

# **BOARD OF HEALTH MEETING**



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

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**Canton City Health District**

**Monday, January 23, 2017  
@ 12:00pm**



**Board of Health Meeting**  
Monday, January 23, 2017 @ 12:00pm – Board Room

**Agenda**

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

**Canton City Health District**

1. Call to Order and Roll Call
2. Approve December 19, 2016 Board of Health Meeting Minutes
3. Approve List of Bills \$166,832.03
4. Executive Session to Discuss the Compensation of a Public Employee and to Discuss Matters Required to be Kept Confidential
5. Approve Patient Write Off
6. Approve Personnel:
  - a. Probationary Period Ending for Ashley Archer, Effective January 4, 2017
  - b. Probationary Period Ending for Julie Edwards, Effective January 8, 2017
  - c. Family & Medical Leave Act/Medical Leave of Absence for Julie Edwards
  - d. Approve Laboratory Technician Full-Time Job Description
  - e. Approve Laboratory Technician Part-Time Job Description
7. Approve Resolutions:
  - a. 2017-01: Authorizing Payment of Regular Expenses
  - b. 2017-02: Periodic Program-Related Travel Expenses
  - c. 2017-03: Abatement of Public Nuisances
8. Approve Recommendations of the Hearing Officer for January 23, 2017
9. Approve 2016 Moral Obligations
10. Approve 2017 Board of Health Meeting Dates
11. Discussion of Revision of Department Mission, Vision, and Values
12. Approve the 2017 Stark-Tuscarawas-Wayne Joint Solid Waste Management District Health Department Grant for \$35,000.00 for the Period of January 1, 2017 through December 31, 2017
13. Approve the 2017 Stark-Tuscarawas-Wayne Joint Solid Waste Management District Tire Drop-Off Cleanup/Host Community Grant \$625.00 a quarter (\$2,500.00) for the Period of January 1, 2017 through December 31, 2017
14. Approve Agreement with One Call Now for WIC Client Messaging Services at an Amount not to Exceed \$3,608.40 for the Period of February 1, 2017 through September 30, 2017
15. Approve Agreement with SCF Development, Ltd. For 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, 2018 at an Amount not to Exceed \$25,560.00 annually
16. Acceptance of Reports
  - a. Medical Director
  - b. Nursing/WIC
  - c. Laboratory
  - d. OPHI/Surveillance
  - e. Environmental Health

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- f. Air Pollution Control
- g. Vital Statistics
- h. Fiscal
- i. Health Commissioner
- j. Accreditation Team
- k. Quality Improvement

17. Other Business

18. Next Meeting: Monday, February 27, 2017 at 12:00pm

19. Adjournment



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

Canton City Health District

## Board of Health Meeting

Monday, December 19, 2016 @ 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, December 19, 2016 at 12:01 PM with a quorum present.

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

#### **Approve November 28, 2016 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the November 28, 2016 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills - \$692,986.25**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$692,986.25. Motion passed unanimously.

#### **Executive Session to Discuss the Compensation of a Public Employee and Matters Required to be Kept Confidential by Law and Pending Legal Action**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to enter executive session to discuss the compensation of a public employee and matters required to be kept confidential by law and pending legal action. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Fiorentino – Yes

Motion passed unanimously. The Board entered executive session at 12:11 PM. The Board returned from executive session at 12:48 PM.

#### **Approve Personnel**

##### **a. Probationary Period Ending for Courtney Rusnak, Effective December 18, 2016**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the completion of the 90-day probationary period for Courtney Rusnak, APC Monitoring and Inspections Technician (R5) retroactive to December 18, 2016 with a half step increase of \$1,022.00 with a new salary of \$44,441.00. Motion passed unanimously.

##### **b. Probationary Period Ending for Gina Premier, Effective December 7, 2016**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the completion of the 90-day probationary period for Gina Premier, Nurse Practitioner (R7) retroactive to December 7, 2016 with a half step increase of \$1,170.00 with a new salary of \$73,083.00. Motion passed unanimously.

##### **c. Probationary Period Ending for Amanda Archer, Effective December 14, 2016**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the completion of the 90-day probationary period for Amanda Archer, Epidemiologist II (R6) retroactive to December 14, 2016 with a half step increase of \$1,100.00 with a new salary of \$51,356.95.00. Motion passed unanimously.

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### **d. Carryover to 2017 of 4 Unused Vacation Days for Jaclyn Hupp**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the carryover of five unused vacation days for Jaclyn Hupp, APC Monitoring and Inspections Technician, to 2017. Motion passed unanimously.

### **e. Carryover to 2017 of 4 Unused Vacation Days for Ronald Jones**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to deny the carryover of five unused vacation days for Ronald Jones, APC Engineer, to 2017. Motion passed unanimously.

### **Patient Write Off**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a patient write off for the following:

Medical Record 31887 for \$105.00  
Medical Record 32277 for \$70.00  
Medical Record 14074 for \$361.00  
Medical Record 32254 for \$104.25  
Medical Record 32478 for \$95.00  
Medical Record 32880 for \$163.00  
Medical Record 24958 for \$105.00

Motion passed unanimously.

### **Discuss Draft 2017 CCHD Budget**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the 2017 CCHD budget. Motion passed unanimously.

### **Approve Resolutions**

#### **2016-20: Establishing Food Licensing Fees, 3<sup>rd</sup> and Final Reading**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the third and final reading of resolution 2016-20 to amend the schedule of fees for food protection licenses. Motion passed unanimously.

### **Approve Recommendations of the Hearing Officer for December 19, 2016 Hearings**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the hearings held on December 19, 2016. Motion passed unanimously.

### **Authorize a Contract with Stark Community Foundation**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a contract with the Stark Community Foundation for a charitable grant for the Canton-Stark THRIVE Program at an amount of \$66,300.00 from November 17, 2016 to September 1, 2017. Motion passed unanimously.

### **Approve the FY16 Immunization Action Plan Grant Extension**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the FY16 Immunization Action Plan grant extension through March 31, 2017 awarded by the Ohio Department of Health in the amount of \$121,067.00 (originally approved 9/28/15 for \$96,085.00 through December 31, 2016) along with the following grantees:

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- a. Alliance City Health Department in the amount of \$14,527.00 (originally \$11,772.00)
- b. Stark County Health Department in the amount of \$26,635.00 (originally \$20,928.00)

Motion passed unanimously.

### **Approve Sub-Grantee Contract with Dr. Meredith Robeson**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve a sub-grantee contract with Dr. Meredith Robeson through the YWCA Canton Stark Early Head Start Grant for an amount not to exceed \$3,320.00 for a period of January 1, 2017 through August 31, 2017. Motion passed unanimously.

### **Approve FY17 Agreement with Anna Mayle**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve an agreement with Anna Mayle at an amount not to exceed \$11,377.00 for the period of January 1, 2017 to December 31, 2017. This supersedes the agreement originally approved on September 6, 2016 for \$9,918.48. Motion passed unanimously.

### **Approve FY17 Agreement with Alison Giammarco**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve an agreement with Alison Giammarco at an amount not to exceed \$11,377.00 for the period of January 1, 2017 to December 31, 2017. This supersedes the agreement originally approved on September 6, 2016 for \$9,918.48. Motion passed unanimously.

### **Approve a Contract with R&J Janitorial Services**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve a contract with R&J Janitorial Services at an amount of \$22,800.00 (\$1,900.00/month) for the period of January 1, 2017 through December 31, 2017. Motion passed unanimously.

### **Approve Travel Authorization**

Sam Norman, APC Engineer, for Travel from 12/13/16 to 12/15/16, Air Permitting 101 Training in Logan, Ohio at a Cost not to Exceed \$375.00 (2331)

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the above out of district travel. Motion passed unanimously.

### **Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Nothing additional to report.
- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – The PHEP Grant application cycle is approaching.
- e. Environmental Health – Nothing additional to report.
- f. Air Pollution Control – Nothing additional to report.
- g. Vital Statistics – The complete report for 2016 will be ready for the next board meeting
- h. Fiscal – Nothing additional to report.
- i. Health Commissioner – Branding work for the department is underway as part of the accreditation preparations. Also, a new Strategic Plan is coming in March.

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- j. Accreditation Team – The Health Commissioner has proposed that a resolution be drafted establishing the board’s support of the department’s application.
- k. Quality Improvement – The department was not selected for grants that the team recently applied for. A quarterly update will be ready for the next meeting.

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

**Other Business**

Dr. Hickman proposed that the Board establish a position on the indoor use of electronic cigarettes.

**Announcement of Next Meeting: Monday, January 23, 2017 at 12:00 PM**

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, January 23, 2017 at 12:00 PM.

**Adjourn**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:03 PM.

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President of the Board of Health

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Secretary to the Board of Health

\_\_\_\_\_  
Date of Approval



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 1001 - General Operating</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
13363 - VERIZON WIRELESS	9777753262	Verizon Wireless hotspot	Edit		12/26/2016	01/12/2017	* 01/12/2017			40.15	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>\$40.15</u>
Account <b>705.13 - Professional Services Building Maintenance</b>											
28542 - DAY'S LAWN CARE	9622	Snow plowing as needed, parking lot on 5th & Cherry	Edit		12/15/2016	01/17/2017	* 01/17/2017			250.00	
27986 - R & G JANITORIAL, INC.	Dec16 Snowplow	Snow plowing as needed, parking lot on 5th & Cherry	Edit		12/31/2016	01/18/2017	* 01/18/2017			220.00	
									Account <b>705.13 - Professional Services Building Maintenance</b> Totals	Invoice Transactions 2	<u>\$470.00</u>
Account <b>705.14 - Professional Services Maintenance Contracts</b>											
27986 - R & G JANITORIAL, INC.	2821	2016 Janitorial services contract	Edit		12/31/2016	01/17/2017	* 01/17/2017			1,700.00	
389 - CASNET	069722	Hardware Maintenance Agreement for Microfiche Machine	Edit		01/18/2017	01/18/2017	01/18/2017			1,655.42	
									Account <b>705.14 - Professional Services Maintenance Contracts</b> Totals	Invoice Transactions 2	<u>\$3,355.42</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
1945 - TREASURER STATE OF OHIO	17201030	Vital Statistics Certificate Paper	Edit		12/14/2016	01/12/2017	* 01/12/2017			1,905.44	
34628 - I PRINT TECHNOLOGIES	463159, 463391	Printer cartridges for department	Edit		12/19/2016	01/17/2017	* 01/17/2017			149.00	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 2	<u>\$2,054.44</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
798 - GRAYBAR ELECTRIC	988828890	U-bulb light bulbs (F35CX41-U-6WM)	Edit		12/12/2016	01/17/2017	* 01/17/2017			102.60	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$102.60</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
1945 - TREASURER STATE OF OHIO	17201231	4th Quarter 2016 Tech Fees - Vital Statistics	Edit		01/06/2017	01/13/2017	01/13/2017			48,576.96	
1364 - OHIO DIVISION OF REAL ESTATE	Dec16 Burial Per	Burial permit reimbursement for 2016	Edit		01/18/2017	01/18/2017	* 01/18/2017			120.00	
1364 - OHIO DIVISION OF REAL ESTATE	16Dec Burial Per	Burial Permit reimbursements (Dec 2016) for VS	Edit		01/18/2017	01/18/2017	* 01/18/2017			257.50	
									Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals	Invoice Transactions 3	<u>\$48,954.46</u>
Account <b>747.43 - Refunds, Claims and Reimbursements Employee Cell Phone Reimbursements</b>											
43371 - LATOYA DICKENS	2016 Cell Phone	2016 employee cell phone reimbursement	Edit		01/12/2017	01/12/2017	* 01/12/2017			150.00	





# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 1001 - General Operating</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>747.43 - Refunds, Claims and Reimbursements Employee Cell Phone Reimbursemen</b>											
41987 - CHRISTI ALLEN	4th Qtr16 Cell	2016 employee cell phone reimbursement	Edit		01/13/2017	01/13/2017	* 01/13/2017			75.00	
12208 - GUS DRIA	4th Qtr16 Cell	2016 Cell phone reimbursement	Edit		01/13/2017	01/13/2017	* 01/13/2017			75.00	
51095 - ROBERT KNIGHT	4th Qtr16 Cell	2016 Cell Phone Reimbursement	Edit		01/13/2017	01/13/2017	* 01/13/2017			75.00	
35141 - PATRICIA J MCCONNELL	4th Qtr 16 Cell	2016 cell phone reimbursement	Edit		01/13/2017	01/13/2017	* 01/13/2017			75.00	
51175 - GINA PREMIER	4th Qtr16 Cell	Cell Phone Reimbursement 4th Qtr 2016	Edit		01/13/2017	01/13/2017	* 01/13/2017			75.00	
									Account <b>747.43 - Refunds, Claims and Reimbursements Employee Cell Phone Reimbursemen</b> Totals	Invoice Transactions 6	<u>\$525.00</u>
Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b>											
40392 - ASSOCIATION OF HEALTH COMMISSIONERS	Skillsoft Train	Skillsoft Training Dues for 2017 - Final Year of Contract	Edit		01/18/2017	01/18/2017	01/18/2017			250.00	
40392 - ASSOCIATION OF HEALTH COMMISSIONERS	AOHC 17 Dues	AOHC 2017 DUES for the CCHD	Edit		01/18/2017	01/18/2017	01/18/2017			914.00	
									Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b> Totals	Invoice Transactions 2	<u>\$1,164.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 19	<u>\$56,666.07</u>
Department <b>303001 - Nurses</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
51158 - JON ELIAS M D	Dec16 Med Direct	Medical Director Services, September - December 2016	Edit		01/03/2017	01/12/2017	* 01/12/2017			1,000.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$1,000.00</u>
Account <b>705.14 - Professional Services Maintenance Contracts</b>											
39134 - RICOH USA INC	5045827377,	5046330284	Edit		01/01/2017	01/12/2017	* 01/12/2017			231.39	
304 - BUGS-BEE-GONE EXTERMINATING	2016 Exterminate	Exterminating services for clinic area	Edit		12/16/2016	01/17/2017	* 01/17/2017			240.00	
									Account <b>705.14 - Professional Services Maintenance Contracts</b> Totals	Invoice Transactions 2	<u>\$471.39</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
38830 - PATTERSON POPE	304812-1	15pt letter size non-reinforced end tab folder (400/carton)	Edit		12/30/2016	01/17/2017	* 01/17/2017			192.52	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 1	<u>\$192.52</u>
Account <b>734.13 - Supplies Freight</b>											
38830 - PATTERSON POPE	304812-1	15pt letter size non-reinforced end tab folder (400/carton)	Edit		12/30/2016	01/17/2017	* 01/17/2017			43.75	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	<u>\$43.75</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											



# Accounts Payable by G/L Distribution Report

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43051 - SYNCB/AMAZON	60457`8781	027661 4 Light bulbs and batteries	Edit	12/10/2016	01/18/2017	* 01/18/2017	29.00	
Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals							Invoice Transactions 1	\$29.00
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>								
39025 - PRIMETIME HEALTH MC	Reim for patient	Reimbursement for overpayment of two patients	Edit	12/06/2016	01/12/2017	* 01/12/2017	19.60	
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals							Invoice Transactions 1	\$19.60
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>								
2527 - DIANE C. THOMPSON	Travel Reimb	OPHA Public Health Nursing Conf, 12/11-12/12-16, Dublin	Edit	12/27/2016	01/12/2017	* 01/12/2017	329.74	
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals							Invoice Transactions 1	\$329.74
Department <b>303001 - Nurses</b> Totals							Invoice Transactions 8	\$2,086.00
Department <b>304001 - Lab</b>								
Account <b>705.06 - Professional Services Other Professional Services</b>								
23071 - ACCU MEDICAL WASTE SERVICE INC	160201, 161550	Infectious Waste Pick up and Disposal, 2nd - 4th Qtr 2016	Edit	12/30/2016	01/17/2017	* 01/17/2017	166.00	
31944 - BEST WATER TREATMENT OF OHIO, INC	19574	Monthly DI Service (May-Dec 16), 10x54 DI tank exchange	Edit	12/28/2016	01/17/2017	* 01/17/2017	55.00	
35693 - CANTON PATHOLOGY ASSOCIATES	November 2016	Oct/Nov16 Lab Director Services	Edit	01/17/2017	01/17/2017	* 01/17/2017	1,000.00	
35693 - CANTON PATHOLOGY ASSOCIATES	December 2016	Laboratory Director Services, December 2016	Edit	01/17/2017	01/17/2017	* 01/17/2017	1,000.00	
34284 - REAM & HAAGER LABORATORY	429326	Laboratory Testing Services for Water Samples, as needed in 2017	Edit	01/12/2017	01/17/2017	01/17/2017	40.00	
34284 - REAM & HAAGER LABORATORY	429071	Lab Testing Services for Water Samples, as Needed	Edit	12/29/2016	01/17/2017	* 01/17/2017	18.00	
50080 - AMERICAN PROFICIENCY INSTITUTE	451732	Clinical Laboratory Proficiency Testing, 2017	Edit	01/18/2017	01/18/2017	01/18/2017	1,474.20	
Account <b>705.06 - Professional Services Other Professional Services</b> Totals							Invoice Transactions 7	\$3,753.20
Account <b>734.13 - Supplies Freight</b>								
50080 - AMERICAN PROFICIENCY INSTITUTE	451732	Clinical Laboratory Proficiency Testing, 2017	Edit	01/18/2017	01/18/2017	01/18/2017	86.45	
Account <b>734.13 - Supplies Freight</b> Totals							Invoice Transactions 1	\$86.45
Department <b>304001 - Lab</b> Totals							Invoice Transactions 8	\$3,839.65
Department <b>307001 - Environmental Health Administration</b>								
Account <b>705.06 - Professional Services Other Professional Services</b>								



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 1001 - General Operating</b>											
Department <b>307001 - Environmental Health Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
20114 - LEXISNEXIS	1612220823 (1)	Database services (Nov- Dec 2016)	Edit		12/31/2016	01/17/2017	* 01/17/2017			134.50	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>134.50</u>
Account <b>706.18 - Contract Service Car Wash</b>											
1597 - RED CARPET CAR WASH	Dec 16 Car Wash	Car wash, as needed for EH	Edit		12/31/2016	01/17/2017	* 01/17/2017			4.25	
									Account <b>706.18 - Contract Service Car Wash</b> Totals	Invoice Transactions 1	<u>4.25</u>
									Department <b>307001 - Environmental Health Administration</b> Totals	Invoice Transactions 2	<u>138.75</u>
									Fund <b>1001 - General Operating</b> Totals	Invoice Transactions 37	<u>62,730.47</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2312 - V.D. - I03 Gonorrhea (VD)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
186 - AULTMAN HOSPITAL	099915682_966	2016 Lab fees for FTA	Edit		12/31/2016	01/17/2017	* 01/17/2017			14.75	
	3 N	conf. test									
186 - AULTMAN HOSPITAL	099915682/966	Laboratory services for	Edit		12/31/2016	01/17/2017	* 01/17/2017			14.75	
	3 N	STD testing									
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	<u>\$29.50</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
1109 - MAHONING CO.HEALTH DEPT.	Nov16 STD	2nd Half 2016 STD	Edit		12/19/2016	01/12/2017	* 01/12/2017			101.73	
									Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals	Invoice Transactions 1	<u>\$101.73</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 3	<u>\$131.23</u>
									Fund <b>2312 - V.D. - I03 Gonorrhea (VD)</b> Totals	Invoice Transactions 3	<u>\$131.23</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2313 - Local Health Dept Prev Support</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	928606	Electronic medical record system maintenance fees	Edit		01/01/2017	01/17/2017	01/17/2017			94.00
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 1	<u>\$94.00</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 1	<u>\$94.00</u>
							Fund <b>2313 - Local Health Dept Prev Support</b> Totals		Invoice Transactions 1	<u>\$94.00</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2314 - Family Health (476)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
50540 - CLEO LUCAS	Dec16 Invoice	FY17 FIMR/OEI Admin. Assist. (CFHS)	Edit		01/03/2017	01/12/2017	* 01/12/2017			423.80	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>423.80</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
51336 - FLORIDA STATE UNIVERSITY	B9334	Partners for Healthy Baby Handouts & mats for Com Health Workers	Edit		01/16/2017	01/18/2017	01/18/2017			1,197.00	
43051 - SYNCB/AMAZON	6045787 81	0276614 Incentives for THRIVE participants (March of Dimes)	Edit		12/10/2016	01/18/2017	* 01/18/2017			97.56	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 2	<u>\$1,294.56</u>
Account <b>734.71 - Supplies Computer Equip (\$0-\$999.99)</b>											
9789 - DELL MARKETING L.P.	10137040300	Desktop computer and wireless card (MCH)	Edit		12/23/2016	01/17/2017	* 01/17/2017			680.68	
									Account <b>734.71 - Supplies Computer Equip (\$0-\$999.99)</b> Totals	Invoice Transactions 1	<u>\$680.68</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
41365 - ANNMARIE BUTUSOV	Travel Rimb	Ohio Infant Mortality Summit, 12/5/16-12/6/16, Cleveland	Edit		12/13/2016	01/12/2017	* 01/12/2017			24.00	
50407 - DAWN L. MILLER	Travel Reim	Infant Mortality Summit, 12/5/16-12/6/16, Cleveland	Edit		01/03/2017	01/12/2017	* 01/12/2017			230.74	
									Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals	Invoice Transactions 2	<u>\$254.74</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 6	<u>\$2,653.78</u>
									Fund <b>2314 - Family Health (476)</b> Totals	Invoice Transactions 6	<u>\$2,653.78</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2316 - WIC Supplemental Health - FY 77</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
50073 - TIME WARNER CABLE	01020*3274388	FY17 WIC Computer Access Line Fees	Edit		01/08/2017	01/12/2017	* 01/12/2017			124.99	
Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals										Invoice Transactions 1	\$124.99
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
1121 - MASSILLON CITY HEALTH DEPT	Dec16 WIC	FY17 WIC Expenditure Reimbursement (10/1/16 - 9/30/17)	Edit		01/12/2017	01/12/2017	* 01/12/2017			10,616.17	
1800 - STARK COUNTY HEALTH DEPARTMENT	Dec16 WIC (1)	FY17 WIC Grant Reimbursement	Edit		01/04/2017	01/12/2017	* 01/12/2017			9,067.70	
1800 - STARK COUNTY HEALTH DEPARTMENT	Dec 16 WIC (2)	FY17 WIC Grant Reimbursement	Edit		01/04/2017	01/12/2017	* 01/12/2017			23,027.17	
85 - ALLIANCE CITY HEALTH DEPT	Dec 16 WIC Grant	FY17 WIC Expenditure Reimbursement (10/1/16 - 9/30/17)	Edit		01/17/2017	01/17/2017	* 01/17/2017			8,827.21	
Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals										Invoice Transactions 4	\$51,538.25
Account <b>713.13 - Utilities Telephone</b>											
13363 - VERIZON WIRELESS	9777569571	FY17 WIC Cell PHone for Peers	Edit		12/23/2016	01/12/2017	* 01/12/2017			121.88	
Account <b>713.13 - Utilities Telephone</b> Totals										Invoice Transactions 1	\$121.88
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
2627 - FISHER FOOD MARKETING INC.	12/09/16	FY17 WIC Supplies, as needed	Edit		12/21/2016	01/17/2017	* 01/17/2017			17.46	
43051 - SYNCB/AMAZON	60457*8781	0276614	Edit		01/10/2017	01/17/2017	* 01/17/2017			90.46	
Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals										Invoice Transactions 2	\$107.92
Department <b>301001 - Health - Administration</b> Totals										Invoice Transactions 8	\$51,893.04
Fund <b>2316 - WIC Supplemental Health - FY 77</b> Totals										Invoice Transactions 8	\$51,893.04



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2318 - Local Aids Prevention</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
13363 - VERIZON WIRELESS	9777604703	Equipment service for tablet, HIV grant	Edit		12/23/2016	01/12/2017	* 01/12/2017			80.30	
Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals										Invoice Transactions 1	<u>\$80.30</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
20114 - LEXISNEXIS	1612220823 (2)	Database services, Nov/Dec 2016	Edit		12/31/2016	01/17/2017	* 01/17/2017			134.50	
Account <b>705.06 - Professional Services Other Professional Services</b> Totals										Invoice Transactions 1	<u>\$134.50</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
1109 - MAHONING CO.HEALTH DEPT.	Nov 16 HIV	2016 HIV Reimbursement	Edit		12/19/2016	01/12/2017	* 01/12/2017			6,706.52	
85 - ALLIANCE CITY HEALTH DEPT	Dec 16 HIV	2016 Reimbursement for HIV Prevention Expenditures	Edit		01/04/2017	01/17/2017	* 01/17/2017			865.41	
1484 - PLANNED PARENTHOOD	Dec HIV16	FY16 HIV Prevention Reimbursement	Edit		12/30/2016	01/17/2017	* 01/17/2017			1,889.87	
Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals										Invoice Transactions 3	<u>\$9,461.80</u>
Account <b>713.13 - Utilities Telephone</b>											
13363 - VERIZON WIRELESS	9777592815	DIS Cell svc for 2016	Edit		12/23/2016	01/12/2017	* 01/12/2017			31.60	
Account <b>713.13 - Utilities Telephone</b> Totals										Invoice Transactions 1	<u>\$31.60</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1326612-1,	1326612-2	Edit		12/12/2016	01/17/2017	* 01/17/2017			106.02	
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals										Invoice Transactions 1	<u>\$106.02</u>
Account <b>734.15 - Supplies Computer Software(up to \$999.99)</b>											
9789 - DELL MARKETING L.P.	10134362153	Microsoft office home and business licenses	Edit		12/13/2016	01/17/2017	* 01/17/2017			467.04	
Account <b>734.15 - Supplies Computer Software(up to \$999.99)</b> Totals										Invoice Transactions 1	<u>\$467.04</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
2067 - WEBER SCIENTIFIC	732686	Bloodborne pathogen safety supplies - FY16	Edit		12/22/2016	01/17/2017	* 01/17/2017			58.80	
Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals										Invoice Transactions 1	<u>\$58.80</u>
Department <b>301001 - Health - Administration</b> Totals										Invoice Transactions 9	<u>\$10,340.06</u>
Fund <b>2318 - Local Aids Prevention</b> Totals										Invoice Transactions 9	<u>\$10,340.06</u>





# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2320 - Nursing Clinic Activity Fund</b>											
Department <b>303001 - Nurses</b>											
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
1941 - TREASURER STATE OF OHIO	OSS0080696	TB Clinic supplies	Edit		12/21/2016	01/17/2017	* 01/17/2017			399.18	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$399.18</u>
									Department <b>303001 - Nurses</b> Totals	Invoice Transactions 1	<u>\$399.18</u>
Department <b>303002 - Travel Clinic</b>											
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
26625 - SANOFI PASTEUR	907549711	Travel and Immunization Vaccines	Edit		12/08/2016	01/17/2017	* 01/17/2017			414.59	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$414.59</u>
									Department <b>303002 - Travel Clinic</b> Totals	Invoice Transactions 1	<u>\$414.59</u>
Department <b>303003 - Immunization Clinic</b>											
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
26625 - SANOFI PASTEUR	907549711	Travel and Immunization Vaccines	Edit		12/08/2016	01/17/2017	* 01/17/2017			1,637.21	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$1,637.21</u>
									Department <b>303003 - Immunization Clinic</b> Totals	Invoice Transactions 1	<u>\$1,637.21</u>
									Fund <b>2320 - Nursing Clinic Activity Fund</b> Totals	Invoice Transactions 3	<u>\$2,450.98</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2321 - Immunization Action Grant</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>										
1800 - STARK COUNTY HEALTH DEPARTMENT	Nov16 IAP	2nd Half 2016 IAP Grant	Edit		12/06/2016	01/12/2017	* 01/12/2017			3,488.78
85 - ALLIANCE CITY HEALTH DEPT	Dec 16 IAP Grant	2nd Half 2016 IAP Grant	Edit		01/06/2017	01/17/2017	* 01/17/2017			268.78
							Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals	Invoice Transactions	2	<u>\$3,757.56</u>
							Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions	2	<u>\$3,757.56</u>
							Fund <b>2321 - Immunization Action Grant</b> Totals	Invoice Transactions	2	<u>\$3,757.56</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2322 - Dental Sealant 132T Grant</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
40279 - ALISON GIAMMARCO	2nd Dec16	Dental Hygienist services, FY16	Edit		12/14/2016	01/12/2017	* 01/12/2017			228.68	
38676 - ANNA MAYLE	2nd Dec Dental	Dental Hygienist services, FY16	Edit		12/16/2016	01/12/2017	* 01/12/2017			209.77	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	<u>\$438.45</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 2	<u>\$438.45</u>
									Fund <b>2322 - Dental Sealant 132T Grant</b> Totals	Invoice Transactions 2	<u>\$438.45</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2323 - Personal Responsibility Ed Pr Fd</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
13363 - VERIZON WIRELESS	9777523352	iPad Services for PREP grant, FY17 (Deliverable 1)	Edit		12/23/2016	01/12/2017	* 01/12/2017			40.15	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>\$40.15</u>
Account <b>734.12 - Supplies Outside Printing</b>											
25422 - FEDEX KINKO'S	59570038872,	59570038873	Edit		01/13/2017	01/17/2017	* 01/17/2017			832.75	
									Account <b>734.12 - Supplies Outside Printing</b> Totals	Invoice Transactions 1	<u>\$832.75</u>
Account <b>734.13 - Supplies Freight</b>											
25372 - ETR ASSOCIATES	IP213991	PREP Training Materials as needed - FY 17 (deliverable 1)	Edit		12/16/2016	01/17/2017	* 01/17/2017			215.99	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	<u>\$215.99</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
25372 - ETR ASSOCIATES	IP213991	PREP Training Materials as needed - FY 17 (deliverable 1)	Edit		12/16/2016	01/17/2017	* 01/17/2017			1,799.92	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$1,799.92</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 4	<u>\$2,888.81</u>
									Fund <b>2323 - Personal Responsibility Ed Pr Fd</b> Totals	Invoice Transactions 4	<u>\$2,888.81</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2328 - Public Health Infrastructure</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>										
1800 - STARK COUNTY HEALTH DEPARTMENT	Nov16 PHEP (1)	FY17 PHEP Grant Reimbursement	Edit		12/12/2016	01/12/2017	* 01/12/2017			539.31
1800 - STARK COUNTY HEALTH DEPARTMENT	Nov16 PHEP (2)	FY17 PHEP Grant reimbursement	Edit		12/12/2016	01/12/2017	* 01/12/2017			8,893.12
1800 - STARK COUNTY HEALTH DEPARTMENT	Nov16 Ebola (1)	Ebola Supplemental Grant FY16 (PHEP)	Edit		12/20/2016	01/18/2017	* 01/18/2017			7,177.73
1800 - STARK COUNTY HEALTH DEPARTMENT	Nov16 Ebola (2)	EBOLA Grant, extended to June 30, 2017	Edit		12/20/2016	01/18/2017	01/18/2017			2,294.82
Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals								Invoice Transactions	4	<u>\$18,904.98</u>
Department <b>301001 - Health - Administration</b> Totals								Invoice Transactions	4	<u>\$18,904.98</u>
Fund <b>2328 - Public Health Infrastructure</b> Totals								Invoice Transactions	4	<u>\$18,904.98</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2331 - Air Pollution (134)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
32432 - EA GROUP	0294670-IN	2016 Laboratory services for asbestos	Edit		12/31/2016	01/17/2017	* 01/17/2017			67.50	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>67.50</u>
Account <b>706.18 - Contract Service Car Wash</b>											
1597 - RED CARPET CAR WASH	CarWashes Dec16	2016 car washes, as needed	Edit		12/31/2016	01/17/2017	* 01/17/2017			4.25	
									Account <b>706.18 - Contract Service Car Wash</b> Totals	Invoice Transactions 1	<u>4.25</u>
Account <b>734.13 - Supplies Freight</b>											
1989 - UPS	E11A07476,	E11A07506, E11A07526, E11A07536	Edit		12/31/2016	01/17/2017	* 01/17/2017			108.35	
37422 - URG CORPORATION	0015728-IN	Parts and supplies for air monitoring equipment, 2016	Edit		12/29/2016	01/17/2017	* 01/17/2017			15.65	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 2	<u>\$124.00</u>
Account <b>734.15 - Supplies Computer Software(up to \$999.99)</b>											
9789 - DELL MARKETING L.P.	10134443444	Microsoft Office Pro Plus 2016 for APC Computers	Edit		12/13/2016	01/17/2017	* 01/17/2017			3,816.00	
									Account <b>734.15 - Supplies Computer Software(up to \$999.99)</b> Totals	Invoice Transactions 1	<u>\$3,816.00</u>
Account <b>734.57 - Supplies Machine Parts and Supplies</b>											
37422 - URG CORPORATION	0015728-IN	Parts and supplies for air monitoring equipment, 2016	Edit		12/29/2016	01/17/2017	* 01/17/2017			411.40	
									Account <b>734.57 - Supplies Machine Parts and Supplies</b> Totals	Invoice Transactions 1	<u>\$411.40</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
50054 - AIRGAS USA LLC	9058164282	Safety/Anti-Fatigue floor mats	Edit		12/08/2016	01/17/2017	* 01/17/2017			185.00	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$185.00</u>
Account <b>747.43 - Refunds, Claims and Reimbursements Employee Cell Phone Reimbursemen</b>											
36379 - TERRI A DZIENIS	4thQtr16 Cell	2016 Employee cell phone reimbursement	Edit		01/12/2017	01/12/2017	* 01/12/2017			75.00	
									Account <b>747.43 - Refunds, Claims and Reimbursements Employee Cell Phone Reimbursemen</b> Totals	Invoice Transactions 1	<u>\$75.00</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
51304 - SAMUEL E NORMAN	Travel Reimb.	Air Permitting 101 Training, 12/13-12/15/16, Logan, OH	Edit		12/27/2016	01/12/2017	* 01/12/2017			255.82	
									Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals	Invoice Transactions 1	<u>\$255.82</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2331 - Air Pollution (134)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>773.41 - Lease and Rental Payments Building Rental</b>											
35010 - BREWSTER-SUGARCREEK TWP HISTORICAL SOCIETY	276	2016 rental fees for air monitoring site, Wabash Ave in Brewster	Edit		12/27/2016	01/17/2017	* 01/17/2017			200.00	
									Account <b>773.41 - Lease and Rental Payments Building Rental</b> Totals	Invoice Transactions 1	<u>\$200.00</u>
Account <b>773.43 - Lease and Rental Payments Other Rentals</b>											
50054 - AIRGAS USA LLC	9941472527	Gas cylinder rental for 2016	Edit		12/31/2016	01/17/2017	* 01/17/2017			51.75	
									Account <b>773.43 - Lease and Rental Payments Other Rentals</b> Totals	Invoice Transactions 1	<u>\$51.75</u>
Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b>											
25260 - GREGORY CLARK	License Reimb	Renewal of ODH asbestos certification	Edit		01/12/2017	01/12/2017	01/12/2017			200.00	
									Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b> Totals	Invoice Transactions 1	<u>\$200.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 12	<u>\$5,390.72</u>
									Fund <b>2331 - Air Pollution (134)</b> Totals	Invoice Transactions 12	<u>\$5,390.72</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2351 - Food Service (055)</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>										
1945 - TREASURER STATE OF OHIO	Dec16 FSO Reimb	December 2016 Food Service Operations Reimb	Edit		01/18/2017	01/18/2017	01/18/2017			56.00
							Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals		Invoice Transactions 1	<u>\$56.00</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 1	<u>\$56.00</u>
							Fund <b>2351 - Food Service (055)</b> Totals		Invoice Transactions 1	<u>\$56.00</u>





# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2354 - Solid Waste Disposal License</b>											
<b>Account 201 - Accounts Payable</b>											
9789 - DELL MARKETING L.P.	10136462327	Latitude 7275 Tablet and Dell Active Pen	Edit		12/21/2016	01/17/2017	01/17/2017			(3,145.00)	
43051 - SYNCB/AMAZON	60457~8781	0276614 Surface Pro 4, i5, 8GB, 256 GB and surface cover & dock	Edit		12/10/2016	01/18/2017	01/18/2017			(1,281.97)	
									Account 201 - Accounts Payable Totals	Invoice Transactions 2	<u>(\$4,426.97)</u>
<b>Department 307001 - Environmental Health Administration</b>											
<b>Account 734.14 - Supplies Computer Supplies</b>											
43051 - SYNCB/AMAZON	60457~8781	0276614 Surface Pro 4, i5, 8GB, 256 GB and surface cover & dock	Edit		12/10/2016	01/18/2017	* 01/18/2017			269.99	
									Account 734.14 - Supplies Computer Supplies Totals	Invoice Transactions 1	<u>\$269.99</u>
<b>Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000</b>											
9789 - DELL MARKETING L.P.	10136462327	Latitude 7275 Tablet and Dell Active Pen	Edit		12/21/2016	01/17/2017	* 01/17/2017			3,145.00	
43051 - SYNCB/AMAZON	60457~8781	0276614 Surface Pro 4, i5, 8GB, 256 GB and surface cover & dock	Edit		12/10/2016	01/18/2017	* 01/18/2017			1,011.98	
									Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000 Totals	Invoice Transactions 2	<u>\$4,156.98</u>
									Department 307001 - Environmental Health Administration Totals	Invoice Transactions 3	<u>\$4,426.97</u>
									Fund 2354 - Solid Waste Disposal License Totals	Invoice Transactions 5	<u>\$0.00</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/14/16 - 01/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 4501 - Capital Projects</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>758.23 - Capital Outlay Small Equipment</b>											
7835 - FISHER HEALTH CARE	6294872	Thermo Scientific Stirring Hotplate - used for clinicsBound stud	Edit		12/13/2016	01/17/2017	* 01/17/2017			301.95	
									Account <b>758.23 - Capital Outlay Small Equipment</b> Totals	Invoice Transactions 1	\$301.95
Account <b>758.47 - Capital Outlay Computer Equipment \$1000 - \$5000</b>											
9789 - DELL MARKETING L.P.	10136462327	Latitude 7275 Tablet and Dell Active Pen	Edit		12/21/2016	01/17/2017	* 01/17/2017			4,800.00	
									Account <b>758.47 - Capital Outlay Computer Equipment \$1000 - \$5000</b> Totals	Invoice Transactions 1	\$4,800.00
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 2	\$5,101.95
									Fund <b>4501 - Capital Projects</b> Totals	Invoice Transactions 2	\$5,101.95
									Grand Totals	Invoice Transactions 99	\$166,832.03

\* = Prior Fiscal Year Activity



**Public Health**  
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Canton City Health District

**Board of Health Meeting**  
Monday, January 23 @ 12:00pm – Board Room  
**Resolutions for Approval**

1. 2017-01: Authorizing Payment of Regular Expenses
2. 2017-02: Periodic Program-Related Travel Expenses
3. 2017-03: Abatement of Public Nuisances

## **Resolution 2017-01**

*A resolution authorizing payment of regular expenses which require prior Board approval*

**WHEREAS** section 3709.31 of the Ohio Revised Code (ORC) requires expenses of a Board of Health or health department of a city health district to be paid on the warrant of the auditor of the city issued on vouchers approved by the board of health or health department of a city health district and signed by the health commissioner or the commissioner's designee. And,

**WHEREAS** regular, contracted expenses are incurred and paid on a routine basis. And,

**WHEREAS** authorization of contracted, regular expenses will enhance the efficiency of administration operations of the health department,

**BE IT RESOLVED** that regular, contracted expenses incurred from the vendors listed below are approved pursuant to section 3709.31 of the ORC for the period January 1, 2017 through and including December 31, 2017 for the following vendors:

**Vendors**

AT&T  
Idexx Laboratories Inc  
GlaxoSmithKline  
Ohio Edison  
Sanofi Pasteur  
Time Warner Cable  
Verizon Wireless

**BE IT FURTHER RESOLVED** that expenses for any vendor that offers either a discount for timely payment or would incur a penalty are approved for payment.

**BE IT RESOLVED** that this resolution is necessary for the operation of the Canton City Health District and that it becomes effective immediately upon passage.

**ADOPTED** by the Board of Health of the Canton City Health District this **23<sup>rd</sup>** day of **January, 2017**.

**APPROVED**

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President, Canton City Board of Health

**ATTEST**

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Secretary, Canton City Board of Health

## **Resolution 2017-02**

*A resolution approving periodic program related travel expense pursuant to section 203.23(a) of the Canton City Health Code*

**WHEREAS** Section 203.23(a) of the Canton City Health Code requires that out of district travel expenses be approved by the Board of Health prior to travel.

**WHEREAS** Section 203.23(a) further authorizes the Board of Health to be able to authorize out of district travel on a per program basis.

**WHEREAS** authorization of out of district travel expenses on a program basis will enhance the efficiency of administration operations of the health department.

**BE IT RESOLVED** that out of district travel (not to include expenses for overnight travel which will require separate approval by the Board of Health) for the following programs are approved pursuant to section 203.23(a) of the Canton City Health Code by the Board of Health for the period January 1, 2017 through and including December 31, 2017 for the following programs:

<b>Program</b>	<b>Fund</b>
Air Pollution Control	2331
STD Prevention	2312
Women Infant and Children Supplemental Nutrition	2316
HIV Prevention	2318
Immunization Action Plan	2321
Dental Sealant	2322
Personal Responsibility Education Program	2323
Public Health Emergency Preparedness	2328
THRIVE – Infant Mortality Program	2314
Early Health Start	2335

**BE IT RESOLVED** that this resolution is necessary for the operation of the Canton City Health District and that it becomes effective immediately upon passage.

**ADOPTED** by the Board of Health of the Canton City Health District this **23<sup>rd</sup>** day of **January, 2017**.

### **APPROVED**

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President, Canton City Board of Health

### **ATTEST**

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Secretary, Canton City Board of Health

## **Resolution 2017-03**

*A resolution by the Board of Health of the Canton City Health District, State of Ohio authorizing the Certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances.*

**BE IT RESOLVED BY** the Board of Health of the Canton City Health District that the President and Secretary of the Board on behalf of the Board of Health, be and are hereby authorized and directed to certify the attached list marked as Exhibit A of costs and expenses for the purification and abatement of nuisances to the Stark County Auditor to be entered upon the tax duplicate for the subject properties to be lien upon such land from the date of entry and to be collected as other taxes and assessments pursuant to sections 3707.01 and 3707.02 of the Ohio Revised Code for the period of October 1, 2016 through December 31, 2016, totaling \$3,620.04.

**ADOPTED** by the Board of Health of the Canton City Health District this **23<sup>th</sup>** day of **January, 2017**.

**APPROVED**

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President, Canton City Board of Health

**ATTEST**

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Secretary, Canton City Board of Health

## Exhibit A – Page 1

List of Properties for Certification to the Stark County Auditor  
for expenses related to the purification of the properties  
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code  
**October 1, 2016 – December 31, 2016**

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
1909 Superior Ave NE 224540 Stephen Thomas	20150159 03/23/2015 10/4/16	196.37
1802 Royal Ave NE 246168 Globalcor Associate LLC	20141949 10/27/2014 10/4/16	196.37
2014 Penn Pl NE 212969 Steve Filliez	20120384 07/23/2012 10/6/16	189.74
506 Crestmont Ave SE 223408 Orville and Cassie Moreland	20161052 08/29/2016 10/6/16	189.74
0 Root Ave NE 224120 Robert Burgess	20161148 08/29/2016 10/13/16	196.86
1408 Royal Ave NE 227959 Steve Filliez	20130008 02/25/2013 10/13/16	196.86
503 Schwalm Ave NE 203584 Steve Filliez	20131491 12/17/2013 10/20/16	195.84
1619 St. Elmo Ave NE 215901 Norene Knighton and Patricia Fair	20121016 08/27/2012 11/3/16	188.38
1025 Walnut Ave NE 200167 Louie and Keti Gorgievski	20131166 04/28/2014 11/4/16	188.38
508 Schwalm Ave NE 247962 SAFE LLC	20131978 12/16/2013 11/8/16	191.15
1744 Ira Turpin Way NE 248057 RKL Properties LLC	20151182 08/24/2015 11/14/16	188.62
1806 St Elmo Ave NE 229710 Lashawn McDew	20161285 10/24/2016 11/14/16	190.71
<b>Total</b>		<b>2309.02</b>

Canton City Health Department

Division of Environmental Health

**Exhibit A – Page 2**  
**List of Properties for Certification to the Stark County Auditor**  
**for expenses related to the purification of the properties**  
**pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code**  
**October 1, 2016 – December 31, 2016**

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
508 Schwalm Ave NE	20131978	
247962	12/16/2013	188.62
SAFE LLC	11/14/16	
2211 Baldwin Ave NE	20161286	
227080	10/24/2016	190.71
James and Beverly Randall	11/14/16	
2211 Baldwin Ave NE	20161286	
227080	10/24/2016	197.27
James and Beverly Randall	11/18/16	
207 Warner Rd SE	20160023	
217329	01/25/2016	187.21
Steve Filliez	11/29/16	
947 Shorb Ave NW	20151407	
204222	10/26/2015	187.21
Michael Prewett and Elizabeth Jett	11/29/16	
	<b>Total</b>	<b>951.02</b>
		<b>Overall 3260.04</b>





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Canton City Health District

**Board of Health Meeting**  
Monday, January 23, 2017 @ 12:00pm – Board Room  
**Miscellaneous Items**

1. Laboratory Technician Full-Time Job Description
2. Laboratory Technician Part-Time Job Description
3. Board of Health Meeting Dates
4. Draft Mission, Vision, and Values



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Canton City Health District

# Position Description

Canton City Health District  
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<b>Position Title:</b>	Laboratory Technician			<b>Position #:</b>	
<b>Working Title:</b>	Lab Tech			<b>CS Status:</b>	
<b>Division or Unit:</b>	Laboratory			<b>Reports to:</b>	Laboratory Director
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	
<b>Funding Source:</b>	General Fund and STI Grant <17%				

## Position Summary:

The Laboratory Technician performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming with the current edition of Standard Methods, and examine air samples for common pollen and molds. . Repetitious work is expected to be performed independently with supervision needed only on unusual problems.

## Essential Duties and Responsibilities:

50% **Medical Testing:** Conduct analysis of body fluids, including blood, urine, oral, urethral and vaginal samples to determine presence of normal or abnormal components. Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves. Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms. Measure or weigh and prepare compounds and solutions for use in testing. Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting. Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing. Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Perform pre, post and analytic quality assurance activities. Participate in and maintain and organize departmental proficiency testing results. Complete electronic monthly report. All clinical testing is done in compliance with CLIA rules and interpretations.

20% **Drinking Water Testing:** Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of. Public Drinking Water. Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers and autoclaves. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data into paper and electronic reporting systems accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.



# Position Description

13% **Seasonal Mold and Pollen:** Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler. Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data into paper and electronic reporting systems accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

7% **Food testing:** Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food. Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment. Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data from analysis of tests are recorded and reported accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing. Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Perform pre, post and analytic quality assurance activities.

**Other Duties and Responsibilities:**

- 5% **Manage time and accounting efforts:** This includes recording of work activities utilizing current electronic management system.
- 3% **Participate in departmental wide activities,** such as accreditation team member, support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.
- 2% **Other Duties as Assigned.**

**Minimum Qualifications:**

- Graduated from an accredited collegiate program with a minimum of an Associate’s Degree in clinical, laboratory, medical, or related science. Previous experience in a laboratory, while preferable, is not if a laboratory environment was included in the person's academic studies.
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
- Must have a valid Ohio driver’s license with good driving record.

**Preferred Qualifications:**

- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
- MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.
- 2 years of laboratory training in a clinical or environmental field.

**Minimum Credentials:**

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired within six months of starting

date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

## Key Competencies:

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 12/18/2016) apply to this position:

- **QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality.** 1.01P, 10.02C, 1.03C, and 1.04C.
- **QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements\* are consistently met.** 2.01 C and 2.02C.
- **QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs\* meet applicable requirements.** 3.01C, 3.02C, 3.03C, and 3.04B.
- **QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce.** 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- **QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met.** 5.01C and 5.02C.
- **QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards.** 6.01B, 6.03C and 6.04C.
- **QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records.** 8.01C and 8.02C.
- **QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information.** 9.01C, 9.02C and 9.03C.
- **QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events.** 10.01P, 10.02P, 10.03B and 10.04C.



# Position Description

- **QMS 11.00. Assessments:** ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- **QMS 12.00. Continual improvement:** ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- **ETH 1.00. Professional code of conduct:** adheres to policies\* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.
- **ETH 2.00. Scientific code of conduct:** adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C and 2.02C.
- **MLD 1.00. General management:** ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
- **MLD 2.00. Policy development:** ensures the development, implementation, and review of internal policies. 2.01C, 2.02B and 2.03C.
- **MLD 5.00. Leadership:** models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B, 5.05B, 5.06B, 5.07B and 5.08C.
- **COM 1.00 Communication techniques:** deploys formal written and oral communication strategies. 1.01B and 1.02C.
- **COM 2.00. Active listening skills:** displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
- **COM 3.00. Comprehension of materials:** demonstrates comprehension of written documents and directions. 3.01P.
- **COM 4.00. Communication technology:** utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
- **COM 5.00. Communication professionalism:** ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
- **COM 6.0. Professional reports:** prepares professional written reports and oral presentations. 6.01C and 6.02C.
- **COM 8.00. Public health laboratory value:** promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
- **COM 9.00. Media relations:** works with the media to provide information about public health laboratories and public health issues. 9.01B.
- **SEC 2.00. Security plan:** ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
- **SEC 3.00. Physical security:** ensures that physical security is maintained. 3.01B and 3.02B.
- **SEC 5.00. Information security:** ensures that information security meets organizational goals, regulatory requirements, and established standards. 5.01C and 5.02B.
- **EMR 1.00. Mitigation of emergency events:** mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
- **EMR 2.00. Preparation for emergency events:** prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
- **EMR 3.00. Responding to emergency events:** responds to emergency events.



