



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

## Board of Health Meeting

Monday, August 26, 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, August 26, 2019 at 12:00 PM with a quorum present.

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

#### **Unfinished Business**

Dr. Hickman recognized the outstanding effort of all department staff members, and named several specifically for their work on the department's Public Health Accreditation project.

Mr. Wyatt thanked Elonda Williams for representing the department at the safety fair on July 30, 2019.

#### **Approve July 22, 2019 Board of Health Meeting Minutes**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the July 22, 2019 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve July 25, 2019 Special Board of Health Meeting Minutes**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the July 25, 2019 Special Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills for \$142,119.96**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$142,119.96. Motion passed unanimously.

Dr. Lakritz asked about a recent spike in the number of indigent cremations and the cost. Mr. Adams and Ms. Allen said that the department sends a Request for Proposal (RFP) to local funeral homes and the lowest bid sets the cost, but that this has not been updated for some time. Dr. Lakritz requested a new RFP be sent.

#### **Personnel:**

**a. Approve Probationary Period Ending for Michael Arnold, Recycling Public Health Technician (PT11), Retroactive to July 29, 2019**

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Michael Arnold, Recycling Public Health Technician (PT11), with half a step increase of \$0.20 to an hourly rate of \$9.72, retroactive to July 29, 2019. Motion passed unanimously

**b. Approve Probationary Period Ending for Rashad Miner, Recycling Public Health Technician (PT11), Retroactive to July 29, 2019**

Dr. Johns moved and Ms. Lucas seconded a motion to approve the probationary period ending for Rashad Miner, Recycling Public Health Technician (PT11), with half a step increase of \$0.20 to an hourly rate of \$9.72, retroactive to July 29, 2019. Motion pass unanimously.

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**c. Approve Extending Probationary Period another 90-days for Shameem Ahmad, Disease Intervention Specialist (R5)**

Ms. Lucas moved and Dr. Johns seconded a motion to approve extending the probationary period 90-days for Shameem Ahmad, Disease Intervention Specialist (R5) to November 16, 2019. Motion passed unanimously.

**d. Approve Updated Position Description for Recycling Center Manager (R3)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the updated position description for Recycling Center Manager (R3). Motion passes unanimously.

**e. Approve New Position Description for Outreach Specialist (PT2)**

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the new position description for part-time Outreach Specialist (PT2). Motion passed unanimously,

**f. Update Position Classification Schedule for Office of Public Health Information**

Mr. Adams asked the board to consider amending the position classification schedule, for the Office of Public Health Information Division, to add the Outreach Specialist.

Dr. Wyatt moved and Ms. Lucas seconded a motion to approve the updated position classification schedule for the Office of Public Health Information division. Motion passed unanimously.

**g. Approve Updated Position Description for APC Monitoring & Inspection Technician (R5)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the updated position description for APC Monitoring & Inspection Technician (R5). Motion passed unanimously.

**h. Accept Resignation of Courtney Grossman, APC Monitoring & Inspection Technician (R5), Effective September 12, 2019**

Ms. Lucas moved and Mr. Wyatt seconded a motion to regretfully accept the resignation of Courtney Grossman, APC Monitoring & Inspection Technician (R5) effective September 12, 2019. Motion passed unanimously

**i. Accept Resignation of Cael Jones, APC Public Health Technician (PT11), as of August 2, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Cael Jones, APC Public Health Technician (PT11), as of August 2, 2019. Motion passed unanimously.

**j. Appointment of Sanitarians (R4)**

Mr. Wyatt moved and Ms. Lucas seconded a motion to offer the position of Sanitarian I (R4) to Steven Smith at \$40,047.00 with a half-step increase after a satisfactory 90-day probationary period to \$40,872.00 with a start date of September 9, 2019 to come out of EH General Fund (1001 307001) and Building Code with two backups of 1) Nevin Nettey and 2) Kristen Schen. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for August 26, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for August 26, 2019. Motion passed unanimously.

Dr. Lakritz asked about a recent increase in the number of animal bite reports. Dr. Hickman said that this is likely due, in part, to the summer weather.

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Mayor Bernabei said that he recently instructed the Code Enforcement department to shorten their notice period from 30-days to 7-days and asked that Canton City Public Health shorten the notice period for property clean-ups as well. Mr. Adams, Gus Dria and Rick Miller explained that the notice period depends on when the problem is reported in relation to the time until the next board meeting.

**Approve Payment of General Fund Invoices for General Fund PO's**

Mr. Adams and Ms. Allen explained that this is related to switching the department's operating funds from the General Fund to a Special Fund.

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve payment of General Fund invoices for General Fund PO's as of October 1, 2019. Motion pass unanimously.

**Approve Purchase Request for Metro Regional Transit Authority for SARTA Bus Wraps for \$5,160.00 (Paid from HIV Funds)**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a purchase request for the Metro Regional Transit Authority for SARTA Bus Wraps for \$5,160.00 (paid from HIV funds). Motion passed unanimously.

**Approve Purchase Request for Lamar Outdoor Advertising for Billboard Advertising for \$17,940.00 (Paid from HIV Funds)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve a purchase order for Lamar Outdoor Advertising for billboard advertising for \$17,940.00 (paid from HIV funds). Motion passed unanimously.

**Approve FY20 Dental Grant Application and Initial Budget in the amount of \$101,482.00 for Grant Period from January 1, 2020 to December 31, 2020**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the FY20 dental grant application and initial budget in the amount of \$101,482.00 for the grant period from January 1, 2020 to December 31, 2020. Motion passed unanimously.

**Accept Grant from Sisters of Charity Foundation of Canton for \$2,100.00 to Support a Grant Contract Writer for the Medicaid Proposal**

**Approve contract with Community Development Professionals, LLC to Fund a Grant Writer for the Medicaid Proposal from August 26, 2019 to September 13, 2019 for an Amount not to Exceed \$2,100.00**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve accepting a grant from Sisters of Charity Foundation of Canton for \$2,100.00 and to approve a contract with Community Development Professionals, LLC to fund a grant writer for the Medicaid proposal from August 26, 2019 to September 13, 2019 for an amount not to exceed \$2,100.00. Motion passed unanimously.

**Approve Agreement Addendum with Access Health Stark County to Extend the Current Grants from the Original Periods ending October 1, 2017 and June 30, 2019 to the New Period Ending December 31, 2019**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve an agreement addendum with Access Health Stark County to extend the current grants from the original periods ending October 1, 2017 and June 30, 2019 to the new period ending December 31, 2019. Motion passed unanimously.

**Authorize a Contract with Hospital Council of Northwest Ohio for Pathways HUB Services**

Dr. Lakritz asked about the fees associated with this contract. Mr. Adams said that he will forward the board a copy of the fee schedule.

Dr. Johns moved and Mr. Wyatt seconded a motion to approve a contract with the Hospital Council of Northwest Ohio for Pathways HUB services. Motion passed unanimously.

**Authorize a Contract with YWCA of Canton for the Purpose of Receiving Grant Funding in the Amount of \$30,500.00 for Performing On-site Clinic Services (Early Head Start Outreach) for a Period of September 1, 2019 Through August 31, 2020 with the Following Sub-grantee for this Grant Cycle:**

**a. Dr. Meredith Robeson for an Amount not to Exceed \$1,400.00**

Ms. Lucas moved and Mr. Wyatt seconded a motion to authorize a contract with YWCA of Canton for the purpose of receiving grant funding in the amount of \$30,500.00 for performing on-site clinic services (Early Head Start Outreach) for a period of September 1, 2019 through August 31, 2010 with the above sub-grantee for this cycle. Motion passed unanimously.

**Approve Travel Authorization**

- a. James Adams, Health Commissioner, for Travel from 09/16/2019 to 09/18/2019, AOHC Fall Conference in Columbus, OH at a Cost not to Exceed \$748.66 (Admin GF – 1001 301001)
- b. Amanda Archer, Epidemiologist II, for Travel from 09/12/2019 to 09/13/2019, Project DAWN and Beyond in Columbus, OH at a Cost not to Exceed \$200.00 (Naloxone Fund 2324)
- c. David McCartney, Early Intervention Specialist, for Travel from 12/02/2019 to 12/04/2019, Biomedical HIV Prevention Summit in Houston, TX at a Cost not to Exceed \$1,935.06 (EIS Fund 2319)
- d. Stacy Lorkowski, Linkage to Care Specialist, for Travel from 09/06/2019 to 09/08/2019, US Conference on AIDS in Washington, DC at a Cost not to Exceed \$1,648.12 (HIV Fund 2318)
- e. Shameem Ahmad, Disease Intervention Specialist, for Travel from 09/06/2019 to 09/08/2019, US Conference on AIDS in Washington, DC at a Cost not to Exceed \$1,648.12 (HIV Fund 2318)
- f. Patty McConnell, Preparedness Coordinator, for Travel from 10/14/2019 to 10/16/2019, NEOEHA Fall Educational Conference in Twinsburg, OH at a Cost not to Exceed \$418.13 (Admin GF – 1001 301001)
- g. Shameem Ahmad, Disease Intervention Specialist, Transforming Care/HIV Conference, 10/16/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$385.00 (STD Fund 2312) *Originally approved at \$230.00 at the July 22, 2019 Board Meeting*
- h. David McCartney, Early Intervention Specialist, Transforming Care/HIV Conference, 10/16/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$385.00 (EIS Fund 2319) *Originally approved at \$230.00 at the July 22, 2019 Board Meeting*
- i. Stacy Lorkowski, Linkage to Care Specialist, Transforming Care/HIV Conference, 10/16/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$385.00 (STD Fund 2312) *Originally approved at \$230.00 at the July 22, 2019 Board Meeting*
- j. Pamela Gibbs, Health Service Coordinator/DIS-LTC Supervisor, Transforming Care/HIV Conference, 10/16/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$385.00 (HIV Fund 2318) *Originally approved at \$230.00 at the July 22, 2019 Board Meeting*

