

2014 Board Minutes

The Massillon Board of Health meets on the 3rd Tuesday of each month at 3:30pm.

January	July
February	August
March	September
April	October
May (no meeting)	November
June	

BOARD OF HEALTH MEETING – Tuesday, January 21, 2014 Health Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

Mayor Kathy Catazaro-Perry
Rob Church
Howard Kemp
Beverly Lewis
Jo-Ann Ryder

STAFF PRESENT

Terri Argent

GUESTS PRESENT

The meeting was opened by Mayor Catazaro-Perry, President of the Board.

Motion was made by Jo-Ann Ryder, seconded by Beverly Lewis, to approve the minutes of the December, 2013 meeting. Motion carried.

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given to pay the December bills for the Health Department in the amount of \$21,417.82 and for the WIC Department in the amount of \$9,076.67 for a total of \$30,494.49. Motion carried unanimously.

The December, 2013 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

Required Board Education Will Begin Next Meeting

The Board will review State minimum standards for Health Departments. All board members must have Continuing Education hours.

NEW BUSINESS

1. Hand-Out of Current List of Board Member Information

An updated list of Board Member information was given to all board members.

2. Approval of Sprint Contract

The Health Department’s two emergency netbooks no longer work properly and are very slow. We have found a good price on Samsung Galaxie Pads (like Ipads). These pads work like phones. WIFI or internet connections are not required, which would make these units more useful in the field. On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given to purchase two Galaxie Pads for \$49.99 each, with a two-year maintenance plan for an additional \$15 per month per unit. Motion carried.

3. Front Entrance Closed on Friday, January 24, 2014

The front entrance to the Health Department will be closed on Friday, January 24, 2014, due to required building maintenance. The Funeral Directors have been notified and signs will be posted for customers to use the back entrance.

4. Approval for Regular Window Cleaning

On a motion by Howard Kemp, and seconded by Beverly Lewis, approval was given to contract Massillon Window Cleaning to clean our windows inside and out at a cost of \$90 every six weeks. Motion carried.

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, the meeting was adjourned at 4:10 p.m. Motion carried.

The next meeting will be held on February 18, 2014.

Mayor Catazaro-Perry
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, February 18, 2014 Health Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

STAFF PRESENT

GUESTS PRESENT

Mayor Kathy Catazaro-Perry
Rob Church
Beverly Lewis
Jo-Ann Ryder

Terri Argent
Vicki Theis

The meeting was opened by Mayor Catazaro-Perry, President of the Board.

Motion was made by Beverly Lewis, seconded by Jo-Ann Ryder, to approve the minutes of the January, 2014 meeting. Motion carried.

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given to pay the January bills for the Health Department in the amount of \$2,247.01 and for the WIC Department in the amount of \$9,756.55 for a total of \$12,003.56. Motion carried unanimously.

The January, 2014 Vital Statistics, Environmental, and Nursing Division reports were

accepted and approved without comment.

OLD BUSINESS

None

NEW BUSINESS

1. Mayor Catazaro-Perry's State of the City Address

Mayor Kathy Catazaro-Perry presented the State of the City Address.

2. Grant Money from the 2014 PHI Grant is Buying New Equipment for the Health Department

Money left over in the Public Health Infrastructure Grant is buying four new computers and a large-screen TV for the Health Department.

3. Approval to Purchase Mosquito Larvacide

On a motion by Beverly Lewis, seconded by Jo-Ann Ryder, approval was given to purchase one case of briquettes and one case of granular larvacide for \$1,244.81 plus shipping. Motion carried.

4. Education – Minimum Requirements for Health Departments

One-half hour of Continuing Education Credits was earned by Board Members in attendance.

5. Add-On – Approval to Renew Notary Public Commission for Vicki Porter

On a motion from Jo-Ann Ryder, seconded by Beverly Lewis, approval was given to renew the Notary Public Commission for Vicki Porter at a cost of \$60. This renewal is for five years. Motion carried.

On a motion by Beverly Lewis, seconded by Jo-Ann Ryder the meeting was adjourned at 4:25 p.m. Motion carried.

