

Meeting Minutes

Date: July 23, 2024	Start Time: 3:30pm	Stop Time: 4:12pm
Note Taker: Terri Argent, REHS	Facilitator: Mayor Jamie Slutz	
Attendees: Dr. Sonia Glick Mayor Jamie Slutz Audrey Sylvester Margaret Elum Dr. Lata Wiggins Bethany Perkowski Ann Palaski Terri Argent		
Minutes		
On a motion by Sonia Glick, seconded by Ann Palaski. Approval was given to approve May 2024 meeting minutes as emailed. Motion carried.		
Ann asked why bills were higher in May vs June, Terri said the garden fence was \$3950, paid for by donations. On a motion by Sonia Glick, seconded by Margaret Elum- approval was given to pay the May & June bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for May & June 2024 were accepted and approved without comment.		
MINUTES		
<div>RECORDER ERROR, MEETING NOT RECORDED</div> <div><u>Old Business</u></div> <div><div>1. Strategic Plan update<div>a) Terri states “Mark Plaster has finished all focus groups and is compiling the data which will be shared with the Board.”</div></div><div>2. Reminder to read “Foundational Public Health for Board of Health”<div>a) This education is required by ORC. Please send Terri an email when you have reviewed it for our records. I have received Margaret’s email and still need Ann and the Mayor’s.</div></div></div>		

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New Business

Terri asked for item #6 to be moved to #1 in the agenda to allow the Nursing Director to return to duties.

1. Division of Directors current activities

- a) Terri said we would like to start bringing our division directors to the board meetings on different months to report on current issues/events in their divisions. Our Director of Nursing will start at this meeting with her update for the nursing division.
- b) Audrey presents “We performed 37 sports physicals, 3 sent for referrals. We had great feedback from the clients such as...”
 - “Doctor was thorough”
 - “Great location”
 - “Good price”
- c) Already planning for next year with addition of possible dates. Dr. Wiggins said “it went great. I had all the support I needed”
- d) Ann asked for cost. It is \$10. She said that is very affordable and much needed.
- e) Back to school immunizations
 - We have started back to school immunization clinics
 - Tuesdays and Thursdays with Thursdays being primarily Spanish speaking
 - We will give over 60% of our yearly vaccines between 8/1-10/31
 - We are still catching up kids who fell through the cracks during Covid

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2. Approval to sell printer

- a) Terri said about 1 ½ years ago we bought an Epsom printer for scanning large items like food service blueprints. The printer has not been used more than a few times and I have been told there are no plans for using it in the future. The price was \$5000.00 and it takes up a lot of room. I would like approval to sell it to get back some of our money. The Mayor asked to speak to Bethany about this. Terri asked to table the issue until next month. Sale of printer tabled. Motion by Ann Palaski. Seconded by Margaret Elum. Motion carried.
- b) Bethany then came into the meeting and the Mayor asked the Board to reintroduce the printer issue. Printer issue reintroduced. Motion by Margaret Elum. Seconded by Sonia Glick. Motion carried.
- c) The Mayor said Bethany came to him and told him the printer was being used. She said they were using the printer now, since it had been moved to her office from the storage room. She claimed that Terri never told her the printer was going to be sold. Ann asked if the printer had been in storage and did they just recently start using it, which was confirmed. Also, Ann mentioned that going to the Mayor instead of speaking to Terri first was not following the chain of command. Margaret asked when Anita became involved. Terri explained she was not. Terri recommended that the Board deny selling the printer if it was going to be used now. Motion to reject selling the printer made by Margaret Elum. Seconded by Ann Palaski. Motion carried.

3. Congratulations to our Environmental Division for passing their ODH Food Service Review

- a) The board confirmed congratulations to our Environmental Division for their good work. Terri said this is a difficult review and they did great with only a few points to correct.

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4. Introducing a new outreach program- Resource Navigator
 - a) Our outreach coordinator will have WIC, Nursing, Vital Stats and Diaper Bank clients if they could fill out a short form asking what their needs might be that we may be able to help with. Focusing on social determinants of health we want to find out where there are needs and how we can help. Katie will assist the client with connecting them with resources to help them thrive.
5. Approval for Auditor to pay monthly utilities bills
 - a) Since the Auditor receives and monitors the city monthly utility bills, we would like Board approval to have them paid automatically, rather than wait almost a month for board approval. Approved with no comment. Motion made by Ann Palaski. Seconded by Sonia Glick. Motion carried.
6. Review of Health Department hiring process- see attachment
 - a) Terri provided the form with the process in steps for hiring. Margaret commented that Civil Service is supposed to determine classified vs non-classified positions, not the Board. She said not all positions in the Health Department are classified. We will make this change to our process. Ann said we were fortunate to have her Civil Service expertise.
7. Presentation of CHA highlights
 - a) Terri handed out the introductory pages of our Community Health Assessment pages to give Board members an idea of the needs/opinions of the community that shows us where to focus our efforts and resources. This is required for accreditation and is done every 3 years. This is the cornerstone that leads the hospitals and health departments to our CHIP (Community Health Improvement Plan) that guides our accreditation and outreach work.

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8. Announcement of CMA increase

- a) Children with Medical Handicaps is a nursing program that assists families that are referred by their doctor when a new baby is born with challenges. The program supplements Health Departments for their work in increments of 15 minutes. The amount supplemented is going up from \$10.00 to \$12.00.

9. Public speaks

- a) No comments presented

10. Approval to purchase a generator- added agenda item

- a) We would like approval to purchase a generator for the Health Department building. The price would be \$24,380.00 to be paid completely by grant funds to protect vaccines and data. This generator will power the whole building except for air conditioners. This will be a great asset for the city if power should go out and alleviate risk for vaccine. Battery packs currently are short term and this generator would assure vaccine safety. Motion made by Ann Palaski. Seconded by Sonia Glick. Motion carried.

ADJOURNMENT

Motion to adjourn at 4:12pm made by Margaret Elum. Seconded by Ann Palaski. Motion carried.

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: 7/23/2024

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board