



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting

Monday, May 21, 2018 @ 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 the Canton City Health Department on Monday, May 21, 2018 at 12:03 PM with a quorum present.

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

Approve April 23, 2018 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the April 23, 2018 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$838,798.65

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$838,798.65. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Mr. Wyatt moved and Dr. Lakritz 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 Dr. Lakritz – Yes

Motion passed unanimously. The Board entered executive session at 12:07 PM. The Board returned from executive session at 12:38 PM.

Mr. Adams discussed with the board, the THRIVE application to the Rockville Institute's Pathways Community HUB Certification Program (PCHCP). Mr. Adams relayed to the board that THRIVE has been working for several years toward certification and that one of the requirements is that there is not another Certified Pathways Community HUB in the area. He said that after the department's application was submitted to the Rockville institute, another area agency – the Stark County Community Action Agency (SCCAA) – applied for, and received, funding from the Minority Health Commission to apply for the PCHCP. CCHD was contacted by the Rockville Institute who requested that the department and SCCAA try reach an arrangement to rectify the submission of two PCHCP applications in the area. Mr. Adams has spoken with SCAA's Chief Executive Officer, Rodney Reasonover, but they have been unable to reach an agreement. Mr. Adams informed the board that if an agreement cannot be reach that he believes the Rockville Institute will weigh the merits of each application and decide which, if either, application to approve.

Approve Personnel

a. Director of Environmental Health Job Description

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the job description for the Director of Environmental Health. The pay range is to be 7 or 8, depending on educational qualifications. Motion passed unanimously.

b. Environmental Health Technician (R3) Job Description

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the job description for the full-time Environmental Health Technician (R3). Motion passed unanimously.

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c. Recycling Center Manager (R3) Job Description

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the job description for the full-time Recycling Center Manager (R3). Motion passed unanimously.

d. Air Pollution Control Engineering Technician I (R5) Job Description

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the job description for the full-time Air Pollution Control Engineering Technician (R5). Motion passed unanimously.

e. Appointment of WIC Peer Helper (PT13)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the appointment of Thea Bartlett as a part-time WIC Peer Helper (PT13) at \$10.64 an hour with a ½ step pay increase to \$10.86 an hour after a 90-day satisfactory probationary period with a start date the week of June 10, 2018. Salary to come out of the WIC funds – 2316. Motion passed unanimously.

f. Position Classification Schedule – EH

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the Position Classification Schedule change for the EH schedule, adding the position of Recycling Center Manager to the schedule. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for May 21, 2018

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the recommendations of the hearing officer for the May 21, 2018 hearings. Motion passed unanimously.

Approve the Canton Medical Education Foundation Agreement for the Purpose of the Resident Office Rotation at a Rate of \$13.00 per Segment for a Full-Time Resident for the Time Period of July 1, 2018 through June 30, 2019

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the Canton Medical Foundation agreement for the purpose of the resident office rotation at a rate of \$13.00 per segment for a full-time resident for the time period of July 1, 2018 through June 30, 2018. Motion passed unanimously.

Accept 2017 Annual Report

Mr. Wyatt moved and Dr. Lakritz seconded a motion to receive the 2017 Canton City Health Department annual report. Motion passed unanimously.

Approve Revisions to 800-016-P – HIPAA Policy

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve revisions to 800-016-P – HIPAA Policy. Motion passed unanimously.

Discuss/Approve 700-004-P – Credit Card Policy

The board discussed the purpose of, and procedures for, 700-004-P_Credit Card Policy with Mr. Adams and Ms. Allen. Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve 700-004-P_Credit Card Policy. Motion passed unanimously.

Approve Travel Authorization

a. Annie Butusov, Epidemiologist I, for Travel from 06/14/2018 to 06/15/2018, OEI Technical Assistance, Face to Face Meeting in Pickerington, OH at a Cost Not to Exceed \$232.24 (2314)

