



Meeting Minutes

Date: March 26, 2023	Start Time: 3:33pm	Stop Time: 4:40pm												
Note Taker: Terri Argent, REHS	Facilitator: Mayor Jamie Slutz													
<table border="0"> <tr> <td>Attendees:</td> <td>Guests:</td> </tr> <tr> <td>Dr. Sonia Ullum</td> <td>Bethany Perkowski</td> </tr> <tr> <td>Cathy Heitger</td> <td>Audrey Sylvester</td> </tr> <tr> <td>Margaret Elum</td> <td>Anita Combs</td> </tr> <tr> <td>Mike Reed</td> <td>Erin Wise</td> </tr> <tr> <td></td> <td>Heather Houston</td> </tr> </table>			Attendees:	Guests:	Dr. Sonia Ullum	Bethany Perkowski	Cathy Heitger	Audrey Sylvester	Margaret Elum	Anita Combs	Mike Reed	Erin Wise		Heather Houston
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Dr. Sonia Ullum	Bethany Perkowski													
Cathy Heitger	Audrey Sylvester													
Margaret Elum	Anita Combs													
Mike Reed	Erin Wise													
	Heather Houston													
Minutes														
On a motion by Sonia Ullum, seconded by Margaret Elum. Approval was given to approve February 2024 meeting minutes as emailed. Motion carried.														
On a motion by Cathy Heitger, seconded by Sonia Ullum. Approval was given to pay the February bills for the Health Department in the amount of \$13,060.01, and for the WIC Department for \$12691.95. For a total amount of \$25,751.96 for February 2024 bills. Motion carried.														
The monthly Vital Statistics, Environmental, and Nursing Division reports for February 2024 were accepted and approved without comment.														
MINUTES														
THIS MEETING IS BEING RECORDED														
<u>Old Business</u>														
1. (None)														
<u>New Business</u>														
1. Strategic Planning and Division Director presentation														
<ul style="list-style-type: none"> a) Terri states “At the last meeting we passed our strategic planning plan. Everyone should have received a packet of our strategic plan proposal and timeline. Please read this over to prepare for an interview with Board members to help us determine where we need to take our future efforts. Because we have new Board members, and ever-expanding programs, our division directors are going to give you a brief power point about what we do here at the Health Department.” 														

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- b) **Terri** states “I’m the administrator of the Health Department, overseeing all operations, building maintenance, budget, state reports, and accreditation activities. I serve on plus or minus 13 different coalitions, work groups and committees and participate in almost all outreach events. My most recent projects, the ones closest to my heart, are the diaper bank and the senior citizens programs.”
- c) **Environmental Health** Notes- See attachment. Cathy Heitger asks “Who would inspect, if there is such a thing, like ambulance and first responders equipment?” Bethany responds “They do have annual inspections that they have to get done. It has nothing to do with us. But if you would like to know, I could connect you and find out.” Mayor Slutz says “I have a question about the mosquitos. I know years ago we used to spray, the truck would drive around and everyone would run and put their windows up because it smelled bad. How do we do that now?” Bethany responds “So we have not sprayed, I would say in 15 years. That is actually not the best way to control mosquitos. Keep in mind if we take the truck out and we’re spraying, we are killing every single thing that that spray comes in contact with...pollinators, good insects, everything. That’s not something we want to do so the best thing we can do is education. So if I receive a complaint in your neighborhood, I’m going to come out to your neighborhood and look around. I will probably say “That kiddie pool over there needs to be dumped. This birdbath has larvae swimming in it. So we do try to solve those problems that way. We do larvacide. We put little bricks out. You throw that in and it’ll kill the larva but it won’t kill a dog that comes along and drinks the water. So that is the plan we have been following and it has been going well.” Mayor Slutz says “Good. Thank you.” Dr. Wiggins asks “Do you provide the larva...” Bethany responds “We do it, yes. Say you’ve got a storm water basin that’s not being maintained near your house I can throw a couple of those in there and that will control it. I’ll come back later, check things out and maybe larvacide again. Dr. Wiggins asks “Are they available on Amazon? Are they easy to get?” Bethany responds “That’s funny you say that. Terri just ordered us some that homeowners can use as well. They’re for a smaller area for than what we carry the bricks for.” Terri responds “Ours are controlled substances. You can’t get the ones we use.” Bethany states “If you receive any complaints over at the mayor’s office please don’t hesitate to get back to us and we will look into every single complaint.”

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- d) **Nursing** Audrey states “That’s me. Christine is off today. So she is unable to be here. She is my other registered nurse. I have been with the department 6 years, she’s been here coming up on four in August. We are both registered nurses with our Bachelors of Science. We have to be to do outbreak investigations and we are both CPR certified. We run child and adult immunization clinics here as well as we do our own ordering, supply management which is a monthly task with the state, yearly reporting and then I have to follow strict procedures if vaccines were to expire and keep up with all other vaccines. We run the Children with Medical Handicaps program. Christine’s current caseload is over 100 children and that averages her about 8 hours a week. That program is through the State of Ohio and children with certain medical conditions, its backup insurance for them. Nothing that is mental health or like Down syndrome, we can’t do anything like that. Any other chronic conditions we are a backup insurance for them. She manages all paperwork, home interviews, all that stuff for that.

