



Meeting Minutes

Date: January 28, 2025	Start Time: 3:31pm	Stop Time:
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 by Sonia Glick, seconded by Cathi Heitger. Approval was given to approve December 2024 meeting minutes as emailed. Motion carried.		
On a motion by Sonia Glick, seconded by Mike Reed. Approval was given to pay the December 2024 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for December 2024 were accepted and approved without comment.		
MINUTES		
<div>MEETING IS BEING RECORDED</div> <div>Mayor Slutz states “I make a motion to enter into Executive Session per terms of Ohio Revised Code 121.22 subsection G number one to consider the employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. At this time, Id like to include the four board members present and myself for this Executive Session. Dr. Wiggin’s and Terri, we will need you to step out and shut the recording off.”</div> <div>Mayor Slutz makes a motion to go into Executive Session. Lew Garrett seconds the motion. Motion carried.</div> <div>***Recording paused until 4:04pm</div> <div>Mayor Slutz makes a motion to return from executive session. Margaret Elum seconds the motion. Motion carried.</div>		



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Old Business

1. Strategic Plan update

- Staff has completed 3rd and 4th quarters of 2024
- There will be a meeting with Mark Plaster as we begin the 1st quarter of 2025
- Strategic planning is moving along on schedule

2. Presentation of 2024 Outreach

- Terri handed out flyers of all 2024 outreach events to board members. See attachment.
- Greatly outnumbers outreach events in the past
- Expanding our outreach efforts is a key component of the new strategic plan
- A new event added this year, thanks to a partnership with the Akron-Canton regional food bank, is a free drive thru food give away happening on the third Tuesday of each month

New Business

1. Introduction of new Board member

- The new board member is Lew Garrett
- Lew introduces himself and is happy to be present



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2. Approval of Public Information seminar and travel

- Bethany Perkowski is our Public Information officer (PIO), Heather Houston is her backup
- They would like to attend Public Information in an all hazards incident. It is for training and disaster preparedness.
- Training is free. Expenses would be gas and food. It will be held in Columbus on July 15th-16th, 2025.
- Disaster preparedness and incident action planning are highly encouraged by the Health commissioner

Motion made by Margaret Elum to approve PIO's attending the Public Information seminar and travel. Lew Garrett seconds the motion. Motion carried.

3. Approval to renew the contract for Medical Director for 2025

- This is for Dr. Wiggins to renew her contract as Medical Director
- Dr. Wiggins started a new program this last year giving low-cost sports physicals to local high school students
- Dr. Wiggins is looking to expand the length of the program in 2025

Motion made by Cathi Heitger to renew the contract for Dr. Wiggins to stay the Medical Director in 2025. Sonia Glick seconds the motion. Motion carried.

4. Approval to renew the contract for clerk for 2025

- This is for Karen Myers to renew her contract as clerk
- She is retired from Canton City health department. She works part-time and is able to fill in at the front desk

Motion made by Cathi Heitger to renew the contract for Karen Myers to stay the clerk in 2025. Sonia Glick seconds the motion. Motion carried.



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5. Introduction of Board policy review

- Terri included 4 policies for the board to look over
- Branding policy
 - Currently the branding policy allows both the Massillon City Health Department logo as well as the City administration logo
 - Lew suggests using only the current City administration logo with Health department underneath it for branding
 - Terri says it must be the same branding across the board for accreditation
 - The deadline of the next meeting (February 28th) will be the time frame to change the branding to the current administration logo with the understanding that some changes may take longer such as the outdoor sign.

6. Public speaks

- Lew Garrett would like to bring up a few items
 - He requests to see a breakdown of the 2025 health department budget. He is also inquiring how the health department came to the line items: Services and Contracts, Supplies/Materials/Postage, Grant expenses, and Subsidy expenses.
 - He asks whether the WIC department comprises of one or two people
 - The board members would like to be able to add items on the monthly agendas. Terri agrees.
 - He would like to see health department events such as the pop-up pantry be posted on the city's website as well to reach a broader audience
 - Recommends adding the board of health meeting schedule to the Massillon city website calendar
 - Asks whether restaurant visits are complaint driven or schedule driven. Terri responds that they are both.



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- Mayor Slutz has an item to discuss
 - He recommends implementing a policy to prohibit staff's children from being allowed at the health department on school snow days
 - Recommends the parent stay home until another parent/guardian is there to take over supervision of child/ children

7. Approval to change the Health department logo to the City administration logo by February 28th, 2025

Motion made by Margaret Elum to change/ set in motion changing the current Health Department logo to the City administration logo by February 28, 2025. Seconded by Sonia Glick. Motion carried.

ADJOURNMENT

Motion made to adjourn by Mike Reed, seconded by Sonia Glick. Meeting adjourned at 4:27pm

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: 1/28/2025

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



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