



Board of Health Meeting
Monday, April 29, 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, April 29, 2019 at 12:00 PM with a quorum present.

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

Dr. James Johns introduced himself as a new member of the Board of Health.

Approve March 25, 2019 Board of Health Meeting Minutes

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

Approve List of Bills for \$160,341.62

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$160,341.62. Motion passed unanimously. Motion passed unanimously.

Approve Personnel:

a. Dea Most, WIC Dietitian (R5), Probationary Period Ending Retroactive to March 31, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve ending the probationary period for Dea Most, WIC Dietitian (R5) with half a step increase of \$1,022.00 to a salary of \$45,463.00 retroactive to March 31, 2019. Motion passed unanimously.

b. Pamela Johnson-Gibbs, Health Services Coordinator/DIS and LTC Supervisor (R6), Probationary Period Ending Retroactive to April 8, 2019

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve ending the probationary period for Pamela Johnson-Gibbs, Health Service Coordinator/DIS and LTC Supervisor (R6), with half a step increase of \$1,100.00 to a salary of \$55,290.36 retroactive to April 8, 2019. Motion passed unanimously.

c. Allison Black, Staff Nurse II (R5), Probationary Period Ending Retroactive to April 14, 2019

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve ending the probationary period for Allison Black, Staff Nurse II (R5), with half a step increase of \$1,022.00 to a salary of \$49,549.00 retroactive to April 14, 2019. Motion passed unanimously.

d. Nathan Sobczak, APC Engineer (R6), Probationary Period Ending Retroactive to April 28, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve ending the probationary period for Nathan Sobczak, APC Engineer (R6), with half a step increase of \$1,100.00 to a salary of \$47,858.00 retroactive to April 28, 2019. Motion passed unanimously.

e. Appointment of Two Part-Time Seasonal Public Health Technicians (PT11)

Ms. Lucas moved and Dr. Lakritz seconded a motion to appoint Sarah Kovachs to part-time seasonal Public Health Technician (PT11) at \$9.52 an hour with no 90-day probationary period with a start date of June 3, 2019 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001). Motion passed unanimously.

Ms. Lucas moved and Dr. Lakritz seconded a motion to appoint Matthew Margaritakis to part-time seasonal Public Health Technician (PT11) at \$9.52 an hour with no 90-day probationary period with a start date of May 6, 2019 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001). Motion passed unanimously.

f. **Appointment of Two Part-Time Recycling Health Technicians (PT11)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to appoint Michael Arnold to part-time Recycling Public Health Technician (PT11) at \$9.52 an hour with a half step increase after a satisfactory 90-day probationary period to \$9.72 an hour with a start date of April 30, 2019. The salary to come out of Recycling fund (2354 307001). Motion passed unanimously.

Ms. Lucas moved and Dr. Lakritz seconded a motion to appoint Rashad Miner to part-time Recycling Public Health Technician (PT11) at \$9.52 an hour with a half step increase after a satisfactory 90-day probationary period to \$9.72 an hour with a start date of April 30, 2019. The salary to come out of Recycling fund (2354 307001). Motion passed unanimously.

g. **Appointment of Disease Intervention Specialist (R5)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to appoint Shameem Ahmad to Disease Intervention Specialist (R5) at \$43,419.00 with a half step increase after a satisfactory 90-day probationary period to \$44,441.00 with a start date to be determined. The salary to come out of STD fund (2312) and HIV fund (2318). Motion passed unanimously.

h. **Appointment of Clinical Receptionist/Office Assistant (R2)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to appoint Ashley Archer to Clinical Receptionist/Office Assistant (R2) at \$32,124.00 with no increase after a satisfactory 90-day probationary period with a start date of May 6, 2019. The salary to come out of Nursing General fund (1001 303001), HIV fund (2318) and PREP fund (2323). Motion passed unanimously.

i. **Reclassification of Connie Standard, Public Health Clerk I (R1), to Clinical Receptionist/Office Assistant (R2)**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the reclassification of Connie Standard from Public Health Clerk I (R1) to Clinical Receptionist/Office Assistant (R2) with no salary adjustment effective April 29, 2019. Motion passed unanimously.

j. **Retirement of Connie Ash, Public Health Clerk I (PT1) Effective May 17, 2019**

Dr. Lakritz moved and Ms. Lucas seconded a motion to regretfully accept the retirement of Connie Ash, Public Health Clerk I (PT1) effective May 17, 2019. Motion passed unanimously.

k. **Notification of Outside Employment, Colton Masters, Staff Sanitarian II**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the outside employment of Colton Masters, Staff Sanitarian II. Motion passed unanimously.

l. **Preparedness Coordinator (R5) Position Description**

Motion to approve the Preparedness Coordinator (R5) position description. Motion passed unanimously.

Board of Health Minutes

April 29, 2019

Page (3)

m. Update Position Classification Schedule Environmental Health

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the updated Position Classification Schedule for Environmental Health. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for April 29, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the Hearing Officer for April 29, 2019. Motion passed unanimously.

Approve 2018 Moral Obligations

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the payment of the following 2018 moral obligations for a total of \$4,435.00:

- a. Access Health Stark County for \$1,350.00
- b. Alliance Family Health Center, Inc. for \$425.00
- c. Commquest Services, Inc. for \$175.00
- d. My Community Health Center for \$310.00
- e. Stark County Department of Job and Family Services for \$35.00
- f. Stark County Health Department for \$600.00
- g. Stark Metropolitan Housing Authority for \$765.00
- h. Stark Social Workers Network for \$65.00
- i. YWCA of Canton for \$710.00

Motion passed unanimously.

Approve an Agreements with Asian Services in Action, Inc.

- a. For them to Provide Proof Reading of Documents at a Cost not to Exceed \$1,239.40
- b. For to them to Provide Proof Translation of Documents at a Cost not to Exceed \$1,362.20
- c. For them to Provide Translation of Documents at a Cost not to Exceed \$278.25

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the above agreements with Asian Services in Action, Inc. Motion passed unanimously.

Approve Application Agreement with Pathways Community HUB Institute for HUB Certification at a Cost for Payment Not to Exceed \$550.00

Dr. Lakritz moved and Dr. Johns seconded a motion to approve an application agreement with Pathways Community HUB Institute for HUB Certification at a cost for payment not to exceed \$550.00. Motion passed unanimously.

Authorize a No Cost Agreement with Children's Hospital Medical Center of Akron (Akron Children's Hospital) for a Community Health Worker Program Operating in the Stark County THRIVE Pathways HUB (Operated by Canton City Public Health) Effective April 29, 2019

Ms. Lucas moved and Dr. Lakritz seconded a motion to authorize a no cost agreement with Children's Hospital Medical Center of Akron (Akron Children's Hospital) for a community health worker program operating in the Stark County THRIVE Pathways HUB (Operated by Canton City Public Health) effective April 29, 2019. Motion passed unanimously.

Approve agreement with Kent State University for an Internship/Practicum Site Agreement effective April 10, 2019

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve an agreement with Kent State University for an Internship/Practicum Site Agreement effective from April 10, 2019 through April 9, 2022. Motion passed unanimously.

Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use Thurman Munson Stadium in the Event of an Emergency effective April 29, 2019

Dr. Lakritz moved and Ms. Lucas seconded a motion to authorize a memorandum of understanding with the City of Canton for the health department to use Thurman Munson Stadium in the event of an emergency effective April 29, 2019. Motion passed unanimously.

Approve United Way of Greater Stark County for THRIVE Infant Mortality Funding Allocation to the Health Department in the Amount of \$75,491.00 for the Period of April 1, 2019 to March 31, 2020

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve United Way of Greater Stark County for THRIVE infant mortality funding allocation to the health department in the amount of \$75,491.00 for the period of April 1, 2019 to March 31, 2020. Motion passed unanimously.

Approve Resolutions:

a. 2019-09 Abatement of Public Nuisances

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve resolution 2019-09 authorizing the abatement of public nuisances. Motion passed unanimously.

b. 2019-10 Internships and Education Experience

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve resolution 2019-10 authorizing internships and education experiences at Canton City Public Health. Motion passed unanimously.

c. 2019-11 Wage and Salary Increases

Ms. Lucas moved and Dr. Johns seconded a motion to approve resolution 2019-11 authorizing wage and salary increases. Motion passed unanimously.

d. 2019-12 Rescind Chapter 257 of the Canton City Health Code – Frozen Desserts (First Reading)

James Adams read resolution 2019-12 rescinding chapter 257 of the Canton City Health Code – Frozen Desserts. No vote was taken after this first reading of the resolution.

e. 2019-13 Amend section 207.03 of the Canton City Health Code – Incompatible Employment

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve, with minor revisions, resolution 2019-13 amending section 207.03 of the Canton City Health Code – Incompatible Employment. Motion passed unanimously.

Approve Purchase/Services of the following items that are equal to or greater than \$5,000.00:

- a. PQ200 Ambient Air Sampler with VSCC for PM2.5 for an Amount Not to Exceed \$10,400.00
- b. Floor Repair up to \$20,000.00
- c. Painting up to \$6,000.00
- d. Replace 5 doors/door repair up to \$14,000.00
- e. Mosquito Adulticide up to \$12,000.00
- f. APC Lab remodel up to \$10,000.00
- g. Truck up to \$25,000.00

Board of Health Minutes

April 29, 2019

Page (5)

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve the above equipment and service purchases that are equal to, or greater than, \$5,000.00 each. Motion passed unanimously.

Approve Travel Authorization

- a. Laura Roach, WIC Director, Ohio WIC Program: Spring 2019 Director's Meeting, 05/01/2019 to 05/02/2019 in Grove City, Ohio at an Amount not to Exceed \$202.00 (WIC 2316)
- b. Jessica Boley, Epidemiologist I, 20th Annual Summer Program in Population Health, 06/16/2019 to 06/21/2019 in Columbus, Ohio at an Amount not to Exceed \$1,862.16 (THRIVE Fund 2314)
- c. Jessica Boley, Epidemiologist I, OEI Face to Face, 06/13/2019 to 06/14/2019 in Pickerington, Ohio at an Amount not to Exceed \$224.53 (THRIVE Fund 2314)
- d. James Adams, AOHC Spring Combined Public Health Conference, 05/13/2019 to 05/15/2019 in Worthington, Ohio at an Amount not to Exceed \$566.00 (Admin GF 1001 301001)
- e. David McCartney, Early Intervention Specialist Navigator, PrEP Navigation, 05/23/2019 to 05/24/2019 in Columbus, Ohio at an Amount not to Exceed \$236.00 (Early Intervention Specialist Fund 2319)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the above travel. Motion passed unanimously.

Mr. Wyatt instructed Robert Knight to arrange for testing of the department's security alarm activation buttons.

Dr. Hickman asked James Adams for an update on the status of the department's Pathways HUB Certification application. Mr. Adams reported that the department has proposed to divide the service area with the Stark County Community Action Agency but has not yet received a response to the proposal.

Acceptance of Reports

- a. Medical Director – Dr. Elias reported that Flu season is almost over.
- b. Nursing/WIC – Diane Thompson reported to the board that the state health department has asked Canton City Public Health to perform outreach services for vaccinations in response to the statewide Hepatitis A outbreak. She also reported that there will be an AIDS vigil on May 5, 2019 at New Vision United Church, 3129 Market Ave N at 4 PM.

Laura Roach reported that WIC's new fiscal year is set to begin on October 1, 2019 and that the program has received a funding cut of over \$30,000.00. She then reported that WIC will be hosting a farmer's market near the department on July 17, 2019.

Dr. Johns mentioned that there is data showing that WIC reduces infant mortality. Mr. Wyatt asked Ms. Roach about farmer's market vouchers for low income seniors, she referred Mr. Wyatt to the Area Agency on Aging.

- c. Laboratory – Nothing additional.
- d. OPHI/Surveillance – Nothing additional.
- e. THRIVE – Nothing additional.

Board of Health Minutes

April 29, 2019

Page (6)

- f. Environmental Health – Annmarie Butusov reported to the board that the actions listed on the Environmental Health division report may represent several inspections for each event.
- g. Air Pollution Control – Terri Dzienis reported that Republic Steel’s leaded steel production has been temporarily suspended until Republic is able to complete several corrective actions that were ordered by Ohio EPA and that Ohio EPA’s director recently fined Republic for previous violations.
- h. Vital Statistics – Nothing additional.
- i. Fiscal – Christi Allen reported to the board that she will be submitting the department’s annual financial report to Ohio Department of Health. Mayor Bernabei then signed the report.
- j. Health Commissioner – James Adams reported that the final report regarding the Stark County suicide cluster was released on the web sites of Stark County Health Department and Stark Mental Health and Addiction Recovery (Stark MHAR). He then reported that several department staff recently completed a full day of cultural competency training at Stark MHAR.
- k. Accreditation Team – Nothing additional.
- l. Quality Improvement and Performance Management – Terri Dzienis reported that she expects to have the updated performance management finalized for next month’s board meeting.

Other Business

Dr. Hickman reminded everyone that Canton City Public Health is co-sponsoring a rabies vaccination clinic on Saturday, May 4, 2019 from 1 to 3 PM at the Stark County Fair Grounds.

Announcement of Next Meeting: Monday, May 20, 2019 at 12:00 PM


The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, May 20, 2019 at 12:00 PM.

Adjournment

Ms. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:18 PM.



President of the Board of Health



Secretary to the Board of Health

5/20/2019

Date of Approval