The next meeting will be held on March 18, 2014.

Mayor Catazaro-Perry
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, March 18, 2014 Health Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

Mayor Kathy Catazaro-Perry
Beverly Lewis
Jo-Ann Ryder
Jeff Thornberry

STAFF PRESENT

Terri Argent

**GUESTS
PRESENT**

Kristen Lippert
(sitting in for
Shadrick Stinson)

The meeting was opened by Jeff Thornberry, President Pro-tem of the Board.

Motion was made by Jo-Ann Ryder, seconded by Beverly Lewis, to approve the minutes of the February, 2014 meeting. Motion carried.

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given to pay the February bills for the Health Department in the amount of \$15,957.47 and for the WIC Department in the amount of \$9,267.72 for a total of \$25,225.19. Motion carried unanimously.

The February, 2014 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

None

NEW BUSINESS

1. Approval for Nursing Seminar “Preschool Vision Screening”

On a motion by Beverly Lewis, seconded by Jo-Ann Ryder, approval was given for both of our nurses to attend a “Preschool Vision Screening” seminar in Columbus on April 16, 2014, presented by Prevent Blindness Ohio. By attending this free seminar, the Health Department will receive free screening equipment. Approval was given to pay mileage and meals. Motion carried.

2. Approval to Attend WIC Directors Meeting

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given for Erin Wise to attend the required WIC Directors Meeting in Columbus from May 7 – 9. Approval was given to pay \$200.00 for lodging for two nights, plus meal and mileage costs. Motion carried.

3. Approval for Hand Washing Education Project

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given for the Health Department to provide two hand-washing stations and educational material at the July 3 festival, at a cost of approximately \$220.00. This will fulfill several requirements for Accreditation through Education and Community Outreach. Motion carried.

4. Approval to Reschedule May Board Meeting

On a motion by Jo-Ann Ryder, seconded by Beverly Lewis, approval was given to combine the May and June Board of Health Meetings due to a scheduling conflict. The meeting will be the scheduled June 17 meeting. Motion carried.

5. Review of 2014 Health Department Goals

Terri Argent passed out an information sheet and discussed the 2014 goals for each Division of the Health Department.

On a motion by Beverly Lewis, seconded by Jo-Ann Ryder the meeting was adjourned at 3:50 p.m. Motion carried.

The next meeting will be held on April 15, 2014.

Jeff Thornberry
President Pro-tem of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, April 15, 2014 Health Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

Howard Kemp
Jo-Ann Ryder
Jeff Thornberry

STAFF PRESENT

Terri Argent

**GUESTS
PRESENT**

The meeting was opened by Jeff Thornberry, President Pro-tem of the Board.

Motion was made by Jo-Ann Ryder, seconded by Howard Kemp, to approve the minutes of the March, 2014 meeting. Motion carried.

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given to pay the March bills for the Health Department in the amount of \$22,894.29 and for the WIC Department in the amount of \$9,267.72 for a total of \$32,162.01. Motion carried unanimously.

The March, 2014 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

None

NEW BUSINESS

1. Approval to Attend Spring Health Commissioners Conference

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given for Terri to attend the Spring Health Commissioners Conference in Columbus from May 19–21, 2014. Approval was for Conference fees of \$195, two nights lodging at \$206.80, plus meals and mileage. Motion carried.

2. Approval to Renew OEHA Memberships

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given to renew OEHA memberships for Terri Argent and Ryan David for one year at a cost of \$60 each. Motion carried.

3. Approval to Utilize Mosquito Truck for the COOL Project

On a motion by Jo-Ann Ryder, seconded by Howard Kemp, approval was given for Terri to use the mosquito truck on June 7, 2014, to pick up tires and take them to the Street Department garage for recycling. Motion Carried.

4. Pictures for Annual Report

Due to the absence of Board Members, it was decided that the picture taken of the Board Members last spring would be used in the 2013 Annual Report.

