



Board of Health Meeting
Tuesday, December 17, 2019 @ 1:00 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, December 17, 2019 at 1:01 PM with a quorum present.

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

Unfinished Business

Colton Masters, District Director for the Northeast District of the Ohio Environmental Health Association (OEHA), presented the Gary Matson Membership Recognition Award to Patty McConnell as an active member who has made a sustained effort toward advancement of the mission of OEHA.

James Adams reported that he was able to follow-up with certifying body for the Pathways Community Hub Institute and that they would be available to meet with us locally on January 7, 2020 or January 13, 2020. The board members agreed to January 13, 2020. Dr. Hickman asked Dawn Miller to invite THRIVE's community partners to the meeting. Mr. Adams said that he will confirm the date and time of the meeting.

Mr. Adams also reported that the City of Canton Human Resources and Legal Departments informed him that the Board of Health has the authority to reclassify employees.

Approve October 28, 2019 Board of Health Meeting Minutes

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

Approve List of Bills for \$157,296.48

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$157,296.48. Motion passed unanimously.

Executive Session to Discuss Matters Required to be Kept Confidential and to Discuss the Compensation of a Public Official

Mr. Wyatt moved and Ms. Lucas seconded a motion to enter executive session to discuss matters required to be kept confidential and to discuss the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion passed unanimously. The board entered executive session at 1:10 PM. The board returned from executive session at 1:49 PM.

Mayor Bernabei left during executive session.

Personnel:

a. Approve Updated Position Classification Schedule

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the updated position classification schedule. Motion passed unanimously.

b. **Amend Fiscal Manager Job Description**

Ms. Lucas moved and Mr. Wyatt seconded a motion to amend the Fiscal Manager job description education requirements to require a bachelor's degree with two-years' experience or an associate's degree with extensive experience. Motion passed unanimously.

c. **Approve the classification of Christi Allen, Fiscal Officer (Pay Range R6) to revised classification of Fiscal Manager (Pay Range R7) Effective December 17, 2019 (This item was tabled from the November 25, 2019 Board of Health Meeting)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the classification of Christi Allen, Fiscal Officer (pay range R6) to revised classification of Fiscal Manager (pay range R7) effective December 17, 2019 to a salary of \$50,279.61. The salary will be paid from fund 7601.301001, Administration/VS fund. Motion passed unanimously.

d. **Approve Probationary Period Ending for Shameem Ahmad, Disease Intervention Specialist (R5) Retroactive to November 16, 2019**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve ending the probationary period for Shameem Ahmad, Disease Intervention Specialist (R5) retroactive to November 16, 2019 for a pay increase of \$1,022.00 from \$43,419.00 to \$44,441.00. Motion passed unanimously.

e. **Approve appointment of Office of Public Health Information and Innovation Director (Pay Range R8) Effective January 4, 2020**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the appointment of Amanda Archer as the Office of Public Health Information and Innovation Director (pay range R8) with a salary of \$56,318.00 and a 90-day probationary period, effective January 4, 2020. The salary will be paid from various funds (2318-HIV, 2324-Naloxone, 2328-PHEP and 7601.308001-OPHI GF). Motion passed unanimously.

f. **Approve appointment of Performance Improvement and Accreditation Coordinator (Pay Range R5) Effective January 4, 2020**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the appointment of Robert Knight as the Performance Improvement and Accreditation Coordinator (pay range R5) with a salary of \$43,418.00 and a 90-day probationary period, effective January 4, 2020. The salary will be paid from fund 7601.308001 OPHI GF. Motion passed unanimously.

g. **Accept Retirement of Ed Pabin, APC Engineer (R6), Effective February 11, 2020 (was initially approved as February 4, 2020 at the October 28th Board Meeting)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to regretfully accept the retirement of Ed Pabin, APC Engineer (R6), effective February 11, 2020. The motion was initially accepted at the October 28, 2019 to be effective February 4, 2020. Motion passed unanimously.

h. Accept resignation of Rashad Miner, Recycling Public Health Technician (PT13), Effective December 9, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to accept the resignation of Rashad Miner, Recycling Public Health Technician (PT13), effective December 9, 2019. Motion passed unanimously.

i. Approve Carryover from 2019 to 2020, 4 Unused Vacation days for Patricia McConnell, Preparedness Coordinator (R5)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the carryover, from 2019 to 2020, of four (4) unused vacation days for Patricia McConnell, Preparedness Coordinator (R5). Motion passed unanimously.

j. Accept Retirement of Rick Miller, Staff Sanitarian III (R6), Effective February 29, 2020

Mr. Wyatt moved and Ms. Lucas seconded a motion to regretfully accept the retirement of Rick Miller, Staff Sanitarian III (R6), effective February 29, 2020. Motion passed unanimously.

