



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

Canton City Public Health

**Board of Health Meeting**  
Monday, November 26, 2018 @ 12:00 PM – Board Room  
**Minutes**

**Call to Order and Roll Call**

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, November 26, 2018 at 12:06 PM with a quorum present.

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

**Approve October 22, 2018 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the October 22, 2018 Board of Health meeting minutes. Motion passed unanimously.

**Approve List of Bills - \$502,443.67**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$502,443.67. Motion passed unanimously.

**Approve Personnel**

**a. Probationary Period Ending for Aaron Butchelli, Recycling Center Manager (R3), Retroactive to October 22, 2018**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Aaron Butchelli, Recycling Center Manager (R3), with a half-step increase of \$714.00 to a salary of \$35,400.00, retroactive to October 22, 2018. Motion passed unanimously.

**b. Probationary Period Ending for Anmarie Butusov, Director of Environmental Health (R7), Retroactive to November 25, 2018**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Anmarie Butusov, Director of Environmental Health (R7), with a half-step increase of \$1,170.00 to a salary of \$50,866.00, retroactive to November 25, 2018. Motion passed unanimously.

**c. Appointment of Part-Time Neighborhood Navigator (PT2)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the appointment of Elonda Williams as the part-time Stark County THRIVE Neighborhood Navigator (PT2) at \$16.14 an hour with a half-step increase to \$16.47 an hour after a 90-day satisfactory probationary period with a start date to be determined. The salary will be paid from THRIVE funds (2314). Motion passed unanimously.

**d. Appointment of Full-Time WIC Dietitian (R5)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the appointment of Dea Most as the full-time WIC Dietitian (R5) at \$44,441.00 with a half-step increase to \$45,463.00 after a 90-day satisfactory probationary period with a start date to be determined. The salary will be paid from WIC funds (2316). Motion passed unanimously.

**e. Resignation of Jessica Imhoff, Peer Helper (PT13), Effective November 9, 2018**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Jessica Imhoff, Peer Helper (PT13), effective November 9, 2018. Motion passed unanimously.

**f. Carryover to 2019 of 5 Unused Vacation days for Patty McConnell, Staff Sanitarian II**

**g. Carryover to 2019 of 5 Unused Vacation days for Terri Dzienis, APC Administrator**

**h. Carryover to 2019 of 5 Unused Vacation Days for Diane Thompson, Director of Nursing**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the carryover of unused vacation days to 2019 for Patty McConnel, Terri Dzienis and Diane Thompson. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for November 26, 2018**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for the November 26, 2018 hearings. Motion passed unanimously.

**Approve 2019 Board of Health Meeting Dates**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the 2019 Board of Health meeting dates, as proposed. Motion passed unanimously.

**Approve Extension of Current Stark-Tuscarawas-Wayne Joint Solid Waste Management District Contract for a Household Hazardous Waste Collection Program at an Amount not to Exceed \$35,000.00 for the Period of January 1, 2019 through December 31, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the extension of the current Stark-Tuscarawas-Wayne Joint Solid Waste Management District contract for a household hazardous waste collection program at an amount not to exceed \$35,000.00 for the period of January 1, 2019 through December 31, 2019. Motion passed unanimously.

**Approve an Agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Purchase of a Tire Changer at an Amount not to Exceed \$9,000.00 Effective November 20, 2018**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the purchase of a tire changer at an amount not to exceed \$9,000.00 effective November 20, 2019. Motion passed unanimously.

**Approve Purchase of a Stanley Dura-Glide Single Sliding Door with 2-Year PM Service and 1-Year Extended Warranty at a cost not to Exceed \$7,756.00**

Mr. Adams reported to the board that this request is being presented to the board to partially address issues identified during an Americans with Disabilities Act self-assessment that was performed as a part of the department's accreditation efforts. Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the purchase of a Stanley Dura-Glide single sliding door with 2-year PM service and 1-year extended warranty at a cost not to exceed \$7,756.00. Motion passed unanimously.

**Approve APC Monitoring Building Repairs at a Cost Not to Exceed \$9,900.00, Vendor to Be Determined Later**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve APC Monitoring building repairs at a cost not to exceed \$9,900.00 with the vendor to be determined. Motion passed unanimously.

**Approve Painting at the Health Department at a Cost Not to Exceed \$8,000.00, Vendor to Be Determined**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve painting at the health department at a cost not to exceed \$8,000.00 with the vendor to be determined. Motion passed unanimously.

**Approve an Agreement with the City of Canton for the Management of the Canton Recycling Center for \$24,500.00 for the Period of January 1, 2019 to December 31, 2019 (With Renew Automatically for Two (2) Additional One (1) Year Periods on January 1, 2020 and January 1, 2021)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with the City of Canton for the management of the Canton Recycling Center for \$24,500.00 for the period of January 1, 2019 to December 31, 2019 (with renewals automatically for two (2) additional one (1) year periods on January 1, 2020 and January 1, 2021). Motion passed unanimously.

**Approve an Addendum Agreement with Early Childhood Resource Center for the Fatherhood Coalition THRIVE Program for \$5,000.00 (new total of \$117,737.00) (Originally Approved at \$112,737.00 on February 26, 2018)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to deny an addendum agreement with the Early Childhood Resource Center for the Fatherhood Coalition THRIVE program for \$5,000.00. Motion passed unanimously.

**Approve an Addendum Agreement with Mary Church Terrell Federated Club for the Infant Mortality Awareness Campaign – Stay Woke THRIVE Program for \$6,721.00 (new total of \$25,701.00) (Originally Approved at \$18,980.00 on June 26, 2017)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to deny an addendum agreement with Mary Church Terrell Federated Club for the infant mortality awareness campaign – Stay Woke THRIVE program for \$6,721.00. Motion passed unanimously.

**Approve an Internship Agreement with Vanessa Chen for up to Eight (8) Months up to 320 Hours Beginning December 2018 for the Stark County THRIVE Program**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an internship agreement with Vanessa Chen for up to eight (8) months up to 320 hours beginning December 2018 for the Stark County THRIVE program. Motion passed unanimously.

**Approve Travel Authorization**

- a. Diane Thompson, Director of Nursing, for Travel from 12/12/2018 to 12/14/2018, OPHA PHN Conference in Columbus, OH at a Cost not to Exceed \$78.00 (1001 303001)
- b. Brianna Rante, Disease Intervention Specialist, for Travel from 11/26/2018 to 11/27/2018, Ohio Department of Health Fall Summit in Columbus, OH at a Cost not to Exceed \$91.00 (2318)

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

**Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that the division is interviewing now to fill the vacant Staff Nurse II position.
- c. Laboratory – Christina Henning thanked the board members who were able to attend the department's recent all-staff meeting.
- d. OPHI/Surveillance – Amanda Archer reported that a SWAP clinic participant has been asked to sit on a harm reduction panel.
- e. THRIVE – Nothing additional to report.
- f. Environmental Health – Annmarie Butusov reported that there were recently some staff reassignments in the food service program. Rick Miller is now completing all plan reviews and Kim Campbell is now performing all pool and tattoo shop inspections.

Gus Dria reported to the board that, so far, the recycling center has collected about 13,000 tires, 9,000 pounds of household hazardous waste and 81,000 pounds of metals.

## Board of Health Minutes

November 26, 2018

Page (4)

Mr. Dria also reported that the landlord, Steve Filliez, was responsible for 12.4% of the property cleanups performed over the past several years but that he has paid the property tax assessments on most of these.

- g. Air Pollution Control – Terri Dzienis reported to the board that building repairs, at the Malone site, need to be completed before ozone monitoring starts in February 2019 and thanked the board for their approval.

Dr. Hickman asked about the status of Republic Steel. Ms. Dzienis reported that the division has received less complaints but that they recently had to send a list of items to the facility that it was responsible for completing but have not been completed. She reported that the Director of the Ohio Environmental Protection Agency had recently become involved in the situation.

- h. Vital Statistics – Nothing additional to report.
- i. Fiscal Officer – Christi Allen reported that the department's end-of-year bills will be due prior to the next board meeting.
- j. Health Commissioner – James Adams reported that the department recently completed their submission of 327 documents to the Public Health Accreditation Board (PHAB) and that a review of the documents by PHAB is now underway. He reported that a site visit will be scheduled but the department hopes to address some building maintenance issues before the visit takes place.

Mr. Adams also reported to the board that Canton City Council will be voting for Cleo Lucas to replace Ms. Snell on the Board of Health.

- k. Accreditation – Robert Knight reported that the board will be interviewed during the PHAB site visit.
- l. Quality Improvement – Nothing additional to report.

