

Board of Health of the
Canton City Health District

**MINUTES OF THE
SPECIAL MEETING
October 14, 2013**



Public Health
Prevent. Promote. Protect.

CALL TO ORDER

A quorum being present, the regular meeting of the Board of Health of the Canton City Health District was called to order by Dr. Hickman at 12:00 pm.

A roll call of members present: Dr. Hickman, Mrs. Snell, Dr. Fiorentino

CONSIDERATION OF APPOINTMENT OF EXECUTIVE ASSISTANT

Commissioner Adams presented the name of Christi Allen to fill the vacant position of Executive Assistant. Both Commissioner Adams and Fiscal Officer, Leigh Page, recommended her as the best candidate for this position. Mrs. Snell made a motion to approve the hiring of Christi Allen as Executive Assistant at pay range 4 with a starting salary of \$40,047 with a six month probationary period. It was further moved that Ms. Allen would be receive vacation credit for her previous public employment per section 207.18(h) of the Canton City Health Code. Second by Dr. Fiorentino. Motion carried.

CONSIDERATION OF ACCEPTANCE OF LETTER OF RESIGNATION FROM JUSTIN HELMS

A motion was made by Dr. Fiorentino to accept a letter of resignation from Justin Helms, APC Engineer, effective October 14, 2013. Second by Mrs. Snell. Motion carried.

CONSIDERATION OF ACCEPTANCE OF LETTER OF RESIGNATION FROM DR. ENG SENG CHONG, MEDICAL DIRECTOR

A motion was made by Dr. Fiorentino to accept, with regret, the letter of resignation from Dr. Eng Chong, Medical Director, effective at the close of business on February 14, 2014. Seconded by Mrs. Snell. Motion carried. The Board would like to further express their appreciation for the work done by Dr. Chong during his 11 years as Medical Director.

CONSIDERATION OF THE PURCHASE OF A MULTIFUNCTION COPY MACHINE AT A COST NOT TO EXCEED \$5,500.

A motion was made by Dr. Fiorentino to purchase a multifunction copy machine at a cost not to exceed \$5,500 from fund 2312. Second by Mrs. Snell. Motion carried.

CONSIDERATION OF THE PURCHASE OF A DUAL LINE FAX MACHINE AT A COST NOT TO EXCEED \$1,300.

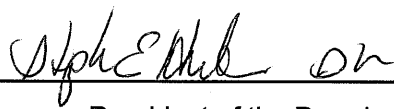
A motion was made by Dr. Fiorentino to purchase a dual line fax machine at a cost to to exceed \$1,300 from fund 2312. Second by Mrs. Snell. Motion carried.

ANNOUNCEMENTS

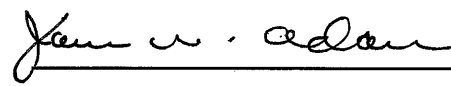
Commissioner Adams informed the Board that Dr. Anju Mader had sent a letter to the Mayor resigning her position on the Board of Health effective October 8, 2013.

ADJOURN

There being no further business, a motion to adjourn was made by Mrs. Snell with a second by Dr. Fiorentino. Motion carried. The meeting was adjourned at 12:10 p.m.



President of the Board of Health



Secretary to the Board of Health

10/28/2013

Date of Approval