



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

Canton City Health District

## Board of Health Meeting

Monday, January 22, 2018 @ 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 the Canton City Health Department on Monday, January 22, 2018 at 12:00 PM with a quorum present.

Dr. Hickman, Mr. Wyatt and Ms. Snell were present. Also present were Dr. Elias, James Adams, Christi Allen and Robert Knight.

#### Approve December 18, 2017 Board of Health Meeting Minutes

Mr. Wyatt moved and Ms. Snell seconded a motion to approve the December 18, 2017 Board of Health meeting minutes. Motion passed unanimously.

#### Approve January 12, 2018 Special Board of Health Meeting Minutes

Ms. Snell moved and Mr. Wyatt seconded a motion to approve the January 12, 2018 special Board of Health meeting minutes. Motion passed unanimously.

#### Approve List of Bills - \$725,977.43

Mr. Wyatt moved and Ms. Snell seconded a motion to approve the list of bills totaling \$725,977.43. Motion passed unanimously.

#### Election of Board of Health Officers

Mr. Wyatt moved and Ms. Snell seconded a motion to elect Dr. Hickman as President Pro-Tem and Dr. Fiorentino as Vice-President of the Board of Health. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Snell – Yes

Motion passed unanimously.

#### Approve Personnel

##### **a. Retirement of Gregory Clark, APC Engineer (R6), Effective April 13, 2018**

Mr. Wyatt moved and Ms. Snell seconded a motion to regretfully accept the retirement of Greg Clark, APC Engineer (R6), effective April 13, 2018. Motion passed unanimously.

##### **b. Probationary Period Ending for Amanda Morningstar, Nurse Practitioner (R7), Retroactive to November 29, 2017**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve ending the probationary period for Amanda Morningstar, Nurse Practitioner (R7), with a half-step increase of \$1,170.00 to a salary of \$73,083.00 retroactive to November 29, 2017. Motion passed unanimously.

##### **c. Probationary Period Ending for Danielle Grimm, THRIVE Executive Assistant (R4), Retroactive to January 7, 2018**

Ms. Snell moved and Mr. Wyatt seconded a motion to approved ending the probationary period for Danielle Grimm, THRIVE Executive Assistant (R4), with a half-step increase of \$825.00 to a salary of \$40,872.00 retroactive to January 7, 2018, Motion passed unanimously.

##### **d. Tuition Reimbursement for Colton Masters, Staff Sanitarian II (R5), for \$400.00 (In accordance with Provision 207.13 of the Canton City Health Code)**

**Board of Health Minutes**

**January 22, 2018**

**Page (2)**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve tuition reimbursement of Colton Masters, Staff Sanitarian II (R5), for \$400,00 (In accordance with provision 207.13 of the Canton City Health Code). Motion passed unanimously.

**e. Unpaid Leave of Absence for David Hampton, APC Engineer (R6), for Six Days (February 27, 2018 – March 2, 2018 and March 6, 2018)**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve an unpaid leave of absence for David Hampton, APC Engineer (R6), for six days (February 27, 2018 – March 2, 2018). Motion passed unanimously.

**f. Unpaid Leave of Absence for Alessandra Frey, Staff Nurse II (R5), for Two Days (July 5, 2018 - July 6, 2018)**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve an unpaid leave of absence for Alessandra Frey, Staff Nurse II (R5), for two days (July 5, 2018 – July 6, 2018). Motion passed unanimously.

**g. Unpaid Leave of Absence for Brianna Parker, Disease Intervention Specialist (R5), for One Day (June 22, 2018)**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve an unpaid leave of absence for Brianna Parker, Disease Intervention Specialist (R5), for one day (June 22, 2018). Motion passed unanimously.

**h. Vacation Credit and Sick Time Balance from Previous Employment for Alessandra Frey, Staff Nurse II (R5)**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve three years' service credit, in accordance with provision 207.18(h) of the Canton City Health Code, resulting in an adjusted start date of January 2, 2015 for vacation purposes only and also for 143.80 hours of sick time to be added to her balance in accordance provision 207.18(h) of the Canton City Health Code.

**i. Amended Classification Schedule for Nursing and Air Pollution Control**

**j. Position Description Part-Time APC Technical Assistant (PT3)**

**k. Position Description Full Time WIC Assistant (R2)**

**l. Position Description Part Time WIC Assistant (PT2)**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve items I – L above. Motion passed unanimously.

**Approve Resolutions**

**a. 2017-24: Establishing Food License Fees, 3rd and Final Reading**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve the third and final reading of Resolution 2017-24 to amend the schedule of fees for food protection licenses. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Snell – Yes

Motion passed unanimously.

**b. 2018-01: Authorizing Payment of Regular Expenses**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve Resolution 2018-01 authorizing the payment of regular expenses. Motion passed unanimously.

**c. 2018-02: Periodic Program-Related Travel Expenses**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve Resolution 2018-02 authorizing periodic program-related travel expenses. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for January 22, 2018**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve the recommendations of the hearing officer for the January 22, 2018 hearings. Motion passed unanimously.

**Approve Agreement with SCF Development, Ltd. For Lease of Office Space at 400 Market Ave N, 4th Floor, Canton, Ohio 44702 for the Period of February 1, 2017 through January 31, 2019 at an Amount not to Exceed \$25,560.00 Annually**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve correcting the date of the previously approved agreement with SCF Development, Ltd for the lease of office space at 400 Market Ave N, 4<sup>th</sup> floor, Canton, Ohio 44702 for the period of February 1, 2017 through January 31, 2019 at an amount not to exceed \$25,560.00 annually. Motion passed unanimously.

**Agreement with LaToya Dickens to Provide Nurse Practitioner Services on an as-needed Basis from January 1, 2018 through December 31, 2018 at a Rate of \$35.48 per Hour not to Exceed \$2,128.80**

Ms. Snell moved and Mr. Wyatt seconded a motion to approve an agreement with LaToya Dickens to provide nurse practitioner services on an as-needed basis from January 1, 2018 through December 31, 2018 at a rate of \$35.48 per hour not to exceed \$2,128.80 . Motion passed unanimously.

**Authorize the Health Commissioner to Enter in to an Agreement with United HealthCare Services, Inc for Canton-Stark County THRIVE Pathways Community HUB Services**

Ms. Snell moved and Mr. Wyatt seconded a motion to authorize the health commissioner to enter in to an agreement with United HealthCare Services, Inc for Canton-Stark County THRIVE Pathways Community HUB services. Motion passed unanimously.

**Approve Travel Authorization**

- a. Kimberly Koons, WIC Dietitian, for Travel from 1/30/18 to 1/31/18 and 2/6/18 to 2/7/18, LeanOhio Boot Camp: Transforming the Public Sector in Cleveland, OH at a Cost not to Exceed \$664.00 (2317)
- b. Christine Kardos, Public Health Clerk, for Travel from 1/30/18 to 1/31/18 and 2/6/19 to 2/7/18, LeanOhio Boot Camp: Transforming the Public Sector in Cleveland, OH at a Cost not to Exceed \$664.00 (2317)
- c. Dawn Miller, THRIVE Project Manager, for Travel from 02/05/18 to 02/06/18, HUB Operations – Hospital Council of Northwest Ohio in Toledo, OH at a Cost Not to Exceed \$94.00 (2314)

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

**Acceptance of Division Reports**

- a. Medical Director – Dr. Elias reported to the board that he’s seen several patients with RSV and that, unfortunately, the virus cannot be treated.
- b. Nursing/WIC – Diane Thompson reported that Kelli Trenger worked diligently to acquire Meaningful Use funds for the department. She also reported that, since switching to appointment only, the Immunization Clinic has had a 36% no-show rate.

**Board of Health Minutes**

**January 22, 2018**

**Page (4)**

Laura Roach reported that she recently attended a regional WIC Directors' meeting and that the partial federal shutdown has not affected their services.

- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – James Adams reported to the board that there will be a NECO exercise hosted at the Stark County Health Department.
- e. THRIVE – Dawn Miller thanked Annmarie Butusov for her hard work in reporting THRIVE statistics. She additionally reported that THRIVE was not selected for a housing grant, that 120 local women are enrolled in the Pathways HUB and that THRIVE recently submitted a grant request to Medicaid.
- f. Environmental Health – Nothing additional to report.
- g. Air Pollution Control – Nothing additional to report.
- h. Vital Statistics – Nothing additional to report.
- i. Fiscal Officer – Christi Allen reported to the board that the city recently passed a temporary budget. The final budget will be passed by April 1, 2018 and she expects that there will be no changes to budget request that she submitted.
- j. Health Commissioner – The Health Commissioner reported to the board that there is an effort to add a 0.5% tax increase to the upcoming ballot. He also reported that a magnetic lock will be installed on one of the front doors to allow for easier employee access.
- k. Accreditation – Robert Knight reported to the board that the first documents are being reviewed in the next several days and that a countdown has been added to the map in the hallway.
- l. Quality Improvement – Nothing additional to report.

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

**Other Business**

Christi Allen invited the board to attend the department lunch on February 2, 2018 from 11:30 to 1:30.

**Announcement of Next Meeting: Monday, February 26, 2018 at 12:00 PM**

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, February 26, 2018 at 12:00 PM.

**Adjourn**

Mr. Wyatt moved and Ms. Snell seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 12:42 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

2/26/2018  
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Date of Approval