Approve Patient Write Offs (total of \$280.00) for the following:

- | | |
|---------------|----------|
| a. MRN #36463 | \$152.50 |
| b. MRN #36385 | \$127.50 |

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the above patient write offs for a total of \$280.00. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for December 17, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for December 17, 2019. Motion passed unanimously.

Approve 2020 Board of Health Meeting Dates

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the 2020 Board of Health meeting dates. Motion passed unanimously.

Approve Early Payment of Invoices for January 2020 (Approve the early payment of expenses and invoices to facilitate the fiscal closing dates of the City of Canton Auditor)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the early payment of invoices for January 2020 (approving the early payment of expenses and invoices to facilitate the fiscal closing dates of the City of Canton Auditor). Motion passed unanimously.

Accept 2018 Canton City Public Health Annual Report

Mr. Wyatt moved and Ms. Lucas seconded a motion to accept the 2018 Canton City Public Health annual report. Motion passed unanimously.

Authorize a Contract with Jon Elias, MD as the Health Department's Medical Director for \$13,500.00 for a Period of January 1, 2020 through December 31, 2020 (\$1,000.00 a Month Plus up to \$1,500.00 for Reimbursement for Travel and Training); Paid from Fund 7601 303001, Nursing Fund

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a contract with Jon Elias, MD as the health department's Medical Director for \$13,500.00 for a period of January 1, 2020 through December 31, 2020 (\$1,000.00 a month plus up to \$1,500.00 for reimbursement for travel and training). The contract will be paid from fund 7601.303001, Nursing fund. Motion passed unanimously.

Approve Agreement with LaToya Dickens-Jones to Provide Nurse Practitioner Services on an as Needed Basis for the Health Department from January 1, 2020 through December 31, 2020 at a Rate of \$35.48 per Hour not to Exceed \$2,128.80 (up to 60 hours); Paid from Fund 7601 303001, Nursing Fund

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve an agreement with LaToya Dickens-Jones to provide nurse practitioner services on an as needed basis for the health department from January 1, 2020 through December 31, 2020 at a rate of \$35.48 per hour not to exceed \$2,128.60 (up to 60 hours) to be pad from fund 7601.303001, Nursing fund. Motion passed unanimously.

Approve a Contract with R & G Janitorial Inc. at an amount not to Exceed \$24,000.00 (\$2,000.00/month) for Custodial Cleaning Services for the Health Department for the period January 1, 2020 through December 31, 2020; Paid from Fund 7601 301001, Administration/VS Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve a contract with R & G Janitorial Inc. at an amount no to exceed \$24,000.00 (\$2,000.00 per month) for custodial cleaning services for the health department for the period from January 1, 2020 through December 31, 2020. The contract will be paid from fund 7601.301001, Administration/VS fund. Motion passed unanimously.

Approve the FY20 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed \$1,800.00 (\$200.00 per month for nine (9) months in 2020) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed \$1,800.00 (\$200 per month for nine (9) months in 2020) for the period of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve FY20 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve FY20 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period

of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve Agreement for the Distribution of Naloxone kits with The Sword of the Spirit Faith Center for an amount not to exceed \$1,000.00 (\$10/kit) for the period of October 1, 2019 to September 28, 2020; Paid from Fund 2324, Naloxone Access Grant Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement for the distribution of naloxone kits with the Sword of the Spirit Faith Center for an amount not to exceed \$1,000.00 (\$10 per kit) for the period of October 1, 2019 to September 28, 2020 to be paid from fund 2324, naloxone access grant fund. Motion passed unanimously.

Approve Agreement for the Distribution of Naloxone kits with Mount Zion Church of God in Christ for an amount not to exceed \$1,000.00 (\$10/kit) for the period of October 1, 2019 to September 28, 2020; Paid from Fund 2324, Naloxone Access Grant Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement for the distribution of naloxone kits with Mount Zion Church of God in Christ for an amount not to exceed \$1,000.00 (\$10 per kit) for the period of October 1, 2019 to September 28, 2020 to be paid from fund 2324, naloxone access grant fund. Motion passed unanimously.

Approve Agreement with SCF Development, Ltd. for lease of office space at 400 Market Ave N, 4th Floor, Canton, Ohio 44702 for the THRIVE Offices for the period of February 1, 2020 through January 31, 2021 at an amount not to exceed \$26,020.00 (\$2,168.33/month); Paid from Fund 2314, THRIVE (from THRIVE Payment Outcomes)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with SCF Development, Ltd. for lease of office space at 400 Market Ave N, 4th Floor, Canton, Ohio 44702 for the THRIVE offices for the period of February 1, 2020 through January 31, 2021 at an amount not to exceed \$26,020.00 (\$2,168.33 per month) to be paid from fund 2314, THRIVE (from THRIVE payment outcomes). Motion passed unanimously.

Approve Agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management Program to Receive Payment for the Collection of Household Hazardous Waste (HHW) at the Canton City Recycling Center for an amount not to exceed \$35,000.00 for the period of January 1, 2020 to December 31, 2020 and Providing for up to Two (2) one-year renewals; Paid into Fund 2354 307001, Recycling Center Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management program to receive payment for the collection of household hazardous waste (HHW) at the Canton City Recycling Center for an amount not to exceed \$35,000.00 for the period of January 1, 2020 to December 31, 2020 and providing for up to two (2) one-year renewals to be paid into fund 2354.307001, Recycling Center fund. Motion passed unanimously.

Approve Agreement with the Cuyahoga County Board of Health to Receive Payment for the FY20-22 Personal Responsibility Education Program (PREP) at an Amount not to Exceed \$260,130.00 for the period of December 1, 2019 to October 31, 2021; Paid into Fund 2322, PREP

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with the Cuyahoga County Board of Health to receive payment for the FY20-22 Personal Responsibility Education Program (PEREP) at an amount not to exceed \$260,130.00 for the period of December 1, 2019 to October 31, 2021 to be paid into fund 2322, PREP. Motion passed unanimously.

Approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$1,630,000.22 (combined for all 5 agreements) for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2020 through December 31, 2021, Paid into Fund 2314, THRIVE Program

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$1,630,000.22 (combined for all 5 agreements) for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2020 through December 31, 2021 to be paid into fund 2314, THRIVE program. Motion passed unanimously.

Approve Agreements for the Stark County THRIVE Program for the period of January 1, 2020 to December 31, 2021 for a total of \$1,304,757.98 from the Ohio Department of Medicaid Funding for the following Grantees; Paid from Fund 2314, THRIVE Program

- a. Access Health Stark County for the Community Health Worker Program for an Amount not to Exceed \$212,077.09
- b. Alliance Family Health Center for the Community Health Worker Program and Nurse Educator – CenteringPregnancy Program for a Total not to Exceed \$178,625.76
- c. CommQuest for the Community Health Worker Program for an Amount not to Exceed \$61,036.62
- d. My Community Health Center for the Community Health Worker Program and Nurse Educator – CenteringPregnancy Program for an Amount not to Exceed \$180,948.96
- e. Stark County Department of Job and Family Services for the Community Health Worker Program and Fatherhood Program Administrator/CHW Supervisor for an Amount not to exceed \$152,807.98
- f. Stark County Health Department for the Community Health Worker Program for an Amount not to Exceed \$108,693.39
- g. Stark Metropolitan Housing Authority for the Community Health Worker Program for an Amount not to Exceed \$87,060.12
- h. Stark Community Support Network for the Community Health Worker Program for an Amount not to Exceed \$41,747.47
- i. YWCA of Canton for the Community Health Worker Program for an Amount not to Exceed \$52,181.96
- j. Alliance City Health Department for the Newborn Home Visits/Public Health Nurse Program for an Amount not to Exceed \$17,487.00
- k. Community Legal Aid for a Health, Education, Advocacy and Law (HEAL) Program for Pregnant Women and Women with Children under Age One for an Amount not to Exceed \$43,842.69
- l. Domestic Violence Project, Inc. for a Youth/Residential Advocate & Peer-Support Group Program at an Amount not to Exceed \$19,904.00
- m. Early Childhood Resource Center for the Fatherhood Coaching and Mentoring Program at an Amount not to Exceed \$23,040.00

- n. Family Empowerment Ministries, Inc. for Program Incentives to Recruit and Retain Life Skills Program Participants at an Amount not to Exceed \$23,000.00
- o. Mary Church Terrell Federated Club (Ohio Association of Colored Women's Club) for a Sister Circles Support and Mentoring Program for African-American Pregnant Women for an Amount not to Exceed \$7,253.00
- p. Stark County Educational Services Center- Help Me Grow for Incentives to Recruit and Retain Participants in the Growing Great Kids Program Implemented by Help Me Grow for an Amount not to Exceed \$10,000.00
- q. Stark County Mental Health and Addiction Recovery for Racial Equity, Implicit Bias and Cultural Competency and Humility Programs; Engagement & Inclusion Coordinator and Cultural Ally for an Amount not to Exceed \$85,051.94

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve agreements for the Stark County THRIVE program for the period of January 1, 2020 to December 31, 2020 for a total of \$1,304,757.98 from the Ohio Department of Medicaid funding for the above grantees to be paid from fund 2314, THRIVE program. Motion passed unanimously.

Approve Travel Authorization

- a. Jessica Boley, Epidemiologist I, for Travel from 01/23/2020 to 01/24/2020, OEI In-Person Meeting in Pickerington, OH not to Exceed \$213.08 (Fund 2314, THRIVE)
- b. Dawn Miller, Project Manager, for Travel from 01/23/2020 to 01/24/2020, OEI In-Person Meeting in Pickerington, OH not to Exceed \$213.08 (Fund 2314, THRIVE)

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

Acceptance of Reports

- a. Medical Director – Nothing additional
- b. Nursing/WIC – Laura Roach reported to the board that the WIC computer system rollout to join the city's network will take place on February 5, 2020. She said that the entire WIC staff will be in Columbus that day for training, leaving the WIC offices closed for the day.
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Patty McConnell reported to the board that the number of local flu cases is starting to rise. She also reported that she recently sent press releases regarding THRIVE and accreditation and that there was recently some news coverage about the naloxone distribution program.
- e. THRIVE – Dawn Miller reported to the board that her, James Adams and Dr. Lahey will be presenting to several people in Columbus.
- f. Environmental Health – Annmarie Butusov reported to the board that the Environmental Health division will be having a pool licensing survey coming soon to review the year 2017.

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- g. Air Pollution Control – Terri Dzienis reported to the board that Ozone monitoring season has ended and will restart on March 1, 2020. She also reported that Ohio EPA will be hosting monthly calls with Canton Air Pollution Control and Republic Steel. She said there were some recent elevated lead levels, that remained under the limits, and that Ohio EPA wants to closely monitor the situation.

Ms. Dzienis also reported that there will be a remodel of the Air Pollution Control Division's space starting soon with the goal of moving the division's entire staff into the same area.

- h. Vital Statistics – Christi Allen reported to the board that there will be revised job descriptions for Vital Statistics coming soon.
- i. Fiscal – Ms. Allen reported to the board that she believes the budget submitted to Canton City Council is likely to be approved in March 2020.
- j. Health Commissioner – James Adams thanked the board for their patience and assistance with changes at the department over the past year and with the upcoming reorganization of the Office of Public Health Information and Innovation.
- k. Accreditation Team – Nothing additional
- l. Quality Improvement and Performance Management – Terri Dzienis spoke with the board about working with the new Performance Improvement and Accreditation Coordinator to transfer quality improvement and performance management responsibilities.

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

Other Business

James Adams spoke with the board about closing the department on December 24, 2020. The board suggested that the department could be closed to the public on that date but remain open for staff who choose not to take paid time off.

Ms. Lucas moved and Mr. Wyatt seconded a motion for Canton City Public Health to be closed to the public on December 24, 2020 and that staff who would like to take the say off may elect to use their personal holiday or other paid time off. Motion passed unanimously.

Next Meeting: Monday, January 27, 2020 at 12:00pm

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, January 27, 2020 at 12:00 PM.

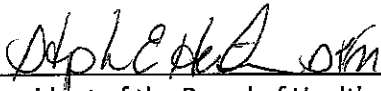
Adjournment

Mr. Wyatt motioned and Ms. Lucas seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:38 PM.

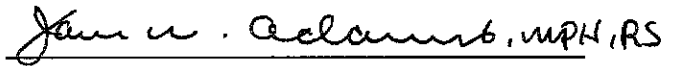
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President of the Board of Health



Secretary to the Board of Health

1/27/2020

Date of Approval

