



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, June 24, 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, June 24, 2019 at 12:00 PM with a quorum present.

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

Unfinished Business

There was no unfinished business.

Approve May 20, 2019 Board of Health Meeting Minutes

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the May 20, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$127,756.89

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$127,756.89. Motion passed unanimously.

Election of Vice-President

Dr. Hickman moved and Dr. Lakritz seconded a motion to nominate Mr. Wyatt as the Vice-President of the Board of Health. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Abstained Dr. Johns – Yes Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed with four votes for and one abstention.

Approve Executive Session to Discuss Matters to be Kept Confidential and Compensation of a Public Employee

Mr. Wyatt moved and Dr. Lakritz seconded a motion to enter executive session to discuss matters required to be kept confidential and to discuss the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed unanimously.

Personnel:

Personnel item “Approve Probationary Period Ending for David McCartney, Early Intervention Specialist (R5), Retroactive to June 9, 2019” was added to the Board agenda.

a. Appointment of APC Engineer (R6)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the appointment of Andrew Molnar as APC Engineer (R6) at \$46,758.00 a year with a half step increase after a satisfactory 90-day probationary period to \$47,858.00 a year with a start date of July 22, 2019 with a second choice

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of Cody Pizzola. The salary to be paid from the APC fund (2331 301001 and/or 2332 301001). Motion passed unanimously.

b. Appointment of WIC Peer Helper (PT13)

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the appointment of Joni Mitzel as part-time WIC Peer Helper (PT13) at \$10.64 an hour with a half step increase after a satisfactory 90-day probationary period to \$10.86 an hour with a start date to be determined with a second choice of Natatia Peterson. The salary to be paid from the WIC fund (2316). Motion passed unanimously.

c. Appointment of Preparedness Coordinator (R5)

No vote was taken and this motion was tabled.

d. Approve Probationary Period Ending for Kim Campbell, APC Engineering Technician (R5), Retroactive to May 26, 2019

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Kim Campbell, APC Engineering Technician retroactive to May 26, 2019 with no pay increase. Motion passed unanimously.

e. Accept Resignation of Denny Tan, Sanitarian (R5) Effective July 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to accept the resignation of Denny Tan, Sanitarian II (R5), effective July 25, 2019. Motion passed unanimously.

f. Accept Resignation of Colton Masters, Sanitarian (R5)

Dr. Lakritz moved and Dr. Johns seconded a motion to accept the resignation of Colton Masters, Sanitarian II (R5) effective July 17, 2019. Motion passed unanimously.

Dr. Hickman congratulated Mr. Masters on completing his Master of Public Health degree.

g. Approve Amended Position Description for Director of Environmental Health (R7 or R8)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the amended position description for Director of Environmental Health (R7 or R8). Motion passed unanimously.

h. Approve Position Description for Sanitarian I (R4)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the position description for Sanitarian I (R4). Motion passed unanimously.

i. Approve Probationary Period Ending for David McCartney, Early Intervention Specialist (R5), Retroactive to June 9, 2019

Motion to approve the probationary period ending for David McCartney, Early Intervention Specialist (R5), with a half step increase to \$44,441.00 retroactive to June 9, 2019. Motion passed unanimously.

Approve Patient Write Off

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the patient write off for MRN 34289 for \$337.27. Motion passed unanimously.

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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 \$1,600.00:

- a. Access Health Stark County for \$885.00
- b. Alliance Family Health Center, Inc. for \$160.00
- c. My Community Health Center for \$220.00
- d. Stark County Health Department for \$25.00
- e. Stark Metropolitan Housing Authority for \$235.00
- f. Stark Social Workers Network for \$75.00

Motion passed unanimously.

Approve Recommendations of the Hearing Officer for June 24, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for June 24, 2019. Motion passed unanimously.

Approve Resolutions:

- a. **2019-12 Rescind Chapter 257 of the Canton City Health Code – Frozen Desserts (3rd Reading)**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve resolution 2019-12 rescinding chapter 257 of the Canton City Health Code – Frozen Desserts. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed unanimously.

Approve Revised Strategic Plan 2020

No vote was taken and this motion was tabled.

