



Board of Health of the
Canton City Health District

**MINUTES OF THE
REGULAR MEETING
HELD
JUNE 24, 2013**



Public Health
Prevent. Promote. Protect.

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.

A roll call of members present: Dr. Hickman, Mr. Schott, Mrs. Jenkins, Dr. Mader.

Stephanie Gallagher was present representing Mayor Healy.

APPROVAL OF MINUTES

The minutes of the regular meeting held May 20, 2013 were approved upon motion by Mr. Schott, second by Mrs. Snell.

APPROVAL OF LIST OF BILLS

The list of bills in the amount of \$144,543.68 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

It was moved by Mr. Schott, second by Mrs. Snell, to approve the completion of the probationary period for Amy Slater effective June 26, 2013 with a ½ step increase to an annual salary of \$40,871.50.

It was moved by Mr. Schott, second by Mrs. Snell, to approve the salary recommendation of \$55,678 annually for Janet Copeland, Public Health Nurse II, effective July 1, 2013.

It was moved by Dr. Mader, second by Mr. Schott to approve the appointment of Ashanti Alexander to a Public Health Clerk I in Nursing Division. If Ms. Alexander does not accept the

position, the offer will be extended to Mandy Skillern. Starting pay is Range 1, Step 1 at an annual salary of \$27,697. A start date is planned for July 8, 2013. Commissioner Adams explained to the Board how this position became available with the transfer of Jil Neuman to Vital Statistics from Nursing.

APPROVAL OF HEARING OFFICER RECOMMENDATIONS FOR HEARINGS HELD JUNE 24, 2014

It was moved by Mrs. Snell, second by Dr. Mader, to approve the recommendations of the hearing officer for hearings held on June 24, 2013 listed as Exhibit A. Motion carried.

CONSIDERATION OF AMENDED CONTRACT WITH EPA FOR AIR POLLUTION CONTROL SERVICES

It was moved by Mrs. Snell, second by Dr. Mader, to approve the extension of current contract by three months, until 9/30/2013, with additional funding in the amount of \$119,724. Commissioner Adams indicates that because a contract cannot go beyond The State Ohio biennium budget, we occasionally will have a nine-month contract with an extension of three months. Motion carried.

APPROVAL OF RENEWAL OF LEXIS NEXIS SUBSCRIPTION

It was moved by Mr. Schott, second by Dr. Mader, to approve the renewal of subscription in the amount of \$3,084 annually for the period 7/1/2013 through 6/30/2014. This data is used for various investigations.

CONSIDERATION OF APPLICATION TO IRS FOR TAXPAYER IDENTIFICATION NUMBER FOR THE CANTON CITY HEALTH DISTRICT

A discussion was led by Commissioner Adams about the need for third-party payers to identify Canton City Health Department with a unique tax ID number. For business purposes, CCHD needs an identifier separate from the general number(s) used by the city. He requested the approval of the Board to begin the process to request this number from IRS. Commissioner Adams indicates that CCHD will work with the law department to move forward as other health departments have done. Motion by Mr. Schott, second by Mrs. Snell. Motion carried.

APPROVAL OF OUT OF DISTRICT TRAVEL

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

- a. Request approval for Carl Safreed, Air Pollution Control Engineer, for travel on 7/23-24/2013 for the Environmental Permitting in Ohio conference in Columbus, Ohio at a cost not to exceed \$42.00. (2331)
- b. Request approval for Joy Dougan, Staff Nurse II, for travel on 7/22-24/2013 for the Linkage to Care and Fund Street Safety trainings in Columbus, Ohio at a cost not to exceed \$398.00. (2312)
- c. Request approval for Marcy Smith, Jennifer Roberts, Jennifer Figler, Sarah Milini, Erin Bradley, WIC Peer Helpers, for travel on 8/21-22/2013 for the WIC Statewide Breastfeeding Meeting in Columbus, Ohio at a cost not to exceed \$171.00 per employee (total \$855.00). (2316)
- d. Request approval for Ron Jones, Justin Helms, Marisa Toppi, Air Pollution Control Engineers, for travel on 7/23-24/2013 for the environmental Permitting in Ohio Conference in Columbus, Ohio at a cost not to exceed \$356.00 per employee (total \$1049.50). (2331)

DIVISION REPORTS

Medical Director – Dr. Chong entertained questions from Dr. Hickman regarding the increasing incidence of diabetes in the last three years.

Nursing – Diane Thompson provided a written report. No additional comments.

OHP/Surveillance – Krys Henning provided a written report. She led a discussion with Dr. Chong, Dr. Hickman and Mr. Schott regarding a recent outbreak of scabies.

Environmental Health – Mark Adams submitted a written report. He also pointed out the enforcement of a city ordinance that requires landlords to provide trash containers to tenants. The ordinance was passed in 2009 but has only recently been enforced. Mr. Adams indicates that dumpsters are generating revenue for the city, and about five per day are being rented. He believes this is a step forward in cleaning the city. He answered questions about a specific property and discussed litter control.

Air Pollution Control – Terri Dzienis offered to answer questions in addition to her written report. She adds that numerous letters regarding asbestos compliance have been sent to government offices. There is a plan to send them to contractors and demolition companies. Other health departments are not to issue demolition permits without our approval letters.

Laboratory – Jim Ames provided a written report. No additional information to add.

Fiscal – Leigh Page provided a written report. No additional information to add.

Health Commissioner – Commissioner Adams provided an update on the Stark County Equity Institute for Infant Mortality. A “kick-off” training will take place on July 23 in Columbus, Ohio. The project will require a commitment from all participants. We have \$20,000 in local matching funds. \$10,000 will come from CCHD, Commissioner Adams hopes to obtain \$10,000 from other funding sources in the community. CCHD may “front” \$10,000 until other sources of funding are secured. The total financial commitment for the project is \$40,000.

EXECUTIVE SESSION

A motion was made by Mr. Schott, second by Mrs. Snell to enter into executive session to include the members of the Board of Health and the Health Commissioner. Roll Call:

Mr. Schott, yes.

Dr. Mader, yes.

Dr. Hickman, yes.

Motion carried. The Board of Health entered executive session at 12:45 p.m.

A motion was made by Dr. Hickman, second by Mrs. Snell, to return to regular session. Roll call:

Mr. Schott, yes.

Dr. Mader, yes.

Dr. Hickman, yes.

Motion carried. The Board of Health returned to regular session at 12:55 p.m.

OTHER BUSINESS


There was no other business for discussion.

MEETING ANNOUNCEMENTS


The next regularly scheduled meeting of the Board of Health will be Monday, July 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 Dr. Hickman, second by Mrs. Snell. Motion carried. The meeting was adjourned at 1:05 p.m.



President of the Board of Health



Secretary to the Board of Health

7/22/2013

Date of Approval