Communicable disease and investigative reporting is a very large part of our job. We get about 2000-4000 communicable disease cases a year, obviously we’ve had a massive swing with Covid. Christine does outbreak investigations, education and reporting with all our long-term care facilities, as well as Massillon Aultman, daycares, and schools. Christine and I were the Covid-19 pandemic response lead in terms of vaccinations and case management, which is still going on to this day. We create, update and manage all our standing orders for the immunization program as well as our medical management plan which includes ordering the medication needed to should someone have an allergic reaction we are prepared for that. I’m a harm reduction services lead here which means Naloxone distribution, we have 8 Naloxboxes throughout the city that hold Narcan at various locations. We distribute condoms in our front lobby which Mindy helps to restock. Fentanyl test strips and then the vending machine I work with Stark County TASC and Stark MHAR, which it’s right outside the door.

Christine and I started HIV testing counseling, testing and referral here in October of 2023. HIV test is by appointment or on Wednesday mornings. We do lice checks as requested and that’s a new program with the Franklin cares that we’re picking back up. Christine is a part of the Northeast Ohio Multidrug Resistant Organism workgroup member, which is quite a taskforce trying to combat all these MDRO’s. We precept Walsh Nursing students every semester. They come here for 6 weeks. They spend some time with every division but mostly nursing. I’m a point of dispensing manager which means during Covid when we were running mass clinics I had to figure out where we could hold those

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clinics and how we could operate those, number staff needed, the number of push through a day, and ordering the vaccines. So now that we've moved here we are working on a new POD. I provide the police department with their Narcan. We report to the regional emerging disease network member to provide education and stay active on all communicable diseases. We have a school liaison for English as a Second Language students. That includes mostly Hispanics, but we are seeing an influx of Chinese students. Which is something Christine and I have to figure out to manage as those appointments take over an hour. I'm a member of the Stark County Health Summit Planning committee.

We manage tuberculosis cases. Which that is a full-time job when we have an active TB case because every day we have to watch them take their medication. We offer TB skin tests. I do clerical work for all my nursing programs from making charts, charting to sending FAFSA's to the schools, uploading the local, state, and federal partners. Then a new program we are starting with Dr. Wiggins right now, hopefully we're going to start student physicals to help out the fact that there aren't a lot of places that do them in the county. Anybody have any questions?"

- e) **Outreach** Audrey states "I will the do the Outreach slide as Katie's not here. Our outreach is done mostly by Katie, and supported by WIC and Vital Stats. We are active members of several coalitions such as Suicide prevention, Opiate & addiction Task Force, Homeless, Emergency Healthcare Planning committee, Community health needs advisory, AHEAD and Live Well Stark County. Erin and Christine lead the American Heart Association Anytime CPR kits and classes. We have lobby book boxes with the Massillon Public Library which has been a big hit with our kids. They get to take books home, Anita helps manage that. Katie, Vicki and I are Certified Car Seat technicians with biannual renewals. We are part of the CHNA & CHIP work plan committees. That's me, Anita, and Terri, I'm phasing out of that as Anita is taking over the accreditation duties. The community baby shower that is run mostly by Erin, supported by Anita, Katie, Katia & I. We just held our first Spanish shower, I mean second one." Erin interjects "Yes the second. Both of them have been full. We had nine in this one and ten in the last one. We typically try to reserve for nine, just it's a better learning environment, but we had an extra this time which was fun." Audrey proceeds "That and the American Heart Anytime CPR kits were funded by grants through the rotary that Erin and I went out and

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sought. The community health garden is heading into its second season and that's run by me and Anita, Katie and Christine assisting. Austin Bailey helped us with start up for that, and now we're funding more money this year. We're cooling and warming centers when needed. Erin is our cribs for kids lead. Asks "Can you explain that?" Erin replies "It's an Ohio Department of Health led program that is based for safe sleep for all children. So anyone who would be income eligible or would need a safe place for their child to sleep, because we do have a high infant mortality here in the state of Ohio, even higher in the Stark county area. So we provide cribs or pack & plays and education on how your child should be sleeping, where your child should be sleeping, to anybody eligible for the program. We provide education to anybody then anybody who would eligible income-wise would be able to take home a free pack & play with them the day of their education."

Audrey goes on to say "Grant seeking and management Katie is taking over a lot of the seeking and Erin and I continue to manage in the state system which is quite some work. Covid & Workforce development it helps. Terri, Katia, Katie & Vicki run our Heart of Ohio diaper bank and it is a very, very busy program. As well as we give out feminine products to those who need it. We are Obi-mobile participants in the summer and Christine attended almost every Obi-mobile stop last year. We are now going to hold kids monthly wellness events with our Obi-mobile this year. Katie has started monthly community wellness days, so if anyone would have any ideas for the community wellness day please let us know. Katie loves input. We provide personal care bags for people in need. Katie is working on becoming a resource navigator so when our clients come in we can make sure they have all the necessary resources in one place. Terri explained our senior center collaboration, would you like to elaborate on that Terri?"

Terri responds "Yeah. We just started this year. We partner with the Massillon Senior center to do a senior health fair and that went over real well last year. We've already got more interest this year. That'll be in May. Then we partner with the senior center to go to the one at the Rec center. That's put on by Faith in Action. So we do 2 of those a year. I also submit monthly, every couple of months a newsletter to the Senior Center newsletter. We are also trying to find other places, we're doing interviews and work groups with the seniors to find out what other needs we can fulfill."

Audrey continues "We attend the St. Vincent De Paul soup kitchen every other month and TOSM food handouts. We're working with a church in the southeast side now. We just take general resources, Narcan, gunlocks, flyers, WIC guidelines, and things like that. We are part of the United Ways CARES team. That's me, Anita and Katie. It's a project with United Way focusing on the students in Franklin school

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system and how we can better help meet their needs. We attend various Health fair in the community throughout the year.”

- f) **Vital Statistics** Anita states “I’m Anita Combs. I have been with the city since 2017. I just had my 3 year anniversary with the Health Department and my team member is Mindy Edwards. She is the fabulous, smiling face you see when you walk in the front door. She’s been here a little over a year. So very brief, I’m not going to give big descriptions, if you have further questions you can come hang out with me and Mindy and we’ll show you what we do. So we do birth and death processing. Birth is for all of Ohio, so we get lots of people coming in here needing their birth certificates. Then the death processing we do the deaths for only the Massillon City limits. That does not include, just because their address says Massillon, it may be Jackson township, Perry township, it has to go through Stark County. So we process all those deaths here for Massillon city. The deaths can include the death certificates we process for the funeral homes, approve the burials and cremations, so we work very closely with lots of our local funeral homes.

We also do corrections for birth certificates, if people have minor corrections we can do those for them through the state of Ohio. We also process Massillon home births. We have to submit all paperwork to the state if someone has their child at home, same as what the hospital would do. We do paternity affidavits here. In the state of Ohio things are a little bit differently here, for the father to be on the birth record so we offer the service here that the parents can come in and they can get dad added to that birth certificate. We do that free of charge. But then we actually make money off that program. We do all of our own clerical duties for Vital Statistics office. There’s just different types of paperwork we have to do for the state.

The one thing people think is so strange and interesting are the certified paper that birth and death is printed on comes here on a Brinks truck. 2 men walk in with guns and they bring the paperwork in to us. So it has to be locked up at all times and we do have to keep track of that for the state. Mindy and I do two different scenarios to make sure we keep all that paper in order and nothing gets lost. Then we report that to the state quarterly so that they know how much paper we’re using. Mindy is working on digitizing our death books on HDIS. Currently our state system shows births from 1908, but only from 2017 for deaths. So if somebody comes in and they want a death record prior to 2017 we have to through those old fabulous books that are sitting behind Mindy and we have to make a copy of those. So some of those are starting to fall apart, we don’t want to risk that one day something happens and we can’t give somebody a copy of the death record. So she’s working on digitizing those for our HDIS system so we can print those a lot

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easier. We evaluate and process indigent burials. Indigent burials are for anybody that passes away in the Massillon City limits and they don't have any type of means to be buried. So we work with the funeral homes, we process the paperwork, we also do investigation to see if there is family. We actually had one that they found a lady in her home. The funeral home thought that she was indigent and through lots of research and working with our fabulous police department to help me find the person who dispatched 911, we were able to find her family. So they were able to have a proper burial for her. We do our state reporting to Ohio Department of Health monthly, quarterly and yearly. We do this for Vital Statistics and for our finances.

I do the bi-weekly payroll processing for our city auditor's office. We do the accounts payable/ receivable for all our divisions except WIC. This is pay the bills, process all payments, manage daily finances and do the accounting, clerical duties that go along with all of that. We do the department budget maintaining and yearly planning so this is to make sure the department has all the funds that it needs to pay our bills for the year, and also managing if anybody gets grants what we can do with our extra money, different projects we need to work on, things like that. I manage the Health Department website page and the community TV information for the entire staff. We do the Board of Health correspondence monthly. I'm the co-accreditation coordinator. I do the quarterly immunization billing for the nursing division. That's taking their stuff from the HDIS system and then taking it to our clearing house so that we can get the payments for those. We also do office management duties for the staff here. We do the annual report design, a quarterly newsletter creation and distribution and Mindy assists with the harm reduction distribution in the lobby.

- g) **WIC** Erin states "So I take for granted that everybody know the WIC program because we've been around for 50 years so unfortunately if you never been a woman or with child you may not know what the WIC program is. We are a federal program. We offer supplemental foods for women who are pregnant, breastfeeding, or postpartum for 6 months or had miscarriages for the first 6 months. We provide food for infants and children.

We currently at this office have 2 employees. We are 100% grant funded so I do manage our federal grant in order to provide this program here at the Health department. We are unique in we are not paid at all out of any funds by the city. So 100% of us is federally grant funded and that also means that we are only allowed to use 10% of our time or less every week to health department ventures. That includes all of our outreach, the baby showers, anything else that we are doing outside of our WIC area has to be kept at a minimum 10%, so 4 hours a

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week. We are led by a registered dietician, that's me. So we have to be registered and licensed in the state of Ohio and we have to have 75 CEU's every 2 years basically to maintain that registration. We are an income based supplemental program. We provide nutrition education throughout pregnancy, breastfeeding and childhood. We provide breastfeeding support. So I have taken additional classes to become a certified lactation counselor. So not only do I provide that for our clients but also for community members. We have just been named last month as a designated gold standard breastfeeding agency and a gold standard breastfeeding workplace. Yay! We do have a breastfeeding room in case anyone would happen to need that here. WIC itself has an emphasis on improving pregnancy outcomes, reducing infant mortality and childhood obesity. Counties that have a WIC program actually have decreased childhood obesity and reduced infant mortality according to many federal studies that they've done. We're a network/ referral agency for clientele and area agencies. So I have an entire drawer, we probably do upwards of 20 referrals a week at minimum. I probably see about 160 clients a week so if that tells you anything. We do a decent amount of referrals and that's not including referrals to just our nursing programs or our community baby showers or myself as a lactation consultant. This is outside referrals. We do a little bit more on the Ohio WIC program, such as we do fetal alcohol screening for pregnancy, we do safe sleep screening for every pregnant mother and infant that comes in.

We do urgent maternal warning signs which again if you're not up with prenatal information that's something very important that screens for postpartum depression and depression during pregnancy. That's something not even a lot of doctor's offices do unfortunately during prenatal times. We are certified voter registration agency. So we have to take trainings for that. But if anybody in the city does not have voter registration, we have that available here.

We have a farmer's market program throughout the summer months. We provide coupons for our participants to go and shop at the farmers market to provide healthy fruits and vegetables. We are the only clinic in Stark County that the director is also responsible for both grants management and clinic caseloads. So basically all of our other clinics in Stark county they have somebody that does grant management, they somebody who does clerical, and they have somebody who does clinic caseload. I do it all. For our caseload we typically maintain about 100% of the caseload assigned by the state of Ohio. I say that because we've done it for so long truthfully we've been over 100% of our caseload. We were the only clinic to maintain over 100% of caseload throughout the pandemic. So Vicki and I, we tend to get used to it. I also work on various grants for the Health department and I'm the preceptor for various

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college dietetic students, dieticians and diet techs as well. So we work with Stark State, Kent and Akron typically. Then I also have two distance learning internships. One through Utah state that we are doing and then one through somewhere else.

- h) Terri says “Thank you everyone for your presentations”
Erin responds “Can I say 2 things about strategic plan?”
Terri “Yeah”
Erin “So the strategic plan that you guys have had we’ve worked on and have all been updating in the past. This wasn’t to toot our own horn, or say like how awesome we are. I think it was more so you guys you know approximately what the programs are that we’re going to be using as we’re developing our strategic plan. Because the strategic plan is going to be what pushes us forward. Pushing us into the future and we want to make sure everyone’s aware of the stuff that we’re doing now. So as you’re coming up with ‘oh this would be a good idea, oh it’s already being done.’ We want to make sure as we keep going through the future we have that ability to keep leading into making the Health department somewhere we can all send our citizens to make sure they’re getting the care that they need and the help that they need.”
- i) Terri asks “Any questions at all? Thank you everybody.” Mayor Slutz says “Beuhlers has watermelon.”

2. Approval to renew Medical Director contract

- a) Terri states “This is Dr.Wiggin’s contract. She renews it every year. So it will be good through December 31 with no changes.”

Sonia Ullum makes a motion to approve the renewal of Dr.Wiggins contract. Cathy Heitger seconds. Motion carried.

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3. Resolution 02-24 commending Jeff Thornberry for dedicated services to the Board of Health

- a) Terri reads “Commending Jeff Thornberry as a member president pro-tem at the Massillon City Board of Health December 31, 2023. Jeff Thornberry completed, I will fill in the blank, years as a member, and president pro-tem of the Board of Health. Mr. Thornberry has devoted himself to the responsibilities and duties as a member and president pro tem, was an integral proponent of national accreditation and the Board of Health desires to recognize and note upon the official record its appreciation and commendation to Jeffrey Thornberry for the excellent service he’s rendered to the people and the city of Massillon during his terms of office. Now therefore be it resolved by the Massillon city Board of Health, the State of Ohio, that on behalf of the city of Massillon and members of the Massillon City Health department and Board of Health, the Board commends Jeffrey Thornberry for the consistent, caring, capable manner in which he discharged his duties and for the lasting contribution he’s made to the Board and city during his terms of office.’ “This resolution shall be effective immediately. We need a motion to pass that and a second.”

Cathy Heitger makes a motion to approve the resolution commending Jeff Thornberry for his services to the Board. Sonia Ullum Seconds the motion, Motion carried.

