
	<p>Board of Health of the Canton City Health District</p> <p>Minutes of the Regular Meeting Held March 27, 2013</p>	 <p>Public Health Prevent. Promote. Protect.</p>
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CALL TO ORDER

A quorum being present the regular meeting of the Board of Health of the Canton City Health District was called to order by Dr. Hickman at 12:00 p.m.

Members present: Dr. Hickman, Mr. Schott and Mrs. Snell.

ELECTION OF OFFICERS

Pursuant to section 203.03(b) of the Canton City Health Code, officers were elected.

Mr. Schott motioned that Dr. Hickman be nominated for President Pro Tempore. Second by Mrs. Snell. Following a vote, Dr. Hickman was elected.

Dr. Hickman motioned that Mr. Schott be nominated for Vice President. Second by Mrs. Snell. Following a vote, Mr. Schott was elected.

APPROVAL OF MINUTES

The minutes of the regular meeting held February 25, 2013 and the special meeting held March 11, 2013 were approved upon motion by Mr. Schott, second by Mrs. Snell. Motion carried.

APPROVAL OF LIST OF BILLS

The list of bills in the amount of \$236,407.30 was presented to the Board for consideration. It was moved by Mrs. Snell, second by Mr. Schott, to approve the list of bills. Motion carried.

PERSONNEL ACTIONS

It was moved by Mr. Schott, second by Mrs. Snell to approve the completion of the probationary period for Robert Knight effective 2/27/2013. Mr. Knight was promoted to Clerk II. Commissioner Adams indicates he has completed the probationary period satisfactorily and requests that he receive a ½ step increase to a new salary of \$32,176. Motion carried.

It was moved by Mrs. Snell, second by Mr. Schott to approve the completion of the probationary period for Kelli Trenger effective 3/10/2013. Ms. Trenger was reappointed to the position of Nursing Office Manager and has satisfactorily completed her probationary

period. Commissioner Adams recommends a ½ step increase to a new salary of \$52,234. Motion carried.

It was moved by Mr. Schott, second by Mrs. Snell to appoint one WIC Assistant. The position will be offered to Sharon Foster, who previously worked with WIC Barberton. She will start at Pay Range 3 with a beginning salary of \$34,686 and a six-month probationary period. Motion carried.

The resignation of Abby Gurdy, Air Pollution Control Engineer, was accepted with regret. Commissioner Adams reviewed the reasons for her resignation. Ms. Gurdy will work through Friday, April 12, 2013. Motion by Mrs. Snell, second by Mr. Schott. Motion carried.

RESOLUTION 6-2013

The approval of a resolution to allow Fiscal Officer to pay vendors that require payment within 15 days of invoice was proposed. The resolution includes a short list of vendors (Verizon Wireless, FedEx and Ohio Edison) that bill on a recurring basis. Passage of the resolution reduces the risk of paying late fees. Motion to approve by Mr. Schott, second by Mrs. Snell. Motion carried.

CONSIDERATION OF MUTUAL AID AGREEMENT AMONG PUBLIC HEALTH AGENCIES IN NORTHEAST CENTRAL OHIO REGION 5

This agreement coincides with our preparedness program. Commissioner Adams explained that we have signed similar agreements in the past. State law requires this type of assistance; signing the agreement formalizes the process. Motion to approve by Mrs. Snell, second by Mr. Schott.

CONSIDERATION OF PURCHASE OF A WIND SPEED/WIND DIRECTION MONITOR FOR AIR MONITORING

Purchase of this device is pursuant to the Air Pollution Control Agreement for Fiscal Year 2013 at a cost not to exceed \$3,600 (fund 2331). Commissioner Adams explained that we've had this device but it has been inoperable for three years. Mrs. Dzienis indicates that purchase of a replacement device was delayed in order to perform a study of what equipment would be most free from technical problems. The new device will be moved from the Malone University location to Alliance Armory for better access. Motion by Mrs. Snell to approve purchase, second by Mr. Schott. Motion carried.

APPROVAL OF HEARING OFFICER RECOMMENDATIONS FOR HEARINGS HELD MARCH 25, 2013

Mark Adams presented the recommendations of the Hearing Officer for hearings held on March 25, 2013. There followed a discussion of the hearing relative to Ocean Restaurant. The operator proposed that they would close voluntarily for a period of 14 days effective April 1, 2013 in lieu of official action.

