



Board of Health Meeting
Monday, July 22, 2019 @ 12:00 PM – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, July 22, 2019 at 12:03 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Johns, Dr. Lakritz and Mayor Bernabei were present. Also present were James Adams, Christi Allen and Robert Knight.

Unfinished Business

James Adams and Robert Knight discussed the upcoming Public Health Accreditation Board (PHAB) site visit with the board. The visit is scheduled for July 24 to July 25 and the site visit team will be meeting with the board at a special meeting scheduled for July 25, 2019 at 10:30 AM.

Approve June 24, 2019 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the June 24, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$130,585.03

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$130,585.03. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Mr. Wyatt moved and Dr. Lakritz seconded a motion to enter executive session to discuss the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes Dr. Lakritz – Yes

Motion passed unanimously. The board entered executive session at 12:18 AM. The board returned from executive session at 12:33 AM.

Mayor Bernabei left at this time, 12:33 AM.

Personnel:

a. Approve Position Description for Preparedness Coordinator (R5)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the updated position description for the Preparedness Coordinator (R5). Motion passed unanimously.

b. Approve Position Description for Administrative Specialist III (R4)

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the position description for the Administrative Specialist III (R4) with minor revisions. Motion passed unanimously.

c. Appointment of Preparedness Coordinator (R5)

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the appointment of Patricia McConnell to Preparedness Coordinator (R5) at her current rate of pay of \$49,899.42 with no 90-day probationary period effective July 29, 2019. The salary will be paid from the following funds: PHEP (2328) and General Fund (1001 301001).

- d. Resignation of Sara Kovacs, Public Health Technician (PT11), Effective July 26, 2019**
Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Sara Kovacs, Public Health Technician (PT11), effective July 26, 2019. Motion passed unanimously.
- e. Accept Resignation of Aaron Butchelli, Recycling Center Manager (R3), Effective July 16, 2019**
Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Aaron Butchelli, Recycling Center Manager (R3), effective July 16. Motion passed unanimously.
- f. Updated Position Classification Schedule for Environmental Health**
Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule for Environmental Health. Motion passed unanimously.
- g. Updated Position Classification Schedule for Administration/Vital Statistics**
Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule for Administration/Vital Statistics. Motion passed unanimously.
- h. Resignation of Sarah Mann, WIC Peer Helper (PT13)**
Mr. Wyatt moved and Dr. Johns seconded a motion to accept the resignation of Sarah Mann, WIC Peer Helper (PT13), effective August 16, 2019. Motion passed unanimously.
- i. Appointment of WIC Peer Helper (PT13)**
Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the appointment of Natatia Peterson as part-time WIC Peer Helper (PT13) at \$10.64 per hour with a half-step increase to \$10.86 after a satisfactory 90-day probationary period with a start-date to be determined. The salary will be paid from the WIC fund (2316). Motion passed unanimously.
- j. Extend Employment of Matthew Margaritakis, Public Health Technician (PT11)**
Dr. Lakritz moved and Mr. Wyatt seconded a motion to extend the employment of Matthew Margaritakis, Public Health Technician (PT11), to September 9, 2019. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for July 22, 2019

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the hearing officer for July 22, 2019. Motion passed unanimously.

Approve Resolutions:

- a. 2019-14 Terminal Pay**
Mr. Wyatt moved and Dr. Johns seconded a motion to approve resolution 2019-14 Terminal Pay. Motion passed unanimously.
- b. 2019-15 Abatement of Public Nuisances**
Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve resolution 2019-15 Abatement of Public Nuisances. Motion passed unanimously.

Approve Revised Strategic Plan 2020

Dr. Johns moved and Dr. Lakritz seconded a motion to approve revisions to Strategic Plan 2020. Motion passed unanimously.

Approve an Addendum Agreement with YWCA of Canton for the Purpose of Receiving Grant Funding for Performing On-site Clinic Services (Early Headstart Outreach) for an Additional Amount of \$3,380.00 for the Period of September 1, 2018 through August 31, 2019. (Initially Approved for \$22,500.00 at the August 27, 2018 Board of Health Meeting)

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve an addendum agreement with YWCA of Canton for the purpose of receiving grant funding for performing on-site clinic services (Early Headstart Outreach) for an additional amount of \$3,380.00 for the period of September 1, 2018 to August 31, 2019. Motion passed unanimously.

Approve an FY19 HIV Grant Agreement with Jefferson County Health Department for the Amount of \$14,720.00 for the Period of August 1, 2019 to December 31, 2019

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve an FY19 HIV Grant Agreement with Jefferson County Health Department for the Amount of \$14,720.00 for the period of August 1, 2019 to December 31, 2019. Motion passed unanimously.

Accept Grant Funding from Ohio Department of Health in the Amount of \$30,000.00 for the FY20 Integrated Naloxone Access and Infrastructure Grant for the Period of July 7, 2019 to September 28, 2019

Dr. Johns moved and Dr. Lakritz seconded a motion to accept grant funding from Ohio Department of Health in the Amount of \$30,000.00 for the FY20 Integrated Naloxone Access and Infrastructure Grant for the period of July 7, 2019 to September 29, 2019. Motion passed unanimously.

Approve an Agreement with Asian Services in Action, Inc. for them to Provide Proof Translation of Documents at a Cost not to Exceed \$173.25

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with Asian Services in Action, Inc. for them to provide proof translation of documents at a cost not to exceed \$173.25. Motion passed unanimously.

Approve Travel Authorization

- a. Shameem Ahmad, Disease Intervention Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (STD Fund 2312)
- b. David McCartney, Early Intervention Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (EIS Fund 2319)
- c. Stacy Lorkowski, Linkage to Care Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (STD Fund 2312)
- d. Pamela Gibbs, Health Service Coordinator/DIS-LTC Supervisor, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (HIV Fund 2318)
- e. Jaclyn Hupp, APC Monitoring & Inspections Technician, Quality Assurance for Air Pollution Measurement Systems, 08/12/2019 to 08/14/2019 in Columbus, Ohio at an Amount not to Exceed \$427.00 (APC Fund 2331)
- f. Linda Morckel, APC Monitoring & Inspections Supervisor, Quality Assurance for Air Pollution Measurement Systems, 08/12/2019 to 08/14/2019 in Columbus, Ohio at an Amount not to Exceed \$427.00 (APC Fund 2331)

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- g. Jennifer Hayden, Breastfeeding Coordinator, Ohio WIC 2019 Breastfeeding Conference, 08/27/2019 to 08/28/2019 in Columbus, Ohio at an Amount not to Exceed \$223.00 (WIC Fund 2316)
- h. Thea Bartlett, WIC Peer Helper, Ohio WIC 2019 Breastfeeding Conference, 08/27/2019 to 08/28/2019 in Columbus, Ohio at an Amount not to Exceed \$223.00 (WIC Fund 2316)
- i. Shameem Ahmad, Disease Intervention Specialist, DIS Training, 10/27/2019 to 11/01/2019 in Columbus, Ohio at an Amount not to Exceed \$915.00 (HIV Fund 2318)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the above travel. Motion passed unanimously.

Acceptance of Reports

- a. Medical Director – James Adams reported to the board that Dr. Elias recently had a letter to the editor published in the Canton Repository.
- b. Nursing/WIC – Nothing additional
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Nothing additional
- e. THRIVE – Mr. Adams announced to the board that the Canton Stark County THRIVE Project won the AHA Dick Davidson NOVA Award. The award honors effective, collaborative programs that are focused on improving community health. The award will be presented at the AHA Leadership Summit on July 25, 2019 in San Diego, CA.

Dr. Lakritz left at this time, 1:34 PM.

- f. Environmental Health –
- g. Air Pollution Control – Terri Dzienis reported to the board that there has been a recent increase in the number of complaints the division is receiving about Republic Steel.
- h. Vital Statistics – Nothing additional
- i. Fiscal – Jim Adams reported to the board that on October 1, 2019 the department will no longer operate out of the city's general fund and that all health department money will be moved into a special fund.
- j. Health Commissioner – Nothing additional
- k. Accreditation Team – Robert Knight thanked the entire Canton City Public Staff for their hard work on the accreditation project.
- l. Quality Improvement and Performance Management – Terri Dzienis reported to the board that the quarterly report will be ready next month.

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Mr. Wyatt moved and Dr. Johns seconded a motion to accept the division reports. Motion passed unanimously.

Other Business

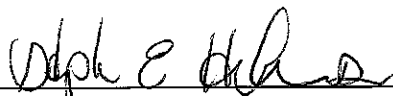
Mr. Wyatt announced that he is co-sponsoring a safety fair on July 30, 2019 from 4:00pm to 7:00pm. He asked the department to consider participating.

Next Meeting: Monday, August 26, 2019 at 12:00pm

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, August 26, 2019 at 12:00 PM.

Adjournment

Mr. Wyatt moved and Dr. Johns seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:47 PM.



President of the Board of Health



Secretary to the Board of Health

August 26, 2019

Date of Approval