to adjourn by Cathi Heitger, seconded by Sonia Glick. Meeting adjourned at 4:05pm

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: 2/25/2025

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board