On a motion by Jo-Ann Ryder, seconded by Howard Kemp, the meeting was adjourned at 3:50 p.m. Motion carried.

The next meeting will be held on June 17, 2014.

Jeff Thornberry
President Pro-tem of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, June 17, 2014 Health Department
Conference Room, 3:30 p.m.

MEMBERS PRESENT

Mayor Kathy Catazaro-Perry
Rob Church
Howard Kemp
Jo-Ann Ryder
Jeff Thornberry

STAFF PRESENT

Terri Argent
Dr. Louis Schaner

**GUESTS
PRESENT**

The meeting was opened by Mayor Kathy Catazaro-Perry, President of the Board.

Motion was made by Jo-Ann Ryder, seconded by Jeff Thornberry, to approve the minutes of the April, 2014 meeting. Motion carried.

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given to pay the April bills for the Health Department in the amount of \$4,621.64 and for the WIC Department in the amount of \$11,802.01 for a total of \$16,423.65, and the May bills for the Health Department in the amount of \$3,168.10 and for the WIC Department in the amount of \$12,945.77 for a total of \$16,113.87. Motion carried unanimously.

The April and May, 2014 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

None

NEW BUSINESS

1. Tribute to Reverend Robert Lewis

We will remember his support and assistance to the Health Department in securing our current location.

2. Measles Outbreak Update

Diana Martin, RN, Director of Nursing, presented an update on the current measles outbreak.

3. Presentation of 2013 Annual Report

Penni Roderick did the work on the 2013 Annual Report in-house. The total cost of printing was \$113.00.

4. Presentation of Certificates of Achievement

Certificates were presented to all Board Members for completing .5 CEU hours as required.

5 Board Education – Governance Functions

Board Members completed a course on Duties of a Board of Health, which provided 1 hour CEUs.

On a motion by Jo-Ann Ryder, seconded by Jeff Thornberry, the meeting was adjourned at 3:50 p.m. Motion carried.

The next meeting will be held on July 15, 2014.

Mayor Catazaro-Perry
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, August 19, 2014 Health Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

Mayor Kathy Catazaro-Perry
Rob Church
Howard Kemp
Beverly Lewis
Jo-Ann Ryder
Jeff Thornberry

STAFF PRESENT

Terri Argent
Dr. Louis Schaner

GUESTS PRESENT

The meeting was opened by Mayor Kathy Catazaro-Perry, President of the Board.

Motion was made by Jo-Ann Ryder, seconded by Beverly Lewis, to approve the minutes of the July, 2014 meeting. Motion carried.

On a motion by Howard Kemp, seconded by Jo-Ann Ryder, approval was given to pay the July bills for the Health Department in the amount of \$11,496.74 and for the WIC Department in the amount of \$10,618.38 for a total of \$22,115.12. Motion carried unanimously.

The July, 2014 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

1, Approval of Kiosk Photo Policy

On a motion by Jeff Thornberry, seconded by Howard Kemp, the board adopted Policy 01-2014, allowing clients to use cell phones to take photos of records on the Gateway Index of Vital Records Kiosk. Motion carried.

NEW BUSINESS

1. Approval to Renew Terri's REHS

On a motion by Jo-Ann Ryder, seconded by Jeff Thornberry, approval was given to renew Terri's Registered Environmental Health Specialist License at a cost of \$345 for

five years. Motion carried.

2. Approval to Attend the Fall AOHC Conference

On a motion by Jo-Ann Ryder, seconded by Howard Kemp, approval was given for Terri and Dr. Schaner to attend the Fall AOHC Conference in Columbus on September 22 – 24, at a cost of \$940. Motion carried.

3. Approval to Renew Mosquito Licenses

On a motion by Howard Kemp, seconded by Beverly Lewis, approval was given to renew mosquito licenses for three operators, Terri Argent, Ryan David and Rick Michaels, at a total cost of \$105. Motion carried.

4. Approval of Health Department Logo

The entire Health Department staff participated and came up with a new logo for the Health Department. On a motion by Jeff Thornberry, seconded by Jo-Ann Ryder, approval was given to accept the design. Motion carried.

