



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

Canton City Health District

## Board of Health Meeting

Monday, April 27, 2015 @ 12:00pm – 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, April 27, 2015 at 12:26pm with a quorum present.

Dr. Hickman, Ms. Snell and Dr. Lakritz were present. Dr. Fiorentino was absent. Also present was Jim Adams, Leigh Page, Dr. Mader and Christi Allen.

#### **Approve March 23, 2015 Board of Health Meeting Minutes**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the March 23, 2015 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills - \$158,619.00**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$158,619.00. Motion passed unanimously.

#### **Personnel**

##### **a. Completion of Probationary Period for Lashelle Clifford Effective March 15, 2015**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the completion of Lashelle Clifford's probationary period effective March 15, 2015 with a pay increase to \$33,513.00 a year. Motion passed unanimously.

##### **b. Completion of Probationary Period for Tywana Brantley Effective March 15, 2015**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the completion of Tywana Brantley's probationary period effective March 15, 2015 with a pay increase to \$32,124 a year. Motion passed unanimously.

##### **c. Resignation for Keisha Laubacher as of April 30, 2015**

Dr. Lakritz moved and Ms. Snell seconded a motion to accept the resignation of Keisha Laubacher as of April 30, 2015. Motion passed unanimously.

##### **d. Hiring of 3 Part Time Public Health Technicians at an Hourly Rate of \$9.52: 1) Matt Gensley, Public Health Admin, 2) Katherine Ackerman, Civil Engineering and 3) Jordan Phillips, Public Health MPH** Added to this agenda item was the hiring of Janessa Scott at a rate of \$9.52 as a Part Time Public Health Clerk.

Ms. Snell moved and Dr. Lakritz seconded a motion to hire 3 part time Public Health Technicians at an hourly are of \$9.52: 1) Matt Gensley, Public Health Admin, 2) Katherine Ackerman, Civil Engineering and 3) Jordan Phillips, Public Health MPH and 1 part time Public Health Clerk at an hourly rate of \$9.52: 1) Janessa Scott. Motion passed unanimously.

##### **e. Medical Leave for Julie Carman for up to 12 Weeks**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve medical leave for Julie Carman for up to 12 weeks. Motion passed unanimously.

**f. Change in Office of Public Health Information Division Classification Schedule for Board of Health by Adding Project Manager, Part Time; and Deleting Position Numbers 832 (Health Educator), 833 (Director of Community Health Planning), 897 (Health Alert Network Coordinator) and 899 (Health Alert Network Coordinator PT)**

Jim Adams explained to the Board that the Health Department will be cleaning up the classification schedule as needed by adding and deleting positions.

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the change in the Office of Public Health Information division classification schedule by adding Project Manager, Part time and deleting position numbers 832 (Health Educator), 833 (Director of Community Health Planning), 897 (Health Alert Network Coordinator and 899 (Health Alert Network Coordinator PT). Motion passed unanimously.

**g. Position Description, Project Manager, Part Time**

The Project Manager would be over the FIMR Coordinator and the proposed THRIVE/OEI Project Assistant. This position will be responsible for the Stark County infant mortality reduction project known as Stark County THRIVE. The position will have complete program responsibility for the planning and implementation of this project.

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the position description for the part time project manager. Motion passed unanimously.

Ms. Snell moved and Dr. Lakritz seconded a motion to appoint Dawn Miller as the part time Project Manager at a rate of \$30.21 an hour (PT7). If Dawn Miller does not take the position, the position will be offered to Ann Pukansky. Motion passed unanimously.

**Approve Resolutions**

**a. 2015-10: Ohio Department of Health Smoke Free Investigations Contract**

Smoking complaint investigations will be performed by a qualified Public Health Investigator employed by the Canton City Health District. Payment for such service will not exceed \$125.00 per complete complaint.

Ms. Snell moved and Dr. Lakritz seconded a motion to approve resolution 2015-10 for the Ohio Department of Health Smoke Free investigations contract for the period of 7/1/15 to 6/30/17. Motion passed unanimously.

**b. 2015-11: Contract for FIMR/OEI Administrative Assistant for the Period of 5/1/15 to 6/30/2016 at an Amount not to Exceed \$23,000.00**

The hiring of the FIRM/OEI Administrative Assistant would be a conflict of interest for one of the Board members. Dr. Lakritz moved and Ms. Snell seconded a motion to table this agenda item until the May 2015 Board of Health meeting. Motion passed unanimously.

**c. 2015-12: Contract with JH Consulting, LLC to Provide Consulting Service in Regards to Emergency Preparedness for the Period of 3/2/2015 to 6/30/2015 at an Amount not to Exceed \$4,899.00**

The Health Department wants to revise and update its existing public information officer annex comprehensively to include changes in regulations, best practices and social media considerations.

Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2015:12 for a contract with JH Consulting, LLC to provide consulting service in regards to emergency preparedness for the period of 3/2/15 to 6/30/15 at an amount not to exceed \$4,899.00. Motion passed unanimously.

d. **2015-13: Contract Between the Canton City Health Department and the Summit County Combined Health District for the Purpose of Emergency Ebola Supplemental Funding for the Period of 4/1/2015 to 11/30/2016 at an Amount not to Exceed \$57,209.45**

The Canton City Health Department would like to be a sub-grantee for the Emergency Ebola Supplemental FY 2016 sub grant.

Ms. Snell moved and Dr. Lakritz seconded a motion to approve resolution 2015-13 for the contract between the Canton City Health Department and the Summit County Combined Health District for the purpose of emergency Ebola supplemental funding for the period of 4/1/2015 to 11/30/2016 at an amount not to exceed \$57,209.45. Motion passed unanimously.

**Approve Increase in 2015 STD Prevention Grant Funding from \$30,000.00 to \$80,000.00 for the Grant Period of 1/1/15 to 12/31/15**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve an increase in the 2015 STD Prevention grant funding from \$30,000.00 to \$80,000.00 for the grant period of 1/1/15 to 12/31/15. This is carry-over grant money. Motion passed unanimously.

**Approve FY16 Personal Responsibility Education Program (PREP) Grant Budget for \$159,308.87 from the Ohio Department of Health for the Period of 8/1/2015 to 7/31/2016**

Dr. Lakritz moved and Ms. Snell seconded to approve the FY16 Personal Responsibility Education Program (PREP) grant budget for \$159,308.87 from the Ohio Department of Health for the period of 8/1/2015 to 7/31/2016. Motion passed unanimously.

**Approve FY15 Public Health Emergency Preparedness (PHEP) Addendum Agreement with the Stark County Health Department to Receive an Additional \$11,000.00 (Total Contract for \$120,000.00 for the Grant Period of 7/1/2014 to 6/30/2015)**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the FY15 Public Health Emergency Preparedness (PHEP) addendum agreement with the Stark County Health Department to receive an additional \$11,000.00 (total contract for \$120,000.00 for the grant period of 7/1/2014 to 6/30/2015). Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for April 27, 2015 Hearings**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the hearings held on April 27, 2015. Motion passed unanimously.

**Approve Out of District Travel**

- a. Laura Roach, WIC Director, for Travel from 5/7/15 to 5/8/16, State WIC Director's Meeting in Columbus, Ohio at a Cost not to Exceed \$250.00 (2316)
- b. Ron Jones, APC Engineer, for Travel from 4/28/15 to 4/30/15, APTI 454 Effective Permit Writing in Columbus, Ohio at a Cost not to Exceed \$482.00 (2331)
- c. David Hampton, APC Engineer, for Travel from 4/28/15 to 4/30/15, APTI 454 Effective Permit Writing in Columbus, Ohio at a Cost not to Exceed \$482.00 (2331)
- d. James Adams, Health Commissioner, for Travel from 5/18/2014 to 5/20/2014, Public health Combined Conference in Columbus, Ohio at a Cost not to Exceed \$538.00 (1001)

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the above out of district travel. Motion passed unanimously.

**Acceptance of Division Reports**

- a. Medical Director – Dr. Mader informed the Board that LaToya Dickens has been covering when Dr. Mader has been off.
- b. Nursing/WIC – Nothing else to report.
- c. Laboratory – Nothing else to report.
- d. OPHI/Surveillance – Amanda Archer will e-mail the OPHI/Surveillance report to the Board by the end of the week.
- e. Environmental Health – Nothing else to report.
- f. Air Pollution Control – Terri Dzienis reported that Stark County is in attainment for all air pollutant standards.
- g. Vital Statistics – Nothing else to report.
- h. Fiscal – Leigh Page reported that the Health Department is working on the 2014 Annual Report.
- i. Health Commissioner – Jim Adams reported Dr. Lakritz was re-appointed to the Board and that Patrick Wyatt was appointed the Canton City Health District's Licensing Council and will be appointed to the Board of Health.
- j. Accreditation Team – No report and nothing else to report.

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

**Other Business**

No other business.

**Announcement of Next Meeting: Monday, May 18, 2015 at 12:00pm**

The next regular scheduled meeting of the Board of Health of the Canton City Health Department will be on Monday, May 18, 2015, but the time has been changed from 12:00pm to 10:00am at the Canton City Health Department.

**Adjourn**

Ms. Snell moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:14pm.

  
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President of the Board of Health

  
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Secretary to the Board of Health

6/22/2015  
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Date of Approval