4. Approval to reopen Eclipse day-off discussion

- a) Terri states “we actually need approval to reopen the eclipse discussion.”
- b) Cathy Heitger makes a motion to reopen discussion regarding eclipse day off. Sonia Ullum seconds the motion. Motion carried.
- c) Mayor Slutz states “It was brought to my attention that the Health Department was going to close on April 8th due to the eclipse. Throughout the last few months I’ve talked to other departments and no other department is closing and I would just like some uniformity within the city as to who’s closing who’s going to stay open. To me personally I don’t think it’s a good idea to close one department and then you may have somebody in the building department saying well the Health department is closing, why can’t we close. Now I feel like if

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somebody wants to take the day off that works in the Health department I'm all for that. I feel like people are entitled to take the day off whether it's a person day, vacation day, however they wish to take that day off. But I would like to see the Health department stay open. Not saying people can't take the day off and like I said they're allowed to if they like. But I'd like to see the Health department stay open. The eclipse is at 3:08pm so to close the whole day for the eclipse at 3:00pm, I question that."

- d) Margaret Elum states "I have a question. Is the Health department able to close the entire department without going through City Counsel?" Terri responds "Yes." Margaret responds "They are? O.K." Terri says "Yes. It is an independent board."
- e) Mike asks "Do we know how many walk-ins you have daily, that come in to see you?" Terri responds "It can be anywhere from 50 to probably 300. It can sometimes be more, just depends if we have a clinic that day or not. That day we probably won't have a busy clinic just because we don't want people to get stuck in traffic but we can kind of change that around if there was one scheduled so we wouldn't have one that day."
- f) Margaret asks "Terri, was it your idea?" Terri responds "Kind of everybody's when the staff talked about it. A big part of it was the kids are all going to be off school and everybody but me and one other person don't have kids. So everybody else's kids were going to be home. Plus we are hearing that it's going to be bad traffic pretty much that whole day and that people are going to get stuck in traffic with their kids at home. That's kind of how the whole staff talked about it, decided we thought it'd be a good idea. Margaret responds "Because when I was reading the minutes, you were saying that they were getting the day off with pay because we were asking and who did you, but if it was a staff member asking, then it wouldn't be. In the way you're describing it the staff did decide they wanted the day off with pay." Terri I responds "The way we've done that before is for example if there's some reason we're going to close or if we umm, if the board says we are going to be closed that day and you don't have the choice to work or not then we gave everybody pay for it. Like when the building was getting ready and things like that. The board chose to close that day since you don't have the option to come in and work because we're closed then we make sure everybody got paid for it." Margaret says "But I guess my question is, you brought it to the board. Rather than, and it seems like staff members were included in that and you brought

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it to the board saying we want to take this day off with pay. Rather than the board coming to you.” Terri responds “Right. Yes, that’s true.” Margaret says “Because of that I don’t think it should be with pay. Because what prevents them from continuing that. You know wanting different days off with pay.” Terri says “I see what you mean.”

- g) Mayor Slutz says “I’m all for taking time off and spending it with your kids. I still have a kid at home. Kids are off this week from school on spring break and everybody’s at work here. So one day on April 8th I don’t think is any different than spring break and everybody’s at work or maybe some people took this week off, I don’t know. But I just feel like we have a service for the community. I feel like the service should be provided even on the day of the eclipse. Just one more comment- I’m all for people taking a personal day or vacation day, however they want to take off for the time they have, comp time or whatever. I just feel it’s important that we have some uniformity within the city. Because once other departments, and they have already, somebody from the building department asked can we close too, with pay, and I said no we’re not going to close. So that’s all I ask...is we have uniformity.

Cathy makes a motion that we stay open on eclipse day. Mike Reed seconds the motion. Motion carried.

5. Approval to purchase a new, commercial freezer

- a) Terri states ‘We’ve discussed this before but we got several estimates, the lowest is actually the one we liked the best. It’s called an Accu-cold and it’s approved for medical use and has a built in alarm. It’s going to be \$1429.00 plus shipping and handling. What we have right now is a non-commercial freezer, just a home freezer, so this will solve a couple of our problems especially with the built-in alarm.
- b) Cathy Heitger asks “Where is it coming from? A local supplier or?” Terri responds “We got that off the internet and we may be able to get it through Granger but I’m not sure yet. So that was pretty much Amazon.” Cathy responds “OK. I know there is like 1 or 2 places in town that if you buy appliances from them, they’ll service you. If you don’t, they won’t service you.” Terri responds “This is a pretty specific freezer though, we couldn’t find it at any local places that have home freezers.”

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Cathy responds “Oh I believe you. I’m having problems with my freezer right now and if I wouldn’t have bought it from a certain place, I’d be waiting till GE got around to it, you know. Instead of Home Appliance, it’s like I don’t want to do that.” Terri states “The one we have now is from Home Appliance.”

Sonia Ullum makes a motion to approve purchase of a new, commercial freezer. Cathy Heitger seconds the motion. Motion carried.

