



Board of Health Meeting
Monday, March 25, 2019 @ 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, March 25, 2019 at 12:01 PM with a quorum present.

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

Approve February 25, 2019 Board of Health Meeting Minutes

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the February 25, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$400,270.99

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the list of bills totaling \$400,270.99. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Mr. Wyatt moved and Ms. Lucas 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

Ms. Lucas – Yes

Motion passed unanimously. The Board entered executive session at 12:03 PM. The Board returned from executive session at 12:28 PM.

Approve Personnel:

a. Appointment of Nathan Sobczak to Permanent Air Pollution Control Engineer (R6) Effective March 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the permanent appointment of Nathan Sobczak to from APC Engineering Technician (R5) to APC Engineer (R6) effective March 25, 2019. Motion passed unanimously.

b. Appointment of Full-Time Disease Intervention Specialist (R5)

This motion was tabled. No actions were taken.

c. Appointment of Part-Time WIC Peer Helper (PT13)

Ms. Lucas moved and Mr. Wyatt seconded a motion to appoint Kasey Griffith and Keisha Laubacher to WIC Peer Helper (PT13) at \$10.64 an hour with a half step increase after a satisfactory 90-probationary period to \$10.86 an hour with a start date to be determined to come out of WIC Fund 2316. Motion passed unanimously.

d. Approve Probationary Period Ending for Elonda Williams, Neighborhood Navigator (PT2), Retroactive to March 17, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Elonda Williams, Neighborhood Navigator (PT2), with half a step increase of \$0.33 to a salary of \$16.47 an hour retroactive to March 17, 2019. Motion passed unanimously.

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e. Approve Full-Time Neighborhood Navigator/HUB Assistant (R2) Position Description

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the full-time Neighborhood Navigator/HUB Assistant (R2) position description. Motion passed unanimously.

f. Approve Full-Time Clinical Receptionist/Office Assistant (R2) Position Description

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the full-time Clinical Receptionist/Office Assistant (R2) position description. Motion passed unanimously.

g. Approve Updated Position Classification Schedule for Nursing and OPHI

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the updated Nursing and OPHI Position Classification Schedule as presented. Motion passed unanimously.

Approve Payment of 2018 Moral Obligations

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the payment of the following 2018 moral obligations for a total of \$7,040.00:

- a. Access Health Stark County for \$2,245.00
- b. Alliance Family Health Center, Inc. for \$2,445.00
- c. Commquest Services, Inc. for \$1,170.00
- d. Stark County Health Department for \$455.00
- e. Stark Metropolitan Housing Authority for \$485.00
- f. YWCA of Canton for \$240.00

Motion passed unanimously.

Approve Recommendations of the Hearing Officer for March 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for March 25, 2019. Motion passed unanimously.

Approve Resolutions:

a. 2019-04 Rescind Various Sections of the Health Code, 3rd Reading

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the third reading of Resolution 2019-04 to Rescind Various Sections of the Health Code. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion passed unanimously.

b. 2019-05 Amending Section 207.10 of the Health Code – Overtime and Compensatory Compensation

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve Resolution 2019-05 amending section 207.10 of the health code. Motion passed unanimously.

c. 2019-06 Amending Section 207.11 of the Health Code – Attendance, Leave of Absence, Family Medical Leave

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve Resolution 2019-06 amending section 207.11 of the health code. Motion passed unanimously.

Authorize Agreements with the Five Medicaid Managed Care Plans to Receive \$235,432.00 for the Infant Mortality Enhanced Program effective as of January 1, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to authorize agreements with the five Medicaid managed care plans to receive \$235,432.00 for the Infant Mortality Enhanced Program effective as of January 1, 2019. Motion passed unanimously.

Authorize a Contract with Stark Metropolitan Housing Authority for them to Receive \$22,447.36 for a Community Health Worker Program for the Period of June 1, 2019 through December 31, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a contract with Stark Metropolitan Housing Authority for them to receive \$22,447.36 for a Community Health Worker Program for the period of June 1, 2019 through December 31, 2019. Motion passed unanimously.

Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use the Canton Civic Center in the Event of an Emergency effective March 6, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a memorandum of understanding with the City of Canton for the Health Department to use the Canton Civic Center in the event of an emergency effective March 6, 2019. Motion passed unanimously.

Approve an Agreement with TLIK LLC for use of The Metropolitan Centre for the All Staff Meeting on October 30, 2019 for an Amount not to Exceed \$702.50

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with TLIK LLC for use of The Metropolitan Centre for the All Staff Meeting on October 30, 2019 for an amount not to exceed \$702.50. Motion passed unanimously.