Authorize an Agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) Local Health Department Process to Receive Funding for a Period of July 1, 2019 through June 30, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to authorize an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) local health department process to receive funding for a period of July 1, 2019 through June 30, 2021. Motion passed unanimously.

Authorize an Agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free Investigations to Receive an Amount Not to Exceed \$125.00 per Completed Investigation for a Period of July 1, 2019 through June 30, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free investigations to receive an amount not to exceed \$125.00 per completed investigation for a period of July 1, 2019 through June 30, 2021. Motion passed unanimously.

Authorize an Agreement with the Ohio Department of Health for the Sexually Transmitted Infections (STI) Medication Agreement at no Cost for the Period of July 1, 2019 through June 30, 2023

Dr. Lakritz moved and Dr. Johns seconded a motion to authorize an agreement with the Ohio Department of Health for the Sexually Transmitted Infections (STI) Medication Agreement at no cost for the period of July 1, 2019 through June 30, 2019. Motion passed unanimously.

Authorize an Agreement with LexisNexis for Database and Search Services to be paid at \$180.00 a Month for a Period of July 1, 2019 through June 30, 2020

Dr. Lakritz moved and Ms. Lucas seconded a motion to authorize an agreement with LexisNexis for database and search services to be paid at \$180.00 per month for a period of July 1, 2019 through June 30, 2019. Motion passed unanimously.

Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use The Johnson Center, Malone University in the Event of an Emergency effective June 24, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to authorize a memorandum of understanding with the City of Canton for the health department to use The Johnson Center, Malone University in the event of an emergency effective June 24, 2019. Motion passed unanimously.

Approve Contract Amendment and Renewal to the FFY 2018-2019 Ohio EPA Air Pollution Control Agreement to extend the existing contract term of 10/01/2017-06/30/2019 by 3 months to end on 09/30/2019 and to Provide Additional Funding of \$117,416 and Funding Adjustments for a Total Funding amount of \$1,585,608 (\$799,700 FFY18 and \$785,908 FFY19), Including an Obligation for the Provision of \$40,000 per year of City/Local Funds

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve a contract amendment and renewal to the FFY 2018-2019 Ohio EPA Air Pollution Control Agreement to extend the existing contract term of 10/01/2017-06/30/2019 by 3 months to end on 09/30/2019 and to provide additional funding of \$117,416 and funding adjustments for a total funding amount of \$1,585,608 (\$799,700 FFY18 and \$785,908 FFY19), including an obligation for the provision of \$40,000 per year of city/local funds. Motion passed unanimously.

Authorize an Agreement with the Stark County Health Department for the FY2020 Public Health Emergency Preparedness (PHEP) Grant to Receive an Amount not to Exceed \$90,000.00 for the Period of July 1, 2019 through June 30, 2020

Mr. Wyatt moved and Ms. Lucas seconded authorize an agreement with the Stark County Health Department for the FY2020 Public Health Emergency Preparedness (PHEP) Grant to receive an amount not to exceed \$90,000.00 for the period of July 1, 2019 through June 30, 2020. Motion passed unanimously.

Approve the FY20 Get Vaccinated Grant Application and Initial Budget to Receive an Amount not to Exceed \$108,946.00 for a Period of July 1, 2019 through June 30, 2020 with the Following Sub-grantees:

- a. Alliance City Health Department Contract in the Amount of \$21,248.00
- b. Stark County Health Department Contract in the Amount of \$44,450.00

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the FY20 Get Vaccinated grant application and initial budget to receive an amount not to exceed \$108,946.00 for a period of July 1, 2019 through June 30, 2020 with the above sun-grantees. Motion passed unanimously.

Approve the FY20 WIC Grant Application and Initial Budget to Receive an Amount not to Exceed \$1,301,966.00 for a Period of October 1, 2019 through September 30, 2020 with the Following Sub-grantees:

- a. Alliance City Health Department Contract in the Amount of \$120,536.00
- b. Massillon City Health Department Contract in the Amount of \$138,537.00
- c. Stark County Health Department Contract in the Amount of \$366,468.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY20 WIC grant application and initial budget to receive an amount not to exceed \$1,301,966.00 for a period of October 1, 2019 through September 30, 2020 with the above sub-grantees. Motion passed unanimously.

Approve Addendum Agreements for the FY19 WIC Grant for a Period of October 1, 2018 through September 30, 2019 with the Following Sub-grantees:

- a. Alliance City Health Department - \$118,853.00 (originally approved at \$114,337.00 on 7/23/18)
- b. Massillon City Health Department - \$135,461.60 (originally approved at \$134,520.00 on 7/23/18)
- c. Stark County Health Department - \$395,093.00 (originally approved at \$366,468.00 on 7/23/18)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve addendum agreements for the FY19 WIC grant for a period of October 1, 2018 through September 30, 2019 with the above sub-grantees. Motion passed unanimously.

Authorize an Agreement with Sisters of Charity Foundation of Canton to Support the Stark County THRIVE Healthy Eating for Health Babies Project to Receive \$45,232.00 for the Period of June 1, 2019 through May 31, 2021

Mr. Wyatt moved and Dr. Johns seconded a motion to authorize an agreement with Sisters of Charity Foundation of Canton to support the Stark County THRIVE Healthy Eating for Healthy Babies project to receive \$45,232.00 for the period of June 1, 2019 through May 31, 2021. Motion passed unanimously.

Approve Travel Authorization

- a. Dawn Miller, Project Manager, 2019 NACCHO Conference, 07/09/2019 to 07/12/2019 in Orlando, Florida at an Amount not to Exceed \$2,224.13 (THRIVE 2314)
- b. Carl Safreed, APC Engineer, 29th Annual Environmental Permitting in Ohio, 07/24/2019 to 07/25/2019 in Columbus, Ohio at an Amount not to Exceed \$168.60 (APC 2331)
- c. Nathan Sobczak, APC Engineer, 29th Annual Environmental Permitting in Ohio, 07/24/2019 to 07/25/2019 in Columbus, Ohio at an Amount not to Exceed \$363.60 (APC 2331)
- d. Courtney Grossman, APC Monitoring & Inspection Technician, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)
- e. Kim Campbell, APC Engineering Technician, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)
- f. Ron Jones, APC Engineer, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)

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

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Acceptance of Reports

- a. Medical Director – Nothing additional
- b. Nursing/WIC – Nothing additional
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Amanda Archer reported that there was recently an outbreak of Scabies in two facilities
- e. THRIVE – James Adams reported that Jessica Boley recently returned from the Annual Summer Program in Population Health.
- f. Environmental Health – Annmarie Butusov reported that the division has a training with the Workers Compensation Bureau scheduled at the Recycle Center. She also reported that the division is soliciting applications from the community for the open recruiting at Civil Service for sanitarians.

Mr. Wyatt asked about mosquito spraying in Canton and Ms. Butusov reported that there have been no positive tests on mosquitos, so far, and that spraying hasn't started.

Mr. Adams reported to the board that Environmental Health will work closely with the Building Code Department to bridge the gap, left by recent resignations, until the division's open positions can be filled.

- g. Air Pollution Control – Nothing additional
- h. Vital Statistics – Ms. Lucas reviewed the Vital Statistics report and mentioned that she's concerned about a recent rise in the number of births to teenage mothers.
- i. Fiscal – Mr. Adams reported that he and Christi Allen recently met with the city to discuss opening an agency fund for health department funds rather than using the general fund.
- j. Health Commissioner – Nothing additional

Dr. Lakritz left at this time 1:32 PM

- k. Accreditation Team – Robert Knight reported to the board that the Public Health Accreditation Board site visit team recently reopened several of the submitted documents to request clarification or additional documents. He said that the department has until July 4, 2019 to respond and that this work has mostly been completed. Mr. Knight expects to receive a draft agenda for the site visit soon and is planning to prepare training for board members and department staff soon.
- l. Quality Improvement and Performance Management – Nothing additional

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

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Other Business

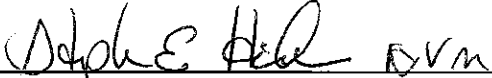
No other business was discussed.

Next Meeting: Monday, July 22, 2019 at 12:00pm


Ms. Lucas advised the other Board of Health members that she will not be present at the next meeting.

Adjournment

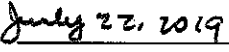
Ms. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:40 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval