



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting

Monday, August 28, 2017 @ 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, August 28, 2017 at 12:06 PM with a quorum present.

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

Approve July 24, 2017 Board of Health Meeting Minutes

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the July 24, 2017 Board of Health meeting minutes. Motion passed unanimously.

Approve August 16, 2017 Special Board of Health Meeting Minutes

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the August 16, 2017 Special Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$133,458.74

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$133,458.74. Motion passed unanimously.

Approve Personnel

- a. **Resignation of Alexander Nupp, APC Technician (PT11), Effective August 4, 2017**
- b. **Resignation of Anthony Raymond, APC Technician (PT11), Effective August 25, 2017**
- c. **Resignation of John Burke, Public Health Technician (PT11), Effective August 15, 2017**
- d. **Resignation of Amanda Spencer, Public Health Technician (PT11), Effective August 22, 2017**
Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the listed resignations. Motion passed unanimously.
- e. **Family Nurse Practitioner/Nursing Supervisor (R7) Job Description**
Ms. Snell moved and Dr. Lakritz seconded a motion to approve the Family Nurse Practitioner/Nursing Supervisor job description. Motion passed unanimously.
- f. **Exceptional Appointment of Amanda Morningstar to Family Nurse Practitioner/Nursing Supervisor (R7)**
Dr. Lakritz moved and Ms. Snell seconded a motion to approve the exceptional appointment of Amanda Morning to Family Nurse Practitioner/Nursing Supervisor (R7) at \$71,913.00 a year with a ½ step pay increase to \$73,083.00 after a 90-day satisfactory probationary period with a start date of September 1, 2017. Dr. Lakritz moved and Ms. Snell also seconded a motion to approve the additional 3 year(s) of service credit to be added in accordance with Health Code Section 207.18 (h) so that her adjusted start date will be August 31, 2014, for vacation credit purposes only. Also, for 69.07 hours be added to her sick time balance in accordance with Health Code Section 207.18 (h). Motion passed unanimously.
- g. **Unpaid Personal Leave of Absence for David Hampton for 5 days, September 5 – September 8 and September 11**
Mr. Wyatt moved and Ms. Snell seconded a motion to approve the unpaid person leave of absence for David Hampton for five days: September 5, 2017 through September 8, 2017 and September 11, 2017. Motion passed unanimously.

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- h. Unpaid Personal Leave of Absence for Samuel Norman for 5 days, September 18 – September 22**
Mr. Wyatt moved and Ms. Snell seconded a motion to approve the unpaid leave of absence for Samuel Norman for five days: September 18, 2017 through September 22, 2017. Motion passed unanimously.
- i. Additional Personal Holidays for Full and Part Time Employees for 2017**
This item was removed from consideration. No motions were made.

Approve Recommendations of the Hearing Officer for August 28, 2017

Ms. Snell moved and Mr. Wyatt seconded a motion to approve the recommendations of the hearing officer for August 28, 2017. Motion passed unanimously.

Authorize a Contract with the YWCA of Canton for \$22,500.00 for the Purpose of Receiving Grant Funding for Performing on Site Clinic Services (Early Headstart Outreach) for a Period of September 1, 2017 through August 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to authorize a contract with YWCA of Canton for \$22,500.00 for the purpose of receiving grant funding for performing on site clinic services (Early Headstart Outreach) for a period of September 1, 2017 through August 31, 2018. Motion passed unanimously.

Authorize an Agreement with the Ohio Action Coalition to Receive a Stipend in the Amount of \$1,000.00 for Participation in a Pilot Project for Assessing the Core Determinants of Health Using a Screen Tool Known as the "Core 5" in the Sexually Transmitted Infection Clinic for a Period of 30 Days

Ms. Snell moved and Dr. Lakritz seconded a motion to authorize an agreement with the Ohio Action Coalition to receive a stipend in the amount of \$1,000.00 for participation in a pilot project for assessing the core determinants of health using a screen tool known as the "Core 5" in the sexually transmitted infection clinic for a period of 30 days. Motion passed unanimously.

Approve FY2018 STD Grant Application and Initial Budget in the Amount of \$30,197.00 (Grant period runs from 01/01/2018 to 12/31/2018) with the Following Sub-grantee for this Grant Cycle:

- a. Mahoning County District Board of Health Contract in the Amount of \$9,850.56**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the FY18 STD grant application and initial budget in the amount of \$30,197.00 with a grant period from 01/01/2018 to 12/23/2018 and the above sub-grantee. Motion passed unanimously.