# Position Description

- 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
- **EMR 4.00. Recovering from emergency event: recovers from emergency events.** 4.01B, 4.02C, 4.03B and 4.04B.
  - **WFT 5.00 Training evaluation: evaluates learner knowledge and skill development.** 5.04B and 5.05B.
  - **GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory testing.** 1.01C, 1.02B, 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.
  - **GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies.** 2.01C and 2.02C.
  - **GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment.** 3.01C, 3.02C, 3.03C and 3.04C.
  - **GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing.** 4.01C.
  - **GEN 5.00. Examination: performs steps in the examination phase of testing.** 5.01C, 5.02C and 5.03C.
  - **GEN 6.00. Postexamination: performs steps in the postexamination phase of testing.** 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
  - **GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing.** 7.01B, 7.02C, 7.03C and 7.05B.
  - **SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility.** 1.01C, 1.02C and 1.03C.
  - **SPH 2.00. Biological materials: works safely with biological materials in the laboratory.** 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
  - **SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory.** 4.01C, 4.02C, 4.03C and 4.04C.
  - **SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements.** 2.01C, 2.02C, 2.03C and 2.04B.
  - **SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations.** 3.01C, 3.02C and 3.03C.
  - **SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures.** 4.01C.
  - **SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment.** 5.01P and 5.02P.
  - **SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations.** 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
  - **SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies.** 4.01B, 4.02B, 4.03B and 4.04B.
  - **SCT 1.00. Hazard communication: promotes safety through effective hazard**



# Position Description

communication. 1.01C and 1.03C.

- **SCT 2.00. Safety training:** ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
- **SDR 1.00. Documents and record keeping:** ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
- **SRV 1.00. Function of surveillance:** recognizes the function of laboratory testing in surveillance. 1.01B.
- **SRV 2.00. Notification rules and regulations:** complies with national and jurisdictional rules and regulations regarding notifiable results. 2.01C.
- **SRV 3.00. Surveillance testing:** performs surveillance testing. 3.01B.
- **SRV 5.00. Information for surveillance:** recognizes vital information needed for surveillance. 5.01B and 5.02B.
- **INF 1.00. Laboratory test request and sample receiving:** manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
- **INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification:** manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
- **INF 4.00. Laboratory test scheduling:** manages laboratory test scheduling. 4.01C and 4.03C.
- **INF 8.00. Data exchange and interoperability:** manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
- **INF 12.00. Training, education, and resource management:** manages training, education, and information resources. 12.01C.
- **F 15.00. QC and QA management:** manages quality control and quality assurance processes. 15.05B
- **INF 18.00. Core IT products and services:** manages core IT hardware, software, and services. 18.12B.

## Work Environment:

The Laboratory Technician must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to perceive and distinguish colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to hear normal speech and be able to respond in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when



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# Position Description

Canton City Health District  
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necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.

**Approvals:**

**Date**

**By**

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Board of Health

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Health Commissioner

**Revision History:**

**Date**

**Revision**

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**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

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Signature

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Printed Name

Date





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Canton City Health District

# Position Description

Canton City Health District  
DRAFT

<b>Position Title:</b>	Laboratory Technician			<b>Position #:</b>	
<b>Working Title:</b>	Lab Tech			<b>CS Status:</b>	
<b>Division or Unit:</b>	Laboratory			<b>Reports to:</b>	Laboratory Director
<b>Employment Status:</b>	Part-time	<b>Pay Grade:</b>	4	<b>FLSA Status:</b>	
<b>Funding Source:</b>	General Fund and STI Grant <17%				

## Position Summary:

The Laboratory Technician performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming with the current edition of Standard Methods, and examine air samples for common pollen and molds. . Repetitious work is expected to be performed independently with supervision needed only on unusual problems.

## Essential Duties and Responsibilities:

63% **Medical Testing:** Conduct analysis of body fluids, including blood, urine, oral, urethral and vaginal samples to determine presence of normal or abnormal components. Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves. Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms. Measure or weigh and prepare compounds and solutions for use in testing. Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting. Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing. Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Perform pre, post and analytic quality assurance activities. Participate in and maintain and organize departmental proficiency testing results. Complete electronic monthly report. All clinical testing is done in compliance with CLIA rules and interpretations.

10% **Drinking Water Testing:** Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of. Public Drinking Water. Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers and autoclaves. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data into paper and electronic reporting systems accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.



# Position Description

10% **Seasonal Mold and Pollen:** Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler. Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data into paper and electronic reporting systems accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

7% **Food testing:** Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food. Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment. Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards. Enter data from analysis of tests are recorded and reported accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing. Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens. Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Perform pre, post and analytic quality assurance activities.

**Other Duties and Responsibilities:**

- 5% **Manage time and accounting efforts:** This includes recording of work activities utilizing current electronic management system.
- 3% **Participate in departmental wide activities,** such as accreditation team member, support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.
- 2% **Other Duties as Assigned.**

**Minimum Qualifications:**

- Graduated from an accredited collegiate program with a minimum of an Associate’s Degree in clinical, laboratory, medical, or related science. Previous experience in a laboratory, while preferable, is not if a laboratory environment was included in the person's academic studies.
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
- Must have a valid Ohio driver’s license with good driving record.

**Preferred Qualifications:**

- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
- MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.
- 2 years of laboratory training in a clinical or environmental field.

**Minimum Credentials:**

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired within six months of starting

date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

## Key Competencies:

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 12/18/2016) apply to this position:

- **QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality.** 1.01P, 10.02C, 1.03C, and 1.04C.
- **QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements\* are consistently met.** 2.01 C and 2.02C.
- **QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs\* meet applicable requirements.** 3.01C, 3.02C, 3.03C, and 3.04B.
- **QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce.** 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- **QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met.** 5.01C and 5.02C.
- **QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards.** 6.01B, 6.03C and 6.04C.
- **QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records.** 8.01C and 8.02C.
- **QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information.** 9.01C, 9.02C and 9.03C.
- **QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events.** 10.01P, 10.02P, 10.03B and 10.04C.



# Position Description

- **QMS 11.00. Assessments:** ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- **QMS 12.00. Continual improvement:** ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- **ETH 1.00. Professional code of conduct:** adheres to policies\* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.
- **ETH 2.00. Scientific code of conduct:** adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C and 2.02C.
- **MLD 1.00. General management:** ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
- **MLD 2.00. Policy development:** ensures the development, implementation, and review of internal policies. 2.01C, 2.02B and 2.03C.
- **MLD 5.00. Leadership:** models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B, 5.05B, 5.06B, 5.07B and 5.08C.
- **COM 1.00 Communication techniques:** deploys formal written and oral communication strategies. 1.01B and 1.02C.
- **COM 2.00. Active listening skills:** displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
- **COM 3.00. Comprehension of materials:** demonstrates comprehension of written documents and directions. 3.01P.
- **COM 4.00. Communication technology:** utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
- **COM 5.00. Communication professionalism:** ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
- **COM 6.0. Professional reports:** prepares professional written reports and oral presentations. 6.01C and 6.02C.
- **COM 8.00. Public health laboratory value:** promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
- **COM 9.00. Media relations:** works with the media to provide information about public health laboratories and public health issues. 9.01B.
- **SEC 2.00. Security plan:** ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
- **SEC 3.00. Physical security:** ensures that physical security is maintained. 3.01B and 3.02B.
- **SEC 5.00. Information security:** ensures that information security meets organizational goals, regulatory requirements, and established standards. 5.01C and 5.02B.
- **EMR 1.00. Mitigation of emergency events:** mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
- **EMR 2.00. Preparation for emergency events:** prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
- **EMR 3.00. Responding to emergency events:** responds to emergency events.



# Position Description

- 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
- **EMR 4.00. Recovering from emergency event: recovers from emergency events.** 4.01B, 4.02C, 4.03B and 4.04B.
  - **WFT 5.00 Training evaluation: evaluates learner knowledge and skill development.** 5.04B and 5.05B.
  - **GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory testing.** 1.01C, 1.02B, 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.
  - **GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies.** 2.01C and 2.02C.
  - **GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment.** 3.01C, 3.02C, 3.03C and 3.04C.
  - **GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing.** 4.01C.
  - **GEN 5.00. Examination: performs steps in the examination phase of testing.** 5.01C, 5.02C and 5.03C.
  - **GEN 6.00. Postexamination: performs steps in the postexamination phase of testing.** 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
  - **GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing.** 7.01B, 7.02C, 7.03C and 7.05B.
  - **SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility.** 1.01C, 1.02C and 1.03C.
  - **SPH 2.00. Biological materials: works safely with biological materials in the laboratory.** 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
  - **SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory.** 4.01C, 4.02C, 4.03C and 4.04C.
  - **SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements.** 2.01C, 2.02C, 2.03C and 2.04B.
  - **SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations.** 3.01C, 3.02C and 3.03C.
  - **SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures.** 4.01C.
  - **SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment.** 5.01P and 5.02P.
  - **SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations.** 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
  - **SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies.** 4.01B, 4.02B, 4.03B and 4.04B.
  - **SCT 1.00. Hazard communication: promotes safety through effective hazard**



# Position Description

communication. 1.01C and 1.03C.

- **SCT 2.00. Safety training:** ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
- **SDR 1.00. Documents and record keeping:** ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
- **SRV 1.00. Function of surveillance:** recognizes the function of laboratory testing in surveillance. 1.01B.
- **SRV 2.00. Notification rules and regulations:** complies with national and jurisdictional rules and regulations regarding notifiable results. 2.01C.
- **SRV 3.00. Surveillance testing:** performs surveillance testing. 3.01B.
- **SRV 5.00. Information for surveillance:** recognizes vital information needed for surveillance. 5.01B and 5.02B.
- **INF 1.00. Laboratory test request and sample receiving:** manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
- **INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification:** manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
- **INF 4.00. Laboratory test scheduling:** manages laboratory test scheduling. 4.01C and 4.03C.
- **INF 8.00. Data exchange and interoperability:** manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
- **INF 12.00. Training, education, and resource management:** manages training, education, and information resources. 12.01C.
- **F 15.00. QC and QA management:** manages quality control and quality assurance processes. 15.05B
- **INF 18.00. Core IT products and services:** manages core IT hardware, software, and services. 18.12B.

## Work Environment:

The Laboratory Technician must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to perceive and distinguish colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to hear normal speech and be able to respond in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when



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Canton City Health District

# Position Description

Canton City Health District  
DRAFT

necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.

**Approvals:**

**Date**

**By**

---

Board of Health

---

Health Commissioner

**Revision History:**

**Date**

**Revision**

---

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

---

Signature

---

Printed Name

Date



**CANTON  
CITY HEALTH  
DISTRICT**

**James M. Adams, RS, MPH**  
Health Commissioner

**BOARD of HEALTH  
MEMBERS**

Mayor Thomas Bernabei  
Dr. Marc Fiorentino  
Dr. Stephen Hickman  
Dr. Amy Lakritz  
Bernadine Snell  
Patrick Wyatt

420 Market Ave, North  
Canton, Ohio 44702-1544

Phone: (330) 489-3231

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E-mail: [info@cantonhealth.org](mailto:info@cantonhealth.org)

Website: [www.cantonhealth.org](http://www.cantonhealth.org)



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# 2017 Board of Health Meetings

All meetings are held at 12:00pm in the offices  
of the Canton City Health Department

**January**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**July**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Canton City Health Department  
DRAFT Mission, Vision, and Values Statement for Strategic Plan  
1/17/2017 JMA

The following revisions of the current department mission, vision, and value statements are under consideration by the Strategic Planning Committee.

**MISSION**

Promoting and protecting the health of our community by working in partnerships to ensure high quality public health services.

**VISION**

Be the recognized leader in advancing community health and safety while promoting health equity.

**VALUES**

- Trust – Open and honest communication. Being accountable for our actions.
- Responsiveness – Listening to people and responding to meet their needs. Service above self.
- Quality – We do our best and look for ways to improve.
- Equity – Respect for all people by treating everyone with compassion and dignity.

For reference, our current statements are:

**MISSION**

The Canton City Health Department works to improve the health of the local community by providing comprehensive services utilizing a well-trained and qualified staff.

**VISION**

Working together for a healthier community.

**VALUES**

- We value empowering our community with the knowledge to make healthier choices.
- We strive for excellence in everything we do.
- We are accountable to the community to which we serve.



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Canton City Health District

**Board of Health Meeting**  
Monday, January 23, 2017 @ 12:00pm – Board Room  
**Division Reports**

1. Medical Director – **No report**
2. Nursing/WIC
3. Laboratory
4. OPHI/Surveillance – **No report**
5. Environmental Health – **No report**
6. Air Pollution Control
7. Vital Statistics – **No report**
8. Fiscal
9. Health Commissioner – **No report**
10. Accreditation Team – **No report**
11. Quality Improvement Team

# Canton City Health Department

December 2016 Report (Meeting 1/23/17)

**NURSING DIVISION**

Jon Elias, M.D.  
Medical Director

Diane Thompson, R.N., M.S.N., DON  
Nursing Division

## CLINIC SERVICES

	# of Clinics	# Attending	YTD
Immunization Clinic	4	26	587
Tuberculosis (TB) Mantoux	6	6	211
Travel	5	24	235
S.T.I.	9	96	1163
C.T.S.	5	1	77
Field/Outreach Testing		0	13
Crew Testing	0	0	0

## DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	231	2761	140	1719

## HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD
Tests Performed	63	827	0	4
Results Given	60	816	0	4

## HIV INFECTION

	Month	YTD	Total HIV Infected	Deaths for Month	Deaths for Year	Total Living with HIV Infection
Canton City	2	15	402	0	2	387
Stark County *	2	19	578	0	1	573

\* excludes Canton City Residents

**HIV Infection includes all persons infected with HIV and/or symptomatic of HIV related disease. AIDS reports include only those who meet the CDC AIDS definition.**

**SPECIAL PROGRAMS**

	SESSIONS/VISITS/ CONTACTS		# ATTENDING	
	Month	YTD	Month	YTD
Nursing School Students/Physician Affiliations			3	50
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	1	0	9
Health Promotions / Fairs (Goodwill Parenting talks)	2	26	18	531
Immunization Action Plan – Assessment, Feedback, Incentives, and Exchange (AFIX) – Goal 7 per year	0	11		
Immunization Action Plan – Maximizing Office Based Immunization Programs (MOBI) – Goal 10 per year	0	12		
Immunization Action Plan – Teen Immunization Education Sessions (TIES) – Goal 5 per year	0	5		
DIS Interviews and/or Visits	9	102		
Bureau for Children with Medical Handicaps (BCMh) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1st-June 30th]	10	102		

**WIC Division  
Monthly Caseload Report**

**Assigned Caseload for Canton WIC FY16: 2, 740**

**Assigned Stark Project Caseload FY16: 6,852**

WIC Fiscal Year 2016 <i>October 2015 – September 2016</i>		
	Canton City	Total for Stark Project
July 2016	2,378	6,306
August 2016	2,398	6,361
September 2016	2,400	6,344

**Assigned Caseload for Canton WIC FY17: 2, 496**

**Assigned Stark Project Caseload FY16: 6,547**

WIC Fiscal Year 2017 <i>October 2016 – September 2017</i>		
	Canton City	Total for Stark Project
October 2016	2,371	6,322
November 2016	2,362	6,286
December 2016*	2,252	6,113

*\* Reporting system not working from January 1-January 11, 2017.  
Caseload numbers usually generated on the 5<sup>th</sup> of each month.*

# Canton City Health Department

December 2016 (Meeting 1/23/2017)

**LABORATORY**

Program	Samples Tested	Samples Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
<b>WATER:</b>						
Private	87	29	0	1393	465	0
Public	39	9	0	568	64	21
Commercial	3	0	0	103	1	0
Other	0	0	0	2	2	0
<b>FOOD SERVICES:</b>						
Frozen Desserts	5	1	0	368	76	0
Other Exams	0	0	0	4	2	0
<b>CLINICAL:</b>						
Gonorrhea-smear	15	3	0	173	31	15
N.G.U.	15	11	0	173	109	0
Gonorrhea-culture	55	3	0	616	32	15
Oxidase Reflex	35	7	0	386	43	7
Culture Gram Stain Reflex	7	7	0	45	44	5
Sugar Confirmation Reflex	7	3	0	43	30	5
Gonorrhea-Gene amp.	69	1	0	797	26	15
Chlamydia-Gene amp.	69	4	0	797	78	15
Syphilis Serology Qualitati	80	5	5	878	26	15
Syphilis Serology Quantita	5	5	3	18	18	8
Candida	22	1	0	283	57	6
Gardnerella	22	11	0	283	126	6
Trichomonas	22	2	0	283	26	6
Pregnancy-urine	4	0	5	46	5	15
HIV screen	65	0	2	829	4	6
Blood Lead	0	0	0	38	1	6
<b>MISCELLANEOUS:</b>						
Pollen counts	0	0	0	139	139	0
Other Exams	0	0	0	4	3	0
Misc. (insects, etc.)	0	0	0	4	3	0

# Canton City Health Department

December 2016 Report (Meeting 01/23/17)

AIR POLLUTION CONTROL

## AIR MONITORING:

### Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	# OF REQUIRED MONITORS	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	3	0*	Malone College; Brewster; Alliance
Carbon Monoxide	Attainment	1	1	Canton Health Department
PM2.5	1997/2006-Attainment 2012-Attainment	4	4	Canton Fire Station #8; Canton Health Department
PM2.5 Speciation	n/a	2	2	Canton Fire Station #8

- *Monitoring Network Details:*

- \*The ozone season ended 10/31/2016 and will not restart until 03/01/2017. The monitoring staff have begun maintenance and calibrations on the ozone equipment. Please note this season start date is 1 month earlier than in previous years due to change in the regulations.
- The annual data capture rate chart typically provided in the December report will be in the January report.

### Air Pollution Laboratory Report

#### *Suspended Particulates PM2.5- Comparison of Monthly Averages\** (in micrograms per cubic meter of air)

Primary Standard Limits: Annual Arithmetic Mean = 12; Daily 24-hr Average = 35

\*Note: Due to data availability averages are reported for previous month

Location	November 2012	November 2013	November 2014	November 2015	November 2016
#1 Health Department	15.0	6.6	8.4	8.7	10.5
#15 Fire Station #8	16.2	8.1	10.6	10.1	13.0

#### *Air Quality Index (AQI) - Comparison of Monthly Data*

AQI Value Ranges Per Category of Air Quality Conditions:

Good = 0-50; Moderate = 51-100; Unhealthy for Sensitive Groups = 101-150; Unhealthy = 151-200

Data Type	December 2012	December 2013	December 2014	December 2015	December 2016
# of AQI Reporting Days	19	21	21	22	22
Highest AQI Value	37	55	32	60	58
# of Days in Good Category	19	19	21	21	19
# of Days in Moderate Category	0	2	0	1	3
# of Days in Unhealthy For Sensitive Groups Category	0	0	0	0	0
# of Days in Unhealthy Category	0	0	0	0	0

# APC Compliance Monitoring Activities

December 2016

Activity	Month Totals					Quarter Goal	Quarter Totals		CY2016 Totals		CY2015 Totals	
	Received	Investigated		Recd	Inv	Recd	Inv	Recd	Inv	Recd	Inv	
<b>INSPECTIONS</b>												
1. High Priority facilities inspected (FCE)	2					4	4		16		15	
2. High Priority facility Site Visits conducted	0						2		13		23	
3. Non-High Priority facilities inspected	0					0	0		0		0	
4. Non-High Priority facility Site Visits conducted	4						10		64		41	
5. Site Visits conducted at Non-Facilities	0						2		20		16	
6. Performance tests observed	0						3		12		13	
7. Opacity observations made	0						0		13		4	
8. Anti-tampering inspections	1					1	1		4		4	
<b>COMPLAINTS</b>												
	Received	Investigated		Recd	Inv	Recd	Inv	Recd	Inv	Recd	Inv	
9. Complaints received & investigated (total of a-e)	3	2		37	38	217	199	278	266			
a. Open burning	2	2		28	31	151	146	228	225			
b. Related to a High Priority Facility	0	0		1	1	6	5	9	8			
c. Related to a Non-High Priority Facility	0	0		3	3	19	12	10	6			
d. Asbestos	0	0		0	0	2	2	5	5			
e. Other	1	0		5	3	39	34	26	22			
<b>ASBESTOS</b>												
10. Demo/Renovation notifications received	16						41		152		125	
11. Demo/Renovation inspections performed	10					15%	22		57		23	
12. Non-Notifier inspections performed	0						0		9		9	
13. Other asbestos-related inspections performed	3						9		23		16	
14. Asbestos Landfill inspection performed	0					0	0		3		3	
<b>OPEN BURNING ISSUANCE</b>												
	Received	Issued		Recd	Issd	Recd	Issd	Recd	Issd	Recd	Issd	
15. Open Burning Notifications	0	0		4	2	10	8	12	12			
16. Open Burning Permissions	0	0		1	2	6	5	6	6			
<b>ENFORCEMENT</b>												
	OB	Asb	Fac	Ot	Total							
17. Warning actions taken	1	0	1	0	2		3		22		38	
18. General NC enforcement actions taken	4	1	0	0	5		26		119		132	
19. Significant NC enforcement actions taken	2	0	0	0	2		8		18		29	
20. Enforcement Action Referral to Ohio EPA	0	2	0	0	2		5		15		9	
21. Resolved without further action – Local/Ohio EPA	4	1	0	0	5		27		117		135	
22. Final Enforcement Action Issued – Ohio EPA/AGO	0	0	0	0	0		5		15		7	

Abbreviations: OB = open burning; Asb = asbestos; Fac = facility; Ot = Other; NC = Non-compliance

## **SIGNIFICANT COMPLIANCE MONITORING DETAILS:**

*Please see the APC Compliance Monitoring Activities table above for the quantities of conducted activities. Below are details of any compliance monitoring activities with significant importance or impact.*

- 12/02/16: Courtney Rusnak sent a significant non-compliance Notice of Violation (NOV) letter to Jeffrey and Andrea Riley at 2433 Ashwell Ave SW, Massillon, for the burning of leaves and yard waste. This fire spread on to neighboring properties. The Perry Fire Department report stated, “Upon arrival of the first units we found a large wooded area on fire with approximately two acres of land on fire with multiple downed trees and brush burning”. Documentation was requested in the NOV to Jeffrey and Andrea Riley that this would not occur again. Jeffrey Riley submitted a compliance statement on 12/16/16 that he would not burn leaves again. This case will be resolved locally with a Resolution of Violation letter.
- 12/06/16 Greg Clark and Ed Pabin conducted a Full Compliance Evaluation (FCE) at Title V Facility, Tower Industries located at 2101 9<sup>th</sup> St SW, Massillon. They are a source of VOCs from using organic resins to manufacture plastic walls for shower stalls and quartz countertops. Their emissions were within permit limits, but several record keeping and reporting violations were discovered. These were discussed at the time of the FCE and, by the time of this writing, several were resolved. A Notice of Violation/Resolution of Violation letter will be issued for the resolved issues. Based on discussions with the permittee, they have the means to resolve the outstanding issues. A Notice of Violation will be issued for those issues.
- 12/13/16: Courtney Rusnak sent a significant non-compliance NOV letter to Angelo Roberto (owner), and Jodi and Darren Watson (tenants) regarding open burning violations at properties 7465 Lincoln St E, East Canton and 7433 Cindell St SE, East Canton. The property at 7465 Lincoln St E, East Canton is classified as commercial, and the burn area measured 10 feet 6 inches in diameter. The burn area contained burned fabric, chairs, a mattress, roofing shingles, and metal debris. The property at 7433 Cindell St SE, East Canton (where the tenants were living) is classified as residential and the burn area there measured 13 feet in diameter. The burn area contained burned garbage, plastic, clothing, and building materials. Documentation of proper disposal of these materials was requested. This case will be forwarded to the OEPA Central Office for further enforcement action.
- 12/22/16: Jaclyn Hupp sent an email enforcement action referral to Ohio EPA for Beaver Constructors Inc., who was sent their third NOV within the past 6 months on December 22, 2016 for failure to provide asbestos notification prior to demolition).
- Quarterly Inspection Goals Status (Oct-Dec): We achieved 100% of the quarterly goal for high priority facility inspections and anti-tampering inspections. We achieved 54% quarterly asbestos notification inspection rate, which is higher than the goal of 15%, so we anticipate to achieve the yearly goal.
- CY2016 Comparison to CY2015: The table above includes both the CY2016 totals and the previous CY2015 totals. The overall facility inspection rate for CY2016 was higher than CY2015, mostly due to the distribution of inspection frequency requirements, more required performance tests and more need for other reasons. The overall asbestos inspection rate for CY2016 was higher than CY2014, mostly due to more asbestos notifications received and newer companies performing work. The enforcement rate was lower for CY2016 than CY2015, which was result of new Ohio EPA enforcement policies that decrease when a violation should be cited. The amount of complaints received was lower, and the investigated to received ratio decreased slightly in CY2016 to 91.7% as compared to CY2015 of 95.7%, which was mostly due to receiving several complaints that weren’t investigated but referred to other agencies.



**PERMITTING:**

**Facility Universe in Stark County (APCD Jurisdiction)**

	<b>November 2016 End Balance</b>	<b>Facilities shutdown in December 2016</b>	<b>New Facilities in December 2016</b>	<b>Facilities changed type in December 2016</b>	<b>December 2016 End Balance</b>
# of Title V Facilities	21	0	0	-1	20
# of FEPTIO Facilities	19	0	0	0	19
# of NTV Facilities	182	-2	0	+1	181
# of PBR Facilities	277	0	0	0	277

- Two NTV facilities, Quality Cleaners, located at 3984 Fulton Dr NW, Canton and 6525 Hills & Dales Rd NW, Canton, permanently shutdown.
- Tri-Seal, formerly known as Sancap Liner, located at 16125 Armour St, Alliance, changed from a Title V facility to a NTV facility.

**Summary of Permit Activity for December 2016**

	<b>Incoming</b>	<b>Outgoing</b>	
	<b>Applications Received</b>	<b>Draft Issued Permits</b>	<b>Final Issued* Permits</b>
TVPTI-Initial Installation	0	0	1
TVPTI-Ch31 Modification	0	0	1
FEPTIO-Initial Installation	0	0	0
FEPTIO-Ch31 Modification	0	0	0
NTVPTIO-Initial Installation	0	0	0
NTVPTIO-Ch31 Modification	0	0	1
<b>Total Installation Permits</b>	<b>0</b>	<b>0</b>	<b>3</b>
TVPTO-renewal	0	0	2
FEPTIO-renewal	0	1	1
PTIO-renewal	0	0	2
<b>Total-Renewals</b>	<b>0</b>	<b>1</b>	<b>5</b>
TVPTI - Admin Modification	2	0	2
TVPTO-APA/MPM/SPM	0	0	0
TVPTO-Initial	0	0	0
FEPTIO-Admin Modification	0	0	0
NTVPTIO-Admin Modification	0	0	1
<b>Total other permits</b>	<b>2</b>	<b>0</b>	<b>3</b>
PBR-Initial Installation	0	n/a	0
PBR-Replace Renewal	1	n/a	1
<b>Total PBRs</b>	<b>1</b>	<b>n/a</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>3</b>	<b>1</b>	<b>12</b>

\*Value of both final issued permits and canceled permits (permits no longer needed) combined.

- *Significant Permit Issued Details:* On 12/2/16, a TVPTI Ch31 Modification permit was issued final for Republic Steel's CBCF Caster project to add the ability to process leaded steels. This modification project increases the amount of lead and particulate emissions from this existing operation. The permit requires

Republic Steel to fund the installation and operation of a lead ambient air monitor operated by Canton APC. A contract between Republic Steel and Canton APC will be established in 2017 to describe this arrangement for the lead ambient air monitor.

**Summary of Permit Goals and Status for CYTD 2016**

	<b>CYTD Final Issued* Permits</b>	<b>DAPC Yearly Issuance Goals</b>	<b>Year End % Goal Achieved</b>
FEPTIO-Renewal (backlogged)~	3	8	38%
NTVPTIO-Renewal (backlogged)~	10	23	43%

\*Value of both final issued permits and canceled permits (permits no longer needed) combined.  
 ~Only includes Backlogged permits, which means older than 6 months for FEPTIO/NTVPTIO-Renewals

	<b>Processing complete; waiting for CO to issue</b>	<b>CYTD TVPTO Issuance Details</b>				<b>DAPC Yearly Issuance Goal</b>	<b>Year End % Goal Achieved</b>
		<b>Draft</b>	<b>PPP</b>	<b>PP</b>	<b>Final*</b>		
TVPTO-Renewal~	0	1	3	4	5	11	45%

\*Value of both final issued permits and canceled permits (permits no longer needed) combined.  
 ~Only includes Backlogged permits, which means older than 18 months for TVPTO-Renewals

	<b>CYTD permits issued final*</b>	<b>CYTD permits issued on time</b>	<b>Year End % of permits issued on time</b>	<b>Goal</b>
% of Installation Permits issued final within 180 days	34	30	88.2%	100%
% of Admin Mod Permits issued final within 180 days	21	20	95.2%	100%

\*Value of both final issued permits and canceled permits (permits no longer needed) combined. This value does not include permits that were already older than 180 days as of 01/01/2016.

- *Permit Issuance Goals and Status:* This is the fifth year that goals have been provided to Canton from Ohio EPA DAPC. Out of the 5 goals DAPC provided us for 2016, we didn't meet any of them as seen in the table above. We put forth a concerted effort this year, maintaining good quality of the final issued permits. We spent a lot of time working on TVPTO renewals, in which can be seen in our CYTD TVPTO table above and will contribute to our goals in 2017 when they are issued final. We did progress with issuing renewal permits, but we still have renewal permit backlog, which will carry forward as the goal for 2017 to complete. The Installation permits continue to be the highest processing priority, so this causes the renewal work to be delayed. We will discuss our annual overall permit processing performance in the January report. Several permits have been processed by staff and are waiting Terri's review. Terri was able to accomplish some permit reviews in December but there are still more pending.
- *Permit Assistance from NEDO:* Marisa Toppi, previous APC Engineer, took a job with Ohio EPA Northeast District Office (NEDO). Since Marisa was very close to complete the processing of the Marathon Canton Refinery TVPTO Renewal, Ohio EPA agreed that she could continue working on that permit for Canton APC while she was working for NEDO. Canton APC is very grateful to Ohio EPA for their support in helping with our workload in this endeavor. As of the beginning of December, Marisa completed this permit for Canton APC and sent it to the facility for their review. This concludes Marisa's assistance.
- *Quarterly and Yearly Statistics:* The quarterly and yearly permitting statistics are normally provided in the December report but will be provided in the January report.

**\*\* LIVE \*\* Canton, OH \*\* LIVE \*\***  
**Statement Of Cash Position**

Report Date: 12/31/2016

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Fund Category: 1 - Governmental Funds								
Fund Type: 12 - Special Revenue Funds								
2312 - V.D. - I03 Gonorrhea (VD)	\$154,576.95	\$2,761.18	\$24,570.36	\$4,472.31	\$29,664.68	\$149,482.63	\$190.23	\$149,292.40
2313 - Local Health Dept Prev Support	\$135,934.02	\$19,797.13	\$98,383.72	\$5,753.66	\$57,586.70	\$176,731.04	\$218.69	\$176,512.35
2314 - Family Health (476)	\$42,605.97	\$44,410.02	\$1,850,768.00	\$463,101.32	\$564,757.22	\$1,328,616.75	\$491,777.94	\$836,838.81
2315 - HTLV Antibody (Aids)	\$10,115.04	\$0.00	\$0.00	\$4,542.72	\$4,542.72	\$5,572.32	\$0.00	\$5,572.32
2316 - WIC Supplemental Health - FY 77	\$436,532.78	\$326,163.46	\$1,205,307.88	\$148,329.29	\$1,296,499.25	\$345,341.41	\$73,993.51	\$271,347.90
2317 - Local Health Assess & Accred Fnd	\$25,410.59	\$0.00	\$15,000.00	\$2,089.55	\$21,217.77	\$19,192.82	\$0.00	\$19,192.82
2318 - Local Aids Prevention	\$355,850.97	\$18,570.30	\$279,596.50	\$47,123.75	\$282,479.20	\$352,968.27	\$19,440.84	\$333,527.43
2319 - Aids Home Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2320 - Nursing Clinic Activity Fund	\$216,837.22	\$17,138.51	\$189,381.95	\$7,937.17	\$110,162.34	\$296,056.83	\$2,956.84	\$293,099.99
2321 - Immunization Action Grant	\$179,475.97	\$6,209.21	\$69,473.79	\$12,913.89	\$106,956.70	\$141,993.06	\$15,353.75	\$126,639.31
2322 - Dental Sealant 132T Grant	\$170,321.09	\$4,248.51	\$44,448.55	\$9,240.67	\$65,411.20	\$149,358.44	\$4,332.26	\$145,026.18
2323 - Personal Responsibility Ed Pr Fd	\$50,929.92	\$10,673.68	\$115,583.52	\$19,974.48	\$138,766.63	\$27,746.81	\$4,772.78	\$22,974.03
2324 - STD Seroprevalence Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2325 - Ohio Early Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2326 - Healthy Start	\$12,174.31	\$0.00	\$0.00	\$0.00	\$0.00	\$12,174.31	\$0.00	\$12,174.31
2327 - Lead Assessment Fund	\$9,488.96	\$2,100.00	\$18,456.75	\$1,449.12	\$10,208.29	\$17,737.42	\$1,305.99	\$16,431.43
2328 - Public Health Infrastructure	\$46,432.10	\$15,138.14	\$228,054.64	\$14,489.59	\$227,563.70	\$46,923.04	\$33,175.83	\$13,747.21
2329 - Smoke Free Ohio	\$31,726.83	\$0.00	\$2,250.00	\$1,490.60	\$10,365.24	\$23,611.59	\$0.00	\$23,611.59
2331 - Air Pollution (134)	\$557,268.14	\$83,012.00	\$819,713.00	\$111,093.90	\$784,327.57	\$592,653.57	\$35,653.59	\$556,999.98
2332 - Air Pollution (135)	\$108,357.63	\$0.00	\$188.00	\$11,334.12	\$68,287.38	\$40,258.25	\$0.00	\$40,258.25
2335 - EARLY HEAD START	\$27,986.01	\$72.47	\$16,441.12	\$2,816.16	\$28,629.46	\$15,797.67	\$1,561.62	\$14,236.05
2351 - Food Service (055)	\$60,517.55	\$1,612.00	\$216,066.39	\$18,555.64	\$213,710.42	\$62,873.52	\$0.00	\$62,873.52
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$35,362.84	\$0.00	\$6,709.50	\$611.71	\$7,570.00	\$34,502.34	\$0.00	\$34,502.34
2354 - Solid Waste Disposal License	\$93,928.80	\$2,145.30	\$73,126.02	\$9,587.96	\$48,868.21	\$118,186.61	\$4,485.00	\$113,701.61
2355 - Infectious Waste Registration	\$5,172.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,172.40	\$0.00	\$5,172.40

**\*\* LIVE \*\* Canton, OH \*\* LIVE \*\***  
**Statement Of Cash Position**

Report Date: 12/31/2016

<b>Fund</b>	<b>Beginning Balance</b>	<b>M-T-D Revenues</b>	<b>Y-T-D Revenues</b>	<b>M-T-D Expenses</b>	<b>Y-T-D Expenses</b>	<b>Unexpended Balance</b>	<b>Outstanding Encumbrances</b>	<b>Ending Balance</b>
2356 - Tattoo Parlors	\$19,671.81	\$800.00	\$2,000.00	\$252.52	\$2,783.69	\$18,888.12	\$0.00	\$18,888.12
Fund Type 12 - Special Revenue Funds Subtotal:	\$2,787,014.40	\$554,851.91	\$5,275,519.69	\$897,160.13	\$4,080,358.37	\$3,982,175.72	\$689,218.87	\$3,292,956.85
Fund Category 1 - Governmental Funds Subtotal:	\$2,787,014.40	\$554,851.91	\$5,275,519.69	\$897,160.13	\$4,080,358.37	\$3,982,175.72	\$689,218.87	\$3,292,956.85
<b>Grand Total:</b>	\$2,787,014.40	\$554,851.91	\$5,275,519.69	\$897,160.13	\$4,080,358.37	\$3,982,175.72	\$689,218.87	\$3,292,956.85

# Budget by Fund Category Report

12/31/2016

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>1 - Governmental Funds</b>									
<b>Revenue</b>									
52 - Licenses and permits	\$215,155.00	\$0.00	\$215,155.00	\$3,712.00	\$0.00	\$252,525.89	(\$37,370.89)	117%	\$221,391.26
53 - Intergovernmental revenue	\$3,220,355.87	\$1,421,983.64	\$4,642,339.51	\$493,156.10	\$0.00	\$4,759,197.21	(\$116,857.70)	103%	\$3,172,043.28
54 - Charges for services	\$133,500.00	\$21,738.30	\$155,238.30	\$15,185.01	\$0.00	\$219,105.85	(\$63,867.55)	141%	\$165,824.27
56 - Other misc revenue	\$0.00	\$0.00	\$0.00	\$2,798.80	\$0.00	\$4,690.74	(\$4,690.74)	+++	\$1,271.88
83 - Transfer in - from other fund	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	(\$40,000.00)	+++	\$80,000.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$61,960.00
<b>Revenue Totals</b>	<b>\$3,569,010.87</b>	<b>\$1,443,721.94</b>	<b>\$5,012,732.81</b>	<b>\$554,851.91</b>	<b>\$0.00</b>	<b>\$5,275,519.69</b>	<b>(\$262,786.88)</b>	<b>105%</b>	<b>\$3,702,490.69</b>
<b>Expense</b>									
61 - Salary and benefits	\$1,894,486.00	\$90,687.37	\$1,985,173.37	\$137,390.69	\$0.00	\$1,731,961.68	\$253,211.69	87%	\$1,663,584.85
62 - Payroll fringes	\$820,720.00	\$37,888.51	\$858,608.51	\$214,728.94	\$0.00	\$730,079.08	\$128,529.43	85%	\$740,336.10
70 - Services	\$1,054,839.00	\$1,277,074.48	\$2,331,913.48	\$507,779.47	\$641,078.23	\$1,410,151.02	\$280,684.23	88%	\$1,063,212.52
71 - Utilities	\$12,454.00	\$1,394.20	\$13,848.20	\$466.40	\$7,545.01	\$5,392.18	\$911.01	93%	\$6,059.97
73 - Supplies	\$593,478.00	\$66,878.71	\$660,356.71	\$26,308.11	\$33,914.48	\$149,896.67	\$476,545.56	28%	\$100,024.91
74 - Refunds, claims and reimbursements	\$27,640.00	\$2,919.30	\$30,559.30	\$347.16	\$990.61	\$14,879.19	\$14,689.50	52%	\$23,755.19
75 - Capital Outlay	\$68,025.00	\$18,626.00	\$86,651.00	\$6,927.46	\$4,245.00	\$14,283.46	\$68,122.54	21%	\$26,311.08
77 - Other	\$30,190.00	\$16,112.36	\$46,302.36	\$3,211.90	\$1,445.54	\$23,715.09	\$21,141.73	54%	\$18,327.67
<b>Revenue Totals:</b>	<b>\$3,569,010.87</b>	<b>\$1,443,721.94</b>	<b>\$5,012,732.81</b>	<b>\$554,851.91</b>	<b>\$0.00</b>	<b>\$5,275,519.69</b>	<b>(\$262,786.88)</b>	<b>105%</b>	<b>\$3,702,490.69</b>
<b>Expenditure Totals:</b>	<b>\$4,501,832.00</b>	<b>\$1,511,580.93</b>	<b>\$6,013,412.93</b>	<b>\$897,160.13</b>	<b>\$689,218.87</b>	<b>\$4,080,358.37</b>	<b>\$1,243,835.69</b>	<b>79%</b>	<b>\$3,641,612.29</b>
<b>1 - Governmental Funds Net Totals:</b>	<b>(\$932,821.13)</b>	<b>(\$67,858.99)</b>	<b>(\$1,000,680.12)</b>	<b>(\$342,308.22)</b>	<b>(\$689,218.87)</b>	<b>\$1,195,161.32</b>	<b>(\$1,506,622.57)</b>		<b>\$60,878.40</b>
<b>Revenue Grand Totals:</b>	<b>\$3,569,010.87</b>	<b>\$1,443,721.94</b>	<b>\$5,012,732.81</b>	<b>\$554,851.91</b>	<b>\$0.00</b>	<b>\$5,275,519.69</b>	<b>(\$262,786.88)</b>	<b>105%</b>	<b>\$3,702,490.69</b>
<b>Expenditure Grand Totals:</b>	<b>\$4,501,832.00</b>	<b>\$1,511,580.93</b>	<b>\$6,013,412.93</b>	<b>\$897,160.13</b>	<b>\$689,218.87</b>	<b>\$4,080,358.37</b>	<b>\$1,243,835.69</b>	<b>79%</b>	<b>\$3,641,612.29</b>
<b>Grand Totals:</b>	<b>(\$932,821.13)</b>	<b>(\$67,858.99)</b>	<b>(\$1,000,680.12)</b>	<b>(\$342,308.22)</b>	<b>(\$689,218.87)</b>	<b>\$1,195,161.32</b>	<b>(\$1,506,622.57)</b>		<b>\$60,878.40</b>



# Budget by Account Classification Report

Through 12/31/16  
 Prior Fiscal Year Activity Included  
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1001 - General Operating</b>									
<b>REVENUE</b>									
Licenses and permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental revenue	30,000.00	.00	30,000.00	.00	.00	24,674.31	5,325.69	82	19,564.96
Charges for services	437,600.00	.00	437,600.00	32,981.50	.00	446,796.95	(9,196.95)	102	445,535.95
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other misc revenue	5,000.00	.00	5,000.00	714.37	.00	9,157.60	(4,157.60)	183	8,978.48
<b>REVENUE TOTALS</b>	<b>\$472,600.00</b>	<b>\$0.00</b>	<b>\$472,600.00</b>	<b>\$33,695.87</b>	<b>\$0.00</b>	<b>\$480,628.86</b>	<b>(\$8,028.86)</b>	<b>102%</b>	<b>\$474,079.39</b>
<b>EXPENSE</b>									
Salary and benefits	1,059,644.00	7,321.51	1,066,965.51	77,605.48	.00	1,054,745.66	12,219.85	99	1,254,308.98
Payroll fringes	521,948.00	7,013.58	528,961.58	53,221.56	.00	509,476.83	19,484.75	96	571,735.43
Services	124,901.00	21,663.89	146,564.89	9,923.99	7,886.60	138,263.42	414.87	100	185,095.77
Utilities	37,000.00	1,605.56	38,605.56	2,338.72	2,409.32	36,196.24	.00	100	36,827.60
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	1,910.10
Supplies	60,289.00	(2,002.55)	58,286.45	4,631.21	4,255.27	52,373.58	1,657.60	97	89,950.21
Refunds, claims and reimbursements	244,762.00	19,909.88	264,671.88	40,295.00	1,775.00	262,838.42	58.46	100	304,229.75
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other	9,960.00	(3,417.25)	6,542.75	180.00	498.50	5,942.05	102.20	98	9,629.50
Advance out - due to other fund	75,000.00	(35,000.00)	40,000.00	.00	.00	.00	40,000.00	0	61,960.00
<b>EXPENSE TOTALS</b>	<b>\$2,135,513.00</b>	<b>\$17,094.62</b>	<b>\$2,152,607.62</b>	<b>\$188,195.96</b>	<b>\$16,824.69</b>	<b>\$2,061,845.20</b>	<b>\$73,937.73</b>	<b>97%</b>	<b>\$2,515,647.34</b>
<b>Fund 1001 - General Operating Totals</b>									
<b>REVENUE TOTALS</b>	<b>472,600.00</b>	<b>.00</b>	<b>472,600.00</b>	<b>33,695.87</b>	<b>.00</b>	<b>480,628.86</b>	<b>(8,028.86)</b>	<b>102</b>	<b>474,079.39</b>
<b>EXPENSE TOTALS</b>	<b>2,135,513.00</b>	<b>17,094.62</b>	<b>2,152,607.62</b>	<b>188,195.96</b>	<b>16,824.69</b>	<b>2,061,845.20</b>	<b>73,937.73</b>	<b>97</b>	<b>2,515,647.34</b>
<b>Fund 1001 - General Operating Totals</b>	<b>(\$1,662,913.00)</b>	<b>(\$17,094.62)</b>	<b>(\$1,680,007.62)</b>	<b>(\$154,500.09)</b>	<b>(\$16,824.69)</b>	<b>(\$1,581,216.34)</b>	<b>(\$81,966.59)</b>		<b>(\$2,041,567.95)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>472,600.00</b>	<b>.00</b>	<b>472,600.00</b>	<b>33,695.87</b>	<b>.00</b>	<b>480,628.86</b>	<b>(8,028.86)</b>	<b>102</b>	<b>474,079.39</b>
<b>EXPENSE TOTALS</b>	<b>2,135,513.00</b>	<b>17,094.62</b>	<b>2,152,607.62</b>	<b>188,195.96</b>	<b>16,824.69</b>	<b>2,061,845.20</b>	<b>73,937.73</b>	<b>97</b>	<b>2,515,647.34</b>
<b>Grand Totals</b>	<b>(\$1,662,913.00)</b>	<b>(\$17,094.62)</b>	<b>(\$1,680,007.62)</b>	<b>(\$154,500.09)</b>	<b>(\$16,824.69)</b>	<b>(\$1,581,216.34)</b>	<b>(\$81,966.59)</b>		<b>(\$2,041,567.95)</b>

# Canton City Health Department

December 2016 Report (Meeting 01/23/16)

QUALITY IMPROVEMENT

*On a quarterly basis, the Quality Improvement Committee provides a written update to the Board of Health as to the progress of QI Plan goals and objectives and completed QI project outcomes per the 2016-2017 QI Plan 800-015-P approved on 06/09/2016 .*

## **PROGRESS OF QI PLAN GOALS AND OBJECTIVES:**

- *QI Goals with deadlines within 4<sup>th</sup> quarter 2016 (10/01/2016-12/31/2016):*
  - Collect CCHD & social media website views data due 10/31/2016:
    - Gathered initial data by 08/26/2016.
    - Gathered additional information to determine which specific website views data is most meaningful to measure effectiveness of this communication method.
      - As part of this Decided to include a QI Link on CCHD website for better views tracking. This is completed and the QI website has been updated
      - As part of this, will request a Twitter/Facebook post once the QI projects teams are select to act as our baseline data.
    - Goal deadline extended to 3/31/2017.
  - Conduct CCHD QI Plan training by 10/31/2016.
    - OhioTrain QI Plan review completion will also serve to fulfill this goal. The email to all staff to complete this was sent on 08/29/2016. This is completed on time.
    - In addition, QIC put together a powerpoint presentation for training on CCHD QI plan content that was presented during 10/28/16 all staff meeting. Completed on time.
  - Research and apply for QI grants due 10/31/2016.
    - Submitted 2 LeanOhio LGEP Grant applications on 09/15/2016. The LGEP Grant proposals submitted include outside professional services to assist with the completion of several of the goals, as specified under those goals below. On 11/17/2016, learned this was not awarded to CCHD.
    - Goal completed and on target. Will continue to explore grant opportunities as on ongoing responsibility of the QIC.
  - Develop/find QI skill assessment and conduct assessment due 12/31/2016
    - Was part of the LGEP Grant proposal, but since not awarded, has been assigned to the QIC for completion.
    - Goal deadline extended to 3/31/2017.
  - QIC to select QI projects by 12/31/2016.
    - This was delayed since was part of the LGEP Grant proposal, but since not awarded, has been assigned to the QIC for completion.

- A couple project proposals have been submitted. The QIC completed the ranking during the November and December meetings, but still have not completed the selection of the projects.
- Goal deadline extended to 2/28/2017.
- Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016:
  - Was part of the LGEP Grant proposal, but since not awarded, has been assigned to the QIC for completion.
  - Goal deadline extended to 3/31/2017.
- Develop QIPT Charter for each QIPT due 12/31/2016.
  - No progress since haven't completed the selection of QI Projects and QIPT.
  - Goal deadline extended to 3/31/2017.
- Find free QI Tool training modules for QIPT members by 12/31/2016
  - Was part of the LGEP Grant proposal, but since not awarded, has been assigned to the QIC for completion.
  - Goal deadline extended to 3/31/2017.
- Find free QI 101 introduction training & conduct training due 12/31/2016
  - Was part of the LGEP Grant proposal, but since not awarded, has been assigned to the QIC for completion.
  - Goal deadline extended to 3/31/2017.
- Develop and implement Performance Management System (PMS) due 12/31/2016
  - Assigned to the Accreditation Domain 9 Team. The Domain 9 Team is actively progressing toward this goal, but was not able to achieve it by the deadline due to delays in data requested and staffing shortages.
  - Goal deadline extended to 3/31/2017.
- *QI Goals with deadlines within 4<sup>th</sup> quarter 2017 (10/01/2017-12/31/2017):*

Note: All these goals are more than 1 year away, so no progress is needed on them at this time. They are all considered still on target.

  - Conduct advanced QI training for QIPT Consultant and any other interested staff by 12/31/2017.
  - Complete one QI project in an administrative area by 12/31/2017.
  - Complete one QI project in a program area by 12/31/2017.
  - Develop and conduct one customer satisfaction survey by 12/31/2017.
  - Note: Several of these goals were dependent on the LGEP Grant award. Since that grant was not awarded other plans will be made to accomplish them.

### **COMPLETED QI PROJECTS:**

No QI Projects were completed during the 3<sup>rd</sup> quarter 2016. As specified above, the goal is to have two QI projects completed no later than 12/31/2017, which is still more than 1 year from now.





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

Canton City Health District

## December 2016 Travel

### Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Adams, James	Ohio Infant Mortality Summit	Cleveland	12/05 - 12/06/2016
Copeland, Janet	Conversation for BCMH at Akron Children's Hospital	Akron	12/05/2016
Jones, Ron	DAPC Annual Workshop	Columbus	12/08/2016
Long, Jasmine	Ohio Infant Mortality Summit	Cleveland	12/06/2016
Miller, Dawn	2016 Infant Mortality Summit	Cleveland	12/05 - 12/06/2016
Miller, Dawn	CareSource Marketing Event	Uniontown	12/14/2016
Reamy, Rochelle	CareSource Marketing Event	Uniontown	12/14/2016
Rusnak, Courtney	Taking ozone standards for recertification	Groveport	12/21/2016

### Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Boley, Jessica	Assist Nutrition and Admin Services Unit	Columbus	12/02/2016	2316 301001 77240
Miller, Dawn	Annual infant mortality summit	Cleveland	12/05 - 12/06/2016	2314 301001 77240
Miller, Dawn	Forum regarding Ohio's 2016 State Health Assessment	Columbus	12/08/2016	2314 301001 77240
Roach, Laura	Infant Mortality Summit 2016	Cleveland	12/05 - 12/06/2016	2316 301001 77240
Stolicny, Tammy	BCMh Transition to Managed Care Stakeholder Forum	Akron	12/05/2016	1001 303001 77240
Thompson, Diane	OPHA Public Health Nursing Conference	Dublin	12/11 - 12/13/2016	1001 303001 77240
Norman, Sam	Air Permitting 101 Training	Logan	12/13 - 12/15/2016	2331 301001 77220