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

**Acceptance of Reports**

- a. Medical Director – James Adams thanked Dr. Elias for finding an article that allowed him to prepare a letter to the Safety Director about a recent possible stroke cluster.

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Mr. Adams, Ms. Thompson and Amanda Archer also reported that the recent suspected measles case was determined not to be a case by Ohio Department of Health.

- b. Nursing/WIC – Nursing had nothing additional

Laura Roach reported that WIC has not filled the vacant peer helper position but the posting is currently up until September 1, 2019 and they hope to have a name for the next board meeting.

Ms. Roach also reported that the division will be getting new computers soon and will then be connected to the department's network instead of a separate network as they have been in the past.

Dr. Hickman said that he noticed there has been an increase in the number of participants. Ms. Roach said that the WIC program is noticing this increase statewide.

- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Nothing additional
- e. THRIVE – Mr. Adams said that the THRIVE staff are currently working to complete an application for expanded Medicaid funding.

Mr. Adams reported that the Pathways HUB certifying agency is proposing a provisional certification status for the two local applying HUBs. The agency would then evaluate the applicants after a two-year operating period to see which is the most effective.

- f. Environmental Health – Annmarie Butusov reported that she has now been the Environmental Health Director for 1 year but that she still has quite a bit to learn.

She also reported that Michael Arnold and Rashad Miner are working out well at the recycle center. Additionally, she met with the center's partner agencies and they have pledged to increase their financial and material support for the center.

Mr. Wyatt asked if it would be possible for the department to offer basic food safety certification online. Ms. Butusov said that these training courses are determined by Ohio Department of Health and Ohio Department of Agriculture and that she would look in to it. She also said that the goal for offering this training locally is to reduce the number of critical violations found by the food safety inspectors.

- g. Air Pollution Control – Terri Dzienis reported that Courtney Grossman is is now and that she'll be hiring a monitoring and inspections technician soon.
- h. Vital Statistics – Nothing additional
- i. Fiscal – Nothing additional
- j. Health Commissioner – Mr. Adams told the board that the department's annual all-staff meeting is coming soon. Each division at the department will be preparing a small basket, worth around \$20, and employees will have a chance to win these at the meeting. Mr. Adams invited the board to attend the meeting and to prepare a basket.

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Mr. Adams added that Belden Drive Thru's food license has been revoked since the last board meeting. The owners are requesting an appeal and Mr. Adams is working with the Law Department to ensure a proper process is followed.

Mr. Adams also reported to the board that Amanda Archer recently arranged a meeting with Representative Bob Gibbs' staff. Three members of his staff met with the department to learn what we do and what issues are affecting our community.

- k. Accreditation Team – Robert Knight told the board that the department's report is still being prepared by the PHAB site visit team and that a report is expected in about one month. Following the report, a decision about the department's accreditation application will be made in November.
- l. Quality Improvement and Performance Management – Terri Dzienis told the board that, in addition to the Performance Management report and dashboard included in the packet, that she had distributed the Quality Improvement report at this meeting.

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

**Other Business**

No other business was discussed.


**Next Meeting: Monday, September 23, 2019 at 12:00pm**

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, September 23, 2019 at 12:00 PM.

**Adjournment**

Mr. Wyatt moved and Dr. Johns seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:24 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

9/23/2019  
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Date of Approval