



Meeting Minutes

Date: October 22, 2024	Start Time: 3:30pm	Stop Time: 4:02pm
Note Taker: Terri Argent, REHS		Facilitator: Mayor Jamie Slutz
Attendees: Mike Reed Mayor Jamie Slutz <u>Guests</u> Margaret Elum Dr. Lata Wiggins Bethany Perkowski Ann Palaski Terri Argent Katie Markham		
Minutes		
On a motion by Ann Palaski, seconded by Margaret Elum. Approval was given to approve September 2024 meeting minutes as emailed. Motion carried.		
On a motion by Margaret Elum, seconded by Ann Palaski. Approval was given to pay the September 2024 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for September 2024 were accepted and approved without comment.		
MINUTES		
MEETING IS BEING RECORDED		
<u>Old Business</u>		
1. Diaper Drive update <ol style="list-style-type: none"> a) Terri states "I am sure everyone has heard about the diaper bank. It was over last Friday but we can take donations till this Friday. Katie Markham, our Outreach Coordinator is going to tell you about it. She has been handling most of it." b) Katie states "Hi everybody I'm Katie Markham. It took a little while to meet some of you. I'm here to give you a little bit of an update on what we've been doing for outreach for the Health department. We can start with the diaper dual because we did collect almost 7,000 diapers. Sadly, we don't know who won yet. We are waiting on the diaper bank for those calculations. So, we are very pleased. Our goal was 5,000. We have to give credit to Vicki, she came up with that. Also, along with the diaper bank, last month alone we served 89 kids and that was 3,175 diapers. So, each month seems to increase. We have also had some wellness events here at the Health Department. We started the year off with vision boards, and we did a heart healthy cooking class, we had a mobile unit day, Zoomba, we also did chair yoga. Christine 		



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and I went out for the summer, and Katia sometimes, with the Obiemobile. We did kids activities. That was a really fun opportunity. We also had the community health garden, which we produced over 325 pounds of food this year. We have a lot of credit to give due to the 8-foot fence, also our volunteers, and stakeholders have been just fabulous. We are hoping for greater results even next year. We were able to attend 14 different events throughout the summer. Such as Safe Kids Day, WIC 50th celebration which included a car seat check, SARTA Open house, two senior fairs, and Funfest. The Massillon City Schools did a backpack event as well an English learner night. We are excited that in 2 weeks we will have two more baby showers. We have already done two this year, but we are doing 2 more on November 6th. Then also on Thursday we are participating in the Trunk or Treat at the Rec. We are hoping to win a prize – no offense Mayor. Erin is really in it with this car decoration.”

- c) Mayor Slutz responds “I have to say my wife is going all out for this.”

- d) Katie continues “We’ve also gone to three different food giveaways. We have given out 146 personal care bags this year already. They contain hygiene items for families in the area. We have done that with St Joes and the school district, and the police department. They keep them in the cruisers, which is fantastic. We will do another 50 to the schools before the end of the year. So, they can have them for the holidays. We started our courtesy closet. We keep it on a referral basis. Its like a small food pantry. We have also stocked it with cleaning supplies, as well as laundry detergent. We have gotten donations of baby formula. If we have people that come to us and say “hey I need some food” we can give it to them out of there. It is funded through health department staff. We have at least 25 backpacks in there if you know someone in need. We also have a small lobby pantry that is readily available. I also sit on 7 different committees which are the Social service summit, Southeast neighborhood cares, fall into wellness, Safe neighborhoods safe families, School-based strategies, we went to overdose awareness days, and then the western stark homeless task force. Lastly, we have, and I will pass this out, it’s the resource navigator. Everyone that comes into the health department gets one of these half sheets. On the back it is in Spanish. It just a way to see if anyone has needs, we have the ability to help with them. Even if it’s just referring them out to someone locally. We want to set them up for success.”



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- e) Margaret states "I do have a question; do you have anything like this that can help somebody that is homeless? They need to register with the homeless, but a lot of people don't know that. They don't know where to go."
- f) Katie responds "We do have information on the homeless hotline. We keep a bin under my desk so that way if I'm not here for some reason everyone in the health department has access to it."
- g) Margaret responds "It might be a good idea to keep that in the lobby. I know that down at city hall they do have people sitting in the police station and they need help. Especially with winter coming up. It would be better if they could just come in and maybe take a flyer."
- h) Mayor Slutz states "We had a homeless guy come to the council meeting last night. A lot of the members of the trade union were there to speak about something going on with city council. One of the members from the Pipefitters union took this homeless guy and said I'll take care of him, his wife works for the VA. They got him shelter for the night. Getting him lined up. I just thought that was wonderful. Some of the council members were almost in tears. This guy, he's a veteran, never had a record. He got arrested for loitering and he was upset. For this man that did not know this guy to open his vehicle and give him a ride to take him wherever he was taking him. Just thought that was amazing."
- i) Terri states "That's how we started with our hygiene bags. We pass those out to homeless, the police do as well. One of the councilmen came in recently and took a few to give to people that she knew that were homeless."
- j) Margaret says "But they need shelter. That is the main thing. They don't know how to go about getting it. They just don't know."

