



## Meeting Minutes

<b>Date:</b> March 18, 2025	<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 3:49pm
<b>Note Taker:</b> Terri Argent, REHS	<b>Facilitator:</b> Mayor Jamie Slutz	
<b>Attendees:</b> Mayor Jamie Slutz      Lew Garrett Margaret Elum      Dr. Lata Wiggins Terri Argent      Cathi Heitger		
<b>Minutes</b>		
*Margaret requests a list of Massillon City health department vendors. She believes the community garden does not require a separate Facebook or Instagram page. She suggests that all garden-related activities be shared on the Health Departments Facebook page instead.		
On a motion Margaret Elum, seconded by Lew Garrett. Approval was given to approve February 2025 meeting minutes as emailed. Motion carried.		
On a motion by Margaret Elum, seconded by Cathi Heitger. Approval was given to pay the February 2025 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for February 2025 were accepted and approved without comment.		
<b>MINUTES</b>		
<div>MEETING IS BEING RECORDED</div> <div><u>Old business</u></div> <div>(None)</div> <div><u>New Business</u></div> <div><b>Announcing recycling challenge</b> Terri states that the Health Department is gathering plastic bags to recycle into a bench, which will be placed in front of the building for bus-riding patrons. Large, white collection bins are located at both the Health Department and the Massillon Rec Center for donations.</div> <div><b>Approval of Workforce Development contract</b> Terri states that the Health Department would like to go with Markwood Partners for the workforce development plan, which is necessary for accreditation. Markwood Partners was also the firm chosen for the strategic plan. The contract is \$8500.00. Additionally, we will receive a state stipend of \$50,000, designated solely for accreditation- related activities. Markwood Partners has demonstrated success with us in the past. Cathi asks if there is anything planned for the remaining \$41,500.00. Terri responds that nothing is planned as of yet for</div>		



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the remaining money. But when it gets down the Community Health Improvement Plan (CHIP) and the Community Health Assessment (CHA) we will need to share the cost of that, along with the other Stark County Health Departments.

Margaret Elum makes a motion to approve the contract with Markwood Partners for Workforce Development Plan. Cathi Heitger seconds the motion. Motion carried.

**Approval to attend AOHC conference** Terri states this is the Association of Ohio Health Commissioners and it is required for me to attend twice a year, spring and fall. Dr. Wiggins has to attend at least one of those. It is April 28<sup>th</sup>-30<sup>th</sup>, in Lewis Center, Ohio. The conference is \$250.00. The hotel is \$182.00, AOHC pays for one night.

Motion made by Cathi Heitger for Terri to attend the AOHC conference in April. Margaret Elum seconds the motion. Motion carried.

**Policy review** Policy HD 109, HD110, and HD111 were sent to board members via email to look over. Regarding Policy HD 110- Margaret asks if we have hired an EEO. Mayor Slutz states no. Currently the Safety Service Director handles any kind of HR or EEO issues. That policy will need revised. Lew states that when there is a policy revision, the old policy must be submitted to the Records Department. Terri explains that we do keep the old policy as well as the revised copy, all held electronically.

**Public speaks** Lew would like to hold a Health Department financial processes discussion. All board members are invited to attend. It is set for Thursday April 3<sup>rd</sup> at 9:00am, here at the Health Department. Lori, the Budget Director, will be in attendance to walk us through it. The goal is to come up with suggestions to bring up at the next board meeting on April 22<sup>nd</sup>.

### **ADJOURNMENT**

Motion made to adjourn by Lew Garrett, seconded by Margaret Elum.  
Meeting adjourned at 3:49pm.

**APPROVAL**



## Meeting Minutes

<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
<b>Meeting minutes submitted by:</b>	Terri Argent	<b>Date: 3/18/2025</b>
<hr/> Mayor Jamie Slutz President of the Board	<hr/> Terri D. Argent, Health Commissioner Secretary of the Board	