6. Approval to purchase back-up battery packs for refrigerator and freezer

a) Terri states “Ok, this kind of ties into that. But a battery pack would allow some time if the alarm goes off. We would still have to come here if it’s in the middle of the night or something like that. This gives us several hours, up to a full day. This was advised by our city electrician Matt. He said it would be a good idea to get backup battery packs for the refrigerator and the freezer. That’s one each. For the two together it would be \$1547.49. There is no shipping and handling. We can get those from Granger locally. That was recommended by our city electrician.”

b) Cathy asks “I guess I should’ve asked- Where is the money coming from?” Terri responds “That’ll be our regular budget. Supplies”

Sonia Ullum makes a motion to approve the purchase of backup battery packs for refrigerator and freezer. Cathy Heitger seconds the motion. Motion carried.

7. Approval to attend Association of Ohio Health Commissioner’s Spring conference

a) Terri states “That is actually required by the Ohio Revised Code for me to attend the spring and the fall conference. That is going to be this year April 29th- May 1st in Lewis Center, Ohio. For the conference, hotel, meals, and mileage not to exceed \$640.00. This year the Association of Health Commissioner’s I paying for one night at our hotel and part of our conference so that that’s nice.”

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- b) Mayor Slutz asks “You said \$640.00?” Terri responds “Yes. Not to exceed \$640.00.”
- c) Dr. Wiggins asks “Is there anything going on for Medical Directors?” Terri responds “Not with this one. You’re in the fall. I’m the only one that has to go to this one.”

Cathy Heitger makes a motion to approve Terri’s attendance at the AOHC. Sonia Ullum seconds the motion. Motion carried.

8. Approval to accept Covid-19 Bridge Grant

- a) Terri states “We’ve received a notice of award to continue our Covid-19 vaccines. For the vaccines themselves, they will go to the uninsured and underinsured. Because the insurance companies are not paying for Covid vaccine for the underinsured and uninsured. We have received up to \$23,000.00 for this year and that’s flexible depending on how the numbers of people we get of uninsured and underinsured. So we need approval to accept that grant.”
- b) Cathy asks “Can I ask a question first? How do you have to use that money? Can you use it for salaries for those individuals? Terri responds “Some. Depending on their hours. Just on Covid vaccine. That pays for the vaccines, the needles, the paperwork, that kind of thing for anything to do with Covid-19 vaccines. Nurses only.”

Cathy Heitger moves to approve acceptance of Covid-19 bridge grant. Margaret Elum seconds the motion. Motion carried.

9. Approval to administer sports physicals to high school students

- a) Terri states “This is something we’ve been wanting to do for so long. Just to get everything together, we finally have that. We would like to support Dr. Wiggins to provide low-cost sports physicals for our high school students. Our fee would be \$10.00 that barely pays for our

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equipment and everything. This would also be that the fee is waived if they can't pay. Most places in our area are in Canton. They have to travel a distance to get to them for their sports physicals and they cost \$35.00 and up. And again, our cost would be \$10.00, keep it nice and low especially for our population that can't afford it. Our law director is helping us set this up so it'll be done right. So we're pretty thrilled about the new program. Something we've been wanting to do."

- b) Dr. Wiggins states "Remember we talked about it right before Covid? Then it kind of went out the window." Terri responded "That's right."
- c) Margaret asked "Will they come here?" Terri responds "Yeah. They'll come here and Dr. Wiggins will do them with the help of our two nurses." Margaret responds "Ok."
- d) Cathy says "So I have a question, is there any opportunity to expand that beyond sports physicals? For example, I just had today, talked to a young person that was 14 ½ years old and she has to have a work permit for school that includes a physical to be able to work at the local Dairy Queen or something like that. She said to me 'I don't know if I'm going to do this because I have to pay for this out of my pocket.' So is there any?" Terri responds "There is in the future. For now, we want to see how many kids we get, with how much time it's going to take, it's definitely a thought for the future." Cathy responds "Ok."

Sonia Ullum makes a motion to approve administering sports physicals to high school students. Margaret Elum seconds the motion. Motion carried.

10. Congratulations to our WIC division for passing their state review with 100% score for the third year in a row

- a) Terri states "Yeah that's unknown. Our inspectors who did that are from the Ohio Department of Health, said they've never seen that record before so that's great. I'll pass this around so you can take a look at it, it's a proclamation by the county commissioner. We don't have to vote on this it's just a congratulation."

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- b) Cathy asks “Is that the gold standard she was talking about?” Terri responded “No that was breastfeeding. This is a whole second award. We are proud about that.” Cathy responds “Oh Ok.”

11. Approval of accepting/ depositing donations for community outreach events

- a) Terri states “Actually we’ve been looking around for, we like to get grants and money to help us with our events. The minute we say community garden the people love it. Especially a lot of the community projects and that, they give money for community things. So we’ve been getting donations. We received \$4,000.00 from the Leonard C. and Mildred F. Ferguson foundation care of Irene Gray, and a check for \$500.00 from the American Legion, and \$250.00 from Stark Glass. This is all for our community gardens. We’re going to build a fence, last year the deer ate most our produce.”
- b) Mayor Slutz asks “How much from Stark Glass?” Terri responds “250.00. So this year were going to building a fence. We’ve got a few people that will volunteer their work. That’ll go to help pay for the fence. Then we donate all of our produce to some of the food drive- through’s and the communities who don’t have fresh produce.”
- c) Mayor Slutz asks “and the \$4,000.00 was from the Leonard C.?” Terri responds “The Leonard C. and Mildred F. Ferguson foundation.” Mayor Slutz replies “Thank you.”

Cathy Heitger makes a motion to accept and deposit donations for community outreach events. Margaret Elum seconds the motion. Motion carried.

12. Public speaks

- a) Terri states “We have no public here today.”



Health Department



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ADJOURNMENT

Margaret Elum makes a motion to adjourn the meeting at 4:40pm. Sonia Ullum seconds. 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:

Date:

Mayor Jamie Slutz
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board

Good afternoon. I am Bethany Perkowski, the Massillon City Health Department's Environmental Health Director. I have been with the department since August 2015, and up until January 2023 I was the only member of my division. I'd like to introduce my colleague, Heather Houston. Since Heather joined the department in January 2023, she has been an asset to the Environmental Health Division. While Heather has only been with the Health Department approximately 15 months, she has been a City of Massillon employee since 2015, and she came to us with a wealth of knowledge on pools, recreation and events, and the City of Massillon. She is dependable, has learned a lot of code for each of our program areas, and she is respected by our operators. I couldn't do what I do without her.

As I have been limited on my time today, I went ahead and put together this handout so you would have a complete understanding of what the Environmental Health Division does as well as a timeline of work.

In brief, some of our work includes:

- **FSO/RFE Inspections/Complaints/Consultations/Plan Review:** Every Brick and mortar, mobile, vending, and temporary event go through a thorough plan review process. Depending on the operation and risk level, this review process can take anywhere from a couple of hours to several days. Regarding inspection frequency, inspections are conducted annually on mobiles and vending, and Risk Level 1 and 2 operations, Temporary events generally receive one inspection, and Risk Level 3 and 4 operations receive at least two standard inspections annually and at least two critical control point inspections or process review inspections as well. Typically, the critical control point inspections and the process review inspections are done at the time of the standard inspection, but these are two separate inspections per the State of Ohio. Follow-up inspections are conducted as needed.
- **School Environment Inspections:** Each school in our City (regardless of whether it is public or private) is inspected for any potential safety or health issues. All areas of the school are inspected for overall safety and sanitation including the grounds and building exterior, classrooms and indoor environments, custodial closets, mechanical rooms, restrooms, indoor athletic facilities, etc.
- **ODH Recreation Programs: Pool Inspections/Consultations/Complaints as well as Temporary Campground Inspections/Complaints/Consultations/Plan Review:** Both our Pool program and our Temporary Campground program are surveyed programs by the Ohio Department of Health. We perform at a minimum two inspections per pool per licensing period, and each pool gets an equipment inventory annually. Heather is currently putting together a training for our pool operators covering pool chemistry, safety, and operations that she will do this spring at no cost to our operators. As for Temporary Campgrounds, that is not something that we get a lot of applications for. At this time, we only have one Temporary Campground in the queue, and that is for the festival at Divine Mercy's St. Barbara campus in May.

- **Body Art Inspections/Complaints/Consultations/Plan Review:** Any facility that does body piercing or tattooing, and this includes permanent makeup, goes through a complete plan submission and review as part of the pre-licensing process. Once licensed, our body art facilities receive at least one inspection annually.
- **Mosquito/Vector Program:** The Massillon City Health Department conducts surveillance and control activities to prevent mosquito borne disease transmission. Education is also provided to residents in a variety of ways including in print, social media, and live Environmental Health outreach. I maintain a Commercial Applicator's license with the State of Ohio, and Heather will be obtaining hers either this year or next.
- **Smokefree Ohio Enforcement:** The statewide smoking ban prohibits smoking or vaping in public places, as well as places of employment. Complaints are generally submitted to the State of Ohio; however, I am able to accept and enter complaints that I receive as well. Once the complaint appears in Smokefree Ohio's online database queue, an investigation can be conducted. Strict timelines and documentation must be followed to ensure compliance with state rules. These complaints also must be investigated at specific times which sometimes requires evening work.
- **Environmental Health Clerical Work:** The Environmental Health Division handles all of our own clerical work including monthly transmittals to both the Ohio Department of Health and the Ohio Department of Agriculture, public health nuisance letters, animal bite quarantines, pool licensing, foodservice licensing (which is quite a process taking most of January to generate and prepare applications and letters to mail, and then receiving, processing, and US Mailing licenses back to operators to complete it in February), body art licensing, filing of inspection reports/bite reports/nuisances.
- **Public Health Nuisances:** A public health nuisance is any environmental condition that poses a threat to public health. Examples of public health nuisances include open dumping or accumulating of trash and garbage, improper storage of waste tires, animal waste, etc. Complaints are received by the Environmental Health Division and investigated by an Environmental Health Specialist, orders are US Mailed to the property owner and also the resident if it is a rental, and then a follow-up inspection is conducted to verify compliance. Within this program, we provide guidance, and we often help with connecting residents with resources, etc.

Heather and I have been making it a priority to spend additional time driving through neighborhoods and identifying public health nuisances, and our goal for 2024 is to drive each quadrant of the city in entirety twice.

- **Public Health Investigations:** These are conducted as needed by the Environmental Health Division. This can include legionella investigations or other outbreak investigation.

- **Operator and Public Education:** Regular email newsletters are sent to food/pool/body art operators providing them with education, updates, and upcoming deadlines. These emails are extremely well-received, and many operators have said that their locations in other jurisdictions don't receive things like that from their Health Department. In addition, Heather is planning a pool education for our pool operators. She will do it as a lecture and then a hands-on component will be on the pool deck. We still offer the Person-in-Charge class that is approved by the Ohio Department of Health, and I am a certified ServSafe proctor which allows people who took the course online to test with us to obtain the Manager certificate from the Ohio Department of Health. Heather and I will also be at the Rec Center in April to provide information to people about what our division does. This will help people to know who to call if they have a concern.
- **Institution Inspections:** Currently, our only institution inspection is of our city jail. This inspection is conducted annually at the request of the police department.
- **Public Information Officer:** My Incident Command System position is officially the Public Information Officer. The Public Information Officer is a key member of the Incident Command System and some functions include:
 - Advises the Incident Commander, Unified Command, or Emergency Operations Center director on public information matters
 - Gathers, verifies, coordinates, and disseminates accurate and timely information
 - Handles inquiries from the media, public, and elected officials
 - Provides emergency public information and warnings
 - Conducts rumor monitoring and response

It's said that a Public Information Officer functions within a 95/5 concept with 95% of their duties performed in non-emergency times. While the overwhelming majority of my Public Information Officer duties are not related to an emergency, my general duties include managing the Health Department's Facebook page, writing media releases for the department, and monitoring changing situations.

- **HSTS Program:** In Massillon, the vast majority of our residents are connected to the sanitary sewer system; however, some household sewage treatment systems are in use in the city in areas that do not have access to sanitary sewer. In conjunction with other agencies, the Massillon City Health Department performs inspections, regulates contractors, educates homeowners, and enforces sewage regulations.
- **Private Water Systems:** We generally do not do much with this program; however, I do maintain competence in the program should a resident call about a water well.
- **StarkFresh Seed Program:** 2024 is our second year participating in this very popular program. Seeds are dropped off by StarkFresh in February, and Heather keeps a cart stocked until we run out of seeds which is around May or June. We advertise the availability of seeds in newsletters, social media, televisions in the waiting rooms, etc. Heather is very proficient when it comes to gardening, and she does a great job of stocking the cart with not only a variety of seeds, but she especially ensures that she stocks with whatever should be started or planted at that time. This program has been extremely well-received by our residents.

- **ODH/ODA Program Surveys:** Both the Ohio Department of Health and the Ohio Department of Agriculture perform regular surveys (or audits) of our food programs, and the Ohio Department of Health additionally surveys our Recreation Programs. We had a Department of Agriculture food survey in 2023, an Ohio Department of Health pool survey in 2023, and we are currently preparing for a Department of Health food survey in April. The food surveys are a multi-day survey that reviews our inspections, paperwork, transmittals, policies, and procedures. The Ohio Department of Health annually does a survey of our pool program, and our next survey will also include the Temporary Campground program. Recreation Program surveys include all of the components of a food survey, but Recreation Programs additionally have a field component where the surveyor verifies the competence of each Environmental Health Specialist performing an inspection.
- **Animal Bites:** Bites that occur within the City of Massillon are reported to the health department by veterinarians, medical facilities, the police department, and individuals who were bit. When a report of a bite is received, the animal that has bitten someone is quarantined for a period of not less than ten days from the date of the bite, and that order is US Mailed to the animal owner. Biting animals are not released from quarantine until evidence is shown that the animal is healthy and has been properly vaccinated against rabies by a licensed Doctor of Veterinary Medicine. When handling animal bites, we often work with Code Enforcement, the Police Department, and the Stark County Sheriff's Office. We often also work directly with our local veterinarians when problems arise.
- **Commercial Building Inspections:** These are conducted when the Building Department or Code Enforcement requests an inspection. Buildings are inspected from the basement up, and representatives from Health, Code Enforcement, Building Department, Fire, and Wastewater are typically present. These inspections are scheduled with owners and tenants, and a report is generated after the inspection is complete.

Within all of our program areas, the Environmental Health Division works very closely with several City departments including Code Enforcement, Fire, the Building Department, Wastewater, and the Parks and Recreation Department.

Additionally, Heather and I have been working with Terri on updating our building's emergency plans. We complete all mandatory Accreditation trainings and attend mandatory meetings. As far as continuing education for our state licenses, our Environmental Health program policies additionally require specific hours obtained annually in food as well as in pools, and these CEU's do count towards our required 24 hours every two years. Heather is also preparing for her NEHA exam that will advance her to Registered status with the State of Ohio. We are also currently assisting Wastewater with their FOG program (which is fats, oils, and grease) by collecting data on grease traps.

I went through this as quickly as I could, but if you ever have any questions about our programs, please don't hesitate to talk to Heather or I. Are there any questions I can answer about the Environmental Health Division?