



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, November 25, 2019 @ 12:00 PM – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, November 25, 2019 at 12:01 PM with a quorum present.

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

Unfinished Business

James Adams announced to the board that the department was awarded with initial accreditation status from the Public Health Accreditation Board. The announcement was received earlier this morning.

Approve October 28, 2019 Board of Health Meeting Minutes

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the October 28, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$138,978.11

Dr. Johns moved and Ms. Lucas seconded a motion to approve the list of bills totaling \$138,978.11. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

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

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed unanimously. The board entered executive session at 12:14 PM. The board returned from executive session at 12:55 PM.

Personnel:

a. Approve Updated Position Classification Schedule

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule as presented for the Office of Public Health Information (OPHI) unit only. Motion passed unanimously.

b. Approve Kelli Trenger, Office Manager (R4) to Officer Manager (R5) Effective November 25, 2019

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the re-classification of Kelli Trenger from Nursing Office Manager pay range R-4 to Nursing Office Manager pay range R-5 effective November 25, 2019, with a pay increase to \$59,012.20 per year. Motion passed unanimously.

c. Approve Christi Allen, Fiscal Officer (R6) to Fiscal Manager (R7) Effective November 25, 2019

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Mr. Wyatt moved and Dr. Lakritz seconded a motion to table this item. Motion passed unanimously.

d. Approve Geli Ellsworth Vacation Credit and Sick Time from Previous Employer

Ms. Lucas moved and Dr. Johns seconded a motion to approve vacation credit for Geli Ellsworth, Administrative Specialist III (R4), for four (4) years vacation credit and a sick balance carryover from her previous employment of 61.5 hours. Motion passed unanimously.

e. Approve Carryover from 2019 to 2020 5 Unused Vacation days for Nate Sobczak

f. Approve Carryover from 2019 to 2020 4 Unused Vacation days for Linda Morckel

g. Approve Carryover from 2019 to 2020 4 Unused Vacation days for Jaclyn Hupp

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the above motions allowing Nate Sobczak to carryover 5 unused vacation days to 2020, Linda Morckel to carryover 4 unused vacation days to 2020 and Jaclyn Hupp to carryover 4 unused vacation days to 2020. Motion passed unanimously.

h. Accept Resignation of Allison Black, Effective December 6, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Allison Black, effective December 6, 2019. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for November 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for November 25, 2019. Motion passed unanimously.

Reschedule December Board of Health Meeting from December 23, 2019 to December 16, 2019

Ms. Lucas moved and Dr. Lakritz seconded a motion to reschedule the December Board of Health meeting from December 23, 2019 to December 16, 2019. Motion passed unanimously.

Approve Early Payment of Invoices

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the early payment of the December 2019 invoices. Motion passed unanimously.

Discuss 2020 Proposed Budget

James Adams reviewed the recent board work session where the proposed 2020 budget was discussed.

Ms. Lucas moved and Dr. Lakritz seconded a motion approving the proposed 2020 budget as presented. Motion passed unanimously.

Approve Resolutions:

a. 2019-18 Authorize Health Commissioner to Suspend a Food License

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve resolution 2019-18 to amend the health code, authorizing the Health Commissioner to suspend a food license. Motion passed unanimously.

b. 2019-19 Abatement of Public Nuisances

Dr. Lakritz moved and Dr. Johns seconded a motion to approve resolution 2019-19 authorizing the abatement of public nuisances. Motion passed unanimously.

c. **2019-20 Amending Section 205.04 Laboratory Service Fees**

Dr. Johns moved and Dr. Lakritz seconded a motion approving resolution 2019-20 amending section 205.04 Laboratory Service Fees. Motion passed unanimously.

Approve an Agreement for THRIVE Project Components with Margaret B. Shipley Child Health Clinic for a Community Health Worker Program for Payment at an Amount not to Exceed \$123,403.46 for a Period of December 1, 2019 to December 31, 2021

Dr. Lakritz moved and Dr. Johns seconded a motion approving an agreement for THRIVE project components with Margaret B. Shipley Child Health Clinic for a community health worker program for payment at an amount not to exceed \$123,403.46 for a period of December 1, 2019 to December 31, 2019. Motion pass unanimously.

Authorize a Contract with Hospital Council of Northwest Ohio for Pathways HUB Services (Amendment) Amend approval dated August 26, 2019 for Hospital Council of Northwest Ohio for Pathways HUB Services to Establish a Start Date of September 20, 2019 (with no termination date) for an Amount Not to Exceed \$75,000.00 for Each Calendar Year

Dr. Lakritz moved and Dr. Johns seconded a motion to authorize amending a contract with Hospital Council of Northwest Ohio for Pathways HUB services. The amendment included approvals dated August 26, 2019 for Pathways HUB services to establish a start date of September 20, 2019 (with no termination date) for an amount not to exceed \$75,000.00 for each calendar year. Motion passed unanimously.