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

### **Executive Session to Discuss the Compensation of a Public Employee**

Mr. Wyatt moved and Dr. Lakritz 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. Lakritz – Yes

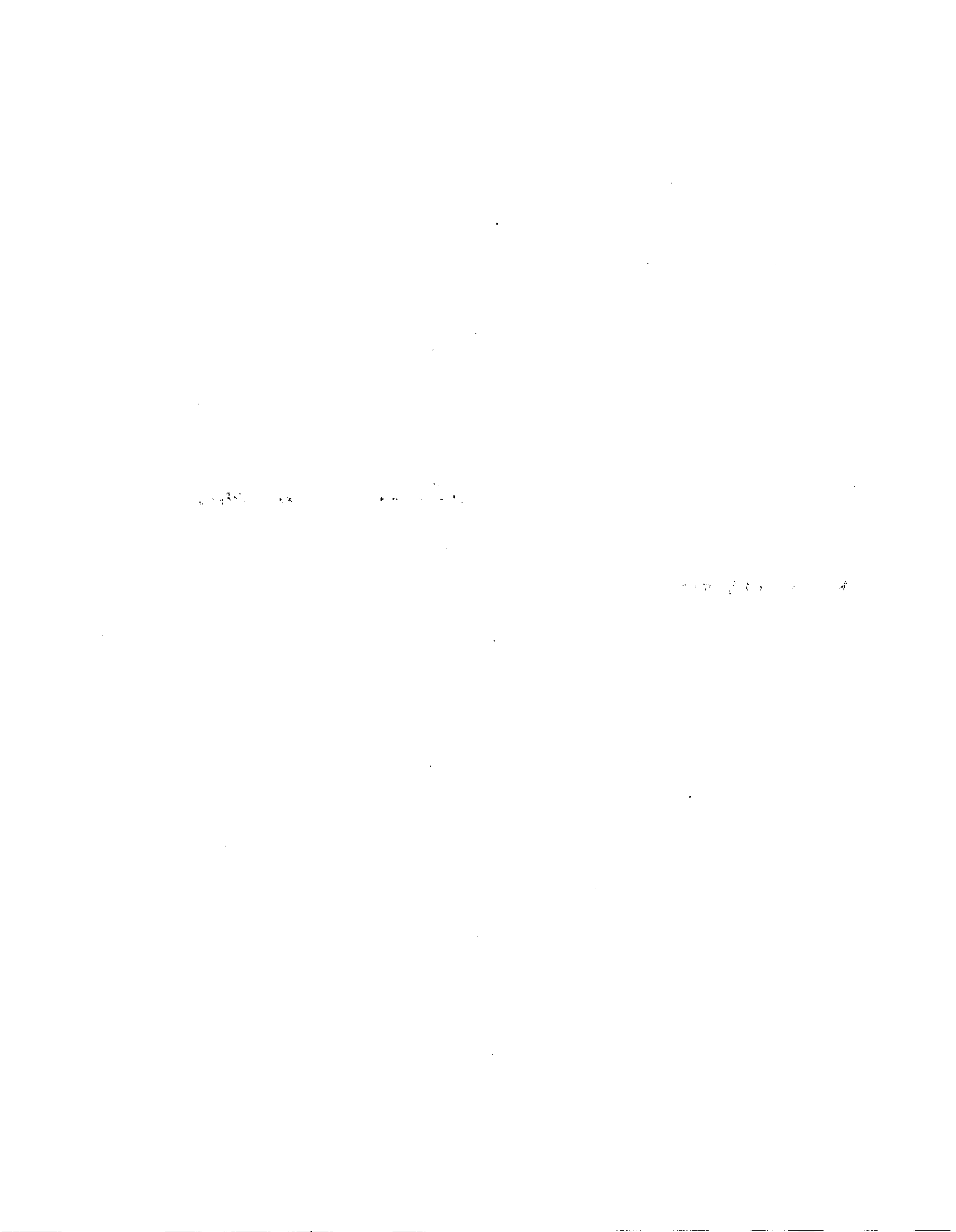
Motion passed unanimously. The Board entered executive session at 1:18 PM. The Board returned from executive session at 1:32 PM.

### **Discuss Draft 2019 Budget**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the draft 2019 budget as presented. Motion passed unanimously.

### **Other Business**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to recognize the efforts of the entire Canton City Public Health staff to accomplish the document submission necessary for accreditation by the Public Health Accreditation Board. Motion passed unanimously.



**Board of Health Minutes**

**November 26, 2018**

**Page (5)**

Christi Allen invited to the Board to attend the department's holiday lunch on December 12 starting at 11:30 AM.


**Announcement of Next Meeting: Monday, December 17, 2018 at 12:00 PM**

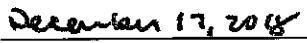
The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, December 17, 2018 at 12:00 PM.

**Adjourn**

The meeting adjourned at 1:34 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

  
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Date of Approval