

Meeting Minutes

Meeting Name: Board of Health		Location: Massillon City Health Department	
Date: November 28, 2023		Start Time: 3:33pm	Stop Time: pm
Note Taker: Terri Argent, REHS		Facilitator: Jeff Thornberry	
Attendees: <div style="display: flex; justify-content: space-between;"> <div> Cathy Heitger Dr. Sonia Ullum Jeff Thornberry </div> <div> Terri Argent Ann Palaski </div> </div>			
Monthly items			
On a motion by Sonia Ullum, seconded by Cathy Heitger. Approval was given to approve October 2023 meeting minutes as emailed. Motion carried.			
On a motion by Cathy Heitger, seconded by Sonia Ullum. Approval was given to pay the October bills for the Health Department in the amount of \$19,283.86, and for the WIC Department for \$10,059.23. For a total amount of \$29,343.09 for October bills. Motion carried.			
The monthly Vital Statistics, Environmental, and Nursing Division reports for October 2023 were accepted and approved without comment.			
MINUTES			
THIS MEETING IS BEING RECORDED			
<u>Old Business</u>			
<ol style="list-style-type: none"> 1. Solar Eclipse discussion <ol style="list-style-type: none"> a) Terri handed out maps showing the path of the solar eclipse, occurring in April of 2024. b) We are in the full totality pathway. 			

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2. Diaper bank update

- a) Diaper bank numbers continue to rise.
- b) We gave out 2,070 diapers and pull-ups just this last month. We served 53 children, which is our highest number yet.
- c) We obtained more today and already have had 5 phone calls for diapers.
- d) We are asking the diaper bank if we can increase the number of diapers we receive, and they considering our request for next year.
- e) We have expanded to include adult incontinence and feminine hygiene products, as well as providing wipes.

3. CEU reminder

- a) Please remember to complete your Ohio Ethics course by the end of the year. Terri will have the DEI course link by tomorrow and will send it via email.
- b) We will resend the Ohio Ethics course link

New Business

1. Approval of 2024 meeting schedule and In-service dates

- a) Terri handed out the 2024 Board of Health meeting dates. They are all on the 4th Tuesday of the month, except for November and December which will be the 3rd Tuesday.
- b) In-service dates are quarterly and the Health Department will be closed for training on those days from 9a-2p.

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Motion was made by Cathy Heitger to approve the 2024 Board of Health meeting And In-service dates. Seconded by Sonia Ullum. No further discussion. Motion carried.

2. Approval of Quality Improvement Project

- a) Terri handed out the story board of our QI project which was a survey of our old building safety and security concerns of the staff. Through the project you can see how much safer the staff feels in the new location.
- b) Active shooter training and locked security doors assist in making staff feel safe.

Motion was made by Cathy Heitger to approve the Quality Improvement Project. Seconded by Sonia Ullum. No further discussion. Motion carried.

3. Approval to participate in a project with United Way and Massillon City Schools to provide lice checks and vaccines at the school

- a) Terri states "We were approached by the schools and United Way with concerns over lice at Franklin elementary. They have asked us to come in and provide lice checks. We thought about also providing children's vaccines as well. Parents will be involved. We are planning on doing this once. United Way is providing the free lice kits to everyone who needs them. We would like to see it continue, but for now we will be there once. If we can continue on, I'll let the Board know."

Motion was made by Sonia Ullum to approve participation in project with United Way and Massillon schools to provide lice checks and vaccines at the school. Seconded by Cathy Heitger. No further discussion. Motion carried.

4. Presentation of Health Department staff employee satisfaction Gallup poll

- a) Terri states "overall satisfaction was above average with employee recognition being the lowest category. The highest category rated was

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having computers and electronic supplies needed for work.” She goes on to say that she is starting a new program to recognize individual employees on their anniversary dates, featuring year of service and bio on our lobby monitor and social media.

- b) Sonia brought up that individuals may feel appreciated in different ways. May be beneficial to ask employees what makes them feel individually appreciated/ valued.
- c) Cathy shared an employer’s website which monthly featured different employees, sharing a mix of serious, as well as fun facts.

5. Announcement of food drive

- a) This will be to collect food for kids over holiday break. We find that some kids don’t eat as well over breaks, as they don’t have access to the school cafeteria.
- b) The schools are heading it up. There are donation boxes at the schools administration building, the library, the Massillon Rec Center, as well as here at the Massillon City Health Department.
- c) The food drive will be in honor of Amanda Williamson. She worked as a family support specialist with Massillon City Schools and will be greatly missed.

6. Performance Management changes

- a) We do a performance management project every year as required for accreditation. Audrey and Anita are currently involved in Performance Management training. Next year will involve the entire staff, starting with each division providing 3-4 performance management projects as measurable goals to be accomplished.

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MEETING ADJOURNED

Meeting adjourned at 3:57 pm. Motion by Sonia Ullum, seconded by Cathy Heitger. Motion carried.

APPROVAL

These minutes represent a true and accurate record of this meeting to be the best of my knowledge.

Person Responsible:		Date:
Meeting minutes submitted by:		
Meeting minutes submitted by:		