



## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> July 22, 2025		<b>Start Time:</b> 3:27pm	<b>Stop Time:</b> 3:43pm
<b>Note Taker:</b> Terri Argent, RS, REHS		<b>Facilitator:</b>	
<b>Attendees:</b> Terri Argent                      Cathy Heitger Lew Garrett                      Mayor Slutz Margaret Elum                      Dr. Wiggins			
<b>MONTHLY ITEMS</b>			
1. APPROVAL OF JUNE 2025 MEETING MINUTES AS EMAILED Motion made by Margaret Elum and seconded by Lew Garrett to approve the minutes as emailed. Motion carried by all Board Members in attendance.			
2. PRESENTATION OF FORECAST VS. ACTUAL SPEND RESULTS FOR JULY 2025 The Survey Monkey annual subscription was asked about – we use it a lot at the health department. No concerns.			
3. PRESENTATION OF FORECASTED SPEND FOR AUGUST 2025 No questions. Motion made by Margaret Elum and seconded by Lew Garrett to approve the forecast vs. actual spend results for July 2025 and to approve the forecasted spend for August 2025. Motion carried by all Board Members in attendance.			
4. JUNE 2025 ENVIRONMENTAL, NURSING/WIC, OUTREACH, AND VITAL STATS DIVISION REPORTS No questions.			
<b>MINUTES</b>			
<p style="text-align: center;"><b>THIS MEETING IS BEING RECORDED</b></p> <p><b><u>Old Business</u></b></p> <p>1. Outreach Update</p> <p>Information on upcoming Outreach events for July -September was presented. Margaret Elum asked how many staff would be at Fun Fest. Terri mentioned we would have 3 staff for the first part of the day and 3 for the second part of the day. For the summer concert series on August 14, the Health Department tent will be set-up on the other side of the arch.</p> <p>2. Pop-Up Pantry Update</p> <p>Terri mentioned that 280 families were served, with our goal to eventually reach 300 families. Pepperoni was again donated by Fresh Mark. It was mentioned that the price of meat continues to go up, so this is a great thing to be able to offer the community.</p> <p><b><u>New Business</u></b></p> <p>1. Approval to Attend the Fall AOHC Conference</p> <p>This is required attendance for Health Commissioners. This will be held from September 22-24 in Columbus, OH. Dr. Wiggins and Terri Argent will both attend. Hotel, conference, mileage and food will</p>			



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not exceed \$1,500. The rooms should be paid for by the Conference. Vote by Cathy Heitger, seconded by Margaret Elum to attend the conference. Motion carried by all Board Members in attendance.

### 2. Announcing Fall OABH Conference

There is a flyer that has been provided. This can be attended virtual or in-person. We just joined this and we get the rest of the year for free. They are supposed to provide good education for Boards of Health. Terri plans on attending this in virtual fashion. It will be held on Saturday, September 20.

### 3. Approval to Renew Crescenze Heating & Cooling Maintenance Contract (\$2,480)

This is the annual maintenance contract for furnaces and air conditioning. They upkeep the machines, replace air filters, etc. Motion made by Lew Garrett, seconded by Cathy Heitger to approve the maintenance contract. Motion carried by all Board Members in attendance.

### 4. Presentation of 2026 Payroll Budget

Lori asked for this in advance. It has been presented to everyone in the meeting. It will be presented again when we present the full salary budget. This includes a 3% inflationary salary increase and anticipated step increases for 2 employees. This will be approved as part of the Budget meeting later next month.

### 5. Public Speaks

Terri mentioned that nothing yet had been received from the legal department related to next steps for the Health Department investigation. To fill in members not in attendance at the last board meeting, the Mayor explained that it was brought to his attention that there is a hostile work environment at the Health Department. Whenever allegations like this are made, an investigation needs to be done. Reminger, a law firm that has done investigations in other city departments in the past, has been engaged. They are from Columbus and removed from ties to the area, helping make them an independent and unbiased party. Cathy pointed out that, as this was discussed in Executive Session in the last meeting, she is unable to get details on the specifics of the allegation as she wasn't in attendance. She asked if she could be filled in but it was mentioned that, even in Executive Session, the specifics on employee names and events were not discussed. The Board will be notified once more information is received from the law firm.

Motion to adjourn made by Cathy Heitger, seconded by Lew Garrett. Motion carried by all Board Members in attendance.

## APPROVAL

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

**Person Responsible:** Terri Argent

**Date:** 7/22/25

**Meeting minutes submitted by:**

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