Recommendations from Hearing Officer, with the exception of Ocean Restaurant, were approved by motion by Mrs. Snell, second by Mr. Schott. Hearings were held Monday, March 25, 2013 and listed in Exhibit A. Motion carried.

OUT OF DISTRICT TRAVEL

Upon motion by Mr. Schott, second by Mrs. Snell, the following out of district travel was approved. Motion carried.

- a. Request approval for Christina Henning, Epidemiologist, for travel on 7/13-14/2013 for the Epi Info 7 Training held in Columbus, Ohio, at a cost not to exceed \$364.00 as approved by the Health Commissioner on 3/19/2013 pursuant to section 207.23(a) of the Canton City Health Code. (2328 301001)
- b. Request approval for Laura Roach, WIC Director, for travel on 5/7-8/2013 for the State WIC Director's Meeting held in Columbus, Ohio, at a cost not to exceed \$286.00 as approved by the Health Commissioner on 3/12/13 pursuant to section 207.23(a) of the Canton City Health Code. (2316 301001)
- c. Request approval for Gus Dria, RS, to travel to Columbus, Ohio on 4/23 for the OEHA Annual Educational Conference not to exceed \$95. (1001 307001).

DIVISION REPORTS

Fiscal – Mrs. Page reviewed the Fiscal Report and its format.

Medical Director – No Report.

Nursing/WIC – Ms. Thompson answered questions regarding caseload. While nationally caseloads are dropping, Canton City is experiencing growth in our caseload.

OPHI/Surveillance – Commissioner Adams reporting in Mrs. Henning's absence. Continuation grants have been submitted and we expect to receive those funds.

Environmental Health – Mark Adams presented an update as to the new agreement between City of Canton Sanitation Department and Environmental Health Division of Canton City Health Department. He is looking for ways to reduce costs to both entities by combining efforts to clean up properties. Additional equipment is being purchased that will allow for two trucks to be moved to the Recycling Center. Total restaurants purchasing licenses after deadline (thereby paying late fees) were 42, despite departmental efforts to communicate with them.

Air Pollution Control - Mrs. Dzienis reported that ozone monitors were up two weeks early. She will be interviewing to fill two engineering positions, one that was previously vacant and one from the resignation of Abbie Gurdy.

Health Commissioner – Commissioner Adams commented on several items. He advised the Board that we have requested that Mayor Healy reappoint Mrs. Snell to the Board of Health of the City of Canton for an additional term.

He also discussed information gathered following a conference call with Ohio Department of Health advising us to plan for an 8% reduction in grant funding as a result of the Federal Sequestration. The actual reduction could be less.

Commissioner Adams discussed and addressed questions on the Phase One Report of the Stark County Health Assessment. Commissioner Adams feels the report provided a good overview of the fiscal situation in the last two years. He comments that the consultant did a good job combining the information from two very different reporting systems to provide a clear overview of the fiscal position of both health departments. The report concludes four things:

- 1) Different patterns of funding for each HD are complementary;**
- 2) Size is similar, creating a situation like a “marriage of two equal partners”;**
- 3) Fiscal stability of each is similar;**
- 4) Personnel expenditures of each are similar.**

A discussion of health department activities in Stark County ensued, with particular discussion of food service inspections and nuisance issues. Finally, the consultant reports that any reasons to prevent a merger of the two health departments would not be fiscally oriented. The next phase of the project will be to determine what issues may prevent a merger. Leadership in Canton City Council and the Administration will determine the most important items. Commissioner Adams believes that City Council will prioritize a quick response to the health needs within the city. He also believes issues of concern will be location of administrative offices and representation on a combined Board. He is hopeful that these issues will be identified prior to moving forward with additional expenditures for further study.

Of additional note from the Commissioner is our Records Retention Policy work. We hope to complete this project and submit our recommendations for approval during the first week of April, 2013.

OTHER BUSINESS

There was no other business for consideration.

MEETING ANNOUNCEMENTS

The next regularly scheduled meeting of the Board of Health will be Monday, April 22, 2013 at 12:00 pm at the offices of the Canton City Health Department.

ADJOURN

There being no further business, a motion to adjourn was made by Mr. Schott, second by Mrs. Snell. Motion carried. Meeting adjourned at 1:05 p.m.



President of the Board of Health



Secretary to the Board of Health

4/22/2013
Date