



## Board of Health of the Canton City Health Department

Regular Meeting

Monday, December 15, 2014

@ 12:00pm



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

### MEETING MINUTES

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#### **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 15, 2014 at 12:09 pm with a quorum present.

Dr. Hickman, Dr. Fiorentino and Dr. Lakritz were present. Miss Snell arrived at 12:45pm during the discussion on the 2015 general fund budget. Miss Snell was here for the vote on this agenda item. Also present was Jim Adams, Leigh Page, Dr. Mader and Christi Allen.

#### **Approval of Minutes of Meeting Held November 17, 2014**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the minutes of the regular meeting held November 17, 2014. Motion passed unanimously.

#### **Approval of List of Bills Totaling \$186,312.38**

Miss Page changed the amount for the total of bills to approve. They now total \$186,338.13. Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$186,338.13. Motion passed unanimously.

#### **Consideration of Executive Session**

There was no executive session.

#### **Personnel**

##### **a) Consideration of Approval for Completion of Probationary Period for Amanda Archer Effective December 14, 2014**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the completion of Amanda Archer's probationary period with her pay increasing to \$47,858.00. Motion passed unanimously.

##### **b) Consideration of Approval for Completion of Probationary Period for David Hampton Effective December 21, 2014**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the completion of David Hampton's probationary period with his pay increasing to \$47,858.00. Motion passed unanimously.

##### **c) Consideration of Approval of Acceptance of Jim Ames, Bacteriologist, Retirement Effective 4/3/2015**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the retirement of Jim Ames, Bacteriologist effective April 3, 2015. Motion passed unanimously.

##### **d) Consideration of Approval of Hiring Janessa Scott for Temporary Part-Time Seasonal Employee for Vital Statistics as of December 15, 2014**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to hire Janessa Scott for temporary part-time seasonal work for Vital Statistics as of December 15, 2014. Motion passed unanimously.

**e) Consideration of Approval of WIC Assistant(s)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the promotion of Lashelle Clifford from Public Health Clerk to WIC FT Clinic Clerical Assistant with a 3% pay increase from her current pay (pay range change from R1 to R2), effective December 15, 2014, and the change of Tywana Brantley from WIC PT Clinic Clerical Assistant to WIC FT Clinic Clerical Assistant with a pay increase to \$31,476.00 (pay range change from PT2 to R2), effective December 15, 2014. Motion passed unanimously.

**f) Consideration of Approval of Reclassification of WIC Clinic Assistant**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the reclassification of Sharon Foster from WIC Clinic Assistant to WIC FT Clinic Clerical Assistant with no change in salary or pay range with no probationary period. Motion passed unanimously.

**g) Consideration of Approval of Change in the Personnel Classification Schedule (WIC)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the change in the personnel classification schedule for WIC. Motion passed unanimously.

**Consideration of Approval of Recommendations of the Hearing Officer for Hearings Held on December 15, 2014**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the hearings held on December 15, 2014 with the revised changes. Motion passed unanimously.

**Consideration of Approval of Resolution 2014-14 to Amend Schedule of Fees for Food Protection Licenses (3<sup>rd</sup> Reading)**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the third reading of resolution 2014-14 to amend the schedule of fees for food protection licenses. A roll call vote was taken:

Dr. Hickman – Yes    Miss Snell – Not present yet    Dr. Fiorentino – Yes    Dr. Lakritz – Yes  
Motion passed unanimously.

**Consideration of Approval to Enter into a Maintenance Agreement with Copier Consultants at a Cost of \$438.50 for the Period of 1/1/15 – 12/31/15**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve to enter into a maintenance agreement with Copier Consultants at a cost of \$438.50 for the period of January 1, 2015 through December 31, 2015. Motion passed unanimously.

**Consideration of a Management Services Agreement with the Stark County Educational Service for the Services of a Medical Director at an Amount not to Exceed \$93,685 for the Period of 1/1/15 – 12/31/15**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve a management services agreement with the Stark County Educational Service for the services of Medical Director at an amount not to exceed \$93,685.00 for the period of January 1, 2015 through December 31, 2015. Motion passed unanimously.

**Consideration of Approval of an Agreement Addendum with Anna Mayle, RDH, at an Amount not to Exceed \$300 for Hygienist Services for the Term Ending 12/31/14**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve an agreement addendum with Anna Mayle, RDH, at an amount not to exceed \$300 for hygienist services for the term ending December 31, 2015. The agenda listed the term ending on December 31, 2014, but it should be December 31, 2015. Motion passed unanimously.

**Consideration of Approval of General Fund Budget for Fiscal Year 2015**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the fiscal year 2015 general fund budget. A discussion followed. The Mayor expressed concern that the general revenue fund budget may exceed available resources. He emphasized that there may be a reduction on local funding that would adversely affect general fund revenue for the City. He is concerned that the budget may not be sustainable as presented. Following further discussion, the motion passed unanimously. (The Mayor did not participate in the vote as he is a non-voting member of the Board).

**Acceptance of Division Reports**

- a. Medical Director – Dr. Mader reported that the electronic medical records went live as of December 9, 2014.
- b. Nursing/WIC – Dana Hale reported that there was a spike of influenza like illnesses.
- c. Laboratory – Christina Henning reported of the new lab certification by Clia.
- d. OPHI/Surveillance – No written report.
- e. Environmental Health – Nothing else to report.
- f. Air Pollution Control – Terri Dzienis reported that APC will discontinue lead sampling.
- g. Vital Statistics – Nothing else to report.
- h. Fiscal – Nothing else to report.
- i. Health Commissioner – Nothing else to report.

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the above division reports. Motion passed unanimously.

**Other Business**

No other business.

**Announcement of Next Meeting: Monday, January 26, 2015 at 12:00pm**

The next regular scheduled meeting of the Board of Health of the Canton City Health Department will be on Monday, January 26, 2015 at 12:00pm at the Canton City Health Department.

**Adjourn**

Ms. Snell moved and Dr. Fiorentino seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:08pm.

  
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President of the Board of Health

  
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Secretary to the Board of Health

1/26/2015  
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Date of Approval