



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting

Monday, December 19, 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, December 19, 2016 at 12:01 PM with a quorum present.

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

Approve November 28, 2016 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the November 28, 2016 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$692,986.25

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$692,986.25. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee and Matters Required to be Kept Confidential by Law and Pending Legal Action

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to enter executive session to discuss the compensation of a public employee and matters required to be kept confidential by law and pending legal action. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Fiorentino – Yes

Motion passed unanimously. The Board entered executive session at 12:11 PM. The Board returned from executive session at 12:48 PM.

Approve Personnel

a. Probationary Period Ending for Courtney Rusnak, Effective December 18, 2016

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the completion of the 90-day probationary period for Courtney Rusnak, APC Monitoring and Inspections Technician (R5) retroactive to December 18, 2016 with a half step increase of \$1,022.00 with a new salary of \$44,441.00. Motion passed unanimously.

b. Probationary Period Ending for Gina Premier, Effective December 7, 2016

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the completion of the 90-day probationary period for Gina Premier, Nurse Practitioner (R7) retroactive to December 7, 2016 with a half step increase of \$1,170.00 with a new salary of \$73,083.00. Motion passed unanimously.

c. Probationary Period Ending for Amanda Archer, Effective December 14, 2016

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the completion of the 90-day probationary period for Amanda Archer, Epidemiologist II (R6) retroactive to December 14, 2016 with a half step increase of \$1,100.00 with a new salary of \$51,356.95.00. Motion passed unanimously.

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d. Carryover to 2017 of 4 Unused Vacation Days for Jaclyn Hupp

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the carryover of five unused vacation days for Jaclyn Hupp, APC Monitoring and Inspections Technician, to 2017. Motion passed unanimously.

e. Carryover to 2017 of 4 Unused Vacation Days for Ronald Jones

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to deny the carryover of five unused vacation days for Ronald Jones, APC Engineer, to 2017. Motion passed unanimously.

Patient Write Off

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a patient write off for the following:

Medical Record 31887 for \$105.00
Medical Record 32277 for \$70.00
Medical Record 14074 for \$361.00
Medical Record 32254 for \$104.25
Medical Record 32478 for \$95.00
Medical Record 32880 for \$163.00
Medical Record 24958 for \$105.00

Motion passed unanimously.

Discuss Draft 2017 CCHD Budget

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the 2017 CCHD budget. Motion passed unanimously.

Approve Resolutions

2016-20: Establishing Food Licensing Fees, 3rd and Final Reading

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the third and final reading of resolution 2016-20 to amend the schedule of fees for food protection licenses. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for December 19, 2016 Hearings

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the hearings held on December 19, 2016. Motion passed unanimously.

Authorize a Contract with Stark Community Foundation

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a contract with the Stark Community Foundation for a charitable grant for the Canton-Stark THRIVE Program at an amount of \$66,300.00 from November 17, 2016 to September 1, 2017. Motion passed unanimously.

Approve the FY16 Immunization Action Plan Grant Extension

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the FY16 Immunization Action Plan grant extension through March 31, 2017 awarded by the Ohio Department of Health in the amount of \$121,067.00 (originally approved 9/28/15 for \$96,085.00 through December 31, 2016) along with the following grantees:

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- a. Alliance City Health Department in the amount of \$14,527.00 (originally \$11,772.00)
- b. Stark County Health Department in the amount of \$26,635.00 (originally \$20,928.00)

Motion passed unanimously.

Approve Sub-Grantee Contract with Dr. Meredith Robeson

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve a sub-grantee contract with Dr. Meredith Robeson through the YWCA Canton Stark Early Head Start Grant for an amount not to exceed \$3,320.00 for a period of January 1, 2017 through August 31, 2017. Motion passed unanimously.

Approve FY17 Agreement with Anna Mayle

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve an agreement with Anna Mayle at an amount not to exceed \$11,377.00 for the period of January 1, 2017 to December 31, 2017. This supersedes the agreement originally approved on September 6, 2016 for \$9,918.48. Motion passed unanimously.

Approve FY17 Agreement with Alison Giammarco

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve an agreement with Alison Giammarco at an amount not to exceed \$11,377.00 for the period of January 1, 2017 to December 31, 2017. This supersedes the agreement originally approved on September 6, 2016 for \$9,918.48. Motion passed unanimously.

Approve a Contract with R&J Janitorial Services

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve a contract with R&J Janitorial Services at an amount of \$22,800.00 (\$1,900.00/month) for the period of January 1, 2017 through December 31, 2017. Motion passed unanimously.

Approve Travel Authorization

Sam Norman, APC Engineer, for Travel from 12/13/16 to 12/15/16, Air Permitting 101 Training in Logan, Ohio at a Cost not to Exceed \$375.00 (2331)

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

Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Nothing additional to report.
- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – The PHEP Grant application cycle is approaching.
- e. Environmental Health – Nothing additional to report.
- f. Air Pollution Control – Nothing additional to report.
- g. Vital Statistics – The complete report for 2016 will be ready for the next board meeting
- h. Fiscal – Nothing additional to report.
- i. Health Commissioner – Branding work for the department is underway as part of the accreditation preparations. Also, a new Strategic Plan is coming in March.

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- j. Accreditation Team – The Health Commissioner has proposed that a resolution be drafted establishing the board’s support of the department’s application.
- k. Quality Improvement – The department was not selected for grants that the team recently applied for. A quarterly update will be ready for the next meeting.

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

Other Business

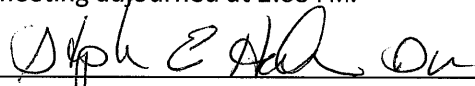
Dr. Hickman proposed that the Board establish a position on the indoor use of electronic cigarettes.

Announcement of Next Meeting: Monday, January 23, 2017 at 12:00 PM

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, January 23, 2017 at 12:00 PM.

Adjourn

Mr. Wyatt moved and Dr. Fiorentino 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

1/23/2017

Date of Approval