New Business

1. Division Director Report- Outreach Coordinator
 - a) Terri states "She did the old and the new business"
 - b) Ann asks "Do we have a homeless shelter in town? Do they go to the Y?"



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- c) Margaret states “Men have nowhere to go. The only place men have to go is downtown Canton. Eddie helps a lot with that, he sees them in the police station when he’s down there working on the weekend. So, he goes through all those steps with them. If they could come in and get a flyer.” Ann asks “Will SARTA give them a ride to Canton for free?”
- d) Mayor Slutz responds “Judge Elum has bus tickets that he gives them.” Terri says “We do too. We keep a few bus tickets in case somebody comes in.” Margaret states “Oftentimes you have to register with the homeless hotline. That’s the first step. So, they need to know to do that.”

2. Approval to fill a vacant position

- a) Terri states “Our Registrar has resigned and I’m asking the board to approve to hire a replacement Registrar though the civil service and officially that requesting an eligibility list of candidates from civil service commission.”
- b) Margaret states “Ok. This is the position that should not have been a director. We talked about that before. Civil service really didn’t approve Anita for longest time because we...”
- c) Ann responds “I know. I was aware. I was here for all the lawyer meetings. I’m very aware of the whole situation.” Terri states “and the board did change that back to registrar.” Margaret responds “Oh they did? Because she uses director on everything.” Terri says “That’s what City council wanted it to be.” Margaret goes on to say “This is what happened. We received a job description. It didn’t have director on it because honestly most of the directors in the city are not classified. So, she could’ve been a director if they would’ve removed the classified on there. She shouldn’t have been classified then. So, in our meeting we decided that she could be one or the other. But not both. We asked administration at that time to go back to city council and change it. Instead of changing it, they found a loophole. This was the other thing, instead of using our law department which would’ve been a lot easier. They were using Krugliak at \$300.00 an hour. So that is why we kind of stopped, that wasn’t fair to any of the... I mean I don’t know any other person that would have gotten Krugliak. Any other employee that would have had that privilege.” Terri responds “Ok. The very last thing I have on that is, and I can show you from the date, the board changed that



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then from director of Vital Statistics to Registrar. They changed it to that title.”

- d) Ann asks “Its classified now?” Terri responds “Yes, and its registrar.” Ann says “So we resolved that.” Terri responds “Yeah.”
- e) Margaret asks “I’m sorry but for how long? Because on everything it says, even on the website, it says director on it. Mayor came in and said she just wont use director. But there’s a pay increase with director. So, was she getting that pay increase?” Terri responds “Yes. We left the pay increase in for registrar because we have added accreditation coordinator to it. So, we left the increase in there because we increased the job duties.” Margaret responds “Understand you, this is a problem. So, we have to be very careful with this because every step of the way. I know that the attorneys, did the attorneys ever come and talk to the board?” Ann responds “Yes. Multiple times. It was Justin that came and talked to us. I wasn’t aware of outside council, it was just Justin.” Terri responds “Mmhm.”
- f) Margaret states “Outside council was used on Anita’s behalf at \$300.00 an hour.” Ann responds “At this point Anita is gone and the job is classified registrar.” Terri says “Yes.” Ann states “Can I move to approve to fill that vacant position now that it has been resolved?” Margaret states “I just don’t understand why she continued to use director, I want to get this straight because it was a major ordeal. They came in threatening to sue us and everything and we were doing our job.” Terri states “Right. The way I understood it, the very last thing that happened that I know of is, I don’t know who it was. I believe it was Justin that came back to the board and said to the board to put it back as registrar instead of director and leave the extras duties on there at a 12S.” Margaret responds “And that was another thing- according to the Ohio Revised Code she went from a 9S classified in the Engineering department to working in the mayor’s office. They change it to a 12S, according to the Ohio Revised Code she should have gone, if you go from classified to unclassified, you go back to classified again. So, if it would’ve stayed exactly the same, it would’ve been perfect. She would’ve gone back to what she should have gone back to. So that was incorrect. It was just one thing after another.” Terri responds “Right. We need to move onto this new position.” Margaret replies “I do understand that Terri but why wasn’t it



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changed on the website then?" Terri responds "I don't know." Margaret asks "Who's in charge of the website?" Terri responds "Anita was. She's gone now." Margaret says "That needs to be changed. Even in the minutes. If you look at it, it always said. I had no idea they changed that."

- g) Ann asks "So the new position, is it classified like the 12S that you were saying? Because it has additional duties because they are doing accreditation." Terri responds "Yes."
- h) Margaret states "I just want to bring up one other thing. When people call off, do they ask you if they can have this time off, is that directed to you?" Terri responds "Mhm." Margaret continues "Then when you turn in payroll and you have to lock it in, do you know what I mean. Then you send it to Becky Danner. Do you do that?" Terri responds "Actually that was the registrar's job. She did that. I approve it but she locks it in." Margaret asks "Why do you need three, because locking it in is just pushing a button. So, if people are putting their time in and you're doing everything but she's just pushing a button to lock it in, I don't understand. She's seeing everybody's payroll, she's seeing everybody's time off. So, if there was a conflict did you go to people or did she?" Terri responded "I did." Margaret asks "Ok. Is there any way you could take that back? Seriously you just push a button and then you send it in an email to Becky Danner. I don't know why we need a third staff person" Terri responds "I don't understand three, I don't understand. It was Anita and me." Margaret responds "But the employees already have all the information." Bethany states "The employees are number one, Anita was two, and you are three. That's what she's saying." Margaret goes on to say "So all the works done. I don't understand what Anita did other than..." Ann asks "So you're asking what's the job of the registrar?" Margaret responds "I'm asking why she was included in payroll when she's a staff member and she could see everybody's payroll." Ann says "I'm not sure but I think that's what a registrar does." Margaret responds "No, in her job description all she does is counts the births and the deaths within the city and now we don't have a hospital. So that's why they were adding extra stuff but I think payroll is really important." Terri responds "Before that our registrar did it too. Before Anita came Vicki did it. She was our registrar. That's just the way it's been throughout. I approve it at the end but they always did the work and kept track of the paperwork." Margaret asks "So when there was a problem did they come to you" Terri responds "Yes."



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Margaret says "Ok. Then you went to the person." Terri says "Right. Or if there's a problem that needs Becky or needs the administration that was me." Mayor Slutz asks "Do you think that would be a responsibility you could take back?" Terri responds "I wouldn't say take back, but take it?" Margaret says "That's what I'm saying. I don't understand why three people are involved because its really simple. All the information is in there placed in by the employee. If they're requesting time off from Terri then the email goes directly to Terri. So, you have all the information. At the very end you just look at everything if it adds up to the time, then all you do is push a button that says lock and save and then it gets sent to Becky Danner. I don't understand why a staff member is involved."

- i) Ann asks "Are concerned about redundancy or about security?" Margaret responds "Both." Terri asks "Have we had problems with it then?" Margaret responds "I don't know if I would want people seeing all of my time off that is another staff member equal to me when it's really the directors...Every job I've been in, whoever was in charge took care of that." Mayor Slutz states "I agree with that." Terri asks "Do other department directors all do payroll?" Mayor Slutz says "Just from my experience in the police department. It'd be like having a patrolman doing the time sheets, where it should be either the assistant chief or chief that's responsible for that so I can see what you're saying." Margaret goes on to say "But anyway, I noticed that those were additional where this job ended up being a higher pay grade where it didn't seem like there was much to it. Just for the birth and the death rate." Terri responds "Well I feel like there is because there's also that accreditation coordinator in there. Actually, in some health departments, that's full-time position that they hired. Now we didn't do that because Audrey took over that when we first started accreditation but she's gradually getting out of that because her duties are increasing with the sports physicals and that. So, we're looking to pass that on, unless we hire another person which we don't have the money. I don't think we need to. Then I think the registrar can handle that. That's a big duty" Margaret asks "In the past did you used to get interns to do that?" Terri responds "Not the accreditation, no. That has to be a trained position. Like I said a lot of health departments hire a full-time person to do that. That's a big job."
- j) Margaret states "I just want to say one last thing, you asked civil service for a letter saying that every promotion and every hire went through civil service where actually there was a promotion. So, the



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people doing the accreditation, are they qualified to do that?" Terri responds "Yes, they have to get trained." Mayor Slutz asks "So this is going to be a civil service position? Is there going to be a test" Terri responds "Yes that's determined by civil service. Jim already has the paperwork, job description, everything. So, it'll be up to him next once we request an eligibility list of candidates. That's what this approval will be for. Margaret states "I don't mean to be difficult at all but I want to get it right because it caused us so much trouble last time and I never saw where director came off, ever." Terri says "Ok. I think this is pretty this time just replacing the position." Margaret asks "Do you have to back to city council?" Terri responds "No because the board has the final say so on that and they changed it back to registrar so Ill find those minutes and show you those."