On a motion by Jo-Ann Ryder, seconded by Rob Church, the meeting was adjourned at 3:44 p.m. Motion carried.

The next meeting will be held on September 16, 2014.

Mayor Catazaro-Perry
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, September 16, 2014 Health
Department Conference Room, 3:30 p.m.

MEMBERS PRESENT

Rob Church
Howard Kemp
Jeff Thornberry

STAFF PRESENT

Terri Argent
Dr. Louis Schaner

GUESTS PRESENT

Shaddrick Stinson

The meeting was opened by Jeff Thornberry, President Pro-tem of the Board.

Motion was made by Howard Kemp, seconded by Rob Church, to approve the minutes of the August, 2014 meeting. Motion carried.

On a motion by Howard Kemp, seconded by Rob Church, approval was given to pay the August bills for the Health Department in the amount of \$2,401.77 and for the WIC Department in the amount of \$10,305.58 for a total of \$12,707.35. Motion carried unanimously.

The August, 2014 Vital Statistics, Environmental, and Nursing Division reports were accepted and approved without comment.

OLD BUSINESS

1. None

NEW BUSINESS

1. Approval for Ryan to attend OEHA Conference

On a motion by Howard Kemp, seconded by Rob Church, approval was given for Ryan David to attend the OEHA Conference on October 14, 2014, at Quail Hollow at a cost of \$85. Motion carried.

2. Approval of Mature Services Trainee

On a motion by Rob Church, seconded by Howard Kemp, approval was given for Mature Services Trainee and Massillon resident, Lori Belty to work in the WIC Department. Motion carried.

3. Resolution to Approve Fees for Tattoo/Body Piercing Events

On a motion by Howard Kemp, seconded by Rob Church, approval was given to adopt Resolution 1/2014. Ohio Revised Code requires this resolution to allow one-day events for tattoo/body piercing. The charge for temporary booths will be \$25 per day. Motion carried unanimously.

4. Mid-year Goals for 2014

A printed sheet of the Mid-year Goals for the Health Department for 2014 was presented to all attendees.

On a motion by Howard Kemp, seconded by Rob Church, the meeting was adjourned at 4:50 p.m. Motion carried.

The next meeting will be held on October 21, 2014.

Jeff Thornberry
President Pro-tem of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board



BOARD OF HEALTH MEETING – Tuesday, October 21, 2014 Health Department Conference Room, 3:30 p.m.

DUE TO LACK OF A QUARUM, BILLS, MINUTES AND MOBILE HOME PARKS PROGRAM WILL BE VOTED ON AT THE NOVEMBER MEETING

MEMBERS PRESENT

STAFF PRESENT

GUESTS PRESENT

Mayor Kathy Catazaro-Perry
Howard Kemp
Jo-Ann Ryder

Terri Argent
Dr. Louis Schaner

The meeting was opened by Mayor Kathy Catazaro-Perry, President of the Board.

OLD BUSINESS

None

NEW BUSINESS

1. Approval to Eliminate Mobile Home Parks Program

The Ohio Manufactured Homes Commission is difficult to work with, does not return calls, etc. Terri is asking for approval to refuse the renewal of the Commission's service contract for 2015. The Health Department will handle complaints on a local level. A discussion was held and will be voted on at the next Board Meeting.

2. Ebola Update and Discussion

Terri handed out fact sheets on Ebola. Since last Wednesday, City Health & Safety forces have been meeting daily to discuss and prepare for any situations that may arise. The Health Department also participates in daily conference calls from the Ohio Department of Health and receives e-mails from CDC

3. Add-On - Church Rental Contract

The Church has given us a rental contract that is for two years. This contract reduces our rent by \$7,000 the first year and reverts to what we are paying now for the second year. City Council has taken it to three readings – delaying the contract for another month.

The meeting concluded at 4:00 pm.

The next meeting will be held on November 18, 2014.

Mayor Catazaro-Perry
President of the Board

Terri D. Argent, Health Commissioner
Secretary of the Board

