



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting

Monday, November 28, 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, November 28, 2016 at 12:02 PM with a quorum present.

Dr. Hickman, Dr. Fiorentino and Ms. Snell were present. Mr. Wyatt arrived at 12:06 PM, Dr. Lakritz and Mayor Bernabei arrived at 12:16 PM. Also present were James Adams, Dr. Elias, Christi Allen, and Robert Knight.

Approve October 24, 2016 Board of Health Meeting Minutes

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve the October 24, 2016 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$211,603.82

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the list of bills totaling \$211,603.82. Motion passed unanimously.

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve payment of the upcoming list of bills by December 9, 2016, to accommodate the deadline set by the City of Canton Auditor, prior to the next Board of Health meeting on December 19, 2016.

Discuss Draft 2017 CCHD Budget

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to table approval of the 2017 CCHD budget until the December 19, 2016 Board of Health meeting. Motion passed unanimously.

Approve Resolutions

a. 2016-20: Establishing Food Licensing Fees, 2nd Reading

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve the second reading of resolution 2016-20 to amend the schedule of fees for food protection licenses. Motion passed unanimously.

b. 2016-21: Amendment of Vacation Policy

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2016-21 to amend the vacation policy. Motion passed unanimously.

c. 2016-22: Amendment of Uniform Policy

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve resolution 2016-22 to amend the uniform policy. Motion passed unanimously.

d. 2016-23: Rescinding Cell Phone Stipend Reimbursement

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve resolution 2016-23 to rescind the cell phone reimbursement stipend. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

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

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Dr. Hickman – Yes
Dr. Fiorentino – Yes

Mr. Wyatt – Yes
Ms. Snell – Yes

Dr. Lakritz – Yes

Motion passed unanimously. The Board entered executive session at 12:23 PM. The Board returned from executive session at 12:52 PM.

Approve Personnel

a. Family & Medical Leave Act/Medical Leave of Absence for Lashelle Clifford

Mr. Wyatt moved and Dr. Lakritz seconded a motion approve Lashelle Clifford, WIC Clinic Assistant, for a medical leave of absence beginning November 21, 2016 through March 1, 2017. Motion passed unanimously.

b. Probationary Period Ending for Rochelle Reamy, Effective November 14 2016

Mr. Wyatt approved and Dr. Fiorentino seconded a motion to approve the completion of the 90-day probationary period for Rochelle Reamy, Executive Assistant (R4) retroactive to November 14, 2016 with a half step increase of \$825.00 with a new salary of \$40,872.00. Motion passed unanimously.

c. Carryover to 2017 of 5 Unused Vacation Days for Diane Thompson

Mr. Wyatt moved and Ms. Snell seconded a motion to approve the carryover of five unused vacation days for Diane Thompson, Director of Nursing, to 2017. Motion passed unanimously.

d. Appointment of APC Engineer

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the appointment of Samuel Norman as the APC Engineer (R6) at a pay of \$46,758.00 with a ½ step increase to \$47,858.00 after a 90-day probationary period with a start date to be determined. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for November 28, 2016 Hearings

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the hearings held on November 28, 2016. Motion passed unanimously.

Authorize a Contract with the Stark County Board of Commissioners

Mr. Wyatt moved and Ms. Snell seconded a motion to approve a contract with the Stark County Board of Commissioners to perform lead based risk assessment clearance testing for an hourly rate of \$55.00 plus additional fees for sample analysis from November 1, 2016 to November 1, 2018. Motion passed unanimously.

Approve Travel Authorization

- a. Diane Thompson, Director of Nursing, for Travel from 12/11/16 to 12/13/16, Ohio Public Health Association 2016 Public Health Nursing Conference in Columbus, Ohio at a Cost not to Exceed \$369.50 (1001)
- b. Dawn Miller, THRIVE Project Manager, for Travel from 12/5/16 to 12/6/16, Infant Mortality Summit in Cleveland, Ohio at a Cost not to Exceed \$266.11 (2314)
- c. David Hampton, APC Engineer, for Travel from 1/23/17 to 1/26/17, 2017 Measurement Technology Workshop in Research Triangle Park, North Carolina at a Cost not to Exceed \$470.14 (2331)
- d. Jaclyn Hupp, APC Monitoring and Inspections Technician, for Travel from 1/23/17 to 1/26/17, 2017 Measurement Technology Workshop in Research Triangle Park, North Carolina at a Cost not to Exceed \$470.14 (2331)

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

Dr. Lakritz and Mayor Bernabei left at 1:33 PM.

Acceptance of Division Reports

- a. Medical Director – The Medical Director reported that the department staff are working to become more efficient in anticipation of upcoming billing procedure requirements.
- b. Nursing/WIC – The Nursing Division has received Meaningful Use funds.
- c. Laboratory – The laboratory recently conducted a well water testing event that has generated additional business.
- d. OPHI/Surveillance – There have been a few positive flu test results and one hospitalization as a result of the flu virus. Infant mortality rates for the entire county have decreased slightly.
- e. Environmental Health – Nothing additional to report.
- f. Air Pollution Control – Nothing additional to report.
- g. Vital Statistics – Upcoming vital statistics reporting numbers will not be all inclusive because of changes to the state’s birth and death registration system.
- h. Fiscal – The proposed budget for 2017 is about 5% less than the budget proposed for 2016. The city still faces a budget deficit for the upcoming year.
- i. Health Commissioner – The department was able to attach city specific additions to the recently completed Community Health Improvement Plan for Stark County. Additionally, succession planning is now underway as required for receiving accreditation. The department’s performance management plan will have a final draft soon. Also, the department’s holiday lunch will be a potluck on December 16, 2016 from 12 PM to 2 PM.
- j. Accreditation Team – The department is on track for submission to apply for accreditation and the accreditation team has recently adopted a policy of using “Action Plans” to assist with the tracking and completion of team goals. Money for the application fee has been included in the 2017 budget.

Dr. Fiorentino left at 1:52 PM

- k. Quality Improvement – The department was not selected for grants that would have funded two quality improvement projects

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

Other Business

There was no other business.

Announcement of Next Meeting: Monday, December 19, 2016 at 12:00 PM

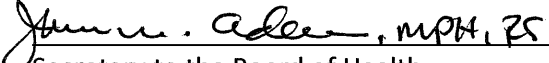
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, December 19, 2016 at 12:00 PM.

Adjourn

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



President of the Board of Health



Secretary to the Board of Health

12/19/2016

Date of Approval