Motion made by Ann Paslaski to approve filling the vacant position. Seconded by Mike Reed. Motion carried.

3. Approval to appoint a temporary acting position

- a) Terri states "This is just required by the Ohio Revised Code until we get the position filled, we have to appoint an acting registrar for this interim until we get a permanent replacement. I'm asking the board for approval to temporarily appoint our deputy registrar to acting registrar and that is Mindy. She sits at the front desk. She knows most of the job and what she doesn't, I can help fill in. Just until we get someone else so they actually have to stamp birth and death records with an actual stamp. You have to be a registrar to do that. But that someone can be in a temporary acting position. So, I need to ask that Mindy be put into that position until permanent. She doesn't want the permanent job."

Motion made by Margaret Elum to appoint a temporary acting position. Seconded by Ann Palaski. Motion carried.

4. Approval to renew sewer contract with Stark County Health District

- a) Bethany states "So the current memorandum of understanding for the home sewage and water well program services has expired. This MOU is an agreement between the Massillon City Health Department and the Stark County combined general health district to provide services related to the regulations governing sewage



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treatment systems. Ohio Revised Code 3718 and Ohio Administrative Code 3701-29 and also the regulations governing private water systems. Ohio Revised Code 3701.344 and Ohio Administrative Code 3701-28. The scope of work within this sewage treatment system program will be limited to new, replacement, alteration, site evaluation, design plan review, permit issuance and installation inspections. Regarding private water wells this scope of work will include permitting and inspection for new, replacement, alteration and sealing of a private water system. The term of agreement shall be from January 1st, 2025 through December 31st, 2030. However, either party can cancel this agreement by providing at least 60 days written notice.”

- b) Terri states “We have had this contract for years, its pretty much a renewal of that contract.” Ann says “I thought that the Massillon water treatment plant did all the sewer stuff for us?” Bethany responds “This isn’t related to sanitary sewer at all. Household sewage treatment systems so septic systems.” Ann responds “Ok, thank you. I was confused.”

Motion made by Margaret Elum to renew sewer contract with Stark County Health district. Mike Reed seconds the motion. Motion carried.

5. Second reading of Food Service and Pool fees

- a) Terri states “There was no Food service or Pool license holders at the public hearing, we did that yesterday. Bethany did. This will serve as second reading. Does anybody have any questions?”

6. Approval to remove fee for the PIC class

- a) Bethany states “our PIC class is Person In Charge. It’s a food service class that we offer and its approved by the Ohio Department of Health. Person In Charge certification is a requirement when a new food service operation or a new retail food establishment is licensed after March 1st, 2010. When a food service operation or retail food establishment has been implicated in a food-borne disease outbreak or when the licenser has documented a failure to maintain sanitary conditions per section 3717.29 of the Ohio Revised Code for a retail food establishment or 3717.49 of the Ohio Revised Code for food service operation. Currently there is a \$20.00 fee per person for the Massillon City Health Department to teach this course. By eliminating the fee, we



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hope that it will encourage more operators of it thus providing better educated food- service workers in the city of Massillon.”

- b) Ann states “It’d be a good idea. No hurdles for those classes.” Bethany responds “It was only put into effect because years ago I would offer a class and I was only getting people coming in who were not from Massillon. We actually never wanted to charge the people of Massillon but I couldn’t justify teaching 20 people who were not from my health jurisdiction.” Ann asks “Is it required for them? Or is it an educational option?” Bethany responds “Its required for a lot of our operators. It depends on factors like when they were originally licensed. But to be honest I have operators who, regardless if its required, they’ve got people who are PIC certified. A lot of times they prefer to take my class because then they know their people are getting what the local inspector wants them to know.”

Motion made by Margaret Elum to approve to remove fee for PIC class. Seconded by Ann Palaski. Motion carried.

7. Public speaks

- a) Terri asks “Does anybody have anything?”
- b) Ann asks “One question- we used to be a tree city back in the day. The last administration there was a lot of development and a lot of trees. It was in the era of cutting down trees in this town. I was just wondering- would it be possible for the health of the city, to come back to that? I think we are still certified as a tree city. But I wonder if we could somehow promote that. I think it would be good for the well-being of everybody.” Mayor Slutz responds “Yes, that’s something we could do.” Terri responds “We actually looked into that for a little bit.” Bethany states “Steve Pedro is actually who you’ll want to talk to mayor. He was looking into what he needed to do to fulfill those requirements.”

ADJOURNMENT

Motion to adjourn at 4:02pm made by Margaret Elum. Seconded by Ann Palaski. Motion carried.



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APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Meeting minutes submitted by:	Terri Argent	Date: 10/22/2024
_____ Mayor Jamie Slutz President of the Board	_____ Terri D. Argent, Health Commissioner Secretary of the Board	