



Board of Health of the Canton City Health Department

Regular Meeting
Monday, April 28, 2014
@ 12:00pm



Public Health
Prevent. Promote. Protect.

MEETING 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 28, 2014 at 12:04pm with a quorum present.

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

Approval of Minutes of Meeting Held March 24, 2014

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the minutes of the regular meeting held March 24, 2014. Motion passed unanimously.

Approval of List of Bills Totaling \$179,470.75

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$179,470.75. Motion passed unanimously.

Consideration of Executive Session

Dr. Lakritz moved and Ms. Snell seconded a motion to go into executive session to discuss compensation of a public employee. A roll call vote was taken:

Dr. Hickman – Yes Dr. Lakritz – Yes Ms. Snell – Yes
Motion passed unanimously. The Board went into executive session at 12:08pm.

Ms. Snell moved and Dr. Lakritz seconded a motion to come out of executive session. A roll call vote was taken:

Dr. Hickman – Yes Dr. Lakritz – Yes Ms. Snell – Yes
Motion passed unanimously. The Board came out of executive session at 12:30pm.

Personnel

- a. Ms. Snell moved and Dr. Lakritz seconded a motion to approve LaTisha Culler going from Part-Time Seasonal to Part-Time Casual. Motion passed unanimously.
- b. Dr. Lakritz moved and Ms. Snell seconded a motion to approve the completion of the probationary period for Christi Allen effective 4/28/14. Motion passed unanimously.
- c. Ms. Snell moved and Dr. Lakritz seconded a motion to re-hire Courtney Justice for summer Part-Time Seasonal Clerk Technician for Environmental Health. Motion passed unanimously. Work dates will be provided at a later date.
- d. Ms. Snell moved and Dr. Lakritz seconded a motion to approve to hire Monique Hayes and Bhavan Shah, MD as Temporary Part-Time Seasonal Employees for Environmental Health from 5/19/14 – 8/22/14. Motion passed unanimously.

- e. Dr. Lakritz moved and Ms. Snell seconded a motion to hire Janessa Scott for Temporary Part-Time Seasonal Employee for Vital Statistics. Motion passed unanimously. The original agenda stated *Temporary Part-Time Casual*, but should have been *Temporary Part-Time Seasonal*.

Consideration of Approval of Recommendations of the Hearing Officer for Hearings Held on April 28, 2014

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the hearings held on April 28, 2014. Motion passed unanimously.

Consideration of Approval of Resolution 2014-08 Termination Pay

The resolution should be 2014-08 Terminal Pay.

Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2014-08 terminal pay for full-time employees to receive terminal pay for unused vacation time. Motion passed unanimously.

Consideration of Approval of Resolution 2014-09 Adding the Position of Project Coordinator and Amending the Position Classification Schedule

Ms. Snell moved and Dr. Lakritz seconded a motion to approve resolution 2014-09 to add the position of Project Coordinator (Fetal Infant Mortality Review) and to amend the Position Classification Schedule. Motion passed unanimously.

Consideration of Approval of Resolution 2014-10 Amending the Travel Clinic Fee

Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2014-10 amending the travel clinic so that the Health Commissioner in consultation with the Medical Director and the Director of Nursing can adjust the travel clinic fees on a bi-annual basis. Motion passed unanimously.

Consideration of Approval of the Fiscal Year 2015 Personal Responsibility Education Program (PREP) Grant Budget of \$159,308.87

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the fiscal year 2015 PREP grant budget of \$159,308.87. Motion passed unanimously.

Consideration of Approval of the Following Purchases

- a) Ms. Snell moved and Dr. Lakritz seconded a motion to approve the inSync Electronic Medical Records and Patient Management System from MD on-line at a cost not to exceed \$19,900.00 (Fund 1001 and/or 2313) for the Nursing Department. Motion passed unanimously.
- b) Dr. Lakritz moved and Ms. Snell seconded a motion to approve 6 tablet/laptop computers at a cost not to exceed \$7,000.00 (Fund 1001 and/or 2313) for the Nursing Department. Motion passed unanimously.

Consideration of Approval of Out of District Travel

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

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- a) Request approval for Pamela Gibbs, Health Service Coordinator, for travel on 5/13/14 & 5/14/14 for a Linkage to Care Database Training and OCPG in Columbus, Ohio at a cost not to exceed \$212.33 (2318)
- b) Request approval for Laura Roach, WIC Director, for travel on 5/8/14 & 5/9/14 for a State WIC Director's Meeting in Columbus, Ohio at a cost not to exceed \$229.47 (2316)
- c) Request approval for Laura Roach, WIC Director, for travel on 5/18/14 - 5/21/14 for the National WIC Association Annual Conference in Pittsburgh, PA at a cost not to exceed \$1,272.50 (2316)
- d) Request for James Adams, Health Commissioner, for travel on 5/19/14 - 5/21/14 for the Ohio Public Health Combined Conference in Columbus, Ohio at a cost not to exceed \$534.00 (1001)

Acceptance of Division Reports

- a. Medical Director – Dr. Mader had no report.
- b. Nursing/WIC – Diane Thompson discussed the Stark County Opiate Task Force that she and Patty McConnell participate in.
- c. Laboratory – No additional comments.
- d. OPHI/Surveillance – No report. Christina Henning informed the Board that there had been a case of measles reported in Knox County.
- e. Environmental Health – Mark Adams reported that there had been 130 dogs and cats at the rabies clinic.
- f. Air Pollution Control – No additional comments.
- g. Vital Statistics – No additional comments.
- h. Fiscal – No additional comments.
- i. Health Commissioner – Jim Adams informed the Board that each Board member is required to have at least 2 hours of continuing education credits each year. There will be a link on the Health Department's website for Ethics Training.

Ms. Snell moved and Dr. Lakritz seconded a motion to have the Board of Health each sign and send a letter to City Council in regards to the remodeling of the Health Department. Motion passed unanimously.

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

Other Business

There was no other business.

Announcement of Next Meeting: Monday, May 19, 2014 @ 12:00pm

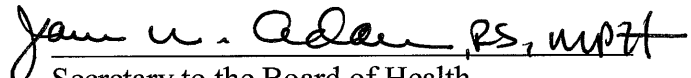
The next regular scheduled meeting of the Board of Health of the Canton City Health Department will be on Monday, May 19, 2014 at 12:00pm at the Canton City Health Department (1 week earlier due to Memorial Day).

Adjourn

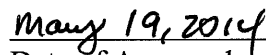
Ms. Snell moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:29pm.



President of the Board of Health



Secretary to the Board of Health



Date of Approval