Approve Lease Agreement (with option to purchase) with Summit County Health Department for a Cepheid GeneXpert for an Amount not to Exceed \$4,999.00 per year (\$19,996.00) for a Period of November 25, 2019 through January 25, 2024

Dr. Johns moved and Dr. Lakritz seconded a motion to approve a lease agreement (with option to purchase) with Summit County Health Department for a Cepheid GeneXpert for an amount not to exceed \$4,999.00 per year (\$19,996.00) for a period of November 25, 2019 through January 25, 2024. Motion passed unanimously.

Approve FY2020 Early Intervention Services Grant Application and Initial Budget in the Amount of \$115,740.00 for Grant Period from April 1, 2020 to March 31, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the FY2020 Early Intervention Services grant application and initial budget in the amount of \$115,740.00 for a grant period from April 1, 2020 to March 31, 2021 Motion passed unanimously.

Approve Agreements for the Distribution of Naloxone Kits for a Period of October 1, 2019 to September 28, 2020 for the following:

- a. Community Drop In Center not to exceed 100 kits or \$1,000.00
- b. Emmanuel Tabernacle Family Worship Center not to exceed 100 kits or \$1,000.00
- c. Family Empowerment Ministries not to exceed 100 kits or \$1,000.00
- d. OhioCan not to exceed 300 kits or \$3,000.

Dr. Johns moved and Mr. Wyatt seconded a motion to approve agreements for the distribution of Naloxone kits for a period of October 1, 2019 to September 28, 2019 with the above organizations and amounts. Motion passed unanimously.

Approve Travel Authorization

- a. Diane Thompson, Director of Nursing, for Travel from 12/09/2019 to 12/11/2019, OPHA Public Health Nursing Conference in Columbus, OH not to Exceed \$486.00 (Fund 7601 303001)

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- b. Amanda Morningstar, Nurse Practitioner/Supervisor, for Travel from 12/09/2019 to 12/11/2019, OPHA Public Health Nursing Conference in Columbus, OH not to Exceed \$655.35 (Fund 7601 303001)
- c. Linda Morckel, APC Monitoring & Inspections Supervisor, for Travel from 12/03/2019 to 12/06/2019, EPA Region 5 Ambient Air Monitoring & Quality Assurance Meeting in Chicago, IL not to Exceed \$1,007.50 (Fund 2331, APC)

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

Acceptance of Reports

- a. Medical Director – Dr. Elias told the board that he has been discussing the possibility of starting an HIV PrEP program.
- b. Nursing/WIC – Dr. Hickman asked Diane Thompson about Hepatitis A outbreak clinics mentioned in the Nursing Division report. Ms. Thompson said that these were on-site clinics where high-risk patients were vaccinated at the site of an outbreak.

Laura Roach reported that the department's WIC program is one of 17 state-wide that has exceeded the expected caseload.

- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Nothing additional
- e. THRIVE – Jessica Boley reported that THRIVE recently submitted a report to the Ohio Equity Institute, reviewing the program's maternal care analysis.

Dr. Hickman asked about the status of the THRIVE application for Pathways HUB certification. James Adams said that the certifying board will meet in May to consider the application. Dr. Hickman suggested that the department should invite representatives to come and meet with the program's partners.

- f. Environmental Health – Annmarie Butusov reported that the Recycle Center was recently broken in to through the outside fence. She said that they are still investigating but believe that nothing may have been taken.
- g. Air Pollution Control – Nothing additional

Dr. Lakritz left at this time – 1:50 PM.

- h. Vital Statistics – Nothing additional
- i. Fiscal – Nothing additional
- j. Health Commissioner – Mr. Adams reported to the board that plans are being made to remediate the asbestos hazards identified on the second floor. He said that testing has been done and that exposure risk in the rest of the building is minimal. Mr. Adams said that there was a small area of

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lead paint identified as well and that access to the second floor is limited until these problems are resolved.

Dr. Hickman asked Mr. Adams about the department's discipline policy. Mr. Adams said that the board approved the current policy in 2015; that it involves progressive discipline; and that he reviews all employee discipline actions prior to being placed in the employee's file. Mr. Adams additionally stated that section 207.07 of the Canton City Health Code outlines the policy for the board to receive employee complaints. A copy of the current policy was provided to the Board.

- k. Accreditation Team – Robert Knight reported to the board since receiving notice of initial accreditation status, the department will now be responsible for submitting annual reports to the Public Health Accreditation Board and for reaccreditation every five years.

Mayor Bernabei congratulated the entire department on achieving accredited status.

- l. Quality Improvement and Performance Management – Nothing additional.

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

Other Business

Jessica Boley thanked the board for donating a raffle basket for the recent all-staff meeting.

Next Meeting: Monday, December 16, 2019 at 12:00pm


The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, December 16, 2019 at 12:00 PM.

Adjournment

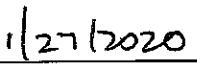
Dr. Johns motioned and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:58 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval