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- b. Dawn Miller, THRIVE Project Manager, for Travel from 06/14/2018 to 06/15/2018, OEI Technical Assistance, Face to Face Meeting in Pickerington, OH at a Cost Not to Exceed \$232.24 (2314)
- c. Linda Morckel, APC Monitoring & Inspection Supervisor, for Travel from 08/12/2018 to 08/17/2018, National Ambient Air Monitoring Conference in Portland, OR at a Cost Not to Exceed \$2,206.75 (2331)
- d. Amanda Archer, Epidemiologist II, for Travel from 06/17/2018 to 06/22/2018, 19th Annual Summer Program in Population Health in Columbus, OH at a Cost Not to Exceed \$1,076.95 (2314)
- e. Christina Henning, Laboratory Director, for Travel from 06/10/2018 to 06/15/2018, Polarized Light Microscopy Course in Westmont, IL at a Cost Not to Exceed \$1,073.00 (2331 - \$536.50 and 1001 304001 - \$536.50)
- f. Linda Morckel, APC Monitoring & Inspection Supervisor, for Travel from 06/10/2018 to 06/15/2018, Polarized Light Microscopy Course in Westmont, IL at a Cost Not to Exceed \$1,073.00 (2331)
- g. Kimberly Koons, Dietitian II, for Travel from 06/19/2018 to 06/21/2018, WIC Outpatient Breastfeeding Champion Training in Columbus, OH at a Cost Not to Exceed \$478.00 (2316).

Dr. Lakritz moved and Mr. Wyatt 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 – Diane Thompson reviewed with the board a list of referrals she's received from partner agencies for the Newborn Home Visiting program. She also reported that an AIDS vigil was held the night before with the theme "Past and Present". About 60 people were in attendance.

Laura Roach reported that WIC has confirmed a list of farmers who will be attending upcoming Farmers' Markets near the department on July 17, 2018 and July 23, 2018. The markets will be open from 10 AM until 1 PM.

- c. Laboratory – Krys Henning reported that Heather MacDonald returned to work today after an extended absence.
- d. OPHI/Surveillance – Mr. Adams reported that Amanda Archer recently completed revisions to the Epi Response Plan and that the department recently completed an after-hours drill conducted by Ohio Department of Health. He reported that Dr. Elias assisted Massillon City Health Department in this drill as well.
- e. THRIVE – Dawn Miller reported that THRIVE recently submitted a grant request to Ohio Department of Health for the purpose of supporting staff salaries.
- f. Environmental Health – Mr. Adams thanked Gus Dria and Rick Miller for their help in completing the EH Director's responsibilities while the position is vacant. He additionally reported that an area business, who is selling cottage foods, appears to be selling meals, candies and fresh fruit – prepared in an unlicensed facility – using a private Facebook group. Rick Miller advised the board that he has prepared a Cease and Desist order.

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Gus Dria reported that the department's Recycle Center has recently started operating with expanded hours. The center is now open Monday through Friday from 9 AM to 3 PM and is also open the second Saturday of each month. Mr. Dria also reported that the department has taken over management of the Beautify a Neighborhood (BAN) program from another city department. The program allows neighborhoods to perform clean-up activities followed by responses from the Health, Street and Sanitation departments to remove waste, clean streets and repair road damage.

Dr. Hickman reported that he and the EH department recently participated in a rabies vaccination clinic sponsored by the county dog warden. The clinic had about 150 participants. Dr. Hickman also assisted with a rabid bat exposure that is being handled by the county health department.

- g. Air Pollution Control – Nothing additional to report
- h. Vital Statistics – Mr. Adams reported to the board that the division has been working with LexisNexis to restore website ordering of birth and death records. This process is expected to be completed within the next few weeks.
- i. Fiscal Officer – Nothing additional to report
- j. Health Commissioner – Mr. Adams and Christi Allen reported to the board that several volunteers from the department worked with volunteers from other city departments on a city clean-up day.
- k. Accreditation – Rob Knight reported to the board that the department is now halfway through the submission period for uploading documents to ePHAB. The PHAB deadline is November 15, 2018 but accreditation team recently set a self-imposed deadline of October 1, 2018.
- l. Quality Improvement – Terri Dzienis reported that the QI committee has completed their first effectiveness report. The team did not meet all of their goals but some progress has been achieved.

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

Dr. Lakritz left at this time, 1:31 PM

Other Business

No other business was discussed

Announcement of Next Meeting: Monday, June 25, 2018 at 12:00 PM

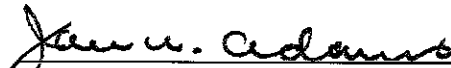
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, June 25, 2018 at 12:00 PM.

Adjourn

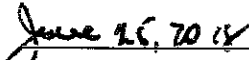
The meeting adjourned at 1:37 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval