



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

**Board of Health Meeting**  
Monday, September 23, 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, September 23, 2019 at 12:00 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Johns and Ms. Lucas were present. Also present were James Adams and Robert Knight.

**Unfinished Business**

Annmarie Butusov introduced new Environmental Health staff, Steven Smith and Kristen Schen, to the board.

James Adams introduced Rodney Reasonover, Chief Executive Officer, Stark County Community Action Agency.

Mr. Adams then reviewed a summary of animal bite reports in the City of Canton, using data from 2006 to present.

**Approve August 26, 2019 Board of Health Meeting Minutes**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the August 26, 2019 Board of Health meeting minutes. Motion passed unanimously.

**Approve September 13, 2019 Special Board of Health Meeting Minutes**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the September 13, 2019 Special Board of Health meeting minutes. Motion passed unanimously.

**Approve List of Bills for \$157,863.67**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the list of bills totaling \$157,863.67. Motion passed unanimously.

Dr. Lakritz arrived at this time – 12:08 PM.

**Approve Recommendations of the Hearing Officer for September 23, 2019**

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for September 23, 2019. Motion passed unanimously.

**Approve the FY20 Ohio Equity Institute (OEI) Grant Application and Initial Budget in the Amount of \$212,484.00 with a Grant Period of October 1, 2019 through September 30, 2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the FY20 Ohio Equity Institute (OEI) grant application and initial budget in the amount of \$212,484.00 with a grant period of October 1, 2019 through September 30, 2020. Motion passed unanimously.

**Approve the FY20 STI Prevention Grant Application and Initial Budget in the Amount of \$35,551.00 with a Grant Period of January 1, 2020 to December 31, 2020**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the FY20 STI Prevention grant application and initial budget in the amount of \$35,551.00 with a grant period of January 1, 2020 to December 31, 2020. Motion passed unanimously.

**Approve Agreement with Ohio Pharmacy Services for their Services to Provide Medical Supplies for the Period of September 23, 2019 to June 30, 2021**

Dr. Johns moved and Dr. Lakritz seconded a motion to approve an agreement with Ohio Pharmacy Services for their services to provide medical supplies for the period of September 23, 2019 to June 30, 2021. Motion passed unanimously.

**Approve FY21 Partnership Agreements for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol with a period from September 29, 2019 to September 28, 2020 with the Following Agencies (at no cost):**

- a. Stark County Health Department
- b. ICAN Housing
- c. OhioCAN(Change Addition Now)

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the FY21 partnership agreements for Integrated Naloxone access and Infrastructure grant to distribute Naloxone under CCPH's protocol with a period of September 29, 2019 to September 28, 2020 with the above agencies. Motion passed unanimously.

**Approve Memorandum of Understanding from CommQuest Services, Inc. to Provide 'Train-the-Trainer' Training for Naloxone Furnishers to Agencies who Partner with CCPH to Increase Naloxone Distribution in Stark County for a Period of September 29, 2019 to September 28, 2020(at no cost)**

Dr. Johns moved and Dr. Lakritz seconded a motion to approve a memorandum of understanding from CommQuest Services, Inc. to provide 'train-the-trainer' training for Naloxone furnishers to agencies who partner with CCPH to increase Naloxone distribution in Stark County for a period of September 29, 2019 to September 28, 2020(at no cost). Motion passed unanimously.

**Approve Agreement for the Management of the Recycling Center with the City of Canton, the Stark-Tuscarawas-Wayne Joint Solid Waste Management District and the Stark County Sheriff's Office Effective September 23, 2019 with Automatic Renewals on January 1 of Every Year**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve an agreement for the management of the Recycling Center with the City of Canton, the Stark-Tuscarawas-Wayne Joint Solid Waste District and the Stark County Sheriff's Office effective September 23, 2019 with automatic renewals on January 1 of every year. Motion passed contingent on review and approval of the agreement by the Canton City Law Department and all other signatories.

**Approve Agreement with Center for Marketing and Opinion Research to pay \$10,000.00 for Public Opinion Research Services for a Period of September 23, 2019 to December 31, 2019 for the FY19 HIV Grant**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve an agreement with Center for Marketing and Opinion Research to pay \$10,000.00 for public opinion research services for a period of September 23, 2019 to December 31, 2019 for the FY19 HIV grant. Motion passed unanimously.

**Approve Agreement Addendums for the FY19 HIV Grant for the Period of January 1, 2019 to December 31, 2019 for the Following Sub-grantees:**

- a. Alliance City Health Department for \$10,021.00 (Originally approved \$5,000.00)
- b. New Philadelphia Health Department for \$25,860.00 (Originally approved for \$10,990.00)

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve an agreement addendum for the FY19 HIV grant for the period of January 1, 2019 to December 31, 2019 for the above sub-grantees. Motion passed unanimously.

**Approve an Agreement with Kent State University for Canton City Public Health to Provide Clinical Rotations for Nursing Students Effective September 16, 2019 with Automatic Renewals for Five Years through September 16, 2024**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with Kent State University for Canton City Public Health to provide clinical rotations for nursing students effective September 16, 2019 with automatic renewals for five years through September 16, 2024. Motion passed unanimously.

**Approve the FFY 2018-2019 Ohio EPA Air Pollution Control Contract Amendment for a Period of October 1, 2017 to September 30, 2019 for a Final Total Funding Amount of \$1,604,756 (\$799,700 FFY18 and \$805,056 FFY19), Including an Obligation for the Provision of \$40,000 per Year of City/Local Funds**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FFY 2018-2019 Ohio EPA air pollution control contract amendment for a period of October 1, 2017 to September 30, 2019 for a final total funding amount of \$1,604,756 (\$799,700 FFY18 and \$805,056 FFY19), including an obligation for the provision of \$40,000 per year of city/local funds. Motion passed unanimously.

**Approve the FFY 2020-2021 Ohio EPA Air Pollution Control Contract, for a Period of October 1, 2019 to June 30, 2021 to Receive a Total Funding Amount of \$1,538,124 (\$834,470 FFY20 and \$703,654 FFY21), Including an Obligation for the Provision of \$40,000 per Year of City/Local Funds**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the FFY 2020-2021 Ohio EPA air pollution control contract, for a period of October 1, 2019 to June 30, 2021 to receive a total funding amount of \$1,538,124 (\$834,470 FFY20 and \$703,654 FFY21), including an obligation for the provision of \$40,000 per year of city/local funds. Motion passed unanimously.

**Approve Purchase Request for Thermo Environmental Instruments LLC for Two Ozone Photometric Analyzers with Internal Zero Air and Ozonator for \$22,999.50 (Paid from APC Funds)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a purchase request for Thermo Environmental Instruments LLC for two ozone photometric analyzers with internal zero air and ozonator for \$22,999.50 (paid from APC funds). Motion passed unanimously.

**Approve Purchase Request for Agilaire, LLC for Data Loggers for \$14,750.00 (Paid from APC Funds)**

Ms. Lucas moved and Dr. Johns seconded a motion to approve a purchase request for Agilaire, LLC for data loggers for \$14,750.00 (paid from APC funds). Motion passed unanimously.

**Consideration of Special Provisional Certification Proposal for Stark County Ohio Pathways Community HUB Service Region**

James Adams discussed with the board a letter received from the Pathways Community HUB Institute that proposes a special provisional certification good for two years.

Mr. Adams asked the board to hear a proposal by Rodney Reasonover. Mr. Reasonover proposed two options for resolving the Community HUB service region overlap between Canton City Public Health and Stark County Community Action Agency (SCCAA). Mr. Reasonover proposed that SCCAA provide service in zip codes 44216, 44608, 44612, 44613, 44614, 44618, 44646, 44647, 44662, 44666, 44685, 44689, 44704, 44705, 44707, 44714, 44718 and 44720. He proposed that CCPH's Community HUB would service the remainder of the county. Mr. Reasonover suggested, as a second option, that each agency service a random selection of zip codes. The board asked Mr. Reasonover several questions about the overlap and his proposals.

Dr. Johns motioned and Dr. Lakritz seconded a motion to table consideration of a special provisional certification proposal for Stark County Ohio Pathways HUB service region. Motion passed unanimously.

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**Executive Session to Discuss Matters to be Kept Confidential and the Employment of a Public Employee**

Mr. Wyatt moved and Dr. Johns seconded a motion to enter executive session to discuss matters to be kept confidential and the employment of a public employee. A roll call to vote was taken:

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

Motion passed unanimously. The board entered executive session at 1:33 PM. The board returned from executive session at 2:02 PM.

Dr. Lakritz left during executive session.

**Personnel:**

**a. Appointment of WIC Peer Helper (PT13)**

Dr. Johns moved and Ms. Lucas seconded a motion to offer the position of WIC Peer Helper (PT13) to Brooklyn Walker at \$10.64 an hour with a half-step increase after a satisfactory 90-day probationary period to \$10.86 an hour with a start date to be determined to come out of the WIC grant fund 2316 with a second choice of Kayleigh Gonzalez-Smith at the same rate.. Motion passed unanimously.

**b. Appointment of Outreach Specialist (PT2)**

Ms. Lucas moved and Dr. Johns seconded a motion to offer the position of Outreach Specialist (PT2) to Michelle Streetman at \$16.14 an hour with a half-step increase after a satisfactory 90-day probationary period to \$16.47 an hour with a start date to be determined to come out of Naloxone Access Grant Fund 2324 with a second choice of Jack Summers Jr at the same rate. Motion passed unanimously.

**c. Unpaid Leave of Absence for Samuel Norman, APC Engineer (R6), for 40 hours (September 24, 2019 to September 27, 2019)**

Dr. Johns moved and Ms. Lucas seconded a motion to approve an unpaid leave of absence for Samuel Norman, APC Engineer (R6), for 40 hours from September 24, 2019 to September 27, 2019. Motion passed unanimously.

**d. Resignation of Matthew Margaritakis, Public Health Technician (PT11) as of September 9, 2019**

Mr. Wyatt moved and Dr. Johns seconded a motion to accept resignation of Matthew Margaritakis, Seasonal Public Health Technician (PT11), as of September 9, 2019. Motion passed unanimously.

**e. Approve Updated Position Description for APC Monitoring & Inspection Technician (R5)**

This item was not considered for approval.

**Approve Patient Write Offs**

- |              |          |
|--------------|----------|
| a. MRN 34938 | \$125.50 |
| b. MRN 21348 | \$413.79 |
| c. MRN 35419 | \$250.00 |

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the above patient write offs. Motion passed unanimously.

**Approve Travel Authorization**

- a. David McCartney, Early Intervention Specialist, for Travel from 09/12/2019 to 09/13/2019, Community Naloxone Distribution Conference in Columbus, OH at an Amount not to Exceed \$193.00 (EIS Fund 2319 – FY19 Grant) ***Retroactively***
- b. Laura Roach, WIC Director, for Travel from 11/06/2019 to 11/07/2019, Ohio WIC Program's Fall 2019 Director's Meeting in Dublin, OH at an Amount not to Exceed \$232.00 (WIC Fund 2316 – FY20 Grant)
- c. Brian Gero, Sanitarian II, for Travel from 10/14/2019 to 10/16/2019, Northeast OEHA Fall Educational Conference in Twinsburg, OH at an Amount not to Exceed \$200.13 (1001 307001 – EH GF)
- d. Steven Smith, Sanitarian I, for Travel from 10/14/2019 to 10/16/2019, Northeast OEHA Fall Educational Conference in Twinsburg, OH at an Amount not to Exceed \$200.13 (1001 307001 – EH GF)

Dr. Johns moved and Ms. Lucas seconded a motion to approve the above travel. Motion passed unanimously.

Dr. Johns left at this time – 2:08 PM.

**Acceptance of Reports**

- a. Medical Director – Nothing additional
- b. Nursing/WIC – Laura Roach reported that the CCPH WIC program is the third closest program, in Ohio, to filling their case load. She also reported that chocolate milk is being added to the list of approved WIC items because participants are not buying the approved milk.
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Nothing additional
- e. THRIVE – Dawn Miller reported to the board that she and Mr. Adams will be speaking at Aultman at the NOVA awards lunch. She also reported that THRIVE recently submitted for another round of Medicaid funding and that she will soon be presenting the program's statistics to the Ohio Department of Medicaid director.

Mr. Adams discussed with the board the development of THRIVE, the Community HUB program and the department's application status. He also invited the board to the upcoming 3<sup>rd</sup> annual THRIVE community partners appreciation breakfast.

- f. Environmental Health – Annmarie Butusov reported that she is researching the feasibility of raising costs for property cleanups as well as the possibility of direct billing, rather than placing the bill on the property tax. She also reported that the recycle center has reopened.
- g. Air Pollution Control – Terri Dzienis reported that Civil Service recently posted the vacant monitoring and inspections technician position and that she is considering shortening the report that APC submits to the board each month.
- h. Vital Statistics – Nothing additional

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- i. Fiscal – Mr. Adams reported to the board that the department has now switched its previous general fund account (Fund 1001) to a special fund (Fund 7601) and is no longer operating from the City of Canton general fund. He said that Christi Allen will be working on next year's budget soon.
- j. Health Commissioner – Mr. Adams reported to the board that there will be a statewide report released that outlines the costs of providing foundational public health services in Ohio. He also reported that the 2019 State Health Assessment was recently released and that it is available on the web along with several visualization tools.

Additionally, he reported that the department's Strategic Planning group is starting soon but that the department will be asking the board to extend the current plan (set to end on 6/31/2020) through the end of 2020.

Mr. Adams invited the board to attend the upcoming all-staff meeting on Wednesday, October 30, 2019.

He then told the board that the owner of Belden Drive-Thru has requested an appeal hearing regarding their recent license revocation. He said this will be a special meeting in October and asked the board members for a few dates. The board requested that the hearing take place on Thursday, October 7, 2019 at 10:00 AM or Monday, October 28, 2019 at 11:00 AM. A quorum of the Board will be needed at 11:00 AM.

- k. Accreditation Team – Robert Knight reported to the board that the department received their PHAB site visit report on Friday and that the report is positive overall. There were five measures identified where the site visit team felt that the department could improve.
- l. Quality Improvement and Performance Management – Nothing additional

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

### **Other Business**

Dr. Hickman announced that there will be a low-cost rabies vaccination clinic in Alliance on Saturday, September 28, 2019.

### **Next Meeting: Monday, October 28, 2019 at 12:00pm**

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, October 28, 2019 at 12:00 PM.

### **Adjournment**


Mr. Wyatt moved and Ms. Lucas seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:46 PM.

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President of the Board of Health

  
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Secretary to the Board of Health

October 28, 2019  
Date of Approval

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