Approve FY2018 HIV Grant Application and Initial Budget in the Amount of \$300,439.00 (Grant Period runs from 01/01/2018 to 12/31/2018) with the Following Sub-grantees for this Grant Cycle:

- a. Alliance City Health Department in the Amount of \$10,000.00**
b. Mahoning County Health Department in the Amount of \$79,366.00
c. New Philadelphia City Health Department in the Amount of \$20,025.00
d. Planned Parenthood of Greater Stark County in the Amount of \$20,945.00
e. Comprehensive Care Clinic in the Amount of \$10,000.00
f. Sandra Guist in the Amount of \$450.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY18 HIV grant application and initial budget in the amount of \$300,439.00 with a grant period from 01/01/2018 to 12/31/2018 with the above sub-grantees. Motion passed unanimously.

Approve Travel Authorization

- a. Kimberly Koons, WIC Dietitian III, for Travel from 11/7/17 to 11/8/17, Leadership Essentials for Health District Success in Columbus, OH at a Cost not to Exceed \$104.50 (1001)**

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- b. Christi Allen, Fiscal Officer, for Travel from 11/7/17 to 11/8/17, Leadership Essentials for Health District Success in Columbus, OH at a Cost not to Exceed \$104.50 (1001)
- c. Dawn Miller, THRIVE Project Manager, for Travel on 8/23/17, Social Determinants Infant Mortality Housing Sub-committee Meeting in Columbus, OH at a Cost not to Exceed \$25.00 (2314)
- d. James Adams, Health Commissioner, for Travel from 9/25/17 to 9/27/17, AOHC Fall Conference in Dublin, OH at a Cost not to Exceed \$750.00 (1001)
- e. Pamela Gibbs, Health Services Coordinator, for Travel from 10/19/17 to 10/20/17, Transforming Care Conference, in Columbus, OH at a Cost not to Exceed \$238.13 (2318)

Ms. Snell moved and Mr. Wyatt seconded a motion to approve the above out of district travel. Motion passed unanimously.

Acceptance of Division Reports

- a. Medical Director – Dr. Elias believes that the SWAP program is going well. He also discussed his concerns about the over-use of antibiotics. Dr. Elias believes that the department should educate the public about the dangers of over-prescribing.
- b. Nursing/WIC – Dr. Lakritz asked about the SWAP program. Diane Thompson said that the program has 27 established clients with a 75% return rate and that the clients seem satisfied. Amanda Archer said that the program has collected over 1,900 syringes and has distributed over 2,000. She said that the syringes cost \$0.07 each while a Hepatitis case could cost over \$100,000.00 in medication alone. A single case would cost more than one million syringes.

Mr. Wyatt left at this time (1:09 PM)

- c. Laboratory – The air conditioning unit in the laboratory was recently repaired.
- d. OPHI/Surveillance – Nothing additional to report.
- e. THRIVE – This year's infant mortality rates are likely to match those from last year. A nurse from Stark County Health Department will be conducting maternal interviews. Also, an administrative assistant candidate has been selected and is likely to start in October, after board approval.
- f. Environmental Health – The division is changing the way they track data to be more in line with the expectations of a performance management system. Also, two part-time employees have now started working at the recycle center.
- g. Air Pollution Control – Republic Steel has just received two repeat violations and Ohio EPA is considering enforcement action. After two months of monitoring at the site, it has been established that air lead levels are high but within compliance. They've also discovered a high level of manganese in the samples. Ohio EPA has said that they don't wish to hold a public meeting about the issues at Republic until they have answers.
- h. Vital Statistics – The division's new employee will be starting on Thursday.
- i. Fiscal Officer – It is time to start working on next year's budget.

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- j. Health Commissioner – The Health Commissioner spoke about the budget process and gave an accreditation status update.
- k. Accreditation – The department’s application will be submitted very soon. It has been delayed due to trainings and other time away from the department.
- l. Quality Improvement – The telephone answering project has started and the team has met twice. This project is expected to be completed soon.

Ms. Snell moved and Dr. Lakritz seconded a motion to accept the Division reports. Motion passed unanimously.

Other Business

Dr. Hickman asked who will draft a letter to Ohio Department of Health regarding the Board’s stance on the use of electronic cigarettes indoors. He stated that the devices expose to public to unknown chemical risks and that he believes that no studies have been conducted showing any evidence of benefits from their use. Mr. Adams said that he will look in to the matter and draft a letter.

Announcement of Next Meeting: Monday, August 28, 2017 at 12:00 PM


The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, September 25, 2017 at 12:00 PM.

Adjourn

Ms. Snell moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:26 PM.



President of the Board of Health



Secretary to the Board of Health

Sept. 25, 2017
Date of Approval