



## Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> June 24, 2025		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:13pm
<b>Note Taker:</b> Terri Argent, RS, REHS		<b>Facilitator:</b>	
<b>Attendees:</b>			
Sonia Glick		Dr. Wiggins	
Margaret Elum		Christine Gogerty (guest)	
Lew Garrett		Renee Baker (guest)	
Terri Argent			
<b>MONTHLY ITEMS</b>			
<p>1. APPROVAL OF MAY 2025 MEETING MINUTES AS EMAILED            Motion by Lew Garrett, seconded by Sonia Glick, to approve the minutes as emailed. Motion carried by all Board Members in attendance.</p>			
<p>2. PRESENTATION OF FORECAST VS. ACTUAL SPEND RESULTS FOR JUNE 2025            Margaret Elum asked how many city vehicles we have at the Health Department and was curious as to why Katie would be using her own vehicle monthly related to the Diaper Bank pick-up. Terri explained that there are now too many diapers for one vehicle to hold – we bring one designated city vehicle and Katie is now using her car. There are 2 other city vehicles on premises but these belong to food services. This is a monthly pick-up with 2 vehicles needed – this last time, we had a 2-month pick-up in one month and we may not have enough to warrant the use of 2 vehicles. Margaret prefers use of the city vehicles whenever available. Motion by Lew Garrett, seconded by Margaret Elum, to approve the forecast vs. actual spend results for June 2025. Motion carried by all Board Members in attendance.</p>			
<p>3. PRESENTATION OF FORECASTED SPEND FOR JULY 2025            Lew Garrett is pleased with the presentation materials provided and again thanked Sal Russo for his efforts. Dr. Wiggins asked how often the CPR recertifications are done. It was explained by Christine that it is once every 3 years. There is an online portion through American Red Cross and then the requirement to go to a location in Belden Village to complete the practicum portion for the certification (Business Solutions). Dr. Wiggins has requested the information for Business Solutions as she also needs a recertification.</p>			
<p>4. MAY 2025 ENVIRONMENTAL, NURSING/WIC, OUTREACH, AND VITAL STATISTICS DIVISION REPORTS            Lew Garrett stated it looks like we were busy. No comments.</p>			
<b>MINUTES</b>			
<b>THIS MEETING IS BEING RECORDED</b>			
<p>Motion made by Margaret Elum, seconded by Lew Garrett, to enter into executive session per the terms of Ohio Revised Code 121.22 to consider the appointment, dismissal, discipline,</p>			



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promotion, demotion or compensation of a public employee or official. The 3 board members and Renee have been invited without the inclusion of Terri, Dr. Wiggins, or Christine.

Motion made by Sonia Glick, seconded by Margaret Elum, to come out of Executive Session. Motion carried by all Board Members in attendance.

### Old Business

#### 1. Pop-Up Pantry Update

In June, we served 289 families with a goal of 300 set. Sugardale/FreshMark provided pepperoni. Volunteers from Lion's Club, Lifecare, Arrow Passage, and Health Department were utilized. We had 4 lanes of traffic and got most of the 289 in in the first hour. Lew Garrett praised the team for a job well-done.

### New Business

#### 1. Approval to Hire a Language Services Coordinator

Terri explained that Katia, our current coordinator, has resigned to accept full-time work. Her current position was just 2 days per week. The team wishes her well and will miss her. This has been grants supported. The grant continues through 2027 and is able to support a part-time employee at 16-20 hours per week with some weekend work required. The salary is \$19.88 and this is a classified 11s position. Margaret Elum questioned whether this should in fact be classified as this is a part-time position. Furthermore, this may not be considered a city position as it is supported by the Workforce Grant. Terri will check with the legal department to inquire on this. Motion by Lew Garrett, seconded by Margaret Elum to contact Civil Service and post the position. Motion carried by all Board Members in attendance.

#### 2. Approval for Back Door Maintenance (Replace Frame & Paint) - \$975 Est.

Terri explained that Eberhardt Construction had done work on one of our other back doors and did a great job, so we are hoping to use them again for repairs to our other back door. The door is structurally still sound which saves us money but it does need wood trim work, paint, etc. to keep it safe and operational. It also needs a new kick stop. This would come out of building maintenance funds. Motion made by Margaret Elum, seconded by Sonia Glick to repair the door. Motion carried by all Board Members in attendance.

#### 3. Approval to Renew Nursing Credentials for our 2 Public Health Nurses - \$137 Est.

Terri explained that this is to approve the nursing licenses (2 yrs.) and CPR certifications (3 years) for our 2 public nurses. Motion by Lew Garrett, seconded by Sonia Glick, to move forward. Motion carried by all Board Members in attendance.

#### 4. Approval to Conduct Investigation to Address an Employee Complaint

Terri explained that an employee has claimed the Health Department is a hostile work place. The Mayor has suggested a legal company from Columbus perform an investigation into the complaint. Lew Garrett thinks this is a good idea and makes a motion to approve. Margaret Elum seconds the motion. Motion carried by all Board Members in attendance. Lew asks that Renee take the lead on this and



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report back to the Board on the findings. Lew Garrett says the Board is supportive of Terri and the process.

5. Public Speaks

Nothing noted in this area.

Motion made to adjourn by Sonia Glick, seconded by Margaret Elum. 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, RS, REHS

**Date:** 6/24/25

**Meeting minutes submitted by:**

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