



# Meeting Minutes

<b>Date:</b> August 27, 2024		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:12pm
<b>Note Taker:</b> Terri Argent, REHS		<b>Facilitator:</b> Mayor Jamie Slutz	
<b>Attendees:</b>			
Mike Reed	Mayor Jamie Slutz	Guests	
Margaret Elum	Dr. Lata Wiggins	Mark Plaster	
Ann Palaski	Terri Argent	Audrey Sylvester	
Cathy Heitger		Erin Wise	
<b>Minutes</b>			
On a motion by Ann Palaski, seconded by Margaret Elum. Approval was given to approve July 2024 meeting minutes as emailed. Motion carried.			
On a motion by Cathy Heitger, seconded by Ann Palaski- approval was given to pay the July bills for the Health Department. Motion carried.			
The monthly Vital Statistics, Environmental, and Nursing Division reports for July 2024 were accepted and approved without comment.			
<b>MINUTES</b>			
<b>MEETING IS BEING RECORDED</b>			
<b><u>Old Business</u></b>			
<ol style="list-style-type: none"> <li>1. Strategic Plan update- Mark Plaster               <ol style="list-style-type: none"> <li>a) Mark states "Thanks for your time I won't take long. Terri and her team have done a lot of work. It's very exciting, we've had great engagement with the community and various stakeholders. I just want to give you a quick update."</li> <li>b) Mark goes on to say "So just to remind you- strategic plan is a 3 year plan for the department. We are adjusting the work in 2 parts, the first is to helping to define the future. We have talked to various stakeholders and I'll give you some information on that. We are currently getting ready to do the second part which is the plan to get there. The action plan. The work that it will take place for the next 3 years. So we have been using the language- strategic guideposts, for the directional piece and then strategic priorities for the plan to get there. Again, these two have to work together. You want a clear vision of where you want to be as a department and you also want a clear plan for how you're going</li> </ol> </li> </ol>			



## Meeting Minutes

to get there. For the strategic guideposts we did a pretty comprehensive stakeholder engagement process. It started with the board, many of you completed the survey, and gave us your input. I did a focus group discussion with Terri and her entire staff. Then we did a series of focus groups with community stakeholders- agencies that you work with, partners in the community, we even did some one on one interviews. The great news is it is overwhelmingly positive feedback about the department about what you do, the impact you have, about the people that work here. So unlike some agencies, if you think about the strategic plan in the next three years, you're operating from a position of strength. Many organizations are in either a catch up or rebuild but that is certainly not the case here. Overwhelmingly positive feedback. So I just did the swaths, strengths, weaknesses, and so on. This is looking across all stakeholders. I want to talk about the strengths. This is consistent regardless of the groups. Whether it was staff or community members, very high marks for leadership, professionalism of the department. Community focus and engagement, people feel like you're a real partner in the community. They feel like you're responsive. They feel like their needs are met. Adaptability and innovation is a strong theme. People reference not only COVID and what that took for organizations. But just the ways people are coming up with great ideas and being responsive every day. Really known for positive, supportive relationships. I've heard that internally and I've heard that externally. So lots of great strengths. Weaknesses- these show up everywhere, they are not unique to the Health department. The people that you need, the dollars that you need to keep doing important work. Service gaps and limitations. Can we do more programs for seniors? Can we do more community waste collection days? Limited awareness or an opportunity to talk more about your story, who you are, what you do, and the difference that you make in the community. People consistently said "we love the Health department, we know everything that they do. We wish more people knew what we know." Limited bench strength. Focus groups were surprised, like how can this only be 8 people. Who's doing all this work? Opportunities- we talked a little bit about increased community awareness. Look for ways to expand your services, or enhance your services. More focus on education and prevention. Deepen community partnerships. Increased public health challenges across the board. Resources and funding. Social and political factors. Environmental/ demographic changes. What's going on



## Meeting Minutes

in schools and the community? What's happening with bullying and gun violence? When you look at all the surveys this is what folks had to say.

- c) Mark states "Ill pause for any questions on any of that. Anything you would validate or reinforce? Reactions?"

### 2. Community garden harvest report

#### **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.



## Meeting Minutes

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

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



## Meeting Minutes

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.

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



## Meeting Minutes

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.

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.



## Meeting Minutes

**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