Approve Travel Authorization

- a. Pamela Gibbs, Health Services Coordinator/DIS-LTC Supervisor, for Travel from 04/10/2019 to 04/11/2019, Grant Requirement Meeting/DIS-LTC Meeting in Columbus, Ohio at a cost not to exceed \$216.00 (HIV Fund 2318)
- b. Laura Roach, WIC Director, for Travel from 04/07/2019 to 04/09/2019, National WIC Association's Annual Education and Training Conference in Baltimore, MD at a cost not to exceed \$1,173.09 (WIC Fund 2316)
- c. Frank Catrone, Staff Nurse II, for Travel from 04/01/2019 to 04/02/2019, PREP Statewide Spring Meeting 2019 in Columbus, Ohio at a cost not to exceed \$282.00 (PREP Fund 2323)
- d. Molly Malloy, Staff Nurse II, for Travel from 04/01/2019 to 04/02/2019, PREP Statewide Spring Meeting 2019 in Columbus, Ohio at a cost not to exceed \$178.00 (PREP Fund 2323)
- e. Christina Henning, Laboratory Director, for Travel from 05/29/2019 to 06/03/2019, Aeroallergen Course in New Orleans, LA at a cost not to exceed \$308.99 (Lab General Fund 1001 304001)
- f. Rick Miller, Sanitarian III, for Travel from 03/26/2019 to 03/27/2019, Annual Midwest Workshop in Environmental Health in Columbus, Ohio at a cost not to exceed \$40.00 (EH General Fund 1001 307001) – Retroactively
- g. Gus Dria, Sanitarian III, for Travel from 04/10/2019 to 04/12/2019, OEHA Annual Educational Conference in Columbus, Ohio at a cost not to exceed \$475.00 (EH General Fund 1001 307001)
- h. Colton Masters, Sanitarian II, for Travel from 04/10/2019 to 04/12/2019, OEHA Annual Educational Conference in Columbus, Ohio at a cost not to exceed \$475.00 (EH General Fund 1001 307001)

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- i. Dawn Miller, THRIVE Project Manager, for Travel from 04/17/2019 to 04/18/2019, Starting at Home Conference, in Columbus, Ohio at a cost not to exceed \$398.33 (THRIVE fund 2314)

Mr. Wyatt moved and Ms. Lucas 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 – Dr. Hickman requested clarification, from Diane Thompson, for the Nursing Clinic report numbers. Ms. Thompson explained that there has been a revision in the reporting method for clinic activities.

Kim Koons reported that Jennifer Hayden, WIC Breastfeeding Coordinator, recently applied for, and received, a \$500 grant that she will use to promote Breastfeeding Awareness Month.

- c. Laboratory – Christina Henning reported to the board that the laboratory has recently started to perform commercial bottled water testing. She said that a local private laboratory had closed and that this service was no longer available in the community.
- d. OPHI/Surveillance – Amanda Archer reported to the board that Stark County Health Department will be sending the Epigram soon. She also reported that Flu season is still ongoing.

James Adams reported that he and Amanda are members of a local committee that was formed to address behavioral health care in the community, specifically suicide prevention.

- e. THRIVE – Dawn Miller reported to the board that the THRIVE project has been very busy. Ms. Miller and Mr. Adams recently went to Columbus to meet with legislators to advocate for infant mortality reduction programs. Ms. Miller also reported that THRIVE will have a Poster Session and presentation at an upcoming conference for the National Association of County and City Health Officials (NACCHO).

James Adams reported to the board that the certifying body for the Pathways HUB program is now called Pathways Community HUB Institute (PHCI) and is no longer the Rockville Institute. He reported that the THRIVE program has completed over 2,700 pathways since 2017. Mr. Adams also told the board that he has submitted a proposal to the Stark County Community Action Agency (SCCAA) to attempt to resolve the Pathways HUB certification dispute. He has proposed that that SCCAA would service the zip codes 44646 and 44647 while the THRIVE program would provide services to the remainder of Stark County.

- f. Environmental Health – Annmarie Butusov reported to the board that the division will be hiring two part-time employees to assist at the recycling center and that this will allow the department's sanitarians to focus on other tasks. She also reported that the division has moved other inspections, like pools and tattoo shops, out of the food service program and those inspections will be handled by other staff.

Ms. Butusov then reported that a student intern is working on a dog bite prevention program on behalf of the department. Dr. Hickman reminded everyone present that there will be a rabies clinic held on May 4th, 2019 at the Stark County Fairgrounds.

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- g. Air Pollution Control – Dr. Hickman asked Terri Dzienis about issues the division has been experiencing with clogged air monitoring devices. Ms. Dzienis described the monitors as not clogged but reported that the exteriors are being covered with a foreign substance. She said that the division has collected samples and is still working on a resolution.

Dr. Hickman then asked about a pending stack test at Republic Steel. Ms. Dzienis said that there is no established method for performing this type of test and that some solutions have been proposed but that an agreement has not yet been reached.

- h. Vital Statistics – Robert Knight reported that he recently revised the Vital Statistics report, as requested by Dr. Lakritz, and asked the board to let him know if they would like additional changes.
- i. Fiscal Officer – Mr. Adams reported that he will propose to the board that health department employees receive a 2% raise.

Mr. Adams also reported that the department is working with the city to move all health department funding out of the city's general accounts and in to a special health fund.

- j. Health Commissioner – James Adams reported to the board that building improvements are underway, including a new automatic door on the front of the building and replacement of several fluorescent lights with energy efficient LED fixtures.

Mr. Adams then reported that there may be a proposal soon to raise the age, statewide, for purchasing tobacco products to 21-years old.

- k. Accreditation – Robert Knight reported to the board that the Public Health Accreditation Board has set the dates for the department's site visit to July 24 and 25, 2019. He then told that board that the site visit team will schedule an interview, during the visit, with one or more members of the board of health and that department employees will not participate in this meeting.
- l. Quality Improvement – Terri Dzienis reported to the board that quality improvement projects are still ongoing and that the QI team has recently received a few new project proposals.

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

Other Business

Christi Allen invited the board to attend a department potluck lunch on Wednesday, April 10, 2019 from 11:30 AM to 1:30 PM.

Announcement of Next Meeting: Monday, April 22, 2019 at 12:00 PM

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, April 22, 2019 at 12:00 PM.

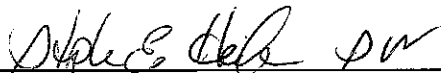
Adjourn

Ms. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:33 PM.

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President of the Board of Health



Secretary to the Board of Health

4-29-2019

Date of Approval