

# Meeting Minutes

<b>Meeting Name:</b> Board of Health		<b>Location:</b> Massillon City Health Department	
<b>Date:</b> September 26, 2023		<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 4:01pm
<b>Note Taker:</b> Terri Argent, REHS		<b>Facilitator:</b> Jeff Thornberry	
<b>Attendees:</b> Cyrus Ausar			

# Meeting Minutes

## **New Business**

1. Approval to attend AOHC Fall conference for Health Commissioner and Medical Director

- a) Terri Argent and Dr. Wiggins attended the Fall AOHC conference recently. It was outstanding.
- b) AOHC paid \$200.00 towards their hotel, making the total \$84 and \$89 for 2 nights at Embassy Suites in Dublin. It was paid for out of the Workforce Development grant.
- c) Hotel, Conference, food & mileage for both Terri and Dr. Wiggins was not to exceed \$900.00

Motion was made by Cathy Heitger to approve the attendance and expenditures of Terri and Dr. Wiggins to attend the AOHC Fall conference. Seconded by Ann Palaski. Motion carried.

2. Approval for Director of Nursing to attend Ohio Public Health Nursing conference.

- a) The conference is held in Findley, Ohio from 11/2-11/3. It is \$275.00 to be paid for by the Workforce Development Grant. Hotel, food, mileage is not to exceed \$700.00.

Motion was made by Cathy Heitger to approve the attendance of the Director of Nursing to attend the Public Health Nursing conference on 11/2-11/3. Seconded by Ann Palaski. Motion carried.

3. Approval for additional DEI training for Board members and staff

- a) Staff has completed our DEI assessments and training, and would like to continue training in specific topics such as LGBTQ+, race equity, and poverty equity to better serve our clients.
- b) Further training would be \$9950.00 to be paid for by the Workforce Development Grant.

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- c) Also requesting 1 hour DEI training for Board members to satisfy CEU requirements for \$3500.00 to be available online.

Motion was made by Ann Palaski to approve further DEI training. Seconded by Sonia Ullum. Motion carried.

#### 4. Approval to participate in “Lessons learned through COVID 19” study

- a) This study is sponsored by ODH, facilitated by Ohio University. It is an in-depth research and review of the Public Health response to COVID-19, lessons learned, strengths, areas for improvement, etc.
- b) Our contribution is \$600.00 for this study, which will produce data and documentation to help prepare for future pandemics.
- c) Terri stated that she has attended a couple studies prior, which highlighted the strengths and challenges during the pandemic. Strengths were in the partnerships formed, challenges were mostly due to communication.

Motion was made by Cyrus Ausar to approve participation in “Lessons learned through COVID 19” study. Seconded by Sonia Ullum. Motion carried.

#### 5. Approval to increase ServSafe fees

- a) ServSafe is our food protection classes that managers have to take
- b) Fees have been the same for years, but in October the book fees are being raised
- c) Would like to raise our class fees from \$175.00 to \$180.00. We would still be significantly lower than anyone else around us
- d) Cyrus recuses himself as he owns the Greatness café

Motion was made by Cathy Heitger to approve increase of ServSafe fees. Seconded by Ann Palaski. Motion carried.

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### 6. Approval of Workforce Development grant employee incentive stipends

- a) Stipends as employee incentives are recommended in the guidelines for the Workforce Development Grant at 3% of salary or \$1500.00, whichever is the lesser amount, for employees with 9 months or more employed with Massillon City Health Department.
- b) This will not come out of the 2023 salary budget. The stipends would be funded through the Workforce Development Grant.
- c) All current employees would receive the stipend except for our two new hires

Motion was made by Cyrus Ausar to approve employee stipends. Seconded by Cathy Heitger. Motion carried.

### 7. Discussion- required CEU's for Board member's DEI and Ethics training

- a) 2 hours of CEU's are required for Board members.
- b) We will send links for on-line trainings for DEI and Ethics training
- c) Certificates will be given upon completion of courses
- d) Deadline is December 31<sup>st</sup>, 2023

### 8. Discussion- Future meeting schedule

- a) Our December Board meeting falls on the 26<sup>th</sup>. Do we want to change this meeting date?
- b) Tuesday December 12<sup>th</sup> is deemed a better date for the meeting. It stays at 3:30pm.
- c) Be thinking about the year ahead and if changes need to be made for Board of Health meeting days or times

### 9. Cyrus brings up discussion for the Massillon City Health Department possibly being a part of a mental health bowling event

- a) The event will be held on Nov. 11<sup>th</sup> from 1-4pm at Park Centre lanes
- b) Will include local organizations such as the Boys & Girls club, United Way, StarkMAHR, etc
- c) Possible outreach for MCHD handing out harm reduction bags with Naloxone

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## **MEETING ADJOURNED**

Meeting adjourned at 4:01pm. Motion by Cathy Heitger, seconded by Sonia Ullum. 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:**